

**CHAPTER - 3 (MANNUAL -2)****POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Designation :

<b>POWERS</b>		<b>ADMINISTRATIVE</b>
Sub-Collector - 1No	Sub - Collector's Office, Athmallik	Sri Umakanta Tripathy,OAS(I)
Revenue Officer-1 No	Sub - Collector's Office, Athmallik	Sri Akshya Kumar Sethy, OAS
<b>FINANCIAL</b>		
Accountant		Sri Banambar Pradhan, H.C
Nazir		Sri Dukhabandhu Sethy, Sr. Clerk
Establishment & Bill Budget		Sri Linkan Kumar Pani, Sr.Clerk
<b>OTHERS</b>		
Establishment Section		Sri Linkan Kumar Pani, Sr.Clerk
Emergency Section		
Gen & Misc. Section		Sri Pramod Kumar Sethy, Sr.Clerk
Welfare Section		
P.G. Cell & Audit		
Diary & Despatch		Kumudini Saraf, Jr. Clerk
Development		
Social Welfare Section		
Copy Section		Sri Adikanda Sahoo, Jr.Clerk
G.P. Section		
Record Keeper		
Forms & Stationary		
Judicial (B.C to S.D.M)		Sri Jogeswar Tripathy, Jr. Clerk
U/S 22 & 23 (A)		
Library Section		
Judicial (B.C to R.O -cum- E.M		Sri Kunja Bihari Sahu, Jr. Clerk
Revenue		Sri Bishnu Ch. Sahu, Sr. Clerk
OPDR		
RTI Act		
Election		Sri Dukhabandhu Sethy, Sr. Clerk
Jr.Stenographer		Sri Joginath Naik
<b>CLASS - IV STAFF'S</b>		
Attached to Election		Sri Parsuram Behera, Peon
Atatched to Rev. I.B		Sri Sudhakar Barik, Sweeper-cum-Mali
Orderly Peon to Sub - Collector		Sri Bansidhar Sahoo
Choukidwar -cum- Sweeper		

Attached to Officer	Sri Prahallad Bhukta, Peon
Choukidwar -cum- Swweeper	Sri Dalagovinda Sahoo, Peon
Attached to Rev. Officer Court	Manoj Manjari Singh, Peon
Attached to Issue Despatch	Sri Kainfulla Kumbhar, Peon

**CHAPTER - 8  
(MANNUAL -7)  
THE NAMES,  
DESIGNATIONS  
AND OTHER  
PARTICULARS  
OF THE  
PUBLIC  
INFORMATION  
CENTRES.  
Asst. Public  
Information  
Officers**

No.	Name	Designation	STD Code	Ph. No.	FAX	E-Mail	Address	
Office	Home							
1	2	3	4	5	6	7	8	9
1	Sri Banambar Pradhan	Head Clerk	06763	254222	9437006358	25422	Tahasil - atheyahao- co-in	Sub- Collector's Officer, Athmallik
<b>Public Information Officers</b>								
1	Sri Akshya Kumar Sethi	Rev. Officer	06763	254222	9861411391	254222	Tahasil - atheyahao- co-in	Sub- Collector's Office, Athmallik
<b>Departmental Appellate Authority</b>								
1	Sri Umakanta Tripathy	Sub - Collector	06763	254222	9937416255	254222	Tahasil - atheyahao- co-in	Sub - Collector's Officer, Athmallik