

CHAPTER 3 (MANUAL 2)

Powers and Duties of Officers and Employees

3.1 Please provide details of the powers and duties of officers and employees of the organization.

Designation	Addl.Chief Secretary	
Powers	Administrative	1. Head of the Administrative Department of Soil & Water Conservation Department. 2. Principal Adviser to the Minister on all matters of policy and Administration within his Department.
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	1. 2. 3.	

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Designation	Commissioner & Secretary	
Powers	Administrative	1. Assist the Addl.Chief Secretary in decision making
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	1. 2. 3.	

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Designation	Secretary	
Powers	Administrative	1. Assist the Commissioner and Secretary in decision making
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	1. 2. 3.	

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Designation	Under Secretary	
Powers	Administrative	1. Assist the Secretary in decision making and supervising
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	1. 2. 3.	

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Designation	Superintendent	
Powers	Administrative	1. Assist the Secretary in decision making and supervising
	Financial	1. 2. 3.
	Others	1. 2. 3.
Duties	Assist Under Secretary in scrutinizing the notes and drafts of Assistants for correctness and accuracy and add his own remarks and suggestion wherever necessary before submitting the case to the higher officer.	

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Designation	UDA/LDA	
Powers	Administrative	1 No Power. 2. 3.
	Financial	1. No Power 2. 3.
	Others	1. 2. 3.
Duties	To process paper under consideration in the files relating to the subjects allotted to them	

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Designation	Diarist	
Powers	Administrative	1 No Power. 2. 3.
	Financial	1. No Power 2. 3.
	Others	1. 2. 3.
Duties	<p>To submit to officer concerned files and receipts in Dak Pads for perusal at the Dak Stage.</p> <p>To bring to the notice of the Superintend any papers which are not received back from the offer to whom the paper was sent for perusal at Dak Stage.</p> <p>To be responsible for proper maintenance of Diary Register, File movement , Register or Files for record etc.</p>	