

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES:

The Minister in-charge is Minister for Archives, Haryana. The Commissioner & Secretary to Government, Haryana is the Administrative Secretary of the Archives Department. The Special Secretary and Under Secretary assist him at Secretariat level. There is no branch of the Administrative Department. The Director is the Head of the Archives Department, Haryana. The details of the duties of officers and employees of the Archives Department, Haryana are given as under:

1. **Deputy Director:** Head of the Office at Directorate level and assists the Director. All cases to be disposed off at the level of Government and Chief Minister are route through Director.
2. **Assistant Director:** Head of the Office at Divisional level and looks after the all-technical and administrative work of the office. The Assistant Archivist in respect of technical matters assists him.
3. **Superintendent:** Looks after all the administrative work at Directorate level. He assists the Deputy Director in respect of administrative matters.
4. **Archivist:** Supervises the work of Assistant Archivists and assists the Deputy Director in respect of technical matters.
5. **Assistant Archivist:** Carries out all the technical work of the Department.
6. **Microphotographer:** Carries out the Microfilm work of the permanent records.
7. **Assistant Librarian:** Looks after the reference library work and supplies the required library material to the research scholars.
8. **Assistant:** Carries out all the administrative work of the Department and assists the Superintendent.
9. **Archival Restorer:** Repairs the all-fragile documents available in the Department.
10. **Binder:** Carries out the Binding work of the records and books.
11. **Record Attendant:** Supplies the records to the research scholars and restores them.