

Manual 2

Powers & 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	Secretary	As defined in Orissa Sect. Instruction	As defined in OGFR			As defined in OSI
2	Addl. Secretary	As defined in OSI	As defined in OGFR			As defined in OSI
3	Director & Ex-Officio Addl. Secy.	As defined in OSI	As defined in OGFR			As defined in OSI
4	Under Secy.	As defined in OSI	As defined in OGFR			As defined in OSI
5	AFA-cum-US	As defined in OSI	As defined in OGFR			As defined in OSI
6	Senior Scientist(RS)	To deal technical matters				
7	Sr. Scientist (BT)	To assist Director, BT.				
8	Section Officer-I	As defined in OSI				As defined in OSI
9	Section Officer-II	As defined in OSI				As defined in OSI
10	Sr. Asst.	As defined in OSI				As defined in OSI
11	Librarian	As defined in OSI				As defined in OSI
12	Auditor	As defined in OSI				As defined in OSI
13	Sr.Gr. Typist	As defined in OSI				As defined in OSI
14	Project Operator	As defined in OSI				Projector Operation
15	DEO	As defined in OSI				Computer works
16	Sr. Gr. Diarist	As defined in OSI				As defined in OSI
17	Superintendent-II	As defined in OSI				As defined in OSI
18	Jr. Gr. Typist	As defined in OSI				As defined in OSI
19	Jr. Recorder	As defined in OSI				As defined in OSI
20	Driver	As defined in OSI				As defined in OSI
21	Zamadar	As defined in OSI				As defined in OSI
22	Daftary	As defined in OSI				As defined in OSI
23	Peon	As defined in OSI				As defined in OSI
24	MPA	As defined in OSI				