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LAW DEPARTMENT

RESOLUTION

The 6th April, 2018

Consequent upon re-structuring of Ministerial Posts of the Legislative Wing and Language Branch vide this Department Resolution No. 6597/L., dated the 20th June, 2017 Government after careful consideration have been pleased to formulate the duty chart in respect of different Ministerial Officers of the Legislative Wing and Language Branch as appended herewith:

By Order of the Governor

P. K. NANDA

Special Secretary to Government

Duties of Copy Holder

The Copy Holders shall perform the following duties, namely:—

- (1) To open files after receipt of the legislative proposal with the approved Cabinet Memorandum for preparation of Bills, Ordinance or replacement of Ordinance by Bill including Appropriation Bill or proposal for making Regulation;
- (2) To maintain files and file register;
- (3) To maintain Movement Register on movement of files from the Section to different Officers of the Legislative Wing and Official Language Branch and also other employees of the Section dealing with Correction, Printing and Publication and files sent to other Departments of the Government and the Secretariat of the Odisha Legislative Assembly, etc.;
- (4) To prepare and preserve statements relating to the Bills passed or introduced in a particular session of the Legislative Assembly;
- (5) To preserve various circulars issued relating to legislative works of legislative wing and Official Language Branch including Circular of Govt. of India;
- (6) To assist Proof Reading Assistant or Senior Proof Reading Assistant in comparing works;
- (7) To store and maintain soft and hard copies of Bills, Ordinance, Act and Regulations; and
- (8) To prepare list of Odisha Acts year-wise and send the list to other States (only list) if and when it is needed.

Duties of Typist-cum-Scribe Assistant

The Typist-cum-Scribe Assistant shall perform the following duties, namely:—

- (1) To prepare the fair copies of the Bill including translations after being approved by the Competent Authority and take steps to send it for printing.
- (2) To prepare the fair copy of any Bill and translation thereof as and when required by the Supervising Officer before its approval.
- (3) To prepare any correction matter as and when entrusted by the Branch Officer.
- (4) To do such other duties as and when entrusted by the Special Assistant or Gazette Assistant, as the case may be, and also by the Superintendent.

Duties of Proof Reading Assistant

The Proof Reading Assistant shall perform the following duties, namely:—

- (1) To edit the Bill, Regulations and Acts etc.;
- (2) To prepare *Annexures* to the Amendment Bills;
- (3) To incorporate various amendments and changes in proofs as suggested by the Officers of the Legislative Wing and Official Language Branch;
- (4) To take steps for complying or comparing the Bills, Acts and Regulations and Odia version thereof;
- (5) To take steps for collection and examination of material for the preparation of manuscripts of Annual Acts, Ordinance and Regulations, Statutory Rules and Orders;
- (6) To prepare manuscripts of Acts, Ordinance and Regulations for publication;
- (7) Checking of printed copies of manuscripts got printed by the Section;
- (8) To effect the Corrections in other proof copies;
- (9) To coordinate with the Press whenever necessary;
- (10) Checking of all Official Bills after they have been drafted and typed and verifying them after publication under rule 79 of the Odisha Legislative Assembly Rules of Procedure and Conduct of Business; and
- (11) To do such other duties as and when entrusted by the Special Assistant or Gazette Assistant, as the case may be, and also by the Superintendent.

Duties of Senior Proof Reading Assistant

The Senior Proof Reading Assistant shall perform the following duties, namely:—

- (1) Senior Proof Reading Assistant shall supervise all the works entrusted to a Proof Reading Assistant and do original proof reading work as and when required and also assist comparing of the Bill, Ordinance and Regulations.
- (2) Checking of the amendments proposed in the Bill;
- (3) Checking of the uniformity of the language of Bills, Ordinances, Regulations and arrangement of clauses of such Bills, Ordinance and Regulation;
- (4) Checking of preparation of manuscripts of annual Acts, Ordinances and Regulations;
- (5) General noting and correspondences of general and technical nature in connection with printing of the Bills and Ordinance and Regulations;
- (6) Final checking of all the proofs received in the section with the assistance of Proof Reading Assistant;
- (7) Codification of Odisha laws and preparation of statutory rules and order with the assistance of Proof Reading Assistant;
- (8) Preparation for periodic printing of Odisha Acts as Code in Books form;
- (9) Preparation of Odisha Manual containing Odisha Act and Rules in consultation with the concerned Administrative Deptt.;
- (10) To maintain three sets of the Odisha Code with up-to-date amendments; and
- (11) Perform such other duties as may be entrusted by the Officer-in-charge of the legislative and Codification Section.

Duties of Special Assistant

The Special Assistant shall supervise the work of Senior Proof Reading Assistant, Proof Reading Assistant and Typist-cum-Scribe, Scribe-*cum*-Correction Assistant, Odia Typist who are entrusted with the duties of typing, correction, proof reading and printing of Odia versions of the Bills, Acts, Ordinances, Regulations, Rules, Order, Glossary, Model manual of notes and drafts, translation and standardization of forms and vetting of manual, etc.

