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.