

Manual – 2: - The Powers and Duties of Officers and Employees:-

Designation	Secretary	
	Administrative	<p>(1) Grant of leave & L.T.C. to the officers of Heads of Dept/ Additional Secretary/ Joint Secretary/ Deputy Secretary/ Under Secretary.</p> <p>(2) Preparation of Pension papers of all the employees/officers of the dept. as well as Class-I officers of Heads of Dept.</p> <p>(3) Grant of H.B.A. & Motor Car Advance to the Class-II officers and Class-I officers of the dept.</p> <p>(4) Declaration and change of Home Town of A.S/ J.S/D.S. & U.S. of the dept.</p> <p>(5) Sanction of advances/withdrawal from G.P.F. to the Class-I officers/H.O.D./Matters relating to fixation of pay.</p> <p>(6) Grant of permission to cross efficiency bar to Class-I & II officers of the Dept. and Matters relating to disciplinary action against Class-II & III.</p> <p>(7) Proposals regarding creation of new posts in the dept. as well as Heads of Dept.</p> <p>(8) Issue of instructions regarding review/writing confidential reports.</p> <p>(9) Regarding sanction of new Establishment /new Items.</p> <p>(10) Review cases at the age of 50-55 years of section officer and non-gazetted employees of the department.</p> <p>(11) Regarding internal transfer of Dy.S.O.& Stenographer.</p> <p>(12) To send to class-3 & 4 employees on deputation.</p> <p>(13) Regarding grant of permission for retirement at the age of superannuation to the employees of the Dept.</p>
Powers	Financial	<p>(1) Regarding purchase of new staff car/Vehicles of the dept. / Heads of Dept.</p> <p>(2) To send budgetary proposals to the finance dept. exceeding Rs. 1 crores.</p> <p>(3) Matters relating to P.A.C./Audit Para & Estimate Committee.</p> <p>(4) Powers to sanction of recurring and non recurring expenditure as per the powers delegated to administrative dept. under the powers of contingency expenditure vide the financial powers (delegation) Rules-1998 in Chapter-IV.</p> <p>(5) Grant of administrative approval to civil work up to Rs. 1 to 5 lakhs and estimates up to Rs. 1 lakhs.</p> <p>(6) Grant of administrative approval to plan estimates up to Rs. 1 lakhs of the dept. / Heads of Dept. / Institutions.</p> <p>(7) Grant of Permission for the traveling out side the state to staff of dept. / Heads of dept.</p>

		<ul style="list-style-type: none"> (8) Matters relating to Budget estimates. (9) Supplementary demands. (10) Orders for surrendering of saving. (11) Re-appropriation of funds. (12) Permanent Advance
	Others	<ul style="list-style-type: none"> (1) All the policy matters of Science & Technology dept.'s to be submitted to Government. (2) Regarding distribution of work among the officers of deptt. (3) Regarding purchase of furniture for the new offices. (4) Regarding sanction of telephone to the subordinate offices. (5) Regarding sanction of proposals of miscellaneous contingency expenditure. (6) Matters relating to the Lok Sabha/ Rajya Sabha Questions/ Answers. (7) Matters relating to get institutional loan as per target fixed under the schemes for the dept./ Heads of Deptt./ Institutions and to provide loan to the concerned board. (8) Cases to be submitted to the Secretary or Govt. for orders. Other than the cases to be submitted to the Deputy Secretary. (9) Cases, where Under Secretary or Deputy Secretary is not competent to disposal. (10) Matters relating to the Legislative Assembly. (11) Matters relating to the Cabinet. (14) Matters relating to the Assurance of L.A.Q. (15) Matters relating to the High Court – Supreme Court.
Duties		Overall development / promotion of IT, BT and S&T sectors in the state of Gujarat.
Designation	Additional Secretary/Joint Secretary/Deputy Secretary	
	Administrative	<ul style="list-style-type: none"> 1. To take disciplinary action against Class-4 employees of the deptt. 2. Regarding declaration/ change of Home town of Class-2 officers and the employees of the deptt. 3. To send to Class-3 & 4 employees on deputation. 4. Establishment of non-gazetted employees of offices under the control of deptt. 5. To send to non-gazetted employees for training of the deptt. 6. Matters relating to the Transfer/ Promotion of Nayak/Havaldar. 7. To guide in important cases relating to the confidential reports of the Govt. employees. 8. Regarding sending for Departmental Training to Dy.S.O. and clerks of Sachivalay cadre.
		<ul style="list-style-type: none"> 1. Regarding sanction of maintenance expenditure of staff cars of deptt. 2. Regarding purchase of important publications.

