



# Manual of Office Procedure for Directorate of Income Tax (Infrastructure) 2024

**DIRECTORATE OF INCOME TAX  
(ORGANISATION & MANAGEMENT SERVICES)**

**CENTRAL BOARD OF DIRECT TAXES  
DEPARTMENT OF REVENUE  
GOVERNMENT OF INDIA**





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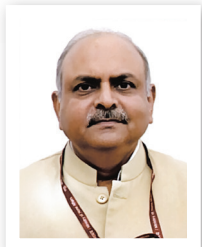
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**Ravi Agrawal, I.R.S.**  
Chairman, CBDT



सत्यमेव जयते

भारत सरकार  
Government of India

विशेष सचिव  
वित्त मंत्रालय / राजस्व विभाग  
केन्द्रीय प्रत्यक्ष कर बोर्ड  
**Special Secretary**  
Ministry of Finance / Department of Revenue  
Central Board of Direct Taxes

## **MESSAGE**

The revised Manual of Office Procedure published in 2019 provided a framework for carrying out various operations in the Income Tax Department. Since its release, the department has undergone substantial transformation with a renewed focus on taxpayer services through enhanced digitalisation of processes and elimination of face to face interactions in the assessment and appellate proceedings.


In view of these advancements, the department decided to undertake a comprehensive review of its organizational structure and processes. To steer this initiative, a committee was constituted with the objective of redefining, realigning, and reassigning roles at all levels within different verticals of the department.

Following the report submitted by the Committee, to provide clear guidance, ensure consistency and transparency, and to have standard operating procedures for functionaries at different levels, separate Manuals of Office Procedure are being published for different verticals.

I compliment the committee for conducting an extensive research and preparing a comprehensive report. I also compliment the heads of each vertical of the Department for ensuring wholehearted participation in this exercise of creation of dedicated, vertical-specific Manuals.

Entire team of the Directorate of Organisation & Management Service (DOMS) also deserves appreciation for painstakingly co-ordinating with each vertical of the Department and bringing this task to a fruitful conclusion.

It is expected that these vertical-specific Manuals outlining the roles and responsibilities at each level will ensure clarity in operations, and serve as a useful tool in enhancing the efficiency, productivity, and overall functioning of the Department.

  
(RAVI AGRAWAL) 26/12







### **FOREWORD**

The functions of Income Tax Department have diversified and increased multifold over the last decade. For being responsive and adaptive to the changing business environment, complex and novel business structures, new technological development and accelerated globalisation, it is imperative that policies and operating procedures of the department are constantly reviewed. It is also important that the structure and functions of the Department are aligned with the latest developments and the contemporary realities. A need was therefore felt to delineate the role and functions in a granular manner at all levels in the Department.

2. A Committee was accordingly constituted on 27.07.2022 by the Board to enumerate the roles and functions of the officers and officials working at different levels, analyse the new functions of each position, and redefine, realign and reassign the roles of each position in the Department. Inputs were sought from the field formations, attached Directorates, employee associations before the Committee finalized and submitted its report on 10.11.2023. The report was circulated to different verticals of the department for drafting and finalization of a separate Manual of Office Procedure at their end.
3. After Manual of Office Procedure for the Directorate of Income-tax (Intelligence & Criminal Investigation), Board for Advance Rulings, Manual of Office Procedure for the Directorate of Income-tax (Infrastructure) is next in the series of such manuals to be released for different verticals.
4. The accomplishment of this task would not have been possible without the sincere efforts of the members of the Committee who were tasked with the responsibility of submitting their recommendations on redefining Roles and Functions of all levels in the Department. Officers of Directorate of Income-tax (Infrastructure) and Directorate of Organization and Management Services (DOMS) also deserve appreciation for their efforts in finalization of this Manual.
5. It is expected that the manual would enhance the standards and efficiency of the department and help the employees at different levels in discharging their functions in a more meaningful manner.

  
(Harinder Bir Singh Gill)





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## Preface

It gives me immense pleasure to present the Manuals of Office Procedure 2024 which are being published separately for different verticals of the Department.

These MOPs are designed to describe the broad tasks being performed, and to delineate the roles and functions of all levels in a granular manner, in each vertical of the Department.

I express my sincere thanks to all the concerned Directorates and offices for their contribution in the whole exercise, and urge them to sensitise each and every official working in different verticals to make use of these manuals.

I extend my heartiest congratulations to the officers of the Directorate of Organization and Management Services for their sincere efforts and hard work in preparation of these manuals.

(Prawn Kumar)



# **DIRECTORATE OF INCOME TAX (INFRASTRUCTURE)**

## **1. Introduction**

1.1 The Directorate of Income-tax (Infrastructure)[DIT(Infra)] under the Central Board of Direct Taxes (CBDT), Department of Revenue, Ministry of Finance was created vide Gazette Notification dated 21st November of 2005 under F.No.A-11013/9/2001-AD-VIII as one of the steps taken to focus on infrastructure development so as to keep pace with its growing need in light of manifold increase in number of taxpayers and paradigm shift of the Department as a Service Department. The Directorate has been given mandate to function as a nodal authority for receiving, examining and processing of infrastructure related projects/proposals from the field authorities. In turn, the Directorate would place the projects/proposals before CBDT/Ministry for approval as appropriate.

1.2 The tasks of the DIT(Infra) among others include examination and processing of proposals for purchase of land, building, construction, purchase and disposal of office and residential buildings, repair and maintenance of Departmental Buildings and securing approvals for such proposals, examination and consolidation of budget for purchase of land and buildings, construction and repair and maintenance of buildings; examination of proposals for hiring of office and/or residence; framing and interpretation of rules regarding allotment of residential accommodation in the Departmental Pool of the Department. In a short period of time since it became functional, the DIT (Infra) has provided impetus to development of infrastructure in the Department. The positive impact is being felt by the members of the Department across India. In the course of processing infrastructure proposals in the Directorate, it was observed that infrastructure related proposals received from field formations were often premature, incomplete and not as per norms. Such proposals resulted in delays in examination, processing and final approvals. The DIT (Infra) is acting as a facilitator between the field authorities and IFU/sanctioning authorities to ensure that any shortcomings in the proposals are rectified smoothly and expeditiously and the proposals are approved at the earliest.

## **2. Administrative Structure of Infrastructure**

**2.1** The DIT (Infra) comes under the Pr. Director General of Income Tax (Pr. DGIT)(Admn. & TPS). This Directorate is headed by Principal Additional Director General of Income Tax / Additional Director General of Income Tax. The work in the directorate is sub-divided between four (4) units, each headed by a Joint/Additional Director who is assisted by Assistant/Deputy Director of Income Tax/ITOs. Each of the 4 units look after the proposals emanating from the four (4) regions i.e. East, West, North and South.

