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2. Administrative Wing:

It is proposed to create the following posts for each of the Island Councils for its administrative wing to discharge its day to day administrative functions.

- | | | |
|---------------------------|---|----|
| (i) Office Superintendent | - | 01 |
| (ii) Higher Grade Clerk | - | 02 |
| (iii) Lower Grade Clerk | - | 02 |
| (iv) Office Attendant | - | 01 |
| (v) Driver | - | 01 |

The above composition is the minimum level of requirement considered for the establishment of the administrative wing. The administrative wing will also take care of the ministerial functions / personnel matters of all the functionaries attached to the 13 Village Councils beside the service matter of all the functionaries attached to the Island Councils.

3. Accounts Branch:

It is proposed to create one post each of Junior Accounts Officer supported by one Lower Grade Clerk to take care of the accounting / budgetary functions of the proposed Island Councils which is considered to be the minimum level of requirement.

4. Planning & Statistical Wing:

A Planning / Statistical wing comprising one post each of Sr. Investigator, Data Entry Operator and Office Attendant is proposed to be created for supporting the Island Councils in its Planning, Budgeting and Statistical functions which is considered to be the barest minimum requirement.

5. Engineering / Technical Branch:

It is proposed to create the following categories of posts for the proposed Engineering / Technical Branch to assist the Island Councils/ Village Councils in its engineering / technical functions.

- | | | |
|-------------------------|---|----|
| (i) Assistant Engineer | - | 01 |
| (ii) Junior Engineer | - | 04 |
| (iii) Draftsman (Civil) | - | 01 |
| (iv) Surveyor | - | 01 |
| (v) Office Attendant | - | 01 |

The functionaries positioned for the proposed Engineering / Technical Branch will also cater to the needs of all Village Councils which falls under the jurisdiction of the respective Island Councils and the man power composition as cited above is considered to be the minimum requirement for the Engineering / Technical Branch of each Island Councils and Village Councils falling under their respective jurisdiction.