

## CHAPTER - II

### 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. **Secretary to Government–cum- Chairman, PIPMATE** is the overall Authority to sanction all the financial issues and implementing schemes and creation of posts etc. regarding all the Institutes under PIPMATE
2. **Director of Higher and Technical Education –cum- Member Secretary, PIPMATE** is the Head of Department and overall Controlling Officer of all the institutes under PIPMATE.
3. **Principal:** Administrative Head of the College, and Drawing and Disbursing Officer of the College.
4. **Office Superintendent:** 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 Principal/JAO/OSD/DHTE 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; supervising matters relating to colleges etc.
5. **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.
6. **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.

7. **Storekeeper:** Official Incharge of all the processes of purchase made for Office & Department Laboratories, Vehicles, Labourers engaged, etc. and to maintain stock inventory.
8. **Driver:** Entrusted with the transport works for Official purposes, and maintain log book for the transports done, as well responsible for maintenance report.
9. **Head of Department:** Academic Head of each Discipline of Diploma study in the College, and assistance to Principal in administration.
10. **Lecturer:** Staff mainly entrusted with teaching & assessment activities in various diploma courses offered in the College, and incharge of laboratory establishment. They shall also contribute to the departmental co-curricular activities for successful placement of passing-out students.
11. **Laboratory Instructor/Workshop Instructor:** Technical non-teaching staff directly responsible in laboratory sessions, assisting the Teaching Staff. And responsible for assisting the stock maintenance in laboratories.
12. **Laboratory Attender:** Non-teaching staff assisting the laboratory sessions of various Department laboratories in the college.
13. **Physical Director:** Entrusted with imparting Physical Education to the students.
14. **Librarian:** Entrusted with procuring & maintaining the Library of the College, with periodical issuance of periodicals, books & technical journals to students & Staff.