**2.2** In addition to creation and maintenance of infrastructure related work, the Directorate also looks after various works pertaining to initiatives taken by the Government of India or the Department such as Sugamaya Bharat Abhiyan, Swachh Bharat, and installation of LED lights. The Directorate is also involved in creation of records of land available with the Department, compilation of data regarding availability/shortage of office and residential space, digitalization of records, joint meeting with Central Board of Indirect Taxes and Customs (CBIC) and other related organisations to expedite the projects and removal of bottlenecks.

**2.3** The administrative structure and allocation of work within the Directorate is given below:-

### **Unit-I**

- a. All matters related to Delhi, Chandigarh (NWR), U.P (East) and U.P (West) regions.
- b. All administrative and financial matters.
- c. Matters related to Parliamentary questions, VIP references, CPGRAMS, RTI and miscellaneous reports.
- d. Audit Work.

### **Unit-II**

- a. All matters related to Kerala, Tamil Nadu, Puducherry, Karnataka, Goa, Andhra Pradesh, Telangana & National Academy of Direct Taxes (NADT).
- b. Co-ordination of digitization of records in the DIT (Infra) as per Result Framework Document (RFD).

### **Unit-III**

- a. All matters related to Madhya Pradesh, Chhattisgarh, Mumbai, Nagpur, Pune, Rajasthan, Gujarat.

### **Unit-IV**

- a. All matters related to Guwahati, Bhubaneswar, Bihar, Jharkhand, West Bengal and Sikkim.

### **Co-ordination Unit**

- a. Common issues/Co-ordination work with all units.
- b. Compilation of RFD data as Nodal Agency for validation of shortage of office and residential space.
- c. Digitization of land.
- d. Compilation and reporting of cases of vacant land.
- e. Joint meeting with CBIC and other related Departments/fields.
- f. e-Samiksha.
- g. Matters related to:
  - i. Operational Vehicle.
  - ii. Swachhata Action Plan.
  - iii. Sugamaya Bharat Abhiyan.
  - iv. LED.
- h. Co-ordination for implementation of Solar Panel.
- i. Compilation / Updation of asset register, sanction register and implementation of Expenditure Management Commission, Recommendation of e-asset register.
- j. Compilation of Infrastructure Manual.
- k. 1% Incentive Scheme including laptops.
- l. Project Tarang.
- m. Compilation and preparation of requirement of Budget (Expenditure) for the Capital projects handled by DIT (Infra). (R.E., B.E., Supplementary Grants).

**2.4 Mandate:** The mandate of this Directorate is to act as a nodal agency on various matters some of which are listed below:



- a. Matters relating to construction/purchase and repair of office/residential buildings, purchase of land, hiring of buildings.
- b. Purchase/replacement/hiring of vehicles, ACs, framing and interpretation of rules for residential accommodation.
- c. Examination of infrastructure proposals from field.
- d. To seek approval of competent authorities for infrastructure proposals received from the field.

## **2.5 Overview of the Functions of Directorate in Respect of Infrastructure Proposals**

- 2.5.1 The DIT(Infra) keeps receiving various proposals from the field relating to construction/purchase and repair of office/residential buildings purchase of land, hiring of buildings, rent revision, maintenance of buildings in use, purchase of furnishing and fixtures and DG sets.
- 2.5.2 Once the proposal is received from the field formation, the same is examined by this Directorate to see as to whether the proposal is mature and complete and whether the requirements for consideration of the proposal meet the existing norms. If any shortcomings are noticed, clarifications are sought from the field formations and any deficiency/gaps in the proposals are plugged. Once the proposal is complete in all respects and all the mandated requirements are fulfilled, then the proposal is routed through the Additional Director General (Expenditure Budget) to seek confirmation regarding availability of budget. After confirmation of the availability of budget, the proposal is put up for administrative approval and financial sanction from the competent authority.
- 2.5.3 In case any further query is raised by IFU or sanctioning authority, the same is communicated to the field formation for the reply. In case of any ambiguity or difficulty faced by field formations regarding reply to the query, the Directorate guides and facilitates a suitable reply in this regard. After obtaining the clarifications, the proposals are placed for consideration of higher authorities.
- 2.5.4 In cases where as per the prescribed monetary limit, approval/appraisal is required from Secretary, Delegated Investment Board (DIB) and Public Investment Board (PIB), a presentation is made by the Directorate highlighting important features of the project, justification, financial implication and cost benefit analysis.



2.5.5 Once the approval is received from the competent authority the same is sent to Section Ad.VIII of CBDT for issue of sanction order. On issue of sanction order, the same is communicated to the field formation.

## **2.6 Broad Functions**

- i. Conceptualization, examination and processing of infrastructural needs/ proposals of the Department.
- ii. Monitoring of projects being implemented and all other matters relating to land/construction/hiring/repairs/renovation of offices and residential buildings, guest houses, operational vehicles, laptops, telephone facilities.
- iii. Acting as a facilitator between the field authorities and IFU/sanctioning authorities to ensure that any shortcomings in the proposals are rectified smoothly and expeditiously and the proposals are approved at the earliest.
- iv. Looking after the various works pertaining to initiatives taken by the Government of India or the Income Tax Department such as Sugamaya Bharat Abhiyan, Swachh Bharat, installation of LED lights.
- v. Framing, revision and interpretation of rules regarding allotment of residential accommodation in the Departmental Pool of the Income Tax Department.
- vi. Purchase/ replacement/ hiring of vehicles.
- vii. Creation of digital land database, e-asset register, construction and repair and maintenance of buildings, creation of records of available land with the Department.
- viii. Examination and processing of proposals for purchase and disposal of land and building, construction and purchase of office and residential buildings.
- ix. Examination of proposals for hiring of office and/or residence.
- x. Repair and maintenance of Departmental Buildings and securing approvals for such proposals.
- xi. Compilation of data regarding availability/shortage of office and residential space.
- xii. Seeking approval of competent authorities for infrastructure proposals received from the field.
- xiii. Joint meeting with CBIC and other related organisations to expedite the projects and removal of bottlenecks.
- xiv. Implementation of PM Surya Ghar Scheme in the Department.

## 2.7 Other Important Works Carried Out by DIT(Infra)

- i. Enhancement of delegated financial powers.
- ii. Installation of grid connected rooftop solar panel.
- iii. Digitisation of record.
- iv. Organisation of seminars.
- v. Project Tarang.

