

Manual 2

Powers and duties of officers and employees

{Section 4(1)(b)(ii)}

Powers and duties of officers and staff

Sl. No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Secretary (Art, Culture, & Languages)	Administrative Secretary	As delegated by Finance Deptt.	-	-	HOD
2.	Dy. Secretary (Art, Culture, & Languages)	Dy. Secretary	As delegated by Finance Deptt.	First Appellate Authority under RTI Act	-	Overall supervision & to perform duties attached to the Director under the provision of DAHMASR Act, 2004
3.	Head of Office (Archaeology)	Head of Office	As delegated by Finance Deptt.	SPIO under RTI Act	-	Overall supervision & to perform duties attached to the Head of Office.
4.	Archaeological Engineer	-	-	-	-	Various works of Conservation of Monuments
5.	Archaeological Officer	-	-	-	-	To assist the officers in matters related to the Monuments
6.	Asstt. Accounts Officer	DDO	As delegated by Finance Deptt	-	-	To perform duties attached to DDO
7.	Other staff	-	-	-	-	To assist the officers and to carry out various works assigned to them by the Deptt.