

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

Sl. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	2	3	4	5	6	7
1.	Dist. Small Savings Officer	Maintenance of Office & S.B. of Staff C.C.R. of staff.	Darawal of salary of Office staff.		Deals with appointment of agents & issue of incentive outern coupons.	