

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

**Powers and duties of officers and staff**

S.No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Peon – Addl. F.A. / Director (Finance)-1	Nil	Nil	Nil	Nil	Dak distribution. Delivery of files to different deptt against proper acknowledgement and other duties as assigned by the officer.
2.	Peon – Addl. F.A. / Director (Finance) – 2	Nil	Nil	Nil	Nil	Delivery of files to different deptts. Against proper acknowledgment and other duties as assigned by the Officer
3.	Peon – Addl. F.A. / Director (Finance) – 3	Nil	Nil	Nil	Nil	Delivery of files from Addl. F.A. /Director (Finance) to FA, JFA, Dy. FA and diary dispatch section and other duties as assigned by the officer
4.	Peon – Dy. F.A.	Nil	Nil	Nil	Nil	Delivery of files from diary section to Dy. FA, then to diary section to respective AFAs and delivery of files to various deptts. against proper acknowledgement and other duties as assigned by the officer.
5.	Peon/Helper – Dy. FA	Nil	Nil	Nil	Nil	Collect files from Diarist and deliver the same to Dy. FA, AFAs and to the respective deptts. against proper acknowledgment and other duties as assigned by the officer
6.	Peon – Dy. FA	Nil	Nil	Nil	Nil	Collect files from Diarist and delivery the same to Dy. FA, AFAs and to the respective deptts. against proper acknowledgment and other duties as assigned by the officer.
7.	Peon – JFA	Nil	Nil	Nil	Nil	Distribution of dak carrying files from JDA to Addl. FA, AFA (Budget), FA and diary section acknowledgment and other duties as assigned by the officer
8.	Peon – AFA (Budget)	Nil	Nil	Nil	Nil	Distribution of dak carrying file from AFA (B) to JFA and other deptts. and other duties as assigned by the officer
9.	Peon – AO (Internal Audit)	Nil	Nil	Nil	Nil	Distribution of dak carrying files from AO to Audit Branch and audit branch to AO and Addl. F.A. and other duties as assigned by the officer
10.	Peon – Internal Audit Branch	Nil	Nil	Nil	Nil	Distribution of files from Branch to various deptts. And from Branch to AO and any other duties assigned by the officer.
11.	Addl. F.A. /	Admn. Control	Concurrence	Nil	Nil	Overall supervision of Internal Audit

	Director (Finance)	of Finance Department and Internal Audit Deptt. viz. allocation of work, writing/review of CRs, sanction of leave.	of Estimates for works having cost more than Rs 5 lacs and upto Rs. 9 lacs Miscellaneous & contingent expenditure of non-recurring nature – Upto Rs. 10,000/- in each case. Printing & binding charges – above 10,000/- and upto Rs. 50,000/- in each case. Local purchase of petty stationery – Above 10,000/- and upto Rs. 50,000 in each case. Purchase, upkeep & repair to all office equipment – above 10,000/- & upto Rs. 50,000/- in each case Purchase of official publications – Above 10,000/- & upto Rs. 50,000/- in each case Purchase & repair of furniture – Full powers.			and Finance Deptt. Rendering advice in all matter referred to Finance and Internal Audit Dept. To monitor working of Internal Audit
1	PA	Nil	Nil	Nil	Nil	Asstt. to AFA in disposal of his functions and maintain diary
2	Jr. Asstt.	Nil	Nil	Nil	Nil	Typing work and maintenance of files,

						orders received/issued from Addl. FA.
12	Jt.F.A	All the cases pertaining to Dy. FA-I, II and III with financial implication of more than Rs.50.00 lacs are routed through him. Besides, all cases of creation of posts, extension of temporary post, write off, fixation of advertisement charges, sanction of permanent advance, imprest, grant of conveyance allowance, revenue cases, interpretation of rules, acceptance and rejection of tenders with financial implication of Rs.50.00 lacs, extension of time, additional, extra and substituted items, cases of approval in principle processed by the Finance Units I, II and III are routed through him.	Contingent expenditure Upto Rs. 2500/-	Nil	Nil	Overall supervision of Internal Audit and Budget Deptt. Rendering advice in all matters referred to Budget branch and Internal Audit. Monitoring work of Internal Audit and Budget Branch. First appellant authority under RTI matter relating to Finance & Internal Audit Deptt.
1	Dy. FA (B)	Overall Supervision of Budget Branch, allocation of work, writing of ACRs and	Nil	Nil	Nil	Examination, Compilation of Budget proposals and presentation of Revised Estimated & Budget Estimate, Compilation and finalization of proposals for Annual Plan of Delhi Govt , work relating to Delhi Finance Commission,

