

***Section 4(1)(b)(ii) of Right To Information Act, 2005***  
***The Powers and Duties of its Officers and Employees***

**Chairman:-** the Deputy Commissioner is the Chairman of the DRDAs and he heads the Governing Body of the Agency.

**Project Director:-** The Project Director is the Chief Executive Officer and functions under the overall control of the chairman.

**Assistant Project Officers:-** There are Specialist like the Executive Engineers, Project Economist, Project Officers, Assistant Project Officers who assist the Project Director in the implementation of the different schemes and programmes.

**Office Manager:-** He is overall in-charge of the Agency and is responsible in helping and advising the staff, discipline in the Agency, timely action on receipts, expeditious disposal of works, etc.

**Dealing Assistant:**

1. To examine promptly all receipts made over to him/her and deal with the receipts according to their priority, check the enclosures and if any is found short or missing, take action for obtaining the missing papers; to forward receipts or extract from receipts to other concerned branches, to make entries in column 2 of the log-book of the Assistants.
2. To put up a case after examining to the Office Manager on the date require and where no date is mentioned, not later than 7 (seven) days of its receipt.