

CHAPTER III (Manual-2)

POWERS & DUTIES OF OFFICERS & EMPLOYEES

THE ORGANIZATIONAL CHART OF DAVP IS AT ANNEXURE I AND THE BRIEF DUTIES/RESPONSIBILITIES OF OFFICERS AND EMPLOYEES OF DAVP ARE AS FOLLOWS:

Designation	Director General / Director		
Powers	Administrative	1. Head of the Department and overall incharge of all the activities of DAVP including publicity, administration and finance.	
	Financial	Nature of Power	Extent of power
		1. Expenditure on Classified/Display Advertisements. 2. Expenditure on Outdoor Publicity. 3. Expenditure on Printed Publicity. 4. Expenditure on Exhibitions. 5. Expenditure on Radio and TV Publicity. 6. Purchase and repairs of fixtures and furniture. 7. "On account" advance to meet on-the – spot expenses in connection with exhibitions participated in or held by various Field Exhibition Officers/Mobile Exhibition/vans/Railway Coach Units.	Upto Rs. 12,00,000/- in each case -do- -do- -do- -do- upto Rs.50,000/- per annum. (i)Not exceeding 50% of the total expenditure sanctioned for the exhibitions concerned. But, where the transport is arranged by road and the need for more cash expenditure is felt, this may be raised to not more than 60% of the total expenditure sanction. (ii) Upto 75% of the total expenditure sanctioned for the exhibitions to be held by the Mobile Exhibitions Vans in one tour. (iii) Full amount of expenditure sanctioned for the exhibitions to be held by the rail exhibition-cum-cinema coach units.
Duties	Head of the Department, Overall incharge of the Directorate.		

Designation	Regional Director		
Powers	Administrative	<ol style="list-style-type: none"> 1. Grant leave of all kinds. 2. LTC cases 3. Sanction of all advances excluding HBA, Motor Car and Scooter Advance. 4. Fixation of pay. 5. Increments of Non Gazetted staff. 6. Forwarding of application and issue of NOC to Non Gazetted staff. 7. Maintenance of Service Books. 8. Sanction of Pensions to Non Gazetted employees. 9. Issue of CGHS cards and reimbursement of medical charges/tuition fees. 10. Postings/transfers within the region concerned. 	
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> 1. Expenditure on Outdoor Publicity/Printed Publicity 2. Expenditure on Exhibitions 3. On Account Advance to meet on the spot expenses in connection with exhibition. 4. Contingent Expenditure 	<p>Upto Rs.2,00,000/- in each case</p> <p>Upto Rs.2,00,000/- in each case</p> <p>i) Not exceeding 50% of the total expenditure sanctioned for the exhibition concerned. But where the transport is arranged by road and the need for more cash expenditure is felt, this may be raised not more than 60% of the total expenditure sanctioned.</p> <p>ii) Upto 75% of the total expenditure sanctioned for exhibition to be held by the Mobile Exhibition Van in one tour.</p> <p>iii) Full amount of the expenditure sanctioned for the exhibition by rail-cum-cinema coach unit.</p> <p>upto Rs. 10,000/- per case recurring and upto Rs. 20,000/- per case non recurring.</p>
Duties	Overall incharge of the Regional Office. Head of Office of Regional Office. He also controls and supervises the works of all field offices located in the Region.		

