

Powers and duties of officers and employees

[Section 4(1)(b)(ii)]

Powers and duties of officers and staff

S.N.	Designation of post	Powers	Duties attached
1	Secretary	Administrative Head	
2	Director	Head of the Department	To take policy decisions with regard to various schemes and set the overall direction for the activities of the Directorate. Competent Authority.
3	Joint Director	Controlling officer in respect of Group C & D staff and to exercise administrative /financial power of the HOO.	Sanctioning authority , guiding implementation of Plan and Non plan projects
4	Assistant Director (counseling)		Counseling to drug addicts, organization of mela, seminar, workshop etc. Submission of proposal for increasing awareness on the theme of prohibition/ Drug Abuse. Preparation of new designs on the theme of prohibition/ Drug Abuse. Supervision of publicity drive Preparation of new schemes for publicity Inspection of various media propagations Preparation of plans/budget etc. Supervision of Establishment & Accounts branch

5	Assistant Director (Media)		<p>Submission of proposal for increasing awareness on the theme of prohibition/ Drug Abuse.</p> <p>Preparation of new designs on the theme of prohibition/ Drug Abuse.</p> <p>Supervision of publicity drive</p> <p>Preparation of new schemes for publicity</p> <p>Inspection of various media propagations</p> <p>Preparation of plans/budget etc.</p> <p>Supervision of Establishment & Accounts branch</p>
6	Programme Organizer		<p>Submit proposals of media publicity, other programmes, awareness campaigns against alcoholism in schools, college and JJ colonies.</p> <p>Inspection of various programmes.</p>
7	Stenographer		Dictation and Computer work
8	UDC		<p>Put up various types of letters, GPF matters, Increment, salary bills, contingency bills, Service book, Medical bills etc.,</p> <p>Cashier, cashbook</p>
9	LDC		<p>Submit the proposal of establishment work, Diary, Dispatch, File movement etc.</p>

10	MTS		Physical maintenance of records of the section. Carrying files and other papers within the building. Photocopying, sending of fax, etc. Delivery of dak (outside the building). Other non-clerical work in the Section/Unit. Assisting in routine office work like the diary, dispatch, etc.
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