<p>Powers</p>	<p>Financial</p>	<ol style="list-style-type: none"> 3. Supplementary demands of deptt. In the budget. 4. Issue of availability certificate for the advances sanctioned to the officers/employees of the deptt. 5. Purchase & repairing of all the wooden & steel furniture of the deptt. 6. Regarding sanction of scooter advance to the Class-2 officers of the deptt. 7. Regarding sanction of recurring expenditure less than Rs. 25000/- and non-recurring expenditure up to Rs. 50000/- for repairing and maintenance of Govt. Vehicles/Xerox machine/ Computer and other equipments. 8. Regarding sanction of recurring expenditure up to Rs. 25000/- and non-recurring expenditure up to Rs. 50000/- for the purchase of equipments, furniture, dead stock, materials, curtains, table cloth, west papers/baskets, glasses for the use of deptt.(proper). 9. Sanction of purchase of dead stock exceeding Rs. 50000/- but does not exceeds .Rs. 1 lakhs in individual case for the dept. and Heads of Deptt. under the administrative control of the deptt. - sanction of 10. Regarding sanction of recurring expenditure up to 25000/- and non-recurring expenditure up to 50000/- for the purchase of stationary, parts relating to the computer, crockery, luggage and miscellaneous things for the dept. (proper). 11. Regarding Lok Sabha/ Rajya Sabha Question. 12. Proposals for the withdrawal from the contingency funds. 13. Cases, where under Secretary is not competent for disposal and cases of departmental inquiries. 14. Sanction of proposals for supplementary demands, new items of Part-1 and Part-2 Major works.
	<p>Others</p>	<ol style="list-style-type: none"> 1. Regarding release of grant to Heads of deptt. /Institutions as per budget provision. 2. To verify & sanction the projects of the Schemes of the deptt./Heads of Deptt./ Institutions and re-asses the loans through the Financial Advisor in case of guarantee/contract and sign on behalf of Govt. 3. Review of recovery of loans and installments taken from the financial institutions for the various projects of the deptt./Heads of deptt./Institutions. 4. Review of physically and financially progress of schemes of the Science and Technology deptt. 5. To check the different proposals of the Heads of deptt./ Institutions and supervision their work. 6. To send the proposals for central assistance for the deptt./Heads of deptt./Institutions and in consultation with the concerned ministry of the

