

Manual – 2

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

HEAD OF THE OFFICE:

Name & Designation: **R. MOGANE, Joint Director**

Powers	Administrative	Head of the Branch Office of the Planning & Research Department, Karaikal.
	Financial	Head of Office
	Others	
Duties	<ul style="list-style-type: none">✓ Overall supervision of the activities of Branch Office of the Planning and Research Department, Karaikal.✓ Overall supervision in respect of National Small Savings activities in Karaikal District.✓ Follow-up of the Broad Gauge Railway Projects / National Highways Projects and other Major Central Govt. Projects.	

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

Powers	Administrative	
	Financial	
	Others	
Duties	<ul style="list-style-type: none">✓ Plan Co-ordination & conduct of Co-ordination Meeting with the Heads of Offices in Karaikal District under the Chairmanship of the District Collector.✓ Development Banking System✓ Training Programme✓ Follow-up of the Major Projects/Schemes implemented by the Key Departments in Karaikal District.✓ Preparation of Annual Administrative Report	

Name & Designation: **P. BALAJI, Planning Officer**

Powers	Administrative	
	Financial	
	Others	
Duties	<ul style="list-style-type: none">✓ Plan Formulation & Monitoring✓ Restructured New Twenty Point Programme✓ Formulation of Draft Annual Plan Document for Karaikal District.✓ Collection of Monthly Progress Report regarding financial achievement under Plan from various Heads of Offices dealing with Plan.✓ Preparation of Plan Publicity Booklet	

Name & Designation: **P. MOHAN, Planning Assistant**

Powers	Administrative	
	Financial	
	Others	
Duties	<ul style="list-style-type: none">✓ National Small Savings✓ Verification of NSS instruments✓ Preparation of SAS & MPKBY Agent's Commission for every quarter in Karaikal District.✓ Preparation of Adjustment Bill for the Incentive disbursed to the Investors of Karaikal District.✓ Verification of Certificates / Passbooks from the Agents during drive/Non-drive period.✓ Preparation of TDS Statement for every financial year of all SAS / MPKBY Agents✓ Assisting in Data Entry work during drive period / non-drive period and typing related to file works.✓ Disburse the prize articles and delivery of Consolation Prizes to Prize Winners	

Name & Designation: **P. GANESAN @ GANAPATHI, Assistant**

Powers	Administrative	
	Financial	
	Others	
Duties	<ul style="list-style-type: none">✓ Maintenance of Service Books✓ Maintenance of other establishment matters.✓ Verification of Cash Book and other registers.	

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

Powers	Administrative	
	Financial	
	Others	
Duties	<ul style="list-style-type: none">✓ Dealing with Cash and maintenance of Cash and Stock Books.✓ Dealing with payment of Commission to NSS Agents during Drive and Non-Drive Period.✓ Dealing with disbursing cash incentive to investors during drive period.	

Name & Designation: **S. AROKIA JAYASEELAN, Stenographer Grade-III**

Powers	Administrative	
	Financial	
	Others	
Duties	<ul style="list-style-type: none">✓ Taking dictation and transcription✓ To attend Phone Calls✓ Maintenance of Confidential Reports✓ To assist Joint Director(Plg.) as Personal Assistant	