

**The Powers and duties of officers**

- (a) Administrative Powers
- (b) Statutory Powers

(a) Administrative Powers :- All the Administrative/ financial powers are exercised by the Director as Head of the Department. The financial powers are further deligated by the head of the department to the District and sub-divisional officers. Brief details of the Administrative powers of head of the Department are given as under :-

- (1) Transfer and promotion of Class-III and IV employees.
- (2) Imposing of minor / major penalties under CCS(CCA) Rules, 1965 in respect of Class-III and IV employees.
- (3) To sanction all kinds of leave.
- (4) Final authority to accept /review the ACRs remarks for class III and IV employees.
- (5) To issue direction/ instruction to the officer / employees working under his control to bring efficiency in working of the department.

**(b) Statutory Powers of Officers**

- (1) Departmental Audit
- (2) Registration of ISM&H paractioners in the Pradesh.
- (3) To issue license for the manufacture / sale of ISM&H medicines.
- (4) Inspection of field institutions.
- (5) Departmental inquires of officers/ employees.
- (6) Execution / implementation of orders.
- (7) Appeals, review and revision.

Employees of the Department assist officers in discharge of above powers and duties.