

**POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES  
(Section 4(1)(b)(ii) of RTI Act, 2005).**

**Controller of Stationery (H.O.D.).** exercised administrative powers as Leave Sanction of Group "B" officers sanction of G.P.F. permanent withdrawal, Joining of Group "B" officers Recruitment , Suspension Dismiss, Retrenchment , Appointment of Group "B" officers .

Financial Powers: Office Expenditure upto Rs. 5,00,000 lakh and Purchase of Stationery to run office buisness upto Rs. 50,00,000 lakh As per Rule 13 of D.F.P.R.

**Deputy Controller of Stationery (H.O.O).** exercised administrative powers as Leave Sanction, sanction of G.P.F. advance Appointment of Group "C" and "M.T.S".

Financial Powers: Recurring Expenditure upto Rs. 1000/- and Non-recurring expenditure upto 5000/- Medical (Indoor) Upto Rs. 5000/- and Outdoor upto 2000/- As per Rule 13 of D.F.P.R.

Other Subordinate Officers and Employees discharge their duties as per guidelines of their higher authorities.