Manual 2 Powers and duties of officers and employees [Section 4(1)(b)(ii)]

Power and duties of officers and staff

S.No.	Designation of Powers					Duties attached		
	post	Administrative	Financial	Statutory	Others			
01	Pr. Secretary	Head of the Finance Department	As per powers delegated by the Administrator in pursuance of section 44 of Section 44 of Got. Of NCT of Delhi Act, 1991 by promulgating the Govt. of NCT of Delhi (Allocation of Business)	delegated by the Administrator in pursuance of section 44 of Govt. of NCT of Delhi Act., 1991 by promulgating the Govt. of NCT of Delhi		To approve the proposals		
02	Secretary Total-01		As per delegation of Powers			To approve proposals as per powers delegated/to give recommendations on proposals for approval of Pr. Secretary		
03	Spl. Secretary Total-01		As per delegation of Powers			To process cases relating to matters detailed in Manual 1 for approval of Pr. Secy/Secretary		
04	Controller of Accounts Total- 01					To process cases relating to Human Resources Division/Policy Division.		
05	Director Budget Total- 01					Preparation of Budget, Budget Controller, Advisory cases and Policy matters		

06	Joint Secretary Total- 02	Preparation of Budget, Budget Controller, Advisory cases and Policy matters
07	Deputy Secretary Total- 03	To process cases relating to matters detailed in Manual 1 for approval of Pr. Secy./Spl. Secretary
08	Sr. Accounts Officer Total- 06	To Assist COA/Director Budget and Jt. Secy. in dealing with budgetary preparations, Budget Control, cadre management of GNCTD accounts Services, disposal of RTI cases and supervision respective Branches
09	System Analyst Total- 01	Involve in Computerization of Finance deptt, updation Maintenance of website
10	Private Personal Secretary Total- 01	To assist in running the personal branch of Pr. Secretary
11	Accounts Officer Total- 03	To Assist Jt. Secy. in dealing with budgetary preparations, Budget Control, cadre management of GNCTD accounts Services, disposal of RTI cases and supervision respective Divisions.
12	Personal Secretary Total- 04	To assist in running the personal branch of Secretary
13	Assistant Director Total- 01	To assist the Director budget for preparation of Budget,

Advisory cases an matters 14 Section Officer Total- 06 15 Statistical Officer Total- 02 16 Assistant Account Officer Total- 14 To Assist Deputy Se in dealing with the pand supervision branch. To Assist Jt. Secy. in with budgetary preparations. To Assist Dy. Secy. In with budgetary preparations, Budget Control, management of accounts Services, of RTI cases and su	ecretaries oroposals of the n dealing arations, and espective
To Assist Deputy Se in dealing with the pand supervision branch. 15 Statistical Officer Total- 02 16 Assistant Account Officer Total- 14 To Assist Jt. Secy. in with budgetary preparations. To Assist Dy. Secy. In with budgetary preparations, Budget Control, management of accounts Services,	n dealing arations, and espective
Total- 06 In dealing with the pand supervision branch. 15 Statistical Officer Total- 02 Total- 02 Statistical Officer Total- 14 Assistant Account Officer Total- 14 In dealing with the pand supervision branch. To Assist Jt. Secy. in with budgetary preparations. To Assist Dy. Secy. In with budgetary preparations, Budget Control, management of accounts Services,	n dealing arations, and espective
and supervision branch. 15 Statistical Officer Total- 02 To Assist Jt. Secy. is with budgetary preparations. 16 Assistant Account Officer Total- 14 Total- 14 To Assist Jt. Secy. is with budgetary preparations, Budget Control, management of accounts Services,	n dealing arations, and espective
District District	n dealing arations, and espective
To Assist Jt. Secy. is with budgetary preparations. 16 Assistant Account Officer Total- 14 Total- 14 Total- 14 Total- 02 To Assist Jt. Secy. is with budgetary preparations. To Assist Dy. Secy. Is with budgetary preparations, Budget Control, management of accounts Services,	arations, and espective
Total- 02 with budgetary preparations. To Assistant Account Officer Total- 14 Total- 14 with budgetary preparations, Budget Control, management of accounts Services,	arations, and espective
Budget Control, supervision re Divisions. 16 Assistant Account Officer Total- 14 Total- 14 Budget Control, supervision re Divisions. To Assist Dy. Secy. I with budgetary preparations, Budget Control, management of accounts Services,	and espective
To Assistant Account Officer Total- 14 Supervision response to Divisions. To Assist Dy. Secy. I with budgetary preparations, Budget Control, management of accounts Services,	espective
16 Assistant Account Officer Total- 14 Divisions. To Assist Dy. Secy. I with budgetary preparations, Budget Control, management of accounts Services,	•
16 Assistant Account Officer Total- 14 Assistant Account With budgetary preparations, Budget Control, management of accounts Services,	م مادهانم م
Officer Total- 14 With budgetary preparations, Budget Control, management of accounts Services,	المصالم ما
Total- 14 preparations, Budget Control, management of accounts Services,	n dealing
Budget Control, management of accounts Services,	
management of accounts Services,	
accounts Services,	cadre
	GNCTD
of DTI access and au	
respective Branches	,
17 Assistant Section Examine and put up	proposal
Officer consideration for	
Total- 15	
18 Statistical To assist Statistical	Officer in
Assistant dealing with b	oudgetary
Total- 04 preparations, Budge	t Control,
and supervision re	espective
Divisions.	
19 Steno Gr-II To assist to Jt. Secy/	Dy. Secy
Total- 05	
20 Steno Gr-III To assist to Jt. Secy/	Dy. Secy
Total- 00	
21 Data Entry Data entry for prepa	aration of
Operator/ IT Budget	
Assistant	
Total- 03	

22	Senior Assistant			Examine and put	up prop	posal
	Total- 10			for consideration		
23	Junior Assistant		_	Diary, Dispatch	& Ty	yping
	Total- 06			work		
24	Driver			Attached with	respe	ective
	Total- 03			officer in general pool		
25	Peon/MTS		_	Assistance in office work		
	Total- 09					