**Manual 2**

**Powers and duties of officers and employees**

**Section 4(1)(b)(ii)**

**POWERS AND DUTIES OF OFFICERS AND STAFF**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Designation of post** | **Powers** | **Duties attached** |
| **Administrative** | **Financial** | **Statuary** | **Others** |
| 1 | Director | **H.O.D.** | **Annexure ‘C’** |
| 2 | Special Commissioner | **-do-** | **-do-** | **-do-** | First Appellate Authority under RTI | **-do-** |
| 3 | SREO (Admn) |  |  |  | SPIO under RTI Act 2005 | **-do-** |
| 4 | SREO / AEO  |  |  |  |  | **-do-** |
| 5 | Accounts Officer |  | **-do-** |  |  | **-do-** |
| 6 | AAO |  | **-do-** |  |  | **-do-** |
| 7 | S.O. |  |  |  |  | **-do-** |
| 8 | Assistant programmer |  |  |  |  | **-do-** |
| 9 | Bradma Machine Operator |  |  |  |  | **-do-** |
| 10 | Technical Assistant |  |  |  |  | **-do-** |
| 11 | Technical officer (Placement) |  |  |  |  | **-do-** |
| 12 | Statistical Assistant |  |  |  |  | **-do-** |
| 13 | Data Entry Operator |  |  |  |  | **-do-** |
| 14 | Steno |  |  |  |  | **-do-** |
| 15 | Head Clerk |  |  |  |  | **-do-** |
| 16 | UDC |  |  |  |  | **-do-** |
| 17 | L.D.C. |  |  |  |  | **-do-** |
| 18 | Driver |  |  |  |  | **-do-** |
| 19 | Chowkidar |  |  |  |  | **-do-** |
| 20 | Sweeper |  |  |  |  | **-do-** |
| 21 | Farash |  |  |  |  | **-do-** |
| 22 | Peon |  |  |  |  | **-do-** |
| 23 | Machine Attendant  |  |  |  |  | **-do-** |
| 24 | Chair Recainer  |  |  |  |  | **-do-** |

ANNEXURE ‘C’

DUTIES OF OFFICERS OF DIRECTORATE OF EMPLOYMENT, GNCTD

**DIRECTOR (Employment)**

* + Head of the Department.

**Special Commissioner (Employment)**

* + Supervision of work at HQ as well as all the Employment Exchanges including Data Centre and EMI.
	+ To coordinate the work of HQ, Employment exchanges and other Units in the Directorate of Employment and to assist the Director in all matters.

**DUTIES OF SUB REGIONAL EMPLOYMENT OFFICER (SREO)**

* + To look after the normal functions of Employment Exchanges such as registration, vocational guidance etc.
	+ To act as a Grievance Redressal Officer for redressal of grievances of the registrants/candidates visiting the Exchanges.
	+ To act as SPIO in exchanges and Head Quarter
	+ To act as Vigilance Officer, Litigation Officer, Store Officer and Admn Officer at HQ and supervise all administrative matters at HQ

## SREO(VOCATIONAL GUIDANCE)

* + To act as a branch Incharge for vocational guidance unit and to coordinate vocational guidance programme at state level to prepare, submit and forward prescribed vocational guidance returns to concern authorities.
	+ To prepare and compile career literature.

**SREO(EMPLOYMENT MARKET INFORMATION)**

* + To act as a branch in charge of EMI unit and responsible for timely submission of prescribed statements/returns to DGE&T.
	+ Preparation of write ups quarterly & annual employment review including occupational reports. To scrutinize the ER-I returns and detect cases of violation.

**ASSISTANT ACCOUTNS OFFICER**

* To give financial advice and drawl and disbursement of salary.
* To make budgetary provisions for Plan/Non-Plan schemes.
* To take action for settlement of Audit objections.
* Overall monitoring & controlling of Budget Allocation & Expenditure
* Rendering expert advice on the finance, accounts & services matter being the associate financial advisor of the Deptt.
* Overall supervision of the Accounts wing of the Deptt.

Statistical officer

* Prepare plan budget for the department
* To maintain and supervise all the statistical reports
* To maintain and manage Employment Market Information returns

Assistant Programmer

* To manage and supervise technical works at Data Centre
* To coordinate with the department in all technical matter

**Technical Assistant**

* Compilation of vocational guidance returns and dissemination of vocational guidance at exchanges
* All works as assigned by SREO in Exchanges

**Bradma Machine Operator**

* Any work as assigned by SREO in Exchanges

**Data Entry Operator**

* All work of data entry and sponsoring registrants data to prospective employers at Data Centre
* To Assist Accounts Officer in preparation of salary of staff and other bills

**STENOGRAPHER**

* The Stenographer will take dictation in Shorthand and undertake its transcription in the best manner possible.
* He/she will attend to the telephone calls and the visitors.
* He/she will keep an up-to-date list of engagement, meeting etc.
* He/she will maintain in proper order the papers required to be retained by the officer.
* He/she will keep a note of the movement of files passed by his officer and other officers.
* He/she will assist his/her officer in his routine work.
* He will carry out such other duties as may be assigned to him.

