

MANUAL- 2
POWERS AND DUTIES OF OFFICERS AND STAFF
As on 31-07-2024

S. No.	Designation	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Managing Director	Head of Deptt.	Head of Deptt.	Head of Deptt.	----	Head of Deptt.
2.	Deputy Director	----	----	----	----	Vacant
3.	FA&CAO	HOO	HOO	HOO		Head of Office
4.	AAO/DDO	DDO	DDO	----	---	Accounts Section In-charge, DDO & Marketing, In-charge of Lifting of Raddi
5.	Development Officer	----	----	----	----	Vacant
6.	Assistant Computer Programmer	----				Updation of Board's Website & back up of the software of Recovery & salary.
7.	Head Clerk	----	----	----	----	Vacant
8.	Jr. Legal Officer	----	----	----	----	Vacant
9.	Statistical Asstt.	----	----	----	----	Admn. Branch (GIA/Budget & Misc. matters)
10.	Asstt. Dev. Officer (2)	----	----	----	----	Admn. In-charge, Caretaking, GeM Portal, PMEGP (West & South West), PIO under RTI Act. Nodal Officer RGSRY, RGSRY Recovery (Self & Block loan), Link Officer of PIO under RTI Act.
11.	Supervisor(2)	----	----	----	----	Loan cases of RGSRY, Recovery & trace out RGSRY, PMEGP (N/E, North, S/E & N/W), Recovery (KVI & CBC) All cases of 138 N.I. Act, APIO under RTI Act

12.	UDC(5) LDC(09)	----	----	----	----	Attached with different branches for processing of different matters.
13.	Drivers(2) Carpenter-1	----	----	----	----	Attached with different office vehicles
Class-IV Category						
14.	MTS (07)	----	----	----	---	Associated with different Branches, sweeper duty