

Chapter 3 (Manual 2)

Powers and Duties of Officers and Employees.

Section 4 (1)(b)(ii)

The powers and duties of the Officers and Employees of the Department are follows:-

A. **Secretariat Level.**

Sl.No.	Designation	Powers and Duties.
1.	Principal Secretary	<u>Administrative –</u> Full powers as Head of the Department. Overall control and Supervision of the work of the Department. <u>Financial sanctions :-</u> Full powers as per delegation of the DFP Rules.
2.	Commissioner & Secretary	<u>Administrative –</u> To assist the Principal Secretary and to discharge his function in his absence.
3.	Under Secretary	<u>Duties -</u> To supervise /examine the work of the establishment/Scheme works etc. for obtaining higher level officers orders/approval.
4.	Financial Adviser	<u>Financial –</u> To offer views/advice on Financial matters.
5.	Superintendent	To supervise the works of the staff, the movement of files and correspondences, to scrutinize the notes and drafts of the Assistants for corrections and accuracy and add his/her own remarks and suggestions where necessary before submitting to the higher Authority.
6.	Asstt. Superintendent.	<ol style="list-style-type: none"> 1. To assist the Superintendent. 2. To supervise and control of files, correspondences, Scrutinize the notes and Drafts of one Junior UDA and one Senior LDA. 3. To examine the receipts and process paper under consideration in files relating to the subject allotted to him/her.
7.	Upper Division Assistant.	To perform and execute clerical works of the Department promptly and process papers under consideration in files relating to subjects allotted to them, to examine/point out rules, regulations if arise before putting up files to the higher officers.
8.	Lower Division Assistant.	
9.	Typist	To do typing works and to report to the Superintendent or Assistant Incharge regarding the position of unfinished Priority works at the end of the daily.
10.	Peon	To attend to the officers and to see the movement of files marked urgent, immediately, Priority etc. to deliver letters to others Departments and officers.

B. Directorate Level.

Sl.No.	Designation	Powers and Duties.
1.	Director.	The Director is the Head of the Directorate, both Administrative and Financial. All Subordinates officers sand staff carry out their daily duties and functions under his over all control and supervision..
2.	Joint Director.	1. To Assist the Director in day today Administration and other matters and discharge works and responsibilities as may be allotted/delegated by the Director from time to time.
3.	Deputy Director	1. D.T.P. Sections, Mechanical branch and Maintenance of Machineries. 2. Nodal Officer for E-Governance. 3. Offset and Photo Mechanical Section. 4. Internal Security and Discipline.
4.	Asstt. Director.-I	1. Machine Printing Section. 2. Binding Section. 3. Standing Branch. 4. Lease with Asstt. Director Stationery and Forms Stores for immediate printing of Schedule Forms.
5.	Asstt. Director –II.	1. D.T.P. 2. Offset printing. 3. Photo Mechanical Section etc. and to coordinate with AD – I in matters relating to printing and timely dispatch of all works.
6.	Asstt. Director (Sty. Store)	To appraise Director about the stock position of the different Stationery articles and also the Assam Schedule Forms on a regular basis. To liaise with Jt. Director/Dy. Director/Asstt. Director(Press Wing) for immediate printing of any schedule form which are not in stock. To scrutinize the indent of Stationery articles of various Government Department and issue according to availability.
7.	Registrar	To assist Director in his day to day Administrative works including Accounts, Establishment etc. to maintain discipline, punctuality of all Ministerial, Stationery Branch etc.