## 2.8 Financial Powers in Respect of Infrastructure Proposals

2.8.1 The first question faced by the field authorities, while initiating the proposal is regarding financial capacity to accord sanction to various projects. An overview regarding this is as below: -

- i. Financial Powers of the Ministries/Departments in respect of expenditure on Non- Plan Schemes/Projects.
- ii. Financial Power delegated to Chairman and Member, CBDT- Proposals requiring sanction of expenditure beyond the delegated powers of HoD and up to Rs.2 crore will be approved by the Member concerned. The Competent Authority for sanction of infrastructure proposals above Rs.2 crore and up to Rs.5 crore is Chairman, CBDT. The Authority has been delegated to Chairman, CBDT vide O.M.15/6/2008-IFU-III dated 6th June, 2008. The Authority has been delegated to Member, CBDT vide O.M. No.15/6/2008-IFU-III dated 22nd September, 2008.

2.8.2 Proposals requiring sanction of expenditure beyond the delegated power of Chairman, CBDT are to be submitted for approval of Competent Authority as specified vide O.M. No. **24(35)/PF-II/2012 dated 5<sup>th</sup> August, 2016**. The financial limits along with Appraising and Sanctioning Authority as laid down in the said OM are as follows:-

Scheme/Project Appraisal		Scheme/Project Approval	
Cost (Rs.Cr.)	Appraisal by	Cost (Rs.Cr.)	Approval by
Up to 100	The Financial Adviser	Upto 100	Secretary of the Administrative Department

>100 & up to 50	Standing Finance Committee (SFC)/Delegated Investment Board (DIB) Chaired by Secretary of the Admn. Dept.	100 and upto 500	Minister-in-charge of the Administrative Department
>500	Expenditure Finance Committee (EFC)/Public Investment Board (PIB) Chaired by the Expenditure Secretary, except Departments/ schemes/projects for which special dispensation has been notified by the Competent Authority	>500 and upto 1000	Minister-in-charge of the Admn. Dept. and Finance Minister, except where special powers have been delegated by the Finance Ministry
		>1000	Cabinet/Committee of the Cabinet concerned with the subject

### 2.8.3 Extract of delegated powers of Head of Department in respect of infrastructure proposals: -

2.8.3.1 The delegation of financial powers to the Heads of Department of CBDT are reviewed from time to time by the IFU. These powers were reviewed vide O. M. issued vide F. No. 15/6/2008-IFU-III(EC) dated 15<sup>th</sup> September, 2011 and O.M. No. 14/04/2021-IFU(B&A) DT-01 dated 28<sup>th</sup> September, 2021. The delegated powers of HOD in respect of Infrastructure proposals are summarized as under:-

S.No.	Item of Expenditure	Rules applicable and delegation of financial powers to HODs of CBDT, CBEC and D/O Revenue
1	Fixtures, furniture	Full Powers.

	(purchase & repair)	
2	Repair and maintenance work in buildings owned by the Department. (Minor Works)	Rs.30 lakh. Provisions of GFR will apply.
3	Provision of DG set	Rs.15 lakh per annum per building for each HOD for purchase of DG (Diesel Generating) set, subject to GFRs, Works Manual and guidelines for essential and non-essential loads for DG Sets.
4	Original works (through CPWD) on Department land and buildings. (Only in cases where funds are provided by MOUD). The power will not be used for purchase of land/building.	Rs.10 lakh in each case. Provisions of GFRs will apply. Government of India decision below Rule 10 of DFPRs on New Service/New Instrument of Service shall apply. All original works beyond Rs.10 lakh require reporting to Parliament and beyond Rs.50 lakh, requires prior approval of Parliament. Budget provision should be available under the grant provided by MoUD.
5	Hiring of office accommodation	Rs.7 lakh per month in case of 'X' class Cities. Rs.5 lakh per month in case of 'Y' class Cities. Rs.3 lakh per month in other Cities. (OM F. No. 14/04/2021-IFU(B&A)DT-01 dated 28.09.2021

		<p>Note: These powers are subject to non-availability certificate from Directorate of Estates and /or CPWD, Fair Rent Certificate from CPWD, observance of GFRs, admissibility of space norms as prescribed and also subject to relevant instructions on this item issued from time to time. Any deviation from norms including acceptance of single offer, should be referred to the Ministry. Hiring should be recommended by a Hiring Committee duly constituted by the HoD. The classification of cities under X, Y and Z categories would be as per D/o Expenditure's OM No.2/5/2014-E.II(B) dated 21.07.2015</p>
6	Outsourcing of services	<p>Rs.90 lakh per annum in respect of HoDs situated at four metro cities viz. Delhi, Mumbai, Chennai and Kolkata. For other HoDs apart from those situated at aforesaid four cities, the same shall be Rs.60 lakh per annum.</p> <p>Provisions of GFRs and instructions issued by the Department of Expenditure and other competent authorities i.e. CVC shall apply. It is to be ensured that there is no liability</p>

		<p>on Govt. towards permanent employment to the personnel engaged by the service providers. No outsourcing should be resorted to:</p> <p>(i) Augment manpower against the abolished posts.</p> <p>(ii) Meet the services like security and cleaning while the sanctioned strength in these cadres are already on roll and drawing regular salaries and allowances.</p> <p>(iii) Augment posts at Gr. 'C' and above level.</p> <p>(OM F. No. 14/11/2017-IFU(B&amp;A)DT dated 16/08/2017)</p>
7	Municipal rates and taxes	Full Powers.

2.8.3.2 The details of formats to be followed, checklists to be complied with, other procedural requirements have been dealt with in detail in the Manual on Infrastructure and may be referred to from there.

### **3. Role of Principal Director General of Income Tax (Pr. DGIT) (Admn. & TPS)**

The officers of Directorate of Income-tax (Infrastructure) report to Principal Director General of Income Tax (Pr. DGIT) (Admn. & TPS). The Pr. DGIT (Admn. & TPS) monitors and supervises the duties and functions performed by the Directorate of Income-tax (Infrastructure).

## **4. Role of Principal Additional Director General / Additional Director General (Pr. ADG / ADG)**

### **4.1 Technical Functions**

- i. To work as nodal authority for mandatory publication of tender enquiries by the Department on the Central Public Procurement Portal responsible for collection, compilation and dissemination of statistics on various aspects of Direct Taxes.
- ii. To act as a facilitator between the field authorities and IFU/sanctioning authorities to ensure that any shortcomings in the proposals are rectified smoothly and expeditiously and the proposals are approved at the earliest.
- iii. Creation of digital land database, carry out functions as internal consultant to the CBDT and carry out all the work assigned by the CBDT, and any other related matter.
- iv. To issue the Budget Circular as prescribed by Budget Division, Department of Economic Affairs.
- v. To look after the various work pertaining to initiatives taken by the Government of India or the Income Tax Department such as Sugamaya Bharat Abhiyan, Swachh Bharat, installation of LED lights.
- vi. Framing and interpretation of rules regarding allotment of residential accommodation in the Departmental pool of the Income Tax Department, e-asset register.
- vii. Purchase/replacement/hiring of vehicles, ACs, framing and interpretation of rules for residential accommodation, construction and repair and maintenance of buildings.
- viii. Examination and processing of proposals for purchase and disposal of land and building, construction and purchase of office and residential buildings.
- ix. Examination of proposals, for hiring of office and/or residence, creation of records of available land with the Department.
- x. Repair and maintenance of Departmental Buildings and securing approvals for such proposals.
- xi. Examination and consolidation of budget for purchase of land and buildings.
- xii. To examine the budget proposals received from the various constituent formations/units.

