

MANUAL -2

Powers and Duties of Officers and Employees

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

S.No.	Designation	Powers and Duties attached	Duties Attached
1.	Secretary (IT)/HOD	Competent Authority under IT Act, 2000	Overall control and supervision of the Department as HOD, implementation of projects etc.
2.	Special Secretary	First Appellate Authority under RTI Act	Overall supervision of Technical teams, Coordination, Monitoring and guidance etc. and implementation of projects.
3.	Deputy Secretary /HOO As per Delegation of Powers issued by Finance Department.	PIO under DRTI Act	Overall supervision of Administration, Cadre Controlling Unit and Coordination, Monitoring Guidance and Implementation of Projects etc. Member Secretary (DeGS).
4.	Section Officer	To work as link officer to SPIO in the matters of RTI, Establishment and Cadre Controlling	Overall supervision of Administration, Cadre Controlling Unit and Coordination, Monitoring Guidance and Implementation of Projects, etc. Section Officer (Projects-DeGS).
5.	Assistant Section Officer	Establishment and Cadre Controlling.	Administrative Matters, etc.
6.	Senior Assistant	Establishment, Cadre Controlling and Care Taking	Administrative Matters, etc.

7.	Junior Assistant	--	Administrative Matters, etc.
8.	Peon		Routine functions of Group D
Steno Cadre			
9.	Principal Secretary Private	--	To assist Secretary (IT)
10.	Personal Secretary	--	P.S to Spl. Secretary
11.	Stenographer	---	To assist Deputy Secretary (IT) to maintain record of meetings, etc.
Technical Cadre			
12.	Jt. Director (IT)	To work as link officer to SPIO in the matters of DRTI	Implementation of DRTI Act, 2001 and RTI Act, 2005. Overall supervision of Technical teams.
13.	Senior System Analyst	To work as link officer to SPIO in the matters of RTI.	Implementation of I.T Projects.
14.	System Analyst	To work as link officer to SPIO in the matters of RTI.	Implementation of I.T Projects.
15.	Data Processing Assistant	To work as link officer to SPIO in the matters of RTI.	Implementation of I.T Projects.
16.	Data Entry Operator, Gr-A		To assist Technical Cadre Officer
Statistical Cadre			
17.	Statistical Officer	To work as link officer to SPIO in the matters of RTI.	Planning of Outcome Budget etc.
18.	Statistical Assistant	--	To assist to Statistical Officer.
Accounts Cadre			
19.	Asstt. Account Officer	DDO as per GFR.	To look after Accounts matter.

