

**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.	Confidential Asst.					1. Verification of character 2. Dist. Grievance Cell 3. Issue & dispatch of this section
2.						
3.						