		any other work assigned by FA.				Estimates Committee etc.
1	AFA (B)	Administrative supervision of Budget Branch and any other work assigned by Senior Officers.	Nil	Nil	Nil	Assisting Dy. FA (B) in above work.
2	Section Officer	Nil	Nil	Nil	Nil	(i) Coordination of work of preparation of Budget. (ii) Supervision and Compilation of Revised Estimates & Budget Estimates in respect of Salary & Allowances. (iii) Finalization of monthly progress report in respect of (1) Annual Plan (2) SCP (3) Twenty Point Programme (4) MLA Fund Schemes (iv) Ensuring procurement of stationery, Computer peripherals/stationery, T&P etc. for smooth functioning of Budget Branch (v) Overseeing punctuality, attendance, Casual Leave A/C etc. (vi) Keeping file index Register of Budget Branch, charge ,ists of each Sr. Asstt/Jr. Asstt., and supervision of weeding out of old record etc. procurement of stationery, Casual-Leave Account of the staff, etc.
3	H.A.	Nil	Nil	Nil	Nil	Work relating to- (i) Delhi Finance Commission Reports (ii) Estimate Committee Report (iii) Preparation of proposals for Annual Plans/ Five Year Plans of Govt. of NCT of Delhi. (iv) Preparation and submission of draft reply to various

						<p>Annual/Special Audit</p> <p>(v) Preparation of Salary Estimates in respect of Education Department.</p> <p>(vi) Liasioning with various Govt. offices for fetching requisite information and Keeping records in relation thereto</p>
4	Sr. Asstt.-1	Nil	Nil	Nil	Nil	<p>(i) Preparation of Detailed Statement of Expenditure (Statement IV of Budget Book)</p> <p>(ii) Maintaining records regarding Budget proposals, Annual Budget files.</p> <p>(iii) Preparation of Salary Estimates for Civil Engineering Department and Keeping records in relation thereto.</p> <p>(iv) Assisting H.A. in work relating to Delhi Finance Commission/Estimate Committee.</p>
5	Sr. Asstt.- 2	Nil	Nil	Nil	Nil	<p>(i) Assisting H.A. in preparation of Five Year Plan/Annual Plan Proposal. (ii) Preparation of Monthly Progress Report regarding –</p> <p>a) Annual Plan</p> <p>b) SCP</p> <p>c) Twenty-Point Programme</p> <p>d) MLA Fund Schemes</p> <p>(iii)Preparation of List of Original Works (Statement V of Budget Book)</p> <p>(iv)Preparation of Salary estimates for Health Department and Keeping records in relation thereto</p> <p>(v) Maintaining Staff File, C.L. Register, etc. records.</p>

6	Sr. Asstt.- 3	Nil	Nil	Nil	Nil	(i)Preparation of Salary estimates for Electricity Department. (ii)Compiling of list of works concurred in by the Finance Department (iii)Compiling the details of works announced by the Chairperson in Budget Speech and concurred by the Finance. (iv)Compiling the details of Sanction Orders received from various departments. (v)Compiling the details of receipt and expenditure received from various department (vi) Assisting H.A. in work relating to Annual/Special Audit Report and Keeping records in relation thereto
7	Sr. Asstt.- 4	Nil	Nil	Nil	Nil	(i)Compilation of proposals for Five Year Plan/ annual Plan/ Revised Annual Plan of GNCTD (ii)Preparation of Salary Estimates in respect of Horticulture Department and Keeping records in relation thereto
8	Jr. Asstt.-1 Nos.	Nil	Nil	Nil	Nil	(i)Preparation of salary estimates for Tax, Finance, GA, Law, Welfare, Vigilance department etc. (ii)Diary/Despatch and receipt distribution of Dak. Keeping records in relation thereto
9	DEO- 1	Nil	Nil	Nil	Nil	Data entry work relating to Budget, Annual Plan, Five Year Plan, Monthly Progress Reports and various other data sheets generated from time to time.
10	DEO- 2	Nil	Nil	Nil	Nil	Data entry work relating to Budget, Annual Plan, Five Year Plan, Monthly Progress Reports and various other data sheets generated from time to time.

