

MANNUAL-2
Powers & Duties of Officers

CAPITAL ADMINISTRATION -II & IV(LAND BRANCH):

The power as enumerated in Orissa Public Premises (Eviction of unauthorized occupants) Act, 1972 is vested with Estate Officer for lands and buildings situated within BMC area and under control of G.A. Department.

The Bench Clerk is the custodian of all case of records and the Process Server is to serve notices of the court.

Sl. No	Designation of Post	Powers				Area allotted	Duties Attached
		Administrative	Financial	Statutory	Others		
1	Sri Sankar Mallick Desk Officer.,					Areas coming within Zone II&IV	Overall supervision of works being done in the Section, recording of CCR of Assistants & Ris ,maintenance of Bank Draft register for conversion fees, premium of land etc.
2	Sri Sushil Ku. Parida, Desk Officer					Areas coming within Zone I & III	Overall supervision of works being done in the Section, recording of CCR of Assistants & Ris
3	Shri Ram Chandra Panigrahi, Assistant Section Officer	Administrative	Financial	Statutory	Others	Bharatpur, Sampur, Ghatikia, PaikaNagar, Aiginia, Jokalandi	Conversion,Mutation,Transfer,Mortgage of lease & allotment of Government land, Revenue, Civil Court, High Court & Supreme Court cases and other miscellaneous matters.
4	Sri Dillip Bhattaray, Assistant Section Officer					Bapuji Nagar & Forest Park, Kharavela Nagar, Gopabandhu Nagar, Dumduma, Jagamara, Baramunda, Pokhariput, Jadupur, Bhimpur	Conversion,Mutation,Transfer,Mortgage of lease & allotment of Government land, Revenue, Civil Court, High Court & Supreme Court cases and other miscellaneous matters.
5	Sri Prasant Kumar Pattanaik, Assistant Section Officer					Madhusudan Nagar, Ashok Nagar, Satya Nagar, Bhoi Nagar, Keshari Nagar, Bhouma Nagar, Nilakantha Nagar (Nayapally), Kapila Prasad, Bhubaneswar, Kapileswar, Sundarpada, Begunia	Conversion,Mutation,Transfer,Mortgage of lease & allotment of Government land, Revenue, Civil Court, High Court & Supreme Court cases and other miscellaneous matters.
6	Gobardhan Hembram, Assistant Section Officer					Sahid Nagar, Surya Nagar, Goutam Nagar, Ganga Nagar, Laxmisagar-I (Budha Nagar, Budheswari), BJB Nagar, Jharpara, Gada Gopinath Prasad,	Conversion, Mutation, Transfer, Mortgage of lease & allotment of Government land, Revenue, Civil Court,High Court & Supreme Court cases and other miscellaneous matters.

