

MANUAL 2  
Powers and duties of officers and employees  
{ Section 4(1) (b) 9(ii)}  
Powers and duties of officers and staff

As per the Delegation of Financial Powers to HoDs and Administrative Departments of Govt. of NCT of Delhi

<https://finance.delhigovt.nic.in/content/delegation-financial-powers-hods-and-administrative-departments-govt-nct-delhi>

S.No.	NAME OF POST	Powers			
		Administra tive	Financial	Statutory	Others
1.	SECRETARY	Head of the deptt.	All powers as per GFR		
2.	DIRECTOR	Head of the deptt.	All powers as per GFR	Appointing authority of Group C employees	
3.	Addl./Joint DIRECTOR	Head of the Office		Appointing authority of Group D employees	
4.	DY.DIRECTOR (T)				
5.	SR.SUPERINTENDENT/D SWO				
6.	PRINCIPAL, GLNS				
7.	PRINCIPAL, BLIND				
8.	PRINCIPAL SMRC				
9.	FOREMAN-CUM-SUPERINTENDENT				
10.	MEDICAL OFFICER-CUM-SUPERINTENDENT				
11.	GDMO/ DOCTOR				
12.	DY.CONTROLLER (F&A)				
13.	DY.DIRECTOR (UTCS)				
14.	DRUG CO-ORDINATER				
15.	PROGRAMMER				
16.	ASSTT. PROGRAMMER				
17.	VICE PRINCIPAL				
18.	SR. PERSONAL ASSISTANT				
19.	ACCOUNTS OFFICER				
20.	SUPERINTENDENT (DASS)				
21.	SUPERINTENDENT/CDP O				
22.	RESEARCH OFFICER				
23.	WELFARE OFICER-II	No	No	No	No
24.	DEPUTY SUPDT/PO-I/ACDPO ETC.	No	No	No	No
25.	SUPERVISOR-I	No	No	No	No
26.	SUPERVISOR-II	No	No	No	No
27.	INVESTIGATOR	No	No	No	No
28.	HEAD MASTER				
29.	PGT (BLIND)	No	No	No	No
30.	TGT (BLIND)	No	No	No	No
31.	ASSTT. TEACHER (BLIND)	No	No	No	No
32.	MUSIC TEACHER	No	No	No	No
33.	BABT/TGT(GEN)	No	No	No	No
34.	DRAWING TEACHER	No	No	No	No
35.	ASTT. TEACHER (GEN)	No	No	No	No
36.	TGT (DEAF)	No	No	No	No
37.	ASSTT TEACHER (DEAF)	No	No	No	No
38.	MACHINEMAN	No	No	No	No
39.	COMPOSITOR	No	No	No	No
40.	PT-CUM-MOBILITY INSTRUCTOR	No	No	No	No
41.	PTI	No	No	No	No
42.	STENOGRAPLHER	No	No	No	No
43.	DRIVER (ORDINARY GRADE) DRIVER (GRADE-II) DRIVER (GRADE-I) DRIVER (SPECIAL	No	No	No	No

