REVISED ORGANIZATION COPYRIGHT OFFICE SPORTS AND CULTURE DIVISION

ANNEXURE Phase II, Volume XIV Part 3, Chapter IV



Pers-3

1 X Registrar of Copyright

1 X Stenographer

1 X MLSS

Administration Section

Pers-6

1 X Head Asstt./UDA

1 X Accounts Asst-cum-Cashier

2 X LDA-cum-Typist

1 X MLSS

1 X Night Guard (MLSS)

Examination Section

Pers-6

1 X Copyright Examiner

1 X Copyright Asst. Examiner

1 X Indexer

1 X Librarian

1 X LDA-cum-Typist

1 X MLSS

SUMMARY OF MANPOWER

Sl	Name of Post	Sanctioned	Existing	Revised
No				
01	Registrar of Copyright	1	1	1
02	Copyright Examiner	1	1	1
03	Class III Staff	11	10	9
04	Class IV Staff	4	4	4
	Total	17	16	15

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AUTHORIZATION OF OFFICE EQUIPMENT

- 1. Transport: Registrar of Copyright Office to retain
 - 1 X Mini Make (Jeep) from ex-transport pool.
- 2. Private of transport will be as per Government instruction Issued from time to time.
- 3. 1 X Driver authorized when the office is provided with Mini Make Jeep.
- 4. Equipment:
 - 3 X Type-writers Ratio of Bengali and English. Typewriter will be 60: 40.