

## **1.2 The powers and duties of its officers and employees**

**Secretary:** Secretary (AYUSH) is the administrative head of the Department. He is the principal adviser to the Minister on all matters of policy and administration within the Ministry of AYUSH.

**Additional Secretary and Financial Advisor:** For proper guidance to the Department on all financial matters of the Ministry of AYUSH, an Integrated Finance Division is functioning under the control of Additional Secretary & Financial Adviser. IFD is entrusted with the responsibility of examining cases and proposals of the Department in accordance with the instructions and orders issued by Ministry of Finance from time to time.

**Additional Secretary, Joint Secretary and Officers of Joint Secretary level:** For smooth functioning, the Ministry has been divided into various Wings placed under the control of One Additional Secretary, two Joint Secretaries and one Deputy Director General (DDG). These officers are entrusted with the responsibility in respect of all business falling within their division's subjects.

**Advisor/ Joint Advisor/ Director / Deputy Secretary:** Each Wing has been further divided into Divisions. These Divisions are placed under the charge of Advisor/ Joint Advisor/ Director / Deputy Secretary. They are responsible for the disposal of Government business dealt within the division under their charge.

**Under Secretary/Deputy Advisors:** The Divisions are further divided into branches placed under the administrative control of an Under Secretary/Deputy Advisors. The branch consists of one or more sections. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. An Under Secretary disposes routine work under the delegated areas at his own level, but he takes the orders of Deputy Secretary/ Director or higher officers on important matters.

**Research Officer/ Section Officer:** He/She is overall in-charge of a Section and is responsible for guiding the staff, discipline in sections, timely action on receipts, issuance of draft, efficient and expeditious disposal of work, etc. Section officer disposes the work of Section with the help of staff (Assistant Section Officers, Senior Secretariat Assistants and Junior Secretariat Assistants) posted in the section.

**Assistant Section Officers:** They work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them.

**Personnel staff / Stenographers/ Personal Assistants/ Personal Secretary/ Principal Private Secretary / Senior Principal Private Secretary / Principal Staff Officer:** Principal Staff Officer / Sr. Principal Private Secretary/Principal Private Secretary/Private Secretary/Personal Assistant/ Stenographer—These personal staff are attached to Senior Officers and to handle work such as mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give able assistance to the Officers. The Personal Assistants are expected to maintain the confidentiality and secrecy of confidential and secret papers entrusted to him/her and generally assisting the officer in such a manner as he/she may direct.