

II The powers and duties of officers and employees

No.	Designation of the official	Powers/duties
1	Director	All statutory administrative and financial powers vested on a Head of Department as declared under Supplementary rules/Delegation of Financial Power rules and other powers as delegated by the Union Ministry of Agriculture from time to time for the successful implementation of Cashew and Cocoa Development programmes.
2.	Deputy Director(D)	Assisting Director in the implementation of Cashew and Cocoa schemes within the delegated powers and in accordance with guidelines issued by Government in this regard.
3.	Deputy Director(R)	Assisting Director in the implementation of Cashew and Cocoa schemes within the delegated powers and in accordance with guidelines issued by Government in this regard.
4.	Administrative Officer	Assisting Director in all administrative, accounting and financial matters of the Directorate within the delegated powers as per statutory rules and orders issued by the Government
5.	Senior Technical Assistant	Handling all technical matters relating to the cashew/cocoa schemes and programmes in accordance with prescribed norms, guidelines and procedures and as per directions, guidance and advice given by the senior officers from time to time.
6.	Statistical Investigator	
7.	Technical Assistant(s)	
8.	Senior Computer	
9.	Jr. Translation Officer	All matters relating to the implementation of official language policy including Hindi translation and typing.
10.	Hindi Typist	
11.	Stenographer(s)	Handling all matters relating to admn. Estt, accounts and provides secretarial assistance
12.	UD Clerk(s)	
13.	LD Clerk(s)	
14.	MTS(s)	Providing office support

