

## Manual 2

### Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

#### Powers and duties of officers and staff

The Section Officers are designated as Inquiry Officers and they put the complaints and other papers as and when received and investigate the matter after calling all the records/making inspection/take a statement of the concerned and put up the case to Dy. Director. The Dy. Director may further analysis to put the cases to the Joint Director and thereafter the same are placed before Director and CVO for further considerations and recommendation to the Disciplinary Authority for orders regarding nature of disciplinary proceedings. Besides the replies received from the Charge Official with respect to the various inquiries/appeals etc. are submitted by S.O. and dealt thereafter by the other officials. Frequent inspection are made as and when required.

S.No .	Designatio n of Post	Powers				Duties attache d
		Administrativ e	Financial	Statutor y	Other s	
1.	C.V.O.	---	Contingenc y Rs. 10,000/- & 100 Hrs. OTA	---	---	Not define
2.	Director (Vig.)	---	Contingenc y Rs.10,000/- & 20 Hrs. OTA	---	---	Not define
3.	J.D. (Vig.)	---	---	---	---	---
4.	D.D.(Vig.)	---	---	---	---	---
5.	S.O's	---	---	---	---	---
6.	H.A.'s	---	---	---	---	---
7.	Sr. Asstt.	---	---	---	---	---
8.	Jr. Asstt.	---	---	---	---	---
9.	P.S.	---	---	---	---	---
10.	P.A.	---	---	---	---	---
11.	Steno's	---	---	---	---	---
12.	Peon	---	---	---	---	---
13.	Daftry	---	---	---	---	---



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