		Central Govt. and to vigilant to get the assistance in time. 7. To solve the references of vigilance commission.
Duties		Development of IT, BT and S&T sectors in the State of Gujarat.
Designation	Under Secretary	
Powers	Administrative	<ol style="list-style-type: none"> 1. Grant of leave, LTC, Charge allowances, GPF to the Class-3 & 4 employees of the deptt. 2. Regarding internal transfer of clerk, typist and class-4 employees of the deptt. 3. Matters of Heads of dept. under the administrative control of the deptt. 4. Appointment of clerk, typist etc. allotted by the GAD to the dept. and sending for departmental examination / training. 5. To send to newly appointed employees for medical test. 6. To send the GPF application to the A.G. Rajkot. 7. General matters relating to establishment of Class-4 employees of the deptt. 8. Collection of statistical information of establishment from the department of Sachivalay.
	Financial	<ol style="list-style-type: none"> 1. Work relating to budget heads – i.e. control over expenditure and reconciliation work. 2. Matters relating to dept.'s budget. 3. Financial Proposal for the recurring expenditure up to Rs. 10000/- and non-recurring expenditure up to Rs. 25000/- 4. To send the Factual & General information to the Govt. of India/other states and other deptts. 5. Budget Estimates Part (1) A and 1(B) revised estimates etc. 6. Orders of re-appropriation and surrender of savings relating to the grant of budget estimates. 7. Procedure to continue the proposals of plan schemes where Govt. orders are not necessary. 8. Sanction of expenditure exceeding Rs. 20000/- but up to the limit of Rs. 50000/- in individual cases for dead stock, cupboard, etc. of the deptt. / Heads of deptt./ offices under the control of deptt. 9. Grant of recurring expenditure up to Rs. 10000/- and non-recurring expenditure up to Rs. 50000/- for the repairing and maintenance of the staff vehicles, duplicating copier machine, computer and zerox machine. 10. Sanction of leave to non-gazetted employees of the deptt. 11. To keep & maintain the confidential Reports of Section Officer Class-2/ Deputy Section Officers/ Stenographers/General Duty Clerk and typist. 12. To sanction the recurring expenditure up to Rs. 10000/- and non-recurring expenditure up to Rs.

		<p>25000/- for the purchase of stationery, computer, spare parts/ crockery and other miscellaneous things.</p> <p>13. To sanction the expenditure up to Rs. 25000/- for the repairing and maintenance of furniture of the deptt.</p>
	<p>Others</p>	<ol style="list-style-type: none"> 1. Regarding distribution of staff car among the officers of the deptt. 2. Issue of income certificate, experience certificate to the employees/officers of the deptt. and to forward their application to Sachivalaya Credit Society, Nagrik Bank. 3. Grant of permission for study to Class-3 & 4 employees of the deptt. 4. Matters relating to change of name of the employees of the deptt. 5. Grant of traveling advance to the non-gazetted employees and to grant of traveling allowance to staff as per standing orders. 6. Compilation & internal co-ordination work of deptt. 7. Preparation of A, B, C, D classification list. 8. To give the furniture to the officers of the deptt. 9. Matters relating to income/ experience certificate to the employees/ officers on establishment of the deptt./matter relating to loan application/ Nagrik Bank/ Credit Society. 10. Works relating to schemes of Science and Technology deptt. 11. Matter of annual development plan – five year plan. 12. Matters' relating to the state level schemes, centrally sponsored schemes and minimum needs Programmes. 13. Matters relating to the Legislative Assembly. 14. Fortnightly statement of the branches. 15. Classification of branch files. 16. Procedure to be followed in respect of important Govt. resolutions/circulars of the departments of Sachivalaya. 17. Table Inspection. 18. Review of progress of ear-marked/ non ear-marked programmes. 19. Instructions/ recommendations of the Govt. of India to strengthening of planning. 20. Works relating to Branch Inspection/ Pending Await Cases/ Information asked for by the Welfare Branch or Branches of ARTD and meeting regarding book circulars. 21. Current works for which there is no necessity to submit it to Deputy Secretary Level or upper level. 22. The subjects in which the Deputy Secretary has been empowered in routine cases.

		<p>23. General matters of G.I.L/ Comm. of Information Technology/ Gujarat Council of Science City/ Gujarat Council on Science & Technology/ Remote Sensing & Communication Centre.</p> <p>24. To send the progress reports of the schemes of the deptt. to G.A.D./ G.O.I. and other depts.</p> <p>25. To get the Primary information regarding LSQS/ RSQS/LAQS and issue of reminders and other relating matters.</p> <p>26. In cases of application addressed to the Minister where no remarks is made by the minister to disposed off the cases in view of the past incidence as per routine policy.</p> <p>27. Regarding obtain & send the Primary information relating to LAQS/ assembly resolutions / LSQS-RSQS</p>
Duties		Duties in respect of above powers and development of IT, BT and S&T sectors in the state of Gujarat.