

# MANUAL 2

## Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

Sl. No.	Designation	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Secretary (AR)	HOD/ Chairman for the Committee of implementation of Hindi as an official language in AR Department.	As per Delegation of Powers issued by Finance Deptt.		--	Overall control and supervision of the Department as Head of the Department.
2	DD (AR) I	HOO/ Transparency Officer	--	First Appellate Authority under RTI Act, 2005	--	Accounts / Budget (Plan & Non Plan), Care taking, Stores & Stationery, RTI, Punctuality Drives, Citizen Charter, Weekly reports, Bhagidari, Model NIT, Assembly / Parliament questions, Secretariat work of Lokayukta.
3	DD (AR)II	Records Officer	--			Samajik Suvidha Sangam (Mission Convergence), 2 <sup>nd</sup> ARC reports and its follow up, Review of pension cases, Court cases, Grievances, O&M Inspections.
4	AAO	DDO	--	--	--	Accounts and Budget related work, Caretaking
5	AD (AR) I	Member of Committee for implementation of Hindi as an official language in AR Deptt.	As per Delegation of Powers issued by Finance Deptt.	--		Work studies, all Administration related work, GPF, TA, medical claims, tuition fees, news paper bills, telephone bills.
6	AD (AR)II	Nodal officer for implementation of Hindi as an official language in AR Deptt.	--	PIO under RTI Act, 2005		Work studies, DRTI Act, 2001, RTI Act, 2005, Review of Pension cases, Punctuality / O&M, Budget (Plan), Citizen Charter, Conducting RTI Test.
7	AD (AR) III	-----	-----			Work Studies, work related to Samajik Suvidha Sangam (Mission Convergence), Conducting MOP Test.
8	AD (AR) IV	----		----		Work Study, Purchase
9	Statistical Officer	Member of the Committee for implementation of Hindi as an official language in AR Department	--	APIO under RTI Act, 2005	--	Secretarial work of PGC / Lok Ayukta, Social Audit, e-governance, Lok Sabha / Vidhan Sabha Questions, Aap Ki Sunwai, Trainings, ARC Reports and its follow up, Preparation of CM/LG Speech, Annual Administrative Report, Grievances.
10	Research Assistant - I	--	--	--	--	DRTI / RTI Act, Preparation of related reports / Returns, Budget (Plan) and related work.

11	Research Assistant - II	--	--	--	--	All Administration work, GPF, TA, processing medical claims
12	Research Assistant - III	--	--	--	--	PGC, Social audit, Lokayukta, e-governance, Lok Sabha / Parliament / Vidhan Sabha questions, Aap ki sunwai, training
13	Research Assistant - IV	--	--	--	--	Assist Work Study team, Website, Bhagidari, Model NIT, Punctuality, O&M
14	Research Assistant - V	--	--	--	--	Assist Work Study team, matters related to Purchase.
15	Research Assistant - VI	--	--	--	--	Assist Work Study team, telephone / news paper bills, tuition fees.
16	Research Assistant- VII	--	--	--	--	Assist work study team, conduct of MOP test, SSS (Mission Convergence), preparation of salary bills.
17	Research Assistant- VIII	--	--	--	--	2 <sup>nd</sup> ARC reports and follow up, CM/LG Speech, Annual administrative Report, Grievances, Court cases
18	Research Investigator	--	--	--	--	Cashier, Budget (Plan & NP), GPF Pass Book, Store, Care taking.
19	Stenographer (Hindi)	--	--	--	--	PA to DD(AR), Stenographic assistance to DDs and ADs, maintenance of file movement register, weeding out of old records and all Hindi related work, including preparation of replies for Vidhan Sabha Parliament questions, RTI Act.
20	Stenographer (English)	--	--	--	--	Stenographic assistance to DDs and ADs, maintain records of meetings, OD register, Study Register, Book Distribution Registers and File Head Register
21	LDC I	--	--	--	--	Maintenance of leave records, preparation of Weekly Report, Assistance in R&I
22	LDC II	--	--	--	--	R&I , Maintenance of Diary and Despatch Registers
22	Driver	--	--	--	--	Driving vehicle
23	Peon I	--	--	--	--	Routine functions of Gr. D
24	Peon II	--	--	--	--	Routine functions of Gr. D