

MANUAL- 2

POWERS AND DUTIES OF OFFICERS AND STAFF

S. No.	Designation of Post	Powers				Duties Attached
		<i>Administrative</i>	<i>Financial</i>	<i>Statutory</i>	<i>Others</i>	
1.	<i>Managing Director</i>	<i>Head of Deptt.</i>	<i>Head of Deptt.</i>	<i>Head of Deptt.</i>	----	<i>Head of Deptt.</i>
2.	<i>Deputy Director</i>	----	----	----	----	<i>Admn. & Misc.</i>
3.	<i>AAO/DDO</i>	<i>Head of Office</i>	<i>DDO/HOO</i>	----	---	<i>Supervising the Recovery and Development.</i>
4.	<i>Development Officer (Recovery)</i>	----	----	----	----	<i>Branch incharge of Recovery Branch.</i>
5.	<i>Development Officer(RGSRY) (A)</i>	----	----	----	----	<i>Dev. Branch incharge of RGSRY</i>
6.	<i>Assistant Computer Programmer</i>	----				<i>Preparation of Software.</i>
7.	<i>Head Clerk</i>	----	----	----	----	<i>Recovery</i>
8.	<i>Jr. Legal Officer</i>	----	----	----	----	<i>Handling of all legal matters including Court Cases.</i>
9.	<i>Statistical Asstt.</i>	----	----	-----	----	<i>Admn. Branch (GIA/Budget & Misc. matters)</i>
10.	<i>Asstt. Dev. Officer (2)</i>	----	----	----	----	<i>Attached to Dev. Branch dealing with loan & recovery cases.</i>
11.	<i>Supervisor(3)</i>	----	----	----	----	<i>Development Branch (loan & recovery)</i>
12.	<i>UDC(6)/LDC(11)</i>	----	----	----	----	<i>Attached with different branches for processing of different matters.</i>

13.	<i>Drivers(4) Carpenter-1</i>	----	----	----	----	<i>Attached with different office vehicles</i>
Class-iv Category						
14.	<i>Peon-cum-Frash(6)</i>	----	----	----	---	<i>Associated with different Branches.</i>
15.	<i>Chowkidar(3)</i>	----	----	----	---	<i>Chowkidar duty</i>
16.	<i>Sweeper(1)</i>	----	----	----	---	<i>Sweeper cum chowkidar duty</i>