

## Manual-2

### POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

#### HEAD OF THE DEPARTMENT

Name & Designation : **Mr. G. Santhamurthy, Director**

Powers	Administrative	Head of the Department
	Financial	Under. Secretary to Government (Planning)
	Others	Registrar-cum-Nodal Officer, UID NSS
Duties	<ul style="list-style-type: none"><li>➤ Overall supervision of the activities of Department.</li><li>➤ Overall supervision in respect of implementation of UID.</li><li>➤ Overall supervision in respect of NSS.</li><li>➤ In-charge of Office Administration.</li></ul>	

Name & Designation: Tmt.Vasanthi Manganayagi, Private Secretary

Duties	<ul style="list-style-type: none"><li>➤ To attend Phone calls.</li><li>➤ To take dictation &amp; transcription.</li><li>➤ To attend miscellaneous work assigned by Director.</li></ul>
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Name & Designation: Thiru. R. Krishnan, Steno Gr.I

Duties	<ul style="list-style-type: none"><li>➤ To attend Phone calls.</li><li>➤ To take dictation &amp; transcription.</li><li>➤ Maintenance of CRs.</li><li>➤ To attend miscellaneous work assigned by Director.</li></ul>
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Name & Designation: Thiru. G. Kalaiyannan, Data Entry Operator

Duties	<ul style="list-style-type: none"><li>➤ Upkeep &amp; Maintenance of Computer Centre of the Dept.</li><li>➤ Purchase of Computer, Accessories &amp; consumables</li><li>➤ Departmental Website inclusive of periodical updation</li></ul>
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## PLAN FORMULATION & TRAINING

Name & Designation: **Thiru C.L. Anandakumar Selvaraj, Joint Director (PF)**

Name & Designation: **Thiru V. Aroulmojy, Deputy Director (PF)**

Stenographic Assistance : Tmt. R. Velvizhi, Steno Gr.II

Section Head	Subject/Sector
Tvl.  A. Swaminaden, Planning Assistant	<ul style="list-style-type: none"><li>➤ Matters relating to Formulation of Annual Plan / Five Year Plan</li><li>➤ Matters relating to State Planning Board / NITI Aayog including PRAGATI / Central Finance Commission.</li><li>➤ Preparation of Plan Budget</li><li>➤ Preparation of Draft Hon'ble CM Speech during Budget Session.</li><li>➤ Furnishing of Adjustment proposal to Planning Commission</li><li>➤ Conducting of training programmes.</li><li>➤ Matters relating to EAP/ASD/JICA/EFC/SFC</li><li>➤ Matters relating to Negotiated Loan / Marketed Borrowings</li><li>➤ <i>Modification proposals of the following departments :</i><ul style="list-style-type: none"><li>• Agriculture</li><li>• Health &amp; ISM</li><li>• Tourism</li><li>• Fisheries</li><li>• Town &amp; Country Planning</li><li>• Industries</li><li>• Forestry &amp; Wildlife</li><li>• Transport</li><li>• Govt. Automobile Workshop</li><li>• HRI</li><li>• Port</li><li>• Fire Services</li><li>• Legislative Assembly</li></ul></li><li>➤ Any other work assigned from time to time.</li></ul>

## BANKING & NSS

Name & Designation: **Thiru R. ASOKAN, Deputy Director (Banking & NSS)**

Stenographic Assistance : Tmt. M Ramadevi, Steno Gr.I

Section Head	Subject/Sector
Tvl. Sujith Parambath, Assistant T Kannan, Assistant D. Velusamy, DEO	<ul style="list-style-type: none"><li>➤ Matters relating to All Banking and Institutional Finance</li><li>➤ Action taken on Budget Assurance / Announcement</li><li>➤ Right to Information Act</li><li>➤ Chief Secretaries Conference / Southern Zonal Conference / Inter State Council</li><li>➤ Action Plan (Gol) / Mid Term Appraisal of Five Year Plan Monthly / Quarterly Financial / Physical achievement (Developmental Report)</li><li>➤ National Small Savings</li><li>➤ Conduct of Impact Study</li><li>➤ <i>Modification proposals of the following departments :</i><ul style="list-style-type: none"><li>• School Education</li><li>• Higher Education</li><li>• Art &amp; Culture</li><li>• Local Administration</li><li>• Civil Supplies</li><li>• Revenue</li><li>• Legal Metrology</li><li>• Survey &amp; Land Records</li><li>• Law College</li><li>• DRDA</li><li>• Stationery &amp; Printing</li><li>• Rural Development</li><li>• Statistics</li></ul></li><li>➤ Any other work assigned from time to time.</li></ul>

