

PROACTIVE DISCLOSURE ON RTI ACT 2005
General Administration Department, Manipur Secretariat

Proactive Disclosure under Section 4(1) (b) (ii): the powers and duties of its officers and employees:

Sl. No.	Designation	Power & Duties											
1.	Chief Secretary, Additional Chief Secretary, Commissioner, Principal Secretary & Secretary	He is the administrative head of the Department and is the budget controlling authority.											
2.	Special Secretary/ Additional Secretary/ Joint Secretary	He assists the administrative Secretaries in discharging his duties.											
3.	Deputy Secretaries	They assist the Additional/Joint Secretaries in discharging their duties.											
4.	Under Secretaries	They assist the Deputy Secretaries in discharging their duties.											
5.	Section Officers	They assist the Under Secretaries in discharging their duties.											
6.	Stenographers	They assist the Ministers/Officers in discharging their duties.											
7.	Dealing Assistants	They assist the Officers in discharging their duties.											
8.	Group - D	<table border="1"> <tr> <td>Jamadar (<i>merged with Daftry/ Record Sorter/ Binder</i>)</td> <td rowspan="10">They assist the Officers/officials in discharging their duties and maintain cleanliness etc.</td> </tr> <tr> <td>Peon</td> </tr> <tr> <td>Mali</td> </tr> <tr> <td>Chowkidar (<i>merged with night Watch</i>)</td> </tr> <tr> <td>Sweeper</td> </tr> <tr> <td>Vehicle Cleaner</td> </tr> <tr> <td>Cook (SGH)</td> </tr> <tr> <td>Bearer</td> </tr> <tr> <td>Cleaner (SGH)</td> </tr> <tr> <td>Gate Keeper (SGH)</td> </tr> </table>	Jamadar (<i>merged with Daftry/ Record Sorter/ Binder</i>)	They assist the Officers/officials in discharging their duties and maintain cleanliness etc.	Peon	Mali	Chowkidar (<i>merged with night Watch</i>)	Sweeper	Vehicle Cleaner	Cook (SGH)	Bearer	Cleaner (SGH)	Gate Keeper (SGH)
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