

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 Parambrahma Joshi, O.A.S. Officer-in-Charge	(i)	1.Maintainance of S.B. of Gaz & N-Gaz. Officers of the District.	Drawing officer on the following heads of Account	To perform Ex. Magi. As per Sub section 3 of Sec.20 of CRPC 1973	Overall supervision of office work to maintainance Transparancy and quick disposal of the files.	1.To put up the letters received in the section in due time 2.To make regular service verification 3.To put up claims like pay Fixation, Increment, TBA etc. in due time 4.Payment of salary in due time 5.To reduce pendency of the work 6.Overall supervision of the section
		(ii)	Preparation of Gradation list of Class – III & IV employees of the district.	D.No. 3-2053 Dist. Admin – 093 Dist. Estt. 0100000-slaries(Non-Plan)			
		(iii)	Maintenance of CCRs of the employees.				
		(iv)	Convening D.P.C. meeting.				
2.	Akhaya Ku. Sahu, Sr. Clerk	Not Applicable	Not Applicable	Not Applicable	Not Applicable	To put up files relating to offices of the Dist. In regard to sanction of increment leave/ withdrawal from GPF/ relief of officers under orders of transfer/ Training/ files relating to OAS(P) officers/ pension / etc. Inpsection Note of	

						Hight Authority & Estt. Officers.
3		NA	NA	NA	NA	<p>1.To put up files on appointment and transfer in due time</p> <p>2.To preparation gradation list in due time</p> <p>3.To put up files relating to J.V. employees of settlement and consol. Organization in due time.</p> <p>4.To put up DPC files in due time</p> <p>5.To put up all informations regarding staff position. Prematures retirement review and cases of Deptt. Proceedings and suspension</p>
4.	Sri Pradeep Kr. Sardar, Sr. Clerk	NA	NA	NA	NA	<p>Custodian of all personal files/ Service Books of N.G. staffs of the Dist.</p> <p>To put up arrear claims.increment.sanction of GPF withdrawal/Fixation of pay/GIS/Fixation of pay in TBA/ Sanction of HBA etc.</p>
5.	Sri Suresh Ch. Nanda , Sr. Clerk.	NA	NA	NA	NA	<p>1.To put up files for conducting Deptt. Examination as per rules & other examinations.</p> <p>2.To put up R.A.Cases in time</p> <p>3.To prepare and put up PWC on OAT matters in due time</p> <p>4.To put up pension cases of all N.G.staff in due time</p> <p>5. Yo put up all reports and returns concerning N.G.Staff in due time</p> <p>6.To prepare and put up answers to all Lok Sabha & A. Questions</p>

						7. To put up Audit objections for compliance in due time.
5.	Smt. Saumitri Mistri, Sr. Clerk	NA	NA	NA	NA	To prepare District Budget in time. To maintain Allotment register/GPF Ledger/ Pass Books/ Pass books for HBA. To Prepare all Bills relating to District Establishment under Revenue Administration To prepare District Expenditure statement in time for transmission to proper quarter. To act as custodian of CCR files relating to Non-gazetted staff of District Office & Sub-ordinate offices relating to Revenue Administration and to put up CCR files timely.
7.	Sri Bipin Behari Pattnaik, JC (Chainman)	NA	NA	NA	NA	1.To receives letter 2.To Issue letters from the section and send the letters to central dispatch section 3.To type write fare copies of the approved manuscript drafts and information of the section.