

MANUAL – 2
Powers and Duties of Officers and Employees

[Section 4(l) (b) (ii)]

Sl. No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1	E.I.C-cum-Secretary	Head of the Deptt. all appointments, Disciplinary Proceedings, Extension of Posts, Sign of Contracts/Agreements, Sanction of leave of Class-I Officers, Road Projects, Approval of Journey of sub-ordinate Officers, residential & non-residential Govt. Buildings, Land Acquisition matters.	Controlling Officer, Departmental budget, Draft appropriation.			Administration of Acts/ Rules of sub-ordinate offices.
2	Addl. Secretary/ Joint Secy./ Deputy Secretary	Sanction of GPF advance/ annual increment/ leave of Class-II Officers, Counter Sign of TA Bills of Under Secretary, maintenance of deptt. vehicles, Distribution of work among the staff execution of HBA Agreement.				
3	F.A-cum-Addl. Secretary	Head of Budget Branch				Preparation of Deptt. budget, scrutinisation budget proposals, maintaining complete departmental accounts review of the progress of expenditure ensures proper maintenance of register, screening of supplementary proposal scrutinize delegation of powers, compliance of audit objection/ inspection reports/ draft audit para, screening of expenditure proposal, reconciliation of deptt. figures with AG figures, control & supervise the functions of internal auditors, exercise of control on all financial matters, collection of receipts and expenditures.

4	Under Secretary	Sanction of GPF, increment and leave of staff upto the rank of S.O. Render assistance to Dy. Secretary in all other matters including schemes.				
5	A.F.A-cum-Under Secretary	Render assistance to F.A				
6	Desk Officer/ Section Officer					Supervisory
7	Asst. Section Officer					Ministerial, Examination & suggestion
8	Issue Superintendent					Supervisory
9	Typist					Typing/ copy making.
10	Recorder					Preservation and supply of old records.
11	Diary Superintendent					Supervisory.
12	Diarist					Registering and numbering of letters
13	Daftary					Daftary Jobs
14	Zamadar					Bearer in the office of EIC-cum-Secy. to Govt.
15.	Farash					
16	Peons					Carrying Files/ Bringing of Records/Lock & Key Duty etc.
17	Driver					Driving of Vehicles