**MANUAL – II**

**POWERS AND DUTIES OF OFFICERS AND EMPLOYEES (Section 4 (1) (b) (ii) of Right to Information Act, 2005.)**

**Powers & Duties of Officers and Staffs**

**Secretariat Level:**

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| **Sl. No’s** | **Designation** | **Cadre Strength** | **Duties/Responsibilities** |
| 1. | **Commissioner & Secretary** | 1 | The Commissioner & Secretary is the Administrative Head of the Department. He is the Principal Advisor of the Advisors/Minister on all matters of Policy and administration within the department and his responsibility are complete and undivided. |
| 2. | **Secretary** | 1 | The duties and responsibilities of the Secretary are ordinarily the same and they put up papers directly to the Commissioner & Secretary/Advisors/Minister and such other assignment entrusted to perform. The Secretary holds the charge of Administrative Head of the Department in the absence of Commissioner & Secretary. |
| 3. | **Addl. Secretary** | 1 | The duties and responsibilities of the Addl. Secretary are ordinarily the same and they put up papers directly to the Secretary/Advisors/Minister and such other assignment entrusted to perform. |
| 4. | **Joint Secretary** | 1 | The duties and responsibilities of the Joint Secretary are ordinarily the same and they put up papers directly to the Secretary/Advisors/Minister and such other assignment entrusted to perform. |
| 5. | **Under Secretary** | 1 | The duties and responsibilities of the Deputy/Under Secretary are ordinarily the same and they put up papers directly to the Secretary/Joint/Advisors/Minister and such other assignment entrusted to perform. |
| 6. | **O.S.D.** | 1 | Co-ordinates official matters between the Secretariat and Directorate Office and provides technical inputs on such other assignment entrusted to perform. |
| 7. | **Section Officer** | 1 | The Section Officer is the overall supervisor of the Branch/Section. Besides general duties of assigning works to the staff, management and co-ordination of works, maintenance of order and disciplines, scrutiny of section records, recording, Classification of files and review of files for destruction, proper indexing and upkeep of registers, responsibilities relating to issue of draft letters, efficient and expeditious disposal of works and check on delays, while taking independent action on issuing reminders, obtaining or supplying factual information of non-classified nature and any other cases authorized to be taken independently for disposal etc. |
| 8. | **Junior Section Officer/Secretariat Assistant(s)** | 1&2 | The Junior Section Officer & Secretariat Assistant works under the orders and supervision of the Section Officer and are responsible for the work assigned to them. In putting up of cases, all fax open to check have been correctly stated while pointing out any mistake or incorrectly statement of the fax, Drawing attention where necessary to precedents, rules and regulation on the subject, putting up guard file if necessary and supplying other relevant facts and figures bringing out clearly the question under consideration and suggesting course of action wherever possible, registration of Dak, maintenance of branch dairy, file register, file movement register, indexing and recording, typing, comparing, dispatch, preparing of arrears and other statement, supervision of correction of reference books and submission of routing drafts etc. while assisting is drafting, data entry and maintenance of records in computerized form. |
| 9. | **L.D.A** | 1 | The duties and responsibilities of L.D.A are ordinarily the same they works under the orders and supervision of the Section Officer and are responsible for the work assigned to them. In putting up of cases, all fax open to check have been correctly stated while pointing out any mistake or incorrectly statement of the fax, Drawing attention where necessary to precedents, rules and regulation on the subject, putting up guard file if necessary and supplying other relevant facts and figures bringing out clearly the question under consideration and suggesting course of action wherever possible, registration of Dak, maintenance of branch dairy, file register, file movement register, indexing and recording, typing, comparing, dispatch, preparing of arrears and other statement, supervision of correction of reference books and submission of routing drafts etc. while assisting is drafting, data entry and maintenance of records in computerized form. |
| 10. | **Sr. Gr. Steno & Steno** | 1&1 | Attached to Officers and handles all day to day official matters of the Officer concerned. |
| 11. | **Special Gr. Typist** | 1 | All official typing matters |
| 12. | **Special Gr. Typist &** **Typist(s)** | 2 | All official typing matters |
| 13. | **Peons** | 11 | Handle Office files in the Branch, act as assistant to the officers, deliver messages, information and letters. |