- xiii. To consolidate the budget proposals received from the various constituent formations/units at each stage of the Budget exercise i.e. Budget Estimate (BE), Revised Estimate (RE) and Final Requirement (FR) and submit the same to Financial Advisor (FA) for further action.
- xiv. To allocate object head-wise approved provisions to respective Budget Controlling Authorities (BCAs).
- xv. To prepare the Statement of Budget Estimates (SBEs) for inclusion in the relevant Budget documents.
- xvi. To monitor the progress in Expenditure vis-a-vis Sanctioned Grant and submit the Monthly and Quarterly Expenditure Review to FA for further action.
- xvii. To propose the Re-appropriation Orders, surrender of savings to FA for concurrence/ approval of the competent authority.
- xviii. To finalise the Appropriation Accounts in consultation with Principal CCA, CBDT and submit to FA for concurrence.
- xix. To take necessary action in respect of the examination by the Standing Committee on Finance on Detailed Demands for Grants.
- xx. To take action in respect of audit references in expenditure matters, for example, Action Taken Notes on Audit Paras/PAC para.
- xxi. To manage the various advances, namely, House Building Advance (HBA) and Computer Advance (CA).
- xxii. To control and supervise the overall work in the Directorate of Expenditure Budget including circulation of budget circulars, fund requirements, Budget estimates, allocation of funds, Quarterly and Monthly expenditure plans, Nodal agency for monitoring expenditure in GeM by BCAs.
- xxiii. Technical Compilation of data regarding availability/shortage of office and residential space, examination of infrastructure proposals from field.
- xxiv. To seek approval of competent authorities for infrastructure proposals received from the field.
- xxv. To examine the proposals received from the field formations.
- xxvi. Real-time monitoring of the ongoing construction projects.
- xxvii. Installation of grid connected rooftop solar panel.
- xxviii. Periodic co-ordination meeting between CBDT and CBIC.
- xxix. Technical condemnation and purchase of vehicles.
- xxx. Revision of allotment rules.



- xxxi. Revision of retention of accommodation rules.
- xxxii. Office and residential space data.
- xxxiii. Organisation of seminars.
- xxxiv. Digitalization of records.
- xxxv. Joint meeting with CBIC and other related organisations to expedite the projects and removal of bottlenecks.

## **4.2 Administrative Functions**

- i. Matters related to general administration of the office.
- ii. All administrative and financial matters.
- iii. Chairman of the Purchase Committee.
- iv. Transfer and posting of the officers/officials posted DIT (Infra.)
- v. To monitor all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- vi. Matters pertaining to leave of staff and officers.
- vii. To monitor all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence and statements.
- viii. To monitor all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register, preparation of pay bills, TA bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- ix. To monitor all the matters related to generation and distribution of monthly pay slip for each employee.
- x. To monitor the work of maintenance of guard files regarding circulars, issue of CGHS/ identity cards.
- xi. To monitor all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- xii. To monitor work of annual physical verification and stock taking of records and stationery, dealing with references relating to Conduct Rules, including immovable property returns.

- xiii. To monitor work of Drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- xiv. Preparation of all Schedules and statements for recovery of loans and advances.
- xv. To monitor all the work related to maintenance of service books, stock register, leave register, asset register, verification of service particulars in APARs of officers and staff.
- xvi. To monitor preparation of pension and other retirement related papers and forwarding thereof, getting APARs of staff members written and countersigned in time.
- xvii. To monitor assistance in purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- xviii. To monitor establishment/administrative matters i.e. maintenance of attendance registers and fixation of pay.
- xix. Sanction of advances.
- xx. To monitor maintenance of Office buildings/ payment of rents, water electricity and telephone bills, compilation of figures from ZAO and Banks.
- xxi. To monitor functions related to GeM, PFMS and e-Bhavishya.
- xxii. To monitor calculation& deduction of Income-tax.
- xxiii. To monitor preparation of expenditure budget.

## **5. Role of Additional Director of Income Tax /Joint Director of Income Tax (Addl. DIT / Jt. DIT)**

### **5.1 Technical Functions**

- i. All matters related to related to North Zone, South Zone, NADT, West Zone and East Zone.
- ii. Common issues/Co-ordination work with all units.
- iii. e-Samiksha.
- iv. Compilation of Infrastructure Manual.
- v. Conversion of acquired properties.

- vi. Compilation of RFD data as Nodal Agency for validation of shortage of office and residential space:
- vii. Maintenance of Directorate Website.
- viii. 1% Incentive Scheme including laptops.
- ix. Digitization of land.
- x. Co-ordination of digitization of records in the DIT (Infra) as per RFD.
- xi. Co-ordination for implementation of Solar Panel.
- xii. Compilation and reporting of cases of vacant land.
- xiii. Matters related to Parliamentary questions, VIP references, CPGRAMS, RTI and miscellaneous reports.
- xiv. Audit Work.
- xv. Joint meeting with CBIC and other related Departments/fields.
- xvi. Compilation of top 15 cases monitored by Revenue Secretary.
- xvii. Project Tarang.
- xviii. Compilation and preparation of requirement of Budget (Expenditure) for the Capital Projects handled by DIT(Infra) (R.E., B.E., Supplementary grants).
- xix. Integrity Index Development Projects.
- xx. To discharge various duties and functions assigned by ADG as a nodal authority for receiving, examining and processing of infrastructure proposals.
- xxi. Matters related to (a)Operational Vehicle (b)Swachhata Action Plan (c)Sugamaya Bharat Abhiyan (d)LED.
- xxii. Compilation/Updation of Asset Register, Sanction register and implementation of Expenditure Management Commission.
- xxiii. e-asset register.

## **5.2 Administrative Functions**

- i. To control and supervise the overall work as Head of the Department.
- ii. To control and supervise the overall work of the DIT(Infra) as a nodal authority.
- iii. Administrative work related to transfer.
- iv. To monitor all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- v. Matters pertaining to leave of staff and officers.

