

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

S.No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
01	Additional Chief Secretary Total - 01	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

06	Joint Secretary Total- 02					Preparation of Budget, Budget Controller, Advisory cases and Policy matters
07	Deputy Secretary Total- 01					To process cases relating to matters detailed in Manual 1 for approval of Pr. Secy./Spl. Secretary
08	Sr. Accounts Officer Total- 07					To Assist COA/Director Budget and Jt. Secy. in dealing with budgetary preparations, Budget Control, PFMS, cadre management of GNCTD accounts Services, disposal of RTI cases and supervision respective Branches
09	Assistant Director (IT) 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- 01					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- 05					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 and Policy matters
14	Section Officer Total- 09					To Assist Deputy Secretaries in dealing with the proposals and supervision of the branch.
15	Statistical Officer Total- 04					To Assist Jt. Secy. in dealing with budgetary preparations, Budget Control, and supervision respective Divisions.
16	Assistant Account Officer Total- 15					To Assist Dy. Secy. In dealing with budgetary preparations, Budget Control, SRD, PFMS cadre management of GNCTD accounts Services, disposal of RTI cases and supervision respective Branches
17	Assistant Section Officer Total- 08					Examine and put up proposal consideration for
18	Statistical Assistant Total- 03					To assist Statistical Officer in dealing with budgetary preparations, Budget Control, and supervision respective Divisions.
19	Steno Gr-II Total- 03					To assist to Jt. Secy/Dy. Secy
20	Steno Gr-III Total- 00					To assist to Jt. Secy/Dy. Secy
21	Data Entry Operator/ IT Assistant Total- 03					Data entry for preparation of Budget

22	Senior Assistant Total- 11					Examine and put up proposal for consideration
23	Junior Assistant Total- 05					Diary, Dispatch & Typing work
24	Driver Total- 03					Attached with respective officer in general pool
25	Peon/MTS Total- 07					Assistance in office work