

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
		Administration	Financial	Statutory	Others	
1.	Nizarat Officer	To control and supervise the work of subordinate staff/ Nizarat Section	As authorised in OTC & OGFR.	To perform the Executive magistrate duties as deputed by the competent authority as per provisions 20 of Cr. P.C. 1973.	To maintain and supervision of the Conference hall and Special Circuit House.	
2.	Nazir					Maintenance of Cash Book.
3.	Asst. Nazir (Collectorate, Khordha)					Maintenance of Stock store register, Consumable and non consumable, preparation and submission of budget on contingency for District office and Special Circuit House. Issue permission to keep the duplicate keys of Iron chest- permission to keep the elephant tusk in strong room of District and Sub-treasury as per provision of S.R.-88, OTC-I. Correspondence on audit report and inspection reports. Report and Returns. Maintenance of Govt. Vehicles of District and other subordinate office vehicles. Establishment matters relating to Nizarat Section.
4.	Asst. Nazir (Special Circuit House)					Reservation and maintenance of Special circuit house, maintenance of cash book and stock store register and other correspondences of Special Circuit House.