

**(ii) The powers and duties of its officers and employees**

The powers and duties of officers and employees of PESO are described below. Delegation of work to officers is as per '**Work distribution Order**' of **Head Office**, '**Work distribution Orders**' of respective **Circle Offices**, and '**Work distribution Orders**' of respective **Sub-Circle Offices, Field Offices, DTS and FRDC**.

S.N.	Office	Locations	Powers & Duties
1.	<b>Head Office</b>	<b>Nagpur</b>	<p><b><u>General:</u></b></p> <ol style="list-style-type: none"> <li>1. Administration of PESO</li> <li>2. Co-ordination with DIPP, Central Government/State Governments</li> <li>3. Financial Sanctions of HOD</li> <li>4. Transfer and Postings of Officers and Staff Members</li> <li>5. Promotions/DPC/</li> <li>6. Issue of Guidelines on Technical Matters to Subordinate Offices</li> <li>7. Computerization &amp; e-Governance Matters/System Administrator</li> <li>8. Implementation and Monitoring of Plan Budget Schemes</li> <li>9. Appellate Authority under RTI</li> <li>10. Appellate Authority under various Rules</li> <li>11. Revision/Amendment of Rules/New Rules</li> <li>12. Additional Conditions</li> <li>13. Entrusted functions under MSIHC Rules</li> <li>14. Entrusted functions under The Chemical Accidents (Emergency Planning, Preparedness and Response) Rules</li> <li>15. Capacity Building</li> <li>16. Supervision and Monitoring of Circle Offices</li> <li>17. Functions of Chief Vigilance Officer</li> <li>18. Grievance Redressal</li> <li>19. Scrutiny and Vetting of Court Cases</li> <li>20. Technical Evaluation of accident Reports and forwarding the same to District Authorities</li> <li>21. Parliament Questions</li> <li>22. Website/Support site of PESO</li> <li>23. PESO News Letter</li> <li>24. Annual Report of PESO</li> <li>25. Retention Schedule of Records of PESO</li> <li>26. Implementation of Official Language Policy</li> <li>27. Implementation of Public Records Act/Rules</li> </ol> <p><b><u>Technical:</u></b></p> <p>Administration of Acts / Rules</p> <p><b>The Role &amp; Responsibilities of PESO and its activities are given under sub-menu</b></p>

			<p><b>‘Objectives’, ‘Role &amp; Responsibilities’ and ‘Activities’ on its website.</b></p> <p>Delegation of work to officers is as per <b>‘Work Distribution Order’</b> of Head Office.</p>
2.	<b>Circle Office</b>	<b>Faridabad, Agra, Mumbai, Chennai, Kolkata</b>	<p><b>General:</b></p> <ol style="list-style-type: none"> <li>1. Office administration of Circle office</li> <li>2. Co-ordination with Head office, Government Departments, District/Police Authorities</li> <li>3. Supervision and Monitoring of Subordinate Sub-Circle / Field Offices</li> <li>4. Capacity Building of Subordinate Sub-Circle / Field Offices</li> <li>5. Vigilance Matters at Circle Level</li> <li>6. Grievance Redressal at Circle Level</li> <li>7. Technical Evaluation of Accident Reports for forwarding the same to CCE</li> <li>8. Handling Court Cases</li> <li>9. Annual report of Circle</li> <li>10. Implementation of Official Language Policy</li> <li>11. RTI matters at Circle Level</li> <li>12. Implementation of Public Records Act/Rules</li> </ol> <p><b>Technical:</b></p> <p>Administration of Acts / Rules- Delegated Functions</p> <ol style="list-style-type: none"> <li>1. Grant/Amendment/Renewal of licenses as delegation</li> <li>2. Inspections</li> <li>3. Examination of Explosives/ Police Exhibits</li> <li>4. Investigation of Accidents</li> <li>5. Destruction of unserviceable/deteriorated explosives</li> <li>6. Scrutiny of Quarterly returns of explosives/monitoring transaction of explosives</li> </ol> <p>Delegation of work to officers is as per <b>‘Work distribution Order’</b> of respective Circle Office</p>
3.	<b>Sub-Circle Office</b>	<b>Chandigarh Jaipur Bhopal Allahabad Baroda Hyderabad Manglore Sivakashi Ernakulam Asansol Hazaribag</b>	<p><b>General:</b></p> <ol style="list-style-type: none"> <li>1. Office administration of Sub-Circle</li> <li>2. Co-ordination with Circle office, Government Departments, District/Police Authorities</li> <li>3. Capacity Building at Sub-Circle Level</li> <li>4. Vigilance Matters at Sub-Circle Level</li> <li>5. Grievance Redressal at Sub-Circle Level</li> <li>6. Technical Evaluation of Accident Reports for forwarding the same to Circle</li> <li>7. Handling Court Cases</li> </ol>

