

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.	Chairman	Head of Deptt.	Full financial powers enjoyed by the Head of the Deptt.			Overall control and supervision of the Department as HOD. Appellate Authority under DRTI Act, 2001.
2.	Member (Full-time)					Hear complaints related to the Departments allotted to him.
3.	Members (Part-time) (two)					Hear complaints related to departments allotted to them. One of the Part-Time members act as First Appellate Authority under RTI Act, 2005
4.	Secretary/ First Appellate Authority					The Secretary (PGC) is in charge of the administrative side of this office and also functions as the Head of Office under the powers delegated to him by the HOD.
5.	Dy. Secretary (Admn./Grievances/ Vigilance/ Link Officer to SPIO)	Currently assigned the duties of Head of Office				All matters related to complaints, administration, vigilance, caretaking are routed through the DS (Admn.)
6.	Dy. Secretary (DRTI/Care Taking)					All the matters relating to Delhi Right to Information Act, 2001,
7.	Dy. Secretary (CPGRAMs/Courts/ Parliament Matters/SPIO)			Notified as SPIO under RTI Act, 2005		Monitoring CPGRAM Portal
8.	Dy. Secretary (Grievances)					
9.	A.A.O./D.D.O.					He is in charge of Accounts Branch.
10.	Section Officer (Grievances)					He is in charge of the grievances section
11.	Section Officer (Admn.)			Notified as SAPIO under RTI Act, 2005		He is in charge of the Administration Branch.
12.	Section Officer (Care Taking & R & I)					Caretaking Branch.