

CHAPTER 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

3.1. Details of the powers and duties of officers and employees of the organization.

Designation	<ol style="list-style-type: none"> 1. Principal Secretary, Health & Family Welfare Department. 2. Commissioner & Secretary, Health & Family Welfare Department. 3. Officer-On-Special Duty, Health & Family Welfare Department. 4. Deputy Secretary, Health & Family Welfare Department. 5. Under Secretary, Health & Family Welfare Department. 6. Financial Adviser. 7. Superintendent. 8. Assistant Superintendents. 9. U.D.Assistants 10. L.D.Assistants. 11. Typists. 12. Peons. 	
Powers/	Administrative & Financial	<ol style="list-style-type: none"> 1. The Principal Secretary is the administrative head of the department. He advises the Minister on all matters of policy and administration within his department. On return of cases from the Minister he returns the files to the Department alongwith orders if necessary through the Commissioner and Secretary. 2. The Commissioner & Secretary is the next administrative head of the department. He may take up cases of importance within the delegated classes to be submitted through him. All cases, on return, from the Principal Secretary, will be returned to the next administrative officers i.e. the Officer –On-Special Duty or the Deputy Secretary according to the nature of the case allotted to each. He has the right of intervention in any such case at any stage. 3. The Officer-On-Special Duty puts up papers /files directly to the Commissioner & Secretary alongwith a gist of the case and suggestions thereon. 4. The Deputy Secretary puts up papers/files directly to the Commissioner & Secretary. 5. An Under Secretary puts up papers/files to the Deputy Secretary and also direct to the Commissioner & Secretary pertaining to the allocation of work by the head of the Department. 6. The Financial Adviser advises the department on all matters with financial implications. 7. The superintendent supervises the day to day works/activities of the department. He/she is responsible for efficient administration of the Branch and to oversee prompt and satisfactory disposal of allotted business. He/she is assisted by the Assistant Superintendents. 8. The Assistants are divided into two classes, viz., Upper Division and Lower Division Assistants. The Upper Division Assistants in a Branch deal with more difficult or important cases. The Lower Division Assistants generally deal with simple cases or with work of routine nature. The Diarist who is the junior most LD Asstt. maintains records of files moved, maintenance of prescribed registers, receipt and dispatch or dak, recording, etc . 9. The typist is responsible for typing works in the Branch.