

CHAPTER-II : POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

Sr. No.	Designation	Powers & Duties
1.	Resident Commissioner	<p>Powers:</p> <p>Principal Resident Commissioner (RC) enjoys similar powers as delegated to the Heads of Department (HOD) under financial powers (delegation) Rules 1998. RC exercises all administrative & financial powers as delegated by Government to all Heads of Department</p> <p>Duties:</p> <ol style="list-style-type: none">1. To have overall supervision of all the divisions under R C Organisation.2. To provide vision & leadership in dealing with various matters concerning the RCO to the officers and employees to enable them meet the objectives and targets set out for each division and Resident Commissioner's Organisation (RCO).
2.	Additional Resident Commissioner	<p>Powers:</p> <p>Financial powers to approve expenditure up to Rs.3 lakh.</p> <p>Duties :</p> <p>To get the assigned work carried out by the officers and employees as per Government procedure/norms and orders and to monitor the work as per delegated powers.</p>
3.	Joint Director (Information)	<p>Powers:</p> <p>Same Powers as delegated to the Heads of Office under financial powers (delegation) Rules 1998 To approve expenditure upto Rs.30,000/-</p> <p>Duties :</p> <p>To prepare press notes, arrange press tour(s) of National Media and give wide publicity in National newspapers/magazines. To provide information on Gujarat to the visitors.</p>

4.	Chief Administrative Officer	<p>Powers :</p> <p>To approve expenditure of all the bills upto Rs.30,000/-</p> <p>Duties :</p> <p>Operation and maintenance of Gujarat Bhavan.</p>
5.	Assistant Resident Commissioner	<p>Powers:</p> <p>No financial powers</p> <p>Duties:</p> <p>Management of RC Office and supervision of the work of the officers and staff ensuring the targets set are met in terms of the Government orders and procedures including transport protocol and liaison.</p>
6.	Officer On Special Duty (M.P.'s Cell)	<p>Duties :</p> <p>All matters pertaining to Parliament and Legislative Assembly, Bills, Ordinances and Warrants of Precedents in Judiciary.</p>
7	Dy. Executive Engineer(Civil)	<p>Powers:</p> <p>Enjoys the same Technical and & Financial powers as are available to the Superintending Engineers in the State.</p> <p>Duties:</p> <p>Maintenance of civil works in the Gujarat Bhawan premises. Upkeep of all areas including lawns, halls, rooms and staff quarters. All matters regarding Horticulture in the premises. Maintain liaison with the local civic authorities.</p>

8.	Dy. Executive Engineer (Electrical)	<p>Powers:</p> <p>Enjoys the same Technical and & Financial powers as are available to the Superintending Engineers in the State.</p> <p>Duties:</p> <p>Maintenance of electric works in the Gujarat Bhawan premises. Upkeep of all electric appliances, telephone exchange, lifts, backup power systems, arrangements rooms and staff quarters. Maintain liaison with the local civic authorities.</p>
9.	Section Officer (Establishment)	<p>Duties :</p> <ol style="list-style-type: none"> 1. To monitor work being carried out by staff. 2. To oversee that work is completed in stipulated time limit 3. Important work to be done himself within time limit, if any. 4. All matters related to permanent staff, viz. Pension, Gratuity, Increments, Promotions, Service Books, Higher Grade, ACRs, Seniority Lists, Pay fixation and verifications, LAQs, DP, Leave, Medical Insurance, Postings, Transfers, Vigilance, RTI and inspection, Accommodation, PF, etc.
10.	Section Officer (General Administration)	<p>Duties :</p> <ol style="list-style-type: none"> 1. To monitor work being carried out by s t a f f . 2. To oversee that work is completed in stipulated time limit 3. Important work to be done himself within time limit, if any. <p>Diary & Dispatch, stores, purchases, manpower management, contractual staff, contingencies, court cases, telephone bills, liaison with Govt. Departments. Issue of liveries and all miscellaneous office works.</p>

11	Accounts Officer	<p>Duties :</p> <p>Accounts, Budget matters, statutory obligations, Treasury, All matters pertaining to audit, internal audit, Expenditure control, All matters pertaining to bills, Expenditure head-wise & reconciliation of accounts.</p>
12.	Manager Protocol	<p>Duties :</p> <p>Matters concerning Liaison, Protocol & Transport. To receive and see off VVIPs and VIPs. All matters relating to Reception & Reservation at Gujarat Bhawan.</p>
13	Information Officer	<p>Duties :</p> <p>All matters concerning Information, Press, Publicity, Media, Public relations, to prepare press notes, arrange press tour(s) of National Media and give wide publicity in national newspapers / magazines. To provide information on Gujarat to the visitors.</p>
14	Drawing & Disbursing Officer	<p>Duties :</p> <p>Preparation & checking of bills, presenting the bills to Accounts Officer for payments, Maintenance of Expenditure Control Register(Head wise), distribution of cheques, payments of salaries. Maintenance of accounts, cash and cash book.</p>
15	Assistants	<p>Duties:</p> <p>To examine each case as per rules framed by Government of Gujarat and submit cases to their branch officers within the time limits prescribed for this purpose.</p>

16.	Assistant (Information Communication Technology)	Duties: To look after and maintain all the computers related items in project working order
17.	Assistant Manager (House Keeping)	Duties: To look after the House keeping at Gujarat Bhawan.
18.	Assistant Manager (Catering)	Duties: To look after Catering at Gujarat Bhawan.
19.	Senior Clerks	Duties: To look after the work pertaining to their desk, ensure the cases as per rules and put up to concerned officers.
20.	Electricians	Duties: Attend the repairs of electrical works in Gujarat Bhawan, RC Office and staff quarters.
21.	Receptionists	Duties: Handle the front office, prepare the bills of lodging and boarding and collect the cash from Guests. Deposit the cash in Government account.
22.	Steno cum Typist	Duties: Take dictation from RC and senior officers to translate and submit the same Attend telephone calls etc.
23.	Lower Division Clerks	Duties: To attend all clerical work as given by respective Section Officers, operate computers.

24.	Drivers	Duties: To carry out the assigned duties of visiting guests/officers and maintain log books.
25.	Dispatch Rider	Duties: To Deliver the official Dak and collect papers, entry passes etc from Ministries and various offices of Government of India
26.	Room Attendants	Duties: To keep the allotted rooms neat and clean and provide room service to guests boarding Gujarat Bhawan.
27.	Bearers	Duties: To serve the meals and provide other services to guests.
28.	Sweepers	Duties: To keep entire area of the Bhawan neat and clean as per directions of Asstt. Manager (House Keeping) or designated officials.