

**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.	OIC Judicial	To monitor and supervise the work of staff working in judicial section.	--	To look after the proper function of the judicial section.	1. To monitor Court cases of District Administration, Issue & renewal of Arm License , explosive license under explosive Act,1954, Issuance & renewal of Cinema/ Video license under Cinema Autograph Act, Issuance of permission for opera shows.	
2.	Sr.Clerk					Deals with OJC, WP©, NHRC, OHRC, Lokpal, Mahila Commission, Jail matters, appointment of Notary matters, Loksabha & Assembly questions.
3.	Jr.Clerk					Administration of civil justice, criminal justice, CPC notice, meeting & conference, NOC under explosive & Petroleum Act, Police & Special report, Cinema Autograph Act, correspondence on Hindu Marriage Act & Christian Marriage Act, Law Officers of Estt.
4.	Jr.Clerk					Law & Order, meeting & conference, correspondence on Arm license, type & issue, prosecution under Arms Act, strike & lock out.
5.	Peon					Attached to this section.