

**R.T.I. ACT.****ORISSA STATE LEGAL SERVICES AUTHORITY, CUTTACK****Powers and Duties of Officers and Employees**

3.1. Please provide details of the powers and duties of officers and employees of the organization.

Designation	Member-Secretary, Orissa State Legal Services Authority, Cuttack.	
Powers	Administrative	1. All Administrative, Finance & Budget Matters as Heads of Deptt.
		2. To give free Legal Services to the eligible & weaker sections.
		3. To work out modalities of the of the Legal Services Schemes & programmes approved by the State Authority & ensure that effective monitoring & implementation.
		4. To liaise with the Social Action Groups and Dist. Authorities & Taluk Legal Services Authorities.
	Financial	1. To maintain true and proper accounts of the State Authority including checking and auditing in respect thereof periodically.
		2. To prepare Annual Income and Expenditure Account and Balance-sheet of the said Authority.
		3. To process proposals for financial assistance and issue Utilisation Certificates thereof.
		4. To manage the properties, records and funds of the State Authority.
	Others	1. To maintain up-to-date and complete statistical information including progress made in the implementation of various Legal Services programme from time to time.
		2. To organize various Legal Services Programmes as approved by the State Authority and convene meetings or seminars and workshops connected with Legal Services Programmes and preparation of report and follow-up action thereon.
		3. To produce video or documents films, publicity material, literature and publications to inform general public about the various aspects on the Legal Services Programmes.
		4. To lay stress on the resolution of rural disputes and to take extra measures to draw schemes for effective and meaningful Legal Services for setting rural disputes at the door-steps of the rural people.
		5. To perform such of the functions in framing the most effective & economical schemes for the purpose of making Legal Services available under the provision of the Legal Service Authorities Act,1987.
6. To perform such other functions as may be expedient for the efficient functioning of the State Authority		
Duties	As narrated above.	

Designation	Deputy-Secretary, Orissa State Legal Services Authority, Cuttack.	
Powers & Duties	Administrative Financial Others	To render Secretarial assistance to the Member Secretary of the State Authority.
Designation	Superintendent Level-1, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative Financial Others	To remain in overall charge of the work of Class-III and Class-IV employees. Besides, his primary duty shall be in relation to correspondence, maintenance of figures, statistics and information of legal aid activities and dealing with urgent important matters.
Designation	Personal Assistant to the Member Secretary, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative Financial Others	He will function as the Personal Assistant to the Member Secretary.
Designation	Senior Assistant, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative Financial Others	1. To remain in charge of legal aid applications and Lok Adalats. He will accompany to the Member Secretary or Deputy Secretary to the place of legal aid programmes like Lok Adalats and other legal aid activities like holding of para-legal training camps, legal literacy camps, legal aid camps, seminars and workshops, etc. as and when required.  2. To remain in charge of statistics information, figures and progress report, library and accounts, etc.
Designation	Junior Assistant, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative. Financial Others	1. To remain in charge of stationary, stock of furniture and form, cash and vehicle. 2. To deal with District Authority, High Court/Taluk Committee file and records. 3. To remain in charge of diary, dispatch and postal accounts.
Designation	Junior Grade Typist, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative. Financial Others	He will remain charge of Establishment, Diary and Despatch and postage stamp accounts and other matter as may be assigned from time to time.
Designation	Driver, Orissa State Legal Services Authority, Cuttack.	

