

(ii) **The powers and duties of its officers and employees.**

Designation	Principal Secretary, Revenue Commissioner & Secretary, Revenue Secretary, Revenue Additional Secretary, Revenue. Officer on Special Duty, Revenue Deputy Secretary, Revenue.	Official Head of Revenue Department  To assist the official head of the Department in discharge of his duties and supervise the subordinate officials
Designations	Superintendents	To Supervise the Work in the Department.
Designations	Assistant Superintendents	To Assist the Superintendent.
Designations	Upper Divisional Assistant	To carry out the works allotted to them as per distribution issued by the Department.
Designations	Lower Divisional Assistant	To carry out the works allotted to them as per distribution issued by the Department.
Designations	Diarist	Marking of diary register, File movement, Register of Files, for Record etc.
Designations	Typist	To type all matters
Designations	Peons	To attend to the Officers and to see that the names of Files marking urgent etc and act accordingly.