13.	Dy. FA -II	Supervision of work of their respective unit. Sanction of casual leave of supporting staff.	<p>Concurrence of estimates for works &amp; supplies having estimated cost upto Rs. 5 lakh.</p> <p>Full powers to concur the proposals regarding –</p> <p>Deputation or Foreign Service on standard terms &amp; conditions except group 'A' &amp; 'B'.</p> <p>Grant of Conveyance Purchase Advance to employees of group 'C' &amp; 'D' for purchase of bicycle, scooter/ motorcycle and motor car in accordance with rules.</p> <p>House Building Advance in accordance with the rules.</p> <p>Release of quarterly grant-in-aid to aided schools.</p> <p>Miscellaneous &amp; contingent expenditure of non-recurring nature - upto Rs. 2,500/- in</p>	Nil	Nil	<p>Overall supervision of work of respective units.</p> <p>Attending technical evaluation/negotiation committees.</p> <p>Participation in purchase/auction sub committee as rep. of finance deptt. on nomination by Addl. F.A. / Director (Finance). Examination of proposals put up by AFAs.</p>
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			<p>each case.</p> <p>Printing &amp; binding charges - upto Rs. 10,000/- in each case.</p> <p>Local purchase of petty stationery items – upto Rs. 10,000/- in each case.</p> <p>Purchase, upkeep &amp; repair to all office equipments – upto Rs. 10,000/- in each case.</p> <p>Purchase of official publications – upto Rs. 10,000/- in each case.</p> <p>Purchase &amp; repair of furniture - upto Rs. 10,000/- in each case.</p>			
1	AFA-II (A)	Nil	Nil	Nil	Nil	<p>Scrutiny of cases received from Water Supply Division, Drainage Division, Sewerage Division, Construction Division, and Service Matters relating to these deptts.</p> <p>Attending purchase/auction/condemnation sub-committee on nomination by Dy. FA/ Addl. F.A. / Director (Finance)</p>
2	AFA-II (B)	Nil	Nil	Nil	Nil	<p>Scrutiny of cases received from Road I, II, III &amp; IV, Service matters. Attending purchase/auction/condemnation sub-committee on nomination by Dy. FA/ Addl. F.A. / Director (Finance)</p>
3	AFA-II (C)	Nil	Nil	Nil	Nil	<p>Scrutiny of cases received from Building maintenance, Service matters. Attending</p>



						purchase/auction/condemnation sub-committee on nomination by Dy. FA/ Addl. F.A. / Director (Finance)
4	AFA-II (D)	Nil	Nil	Nil	Nil	Scrutiny of cases received from Road-V, Hort., Transport, Architect, Service matters, General Duties. Attending purchase/auction/condemnation sub-committee on nomination by Dy. FA/Addl. FA
5	Steno	Nil	Nil	Nil	Nil	Take dictation, attending telephone calls, general works in respect of Unit-II
14.	Dy. FA(U-I)	Supervision of work and sanction of casual leave of staff in his unit.	<p>Concurrence of estimates for works &amp; supplies having estimated cost upto Rs. 5 lakh.</p> <p>Full powers to concur the proposals regarding –</p> <p>Deputation or Foreign Service on standard terms &amp; conditions except group 'A' &amp; 'B'.</p> <p>Grant of Conveyance Purchase Advance to employees of group 'C' &amp; 'D' for purchase of bicycle, scooter/ motorcycle and motor car in accordance with rules.</p> <p>House Building Advance in accordance with the rules.</p>	Nil	Nil	<p>Overall supervision of work of Finance (Unit-I).</p> <p>Examination of proposals put up by AFAs of Unit-I.</p> <p>Attending Technical Evaluation/Negotiation Committees.</p> <p>Participation in Purchase/Auction sub-Committees as representative of Finance on nomination by Addl. F.A. / Director (Finance)/FA.</p>

			<p>Release of quarterly grant-in-aid to aided schools.</p> <p>Miscellaneous &amp; contingent expenditure of non-recurring nature - upto Rs. 2,500/- in each case.</p> <p>Printing &amp; binding charges - upto Rs. 10,000/- in each case.</p> <p>Local purchase of petty stationery items – upto Rs. 10,000/- in each case.</p> <p>Purchase, upkeep &amp; repair to all office equipments – upto Rs. 10,000/- in each case.</p> <p>Purchase of official publications – upto Rs. 10,000/- in each case.</p> <p>Purchase &amp; repair of furniture - upto Rs. 10,000/- in each case.</p>			
1	AFA-I (A)	Nil	Nil	Nil	Nil	<p>Scrutiny of cases referred by Health, Enforcement, Welfare, Public Relation &amp; Accounts Departments.</p> <p>To</p>