	GRADE)				
44.	HOUSE FATHER/MATRON	No	No	No	No
45.	JUNIOR MATRON	No	No	No	No
46.	OCCUPATIONAL TEACHER	No	No	No	No
47.	CRAFT INSTRUCTOR	No	No	No	No
48.	CRAFT TEACHER	No	No	No	No
49.	OCCUPATIONAL THERAPIST	No	No	No	No
50.	JR. CRAFT INSTRUCTOR	No	No	No	No
51.	CRAFT INSTRUCTOR	No	No	No	No
52.	SR. CRAFT INSTRUCTOR	No	No	No	No
53.	CHIEF INSTRUCTOR	No	No	No	No
54.	STAFF NURSE	No	No	No	No
55.	CLINICAL PSYCHOLOGIST	No	No	No	No
56.	HEAD CLERK	No	No	No	No
57.	UPPER DIVISION CLERK	No	No	No	No
58.	LOWER DIVISION CLERK	No	No	No	No
59.	JR. ACCOUNTS OFFICER	No	No	No	No
60.	STATISTICAL ASSISTANT				
61.	RESEARCH ASSISTANT				
62.	DISPATCH RIDER				
63.	CARETAKER	No	No	No	No
64.	SWEEPER	No	No	No	No
65.	BARBER	No	No	No	No
66.	AYA	No	No	No	No
67.	ARTISIAN	No	No	No	No
68.	ATTENDANT	No	No	No	No
69.	COOK	No	No	No	No
70.	PEON	No	No	No	No
71.	CHOWKIDAR	No	No	No	No
72.	WATCH AND WARD	No	No	No	No
73.	CHAIR RECANNER	No	No	No	No
74.	BUS ATTENDANT	No	No	No	No
75.	BOARDING SERVANT	No	No	No	No
76.	WORKSHOP ATTENDANT	No	No	No	No
77.	DAFTARI	No	No	No	No
78.	NURSING ORDERLY	No	No	No	No
79.	KITCHEN HELPER	No	No	No	No
80.	MALI	No	No	No	No
81.	DHOBBI	No	No	No	No
82.	WATERMAN	No	No	No	No
83.	SENIOR HELPER	No	No	No	No
84.	JUNIOR HELPER	No	No	No	No
85.	HOUSE AUNTY	No	No	No	No
86.	PROJECT DIRECTOR	No	No	No	No
87.	PROJECT OFFICER	No	No	No	No
88.	ASSTT. PROJECT OFFICER	No	No	No	No
89.	ENUMERATOR	No	No	No	No
90.	DATA ENTRY OPERATOR	No	No	No	No

Note: Substantive powers and duties for each position may be defined.

Delegation of Financial Powers to Addl. /Joint Director of Social Welfare Department

Sl. No	Nature of Power	Powers of Head of Department (Director)	Powers of Head of office (Addl. Director)	Remarks
1	2	3	4	5
1	Contingent Expenditure			
	A. Unspecified Items (Recurring)	Rs. 2,00,000/- per annum.	Rs. 2,000/- per annum in each case.	
	B. Unspecified Items (Recurring)	Rs.1,00 ,000/- per annum in each case.	Rs. 6,000/- per annum in each case.	
2	Bicycle			
	(a) Purchase	Full Powers	Full Powers	
	(b) Replacement	Full Powers	Full Powers	
	(c) Repairs	Full Powers	Rs. 100/-p.a. per Bicycle.	
3	(a) Conveyance Hire	Rs. 30,000/- per month*	NIL	The Conveyance hire of one None-AC vehicle should not exceed Rs. 15.000/- Per Month
	(b) Reimbursement of Conveyance charges	Rs. 1,000/- per month per person	Rs. 500/- per month per person	
	(c) Grant of Conveyance allowance to physically Handicapped.	Full Powers subject to observance of the conditions as laid down by GOI/GNCTD.	NIL	
4	Electric, Gas and Water Charges.	Full Powers	Full Powers	
5	Fixture and Furniture			* FD's approval is required to relax the economy ban on purchase of furniture.
	(a) Purchase	Full Powers*.	Rs. 15,000/- per annum.	
	(b) Repairs	Full Powers	Rs. 5,000/- per annum.	
6	Freight and demurrage/ wharfage charges.			
	(a) Freight charges	Full Powers	Full Powers	
	(b) Demurrage/Wharfage Charges	Full Powers	Upto Rs.500/- in each case.	
7.	(a) Hiring of:- Office furniture, Electric fans, Heaters, Coolers, clocks and call-bells.	Full Powers	Rs. 2,500/- per annum per office for hire of furnitures, electric fans & Clocks.	
	(b) Purchase of Desert cooler and Room Cooler (Except Air Conditioners).	Full Powers	NIL	
8.	Land	NIL	NIL	
9.	Motor Vehicles:			*Subject to fulfillment of norms as laid down in Delegation of Financial Power Rules.
	(a) Purchase	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Maintenance, upkeep and repair of vehicles	Full Powers	<u>Heavy Vehicles:-</u> Rs. 25000/- per annum per Vehicle & <u>LMV:-</u> Rs. 15,000/- per annum per Vehicle	
	(d) Condemnation of Vehicles	Full Powers*	<u>NIL</u>	
10	Legal Charges.			Subject to guiding principles and rates as laid down by Law Department, Govt. of NCT of Delhi. Note: Payments in satisfaction of
	(a) Fees to Barristers, Advocates, Pleaders, Arbitrators and Umpires	Full Powers	Full Powers	
	(b) Law suits or prosecution cases	Full Powers in case of authorities vested with powers to sanction the institution of suit or prosecution,	<u>NIL</u>	

