

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 Muralidhar Mohapatra, OAS	To control & supervise the work of subordinate staff of Revenue section	NA	NA	NA	Overall charges of Revenue section
2.	Sri Sahadev Baral, Sr.Clerk	NA	NA	NA	NA	Meeting & Compliance, All types of Revenue cases, Town khasmahal, Issue of Stamp vender license, OLR matters, Bench Clerk to Collector.
3.	Sri Keshab Chanrda Biswal, Sr.Clerk	NA	NA	NA	NA	Lease, Alienation, Mining, Site selection, Assembly Question, Office building.
4.	Sri Gunanidhi Tripathy, Jr.Clerk	NA	NA	NA	NA	Typing & Computer & Assembly Questions relating to OLR, Stamp Act.
5.	Sri Mitrabhanu Rout, Jr. Clerk	NA	NA	NA	NA	Bhoodan, Encroachment, Property of Lord Jagannath, Chilika Fishery, Master Plan, Bench Mark valuation, Registration Under valuation cases. Assembly Question.