Designation	Joint Directors at Headquarters except Joint Director(Advtg.) & Joint Director(PP)		
Powers (Concerned Joint Directors will exercise the authorized powers in respect of subject handled by him.)	Administrative	<ol style="list-style-type: none"> 1. Sanctioning of leave to Group 'A' officers. 2. Sanctioning of Advances and part final withdrawal from GPF in respect of Group 'A' officers. 3. Forwarding of application in respect of Group 'A' in the Junior class I scale and Group 'B' officers. 4. Sending officers on training in respect of all Group 'B' officers. 	
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> 1. Expenditure on classified/display. Advertisements. 2. Expenditure on Outdoor Publicity. 3. Expenditure on Printed Publicity 4. Expenditure on Exhibitions. 5. Expenditure on Radio & T.V. Publicity. 6. Tour Programmes 7. "On account" advance to meet on-the – spot expenses in connection with exhibitions". 8. Contingent Expenditure(dealing with Admn) 	<p>Upto Rs. 2,00,000/- in each case</p> <p>Upto Rs. 2,00,000/- in each case</p> <p>Upto Rs. 2,00,000/- in each case.</p> <p>Upto Rs. 2,00,000/- in each case.</p> <p>Upto Rs. 2,00,000/- in each case</p> <p>Upto Jr. Group A Officers (Rs. 8,000-13,500).</p> <p>(i) Not exceeding 50% of the total expenditure sanctioned for the exhibitions concerned. But, where the transport is arranged by road and the need for more cash expenditure is felt, this may be raised to not more than 60% of the total expenditure sanction.</p> <p>(ii) Upto 75% of the total expenditure sanctioned for the exhibitions to be held by the Mobile Exhibitions Vans in one tour.</p> <p>(iii) Full amount of the expenditure sanctioned for the exhibition by rail-cum-cinema coach unit.</p> <p>Rs.10,000 per case recurring and Rs.20,000 per case non-recurring</p>
Duties	To assist the Director General/Director in day-to-day work and also to assist him/her in conceptualizing and conducting various publicity campaigns besides management of professional service. The JDs are also required to over-see and control the functions of different wings of the Directorate on the basis of allocation of work, e.g., Campaign, Administration, Policy & Coordination, Accounts, Exhibitions, Outdoor Publicity & Mass Mailing.		
Designation	Joint Director(Advtg.)		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> 1. Expenditure on classified/display. Advertisements. 2. Expenditure on display advertisements 3. Tour Programme 	<p>Upto Rs.2,00,000 in each case.</p> <p>Upto Rs.2,00,000/- in each case</p> <p>Upto Jr.Group 'A' level (Rs.8000-13500) in respect of staff directly under him.</p>
Duties	Divisional Head of the Advertising Wing. To supervise the working of Advertising Wing assisted by 2 Media Executives and six Assistant Media Executives.		

Designation	Joint Director(PP)		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on Printed Publicity 2. Tour Programme	Upto Rs.2,00,000 in each case. Upto Jr. Group 'A' level (Rs.8000-13500) in respect of staff directly under him.
Duties	Divisional Head of Printed Publicity Wing. To supervise the working of Printed Publicity Wing assisted by Production Managers and Assistant Production Managers.		
Designation	Senior Copy Writers		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Tour Programme 2. Conveyance bills	Upto Jr. Group 'A' level (Rs.8000-13500) in respect of staff directly under him. All the gazetted officer under him
Duties	Divisional Head of Campaign Coordination including Copy Writing and visualization and Language Wings.		
Designation	Art Executives		
Powers	Administrative		
	Financial (other than Headquarters)	Nature of Power	Extent of power
		1. Purchase maintenance of instruments, minor equipment and apparatus 2. Maintenance and Up keep of Motor Vehicles	Rs.500/- per case. Rs.1500/- per Mobile Exhibition Van
Duties	Responsible for preparation of layouts & designs for various publicity campaigns of the Government and allotment of day to day work to Senior Artists under their control whom they guide in the preparation of layouts and designs		
Designation	Distribution Manager		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Contingent Expenditure	Rs.500/- each case
Duties	To assist the Joint Director in the distribution of Printed Publicity material assisted by Assistant Distribution Officers.		
Designation	Copy Writer		
Duties	Responsible for writing copies for various publicity campaigns in liaison with the client department under the guidance of Senior Copy Writer		
Designation	Campaign Officer		
Duties	Responsible for the preparation of publicity campaigns in liaison with the client departments, art studio & copy & publicity wings of the Directorate such as Printed Publicity, Outdoor Publicity and Advertising etc.		