## PLAN MONITORING & UID

Name & Designation: **Thiru C. Rajamansingh, Deputy Director (PM & UID)**

Stenographic Assistance : Tmt. S. Anandalakshmi, Steno Gr.II

Section Head	Subject/Sector
Tvl. K. Thirumalai, Planning Assistant S. Selvavinayagam, DEO	<ul style="list-style-type: none"><li>➤ Monitoring of State Plan Programmes/ Flagship Programmes/ CSS Programmes.</li><li>➤ Communication of Minutes of the review meeting to the implementing departments for follow-up action.</li><li>➤ Preparation of Hon'ble LG Speech during Budget Session.</li><li>➤ Matters related to Regional Monitoring.</li><li>➤ Aadhaar Enrolment (UID)</li><li>➤ Work study</li><li>➤ Communication of minutes of the meeting on CSS to MHA</li><li>➤ Modification proposals of the following departments :<ul style="list-style-type: none"><li>• PWD</li><li>• Co-operation</li><li>• Electricity</li><li>• Labour</li><li>• Science &amp; Technology</li><li>• REAP</li><li>• Law Department</li><li>• Judicial</li><li>• Police</li><li>• Drugs Control</li><li>• Food &amp; Drugs Testing</li><li>• Food Safety</li></ul></li><li>➤ Any other work assigned from time to time.</li></ul>

## SCHEDULED CASTE SUB PLAN (SCSP)

Name & Designation: **Thiru M. Thirunavukarasu, Deputy Director (SCSP)**

Stenographic Assistance : Tmt. S. Anandalakshmi, Steno Gr.II

Section Head	Subject/Sector
Tvl.  A Joseph Arul Raj, Planning Assistant	<ul style="list-style-type: none"><li>➤ Scheduled Caste Sub Plan / National Commission for SC / ST.</li><li>➤ Matters relating to Parliamentary Standing Committee</li><li>➤ Maintenance of Library</li><li>➤ State Innovation Council</li><li>➤ Preparation of Annual Administrative Reports</li><li>➤ Furnishing of Replies to Assembly/ Parliamentary Questions</li><li>➤ Preparation of materials for National Festivals / Popular Ministry achievement</li><li>➤ Preparation of Citizen Charter / Socio Economic Indicator data</li><li>➤ <i>Modification proposals of the following departments :</i><ul style="list-style-type: none"><li>• AD Welfare</li><li>• Social Welfare</li><li>• Women &amp; Child Development</li><li>• Animal Husbandry</li><li>• Information Technology</li><li>• Information &amp; Publicity</li><li>• Chief Secretariat (Comp. Section)</li><li>• Planning &amp; Research</li><li>• Commercial Taxes</li><li>• Jail</li><li>• O/o. the Council of Ministers</li><li>• DAT</li><li>• AR Wing</li></ul></li><li>➤ Any other work assigned from time to time.</li></ul>

## **ESTABLISHMENT SECTION**

Name & Designation: ..... Superintendent Gr-I (Vacant)

- ✓ Drawing and Disbursing Officer
- ✓ Attending to Accounts / Service matters of the Department.
- ✓ Any other work assigned by Head of Department and Head of Office from time to time.

**A1** – Thiru V. Carthigeyane, Assistant

- ✓ Contemplation of Disciplinary Proceedings
- ✓ Probation / promotion / confirmation Preparation of seniority to officers / staff.
- ✓ Framing/Revision/Amendment of Recruitment Rules
- ✓ Creation/Upgradation/Transfer of all categories of Technical/Ministerial Posts, Revision of Pay Scale/Amalgamation/Pay Anamolies
- ✓ Conversion/Continuation of Temporary Posts
- ✓ Matters relating to Deputation/Training of Officers, Election matters, etc
- ✓ Issue of NOC to go abroad / study permission.
- ✓ Compassionate Appointment
- ✓ Furnishing of Periodical Report
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- ✓ Any other work assigned from time to time.

