

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

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

As per the provisions of Manual of Office Procedure prescribed by
Department of AR & PG

(A) Secretary - A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided.

(B) Special Secretary/Additional Secretary/Joint Secretary & Equivalent Officers- When the volume of work in a Ministry exceeds the manageable charge of a Secretary, one or more wings may be established with Special Secretary/Additional Secretary/Joint Secretary, in charge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.

(C) Director/Deputy Secretary and Equivalent Officers- Director /Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming upto him on his own. He should use his discretion in taking orders of the Joint

Secretary/Secretary on more important cases, either orally or by submission of papers.

(D) Under Secretary and Equivalent Officers- An Under Secretary is in charge of the Branch in a Ministry consisting of two or more Sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.

(E) Section Officer and Equivalent Officers

(a) General Duties -

- (i) Distribution of work among the staff as evenly as possible;
- (ii) Training, helping and advising the staff;
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential addresses of the Staff.

(b) Responsibilities relating to Dak -

- (i) to go through the receipts;
- (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage;
- (iii) to keep a watch on any hold-up in the movement of dak; and
- (iv) to scrutinize the section diary once a week to know that it is being properly maintained.

(c) Responsibilities relating to issue of draft -

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of dispatch.
- (vii) Responsibility of efficient and expeditious disposal of work and checks on delays
- (viii) to keep a note of important receipts with a view to watching the progress of action;
- (ix) to ensure timely submission of arrear and other returns;
- (x) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
- (xi) to ensure that cases are not held up at any stage;
- (xii) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

(d) Independent disposal of cases -

He should take independently action of the following types -

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non--classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.
- (iv) Duties in respect of recording and indexing

- (v) to approve the recording of files and their classification;
- (vi) to review the recorded file before destruction;
- (vii) to order and supervise periodic weeding of unwanted spare copies;
- (viii) ensuring proper maintenance of registers required to be maintained in the section;
- (ix) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
- (x) Ensuring neatness and tidiness in the Section;
- (xi) Dealing with important and complicated cases himself;
- (xii) Ensuring strict compliance with Departmental Security Instructions.

(F) Assistant Section Officer/Senior Secretariat Assistant

He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:

- (i) to see whether all facts open to check have been correctly stated;
- (ii) to point out any mistakes or incorrect statement of the facts;
- (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

(G) Private Secretary/ Personal Assistant/ Stenographer

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below:-

- (i) taking dictation in shorthand and its transcription in the best manner possible;
- (ii) fixing up of appointments and if necessary cancelling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;
- (v) maintaining, in proper order, the papers required to be retained by the Officer;
- (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
- (ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

(H) Junior Secretariat Assistant

Junior Secretariat Assistants are ordinarily entrusted with work of routine nature, for example - registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

(I) Assistant Director (Hindi)

He/She has to supervise the work of Hindi Branch. In addition to that he has to provide help in translation work.

(J) Sr./ Jr. Hindi Translator

They have to do translation work of Parliament Questions, Cabinet Notes and other papers/documents provided by officers/Sections of the Ministry.

(K) Sr. Librarian

He/she is responsible for the maintenance of the library and its supervision.

(L) Jr. Librarian

Jr. Librarian is responsible for maintaining the records of the books and issuance.

(M) Investigating Officer

- (i) Technical analysis of Balance Sheets
- (ii) Compilation & Dissemination of corporate sector data
- (iii) Correspondence with field offices of Department, RBI, CSO, State Government etc.
- (iv) Supervision of day to day work carried out by Statistical Assistants.
- (v) Preparation of Annual Report of the Minister,
- (vi) Press Note on the growth of Corporate Sector

(N) Statistical Assistants

They have to assist the Officers in connection with the above mentioned work and also to do the work assigned to them by the Officers of the R&A Division.

(O) Jr. Technical Assistant/Sr. Technical Assistants

They are generally posted in the Sections dealing with the provisions of the Companies Act, 1956/2013. They work under the orders and supervision of the Section Officer/ Assistant Director and are responsible for the work entrusted to them.

Where the line of action on a case is clear or the Branch Officer or higher Officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in view, the following points:-

- (i) to see whether all facts as are open to check have been correctly stated;
- (ii) to point out any mistakes or mis-statements of the facts;
- (iii) to draw attention where necessary to precedents or Rules and Regulations on the subject;
- (iv) to put up the Guard File, if necessary, and supply other relevant facts and figures;
- (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

(P) Research Assistants

They have to work under Sr. Analyst and Jr. Analyst in R&A Division to deal with the work relating to O&M Section.