						AttendPurchase/Auction/Condemnation Sub-Committee on nomination by the Dy. FA/ Addl. F.A. / Director (Finance).
2	AFA-I (B)	Nil	Nil	Nil	Nil	Scrutiny of cases referred by Education, General Branch, Vigilance, Law, MCA & Commercial Departments.  Attending Purchase/Auction/Condemnation Sub-Committee on nomination by the Dy. FA/Addl. F.A. / Director (Finance)
3	Steno	Nil	Nil	Nil	Nil	Taking dictations from AFA-I(A) & AFA-I(B).  Attending telephone calls & general work in r/o AFAs.
4	Jr. Steno	Nil	Nil	Nil	Nil	Taking dictations from Dy. FA. AFA  Typing all endorsements in referred cases pertaining to Finance (Unit-I).  Attending telephone calls & other miscellaneous works in r/o Finance (Unit-I) as and when required.
15.	Dy. FA(U-III)	Supervision of work and sanction of casual leave of staff in his unit.	Concurrence of estimates for works & supplies having estimated cost upto Rs. 5 lakh.  <b>Full powers to concur the proposals regarding –</b>  Deputation or Foreign Service on standard terms & conditions except group 'A' & 'B'.  Miscellaneous & contingent expenditure of non-recurring nature - upto Rs. 2,500/- in each case.			Overall supervision of work of Finance (Unit-III).  Examination of proposals put up by AFAs of Unit-III.  To attend Technical Evaluation/Negotiation Committees.  Participation in Purchase/Auction sub-Committees as representative of Finance on nomination by Addl. F.A. / Director (Finance)/FA.

			<p>Printing &amp; binding charges - upto Rs. 10,000/- in each case.</p> <p>Local purchase of petty stationery items – upto Rs. 10,000/- in each case.</p> <p>Purchase, upkeep &amp; repair of all office equipments – upto Rs. 10,000/- in each case.</p> <p>Purchase of official publications – upto Rs. 10,000/- in each case.</p> <p>Purchase &amp; repair of furniture - upto Rs. 10,000/- in each case.</p>			
1	AFA-III (A)	Nil	Nil	Nil	Nil	<p>Scrutiny of cases referred by Electricity-II, Security, Fire &amp; Compost Plant Departments.</p> <p>Attending Purchase/Auction/Condemnation Sub-Committee on nomination by the Dy. FA/ Addl. F.A. / Director (Finance)</p>
2	AFA-III (B)	Nil	Nil	Nil	Nil	<p>Scrutiny of cases referred by Electricity-I, Information Technology, Tax, Personnel &amp; Estate Departments.</p> <p>Attending Purchase/Auction/Condemnation Sub-Committee on nomination by the Dy. FA/ Addl. F.A. / Director (Finance)</p>

3	Steno	Nil	Nil	Nil	Nil	<p>Taking dictations from Dy. F.A (III) and AFAs.</p> <p>Typing all endorsements in referred cases pertaining to Finance (Unit-III).</p> <p>Attending telephone calls &amp; other miscellaneous works in r/o Finance (Unit-III) as and when required.</p>
16	Diarist-2 Nos.	Nil	Nil	Nil	Nil	

## Internal Audit

17.	Sr. AO/AO	supervision of work of Internal Audit Branch writing/review of CRs, sanction of leave	Nil	Nil	Nil	To supervise audit of the expenditure incurring units i.e. audit of all the divisions of Civil Engineering Department, Electricity Engineering Department and Horticulture Department, Architect Department, Education Department besides rendering advice in the service matter and making a test check of the pay fixation checked by the Assistant Accounts Officer. Annual Audit programme is also chalked out by him.
	Sr.A.O/IAO	-do-				To make supervision of Audit of Revenue earning department vis estate Branch House Tax and Enforcement Branch Thus Hostels etc. 1. In addition making a test checks of pay fixation in respect of the retiring/death/ voluntary retirement and also giving advise in the pay fixation sought form time to time by the others deptt.
	Asstt. A.O.I	Supervision of subordinate staff, checking of attendance registers, recommending EL&CL of Employees	Nil	Nil	Nil	Conducting test audit of various departments as per the approved audit programme, preparation of audit reports for submitting to the Sr. Audit Officer
	Asstt. A.O.II					To check the pay fixation and leave account in respect of the retiring/voluntary retirement/death and cases related to stepping up of pay and time promotion scales/ACP Scales. Further advice is also given in respect of the establishment matter sought by the various deptt of NDMC.
2	Asst A.O.-2	Supervision of	Nil	Nil	Nil	Conducting test audit of various

