

CHAPTER - II MANUAL - 3

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

As per the directions of Govt. of India's decisions from time to time and according to the Manual of Office Procedures published by the Department of Administrative Reforms.

1. **Chief Secretary to Government:** is the Chief adviser to decide all the administrative matters and policies of the Department of Transport.

2. **Secretary to Government** is the authority to sanction all the financial issues and implementing schemes and creation of posts etc.

3. **Transport Commissioner** is the Head of Department and overall controlling officer of the Department.

4. **Deputy Transport Commissioner** is the Head of the Office. Handles Administration and all Service matters etc.

5. **Senior Accounts Officer:** Overall budget monitoring and Drawing and Disbursing Officer of the Department.

6. **Superintendents:**

Distribution of work among the staff as early as possible; management and co-ordination of the work; to go through the receipts; to submit receipts which should be seen by the SAO/RTO/DTC/TC according to the nature of work/requirements; to ensure that cases are not held up at any stage; Obtaining or supplying factual information; ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date; dealing with important/complicated/confidential cases; ensuring strict compliance with Departmental security instructions; etc.

7. **Assistant/U.D.C.:** Should work under the direct supervision of the Superintendent and is responsible for the work assigned/ entrusted keeping in view the following points:

- to examine the cases in the light of instructions, if any, given or line of action indicated by the officer.
- to seek assistance from the Superintendents or Officer for the disposal of work entrusted in case of difficulties.
- to see whether all the facts open to check have been correctly stated.
- to draw attention, wherever necessary, to precedents or rules and regulations, on the subject.
- to put up the link/guard file, if necessary, and supply other relevant facts and figures.
- to bring out clearly the question under consideration and suggest a course of action wherever possible.
- to handle cash, preparation of all kinds of bills, and related correspondence.

8. **Lower Division Clerk:** Ordinarily entrusted with work of routine nature i.e. registration of dak, maintenance of file register, file movement register, indexing and recording ,typing ,comparing dispatch, and submission of routine and simple drafts etc.

CHAPTER – III -(Manual-3)

POWER AND DUTIES OF OFFICERS AND EMPLOYEES

Government Orders/Rules:

- FR & SR
- TA Rules
- Central Civil Service (Leave) Rules
- Central Civil Services (Pension) Rules
- Central Civil Services (Commutation of Pension) Rules
- Central Civil Services (Extraordinary Pension) Rules
- Central Civil Services (CCA) Rules
- Central Civil Services (Conduct) Rules
- General Provident Fund Rules
- Contributory Provident Fund Rules.
- Leave Travel Concession Rules
- Medical Attendance Rules
- Children Education Allowance Rules
- General Financial Rules
- Suspension and Reinstatement
- Delegation of Financial Powers Rules
- House Building Advance Rules
- Central Civil Services (Revised Pay) Rules
- Central Treasury Rules (Volume-1)
- Re-employment of pensioners-Civilian and Ex-servicemen
- Advances to Central Government Servants
- Central Government Accounts (Receipt and Payment) Rules
- Seniority and Promotion in Central Government service
- Reservation and Concessions for SC/ST & OBC
- Compilation and Confidential Reports
- Uniforms to Group C and D employees
- Manual of Establishment and Administration
- Manual on Disciplinary Proceedings

Sources:

I.Swamy Publishers (P) Limited

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II. Government of Union Territory of Puducherry References

Pondicherry Codes Volume I, II & III (Compilation of Acts)

Manual of Office Procedure

Sources:

Law Department, Puducherry

Administrative Reforms Wing Chief Secretariat, Puducherry.