

**3.1. Please provide details if the powers and duties of officers and employees of the Organization.**

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## Chapter II (Manual 2)

### Powers and Duties of Officers and Employees

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Designation 1.	Power 2.	Duties. 3.
Deputy Examiner of Local Accounts.	Nil.	To assist Examiner of Local Accounts.
Audit Officer (Head Quarters.	Nil.	Scrutinising/Examining the draft Audit Reports - the submitted by the Auditors before passing the same by Examiner of Local Accounts. Fixation of pay in the Revised Scales in respect of the staff/employees of the Govt.Aided institutions and Municipal Boards for approval by the the Examiner of Local Accounts. Calculation of death- cum-retirement gratuity of the staff/ employees of the Govt. aided institution and Municipal Board for approval by the Examiner of Local Accounts.
Audit Officers/Auditors i/c Outside Audit Party.	Nil.	Sending intimation letters to 'Local Accounts' as per programme allotted to by Head Quarter Office. Checking and examining of the Accounts which include Govt. aided institutions, Autonomous bodies, works expenditure in Block Offices etc. revenue earning offices as per programme allotted to. Compiling the Audit Report on the accounts audited and submitting the same to Head Quarters Office. Submission of Weekly Diaries to Head Quarters Office for works performed during the week.
Auditors/Assistant Adrs(.Qr).	Nil.	Scrutinising the Draft Audit Reports submitted by Audit Officers, Auditors, Assistant Auditors i/c before finally approved by the Deputy Examiner of Local /Accounts/Examiner of Local Accounts.
Assistant Auditors under Outside Audit Parties.	Nil.	Assisting the Audit Officers, Auditors Incharge in the audit works.
Superintendent.	Nil.	To supervise the works of all ministerial staff and endorsing the files to the Deputy Examiner of Local Accounts. Dealing with important files like appointment, Right to Information Act etc.
U.D.A./L.D.A.	Nil.	Dealing with files/Registers for the office works. Works of establishment and Account matter as allotted by the Examiner of Local Accounts.
Typists.	Nil.	Typing works of official letters, Audit Reports etc. already approved by the Examiner of Local Accounts.

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