

CHAPTER III

Section 4(i)(b)(ii)

Powers and Duties of Officers and Employees

Senior-most Secretary of the Department: He/she is the Head of the Administrative Department. The responsibility for efficient management and control of the Department rests upon the Head of the Administrative Department. He/she renders advice to the Minister in charge of the Department and endorses files relating to important matters to the Minister, for approval.

Financial Adviser: He/she gives financial advice to the department on all financial matters such as entitlement of the staff, issues relating to the interpretation of Financial Rules, expenditure of the Department, etc.

Joint Secretary/Deputy Secretary: He/she is responsible for the efficient disposal of work and maintenance of discipline in the Department. He/she assists the Head of the Administrative Department in all matters and may dispose of routine matters at his/her level.

Superintendent: He/she is in-charge of the staff of the Department and is responsible for training, helping and advising the staff in the discharge of their duties, ensuring discipline amongst the staff, initiating action on correspondence received by the Department, expeditious disposal of work, etc., with the help of the Assistant Superintendent.

Dealing Assistant:

1. To examine promptly all receipts made over to him/her and process them, which includes checking the enclosures and ensuring that the correspondence is complete in all respects for processing; checking the relevant Rules pertaining to the processing of the correspondence under consideration and making relevant entries in column 2 of the log book of the Assistants.
2. The correspondence under consideration must be put up to the Superintendent at the earliest and in any case, not later than two (2) days of its receipt.