**MANNUAL- 2**

 **POWERS AND DUTIES OF OFFICERS AND EMPLOYEES**

Section 4(1)(b)(ii)

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S.N. Designation Powers

 of the post Admn. Financial Statutory

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1. Addl. Commissioner.(T&T) First Appellate Authority Under RTI Act
2. Director Appellate Authority under the Madras Chit Fund Act 1961
3. Registrar, Chit Fund HOD As per FRSR/

 DFPR Competent authority

under Madras Chit Fund Act, 1961 & the Chit Funds Act,1982 for registration of new Chit Fund companies, grant of the previous sanction, registration of chit agreements, grant of commencement certificate, release of FDR/Security and arbitration.

2. Nodal authority for dealing with the cases of non-banking finance companies registered in Delhi.

3. Authorized officer under the Prized Chits and Money Circulation Schemes (Banning) Act, 1978.

Work allocation of the staff :- Exercise

 1, Superintendent: Supervision of Administration Branch & Caretaking Branch and other office work.

 2. I.O./Inspector of chits i. Inspection of Chit Fund Companies in case of

 new registration and change of regd.office

 ii Attending Court Cases

iii Settlement of complaints against

 Chit Fund Companies.

 3. C.A.s i. Release of FDRs

ii Processing of files of new registration

iii Audit of Chit Fund Companies

 iv DDO

 4. Head Clerk i. General Correspondence

 ii Maintenance of Service Book

 iii. Purchase of stationery and

 miscellaneous store items

 iv. Administrative work & others

 5. UDCs i. Cases regarding approval of Bye- laws, commencement, release of FDRs,weeding out of old files, filing the minutes in the concerned files

 and complaints/court cases etc

ii New registration

iii Weeding out

iv Maintenance of old record and Master files

v . Any additional work assigned to them by SCF/I.O./CA

6. Stenographer Typing work,preparation of misc.reports & data updation etc.

7. LDCs i. Diary /Despatch

 ii.Cashier.

 iii Receiving of minutes of auction

 of chit groups.

 iv Maintenance of FDR record

 v Maintenance of complaint register