

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER
AFFAIRS U.T. CHANDIGARH**

**PUBLICATION OF INFORMATION REGARDING ITEMS
SPECIFIED IN RULE 4(i) (b) (ii) OF THE RIGHT TO
INFORMATION ACT, 2005**

(The powers and duties of the officers and employees)

Sr. No.	Name of the post	Powers and duties
1.	Secretary Food & Supplies and Consumer Affairs	Administrative Secretary
2.	Director, Food & Supplies and Consumer Affairs	Head of the Department
3.	Joint Director Food & Supplies and Consumer Affairs	
4.	Superintendent	Head of office
5.	District Food & Supplies and Consumer Affairs Officer	Supervision of working of the staff of the department, implementation of the PDS control order and other control orders issued under the Essential Commodities Act, 1955 and Consumer Protection Act, 1988
6.	Assistant Food & Supplies Officer-I	Implementation of the PDS control order and other control orders issued under the Essential Commodities Act, 1955.
	Assistant Food & Supplies Officer-II	Establishment Branch
7.	Sr. Assistant (Accounts)	Maintaining the accounts of essential commodities issued under PDS which are stored at PR godown, making financial arrangements of PDS commodities and Plan Budget of PDS commodities.
8.	Jr. Auditor	Preparation of Bills and maintenance of Cash Books and Budget matter of establishment of department.
9.	Inspectors	Implementation of the Public Distribution System.

10.	Inspectors Gr-II	Implementation of the Public Distribution System.
11.	Steno	Establishment branch and duties assigned by the officers from time to time.
12.	Clerks	Submission of daily dak to the supervision staff.

**Director, Food & Supplies and
Consumer Affairs, U.T.
Chandigarh**