- vi. To monitor all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements, binding of service books and registers.
- vii. To monitor all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register, preparation of pay bills, TA Bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- viii. To monitor all the matters related to generation and distribution of monthly pay slip for each employee, maintenance of guard files regarding circulars and issue of CGHS/ identity cards.
- ix. To monitor all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- x. To monitor work of annual physical verification and stock taking of records and stationery.
- xi. Dealing with references relating to Conduct Rules including immovable property returns.
- xii. To monitor work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- xiii. Preparation of all schedules and statements for recovery of loans and advances.
- xiv. Verification of service particulars in APARs of officers and staff.
- xv. To monitor preparation of pension and other retirement related papers and forwarding thereof.
- xvi. Getting APARs of staff members written and countersigned in time.
- xvii. Enhancement of delegated financial powers.
- xviii. Swachh Bharat Abhiyan.
- xix. Compilation of figures from ZAO and Banks.
- xx. To monitor functions related to GeM, PFMS and e-Bhavishya.
- xxi. To monitor calculation and deduction of Income-tax.

## **6. Role of Deputy Director of Income Tax (DDIT)/ Assistant Director of Income Tax (ADIT)**

### **6.1 Technical Functions**

- i. All matters related to North Zone, South Zone, NADT, West Zone and East Zone various reports of the directorate.
- ii. Any other work assigned by higher authorities.
- iii. To assist in discharging various duties and functions, circulation of budget circulars, fund requirements, budget estimates, allocation of funds, quarterly and monthly expenditure plans, nodal agency for monitoring expenditure in GeM by BCAs.
- iv. All statements, B.E., R.E., F.R., Supplementary Demands for Grants, DDG related Matters, MER, QPRs, surrender of funds, re-appropriation of funds, Budget Module, and Appropriation Statement (Stage 1 and 2).
- v. Monitoring of allocation/ expenditure by BCAs under Capital heads "4059","4216" and "4075".
- vi. Monitoring of allocation/expenditure by BCAs under object head "Minor Works".
- vii. Capital and Revenue allocation of fund and all other related matters in case of BCAs, Pr. CCIT (NaFAC), New Delhi and Pr. CCIT (NFAC), New Delhi.
- viii. Common issues/Co-ordination work with all units, e-Samiksha, and compilation of infrastructure manual and conversion of acquired properties.
- ix. Compilation of RFD data as Nodal Agency for validation of shortage of office and residential space, co-ordination of digitization of records in the DIT (Infra) as per RFD.
- x. Digitization of land, co-ordination for implementation of Solar Panel, compilation of top 15 cases monitored by Revenue Secretary and maintenance of directorate website.
- xi. Compilation and reporting of cases of vacant land, 1% Incentive Scheme including laptops, Project Tarang and Integrity Index Development Projects.
- xii. Joint meeting with CBIC and other related Departments/fields and Audit Work.
- xiii. Matters related to Parliamentary questions, VIP references, CPGRAMS, RTI and miscellaneous reports.
- xiv. Matters related to: (a) Operational Vehicle (b) SAP (c) Sugamaya Bharat Abhiyan (d) LED.

- xv. Compilation/Updation of Asset Register, Sanction Register and implementation of Expenditure Management Commission and Recommendation of e-asset register.
- xvi. Compilation and preparation of requirement of Budget (Expenditure) for the Capital projects handled by DIT (Infra). (R.E., B.E., Supplementary grants, DDG).

## **6.2 Administrative Functions**

- i. All Administration Matters.
- ii. To discharge various duties and functions assigned by Jt./Addl. DIT in processing of Infrastructure proposals of the Department and any other functions as directed.
- iii. Jurisdiction matters and matters related to linking of DDOs.
- iv. Delegation of Financial Powers.
- v. Supervise and monitor the functions of DDO e.g. GeM, Tendering, various reports such as EMC, Cards, e-Samiksha.
- vi. All matters pertaining to DDO should be routed through DDIT (Admn).
- vii. All administrative and financial matters.

## **7. Role of Additional Assistant Director of Income Tax (AADIT)/Income Tax Officer (ITO)**

### **7.1 Technical Functions**

- i. Parliament/Standing Committee matters.
- ii. Technical Project Tarang.
- iii. Monitoring of Miscellaneous Reports from BCAs and IFU.
- iv. Audit matters.
- v. RTI matters.
- vi. Any other work assigned by higher authorities.
- vii. Work related to Rajbhasha.
- viii. Capital and Revenue allocation of funds and all other related matters in case of various BCAs.
- ix. To perform all the functions related to DDG/B.E./R.E./ Supplementary of Grants to the BCAs, monitoring and coordination with the Budget Controlling Authorities, circulation of budget circulars, fund requirements, Budget Estimates, allocation of funds, quarterly and monthly expenditure plans and Nodal Agency for monitoring expenditure in GeM by BCAs.
- x. Jurisdiction matters and matters related to linking of DDOs.

- xi. All statements like BE, RE, Supplementary Demands for Grants, DDG related matter, MER, QPRs, surrender of funds, re-appropriation of funds, Budget Module and Appropriation Statements (Stage 1 and Stage 2).
- xii. Integrity Index Development Projects.
- xiii. Receiving, examining and processing of Infrastructure proposals of the Department & its approval from IFU.
- xiv. Framing and interpretation of rules regarding allotment of residential accommodation.
- xv. Framing and interpretation of rules regarding hiring of vehicles.
- xvi. Framing of SOPs and policies related to Pan India infrastructural matters.

## **7.2 Administrative Functions**

- i. To assist Jt. /Addl. DIT in Swachh Bharat Mission.
- ii. To assist Jt. /Addl. DIT in administrative work of this office.
- iii. To assist Jt. /Addl. DIT in vigilance matters.
- iv. To assist Jt. /Addl. DIT in RTI matters.
- v. To discharge various duties and functions assigned by Addl./Jt. DIT and DDIT.
- vi. Processing of contract agreements in respect of DEOs/unskilled workers/ vehicles/cleanliness of the office.
- vii. To assist Jt. /Addl. DIT in Transfer and Posting of the officers/officials posted at Admn. and TPS.
- viii. To assist Jt. /Addl. DIT in all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- ix. Matters pertaining to leave of staff and officers.
- x. To assist Jt. /Addl. DIT in all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence and statements.
- xi. Getting the binding of service books and registers.
- xii. To assist Jt. /Addl. DIT in all the matters related to record management like proper maintenance of property register, register of records destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register, preparation of pay bills, TA bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.