(Q) Sr. Library Attendant/Jr. Library Attendant

He has to assist in the functioning of library.

(R) Multi-Tasking Staff (MTS)

The following are the duties of the MTS

- (i) Physical Maintenance of records of the Section.
- (ii) General cleanliness & upkeep of the Sectional Unit.
- (iii) Carrying of files & other papers within the building.
- (iv) Photocopying, sending of FAX etc.
- (v) Other non-clerical work in the Sectional Unit.
- (vi) Assisting in routine office work like diary, dispatch etc., including on computer, delivering of dak (outside the building) etc.

Allocations of Officers

S. No.	Name Shri/Smt/Ms.	Designation	Powers & Duties
1.	Tapan Ray	Secretary	Administrative in-charge of the Ministry of Corporate Affairs
2.	Pritam Singh	Additional Secretary	Admn. I Section (Establishment matters in respect of MCA Headquarters)
			Admn. II Section (Establishment matters in respect of ICLS)
			Admn. III Section (Work pertaining to SFIO, monitoring of performance of field offices, training etc.)
			Admn IV Section (matters of NCLT, NCLAT)
			Budget Section (all budget matters of MCA)
			Corporate Governance
			Infrastructure Section
			Investors Education Protection Fund (IEPF)
			Indian Institute of Corporate Affairs (IICA)
			Matters related to Satyam
			MCA-21 e Governance
			Vigilance Section (All vigilance matters)
CL-II Section (Inspection, Investigation and Enforcement) - only very important matters			
3.	Dr. Navrang Saini	DGCoA	Responsible for performing core function of the Ministry in the field of Inspection and Investigation etc.
4.	Amardeep Singh Bhatia	Joint Secretary	CL.I Section (Companies Act & LLP Act)
			CL-V Section (Policy)
			Capital Market and SEBI related issues
			Issues relating to Accounting Standards
			Vigilance Section
			IEPF Section
5.	K.V.R. Murthy	Joint Secretary	Insolvency
			MCA-21 e-Governance
			International Cooperation
			IGM Section
			Professional Institute Section
Competition Section (CCI & CAT)			

S. No.	Name Shri/Smt/Ms.	Designation	Powers & Duties
6.	Gyaneshwar Kumar Singh	Joint Secretary	Admn. I Section
			Admn. II Section
			Admn. III Section
			Admn. IV Section
			IICA Section
			CL-III Section (Matters relating to Insolvency; mergers and amalgamations in r/o Govt. Companies, exemptions under Section 211 & 212 of the Companies Act, 1956_
7.	A. AsholiChalai	Joint Secretary	CL-VII Section
			General Section
			Coordination Section & RTI Matters
			Cash Section
			Hindi Section
			Parliament Section
			Budget Section
8.	T.C.A Kalyani	Joint Secretary & Financial Advisor	Infrastructure Section
			Budget & IFD Sections
9.	V. Geetha	Advisor	Cost Audit Branch
10.	Sibani Swain	Economic Advisor	R&A Division
			Statistics
			CSR Cell including CSR Policy
11.	NavneetChouhan	Director	CL-VII (CL-VI has been merged with CL-VII)
			Admn. IV Section
			IICA Section
12.	Ashish Kushwaha	Director	e-Governance Cell
			International Cooperation Section
13.	Rakesh Tyagi	Director	Insolvency Section
			IEPF Section
14.	Dr. Pankaj Srivastava	Director	All statistics related work
			CSR
15.	K.K. Mahawar	Director	Cost Audit Branch
16.	Manmohan Kaur	Director	Cost Audit Branch
17.	SushmaKataria	Director	IFD
			IGM Section