Designation	Deputy Director (Admn.)		
Powers	Administrative	<ol style="list-style-type: none"> 1. Sanctioning of leave to Group 'B' Gazetted Officers. 2. Sanctioning of Advances and part final withdrawal from GPF in respect of Group 'B' Gazetted Officers. 3. Sanctioning of Scooter/Motor Cycle Advances to all category except Divisional Heads. 4. Pension cases to Group 'A', 'B' & 'C' Officers. 5. Forwarding of application in respect of Group 'C' Officers. 6. Sending officers on training in respect of all Group 'B' officers. 	
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> 1. Alteration of Date of Birth 2. Advance for purchase of bicycles 3. Form of surety bond to be executed by a Govt. servant handling cash, stores etc. 4. To declare Govt. servant to be a ministerial or non-ministerial servant. 5. Grant of maternity leave to female employees 6. Part/ Final Withdrawal/ advance from GPF 7. Power to incur expenditure (contingent) 8. Furniture & Fixtures 9. Maintenance & upkeep of motor vehicles 10. Staff paid from contingencies 11. Stationary stores 12. Telephone charges (i) Provision of office telephones connections 13. Typewriters 14. Hot & Cold weather charges 15. Liveries 16. Power to grant exemption from rule limiting a halt on tour to 10 days under SR 73 17. Powers to counter sign detailed bill of counter signed contingencies 18. Power to declare controlling officers for the purpose of TA 19. Expenditure on demurrage 20. Tour Program 21. Conveyance bill 	<p>in respect of Group C & D staff</p> <p>in respect of staff whom he has power to appoint (Gr.C)</p> <p>in respect of all Group 'B', 'C' and 'D' officials i) Rs.5,000/- in each case (recurring) ii) Rs.10000/- in each case (non-recurring)</p> <p>upto Rs.5000/- per item</p> <p>Full power in respect of Staff Car/Scooter/Mobile Exh. Van</p> <p>Full (Subject to prevailing rate)</p> <p>Rs.5000/- in each case</p> <p>Full</p> <p>Full (Subject to Govt. order reg. Scale/supply of machine).</p> <p>Full</p> <p>Full (Subject to general orders issued by MHA)</p> <p>Upto limit of 30 days (in the case of Inspectors of Exhibition & members of F.E. Units. This power will also be exercised by Exh. Officer .</p> <p>Full</p> <p>All Officers below the rank of Under Secretary (Rs.10,000-15,200/-) Heads</p> <p>Upto Rs.1000/- in each case</p> <p>Upto Jr. Gr.'A' level (Rs.8000-13500) in respect of staff directly under him.</p> <p>All the Gazetted officers working under him.</p>
Duties	Branch Officer of the Administration.		

Designation	Media Executives		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on classified/display. Advertisements	Upto Rs.50,000/- in each case subject to administrative approval of JD incharge of concerned Ministry/Department.
Duties	One Media Executive to look after the media and rate, coordination wing, empanelment of newspapers. The other Media Executive to look after the release of Government advertisements in newspapers/periodicals and space statistical cell in Advertising Wing.		
Designation	Assistant Media Executives		
Duties	To assists Media Executives allocate and supervise the work of Technical Assistants, Assistants, UDCs & LDCs in advertising section. They are Section Heads of different Sections in Advertising Wing		
Designation	Production Manager (Printed Publicity)		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on Printed Publicity 2. Conveyance bills	Upto Rs. 50,000/- in each case. In respect of staff working under him.
Duties	To look after the printing of publicity material such as posters, folders, leaflets, booklets etc.		
Designation	Production Manager (Outdoor Publicity)		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on Outdoor Publicity. 2. Conveyance bills	Upto Rs.50,000/-in each case. In respect of staff working under him.
Duties	To look after the production of Outdoor Publicity material such as Cinema Slides, Hoardings, Bus panels, Neon/Glow Signs, Kiosks, Enamel Boards and wall paintings.		
Designation	Assistant Production Manager(Printed Publicity)		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on Printed Publicity	Upto Rs.20,000/- in each case.
Duties	To assist the Production Manager in the completion of printed publicity material		

