

**Manual 2**  
**Powers and duties of officers and employees**  
**(Section 4 (1) (b) (ii))**  
**Powers and duties of officers and staff**

<b>Sl. No</b>	<b>Designation of Post</b>	<b>Powers</b>				<b>Duties attached</b>
		<b>Administrative</b>	<b>Financial</b>	<b>Statutory</b>	<b>Others</b>	
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	Smt. Rasmitarani Tarasia, O.A.S.	To control & supervise the work of subordinate staff of Development Section.	--	--	Monitoring of official works, conducting meeting.	Over all supervision of the Section
2.	Sri Suresh Ch. Brahma Jr. Clerk	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Receipt, Issue of letters and other miscellaneous correspondence.
3.	Sri Sarat Chandra Mishra, Peon	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Attached to the Development Section.