

CHAPTER - IV

(the norms set up for the discharge of functions)

The Department has no separate norms for discharge of its functions. However, the guidelines set out in the Secretariat and the Rules and Regulations followed by all the other Departments are adhered to by this Department also.

1.	DIRECTOR: (Head of Dept.) (Rs. 37400-67000) Grade Pay Rs 8700	Over all control of the Directorate – Taking decision within the powers delegated to a Head of Dept.
2.	OFFICER ON SPECIAL DUTY: (Rs. 9300-34800) Grade Pay Rs 5400	Administration – Service matters etc.
3.	JUNIOR ACCOUNTS OFFICER: (Rs. 9300-34800) Grade Pay Rs 4200	To deal with the Accounts/Cash/Bills etc Delegated with Drawing and Disbursement Officer's powers
4.	SUPERINTENDENT: (Rs. 9300-34800) Grade Pay Rs 4600	Head of sections i.e.1.Establishment, 2.Technical and 3. Accounts Section
5.	STENO GR.I: (Rs. 9300-34800) Grade Pay Rs 4200	PA to Director
6.	STENO GR.II: (Rs. 5200-20200) Grade Pay Rs 2400	PA to Officer on Special duty
7.	ASSISTANTS: (Rs. 9300-34800) Grade Pay Rs 4200)	To deal with the section works allocated to them
8.	UPPER DIVISION CLERK: (Rs. 5200-20200) Grade Pay Rs 2400	To deal with the section works allocated to them
9.	LOWER DIVISION CLERK: (Rs. 5200-20200) Grade Pay Rs 1900	To deal with the receipts and dispatch and other works allotted to them.
10.	STOCK VERIFIER: (Rs. 9300-34800) Grade Pay Rs 4200	To deal with the Stores section/purchase etc.
11	MTS(G)/MTS (Security)/MTS (House Keeping) (Rs. 5200-20200) Grade Pay Rs 1800	To assist as office bearers and to attend sundry works and to maintain cleanliness/sanitation etc.