

Manual – 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

HEAD OF THE OFFICE & D.D.O.:

Name & Designation: **SHANTHA WILLIAMS, Joint Director**

Powers	Administrative	Head of the Branch Office of the Planning & Research Department, Karaikal.
	Financial	Head of Office
	Others	
Duties	<p>Head of office and Drawing and Disbursing Officer of the Planning and Research Department, Karaikal.</p> <p>Preparation of Draft Annual Plans / Five Year Plans for Karaikal District.</p> <p>Conduct of Plan Review Meetings and Monitoring of Progress of Plan Expenditure of all the departments dealing with Plan schemes.</p> <p>Conduct of SCSP Review meetings to review the progress of SCSP expenditure of the District.</p> <p>Conduct of Review meetings to monitor the progress of LAD Works.</p> <p>The JD (Plg.,) is a Member of all the Committees constituted in the District and hence would have to attend all the meetings and prepare the minutes.</p> <p>Preparation of Reports during the visits of Members from Planning / SC / ST Commission.</p> <p>The District Collector is bestowed with financial sanctioning powers to a tune of Rs.1.00 crore for Plan / Non Plan Schemes. All the files / proposals pertaining to PLAN schemes are sent to this Office for issuing of Fund Availability Certificate.</p> <p>The JD (Plg.,) is the Public Information Officer and has to attend to RTI questions from time to time.</p> <p>The JD (Plg.,) is the Chairperson for the Complaints Committee of Karaikal District Constituted for addressing the cases of Sexual Harassment of women at workplace.</p> <p>The JD (Plg.,) act as a 'Nodal Officer' for Aadhaar Enrolment related activities in Karaikal District.</p> <p>Takes care of NSS activities of the District.</p> <p>Any other work assigned by the District Collector has to be carried out.</p>	

Name & Designation: **V.Balasubramanian, Deputy Director**

Powers	Administrative	
	Financial	
	Others	
Duties	Consolidation of LAD monthly reports obtained from Karaikal Municipality and Commune Panchayats.	
	Consolidation of monthly physical achievement of the Plan schemes of Departments with Plan Outlays	
	Preparation of “Independence Day Speech” to be delivered by the Hon’ble Ministers	
	Preparation of “Plan Publicity Booklet” in Tamil	
	Any other work assigned by the Joint Director (Plg.,) from time to time.	

Name & Designation: **P.Balaji, Deputy Director.**

Powers	Administrative	
	Financial	
	Others	
Duties	<p>Preparation of consolidated Monthly Progress Reports for Plan Review Meetings to review the progress of Plan expenditure under the Chairmanship of District Collector.</p> <p>Preparation of Regional Draft Annual Plans / Five Year Plans for Karaikal District.</p> <p>Preparation of consolidated Monthly Progress Reports for convening of Scheduled Caste Sub Plan Review meetings.</p> <p>Preparation of the minutes of the various review meetings.</p> <p>Issue of Fund Availability Certificates to the Heads of Offices dealing with Plan under the powers vested to the Collector, Karaikal for Rs. 1.00 crore.</p> <p>Preparation of regional particulars for the conduct of “State Planning Board” Meetings.</p> <p>Co- ordinate the Training Programme for the Head of Offices in Karaikal District.</p> <p>Preparation of regional particulars for Hon’ble LG / CM Speeches during the Budget Session.</p> <p>Preparation of Monthly Progress Report for Action Plan of MHA.</p> <p>Preparation of replies for the RTI Questions.</p> <p>Preparation of replies for the Assembly Questions</p> <p>Assistance to the Nodal Officer(UIDAI) for conduct of Aadhaar Enrolment Camps and other related activities in Karaikal District</p> <p>Any other work assigned by the Joint Director (Plg.) from time to time.</p>	

Name & Designation: **P. BALAMURUGAN, Assistant**

Powers	Administrative	
	Financial	
	Others	
Duties	<p>Service matters of all staffs of this Office, preparation of Pension papers, Disciplinary proceedings, General correspondence, Election related works, and Communication of Circulars. Preparation of proposal for GPF, HBA, MCA, Cycle Advance, Fan Advance etc. and maintenance of respective Registers.</p> <p>Works relating to Right to Information Act, 2005.</p> <p>To obtain approval from the Directorate for the continuance of Temporary Posts .</p> <p>Communicating Audit Paras & Reply (Establishment matters)</p> <p>Replies to Assembly Questions. (Establishment matters)</p> <p>Monthly periodicals reports preparation</p> <p>Plan & Non-Plan Budget preparation</p> <p>Overall supervision of Office discipline and maintenance</p> <p>In addition to the above, attend to such other items of works that may be assigned by the Head of Office / Higher officers.</p>	

Name & Designation: **C.VENKADESH, L.D.C.-cum-Cashier**

Powers	Administrative	
	Financial	
	Others	
Duties	<p>Preparation of Regular Pay Bills, Arrears of Pay, CEA, TA, MR claims, and all Contingent Bills & BEAMS entries.</p> <p>Cashier duty, handling of Cash related works and maintaining Cash Books, Cheque Books, Cheque Registers, Valuable Register, Cash Chest, etc</p> <p>Preparation of Imprest Bills and POL Bills. Maintaining of Permanent Advance Register, POL Registers, etc.</p> <p>Purchase of Stationery items and Store items and maintaining of Stock Registers and other relevant Register.</p> <p>Assessment of Income Tax Statements and Issue of Form 16, etc. in respect of the officials of this Office.</p> <p>Maintenance of PBR, BDR, BTR, BCR and other relevant Registers entries including closing.</p> <p>Monthly Reconciliation on Plan & Non-Plan schemes with DDAT, Karaikal.</p> <p>Maintenance of Confernece Hall & Training Hall in the Perunthalaivar Kamarajar Administrative Complex, Karaikal.</p> <p>In addition to the above, attend to such other items of works that may be assigned by the Head of Office / Higher Officers</p>	