Designation	Assistant Production Manager (Outdoor Publicity)		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on Outdoor Publicity.	Upto Rs. 20,000/- in each case.
Duties	To assist the Production Managers (Outdoor Publicity) in the completion of production of outdoor publicity materials		
Designation	Financial Advisor and Chief Accounts Officer		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Contingencies	Countersigning of detailed bill relating to countersigned contingencies (vide Treasury Rule 310) Signing of advances and countersigning the bill relating to TA, medical and other similar bills in respect of the gazetted officers of this Dte. except DG, JD,CEO, Chief Visualizer, Sr. Copy Writer, Dy. Director & FA&CAO himself as controlling office. All the gazetted officer working under him Upto Group ' B' level in respect of staff directly under him
		2. Advance & TA Bills & other bills	
		3. Conveyance bills	
		4. Tour Program	
Duties	Head of the Accounts wing and also acts as advisor on financial matters to DAVP. He is assisted by Accounts Officers.		
Designation	Chief Exhibition Officer		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Expenditure on Exhibitions.	Upto Rs.50,000/- in each case
		2. On account Advance to meet on the spot expenses in connection with exhibition	
			i. Upto Rs.20,000/- in each case subject to the conditions that the advance sanctioned should not exceed 50% of the total expenditure sanctioned for the exhibitions, however when transport is arranged by road and the need for more cash expenditure is felt the advance for sanction could be sanctioned upto 60% of the total expenditure sanctioned subject to the overall limit to Rs.20,000/-
			ii. Upto 75% of the total expenditure sanctioned for the exhibitions to be held by the Mobile Exh. Vans in one tour.
		3. Instruments, minor equipments & apparatus for workshop	Rs.2000/- per annum per case
		4. Maintenance and up-keep of Mobile Exh. Vans	Full
		5. Tour Program	Upto Group ' A' level (Rs. 8000-13500) in respect of staff directly under him
Duties	To work as Technical and Administrative deputy to Director for work relating exhibitions.		

Designation	Section Officers		
Powers	Administrative	<ol style="list-style-type: none"> Sanctioning of leave to Group 'B' Non-Gazetted, Group 'C' and 'D' Officers. Sanctioning of Advances and part final withdrawal from GPF in respect of Group 'B' Non-Gazetted, Group 'C' and 'D' Officers. Sanctioning of Cycle & Fan Advances to all category except Divisional Heads. Pension cases to Group 'D' Officials. Forwarding of application in respect of Group 'D' Officials. 	
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> Contingent expenditure(only to Section Officer(GA)) Sanction of Festival advance to entitled officials.(only to AO/SO incharge of Cash Section) 	Rs.500/- per month in each case (Recurring) Rs.1000/- in each case (Non-recurring)
Designation	Exhibition Officer		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> Instruments, minor equipment's and apparatus Maintenance and up-keep of motor vehicles Power to grant exemption from operation of rule limiting a halt on tour to 10 days under SR-73 	<p>Rs.1500/- per exhibition.</p> <p>Rs.2500/- per Mobile Exhibition Van</p> <p>Upto 30 days in the case of IEs and members of Exhibition Units.</p>
Duties	To work design exhibits and exhibitions, supervise exhibition workshop and to guide Field Exhibition Units.		
Designation	Field Exhibition Officer		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		<ol style="list-style-type: none"> Purchase of sundary articles locally on competitive rates such as meida, match box kerosene oil fire-wood, candles, locks glass tumblers, pitchers etc. Purchase of stationary items for official use Payment of labour charges in the field . Conveyance Bill Contingent expenditure 	<p>Upto 1500/- per annum subject to a limit of 250/- for each item or one occasion.</p> <p>Upto Rs.500/- per annum.</p> <p>Upto 5 labourers at a time for specific jobs subject to rules in force. in respect of staff working under him.</p> <p>Rs.500/- per month in each case (recurring) for all FEOs except at Headquarters.</p>
Duties	To set up exhibitions and maintain liaison with State Government		

Designation	Research Officer		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Tour Programme 2. Exhibitions 3. On account advance to meet on the expenses in connection with exhs.	All officers including Inspector of Exhibitions directly under him. Upto Rs.25, 000/- in each case inclusive production of exhibits Upto Rs.10,000/- in each case subject to the conditions that the advance sanctioned should not exceed 50% of the total expenditure sanctioned for the exhibitions. However when transport is arranged by road and the need for more cash expenditure is felt the advance for sanction could be sanctioned upto 60% of the total expenditure sanctioned subject to the overall limit to Rs.10,000/-
Duties	To edit and finalise the write-ups, captions etc. of photographs etc. for the exhibits, displayed in exhibitions organized.		
Designation	Assistant Distribution Officer		
Powers	Administrative		
	Financial (Kolkata & Chennai)	Nature of Power	Extent of power
		1. Contingent expenditure	Rs.500/- in each case
Duties	To plan the distribution of printed publicity materials under the guidance of Distribution Manager & Joint Director (Mass Mailing).		
Designation	Assistant Exhibition Officer		
Powers	Administrative		
	Financial (Chennai)	Nature of Power	Extent of power
		1. Contingent expenditure. 2. Local Purchases of minor items of equipment wherever required in replacement. 3. Expenditure on maintenance and repairs of various exhibits and equipment 4. Purchase of sundry article locally on competitive rates such as 5. Purchase of stationary items for official use 6. Purchase of packing material 7. Payment of labour charges in the field . 8. Conveyance Bills	1. Rs.500/- in each case (recurring) and Rs.1000/- in each case (non-recurring) 2. Rs.250/- on each item and annual limit of Rs.1500/- . 3. Rs.500/- on each occasion with an annual limit of Rs.2500/- 4. Upto Rs.2000/- per annum subject to a limit of Rs.200/- for each item on one occasion. 5. Rs.500/- per annum. 6. Upto Rs.500/- on each occasion subject to the limit of Rs.5000/- per annum 7. Upto 5 labourers at a time for specific jobs subject to rules in force. 8. in respect of staff working under him .
Duties	To supervise the preparation of models of exhibits in the workshop for their dispatch to Units, responsible for the General Administration of the Workshop.		

