

Manual 2

Powers and Duties of officers and Staff of Directorate of Prosecution

{Section 4(1) (b) (ii)}

SR No.	Designation of Post	POWERS				Duties attached
		Administrative	Financial	Statutory	Others	
01	Principal Secretary (Home)	Administrative Authority		Competent authority for taking decisions in respect of the administrative matters	-	Overall Supervision and Control.
02	Director	Head of Department (HOD)	As admissible under the GFR	Competent authority for taking all decisions in respect of day to day affairs of Directorate of Prosecution.	-	Overall supervision of all the officers/ officials of Dte. of Prosecution. To render legal opinion in all the cases referred by Investigating Agency in the matters of State.
03	Chief Prosecutor/ Incharges of every Court Complex	Supervisory Head of the officers / officials posted under their respective prosecution branch at their respective court complexes.	-	Incharge of concerned District(s).	-	Head of a district over Addl/Asstt. PPs posted in the District. Renders legal advice/opinion sought by the Police officers of concerned districts.
04	Addl PPs	-	-	-	-	Conducts Trial in Sessions Courts and scrutinize the Charge sheet pertaining to the offences triable exclusively by the court of Sessions.
05	APPs	-	-	-	-	Conducts Trial in the court of Metropolitan Magistrate/ACMM/ CMM & scrutinize Charge sheets.

06	DDO	-	As admissible under the GFR	-	-	Incharge of Accounts Section
07	Section Officer	Branch Incharge of the Administration /Establishment	-	-	-	Incharge and Supervision of the administrative staff and processing of the PUCs and files.
08	Assistant Accounts Officer	Branch Incharge of the Accounts Section	-	-	-	Processing of Pay Bills etc and other financial matters.

