

MANUAL 2

Sr. No.	Name of POST	Power			
		Administrative	Financial	Statutory	Others
1.	SECRETARY	Head of the deptt.	All powers as per GR		
2.	DIRECTOR	Head of the deptt.	All powers as per GR	Appointing authority of Group C employees	
3.	Joint Director (Technical)	Head of the deptt.		Appointing authority of Group D employees	
4.	Sr. SUPERINTENDENT (Technical)/DSWO				
5.	GDMO/DOCTOR				
6.	DY. COTROLLER (F&A)				
7.	DY. DIRECTOR (UTCS)				
8.	PROGRAMMER				
9.	ASSTT. PROGRAMMER				
10.	PPS				
11.	ACCOUNT OFFICER				
12.	SECTION OFFICER (DASS)				
13.	SUPERINTENDENT	No	No	No	No
14.	RESEARCH OFFICER	No	No	No	No
15.	WELFARE OFFICER-II/PROBATION OFFICER/ PRISON WELFARE OFFICER				
16.	INVESTIGATOR	No	No	No	No
17.	MUSIC TEACHER	No	No	No	No
18.	PT-CUM-MOBILITY INSTRUCTOR	No	No	No	No
19.	PTI				
20.	STENOGRAPHER				
21.	DRIVER (ORDINARY GRADE) DRIVER (GRADE-II) DRIVER (GRADE-I) DRIVER (SPECIAL GRADE)	No	No	No	No
22.	HOUSE FATHER/HOUSE MOTHER/ MATRON	No	No	No	No
23.	OCCUPATIONAL TEACHER	No	No	No	No
24.	CRAFT INSTRUCTOR	No	No	No	No
25.	OCCUPATIONAL THERAPIST	No	No	No	No
26.	JR. CRAFT INSTRUCTOR	No	No	No	No

27.	CRAFT INSTRUCTOR	No	No	No	No
28.	SR. CRAFT INSTRUCTOR	No	No	No	No
29.	CHIEF INSTRUCTOR	No	No	No	No
30.	NURSING OFFICER	No	No	No	No
31.	CLINICAL PSYCHOLOGIST	No	No	No	No
32.	Asstt. Section Officer	No	No	No	No
33.	Sr. Assistant	No	No	No	No
34.	AAO	No	No	No	No
35.	STATISTICAL ASSISTANT				
36.	DISPATCH RIDER				
37.	CARETAKER	No	No	No	No
38.	SWEEPER (A)	No	No	No	No
39.	BARBER	No	No	No	No
40.	AYA	No	No	No	No
41.	ATTENDANT (B)	No	No	No	No
42.	COOK	No	No	No	No
43.	PEON (C)	No	No	No	No
44.	CHOWKIDAR (D)	No	No	No	No
45.	WORKSHOP ATTENDANT	No	No	No	No
46.	DAFTARI	No	No	No	No
47.	NURSING ORDERLY	No	No	No	No
48.	KITCHEN HELPER (E)	No	No	No	No
49.	MALI (F)	No	No	No	No
50.	WASHERMAN/WASHERWOMEN	No	No	No	No
51.	SENIOR HELPER	No	No	No	No
52.	HOUSE AUNTY	No	No	No	No
53.	ENUMERATOR	No	No	No	No
54.	DATA ENTRY OPERATOR	No	No	No	No

Note: Substantive powers and duties for each position may be defined.

Note: 38-A, 41-B, 43-C, 44-D, 48-E, & 49-F, posts have been merged under the category MTS.

.

MANUAL 2

- **The following Posts does not exist: -**

1. Principal, GLNS
2. Principal, BLIND
3. Principal, SMRC
4. Foreman-cum-superintendent
5. Medical officer-cum-superintendent
6. Drug co-ordinator
7. Vice Principla
8. Supervisor-I
9. Supervisor-II
10. Head Master
11. PGT (BLIND)
12. TGT (BLIND)
13. Asstt. Teacher (BLIND)
14. BABT/TGT (GEN)
15. Drawing Teacher
16. Asstt. Teacher (GEN)
17. TGT (DEAF)
18. Asstt. Teacher (DEAF)
19. Machineman
20. Compositor
21. Junior Matron
22. Craft Teacher
23. Artisian
24. Watch and ward
25. Chair Recanner
26. Bus Attendant
27. Boarding servant
28. Waterman
29. Project Director
30. Project Officer
31. Asstt. Project officer

- **The nomenclature has been changed in respect of following posts: -**

1. Sr. Personal Assistant=PPS
2. Superintendent (Dass)=Section officer (Dass)
3. Staff Nurse-Nursing officer
4. Jr. accounts officer=AAO
5. Dhobi=Washerman/Washerwomen
6. Upper division clerk=Sr. Asstt.
7. Lower division clerk=Jr. Asstt.
8. Head clerk=Asstt. Section Officer