Manual 2
[Section 4(1)(b)(ii)]

Powers and Duties of Officers and Employees

S.no	Designation	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1)	Dir (IT)	Head of the Department	A/A and E/S up to rs.50,000/-	Nil	-	To act as head of Department and to provide Technical Guidance for Computerization.
2)	Executive Engineer (IT) / Dy. Director (IT)	Technical Maintenance & Coordination	A/a and e/s up to rs.5000/-	-	-	Coordination & Guidance for Maintenance of Hardware and Software Technical Initiative for better Computerization of different Activities
3)	SO (IT)	General Administration	-	-	-	Administration of the Department.& Correspondence
4)	HA (IT)	General Administration	-	-	-	All General Administration Work, Computer Training etc.
5)	Programmer	Technical	-	-	-	System Admin Network Admin Database Admin Software Development. & Implementation
6)	Programming Assistant / Assistant Programmer	Technical	-	-	-	Website Maintenance Application Development Network Maintenance Computer Training of NDMC Employees etc.
7)	Data Entry Operator	Technical	-	-	-	To enter approx. 50000 character (data) per day and to assist programmers / programming. Assistant & senior officers.
8)	Peons	-	-	-	-	Distribute files to officers Maintain dak activities & Miscellaneous Activities.