

MANUAL – 2

Powers and Duties of Officers and Employees

(Section 4(1) (b) (ii)

Details of the powers and duties of officers and employees of the organization:

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Officers	Signing of letters and to convey decisions of higher authorities	To sign cheques up to an amount as per delegation of powers as applicable	-----	-Responsible for overall functioning of the section. -Advice, guide and train the staff. -Communicate the decision to outside agencies as per delegation of powers. Ensure that all Returns are filed as per stipulated dates. -Attend meetings of the Councils relating to the Section and prepare draft minutes.
2.	Professors/ Associate Professors/ Assistant Professors				Teaching and Research
3.	Superintendent				-Supervise work of all employees of the Section as per the work allocation order. -To guide, help and train the staff. -Follow-up action on all the major decisions relating to the work of the Section.
4.	Junior/ Senior Stenographer				-Take dictation from Officers to whom attached and produce in long hand. -Provide secretarial support to the Officer to whom attached. -Maintain files/records as instructed by the Officer to whom attached.
5.	Head Clerk				-Scrutiny of files and cases independently handled in the section. -Guide, help and train the staff. -Follow-up actions on all major decisions relating to the section.
6.	U.D.C.				-Putting up of notings on files and preparing draft replies to letters. -Examining and scrutinizing the cases. -Preparing of draft items for E.C., A.C., Court, etc.
7.	L.D.C.				-Inward and outward of letters and files. - Typing and data entry. - Putting up notings on files and preparing draft replies.
8.	Other Employees				Duties as assigned by the Sectional/ Divisional Head/ Registrar