

Powers and Duties of Officers and Employees

Designation		Secretary to Lieutenant-Governor	
Thiru. A. Nedunchezhiyan, I.A.S.			
Powers	Administrative		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
	Financial		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
Other		Delegated with the financial powers of L.G. as per G.O. Ms. No.22/85/F3, dated 23.02.1985 of Finance Department, Puducherry	
Duties	Overall in-charge of the L.G.'s Secretariat and advices Hon'ble Lieutenant-Governor in the discharge of his duties		

Designation		Private Secretary to Lieutenant-Governor
Thiru S. Manickadeepan		
Powers and Duties	Administrative	Responsible for the Control & supervision of the functioning of the Secretariat & Household
		Responsible for preparation of Speeches & Message of Hon'ble Lieutenant-Governor. Also responsible for fixing appointments of the Hon'ble Lieutenant-Governor.
		Appointing Authority of Group 'C' & 'D' Staff of L.G.'s Secretariat
		Disciplinary Authority of Group 'C' & 'D' Staff of L.G.'s Secretariat
		First Appellate Authority under RTI
	Financial	Incur contingent expenditure under the powers delegated as Head of Office
		Sanction the Personal claims of Staff of Office as Head of Office

Designation		ADC to Lieutenant-Governor
Thiru. R. Muthukumar, ADC to L.G.		
Duties	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	

Designation		Superintendent
Thiru. V. Senthil Kumar		
Duties	Public Information Officer under RTI Act 2005 / DDO for the O/o. the Lt. Governor	
	Supervisory Functions of the office of the Lt. Governor	

Designation	Senior Private Secretary to Secretary to L.G.
Tmt. Rethnavalli N	
Duties	Service placed in Chief Secretariat, Puducherry

Designation	Comptroller of Household
Thiru Chandra Bose, Asst. Manager(Catering) (Deputation from PTDC Ltd.)	
Duties	Hospitality services to Hon'ble Lt. Governor
	Hospitality services to guests who visits Raj nivas
	Overall In-charge of Household Activities

Designation	Confidential Assistant to Lieutenant-Governor
Thiru. S. Prasanna	
Duties	Attend to the Confidential Matters of correspondence of Hon'ble Lt. Governor
	Provide Secretarial assistance to Hon'ble Lt. Governor
	Preparation of Monthly Report to the President of India
	Translation of petitions

Designation	P.A. to Lt. Governor - Tenure Appointment
Vacant	
Duties	Providing secretarial assistance to Hon'ble Lt. Governor
	Assisting the Lt. Governor in his personal correspondences

Designation	Private Secretary to Secretary to L.G.
Thiru H. Ganesan @ Mounisamy (on Service Placement)	
Duties	Providing Secretarial Assistance to Secretary to Lieutenant-Governor

Designation	Stenographer Grade II
Thiru S. Sai Prabu	
Duties	Provide Secretarial Assistance to Private Secretary to Lieutenant-Governor
	Maintains the Confidential Reports of Staff of L.G.'s Secretariat
Designation	Assistant

Thiru P. Muthukumar	
Duties	Purchase and maintenance of vehicles
	Right to Information, Reply to Parliamentary & Assembly Questions
	GPF, Medical Claims, Travel Allowances,
	Procurement through GeM, Reconciliation of BCR, BDR

Designation	Assistant
Thiru S. Sathish Kumar	
Duties	Maintenance of Service Books / Other service matters of Officers & Staff / Establishment matters
	Purchase / AMC, sending of reports to Govt. Depts and Agencies
	Granting of advances like MCA, PCA and HBA

Designation	Data Entry Operator
Thiru M. Joseph Prasad Sugumar	
Duties	Computerisation, Petition Monitoring
	Data Entry / Arrangements for Video Conferences

Designation	Upper Division Clerk
Thiru L. Gunaseelan	
Duties	Purchase Auditing
	Contingent Bills, Adjustment Bills and Settlement of Bills, Medical Claims & TA Bills, LTC Claims etc
	Preparation duty charts to Drivers and Group D staff
	Issue of Misc. purchase sanction (Household and Office)

Designation	Upper Division Clerk
Thiru G. Suman	
Duties	Handling of Cash
	Preparation of Pay Bills and Personal Claims
	Maintenance of Lt. Governor's Welfare Fund
	Preparation of Budget