

DUTIES/FUNCTIONS OF OFFICERS/EMPLOYEES OF CERC

S. No.	Post	Description of functions
01.	Secretary	Administrative Head of Secretariat of Commission. He is the Principal Advisor to the Commission on all matters of Policy & Administration within the Commission. He is an interface between the Commission and various wings of the Commission.
02.	Chief	The posts of Chief head respective divisions within the Commission viz. Economics, Engineering, Finance & Legal etc.
03.	Joint Chief	Assists the divisional heads in discharging their functions pertaining to their functional divisions.
04.	Deputy Chief	-do-
05.	Integrated Financial Advisor	Discharges the functions of Integrated Financial Advisor under the IFA Scheme.
06.	Asst. Secretary	Assists the Commission in the matter of General Admn., Personal Mgt., maintenance of discipline and also performs the function of head of office. As also deals with matter relating to Policy, FOR and FOIR.
07.	Assistant Chief	Cutting edge level functionary of various divisions like Economics, Finance, Legal, Engineering etc.
08.	Bench Officer	Assists the Commission in discharge of judicial/ quasi-judicial matters including proceedings, petitions, pleadings and listing of cases.
09.	Principal Private Secretary	Assists the Officers with whom they are attached for smooth functioning of office.
10.	P&AO/ Sr. Accounts Officer	Performs the function of budgeting, drawing and disbursement, Receipts & Payments etc. Responsible for over all accounting and financial control.
11.	Private Secretary	Assists the officer with whom they are attached for smooth functioning of office
12.	Personal Asstt.	
13.	Stenographer	
14.	Assistant/ Auditor	Works under various divisions assisting the officer of the level of Asstt. Secretary/ Asstt. Chief in discharge of their functions
15.	Receptionist-cum-tele operator	Handles the work relating to Receipt/ Dispatch of letters, attending to visitors etc.