

ANNEXURE-II

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

1. Chief Secretary to Government

He is the Head of the State in the State Administration. He ensures implementation of all the policies and programmes and decisions of the Govt.

2. Principal Secretary to Govt.

She is the Official head of the dept. She is responsible for careful observance of the Business Rules and Secretariat Instructions in the Transaction of Business in the Dept. She exercise general supervision and control over the staff under him and She is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously. It is her duty to take efficient steps for the prompt dispatch of Business in the department. One or more Joint Secretary/Deputy Secretary and Asst. Secretaries of Govt. usually assist the Principal Secretary.

3. Jt.Secretary/Dy.Secretary to Govt.

Jt.Secretary/Dy.Secretary to Govt. occupies positions almost identical with that of Spl. Chief Secretary to Govt. in regard to subject allotted to him and can send cases for orders direct to the Minister or to the Governor. He exercises also the functions of Jt. Secretary to Govt. The Principal Secretary to Govt. remains responsible for the subjects allotted to the Jt.Secy./Dy.Secretary to Govt in the dept.

4. Asst. Secretary to Govt.

The Asst. Secretary to Govt. exercise control over the sections placed in his charge with regard with regard to dispatch of business and in regard to maintaining discipline in the sections.

5. Section Officer.

The Section Officer is in charge of a section in the department. Two Asst. Section Officers assist him. He is responsible all files relating to the subjects allotted to the ASOs under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his section. The training of the ASOs under him is one of his principal functions. He himself undertake to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his sections.

6. Asst. Section officer.

The main duties of Asst. Section Officer in a section are to reference the communications properly and to assist the Section Officer in dealing with cases relating to his section. He is expected to do work of a routing and mechanical nature such as maintaining the prescribed Registers, typing drafts, fair copying dispatching and indexing.

7. Stenographers (P.S.to Spl.C.S.to Govt./S.C.Steno/Sr.Steno/Jr.Steno).

The Stenographers working as P.S.to Spl.CS to Govt.renders assistance to the officers. The Stenographers working as P.A.to Jt.Secy./Dy.Secretary renders assistance to the officers and such other items of work as are entrusted to them.

8. Record Assistant. He maintains records in the sections attached.

9. Roneo Operator/Xerox Operator. He will attend to the work of operating Roneo & Xerox Machines.

10. Typist-cum-Assistant. He should have attended the Typing and clerical work in the section entrusted to him.

11. Data Entry Operator: Working on outsourcing basis and attend to the Computer work i.e. Data entry and render assistance to the Officers/Sections as entrusted to them by the officers.

12. Office Subordinates: He will attend to the work entrusted by the officers.

13. Drivers. Discharges duty as Drivers in the department.