		work				departments as per the approved audit programme, preparation of audit reports for submitting to the Sr. Audit Officer
3	Jr. A.O. – I	Supervision of work	Nil	Nil	Nil	Conducting test audit of various departments as per the approved audit programme, preparation of audit reports for submitting to the Sr. Audit Officer
4	Steno	Nil	Nil	Nil	Nil	Taking dictations from Sr. A.O. (Audit) and A.O. (Audit). Typing important reports other than audit reports given by A.A.O/ Jr. A.O. Attending telephone calls & other miscellaneous work in r/o Sr.A.O. and A.O. (Audit).
5	Sr. Auditor-1	Nil	Nil	Nil	Nil	To make a scrutiny of service matter relate to Civil Engg. Estb., Main Estb. and Health Estb.
6	Sr. Auditor-2	Nil	Nil	Nil	Nil	To make a scrutiny of service matter relate to Elect. Engg. Estb, Education and Architect
7	Sr. Auditor-3	Nil	Nil	Nil	Nil	To examine audit replies in respect of Education Deptt., various schools
8	Sr. Auditor-4	Nil	Nil	Nil	Nil	To examine audit replies in respect of Health Department including Hospitals and Dispensaries
9	Sr. Auditor - 5	Nil	Nil	Nil	Nil	To examine audit replies in respect of Civil Engg. Department, Elect Engg. Department and Transport Department. He is also responsible for submitting fortnightly and monthly progress reports
10	Sr. Auditor-6	Nil	Nil	Nil	Nil	He has been assigned the work of examining audit replies in respect of Revenue earning departments and all the establishment of NDMC
11	Sr. Auditor-7	Nil	Nil	Nil	Nil	Assists Asstt. A.O.-I for audit work
12	Sr. Auditor-8	Nil	Nil	Nil	Nil	Assists Asstt. A.O.-2 for audit work
13	Sr. Auditor-9	Nil	Nil	Nil	Nil	Assists Jr. A.O.-1 for audit work
14	Sr. Auditor-10	Nil	Nil	Nil	Nil	Assist Jr. A.O.- 2 for audit work
15	Jr. Assistant	Nil	Nil	Nil	Nil	Typing work and Diary dispatch
16	Peon-1	Nil	Nil	Nil	Nil	Delivery of files to different deptts. Against proper acknowledgment and other duties as assigned by the Officer
17	Peon-2 – attached with A.O.	Nil	Nil	Nil	Nil	Delivery of files to different deptts. Against proper acknowledgment and other duties as assigned by the Officer
18.	Audit Officer	supervision of work of Internal Audit Branch	Nil	Nil	Nil	To supervise audit of the revenue earning units i.e. audit of Estate, House Tax, Advertisement Tax,

		writing/review of CRs, sanction of leave				Enforcement, Commercial Departments, Indoor Stadia, Working Girls Hostel, Barat Ghars, Swimming Pools etc. besides rendering advice in the service matter and making a test check of the pay fixation checked by the Assistant Accounts Officer. Replies to the audit objections are also scrutinized in order to facilitate settlement of these objections.
1	Asstt. A.O. - I	Supervision of subordinate staff, checking of attendance registers, recommending EL&CL of Employees	Nil	Nil	Nil	Checking of pay fixation and leave accounts of all retiring/ deceased employees. Examination of other referred cases relating to service matters
2	Jr. A.O. – I	Supervision of subordinate staff, checking of attendance registers, recommending EL&CL of Employees	Nil	Nil	Nil	All works relating to Head Quarter. Chalk out annual audit programme, sending audit reports to the auditee departments, examining audit replies furnished by departments, issue of reminders for furnishing replies of audit paras, verification of service who have rendered service of 25 years or who are going to retire on superannuation within 5 years. Preparation and submitting fortnightly and monthly progress reports