

**MANUAL – 2**  
**(Powers and duties of the Officers and employees)**

The officers and the employees functions of the Board under the supervision of its Secretary.

**SECRETARY :** The secretary is responsible to organized meetings of the Board, to issue notice of meetings and Agenda to keep the record of business transaction and prepare minutes of meetings. He is also to supervise the functions of the Board carried out by the officers of the Labour Department at district and tehsil level. The secretary has also been conferred with powers of administrative and financial control of the Board as authorized or delegated by the Board from time to time. In the absence of holding of meeting of Board, an adhoc budget is to be signed by the Chairman and Secretary of the Board. The Secretary also have powers to hire building for its efficient use on such rent as may be assessed by the Public Works Department. The secretary also have powers to make appointment on contract basis in accordance with the requirements of the Board.

**DEPUTY SECRETARY:** The Board also has appointed a Deputy Secretary on deputation from amongst the working Assistant Labour Commissioner/Labour-cum-Conciliation Officers of the State for the assistance of the Secretary of the Board.

**STAFF:** Presently there is no staff recruited by the Board and the work is being carried out with the assistance of the employees of the Labour Department. However, only a driver has been appointed on contract basis at D.C rates, so far till such time as the regular staff of the Board is recruited.