Designation	Inspector of Exhibitions		
Powers	Administrative		
	Financial	<p>Nature of Power</p> <ol style="list-style-type: none"> 1. Expenditure on Exhibitions 2. On account advance to meet on the expenses in connection with exhs. 3. Approval of tour programme 4. Contingent expenditure 5. Expenditure on repair of Mobile exhibition vans & Railway coach 6. Local purchase of minor item of equipment like tube lights, starter, chockes etc. wherever required in replacement in connection with Exhibition. 7. Expenditure, on maintenance and repairs of various exhibits and equipment. 8. Full Powers to sanction leave to all the Field Exhibition Units staff members including FEOs, to the full extent permissible under the rules. 9. Powers to accept quotations for purchase of material or employment of service like transport etc. the minimum number of quotation are not available or the Lowest tenderer backs out for any reasons whatsoever and the next higher tender has to be accepted in cases where the expenditure on each occasion does not exceed Rs.1000/- 	<p>Extent of power</p> <ol style="list-style-type: none"> 1. Upto Rs.25,000/- in each case. 2. Not exceeding 50% of the total expenditure sanctioned for the exhibitions subject to a maximum limit of Rs.10,000/- per exhibition. However when transport is arranged by road and the need for more cash expenditure is felt the advance for sanction could be sanctioned upto 60% of the total expenditure sanctioned for the exhibition to be held by Field Exh. Units and family Welfare Exhibition Units (b) Not exceeding 75% of the total expenditure sanctioned for the exhibition to be held by Mobile Van Exh. Units on tour. (c) Full amount of expenditure sanctioned for the exhibition to be held by the Railway Coach Unit. 3. Concerned FEOs, their staff and the staff in co-ordination Cell 4. Rs.500/- per month in each case (Recurring) & Rs.1000/- in each case (non-recurring) 5. Upto Rs.2500/- on each occasion 1. Rs.250/- on each case and annual limit of Rs.2500/- 7. Rs.500/- on each item on each occasion Annual limit of Rs.2500/-
Duties	To supervise the functioning of Field Exhibition Units under his control and to assist the Exhibition Officer in finalisation of exhibition.		

