

DUTIES/FUNCTIONS OF OFFICERS/EMPLOYEES OF CERC

| S. No. | Post | Description of functions |
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| 01. | Secretary | Administrative Head of Secretariat of Commission. He is the Principal Advisor to the Commission on all matters of Policy & Administration within the Commission. He is an interface between the Commission and Various wings of the Commission. |
| 02. | Chief | The posts of Chief head respective divisions within the Commission viz. RA, Economics, Engineering, Finance & Legal etc. |
| 03. | Joint Chief | Assists the divisional heads in discharging their functions pertaining to their functional divisions. |
| 04. | Deputy Chief | -do- |
| 05. | Integrated Financial Advisor | To discharge the functions of Integrated Financial Advisor under the IFA Scheme. |
| 06. | Sr. Principal Private Secretary | Office management, coordination and to assist the Officer with whom he/she is attached for smooth functioning of office |
| 07. | Asstt. Secretary | Assists the Commission in the matter of General Admn., Personnel Management, maintenance of discipline and also performs the function of head of office. As also deals with matter relating to Policy, FOR and FOIR. |
| 08. | Assistant Chief | Cutting edge level functionary of various divisions like Economics, Finance, Legal, Engineering etc. |
| 09. | Bench Officer | Assists the Commission in discharge of judicial/quasi-judicial matters including proceedings, petitions, pleadings and listing of cases. |
| 10. | Principal Private Secretary | Assists the Officers with whom they are attached for smooth functioning of office. |
| 11. | P&AO/Senior Accounts Officer | Performs the function of budgeting, drawing and disbursement, Receipts & Payments etc. Responsible for overall accounting and financial control. |
| 12. | Private Secretary | Assists the officer with whom they are attached for smooth functioning of office |
| 13. | Personal Asstt. | |
| 14. | Stenographer | |
| 15. | Assistant | Works under various divisions assisting the officer of the level of Asstt. Secretary/ Asstt. Chief in discharge of their functions |
| 16. | Jr. Hindi Translator | Hindi translation of all documents as per requirements and to assist in the implementation of Official Language Policy. |
| 17. | Receptionist-cum-telephone operator. | Handles the work relating to Receipt/Dispatch of letters, attending to telephone calls/visitors etc. |