		otherwise Rs.10000.- in each case.		Court decrees or award of arbitral tribunals are not legal charges but are to be treated as “Miscellaneous Expenditure” to be regulated in accordance with the provisions of Schedule-VI of DFPRs. These powers shall be exercised subject to such orders/institutions as may be issued from time to time by the Government of India/Government of NCT of Delhi.
	(c) Arbitration cases	Full Powers in case of authorities vested with powers to refer cases to arbitration, other- wise Rs. 10,000/- in each case.	<u>NIL</u>	
	(d) Reimbursement of Legal Expenses incurred by Government servants in case arising out of their official duties.	Full Powers	NIL	
	(e) Miscellaneous Legal services like consultancies, drafting and vetting services	Full Powers	NIL	
11.	Municipal rates taxes	Full Powers	Full Powers	
12.	Petty Works and Repairs			
	(a) Execution of petty works, repairs and day to day maintenance of Govt. buildings.	Rs. 1,00,000/- per annum per building, if the work is executed departmentally.  Full Powers if the work is executed through PWD.	Rs. 1,00,000/- per annum per building, if the work is executed departmentally. (Principals of the schools are also covered under these powers).	Subject to funds being made available by the administrative Department out of their approved budget.
	(b) Repairs and alteration Hired and Requisitioned Building	(i) Non-recurring Rs.50, 000/- per annum. (ii) Recurring:- Rs. 10,000/- per annum per building, if the work is executed departmentally.	NIL	
	(c) Printing of visiting cards: (i) for self & officers of the department:-	Upto a monetary limit of Rs.200/- per year.	NIL	
13.	Publication: (a) Purchase of Official publication.  (b) Purchase of Non- official publication include books, newspapers, other periodical publication, etc.	Full Powers  Full Powers	Rs.2000/- per annum. NIL	
16	Hiring of building	Full Powers	NIL	
17	(a) Repairs to and removal of machinery (Where the expenditure is not of a capital nature)	Full Powers	NIL	
	(b) Repairs/Periodical Servicing/AMC of machinery and equipments	Full Powers	Rs.5000/- per annum	
18	Staff paid from Contingencies.	NIL	NIL	
19	(a) Purchase of stationery stores	Rs.5,00,000/- per annum	Rs.10,000/- per annum	NOTE: (a) Approval of FD is required for all  Schemes/Projects costing above Rs.85 Lakhs and upto Rs. Five Crores.  (b) Approval of
	(b) Purchase of rubber stamps and office seals.	Full Powers	Rs.500/- per annum.	
	(c) Administrative Approval and Expenditure Sanction to Works.	Upto Rd.85 lakhs subject to availability of funds and estimates prepared by PWD or any other Government approved work	NIL	