- xiii. To assist Jt. /Addl. DIT in all the matters related to generation and distribution of monthly pay slip for each employee.
- xiv. Maintenance of guard files regarding circulars.
- xv. Assisting in the issue of CGHS/ identity cards.
- xvi. To assist Jt. /Addl. DIT in all the matters related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- xvii. To assist Jt. /Addl. DIT in work of annual physical verification and stock taking of records and stationery.
- xviii. Dealing with references relating to Conduct Rules, including immovable property returns.
- xix. To assist Jt. /Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate, preparation of all schedules and statements for recovery of loans and advances.
- xx. To assist Jt. /Addl. DIT in all the work related to maintenance of service books, stock register, leave register, asset register, verification of service particulars in APARs of officers and staff.
- xxi. To assist Jt./Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- xxii. Getting APARs of staff members written and countersigned in time.
- xxiii. To assist Jt./Addl. DIT in purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/ periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/ miscellaneous items.
- xxiv. To assist Jt. /Addl. DIT in dealing with establishment/ administrative matters i.e. maintenance of attendance registers, fixation of pay, sanction of advances.
- xxv. To assist Jt. /Addl. DIT in maintenance of office buildings/ payment of rents, water electricity and telephone bills, compilation of figures from ZAO and Banks.
- xxvi. To assist Jt. /Addl. DIT in functions related to GeM, PFMS and e-Bhavishya.
- xxvii. To assist Jt. /Addl. DIT in calculation and deduction of Income-tax.
- xxviii. To assist Jt. /Addl. DIT in preparation of expenditure budget.
- xxix. Maintenance of Directorate Website.
- xxx. To assist in digitisation of records.



- xxxi. Annual physical verification and stock taking of records and stationery.
- xxxii. Drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- xxxiii. Management of areas relating to preparation of statement, statistics and matters relating to recovery.
- xxxiv. Supervision and maintenance of attendance and punctuality of Non-Gazetted personnel.
- xxxv. Writing of APARs of the personnel working under his administrative charge and assign him.
- xxxvi. Administration relating to proper docketing of receipt and dispatch of dak and control over distribution of dak, maintenance of service books, stock register, furniture and fixtures.
- xxxvii. Maintenance and cleanliness of office buildings, welfare work relating to recreation and sports.
- xxxviii. To prepare salary bills/LTC bills/medical bills.
- xxxix. To oversee preparation of Form 16 by AO/DDO.
  - xl. To process bills of vendors.
  - xli. To undertake work related to procurement of office equipment/ stationery through GeM.
  - xl. To prepare arrears.
  - xliii. To prepare LPCs, grant advances, make recoveries.

xliv. **Role of Administrative Officer (AO) / Drawing & Disbursing Officer (DDO)**

**8.1 Technical Functions**

- i. Any other work assigned by the higher authorities.
- ii. All administration related matters.

**8.2 Administrative Functions**

- i. To function as DDO and maintain and update all kinds of registers used in DDO (EB).
- ii. To function as DDO, supervision of operational vehicles, all the works related to administration and coordination including establishment matters pertaining to all the officers and officials of the Directorate.
- iii. Any other work assigned by the superior authorities.

- iv. Head of office holding the charge of Drawing and Disbursing Officer for gazette and non-gazetted personnel of the Directorate.
- v. Function related to GeM, PFMS and e-Bhavishya.
- vi. Annual physical verification and stock taking of records and stationery.
- vii. Drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- viii. Management of areas relating to preparation of statement, statistics and matters relating to recovery.
- ix. Writing of APARs of the personnel working under his administrative charge.
- x. Administration relating to proper docketing of receipt and dispatch of dak and control over distribution of dak, maintenance of service books, stock register, furniture and fixtures.
- xi. Preparation of pension and other retirement related papers and forwarding thereof.
- xii. Maintenance and cleanliness of office buildings, welfare work relating to recreation and sports.
- xiii. To prepare salary bills/LTC bills/medical bills.
- xiv. To prepare Form 16.
- xv. To process bills of vendors.
- xvi. To undertake work related to procurement of office equipment/ stationery through GEM.
- xvii. To prepare arrears.
- xviii. To prepare LPCs, grant advances, make recoveries.

## **9. Role of Senior Private Secretary /Private Secretary (Sr.PS/PS)**

- i. Taking dictation and transcription.
- ii. To perform various works assigned by the ADG like taking dictation, typing, attending phone calls, checking of official mails, secretarial work.
- iii. To assist in all secretarial matters including taking dictation and transcription.
- iv. Attending to inward and outward telephone calls.
- v. Attending to visitors and fixation/cancellation of appointments.
- vi. Keeping note of engagements, meetings and reminding the officer well in time.
- vii. Getting required papers ready for meetings and appointments.

- viii. Maintaining files relating to minutes of meetings and discussion and sending intimations regarding follow up action.
- ix. Keeping a record of files moving to and from the officer.
- x. Keeping track of follow up action in regard to matters marked by the officer to officials under him.
- xi. Circulation of tour program and attending to arrangements relating to tours.
- xii. Maintenance of officer's personal library and updating of reference books therein
- xiii. Dispatch and receipt of DO Letters and confidential dak.
- xiv. Maintenance of confidential files/correspondence relating to APAR.
- xv. Maintenance of personal files of the officer.
- xvi. To assist Pr. ADG/ADG (Infra) and other officers in secretariat matters.
- xvii. Bringing to the notice of the officer important pending matters which require his urgent attention.
- xviii. Destroying by burning stenographic record of confidential and secret letters after typing and issuing the letters.
- xix. Getting required papers ready for meetings and appointments.
- xx. Maintenance of confidential files.
- xxi. Any other duties/ responsibilities assigned by senior officers.

## **10. Role of Inspector of Income-tax (ITI)**

### **10.1 Technical Functions**

- i. To monitor the optimum utilization of funds allocated (e-Lekha/PFMS).
- ii. To assist in preparation of reports, knowledge of the laws and Office procedures, Technology interface.
- iii. To assist in preparation of reports and in replies to Parliamentary Questions.
- iv. To assist in technical matters related to the Expenditure Management System.
- v. To assist the supervisory authorities, assist ITOs in respect of Capital and Revenue allocation of funds and all other related matters of BCAs.
- vi. Circulation of budget circulars, fund requirements, budget estimates, allocation of funds, quarterly and monthly expenditure plans, monitoring expenditure in GeM by BCAs, GFRs relating to DDG, BE/RE and Supplementary Demand for Grants.
- vii. To assist in drafting, briefs, notes.

