

POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES OF THIS DEPARTMENT

| Sl. No. | Designation | Powers and Duties |
|---------|-------------------------|--|
| 1. | Principal Secretary | Overall supervision of all administrative work, maintaining liaison with State Government. |
| 2. | OSD & Special Secretary | Administrative works under supervision of Principal Secretar. |
| 3. | Joint secretary | Supervision of all the Administrative works . |
| 4. | F.A. | To supervise Finance related matters. |
| 5. | Deputy Secretary | Supervision of Establishment related works |
| 6. | Assistant Secretary | Supervision of Establishment related works. |
| 7. | Law Officer | To supervise Law related matters. |
| 8. | Registrar/OSD | Fncioning as Drawing & Disbursing Officer. |
| 9. | Section Officer | Usual works as and when directed by Higher Authority. |
| 10. | Head Assistant | Usual works as and when directed by Higher Authority |
| 11. | U.D. Assistant | Dealing all works of establishment as assigned by the Department. |
| 12. | L.D. Assistant | Dealing all works of establishment as assigned by the Department. |
| 13. | Data Entry Operator | Data base entry and typing. |
| 14. | Group-D | Usual works of Group D employees. |

THE SCALE OF PAY OF THE OFFICERS AND EMPLOYEES OF WBCBC ARE AS UNDER

| Sl. No. | Designation | Powers and Duties |
|---------|-------------------------|-------------------|
| 1. | Principal Secretary | |
| 2. | OSD & Special Secretary | |
| 3. | Joint secretary | Scale 22 |
| 4. | F.A. | Scale 21 |
| 5. | Deputy Secretary | Scale 19 |
| 6. | Assistant Secretary | Scale 17 |
| 7. | Law Officer | Scale 17 |
| 8. | Registrar/OSD | Scale 16 |
| 9. | Section Officer | Scale 12B |
| 10. | Head Assistant | Scale10C |
| 11. | U.D. Assistant | Scale 9 |
| 12. | L.D. Assistant | Scale 6 |
| 13. | Data Entry Operator | Consolidated Pay |
| 14. | Group-D | Scale 4 |