

**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, Officer-in-Charge	To control & supervise the work of sub-ordinate staff of Touzi Section.	--	--	Monitoring of official works, monthly review meeting & staff meeting, Half yearly & Annual Inspection of the section.	Over all supervision of the Section
2.	Sri Sahadev Baral, S.C.	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Receipt, Issue of letters and other correspondence relating to Touzi, Sairat, Irrigation & Crusher matters.
3.	Sri Ullash Ch. Udandray, CM	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Attached to the Touzi Section