

1.2 Power and duties of its officers:-

1. **Sr. DS/DS** - Head of the Division. Responsible for the disposal of Govt. Business as per Manual of office Procedure dealt within the Division under his charge.
2. **Under Secretary** - Head of Branch and responsible for the disposal of Govt. Business as per Manual of office Procedure dealt within the Division under his charge.
3. **Section Officer** - Head of Section and responsible for distribution of work among the staff and manages & coordinates the work of Section as per Manual of office Procedure.
4. **Other Employees** - Handle receipts, manage files and records of the section, monitors the dak movement, examine dak and submit notes/proposals etc. for decision/ order of the competent authority.