Power	Administrative Financial Others	To drive the office vehicle, remain charge of vehicle log book and other register relates to the vehicle allotted to drive.
Designation	Peon, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative. Financial Others	He is assist and carry the files, registers and papers from one place to another in the office, to carry and distribute local daks and to help in Bank and Treasury transactions.
Designation	Sweeper-cum-Watchman, Orissa State Legal Services Authority, Cuttack.	
Power	Administrative. Financial Others	He is to watch the office building and sweep the rooms of the office.
Designation	Secretary(Ex officio), High Court Legal Services Committee ( One of the Registrars of the Orissa High Court)	
Power	Administrative. Financial Others	To function as the Secretary of the High Court Legal Services Committee.
Designation	Superintendent, Level-1, High Court Legal Services Committee	
Power	Administrative. Financial Others	He will remain overall charge of supervision of work of Class-III and Class-IV employees of the Committee. His primary duty will be to put up files in regard to administration, implementation of Legal aid activities of the Committee. He will also deal with urgent and important matters and correspondence. Besides, he will remain in charge of motor vehicle.
Designation	P.A. to Secretary, High Court Legal Services Committee	
Power	Administrative. Financial Others	He will function as the Personal Assistant to the Secretary.
Designation	Senior Assistant, High Court Legal Services Committee	
Power	Administrative. Financial Others	He is to prepare all bills, expenditure statements, Utilisation Certificate, maintain account registers and vouchers and deal with bank and Treasury transactions.
Designation	Junior Assistant, High Court Legal Services Committee	
Power	Administrative. Financial Others	He will remain in charge of store stationary, forms and furniture and library, all correspondence files and papers, diary and dispatch and postal stamp accounts and other matters as may be assigned from time to time.
Designation	Peon, High Court Legal Services Committee	
Power	Administrative Financial Others	He is assist and carry the files, registers and papers from one place to another in the office, to carry and distribute local daks and to help in Bank and Treasury transactions.
Designation	Secretary (Ex officio), District Legal Services Authority.	

Power	Administrative. Financial Others	He will function as the Secretary of the District Authority as required under the Act.
Designation	Senior Clerk, District Legal Services Authority.	
Power	Administrative Financial Others	He will remain in charge of legal aid applications, will accompany to the Secretary to the place of Legal aid Programmes like legal literacy camps, legal aid camps and Para legal training camps. He will also remain in charge of register panel lawyers and deal with bills for sanction of advance expenditure in legal aid has been granted, remain in charge of cash, cash registers, vouchers, stores, stationery and all account matters will prepare all bills and deal with Bank and Treasury transactions and also prepare expenditure statements and Utilisation Certificate.
Designation	Junior Clerk, District Legal Services Authority.	
Power	Administrative. Financial Others	He will remain in charge of register of legal aid applications, forms, furniture, and library, will maintain all correspondence files and papers, remain in charge of diary and despatch and postal stamps and discharge such other duties as may be entrusted to him from time to time.
Designation	Senior Stenographer (Ex officio), District Legal Services Authority.	
Power	Administrative. Financial Others	He will function as the Steno to the Secretary.
Designation	Peon, District Legal Services Authority.	
Power	Administrative. Financial Others	To assist and carry the files, registers and papers from one place to another in the office, to carry and distribute local daks and help the Accountant in respect of Bank and Treasury transactions. To serve notices and processes.
Designation	Chairman (Ex officio) Taluk Legal Services Committee.	
Power	Administrative. Financial Others	1. He will function as the Chairman of the Taluk Committee. 2. Co-ordinate the activities of legal services in the Taluk, organize Lok Adalats within the Taluk and perform such other functions as the State Authority & District Authority may assign to it.
Designation	Junior Clerk-cum-Typist, Taluk Legal Services Committee.	
Power	Administrative. Financial Others	He will deal with legal aid applications and all matters connected with organization of Lok Adalats and other legal services activities within the Taluk, maintain primary register, register of monthly meetings of the committee, accounts register, register of panel lawyers, letters received and issued. He will compile statistics, progress report, deal with all Banks and Treasury transactions, payment of remuneration to lawyers, prepare and submit Utilisation Certificate, expenditure statements and maintain vouchers and be in charge of forms, stationery, furniture and library. He will maintain all files to letters received and issued and records and papers of the Committee. He will also accompany the Chairman to the place of Lok Adalat and other legal services activities, when required.
Designation	Peon, Taluk Legal Services Committee.	

Power	Administrative. Financial Others	He will perform all duties as such attached to the Committee which will include distribution of daks, service of notices with regard to Lok Adalats and other legal services activities, accompanying the Chairman to place of Lok Adalat, besides helping the Junior Clerk in Bank and Treasury transactions.
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