

Sl. No.	Name & Designation of Employees	Duty allotted
1	Sri Kamala Kanta Kar, Superintendent L-II	<ol style="list-style-type: none"> 1. Victim Compensation Scheme 2. File of Contingent 3. File of RTI Act 4. Budget & Governor's Speech 5. CDA File 6. Bachpan Bacho Andolan File 7. Disaster Management File 8. Internship file 9. File of Assembly & Parliament question. 10. Accreditation of NGOs 11. Ratha Yatra File 12. Vehicle File 13. Supreme Court File 14. Government Press.
2	Sri Abhiram Lenka, Senior Assistant	<ol style="list-style-type: none"> 1. In Charge of Cash 2. State Budget (Annual / Supplementary / Revised etc.) 3. e-TDS of monthly / Quarterly 4. H.B. Advance 5. Moped Advance 6. Festival Advance 7. In Charge of Audit 8. Maintaining of Cash book of victim Compensation Schemes 9. Maintaining of Cash book of Payment for professional and special services. 10. Personal entitlement of Officers 11. Supervise the Accounts relating to the State Budget. 12. Check all the cash Book relating to all grants and also General Cash Book(s) 13. In Charge of Library of State Authority 14. Assists to the Accounts Officer to comply the financial matter 15. Conduct the internal audit of DLSAs as per direction of the Authority and 16. Other works as assigned by the Authority.
3	Sri Ranjan Kumar Jena, Senior Assistant	<ol style="list-style-type: none"> 1. (i) Establishment matter relating to maintenance of Personal files and Service Books of officer and staff of OSLSA, DLSAs, TLSCs and PLAs. (ii) Annual service verification, leave account, fixation of pay, annual increment, sanction of E.L. and other kind of leave, house rent allowance of all the employees of the this

		<p>establishment.</p> <p>(iii) Miscellaneous correspondence in Establishment matter.</p> <p>(iv) Parliament and Assembly question relating to Establishment matter.</p> <p>(v) Annual Establishment review to be submitted to Govt.</p> <p>(vi) Submission of Pension papers to A.G. / Govt. and submission of statement on pension matter.</p> <p>2. Legal Aid Cells at District Head Quarters/ Sub-Divisional Head Quarters and Blocks of the state by ST & SC Department.</p> <p>3. Village Legal Aid and Support Centre (Village Legal Aid / Services Clinics) , NALSA</p> <p>4. Juvenile Justice Act. Training and guidelines formed by the Hon'ble Supreme Court of India.</p> <p>5. Preparation of Sitting Fee and Conveyance Allowance of Members of different Permanent Lok Adalats of the State.</p> <p>6. Preparation of Online Monthly Salary Bills through HRMS.</p> <p>7. Sanction of Service Postage Stamps.</p> <p>8. Sanction of monthly salary of the Project Officer, Data Entry Operator, DEO-cum-Office Assistant and Night Watchman-cum-Sweeper (on daily wage) of OSLSA.</p>
4	<p>Sri Partha Sarathi Panda, Jr. Clerk-Cum-Typist.</p>	<p>1. Maintaining all Cash Book including General Cash Book (Except `Victim and PPSS)</p> <p>2. Preparing the Budget of NALSA Grant.</p> <p>3. Correspondence to NALSA</p> <p>4. Correspondence to Law in accounts matter about NALSA Grant</p> <p>5. Maintaining all files relating to NALSA Grant/ 13th F.C. Grant (Lok Adalat and Legal Aid) S.C and S.T. Grant, 13th F.C. Grant (A.D.R.) and Permanent Advance.</p> <p>6. Correspondence to Collector Office and Treasury Office on Accounts matter.</p> <p>7. Distribute allotment to Field units from different Grants</p> <p>8. Maintaining Files of Delegation of Financial power</p> <p>9. Deals with accounts matter of DLSAs and TLSCs</p> <p>10. Assists to the Accounts Officer to comply the financial matter</p> <p>11. Deals with file of Legal Services Clinics / Assistant Booth at DHH and SDHs and</p> <p>12. Maintaining of Cash Book of R.T.I. Act</p> <p>13. Maintaining Fidelity Insurance file &</p>