		<b>Rourkela Guwahati</b>	8. Annual report of Sub-Circle 9. Implementation of Official Language Policy 10. RTI matters at Sub-Circle Level 11. Implementation of Public Records Act/Rules <b><u>Technical:</u></b>  Administration of Acts / Rules-Delegated Functions  1. Grant/Amendment/Renewal of licenses as per delegation 2. Inspections 3. Examination of Explosives/ Police Exhibits 4. Investigation of Accidents 5. Destruction of unserviceable/deteriorated explosives 6. Scrutiny of Quarterly returns of explosives/monitoring transaction of explosives  Delegation of work to officers is as per <b>‘Work distribution Order’</b> of respective Sub-Circle Office
4.	<b>Field Offices</b> (or Factory attached Offices)	<b>Lalitpur Gomia Bhandara Wardha Vellore</b>	<b><u>General:</u></b> 1. Office administration of Field Office 2. Co-ordination with Circle offices 3. Capacity Building at Field office Level 4. Vigilance Matters at Field office Level 5. Grievance Redressal at Field Office Level 6. Handling Court Cases 7. Annual report of field Office 8. Implementation of Official Language Policy 9. RTI matters at Field Office Level 10. Implementation of Public Records Act/Rules <b><u>Technical:</u></b>  Administration of Acts / Rules-delegated Functions  1. Inspections 2. Examination of Explosives/ Police Exhibits 3. Investigation of Accidents 4. Destruction of unserviceable/deteriorated explosives 5. Scrutiny of Quarterly returns of explosives/monitoring transaction of explosives  Delegation of work to officers is as per <b>‘Work distribution Order’</b> of respective Field Office

5.	<b>DTS (Departmental Testing Station)</b>	<b>Gondkhairy Dist. Nagpur</b>	<p><b><u>General:</u></b></p> <ol style="list-style-type: none"> <li>1. Office administration of DTS</li> <li>2. Co-ordination with Head Office and Circle/Sub-Circle/Field Offices for collection of samples</li> <li>3. Capacity Building at DTS Level</li> <li>4. Vigilance Matters at DTS Level</li> <li>5. Grievance Redressal at DTS Level</li> <li>6. Handling Court Cases</li> <li>7. Annual report of DTS</li> <li>8. Implementation of Official Language Policy</li> <li>9. RTI matters at DTS Level</li> <li>10. Implementation of Public Records Act/Rules</li> </ol> <p><b><u>Technical:</u></b></p> <p>Administration of Acts / Rules-Delegated Functions</p> <ol style="list-style-type: none"> <li>1. Testing of samples</li> <li>2. Collection of samples</li> <li>3. Safety Management of DTS</li> <li>4. Inspections</li> <li>5. Examination of Explosives/ Police Exhibits</li> <li>6. Investigation of Accidents</li> <li>7. Destruction of unserviceable/deteriorated explosives</li> <li>8. Scrutiny of Quarterly returns of explosives/monitoring transaction of explosives</li> <li>9. Development work on Explosives</li> </ol> <p>Delegation of work to officers is as per <b>‘Work distribution Order’</b> of DTS</p>
6.	<b>FRDC (Fireworks Research &amp; Development Center)</b>	<b>Sivakashi</b>	<p><b><u>General:</u></b> Co-ordination with Head Office, Circle Office, South Circle, Chennai regarding development of FRDC</p> <p><b><u>Technical:</u></b></p> <ol style="list-style-type: none"> <li>1. Testing of samples</li> <li>2. Collection of samples</li> <li>3. Development work on environment friendly fireworks</li> <li>4. Any other work delegated by CCE</li> </ol> <p>Delegation of work to officers is as per <b>‘Work distribution Order’</b> of FRDC</p>