

## PROACTIVE DISCLOSURE ON RTI ACT 2005

### Secretariat Administration Wing General Administration Department

**Proactive Disclosure under Section 4(1)(b)(ii)** : the powers and duties of its officers and employees:

| Sl.No | Designation                   | Powers & Duties                                                                                                                                                                             |
|-------|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1     | Commissioner & Secretary, GAD | - Head of the Secretariat Administration Wing as well as the budget controlling authority and head of administrative department.                                                            |
| 2     | Joint Secretary, GAD          | - Assists the Commissioner & Secretary in discharging his duties.                                                                                                                           |
| 3     | Deputy Secretary, GAD-SAW     | - The general superintendence, direction & management of the affairs of the Secretariat Administration Wing is vested in the Deputy Secretary who is to be assisted by the Under Secretary. |
| 4     | Under Secretary, GAD-SAW-E/A  | - The Under Secretary assists the Deputy Secretary. Under Secretary (Accounts) is the Drawing & Disbursing Officer for the Wing.                                                            |
| 5     | Superintendent, GAD-SAW-E/A   | - Superintendent is the Section Officer and is in-charge of the offices under SAW.<br>- Supervises and controls the daily working of staff.                                                 |