

PROACTIVE DISCLOSURE ON RTI ACT 2005
J.N. INSTITUTE OF MEDICAL SCIENCES, Govt. of Manipur

Proactive Disclosure under Section 4(1) (b) (ii): the powers and duties of its officers and employees:

Sl.No.	Designation	Power & Duties
1.	Director	Head of Department and controlling authority
2.	Dy. Director (Admin.)	Head of Office and assist to Director in discharging duties
3.	Dy. Director (Finance)	Head of Office and assist to Director in discharging duties
4.	Dean (Academics)	Head of Office and assist to Director in discharging duties
5.	Medical Superintendent	Head of Office and assist to Director in discharging duties
6.	Principal Dental college	Head of Office and assist to Director in discharging duties
7.	Legal Officer	Any legal matters related to Court Cases & RTI
8.	Head Clerk/SO	Assist to officers in Establishment matters
9.	Accountant	Assist to officers in Accounting matters
10.	UDC	Assist to Head Clerk in discharging duties
11.	LDC/OA	Assist to Head Clerk in discharging duties
	Peon	Assist to Officers/officials in discharging duties, Dak runner and maintain cleanliness, etc.
12.	Sweeper	
13.	Chowkidar	