

*The powers and duties of its officers and employees.*  
*(Section 4(1) (b)(ii) of RTI Act, 2005)*

**Secretary:** - Secretary (Department of Revenue) is the administrative head of the Department. He is the principal adviser of the Minister on all matters of policy and administration within the Department of Economic Affairs.

**Additional Secretary / Joint Secretary:** Besides Administration of the Headquarter, the Addl. Secretary(R)/ Joint Secretary (R) is entrusted with the matters relating to the Money Laundering Act, the Indian Stamp Act, Central/State Taxes including CST, AED, VAT, Economic Security, Opium wing and the implementation Official Language Act and Rules framed there under.

**Director / Deputy Secretary:** The Divisions have been further divided into Branches. These Branches are placed under the charge of Director / Deputy Secretary. Director / Deputy Secretary is responsible for the disposal of Government business dealt within the Division under his charge.

**Under Secretary/Section Officer:** The Branches are further divided into Sections and are placed under the administrative control of an Under Secretary/Section Officer. The Under Secretary exercises his control with regard to the disposal of business and maintenance of discipline. He disposes cases under the delegated areas at his own level, but he takes the order of Deputy Secretary/Director or higher officer on important cases. Section Officer is overall in-charge of a section and is responsible for training, helping and advising 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, UDC and LDC) posted in section.