

## **MANUAL-II**

### **The powers and duties of its officers and employees.**

The Secretary shall look after the day to day administration and shall work as directed by the Commission. The Secretary shall cause the accounts of the Commission to be maintained and shall discharge the duties cast on him by or under this Act. The annual statement of accounts of the Commission for every financial year shall be prepared from time to time with the approval of the government, by the Secretary or such officer of the Commission as may be authorized by the Secretary in this behalf. The annual statement of accounts duly approved by the Commission shall be submitted by the Secretary to the government by such date as may be specified by the government. All the orders and decisions of the Commission shall be authenticated by the Secretary, or any other officer of the Commission duly authorized by the Chairperson. To facilitate the working of the Commission, government shall provide staff to the Commission for the effective functioning of the Commission.

S.N.	Designation	Powers			Duties Attached
		Administrative	Financial	Statutory	
1.	Secretary	Head of Department	As per Delegation of Powers issued by Finance Department	First Appellate Authority under RTI Act, 2005	Overall control and supervision of the Department as Head of the Department. The Secretary shall look after the day to day administration and shall work as directed by the Commission.
2.	Section Officer-I	Head of Office	---	Public Information Officer	<ul style="list-style-type: none"><li>- Administration, RTI, Citizen Charters, Weekly Reports, Parliament and Assembly Questions and Secretariat work on behalf of the Secretary. The officer takes orders from the Secretary on important cases, either orally or by submission of papers.</li></ul>
3.	Section Officer-II	DDO & Administration			Caretaking branch, Stores and Stationery, PGMS complaints Administration Work, complaints related to minority communities, Court Cases, Vigilance, and Awareness programmes through NGOs

4.	Accounts Officer	---	---	---	-	All Accounts and Budget related matters
5.	PPS	---	---	---	-	Attached with Secretary
6.	Private Secretary	---	---	---	-	Attached with the Commission to assist day-to-day work
7.	Personal Assistant	---	---	---	-	Attached with the Commission to assist day-to-day work
8.	Assistant Section Officer-I	---	---	---	-	Handling all PGMS complaints, RTIs, Cashier, Audit/Internal Audit. Any other work assigned by Senior Officer.
9.	Assistant Section Officer -II					Complaints of minority communities, vigilance matters, awareness programmes of NGOs, Any other work assigned by Senior Officer.
10.	Senior Assistant	--	---	---	-	Handling work related to Administration Branch. All court cases. Any other work assigned by Senior Officer.
11.	Junior Assistant-I	Care Taker				Caretaking & e-procurement, Store. Any other work assigned by Senior Officer.
12.	Junior Assistant-II	---	---	---	-	Diary & Dispatch work. Any other work assigned by Senior Officer.
13.	MTS-I, II, III	---	---	---	-	Routine work of Class-IV. Any other work assigned by Senior Officer.