

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

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Sri Sarat Kumar Patra, District Panchayat Officer, Khordha	1. Maintenance of Service Book of staff. 2. C.CR of staff.	1. Drawal of Salary of office staff. 2. Drawal & Disbursement of G.I.As. with approval of Collector.	1. Inspection of G.Ps 2. Election to PRIs. 3. Approval of appointment of G.P. Staff.	1. Deals with High Court cases & other cases relating to G.P. and also Election matters	Over all supervision of the Section and functions thereof.
2.	Sri Jhadeswar Nayak, Head Clerk	Not Applicable	Checking of all financial documents	Not applicable	Supervision of all G.P. Matters, Election matter & RTI matters	Supervision of correspondences of all matter
3.	Sri Kamal Lochan Nayak, Senior Clerk	Not Applicable	Preparation and to ensure drawal of all bills	Not Applicable	Maintenance of all cash books, Bill registers, submission of DC, Bills, UCs.	Correspondence on G.P. matter, Election matter, cash & account, Estt. Matter etc.
4	Sri Biswanath Maharana, Driver	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Driving the Office Vehicle
6	Sri Gautam Barik, Peon	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Attach with Office work, Treasury & Bank works.
7	Sri Babuli Pattanaik, Peon	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Attach with Office work.