

Manual 2
Powers and duties of officers and employees
(Section 4 (1) (b) (ii)
Powers and duties of officers and staff

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Sri Suranjan Pradhan, OAS, Officer In-Charge-Election Section, Khordha	1) To control & supervision of work of Sub-Ordinate staff of election section. 2) Maintenance of Service book of staff of election section. 3) Sending of CCRs of the staff.	As authorized DDO to draw and disburse the bills as per PTC Vol - II & OGFR-VOL- I .	To act as Ex. Magi. as per sub-section 3 of section 20 of CRPC 1973.	1. Conduct of General Election to Lok Sabha & OLA 2. Submission of Budget 3. Revision of E. Roll 4. Preparation of EPIC Cards. 5. Disposal of file etc.	Over all supervision of the section .
2.	Sri Pathani Sethi, HC	Not applicable	Not applicable	Not applicable	Not applicable	Maintenance of Accounts & Cash book Photo I.D. Cards, Revision of E.Roll, Re-organisation of Polling Station, General Stock Register and General Correspondences of Election matter. Cross checking of cash book, Log book, entrusted to ensure timely submission of report returns. He is also overall charges to supervise all items of works of this section. General Election, Bill Budget & Estt. matter, General correspondence, Stock & store of Election, Report & Returns, Maintenance of routine registers forms & stationary, Issue, Dairy. All type of Computer work & maintenance
4.	Sri Chakradhar Bhol, Night Watchman	Not applicable	Not applicable	Not applicable	Not applicable	Attach for office work & watch election go-down and office.