

Manual 2

Powers and duties of officers and employees

{Section 2 (1) (b) (ii)}
Powers and duties of officers and staff

Sr. No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Other	
1	Director (Enf.)	Overall control on various units under the Deptt.	Sanctioning power of expenditure up to 10,000/-. Grant of OTA up to 20 hours p.m. Reimbursement Powers. Out Door	Nil	Nil	1.Ensure smooth function of the Enf. Deptt. 2.Take decision to the extent of delegated powers.
2	Dy. Dir.	Supervision of the Indoor /Outdoor Section. Supervision of manpower, audit paras including parliament/assembly/council questions along with VIP references pertaining to Indoor Sections, R.T.I., Court Case	Nil	Nil	Nil	To perform administrative responsibilities Including signing of orders/ letters and supervising the work and staff of Indoor Section. Make specific recommendation as per the approved policy of the council
3	Section Officer I	Supervision of the Indoor Section and Units dealt with	Nil	Nil	Nil	To perform supervisory duties and direct control on the Indoor Section.
4	A.A.O	All the work related to accounts of department	Nil	Nil	Nil	To supervise the demand and collection of the department and passing of all bills/payments.
5	PA	Nil	Nil	Nil	Nil	Dictation/Tying and maintain Diary for appointments and meetings.
6	HA	Nil	Nil	Nil	Nil	Deputed as area inspector and indoor

						section for filling work etc.
7	Sr. Asstt.	Nil	Nil	Nil	Nil	Deal with the unit files of units assign's to them and area inspectors.
8	Data Entry Operator	Nil	Nil	Nil	Nil	Feeding of various data's on computer.
9	Jr. Asstt.	Nil	Nil	Nil	Nil	Initial work as assigned by the SO of the Branch.
10	Daftary	Nil	Nil	Nil	Nil	To received and disburse Dak received in the Deptt.
11	Peon/Helper	Nil	Nil	Nil	Nil	Delivery of the Dak internally as well as outside.