

**MANUAL 2****Powers and duties of officers and employees**

{Section 2 (1) (b) (ii)}

**Powers and duties of officers and staff**

Sl. No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Other	
1.	Director (PR)	Control over all the units of PR deptt.	Sanctioning power of expenditure to be incurred on publication of advertisements subject to rates approved by the council. Contingency power upto Rs. 20,000/-. Reimbursement power. Grant of OTA upto to 20 hours.	Nil	Nil	Overall control of all the units of P.R.Deptt. i.e. Technical, RTI Cell, Library & Hindi branch. Attending Public Hearing in PGC as a Nodal Officer (PGC).
2.	Dy. Dir. (PR)	Supervision of all the units of PR Deptt.	Nil	Nil	Nil	Supervision of all P.R. Branch, routing of files on all matters i.e. advt., printing etc. and correspondence in respect of miscellaneous work entrusted by Chairperson, Secretary to the department, PIO under RTI Act for P.R. Branch and Hindi Branch
	Asstt. Dir. (PR)	Supervision of RTI Cell.	Nil	Nil	Nil	Supervision of RTI Cell. Dissemination of information of different departments. Supervision of Section-4 of RTI implementation by various deptt of NDMC,

3.	Asstt. Info. Officer	Nil	Nil	Nil	Nil	Preparation of Gist of Press Clipping, Preparation of Press Notes, Monthly Report, Messages and other routine Public Relations work. APIO under RTI Act for P.R. Branch.
4	PA	Nil	Nil	Nil	Nil	Attached with Director (PR) for official and personal works.
5.	Public Relations Asstt.	Nil	Nil	Nil	Nil	Preparation of Gist of Press Clipping, Preparation of Press Notes, Monthly Report, Messages and other routine Public Relations work.
6.	Information Asstt.	Nil	Nil	Nil	Nil	Records of press notes, press clippings, Press Clipping work, PGC Cases of PGC related, Public Grievances. Remarked clipping from Chairman send to concerned departments & other work.
7.	Sr. Asstt. (02)	Nil	Nil	Nil	Nil	One is attached with the advertisement Deals with files of advertisements (Approval of annual rates, release of advertisements, passing of bills)  Second one attached to RTI Cell for routine work like creating challans, RTI receiving, dispatching, covering notes, and file related to RTI.
8.	Clerical Asstt.	Nil	Nil	Nil	Nil	One is attached with P.R. Branch and deals with Correspondence, dealing of files pertaining to hospitality, printing (calling/ opening Quotations bill, Audit Paras.

						One attached to RTI Cell for routine work. (On maternity leave)
9.	Peon/ Helper	Nil	Nil	Nil	Nil	Delivery of dak internal as well as outside & other work directed by Dy. Dir (P.R.) or
<b>LIBRARY UNIT</b>						
1.	A L& IO	Supervision of all the 10 libraries	Nil	Nil	Nil	Supervision of all NDMC libraries. PIO under RTI Act for Libraries.
2.	Asstt. Librarian	Nil	Nil	Nil	Nil	Purchase of books/ newspapers for libraries, automation of libraries, verification of the bills, physical verification of
						the libraries etc. & PIO under RTI Act for Library Unit. To put up proposal for the purchase of new books, newspapers, automation etc. They are the incharge of the respectively libraries. Issuance/ return of books, classification, cataloging, maintenance and related correspondence relating to their respective Libraries.

3.	Sr. Asstt.	Nil	Nil	Nil	Nil	(VACANT)
4.	Lib. Attendants	Nil	Nil	Nil	Nil	Delivery of dak internal as well as outside, cleaning of book racks, keep a check on readers.
<b>HINDI Branch</b>						
1.	Hindi Officer	Supervision of Hindi Branch	Nil	Nil	Nil	Supervision of all the works done in Hindi including Translation of agendas, reports etc. and publication of e-magazines & PIO under RTI Act for Hindi Branch
2.	Urdu Translator	Nil	Nil	Nil	Nil	VACANT
3.	Sr. Translator	Nil	Nil	Nil	Nil	Translation work (English to Hindi) and publication of Palika Samachar and organize various Hindi competition.
4.	Jr. T.A./ Translator (Hindi)	Nil	Nil	Nil	Nil	VACANT
5.	Sr. Asstt.	Nil	Nil	Nil	Nil	VACANT

6.	Stenographer/ P.S.	Nil	Nil	Nil	Nil	Attached with Hindi Officer
7.	Jr. Asstt.	Nil	Nil	Nil	Nil	VACANT
8.	Daftry	Nil	Nil	Nil	Nil	VACANT
9.	Peon	Nil	Nil	Nil	Nil	Delivery of dak internal as well as outside.