

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

S.No	Designation of Post	<u>Powers</u>				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	C.S.O.	1. All powers which are applicable to HOD (related to Security Department)	1.Disbursing of all payments	<b>1. On direction of Competent Authority as per requirement basis on a particular situation</b>		
		2. To initiate action against the defaulter	2. Limited power of imprest account as per approval of Competent Authority	<b>2.</b>		
		3.To issue Warning letter, if needed				
2.	A.A.O.	-----	Auditing, Accounting & Passing of Bills			

Note: Substantive powers and duties for each position may be defined.