

CHAPTER – 3 (Manual – 2)

Powers and Duties of Officers and Employees

Powers	Administrative	1. Secretary (Tourism) – Head of Department 2. Director (Tourism) – Head of Office
	Financial	1. Secretary (Tourism) – Head of Department 2. Director (Tourism) – Head of Office
	Others	
Duties		1. Secretary is the Head of Department 2. Director is the Head of Office 3. Deputy Director * Drawing and Disbursing Officer. 4. Assistant Director, Karaikal is the DDO of Govt. Tourist Home, Karaikal.