

**Power and duties of its officers and employees [Section 4(1)(b)(ii)]**

**(XIV) Dealing Assistants (U.D.C/L.D.C/Office Assistant) :-**

1. They are ordinarily entrusted with work of routine nature (Registration of DAK, maintenance of section Dairy, File Register, File Movement Register, Indexing and Recording, Typing, comparing, despatch.
2. They work under the orders and supervision of the section officer and is responsible for the work entrusted to him. He will put up a note and to draw attention, where necessary, to precedents or Rules and Regulation on the subject for consideration of higher authority concerned.
3. And allotted the works relating to retirement/Pension/Service Book/ NOC/ MACP.