

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	
01.	L.A.O., Khordha	To supervise the works of Amins and staffs working in the office and law and order.	D.D.O. of office and payment of compensation to land oustees.	Provisions of L. A. Act. 1894.	Rehabilitation and resettlement activities of the project affected persons.	Land acquisition R & R benefits to land outstees and law & order maintenance.
02.	Jr. Clerk-01	--	--	--	--	Cashier, audit and inspection report, form stationary and library and working as Nazir in the office. Tour and inspection programme. L. A. section working as Bench Clerk to L.A.O. Deals all the matters of Case records, files of L. A. process fills of R & R matters, court cases etc.
03.	Amin-01	--	--	--	--	Preparation of yadest register, enquiry of L. A. & R.R. Matters, preparation of Award register, CC Vouchers, rent abatement, preparation of documents for handing over possession etc.
04.	Chainman-02	--	--	--	--	Attached to Amins for verification of plots, joint inquiry on land status etc.
05.	Process Surveyor-01	--	--	--	--	Attached to Amins for verification of plots, joint inquiry on land status etc.