

Manual 2

Powers and duties of officers and employees

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

Powers and duties of officers and staff

Sl. NO	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Commissioner-Cum-Secretary	Full powers as per delegation (attached)	Full powers to Sanction expenditure for Rs.5,00,000/- & above			
2	Director & Addl. Secretary	Full powers as per delegation (attached)	Full powers to Sanction expenditure for Rs.501/- & up to Rs. 5,00,000/-			
3	Jt. Director & Dy. Secretary	Full powers as per delegation (attached)	-			
4	ADT-Cum-Under Secretary	Full powers as per delegation (attached)	To sanction expenditure up to Rs.500/-			

Note - Substantive power and duties for each position may be defined