						Pandara, Laxmisagar-II (Saralanagar), Meherpali, Gobindprasad.	
7	Sri Prahallad Singh, Assistant Section Officer					Haripur Patna, Rajarani, Nuagaon, Baragada, Bomikhal, Jaydev Vihar	Conversion, Mutation, Transfer, Mortgage of lease & allotment of Government land, Revenue, Civil Court, High Court & Supreme Court cases and other miscellaneous matters.
8	Sri Srikanta Barik, Assistant Section Officer					Chandrasekharpur, Gadakana, Patia, Damana, Vanivihar, Samantapuri, Mancheswar, Naharkanta, Haridaspur, Nakhara, Banguari, Pahala, Johala, Rudrapur, Jeypur	Conversion, Mutation, Transfer, Mortgage of lease & allotment of Government land, Revenue, Civil Court, High Court & Supreme Court cases and other miscellaneous matters
9	Sri Duryodhan Majhi, R.I.,					Bapuji Nagar, Ganga Nagar, Surya Nagar, Gopabandhu Nagar, Baramunda, Jagamara, Pokhariput, Bhimpur, Kapila Prasad, Sundarpada, Kapileswar, Haripur Patna, Bhubaneswar, Goutam Nagar, Nuagan, Dumduma, Jadupur, Begunia	Demarcation & preparation of sketch and drawing. Site verification and measurement. Handing over possession. Eviction adducing evidence in the court of law on behalf of GA. Deptt. Reporting against encroachment
10	Sri Jagannath, Sathpathy, R.I.						Coordination of all matters relating to Settlement Officers, Court Camp, Court of Member Board of Revenue.
11	Sri Suryamani Mohapatra, R.I.					C.S.Pur, Gadakan, Damana, Patia, Samantapuri, Vanivihar, Mancheswar, Naharkanta, Pahala, Johala, Jaipur, Rudrapur, Banguari, Nakhara, Haridaspur, in charge of Zone-IV. Addl. charge of the zone-III- Ashok Nagar, Kharavel Nagar, Keshari Nagar, Bhoum Nagar, Bhoi Nagar, Satya Nagar, Sahid Nagar, Bomikhal, M.S.Nagar, BJB Nagar, Laxmisagar-I, Laxmisagar-II, Jharapara,	Conversion, Mutation, Transfer & allotment, Civil Court, High Court & Supreme Court cases

						GovindPrasad, Meherpalli, Badagad, Rajarani, Pandara, Gada Gopinath Prasad	
12	Amiya Kumar Das, Amin					Ghatikia, Sampur, Bharatpur, Jokalandi, Aiginia, Paika Nagar, Jaydev Vihar, Nayapalli	Conversion, Mutation, Transfer & allotment, Civil Court, High Court & Supreme Court cases
13	Sri Sukant Pradhan, Land Officer	Administration	Financial	Statutory	Others		Allotment of land, Preparation of proceedings of different meetings and conferences, policy matters relating to Govt. land in Bhubaneswar and processing of civil court cases for approval of Parawise comments/ Written Statement/ Rejoinders for approval of authorities after examined and verified by Asst. Law Officer.

14	Sri S.K. Raysardar, A.L.O.					Aiginia, Ashoknagar, Baramunda, Bharatpur, Bhoinagar, Bhoumanagar, Dumuduma, Ghatikia, Gopahandhu nagar, Jagamara, Jayadev vihar, Jokalandi, Madhusudan nagar, Nilakantha Nagar, Paikanagar, Pokhariput, Sampur, Bargarh, Begunia, Bhimpur, Bhubaneswar, BJB Nagar, Bomikhal, Gada Gopinath Prasad, Gobinda Prasad, Haripur, Jadupur, Kapilprasad, Kapileswar, Keshari Nagar, Laxmi Sagar, Meherpalli, Nuagaon, Pandra, Rajarani, Satyanagar, Sundarpada	To process lease files relating to conversion of lease, transfer of lease, substitution of lease, mortgage of lease, High Court, Civil Court & Revenue cases and other miscellaneous works relating to Zone-II.
15	Sri Arup Kumar Sahoo, Addl. L.O.					Bangurai, Bapujinagar, Chandrasekharpur, Damana, Gadakana, Ganganagar,	To process lease files relating to conversion of lease, transfer of lease, substitution of lease, mortgage of lease, High Court, Civil Court & Revenue cases and other miscellaneous works.

						Goutamnagar, Haridaspur, Jayapur, Jharpada, Jhola, Kharvelanagar, Mancheswar, Naharkanta, Nakhara, Pahala, Patia, Rudrapur, Sahidnagar, Samantapur, Suryanagar, Vani Vihar,	
16	Sri Saroj Kumar Rout, Addl.L.O.						To deal with all the case matters relating to Government land in BMC area and submit the file to Additional Secretary / Director through Land Officer for approval of PWC/ WS/ CA. He will coordinate all the Additional Land Officers and GP/O/OAG, Orissa and ensure timely submission of instruction / PWC / WS/ CA.

