

## PROACTIVE DISCLOSURE ON RTI ACT 2005

### 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	He is the administrative head of the Department and is the budget controlling authority.
2	Joint Secretary	He assists the Commissioner & Secretary in discharging his duties
3	Deputy Secretaries	They assist the Joint Secretary in discharging his duties.
4	Under Secretaries	They assist the Deputy Secretaries in discharging their duties.
5	Superintendents	They assist the Under Secretaries in discharging their duties.
6	Dealing Assistants & other staffs	The assist the officers in discharging their duties.