

# MANUAL – 2

## POWERS AND DUTIES OF OFFICERS AND EMPOLYEEES

S. No.	Designation or post	Powers				Duties attached
		Administrative	Financial	Statutory	Other	
1	Pr. Secretary					*Full powers as Secretary incharge of Planning Department
2	Additional Secretary	Vacant				
3	Director (01 post filled)	Head of Department				
4	Joint Director (Plg/Stat) (01 posts filled)	Plan Formulation of various sectors and to assist Director in various works/ Head of Office and coordination work.				
5	Deputy Director (Plg/Stat) (02 posts filled)	Estimation of Resources ARM, TPP, Evaluation, Plan Formulation of various sectors and to assist Joint Director in various work.				
6	Assistant Directors (08 posts filled)	-----	-----	-----	To assist Senior Officers	
7	Statistical Officers ( 06 posts filled)	-----	-----	-----	To assist Senior Officers	

