

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	
01.	District Social Welfare Officer	All over the D.S.W.O. Office work	D.D.O.	--	--	All over the D.S.W.O. Office work
02.	Programme Officer	District I.C.D.S. Cell & Mission Shakti	--	--	--	Supervision of District I.C.D.S. Cell
03.	Head Clerk	--	--	--	--	All the files put-up through Head Clerk
03.	S.E.O.	--	--	--	--	Social Security, M.D.M., P.H. Scholarship/J.J.B. & C.W.C./Handicapped Welfare/Spl. Schools/Child Welfare/Mahila Sishu Desk/Grievance/Misc. etc.
04.	S.A.	--	--	--	--	I.C.D.S. Matters/Meeting & Conference/Health matters/ H.E.T.C. matters
05.	Senior Clerk	--	--	--	--	Accounts & Establishment
06.	Jr. Clerk	--	--	--	--	Bills, Issue, Receipt, Despatch, NGOs, Vehicles and Inspection