

CHAPTER III

Section 4(1)(b)(ii) of RTIA 2005

Powers and Duties of Officers and Employees

Additional Chief Secretary: He is the Head of the Administrative Department and important Policy decisions are framed for the approval of the Minister in charge of the Department including monitoring and supervision thereof.

Commissioner&Secretary:- He assist the Additional Chief Secretary in the discharge of his functions.

Financial Adviser:- He gives Financial advice to the Department on all matters relating to financial matters such as sanction of schemes, entitlement of the Staff, issues relating to interpretation of the Financial Rules.

Deputy/Under Secretary:- The Deputy/Under Secretary is in charge of one of more branches . He is responsible for efficient functioning of the branch under him. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes cases under the delegated areas at his own level, but he takes the order of deputy secretary or higher officer on important cases.

Superintendent: He is overall in-charge of a section and is responsible for training, helping and advising the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Superintendent disposes the work of section with the help of Assistant Superintendent and staff posted in the Department (Assistant, UDA and LDA) posted in section.

Dealing Assistant:

1. To examine promptly all receipts made over to him and deal with the receipts accordingly to their priority, check the enclosures and if any is found short or missing, take action for obtaining the missing papers; to forward receipts or extracts from receipts to other concerned branches, to make entries in column 2 of the log book of the Assistants.
2. To put up a case after examination to the Superintendent on the date required and where no date is mentioned, not later than seven (7) days of its receipt.