

## CHAPTER III

### Section 4 (1) (b) (ii) of RTIA 2005

#### *Powers and Duties of Officers and Employees*

##### Administrative Level

- i. **Commissioner & Secretary:** He is the Head of the Administrative Department and important Policy decisions are framed for the approval of the Minister in charge of the Department including monitoring and supervision thereof.
- ii. **Senior Financial Adviser / Financial Adviser:** He gives financial advice to the Department on all matters relating to financial matters such as sanction of schemes, entitlement of the Staff, issues relating to interpretation of the Financial Rules.
- iii. **Deputy/ Under Secretary:** The Deputy / Under Secretary is responsible for efficient functioning of the branch under him. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes cases under the delegated areas at his own level, but he takes the order of the higher officer on important cases.
- iv. **Superintendent:** He is overall in-charge of a section and is responsible for training, helping and advising the staff, ensuring discipline in section, timely action on receipts, expeditious disposal of work, etc. The Superintendent disposes the work of section with the help of Assistant Superintendent and staff posted in the Department (Upper Division Assistants and Lower Division Assistants) posted in the Department.
- v. **Dealing Assistants:**
  1. To examine promptly all receipts made over to him and deal with the receipts accordingly to their priority, check the enclosures any is found short or missing, take action for obtaining the missing papers; to forward receipts or extracts from receipts to other concerned branches, to make entries in column 2 of the log book of the Assistants.
  2. To put up a case after examination to the Superintendent on the date required and where no date is mentioned, not later than 7 (seven) days of its receipt.

## **Directorate Level**

- i. **Commandant General of Home Guards & Director of Civil Defence:** He is the Head of the Department and important Policy decisions are framed for the approval by the Government including monitoring and supervision thereof.
- ii. **Joint Director of Civil Defence & Joint Commandant General of Home Guards:** He assists the Commandant General of Home Guards & Director of Civil Defence in the discharge of his duties.
- iii. **Senior Staff Officers:** Assist the Commandant General of Home Guards & Director of Civil Defence and Joint Director of Civil Defence & Joint Commandant General of Home Guards in discharge of their duties.
- iv. **Junior Staff Officers:** Assist the Senior Staff Officers in discharge of their duties.
- v. **Superintendent:** He/She is overall in-charge of a section and is responsible for training, helping and advising the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Superintendent disposes the work of section with the help of Upper Division Asstt. (UDA) and staffs posted in the Directorate posted in General & Accounts Section.
- vi. **Dealing Assistants:**
  - a. to examine promptly all receipts made over to them and deal with the receipts according to their priority, check the enclosures and if any is found short or missing, take action for obtaining the missing papers; to forward receipts or extracts from receipts to other concerned branches, to make entries in column 2 of the log book of the Assistants.
  - b. to put up a case after examination to the Superintendent on the date required and where no date is mentioned, not later than 7 (seven) days of its receipt.