

Chapter.4
Powers and Duties of Officers and Employees

Sl. No.	Designation	Commissioner-cum-Secretary Women & Child Development Department	Duties attached
	Powers	Administrative	Sanction of journey outside the State, sanction of CL to all Gazetted officers of the rank of under Secy., and above, EL of all Gazetted officers of the deptt. including Heads of Deptts. Appointment and disciplinary matter in respect of Class-III staff of the Deptt. and Gazatted officers where Secy. is the appointing authority. Sanction of staff of the Deptt. and of the Sub-ordinate offices and extension of such staff. Confirmation of Class-III and above ranked officers of the Deptt. and Sub- ordinate offices. Countersignature of T.A. Bills of all Heads of Deptt. and Heads of Offices, directly under the control of the Deptt. except those who are self countersigning officers and Jt. Secy/ Dy. Secy of the Deptt crossing of EB by all Gazetted officers of the Deptt/ Heads of Deptt. and Sub- ordinate offices. Matters relating to terminal benefits of the officers of the Deptt. Heads of Deptts. and Sub- ordinate offices. Signing of contracts agreements, except those to be disposed of by the Minister, Administration of Acts and Rules, conformation of staff, Administrative approval of projects, important court case matters, Annual Adm. Report of the Deptt. permission to Gazetted officers for higher study, Representation / Grievance Cell petition address to the Secretary Reorganization of the Deptt /offices of Heads of Deptt and Subordinate offices,. Sanction of journey

			outside the State, sanction of CL to all Gazetted officers
		Financial	Sanction of GPF Adv. of all class-I officers under the administrative control of the Deptt and non-refundable advance in respect of employees of the deptt. Sanction of honorarium to the staff, sanction of H.B. Adv. ,Motor cycle Adv., Sanction of expenditure beyond prescribed limit, First edition budget, revised budget estimate, and reappropriation proposals. All matters relating to central Assistance scheme, All financial sanctions costing of Rs.25,000/- and above, sanction and drawal of P.L.Account held in the name of Secy .All inspection notes, draft paras, audit objections, permanency of posts, creation of posts. Review of allocation of revenue, recovery of loans and writing off if loses, reimbursement of cost of medicines of Gazetted officers above the rank of Under Secy
		Others	All matters relating to a report of the parliamentary committee, Govt. of India Communication accepting of tenders not required to be referred to the tender committee, forwarding of application of employees of the department (other than class IV) for posts/ services elsewhere. Training of employees of the department inside and outside the State. Review of tour diary and

			inspection/ tour notes of Deptt. Officers. Meetings of the public accounts committee and the committee on public undertaking.
	Duties		All matters as per delegation of powers.
	Designation	Director, Social Welfare	
	Powers	Administrative	Head of Social Welfare Directorate, sanction of C.L. to all Gazetted officers working under the Director Social Welfare .Sanction/ Extension of staff of the subordinate offices under the Directorate. Confirmation of the staff of the sub-ordinate officers under the directorate. Crossing of EB, Law and order problem in Directorate.
		Financial	Sanction of GPF Adv. Of Gazetted officers of the Sub-ordinates offices under the Directorate. Sanction of HB Adv/ Motor Cycle Adv. Of the Sub-ordinate offices under the Directorate, countersigning T.A. particulars of the Jt. Secy. Dy. Secy.. Sanction of expenditure beyond prescribed limit, central Assistance scheme relating to different Projects, Sanction of expenditure costing Rs.25000/- and above. Periodical review of plan expenditure, sanction of funds on all land acquisition matters.

		Others	Matter relating to Meetings/ Conferences on different matter of the Directorate, All important court case matter .
	Duties		All matters as per delegation of powers.
	Designation	PC-cum-Deputy Secretary to Govt., Deputy Secretary to Govt.	
		Administrative	Sanction of temporary GPF Adv. Of officers above the rank of section officers and subordinate officers. Sanction of increment, crossing of EB,leave of officers/ staff of the sub-ordinate offices other than those to be sanctioned by the Secy. Countersigning of T.A. bills of the Under Secy. of the Deptt. Distribution and re-distribution of works among the Asst. and officers of the deptt. other than those decided by the Secy.Matters relating to terminal benefits of the staff of the deptt and sub-ordingate offices.
		Financial	Sanction of all advances to the officers and staff of the deptt, other than those to be disposed of by the Secy. Financial sanction of plan /non-plan schemes. Costing below Rs.25,000.Sanction of reimbursment of medical expenses of under secy. of the deptt.