18	G. Vaidheeswaran	Deputy Secretary	Professional Institutes Competition Section
19	J.S. Audhkhasi	Deputy Secretary	Admn.I Section General with Protocol Coordination Section & RTI matters Parliament Section Infrastructure Section
20	B.P. Pant	Deputy Secretary	Vigilance Section Cash Section Budget Section Liaison Officer-SC/ST/OBC
21	Vivek Kumar	Deputy Secretary	Admn. II Section Admn. III Section
22	ManmohanJuneja	Joint Director	CL-II Section
23	P.C. Guravaiah	Joint Director	R&A Division
24	N.K. Dua	Joint Director	CL-I Section
25	Sanjay Sood	Joint Director	CL-II Section
26	R.K. Tiwari	Joint Director	CL-IV (Legal) Section
27	M.R. Bhat	Joint Director	CL-V Section
28	U.K. Sahoo	Joint Director	CL-II Section
29	SwadhinBarua	Joint Director	CL-II Section
30	C.S. Govindrajan	Joint Director	CL-III Section Insolvency Section
31	BansiLalVerma	Joint Director	Hindi Section
32	Poornima Malik	Under Secretary	IGM Section IC Section
33	Anil Bhandula	Under Secretary	CL.VII Section (CL.VI has been merged with CL.VII) IEPF Section
34	S.K. Vashishtha	Under Secretary	e-Governance Cell Insolvency Section
35	Anil Prashar	Under Secretary	IICA Section Infrastructure Section IFD
36	Rakesh Kumar	Under Secretary	Competition Section

37	Kshitish Kumar	Under Secretary	Coordination Section Budget Section
38	Ravi Vazirani	Under Secretary	Admn. II Section Admn. III Section
39	RiazulHaque	Under Secretary	Vigilance Section Professional Institutes Section
40	ShaliniJuneja	Under Secretary	CL-IV (Legal) Section
41	Vineeth Abraham	Under Secretary	Admn.IV Section
42	Akhilesh Kumar Singh	Under Secretary	Admn. I Section General Section Cash Section
43	E. Nagachandran	Deputy Director	CL-II Section
44	M.R. Das	Deputy Director	CL-II Section
45	Anita Klair	Deputy Director	IGM Section
46	Shashiraj Dara	Deputy Director	e-Governance Cell
47	SeemaRath	Deputy Director	CSR Cell
48	Monika Gupta	Deputy Director	IEPF Section
49	HimanshuShekhar	Deputy Director	CL-II Section
50	Kamna Sharma	Deputy Director	CL-V Section
51	Sudhir Kapoor	Deputy Director	CL-V Section
52	Usha Kumar	Deputy Director	R&A Division
53	AnshuTandon	Deputy Director	CL-II Section
54	Gopal Singh	Assistant Director	CL-VII Section
55	Animesh Bose	Assistant Director	CL-I Section
56	K.M.S. Narayanan	Assistant Director	CL-I Section
57	AnannyaSaikia	Assistant Director	e-Governance Cell
58	Shatrughan Chauhan	Assistant Director	Insolvency Section
59	R.N. Soreithem	Assistant Director	R&A Division
60	Divya Sharma	Assistant Director	R&A Division
61	Deepika Srivastava	Assistant Director	R&A Division
62	Saurab Bansal	Assistant Director	Cost Audit Branch
63	Arvind Kumar	Assistant Director	Cost Audit Branch
64	Rajeev Mathur	Assistant Director	Hindi Section
65	Amitesh Roy	Section Officer	Budget Section
66	M. Murali Mohan	Section Officer	Vigilance Section
67	Kaloo Ram	Section Officer	Admn.II Section
68	S.C. Noonwal	Section Officer	Admn.III Section

69	Bindu Pillai	Section Officer	Admn.I Section
70	R. Rajaram	Section Officer	Infrastructure Section
71	L. Thangaraj	Section Officer	Professional Institutes Section
72	H.N. Hedao	Section Officer	CL.II Section
73	SamikshaLamba	Section Officer	CL.VII Section
74	Vacant	Section Officer	Competition Section
75	Paritosh Bhatia	Section Officer	Coordination Section
			Parliament Section
76	DeenDayal Singh	Section Officer	Cash Section
77	Annakunju Mathew	Section Officer	IFD
78	SurajitSaha	Section Officer	Admn.IV Section
79	S.S. Miyan	Section Officer	General Section
			Library
80	K.C. Joshi	Section Officer	e-Governance Cell
81	S. Padma Roy	Section Officer	IGM Section
82	Sushma Sharma	Section Officer	Statistics
83	N.K. Bajaj	Section Officer	IICA Section
84	Rakesh Sharma	Section Officer	Insolvency Section
85	S.V. Rajagopal	Section Officer	IC Section
86	Brijesh Singh	Section Officer	Legal Section