Designation	Chief Modeler		
Powers	Administrative		
	Financial	Nature of Power	Extent of power
		1. Contingent expenditure	Rs.500/- per month in each case (Recurring) & Rs.1000/- in each case (non-recurring)
Duties	To supervise the preparation of models of exhibits in the workshop for their dispatch to Units, responsible for the General Administration of the Workshop.		
Designation	Assistant Director		
Duties	To coordinate the information such as Parliament Questions, Annual Reports etc.		
Designation	Technical Assistant (Outdoor Publicity)		
Duties	To assist the Assistant Production Manager (Outdoor) in the day to day working		
Designation	Senior Artists		
Duties	To prepare rough and finished designs of artwork etc. of publicity campaigns of the Government such as posters, folders, broadsheets, booklets and press advertisements etc.		
Designation	Operator Photo Composing Machine		
Duties	To operate Photo Composing Machine & Verityper for photo type-setting required by Studio.		
Designation	Assistant Editors (Languages)		
Duties	Publicity campaigns in languages proof checking and okaying of the final designs of language versions.		
Designation	Language Typists		
Duties	To assist the Assistant Editors in respective languages and carry out the typing work of respective languages. Also help the AE in proof checking, diarising & dispatch of necessary dak & other papers.		
Designation	Technical Assistant (Advertising)		
Duties	To assist the Assistant Media Executive in the day to day work of the section.		
Designation	Technical Assistant (Advt.) -Hindi		
Duties	To assist the Assistant Media Executive in the day to day work of the section.		
Designation	Junior Technical Assistant (Advt.)		
Duties	To assist the Assistant Media Executive in the day to day work of the section.		
Designation	Technical Assistant (Printed Publicity)		
Duties	To assist the Assistant Production Managers in the day-to-day work of the section.		
Designation	Accounts Officer		
Duties	To look after the accounts work of different sections in the Accounts Wing and supervises the work of Senior Accountants/Cashier.		
Designation	Assistant Accounts Officer		
Duties	To check the work of Accountants and assist Accounts Officer in day to day work.		
Designation	Accountants		
Duties	To check the work of Accounts Clerks and submit the same to the Accounts Officer.		
Designation	Junior Accountant/ Accounts Clerk		
Duties	To assist the Accountants in the day-to-day working of their Sections.		
Designation	Cashier		
Duties	Attends to drawing & disbursing of salaries, payments, maintains cash ledgers.		

Designation	Assistants (CSS)
Duties	To assist the Section Officers and Officer-Incharge of the Section in day to day work.
Designation	Upper Division Clerk(CSCS)
Duties	To attend to cash work, typing and miscellaneous work of various sections.
Designation	Upper Division Clerk (Ex-cadre)
Duties	To attend to cash work, typing and miscellaneous work of various sections.
Designation	Lower Division Clerk (CSCS) & (Ex-cadre)
Duties	To attend to diary, dispatch and typing work of the section.
Designation	Private Secretary
Duties	Attached with the Head Department i.e. Director to look after day to day secretariat work.
Designation	Stenographer Gr.I (Ex-cadre)
Duties	Attached with Senior officers of the Directorate to look after the day to day secretariat work.
Designation	Stenographer Grade 'C' (CSSS)
Duties	Attached with Senior officers of the Directorate to look after the day to day secretariat work.
Designation	Stenographer Grade II(Ex-cadre)
Duties	Attached with Senior officers of the Directorate to look after the day to day secretariat work.
Designation	Stenographer Grade 'D' (CSSS)
Duties	Attached with Junior Officers of the Directorate to attend to their day to day secretariat work.
Designation	Stenographer Grade III (Ex-cadre)
Duties	Attached with Junior Officers of the Directorate to attend to their day to day secretariat work.
Designation	Caretaker
Duties	To look after the cleanliness, maintenance of the office premises
Designation	Junior Reception Officer/Receptionist
Duties	To attend to the visitors.
Designation	Assistant Engineer (Model)
Duties	To fabricate electrical gadgets from working models and animated displays.
Designation	Store Officer
Duties	Responsible for accounting, maintenance, scrutinizing and physical verification of stores & local purchases at competitive and economical rates
Designation	Store Clerk
Duties	To assist Store Officer in discharge of his functions
Designation	Technical Assistant(Model)
Duties	To prepare various types of models for display.
Designation	Technical Assistant (Audio Visual Equipment)
Duties	Handling repair of Audio Visual Equipment.
Designation	Photo Assistant
Duties	To categorize and keep subject wise record of photographs available in the library.
Designation	Junior Technical Assistant (Exhibits)
Duties	To prepare models and decorate work.
Designation	Junior Technical Assistant (Fabrication)
Duties	Carpentry pattern making and fabrication in wood & metal.