			Fixation of pay of the staff of the subordinate offices.
		Others	Matters relating to repair and maintenance of deptt. vehicles . All court cases excluding those to be disposed of by the Secy. Execution of Agreement on House Building Adv, and release of H. B. Advances of the staff and officers of the deptt. and all subordinate offices.
	Duties		All matters as per delegation of powers.
	Designation	F.A.-Cum-Deputy / Jt. Secretary to Govt.	
		Administrative	Head of Budget Branch . To ensure that the Budget is drawn up according to the instructions issued by the finance department
		Financial	<p>i) Scrutinisation of budget proposals, before sending them to the finance department</p> <p>ii) To see that complete departmental accounts are maintained in accordance with the requirements under the O.G.F.R. Obtaining figures of the expenditure incurred by the subordinate offices.</p> <p>iii) To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary registers and to issue timely warning to the controlling authorities that the progress of expenditure</p>

			<p>is even.</p> <p>iv) To ensure the proper maintenance of the register of liabilities and commitments as required under the O.G.F.R. to facilitate realistic preparation of Budget estimates, watching of book debits and timely surrender of anticipated savings.</p> <p>v) To screen the proposals for supplementary demands for grants.</p> <p>vi) To scrutinize proposals for further delegation redelegation of powers to subordinate authorities.</p> <p>Vii) To keep himself closely associated with the formation of schemes and important expenditure proposals from their initial stages.</p> <p>viii) To watch and ensure the compliance of audit objection, inspection of reports, Drafts Audit papers etc.</p> <p>ix) To screen all expenditure proposals requiring to be referred by Finance Department for concurrence or comments.</p> <p>x) To ensure regular and timely submission of statements, reports and returns as prescribed / required by the Finance Department.</p> <p>xi) To pursue irregular payments, when</p>
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		<p>noticed, with a view to rectifying the situation and to take steps to prevent that such lapses do not recur.</p> <p>xii) To pursue audit and accounting irregularities brought to notice by the Accountant General with the office concerned for finalizing the action thereon so as to rectify the irregularities and if it is sufficiently erring to bring the same to the notice of the higher authorities and to initiate necessary departmental action with the least possible delay.</p> <p>xiii) To take effective steps for reconciliation of departmental figures with those recorded in the level of account of Accountant General every months and to ensure the reconciliation of the final accounts of the year before the end of June.</p> <p>xiv) To supply necessary materials required by the Accountant General in connection with the preparation of Appropriation Accounts within the prescribed time limit.</p> <p>xv) To control and supervise the functions of the internal Auditors of the Departments and to ensure effective check and audit of the accounts of the subordinate offices.</p>
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			<p>xvi) To exercise necessary control on all financial matters.</p> <p>xvii) To ensure prompt and timely collection of revenue and receipts due to Govt. by prescription of monthly target to collection and review of the demand, collection and balance statements.</p> <p>xviii) To deal with the review of receipts and expenditure.</p> <p>xix) Any other financial matter that may be assigned to him by the Secretary of the Department.</p>
		Others	
	Duties		
	Designation	Under Secretary to Govt.	
		Administrative	Sanction of GPF Adv. up to section officer, grant of leave and increment of officers upto the rank of section officers, appointment and disciplinary proceeding against class -IV employees, conformation, resignation and relief of class-IV employees , countersignature of TA particulars of non-gazetted employees.
		Financial	Sanction of reimbursement of cost of medicines of S.O. Sanction of investigation , pre-audit of arrear claims of all employees of the deptt, Heads of deptt, and sub-ordinate

			offices. Subject to concurrence of F.A. All matter relating to the account section to the deptt, including those as drawing and disbursing officer. All advances up to rank of S.O. (Other than House Building and Motor Cycle Adv.) Pay Fixation of all gazetted and non-gazatted employees. Subject to concurrence of F.A.
		Others	Forwarding of application of class-IV employees for posts elsewhere Maintenance of SBs of all officers and staff. Maintenance and custody of C.C.R. Maintenance of stock register and accounts thereof.
	Duties		All matters as per delegation of powers.
	Designation	Section Officer	Supervisory
		Assistant	Ministerial, examination and suggestion
		Auditor	Audit
		Clerk	Ministerial/Clerical
		Issue Superintendent	Supervisory
		Typist	Typing, comparing, copy making
		Data Entry Operator	Entry & Keeping of Data
		Recorder	Preservation of records
		Record Supplier	Supply of old records
		Diarist	Registering and numbering of letters
		Daptary	Daptary jobs
		Zamadar	Bearer in the Office
		Chowkidar	Lock & key duty
		Peons	Office bearer
		Driver	Driving of vehicles