		14. Other works as assigned by the Authority.
5	Sri Umesh Chandra Mahali, Jr. Clerk-cum-Typist.	<ol style="list-style-type: none"> 1) Scheme of NALSA Free & Competent Legal Services Reg-2010 2) Scheme of NALSA Para-legal Volunteers 3) Jail Legal Aid Clinic 4) Mobile Legal Services Vans 5) TATA Ventures 6) Bolero, Qualis and Indego (Requisition, sanction of fuel and maintenance of the above Vehicles) 7) R.C.M File 8) Sanction of R.R.T 9) Panel Lawyers Training (All Districts including Taluks) 10) Regarding maintenance of registers in Vernacular language of PLVs engaged in different clinics by the Legal Services Institutions of the State. <p><u>Statistics</u></p> <ol style="list-style-type: none"> i) Front Office ii) Para-legal Volunteers iii) Jail Legal Aid Clinics iv) Legal Services Panel Lawyers Training v) NALSA compliance/Assembly Parliament Question relating to the above files as and when required by them.
6	Sri Ajaya Kumar Khuntia, Jr. Clerk-Cum-Typist.	<ol style="list-style-type: none"> 1) Legal Aid Applications 2) GPF Sanction (OSLSA/ HCLSC/ DLSAs/TLSCs & PLA. 3) Annual report for G.P.F. files 4) Panel Lawyers for Legal Aid / Assistance selected by the different DLSAs. and TLSCs. 5) Register for Monitoring Pending Legal Aid Cases. G.P.F. File. 6)
7	Sri Ashok Kumar Sahoo, Jr.Clerk-cum-Typist.	<ol style="list-style-type: none"> 1. Preparation of Salary Bills of Outlying Jr. Clerk-cum-Typist and Peons of District Legal Services Authorities and Taluk Legal Services Committes. 2. Preparation of Salary Bills of Sr. Clerks, Jr. Clerks and Peons of Permanent Lok Adalats (PUS). 3. Honorarium bill of Ex-Officio Secretaries of different District Legal Services Authorities. 4. Honorarium bill of Ex-Officio Stenographers District Legal Services Authorities. 5. Remuneration bill of in-charge-Legal Aid Clerks of District Legal Services Authorities and Taluk Legal Services Committees. 6. Preparation bill of sitting fees and conveyance allowance of members of Permanent Lok Adalats (PUS).

		<p>7. File relating to Telephone, Electricity, LIC Letters and Water Tax.</p> <p>8. Personal file and Service Books of deputation staffs of Permanent Lok Adalats (PUS) and District Legal Services Authorities.</p> <p>9. Conduct the Internal Audit of District Legal Services Authorities as per direction of the Authorities.</p> <p>10. Other works as assigned by the authorities from time to time.</p>
8	Sri Ramchandra Murmu, Junior Assistant	<p>1. Preparation of Salary Bills of Gazetted Officers (Secretaries of District Legal Services Authorities and Chairpersons of Permanent Lok Adalats (PUS))</p> <p>2. Preparation of Salary Bills of Head Quarters</p> <p>3. Preparation Bill of Telephone, Electricity, M.V., Other Contingency and Rent Rate Taxes.</p> <p>4. Monthly Income Tax statement sent to Dist. Treasury, Cuttack</p> <p>5. Other works when assigned by the authorities.</p>
9	Mirza Shafique Baig, (Senior Grade Typist)	<p>Organization of Lok Adalats(National/State Level/District & Taluk Levels).</p> <p>Holding of Legal Literacy/Awareness Camps.</p> <p>Functioning of Permanent & Continuous Lok Adalats.</p> <p>Maintenance of Statistics in respect of Lok Adalat, Literacy Camps, P & C Lok Adalats & Permanent Lok Adalats(Public Utility Service) including Mobile Lok Adalat.</p> <p>Submission of quarterly activities report to the High Court for publication of 'Court News'.</p> <p>Observance of different Days such as International Women's Day, World Environment Day, World Mental Day, World Health Mental Day etc.</p> <p>Nomination of Non-official Members for the 30 D.L.S.As.</p> <p>Nomination of Non-official Members for the 83 T.L.S.Cs.</p> <p>Submission of statistical information of legal services activities to the NALSA.</p>

		<p>Submission of reply of legal service activities to the Parliament/Assembly Question.</p> <p>Publication of Official News Letter of O.S.L.S.A.</p> <p>Internal Audit of 30 District Legal Services Authorities.</p> <p>Payment of Special Duty Allowance to the Presiding Judges, Members and Staff engaged on Lok Adalat duty.</p> <p>Review of legal services activities undertaken by the DLSAs & TLSCs.</p> <p>National Plan of Action of NALSA.</p> <p>Payment of remuneration to the Conciliators of P & C Lok Adalat.</p>
10	Sri Smruti Ranjan Chhatoi Junior Clerk	<ol style="list-style-type: none"> 1. Mediation – <ol style="list-style-type: none"> a) Statistics b) 40 hours Training of Mediators c) 20 hours - Capsule Course for the Trained Mediators d) Mediation Monitoring Committee of Orissa High Court e) Statistical information relating to Mediation etc. submitted to MCPC/NALSA as and when required by them. 2. Establishment of ADR Centres etc. & Infrastructural facilities for the ADR/Mediation Centres etc. 3. Submission of U.C. of TFC Grant to Govt. 4. Personal file of the contractual Jr. Clerks & Peons of Mediation Centres 5. Maintain the Service Book/PRAN of the contractual Jr. Clerks & Peons of Mediation Centres 6. School Legal Literacy Club.
11	Smt. Manorama Nanda, Junior Clerk	
12	Sri Niranjana Mahala, Diarist	Diary & despatch