- (1) Printing of legal Glossary;
- (2) Printing of Odia version of Bills, Ordinances, Acts and Regulation of the State Act;
- (3) Printing of Odia version of Central Acts, Ordinances under the authentication of the Authorized Translations (Central Laws) Act, 1973;
- (4) Printing of Standard form of legal document; and
- (5) Maintain separate Registers for the printed Odisha Acts and Central Acts after authentication and also maintain Register regarding the reimbursement costs received from Govt. of India for translation publication of Central Acts.
- (6) Perform such other duties as may be entrusted by the officer in-charge of the Legislative & Codification Section.

Duties of Gazette Assistant

The Gazette Assistant shall perform the following duties:—

- (1) Processing and printing of the Bills, Acts, Regulation and Ordinance including appropriation Bill;
- (2) Conversion of Ordinance into Bill or *vice versa*;
- (3) Visiting Govt. Press and Odisha Legislative Assembly whenever required;
- (4) Republication of all Central Bills and Acts;
- (5) Maintenance of Register containing list of all Central Acts and State Acts and which are in force or not in force;
- (6) Custody of Ordinance, Bills, Acts and Regulation of the Central and other State Govt. including those of Odisha;
- (7) Custody of the authenticated copies of all Odisha laws;
- (8) Custody of India and other State Gazettes and noting of important Central Notifications;
- (9) Seeking of information from all Deptts. of Govt. as to all Statutory Rules, Notifications and Order of this Govt. and other State Govt.;
- (10) To give proper enumeration of the Bill, Acts and Regulation; and
- (11) Perform such other duties as may be entrusted by an Officer in-charge of legislative wing.

Duties of Superintendent

The Superintendent shall perform the following duties:—

- (1) General supervision of the work of Official Language and Legislative Section;
- (2) Management of incoming and outgoing receipts and work load inclusive of allocation among the employees of Official Language Wing and Legislative Section and ensure execution and its disposal of job;
- (3) Review of data storage of hard and soft copies and updating of records;
- (4) Liaison duties associated with the legislative work with other Departments of the Govt.;
- (5) Planning and general guideline to staff for the proper and expeditious disposal of jobs;
- (6) Sharp scrutiny of the outgoing Manuscripts, Proofs, printed copy of different stages of Bills;
- (7) Examination of Bills for the purpose of preparation of *Annexure*, Arrangement of Clauses, Cross-references, legal expression, etc.;
- (8) Assisting the staffs of the legislative section in connection with examination and scrutiny of Bills, Acts and Regulations from technical and Research Oriented Angle;
- (9) Make suitable arrangement for execution jobs in the Sections when shortage in Staff strength;
- (10) Make arrangement for Law interns coming for internship in the Law Department; and
- (11) Send the copies of Odisha Acts and Ordinances to the Ministry of Home Affairs, Ministry of Law and Justice, Supreme Court Judges Library and O.L.A.
- (12) Such other work as may be entrusted by the Officers of the Official Language Branch or Special Secretary, Legislative Wing as and when required.

Duties of the Officer-on-Special Duty (OSD)

The OSD shall be in charge of the Section of the State Law Commission and directly responsible to the Secretary to the State Law Commission. His duties are as follows: —

- (1) To receive all letters addressed to the State Law Commission and letters as marked to him by the State Law Commission or the Secretary, State Law Commission;
- (2) To receive and mark the letter in the name of the Asst. Section Officer and in absence of such A.S.O., in the name of other employees attached to the Section and he may make arrangement for disposal of such works;
- (3) To note and impart instructions on each important receipt as to manner of disposal and then to send it for diarisation and distribution;
- (4) To see that all routine duties, including maintenance of registers etc. are carried out promptly and thoroughly;
- (5) To see that pending list, reports and returns are submitted on due dates and log books are properly maintained;
- (6) To report to from time to time and comply with the instructions of the Secretary State Law Commission and such other higher officer;
- (7) To be responsible for the maintenance of discipline in his Section and to check/see the proper maintenance of the furniture register, Commission Library and effect verification, from time to time, with reference to Stock register;
- (8) To maintain personal records and other records, such as, appointment of Chairman and other members of the State Law Commission and other Personnels;
- (9) To maintain copies of the Odisha Acts and Ordinances, Central Acts and Ordinances, other State Acts and Reports of the Law Commission of India and other State Commission as and when so received by the Commission;
- (10) To assist the employees of the Legislative Section in connection with proof reading works relating to scrutiny of Bills, Acts and Regulation and Compilation and Codification of Legislative Section as may be entrusted by the Officers of Legislative Wings and Official Language Branch;
- (11) Such other works as may be entrusted by the Secretary, State Law Commission.