

Manual - 2
Powers & duties of officers and employees
[Section 4(1)(b)(ii)]

Powers and duties of officers/employees;

Designation	Administrative powers	Financial Powers	Statutory Powers	Duties
Director (Projects)	All administrative powers as a HOD	N.A.	N.A.	Overall control of the project department
Assistant Accounts Officer(Projects)/APIO	N.A.	N.A.	N.A.	Process the case of projects undertaken by the department and advise Dir(projects) regarding financial/accounts matter.
Joint Director (Projects) /PIO	N.A.	N.A.	N.A.	Process the case of projects undertaken by the department and advise Dir(Projects) on technical matters related to projects.
Deputy Director (Projects)	N.A.	N.A.	N.A.	Process the case of projects undertaken by the department
JE (Projects)	N.A.	N.A.	N.A.	Process the case
Data Entry Operator	N.A.	N.A.	N.A.	Data entry work, Typing work in computer
Peon	N.A.	N.A.	N.A.	Distribution of daks etc.