- viii. To carry out enquiries, when directed, prepare briefs, notes and to flag necessary papers, check official e-mails, sending letters / e-mails.
- ix. To assist in compilation of RFD data as Nodal Agency for validation of shortage of office and residential space.
- x. Assisting higher authorities in co-ordination for implementation of Solar Panel.
- xi. Compilation and reporting of cases of vacant land.
- xii. Field enquiries and verification or notice delivery, if required.
- xiii. Matters related to Parliamentary Questions, VIP references, CPGRAMS, RTI and miscellaneous reports.
- xiv. Maintenance of Directorate Website.
- xv. System related work.
- xvi. Collection and compilation of data pertaining to the charge, Matters related to Operational Vehicle, Swachhata Action Plan, Sugamaya Bharat Abhiyan, LED.
- xvii. Preparation of Dossiers and putting-up for approval.
- xviii. Any other work assigned by the higher authorities

## **10.2 Administrative Functions**

- i. Assisting the administration for making necessary arrangements for important events and meetings.
- ii. Digitisation of Records.
- iii. To assist Jt. /Addl. DIT in Swachh Bharat Mission.
- iv. To assist Jt. /Addl. DIT in Administrative work of this office.
- v. To assist Jt. /Addl. DIT in Vigilance matters.
- vi. To assist Jt. /Addl. DIT in RTI matters.
- vii. Processing of contract agreements in respect of DEOs/Unskilled workers/ Vehicles/Cleanliness of the office.
- viii. To assist Jt. /Addl. DIT in transfer and posting of the officers/officials posted at DIT (Infra).
- ix. To assist Jt. /Addl. DIT in all the functions of Drawing and Disbursing Officer for gazetted and non-gazetted personnel of the Directorate.
- x. Matters pertaining to leave of staff and officers.
- xi. To assist Jt. /Addl. DIT in all the matters related to record management like proper maintenance of cash book, contingent register, stamp registers and incidental correspondence, statements, binding of service books and registers.

- xii. To assist Jt. /Addl. DIT in all the matters related to record management like proper maintenance of property register, register of records, destroyed, dead stock register, register of books and publications, service books, personal files, GPF account of staff, leave accounts, telephone register, preparation of pay bills, TA Bills, contingent bills, bills of various advances, bills of OTA, tuition fee, medical reimbursement and maintenance of allied registers.
- xiii. To assist Jt. /Addl. DIT in all the matters related to generation and distribution of monthly pay slip for each employee.
- xiv. Maintenance of guard files regarding circulars.
- xv. To assist in the issue of CGHS/ identity cards.
- xvi. To assist Jt. /Addl. DIT in all the matter related to issue of tax deduction statements, L.P.C, salary certificates and service certificates.
- xvii. To assist Jt. /Addl. DIT in work of annual physical verification and stock taking of records and stationery.
- xviii. Dealing with references relating to CCS (Conduct) Rules, including Immovable Property Returns.
- xix. To assist Jt. /Addl. DIT in work of drawing up of contingent bills within the limit of sanction of budget allotted to the Directorate.
- xx. Preparation of all Schedules and Statements for recovery of loans and advances.
- xxi. To assist Jt. /Addl. DIT in all the work related to maintenance of service books, stock register, leave register, asset register.
- xxii. Verification of service particulars in APARs of officers and staff.
- xxiii. To assist Jt. /Addl. DIT in preparation of pension and other retirement related papers and forwarding thereof.
- xxiv. To assist Jt./Addl. DIT in assistance in purchase/ distribution/ maintenance of stationery, forms/ books/ pamphlets/ newspapers/periodicals/ articles/ liveries/ sanitary articles/ electrical goods/ typewriters/ calculators/ air conditioners/ transformers/ room desert coolers/ water coolers/ computers/ photocopy machines/ pedestal fans/ first aid box/ day-to-day articles for office use/miscellaneous items.
- xxv. To assist Jt. /Addl. DIT in dealing with establishment/ administrative matters i.e. maintenance of attendance registers, fixation of pay.
- xxvi. To process various advances.

- xxvii. To assist Jt. /Addl. DIT in maintenance of office buildings/ payment of rents, water electricity and telephone bills.
- xxviii. Compilation of figures from ZAO and Banks.
- xxix. To assist Jt. /Addl. DIT in functions related to GeM, PFMS and e-Bhavishya.
- xxx. To assist Jt. /Addl. DIT in calculation and deduction of Income-tax.
- xxxi. To assist Jt. /Addl. DIT in preparation of expenditure budget.
- xxxii. To discharge various duties and functions as assigned by higher authorities.
- xxxiii. Assist in Compilation/Updation of asset register, sanction register and implementation of Expenditure Management Commission.
- xxxiv. Recommendation of e-asset register.
- xxxv. Digitization of land records.
- xxxvi. Any other work assigned by the Jt. /Add. DIT or his/her superior officers.

## **11. Role of Office Superintendent (OS)**

- i. Maintenance and upkeep of office and its assets.
- ii. Maintenance of office assets and fixture.
- iii. Cleanliness and Plantation.
- iv. Work relating to MTNL, Electricity, Water supply, Payment of electricity and telephone bills, professional bills, LTC uploading of all bills, issue of stationery and other items, water and potted plant bills.
- v. Payment and reimbursement of all Officers residential Telephone bills.
- vi. Any other work assigned by the higher authorities.

## **12. Role of Senior Tax Assistant (Sr. TA) (now OS)**

- i. Activities relating to Swachhata Bharat Abhiyan.
- ii. To follow instructions of controlling officer.
- iii. Preparation of all bills.
- iv. Ensuring proper maintenance and checking of all records/ registers.
- v. Ensuring maintenance of guard files of circulars, notifications and instructions, register of registers and register of files, attendance register, casual leave register and service book.
- vi. Ensuring proper maintenance and checking of cashbook, contingent expenditure register, stock register, properties register, stamp register, stationary register, register of records destroyed, dead stock register, register of books and

publications, service books, register of advance, pay bills, TA bills, LTC bills, medical bills, contingent bills, personal files, leave accounts, receipt and dispatch register, stamp accounts.

- vii. Ensuring timely preparation of pension, gratuity and provident fund papers in respect of all retiring officials so that payment of retirement benefits is made to the person concerned by the date of retirement.
- viii. Ensuring timely submission of indent for forms and stationary, timely procurement, proper distribution thereof and proper maintenance of the registers.
- ix. Ensuring annual physical verification and stock taking of records, and all movable/ immovable assets i.e. computers, printers, furniture, calculators, photocopies machines, FAX, PCs.
- x. Ensuring cleanliness and general maintenance of all staff rooms, officers rooms, record rooms, store rooms, corridors, and bathrooms in the office building.
- xi. Ensuring proper arrangements for repair of furniture, photocopying machines, FAX, PCs.
- xii. Providing facilities like lights, fans, drinking water to the officers and staff members.
- xiii. Maintenance of particulars of dates of joining and relieving of officers and staff.
- xiv. Checking of magazines and newspaper accounts and disposal of the waste/ scrap.
- xv. Miscellaneous correspondence with the higher authorities.
- xvi. Ensuring proper handing/ taking over of files and also ensuring that pending actions are duly indicated.
- xvii. Maintenance of office records and registers.
- xviii. Assistance related to establishment matters.
- xix. Assisting the administration for making necessary arrangements for important events and meetings.
- xx. Ensuring completeness, accuracy and timely submission of all the statistical reports and proper maintenance of the supporting registers.
- xxi. Ensuring smooth functioning of dak counters, including supervision of receipt and dispatch, marking of dak papers to the functionaries and prompt distribution thereof and maintenance of record.
- xxii. Ensuring proper maintenance of registers.

