

**Directorate of Medical Education & Research, Punjab**  
**Chandigarh**

(Manual – 2)	Powers and Duties of Officers and Employees	<p><b>1) Principal Secretary/Administrative Secretary</b></p> <p>The principal secretary / Administrative secretary is the official head of the department. It is responsibility of the administrative head to ensure proper implementation of the Govt. policies after processing files after analyzing pros and cones on the issue and submit the files at appropriate level as per standing orders. In addition, it is also the duties of administrative Secretary to monitor the decision at the level of DRME/Principal, Medical Colleges/ Medical Superintendents/Deputy Medical Superintendents. Secretary is also looking after the implementation of the Centrally sponsored Schemes. Subject to the general or special directions of a Minister-in-charge and to the transaction rules, he is responsible for the disposal of all business pertaining to his department entrusted to him [vide Rules 7 and 30 of the Government of Punjab Allocation of Business Rules, 1994].</p> <p>The principal secretary / secretary, shall refer the matter to the chief secretary. The final decision about the legality or otherwise of a decision shall be taken in consultation with law department. The secretary exercises general supervision and control over the staff under him and is responsible for seeing that the members of the staff do the work allotted to them efficiently and expeditiously (Rule 76 of the Government of Punjab Allocation of Business Rules, 1994).</p> <p>b) A special secretary to government, as and when appointed, will exercise such powers as may be vested in him under the business rules.</p> <p><b>2) Special Secretary/ Additional Secretary/ Joint Secretary</b></p> <p>Special Secretary/ Additional Secretary/ Joint Secretary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.</p> <p><b>3) Director, Medical Education and Research:</b></p>
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