**HEAD CLERK**

* The Head Clerk will be responsible for the work assigned to him.
* He will go through the receipts marked to him and put up a note including drafts before the authority.
* He will prepare to facilitate processing of cases, Standing Guard Files/Precedent Book/Record.
* He will maintain the prescribed Assistant Diary.
* He will prepare for dispatch a rough copy of the draft based on the notes for approval by the authority under whose signature it is to be sent.
* He will watch the disposal of receipts/cases
* He will carry out such other duties as may be assigned to him.

**UPPER DIVISION CLERK (UDC)**

* The Upper Division Clerk will be responsible for the work assigned to him.
* He will ensure proper maintenance of files, registers and other office records and keep them up-to-date.
* He will go through the receipts marked to him and put up a note including drafts before the authority.
* He will prepare to facilitate processing of cases, Standing Guard Files/Precedent Book/Record.
* He will maintain the prescribed Assistant Diary.
* He will prepare for dispatch a rough copy of the draft based on the notes for approval by the authority under whose signature it is to be sent.
* He will watch the disposal of receipts/cases
* He will carry out such other duties as may be assigned to him.

**LOWER DIVISION CLERK (LDC)**

* The Lower Division Clerk will be responsible to receive all dak.
* He will be responsible for diary and dispatch of receipts/letters and maintain the requisite registers for the same.
* He will undertake assigned typing work including routine and simple drafts.
* Receipts marked ‘Immediate/ Priority/ By Name’ will be sent without delay by him.
* He will check the enclosures and make a note on the receipts of papers, if any, papers are found missing.
* He will be responsible to maintain file register, file movement register etc.
* He will carry out such other duties as may be assigned to him.

**DRIVER**

* The Driver will be responsible to maintain the vehicle in running condition and for its regular servicing and prompt repairs in accordance with the prescribed procedure.
* He will ensure the sue of Vehicle only for official work.
* He will daily sweep and clean the body of the vehicle including its floor and seats and periodically was it.
* He will be responsible to maintain up-to-date the history sheet, the log-book, tool kit of the Vehicle including the account of diesel/petrol/mobile oil etc.
* He will close the log-book at the end of the month and prepare a summary showing details of journeys/mileage/consumption of fuel etc.
* He will be responsible for any loss or damage arising out of his negligence or fault.
* He will take necessary steps to replenish requisite tyres/tubes including retreading of tyres to avoid any difficulty in running the Vehicle.
* He will bring to the notice of the Superintendent/Incharge the major faults and repairs for ensuring timely action.
* He will get the vehicle tested every six months for fitness and keep the record of the same.

**PEON**

* The peon will report for duty sufficiently early to ensure that the office work can start at the scheduled hour.
* He will daily dust and clean the office furniture including the office files/records and do spray as may be required to prevent mosquitoes/files.
* He will undertake delivery of dak/files.
* He shall arrange procuring drinking water.
* He will not leave the office without permission.
* He will regulate the movement of visitors.
* He will carry out such other duties as may be assigned to him.

**SWEEPER**

* The sweeper will be responsible for the work assigned to him.
* He will report for duty sufficiently early so that work can start at the scheduled hour.
* He will daily sweep and mop the floors of the building and surroundings, office rooms, clean all wash basins, latrines and urinals.
* He will empty regularly waste paper baskets, dust-bins etc.
* He will clean the walls/cisterns with a brush at least once a week.
* He will ask for phenoyl, vim in time, sweeping materials like brooms, mops etc. for the performance of his/her duties.
* He will ensure regular removal of garbage from the premises.
* He will carry out such other duties as may be assigned to him.

**CHOWKIDAR**

* The Chowkidar will take charge of the Institution/Premises after office hours.
* He will ensure that all the rooms/stores are properly bolted and locked.
* He will ensure that all lights, heaters, fans etc. are switched off and the water taps are closed.
* He will not sleep while on duty and shall take frequent rounds of the building/premises.
* He will under no circumstances leave the institutions/premises without handing over the charge.
* He will be responsible for any theft/shortage/pilferage of property/articles, if any, during his duty hours.
* He will not allow any outsider to enter or sleep in the institution.
* He will carry out such other duties as may be assigned to him.

**MACHINE ATTENDANT**

* Any work as assigned by SREO in Exchanges

**CHAIR RECAINER**

* All works of chair recainer within the department or other works as assigned by SREO