**A2-** Thiru. K. Hemavathi, Assistant

- ✓ Maintenance of GO Register/ Sanction Register
- ✓ Issue of expenditure sanction proposals of all purchases including Karaikal/Yanam regions.
- ✓ Issue of expenditure for Honorarium for officers and staff
- ✓ Preparation of all kinds of Contingent Bills including Advance Drawls
- ✓ Preparation of MR/TA/OBA Bills
- ✓ Preparation of NSS and Adjustment Bills
- ✓ Maintenance of BCR/BTR and other Registers related to the Contingent Bills including OBA Register .
- ✓ Any other work assigned from time to time.

**A3-** Thiru. N. Anandharaj, UDC

- ✓ Formulation of Draft Annual Plan
- ✓ Preparation of Sector – wise write-up, Outlay –at-glance, Scheme-wise details, achievements for Annual Plan Document.
- ✓ Any other work assigned from time to time.

**A4-** Tmt. P. Manjula, LDC

- ✓ Maintenance of Service Books/Increment Register of Officers/Staff/ Personal File
- ✓ Issue of posting / transfer / probation orders for officers and staff.
- ✓ Issue of duty orders and sanction of night duty allowance to watchman.
- ✓ Grant of MACP for all grades.
- ✓ Matters relating to Pension- Cum -Retirement benefits
- ✓ Any other work assigned from time to time.

**A5-** Thiru. T. Muthamizh Selvan, Upper Division Clerk (Cashier)

- ✓ Matters relating to PAC/Estimate Committee
- ✓ Matters relating to Audit/CAG Reports
- ✓ Budget Proposals (Plan,Non-Plan including Re-appropriation)
- ✓ Expenditure statement to Monitoring Section
- ✓ Disbursement/Remittance/Receipt of Cash
- ✓ Maintenance of Cash Book/Permanent Advance Register/Cheque Register
- ✓ Receipt Book including Non-Government Cash Book and Valuable Registers.
- ✓ Preparation of Permanent Advance Bill
- ✓ Forwarding of DDs/Cheques to Govt. Departments and Non-Governmental Organisations
- ✓ Any other work assigned by the superior from time to time

**A6-** Tmt. Devaguy, Assistant

- ✓ Preparation of Pay Bills/Wages Bills/Bonus/GPF/Festival/Tuition Fees/LTC/Pensionary Benefit Bills, and other all long term and short term advance bills etc.,
- ✓ Issue of LPC and Pay Certificate
- ✓ Sending of Quarterly Reports on Pay and Allowances to Statistics Dept.
- ✓ Furnishing of particulars on Licence Fee to PWD
- ✓ Matters relating to Income Tax/Professional Tax
- ✓ Reconciliation
- ✓ Maintenance of PBR
- ✓ Issue of sanction for GPF advances and withdrawal
- ✓ Matters relating to long term and short term advances.
- ✓ Any other work assigned from time to time.

**A7-** Tmt. Gomathi, SK III

- ✓ Maintenance of Stores and Purchases
- ✓ Supply of Liveries to Group D and maintenance of Liveries Register

- ✓ Maintenance of Dead Stock Register/Office Two Wheeler and Four Wheelers
- ✓ Condemnation and Disposal of Unserviceable articles/Newspapers/Vehicles
- ✓ Maintenance of Gazette/ Log Books
- ✓ Matters relating to Installation/Shifting of Telephones and related Correspondence
- ✓ Building Maintenance and related matters.
- ✓ Any other work assigned from time to time.

**A9** – Thiru.A. Vishnu, Upper Division Clerk

- ✓ Matters relating to Assembly and Parliamentary Questions
- ✓ Maintenance of Stamp Register
- ✓ Sanction of all kinds of leave and maintenance of CL register
- ✓ Preparation of Sector – wise write-up, Outlay –at-glance, Scheme-wise details, achievements for Draft Annual Plan.
- ✓ Any other work assigned from time to time.

**A10** – Thiru. S. Sivaraj, Upper Division Clerk

- ✓ Maintenance/Circulation of Instructions received from GOI/Ministries/DP&AR and other Departments
- ✓ Maintenance of all BDR/BTR and other registers related to the Contingent Bills including OBA Register
- ✓ Permission for Purchasing of movable and immovable properties
- ✓ Preparation of Sector – wise write-up, Outlay –at-glance, Scheme-wise details, achievements of 2014-2015.
- ✓ Any other work assigned from time to time.

**A11** – Thiru. Malarvannan, Record Keeper

- ✓ Maintenance of Records under safe Custody
- ✓ Preservation of Records
- ✓ Receipt and Despatch of Tapals.
- ✓ Any other work assigned from time to time.