

Particulars of Functions and Details of each Unit/Office

Name of Unit : Railways

Name of post sanctioned	Name of Posts of present	Jurisdiction and powers (Administrative Financial and others)	Functions and duties of the other Officer/employees	Any other Information.
Administrative Assistant - 1	1	Drawing and disbursing Officer		Nil
Manager - 1	1	Administration		"
Junior Superintendent - 3	3	Supervising of Clerks		"
Fair Copy Superintendent - 1	1	Fair copy section supervisor		"
Cashier-1	1	Collect money from Treasury and disbursement of cash		"
UD Clerk/LD Clerk - 20	20	Section handling different subject		"
UD Typist/LD Typist - 7	5	Typing jobs		"
Confidential Assistant - 1	1	Confidential Assistant of Superintendent of Police		"
Peon - 2	2			"
PT Sweeper - 11	9	Sweeping job		"