

**4. Deputy Director
(Administration and Finance)**

- a. To assist the Additional Director (Administration and Finance) in establishment matters of all Class-I, Class-II and non-gazetted Officers and staff under the Department e. g. appointment, creation of posts, transfer, promotions, leave, disciplinary cases etc, and reports and returns on connected matters.
- b. To assist the Additional Director in maintenance of all records, confidential documents/files and security matters of the Department.
- c. To assist the Additional Director in preparation of Revenue Budget and all matters relating to budget, accounts, audit relating to the Department.
- d. To assist the Additional Director in matters of coordination and sanction and allocation of funds for programmes and personnel under the Department.
- e. To assist the Additional Director in management and maintenance of all transport under the Department.
- f. To assist the Additional Director in matters of purchase, tenders, stores equipments etc., of the Department.
- g. Any other matters as may be assigned by the Director/Additional Director (Administration and Finance).