

## Powers and Duties of Officers and Employees

Designation	Secretary to Lieutenant-Governor	
<b>(Vacant)</b>		
<b>Powers</b>	<b>Administrative</b>	Head of Department and Administrative Secretary of the Lieutenant-Governor's Secretariat.
		Appellate Authority of Group 'C' & 'D' staff of L.G.'s Secretariat under CCS(CCA) Rules, 1965
		Delegated with powers of creation of posts
	<b>Financial</b>	Vested with financial powers as Head of Department under Rule 3(1) f of DFPR
		Controlling Authority for Personal claims of Gazetted Officers in L.G.'s Secretariat
	<b>Other</b>	Delegated with the financial powers of L.G. as per G.O. Ms. No.22/85/F3, dated 23-02.1985 of Finance Department
<b>Duties</b>	Overall in-charge of the L.G.'s Secretariat and advises Hon'ble Lieutenant-Governor in the discharge of his duties	

<b>Designation</b>	<b>Addl. Secretary to Lieutenant-Governor</b>
<b>Thiru G. Srinivas</b>	
<b>Powers and Duties</b>	Responsible for the Control & supervision of the functioning of the Secretariat & Household
	Responsible for preparation of Speeches & Message of Hon'ble Lt. Governor. Also responsible for fixing appointments of the Lt. Governor.
	First Appellate Authority under RTI

<b>Designation</b>	<b>Private Secretary to Lieutenant-Governor</b>	
<b>Thiru R. Sridharan</b>		
<b>Powers and Duties</b>	<b>Administrative</b>	Appointing Authority of Group 'C' & 'D' Staff of L.G.'s Secretariat
		Disciplinary Authority of Group 'C' & 'D' Staff of L.G.'s Secretariat
		PIO Under RTI
	<b>Financial</b>	Incur contingent expenditure under the powers delegated as Head of Office
		Sanction the Personal claims of Staff of Office as Head of Office
		Assist A.S. to L.G. in preparing of speech and other matters.

<b>Designation</b>	<b>ADC to Lieutenant-Governor</b>	
<b>(Vacant)</b>		
<b>Duties</b>	Protocol Duties	
	Security of Hon'ble Lt. Governor & the Raj Nivas	
	Coordinates the arrangements of tour programmes and functions attended by Hon'ble Lt. Governor	

<b>Designation</b>	<b>Superintendent</b>	
<b>(Vacant)</b>		
<b>Duties</b>		

<b>Designation</b>	<b>Comptroller of Household</b>
<b>Tmt. Asha Gupta</b>	
<b>Duties</b>	Hospitality Services to the by Hon'ble Lieutenant-Governor
	Hospitality to Guests who visit Raj Nivas
	Overall In-charge of Household Activities

<b>Designation</b>	<b>Confidential Assistant to Lieutenant-Governor</b>
<b>(Vacant)</b>	
<b>Duties</b>	Attend to the Confidential Matters of correspondence of by Hon'ble Lt. Governor
	Provide Secretarial assistance to by Hon'ble Lt. Governor
	Preparation of Monthly Report to the President of India
	Translation of petitions

<b>Designation</b>	<b>P.A. to Lt. Governor - Tenure Appointment</b>
<b>(Vacant)</b>	
<b>Duties</b>	Providing secretarial assistance to the Lt. Governor
	Assisting the Lt. Governor in his personal correspondences/ personal services

<b>Designation</b>	<b>Pvt. Secy. to Secy. to L.G.</b>
<b>Thiru R.S. Palaniappan</b>	
<b>Duties</b>	Providing Secretarial Assistance to Secretary to Lieutenant-Governor

<b>Designation</b>	<b>Stenographer Grade I</b>
<b>Thiru S. Prasanna</b>	
<b>Duties</b>	Provide Secretarial Assistance to Additional Secretary to Lieutenant-Governor
	Maintains the Confidential Reports of Staff of L.G.'s Secretariat

<b>Designation</b>	<b>Assistant</b>
<b>Thiru K.K. Devarajan</b>	
<b>Duties</b>	Maintenance of Service Books & Other service matters of Officers & Staff
	Purchase / AMC, Sending of reports to Govt. Depts & Agencies
	Advances like MCA, PCA

<b>Designation</b>	<b>Assistant</b>
<b>Thiru V. Srikanthan</b>	
<b>Duties</b>	Budget Clerk
	GPF and other advances of Staff
	Medical Claims, Travel Allowances, Overtime Allowances,

<b>Designation</b>	<b>Data Entry Operator</b>
<b>Thiru M. Joseph Prasad Sugumar</b>	
<b>Duties</b>	Computerisation, Petition Monitoring
	Data Entry

<b>Designation</b>	<b>Upper Division Clerk</b>
<b>Thiru Satish Kumar</b>	
<b>Duties</b>	Purchase Auditing
	Contingent Bills, Adjustment Bills and settlement of Bills , Medical claims & TA Bills etc.
	Preparation duty charts to Drivers and Group 'D' staff

<b>Designation</b>	<b>Upper Division Clerk</b>
<b>Thiru R. Tilli Covindane</b>	
<b>Duties</b>	Handling of Cash
	Preparation of Pay Bills and Personal Claims
	Maintenance of Lieutenant-Governor's Welfare Fund