- xxiii. Checking of all reports and files submitted to higher authorities.
- xxiv. Preparation of pension, gratuity and provident fund papers so that the payment of the retirement benefits is made to the person concerned latest on the date of retirement.
- xxv. Any other work/ duties assigned by the higher authorities.

### **13. Role of Junior Translation Officer**

#### **13.1 Technical Functions**

- i. Translation work and any work assigned by the superiors.

#### **13.2 Administrative Functions**

- i. Work related to establishment and leave matters.
- ii. Rajbhasha (Hindi) related issues.

### **14. Role of Tax Assistant (TA)**

#### **14.1 Technical Functions**

- i. Ensuring completeness, accuracy and timely submission of all the statistical reports and returns and proper maintenance of the supporting registers.
- ii. Any other miscellaneous work assigned to him.

#### **14.2 Administrative Functions**

- i. To discharge functions to be performed under Swachhata Abhiyan.
- ii. To assist in office management work and issues related to Office, also work as care taker.
- iii. Receipt and Dispatch of Dak.
- iv. Ensuring proper maintenance and checking of all records/ registers.
- v. Ensuring maintenance of guard files of circulars, notifications and instructions, register of registers and register of files, attendance register, casual leave register and service book.
- vi. Ensuring proper maintenance and checking of cash book, contingent expenditure register, diet money register, stock register, properties register, stamp register, stationary register, register of records destroyed, dead stock register, register of books and publications, service books, register of advances, pay bills, TA bills,



- LTC bills, medical bills, contingent bills, personal files, leave accounts, receipt and dispatch register, stamp accounts.
- vii. Checking the quality of local purchases and ensuring observance of proper procedure while making purchases.
  - viii. Ensuring timely preparation of pension, gratuity and provident fund papers in respect of all retiring officials so that payment of retirement benefits is made to the person concerned by the date of retirement.
  - ix. Ensuring timely submission of indent for forms and stationary, timely procurement, proper distribution thereof and proper maintenance of the register.
  - x. Ensuring annual physical verification and stock taking of records, and all movable/ immovable assets i.e. computers, printers, furniture, calculators, photocopying machines, FAX, PCs.
  - xi. Ensuring proper arrangements for repair of furniture, photocopying machines, FAX, PCs.
  - xii. Ensuring cleanliness and general maintenance of all staff rooms, officers rooms, record rooms, store rooms, corridors and bathrooms in the office building.
  - xiii. Providing facilities like lights, fans, drinking water to the officers and staff members.
  - xiv. Implementation of all roles assigned to Office Superintendent in Departmental application software.
  - xv. Maintenance of particulars of dates of joining and relieving of officers and staff.
  - xvi. Ensuring proper handing/ taking over of files and also ensuring that pending actions are duly indicated.
  - xvii. Arrangement of proper binding of register and service book.
  - xviii. Checking of magazines and newspaper accounts and disposal of the waste/ scrap.
  - xix. Miscellaneous correspondence with the higher authorities.
  - xx. Assisting in typing work as and when assigned.
  - xxi. Supervising the opening and closing of the office.
  - xxii. Maintenance of cleanliness of the premises/rooms of the office.
  - xxiii. Ensuring clean environment.
  - xxiv. Matters related to repair of office equipment/electricity problems/water supply/flower/supply/newspaper supply.

- xxv. Maintenance of A/C, electric fans, heaters, arrangement for preparation of name plates/rubber stamps.
- xxvi. Maintenance of all office equipment including computer peripherals.
- xxvii. Supervising the maintenance of Log Books for staff car/operational vehicle.
- xxviii. Monitoring of hiring of vehicles on duty and duty slips.
- xxix. Ensuring the timely submission of all OAE/OE bills of electricity, telephone, water.
- xxx. Maintenance of Store and stock register and disposal of unserviceable stores.
- xxxi. Other duties as assigned from time-to-time by superior authorities.

## **15. Role of Stenographer**

- i. Data entry work on Departmental application software.
- ii. Any other work of official nature specifically assigned (including typing and comparison work, maintenance of confidential files, maintenance of copying register.
- iii. Duties assigned under Swachhata Abhiyan.
- iv. To take dictation, transcription, maintenance of files and any other work assigned by the concerned officers.
- v. Attending to inward and outward telephone calls.
- vi. Keeping note of engagements, meetings and remaining the officer well in time.
- vii. Getting required papers ready for meetings and appointments.
- viii. Maintaining files relating to minutes of meetings and discussions and sending intimations regarding follow up action.
- ix. Keeping a record of files moving to and from the officer.
- x. Circulation of tour programme and attending to arrangements relating to tours.
- xi. Bringing to the notice of the officer important pending matters which require his urgent attention.

## **16. Role of Notice Server**

### **16.1 Technical Functions**

- i. Service of notices, letters and other official communications.
- ii. Any other work assigned by higher authorities.

## **16.2 Administrative Functions**

- i. To discharge functions assigned under Swachhata Abhiyan.
- ii. Service of letter/files/documents.
- iii. Service of notices, letters and other official communications.
- iv. Proper maintenance of Notice Server's diary and its submission to supervisory officers, whenever asked for.
- v. Maintenance of self-diary.
- vi. Assistance in general office work in the office.
- vii. Serve Letter/Notice.
- viii. Delivery of Dak, Files and Books.
- ix. Any other work of official nature, specifically assigned.

## **17. Role of Multi-Tasking Staff (MTS)**

### **17.1 Technical Functions**

**18.** Assistance in general office work in the office.

### **17.2 Administrative Functions**

- i. To discharge functions assigned under Swachhata Abhiyan.
- ii. Timely service of letters, dak, diary and dispatch work.
- iii. Opening and closing of rooms.
- iv. Physical maintenance of records of the section/office.
- v. Arranging the furniture, records and other documents/ registers in the office.
- vi. Placing of papers in relevant files.
- vii. Attending to the Officers.
- viii. Carrying of files and other papers within the building.
- ix. Operating and maintaining photocopier machine and sending of FAX.
- x. Watch and Ward duties.
- xi. Developing and upkeep of lawns/garden/flower pots in the office premises and potted plants.
- xii. Cleaning of building, furniture and fixtures, and other documents/ registers in the office rooms.
- xiii. Making available record as and when required.
- xiv. Other non-clerical work in the section/unit/office.
- xv. Any other work of official nature, specifically assigned

## **18. Role of Staff Car Driver**

- i. Car driving.
- ii. Maintenance of logbook.
- iii. Any other work assigned by higher authority.

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