Designation	Junior Technical Assistant (Metal)
Duties	Fitter and seal metal work & operate drill & lathe machine.
Designation	Junior Technical Assistant(Silk Screen Printing)
Duties	Painting & decoration with screen-printing.
Designation	Exhibition Assistant
Duties	To help the Field Exhibition Officer in organizing fairs/Exhibitions etc.
Designation	Senior Store Keeper
Duties	To maintain stores & accounts thereof.
Designation	Projectionist
Duties	To assist in putting up exhibitions and to supervise electrical installations in the exhibitions staff.
Designation	Assistant Research Officer
Duties	Collection of photographs & visual for use in exhibitions and arranging photographic coverage exhibitions.
Designation	Research Assistant
Duties	To maintain record of the Research Cell.
Designation	Sub-Editor
Duties	To help Assistant Editor (Hindi) in translation and other day to day work relating to Hindi Publicity Material.
Designation	Publicity Assistant
Duties	To assist the Campaign Officers in publicity works.
Designation	Assistant Director (OL)
Duties	Incharge of Hindi Cell.
Designation	Sr. Hindi Translator
Duties	To assist the Hindi Officer in the day to day work of the Hindi Cell.
Designation	Junior Hindi Translator
Duties	To attend to the translation work of Hindi and other matters relating to Hindi work.
Designation	Hindi Typist
Duties	To attend to typing work of Hindi Cell.
Designation	Record Sorter
Duties	To maintain & upkeep of recorded files in the record room.
Designation	Store Keeper
Duties	To maintain stores and accounts thereof.
Designation	Mechanic-cum- Carpenters
Duties	To arrange, display of exhibits/models, decoration & erection of stall & dismantling and packing of exhibits
Designation	Lettering Assistant
Duties	Calligraphy, sign writing & finishing touch to exhibits and models in paints.
Designation	Head Mistry
Duties	Joinery work for the preparation of exhibits. Inspection and selection of material (wood)
Designation	Tin Smith
Duties	To work for preparation of exhibits involving metal work, soldering, welding etc.
Designation	Spray Painter
Duties	Painting, polishing etc.
Designation	Carpenter
Duties	To work in miniature details, wood work joining etc.

Designation	Driver
Duties	Driving Exhibition van and look after maintenance etc.
Designation	Cleaner
Duties	Cleaning & lubricating the vehicle.
Designation	Plate Filer
Duties	To maintain address plates, filing of plates & update address plates of mailing lists.
Designation	Sr./Jr. Gestetner Operators
Duties	Cyclostyling work.
Designation	Junior Gestetner Operator
Duties	Cyclostyling work.
Designation	Daftry
Duties	To maintain files/records in the section.
Designation	Distribution Assistant
Duties	To assist the Assistant Distribution Officers in the day to day working.
Designation	Data Processing Assistant (Grade.'A' & 'B')
Duties	Maintain the Mini-Computer Cell and is responsible for collection & maintenance data regarding distribution of Government publicity materials.
Designation	Senior/Junior Addressograph Operator (Hindi)
Duties	Printing and embossing of addresses/plates of mailing list.
Designation	Franking Machine Operator
Duties	To operate Franking Machine for dispatching government publicity material.
Designation	Head Packer
Duties	To allot packing work to Packers & Supervise packing of publicity material for dispatch to different addresses.
Designation	Packers
Duties	To pack publicity material and pasting of addresses on the packages for dispatch to different addresses.
Designation	Technical Assistant (Audience Research)
Duties	Procurement & research of addresses & need for expansion of mailing list.
Designation	Junior Technical Assistant(Coder)
Duties	Codification of addresses, preparation of mailing list etc. in the Mass Mailing Wing of DAVP.
Designation	Bradma Supervisor
Duties	To supervise work relating to printing, embossing of addresses of mailing list.
Designation	Manager Gr.II
Duties	Incharge Departmental Canteen.
Designation	Junior Clerk
Duties	Maintainance of Canteen Accounts.
Designation	Dispatch Rider
Duties	To drive three-wheeler scooters for distributing the daks to different office locally.
Designation	Staff Car Driver
Duties	To drive the office car.

Designation	Peons
Duties	Messenger Duties.
Designation	Helpers
Duties	Messenger Duties.
Designation	Farash
Duties	To dust and clean the tables and other furniture before and after office hours and unlock/lock rooms.
Designation	Sweeper cum-Farash
Duties	Sweeping and performing the duties of Farash as stated above.
Designation	Safaikaramcharis
Duties	To sweep, scrub the floor and clean office lavatories and latrines.
Designation	Chowkidars
Duties	To perform watch and ward duties.
Designation	Cook
Duties	To cook meals.
Designation	Halwai
Duties	To prepare sweets/snacks.
Designation	Tea/Coffee Maker
Duties	To prepare Tea/Coffee.
Designation	Bearer
Duties	To serve tea/snacks/meals.
Designation	Wash Boy/Dish Cleaner
Duties	To clean dishes/utensils and canteen.