POWERS & DUTIES

OF MINISTERIAL STAFF OF ADMN. & R&D SECTIONS

UNDER EXECUTIVE DIRECTOR/ ADMN.

CHIEF OFFICE SUPERINTENDENT / PB-II: GRADE PAY RS. 4600:

Chief Office Superintendents, function as supervisors of Sections/Branches, with a defined allocation of Subjects to be handled. They are responsible to ADG, ED/ADMN, APO/ADMN under whose control the section functions. They are responsible to ensure:-

i) Prompt and efficient processing of papers coming up for disposal in their section.

ii) An even allocation of work amongst the staff under them with the approval of higher authorities if required.

iii) Maintenance of discipline amongst the staff in their section.

iv) That the section is kept neat and tidy.

v) Proper maintenance of files, registers and other documents and papers being handled in the section.

vi) Strict observance of the instructions contained in the codes/manuals /office orders etc. including prompt submission of periodical statements.

vii) Punctuality in attendance by the staff.

viii) Weeding out of old and unwanted papers/documents in the section.

ix) Any other work assigned by senior officials.

Apart from that COS are authorized and or expected to take action on routine matters like sending reminders, interim replies, issuing acknowledgements and other intermediate disposals. They are also authorized to issue memorandums/internal notes of quite routine nature. Chief Office Superintendent in special cases may also be required to deal specific subjects themselves directly.
OFFICE SUPERINTENDENTS ( PB-2, GP=4200/-)

Office Superintendents are entrusted with the responsibility of dealing with certain specified subjects from amongst those allocated to the section as whole. He is responsible to open the files, maintain them, write note on cases allotted to them, prepare draft replies, memorandum, statements, prepare bills, data entry in computers if required, maintenance of guard files, dairies etc. and ensure prompt disposal of issues brought up for consideration.

Senior Office Superintendents may also be entrusted to supervise the sections, if required. Also execute any other work assigned by senior officials. While working as in-charge of the section they will be responsible for the duties as assigned to Chief Office Superintendents.

SENIOR CLERKS ( PB-1, GP=2800/-)

Senior Clerks are required to perform the tasks similar to those performed by Office Superintendents. But cases handle by them are less complex & important but more routine in nature. Also execute any other work assigned by senior officials.

JUNIOR CLERKS (PB-1, GP=1900/-)

Junior Clerks are responsible for registration and diarisation of papers coming to the section, maintenance of the various registers in the Section, typing and proof-reading of such material as assigned to them by the section in-charge or other supervisory staff. Preparation of various periodical statement and returns to be furnished by the section to other sections or offices. Ensuring dispatch of outgoing letter and files of the section. Indexing and recording work, preparation and submission of simple notes and drafts under the guidance of the section In-charges. They may also deal some Specific subjects from against those allocated to the sections. However, subjects handled by them are less complex & important. In case they deal the subjects, they will be assigned as allotted to senior clerks. Also execute any other work assigned by senior officials.
**STENOGRAPHERS**

Stenographers in non-gazetted cadre are of three grades, PS-II(NG) (GP=4600/-), Stenographer-I (GP=4200), Stenographer-II (GP=2400/-). As the designation indicates, stenographers take dictation of notes, Memoranda, darts etc. and any type of them on behalf of the officers with whom they are deputed. Their other responsibilities are:

i) Being in attendance near their officer for rendering assistance in their official work, like giving telephonic connections, obtaining files and other papers from the sections.

ii) Maintaining registers for recording movements of files and letters passing through the officer.

iii) Maintaining the codes, manuals and other rule books up-to-date for the benefit of reference by the officers.

iv) Fixing up official engagement, tours etc of the officer and making arrangements for official meeting held or attended by the officer.

v) Ensuring safe custody and disposal of classified documents & other articles provided by the Administration to the officer observing other security instructions.