

MANUAL 2

3.1 Powers and Duties of Officers and Employees:

Designation	Director (IT)	
Powers	Administrative	All administrative Powers rest with Secretary(IT), Government of Puducherry
	Financial	As per the G.O.Ms.No.47/F3/2014 Puducherry, dated 09.12-2014 of Finance Dept. Puducherry
	Others	Nil
Duties		· Providing Technical Advice and approval on all IT- related activities · Acting as Head of Office of this Directorate
Designation	Programmer	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		· Software development/Evaluation/ Support · Assisting the Director(IT) for decision making and submitting the IT-related proposals received from various departments for approval · Any other work assigned by Director(IT)
Designation	DPA	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		· Assisting the Programmer in processing the IT-related proposals from various departments · Attending Programming work/Training schedule co-ordination · Any other work assigned by the Superiors

Designation	DEO	
Powers	Administrative	Nil
	Financial	Nil
	Others	Nil
Duties		· Assisting the DPAs in processing the IT-related proposals from various departments · Attending data entry work · Any other work assigned by the superiors
Designation	Superintendent	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		· Looking after the Establishment and Account Section of this Directorate and Accounts of PeGS. · Looking after all Establishment / Financial matters as per rules and procedures in force.
Designation	Assistant	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Assisting the Superintendent on Establishment/Financial matters.
Designation	Stenographer Grade III	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		To attend phone calls To arrange appointments for visitors. To attend other official duties as and when assigned by the Director.
Designation	LDC	
Powers	Administrative	NIL
	Financial	NIL
	Others	NIL
Duties		Looking after Receipt & Despatch