

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.	OIC Judicial	To monitor and supervise the work of staff working in Genl. & Misc. section.	--	To look after the proper function of the Genl. & Misc. section.	--	Over all supervision of the Section
2.	Head Clerk	--	--	--	--	To supervise the work of staff working in Genl. & Misc. section.
3.	Jr.Clerk	--	--	--	--	News paper matters, Issue of Misc certificate, Inspection, Meetings relating to G & M Section. Election to ULBs, Revenue GIAs , sanction of house rent of the buildings taken on hire, other Misc. correspondences, issue of verification certificate for passport, citizenship matters & freedom fighters pension.
4.	Jr.Clerk	--	--	--	--	Countersignature of GIA bills, Meeting to ULBs, Registration of Society / Club under Soceity Registration Act1860 & other Misc. correspondence relating to ULBs.
5.	Amin	--	--	--	--	Issue & Receipt of this section.
6.	Peon	--	--	--	---	Attached to this section
7.	Peon	--	--	--	--	Attached to this section