

The powers and duties of the officers and employees

- Secretary - Administrative Duties as Head of the Ministry and Principal adviser to the Minister on all matters of policy and administration.
- Joint Secretary –Administrative Duties as Head of the Division. Maximum measure of independent functioning in respect of all business falling within his division subject to the general responsibility of the Secretary.
- The financial and other powers of various officials are as per the Rules of Executive Business and the procedure/guidelines issued in this connection by Government of India.
- The other officials/staff assist the Joint Secretary in respect of the work allocated to them.