

**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 post	Powers				Duties attached
		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 Govt. Of NCT of Delhi Act, 1991 by promulgating the Govt. of NCT of Delhi (Allocation of Business)	As per powers 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 (Allocation of Business) Rules,1993		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

<b>06</b>	Joint Secretary Total- 02					Preparation of Budget, Budget Controller, Advisory cases and Policy matters
<b>07</b>	Deputy Secretary Total- 03					To process cases relating to matters detailed in Manual 1 for approval of Pr. Secy./Spl. Secretary
<b>08</b>	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
<b>09</b>	System Analyst Total- 01					Involve in Computerization of Finance deptt, updation Maintenance of website
<b>10</b>	Private Personal Secretary Total- 01					To assist in running the personal branch of Pr. Secretary
<b>11</b>	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.
<b>12</b>	Personal Secretary Total- 04					To assist in running the personal branch of Secretary
<b>13</b>	Assistant Director Total- 01					To assist the Director budget for preparation of Budget,

						Advisory cases and Policy matters
<b>14</b>	Section Officer Total- 06					To Assist Deputy Secretaries in dealing with the proposals and supervision of the branch.
<b>15</b>	Statistical Officer Total- 02					To Assist Jt. Secy. in dealing with budgetary preparations, Budget Control, and supervision respective Divisions.
<b>16</b>	Assistant Account Officer Total- 14					To Assist Dy. Secy. In dealing with budgetary preparations, Budget Control, cadre management of GNCTD accounts Services, disposal of RTI cases and supervision respective Branches
<b>17</b>	Assistant Section Officer Total- 15					Examine and put up proposal consideration for
<b>18</b>	Statistical Assistant Total- 04					To assist Statistical Officer in dealing with budgetary preparations, Budget Control, and supervision respective Divisions.
<b>19</b>	Steno Gr-II Total- 05					To assist to Jt. Secy/Dy. Secy
<b>20</b>	Steno Gr-III Total- 00					To assist to Jt. Secy/Dy. Secy
<b>21</b>	Data Entry Operator/ Assistant IT Total- 03					Data entry for preparation of Budget

<b>22</b>	Senior Assistant Total- 10					Examine and put up proposal for consideration
<b>23</b>	Junior Assistant Total- 06					Diary, Dispatch & Typing work
<b>24</b>	Driver Total- 03					Attached with respective officer in general pool
<b>25</b>	Peon/MTS Total- 09					Assistance in office work