

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.