		executing agency		<p>EFC is required for all Schemes/Projects costing above Rs. Five Crores.</p> <p>(c) Approval of the Council of Ministers is also required in respect of all Schemes /Proj-ects costing above Rs. 100 Crores.</p>
20	Postal and Telegraphs Charges			
	(a) Charges for the issue of letters telegrams etc.	Full Powers	Full Powers	
	(b) Commission on money orders.	Full Powers	Full Powers	
	(a) Printing and blinding. (Private Printers/Press)	Rs. 5, 00, 000/- per annum, if the job is executed locally.	Rs.10, 000/- per annum, if the job is executed locally.	
	(b) Printing and blinding. (Through Government Press)	Full Powers	Nil	
	Supply of Uniforms, badges and other articles of clothing etc., and Washing Allowance.	Full Powers, subject to the prescribed scales.	Full Powers, subject to the prescribed scales.	*Full Financial Power to the Principals of the schools to sanction uniform/scholarship to the students subject to the condition that scheme has been approved by the Competent authority and subject to availability of funds.
21	Performance of extra jurisdictional journey within India by the Government servant including payment of Delegation fee.	Full Powers, except HOD/Secretaries for which the approval of concerned Secretary/ Chief Secretary may be obtained.	NIL	
22	Power to declare a Gazetted Officer as Head of Officer under Rule 14 of DFPRs	Full Powers	NIL	
23	Advance drawal of money on abstract bill for meeting contingent expenditure where advance drawal is inevitable.	Full Powers. (Subject to the conditions as specified in Col.5)	NIL	<p>(a) Expenditure sanction of Competent authority is obtained;</p> <p>(b) No previous advance is outstanding;</p> <p>(c) The amount of advance drawal is rendered to PAO concerned within from</p>

				the date of drawl of advance.
24	Stores:			* Subject to the condition that the sanction of competent authority for executing the work and incurring necessary expenditure on the purchase on the purchase of stores required for the work is obtained.
	(a) Store required for works.	Full Powers*	NIL	
	(b) Other stores i.e. stores required for the working of an establishment instruments, equipments and apparatus.	Full Powers	Rs. 10, 000/- per annum.	
	(c) Purchase of Medical stores and equipments.	Full Powers	Rs. 10, 000/- per annum.	
	(d) Purchase of equipment of Training institute.	Full Powers	Rs. 10, 000/- per annum.	
	(e) Purchase of stores such as seeds, pesticides etc. required for sale under the approval agricultural schemes.	Full Powers	Rs. 10, 000/- per annum.	
25	(a) Purchase of Dietary articles/clothing and other items for day to day use of Government Hospitals.	Full Powers (Subject to approved scales/rates)	Rs.1, 000/- at a time provided Dietary articles are purchased from Government Fair Price Shops.	
	(b) Purchase of Dietary articles/clothing for the inmates of Institutions under the Directorate of Social welfare or any other Department of Government of NCT of Delhi.	Full Powers (Subject to approved scales/rates)	Rs.1,00, 000/- per annum, subject to approved scales/rates.	
26	Tent and Camp Furniture.			
	(a) Initial Purchases.	NIL	NIL	
	(b) Replacement	NIL	NIL	
	(c) Repairs	Full Powers	NIL	
	(d) Hiring of Tents	Full Powers	NIL	
27	Telephone Charges:- (As may be fixed by Government from time to time)			Head of Departments may also exercise this power in respect of power in respect of installation of connections under Communication Telephone System within the Department. Norms of entitlements will be as prescribed by Government from time to time.  NOTE: Officer under suspension is not entitled to reimbursement of residential telephone charges during the period of suspension.
	(a) Office Telephone	Full Powers	Full Powers, subject to prescribed limit.	
	(b) Sanction of Residential telephones in case of officers drawing salary in PB-3: Rs.15, 600-39,100 plus Grade Pay-Rs. 7,600/- (pre-revised pay scale of Rs.12, 000-16, 500) and above.	Full Powers	NIL	
	(c) Sanction of Internet Connection.	Rs. 10, 000/- per annum.	NIL	
28	(a) All office equipments including typewriters, electronic typewriters, Intercom equipment, stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, addressographs etc.	Full Powers	NIL	Note: Approval of FD is required in respect of those equipments which attract economy ban.
	(b) Purchase of Computers including Laptops, Printers and Computer furniture).	Rs.2,50, 000/- per annum.  Rs.15 lakhs per annum to HODs of Technical	Nil	

		institutions.*  *Note:- This will be exercised only in consultation with Finance Department.		
	(c) Hire & maintenance of Computers of all kinds	Full Powers	Nil	
	(d) Payment of monthly maintenance charges of punching & verification machines etc. to Computer Maintenance Corp. Ltd.	Full Powers	Nil	
29	Miscellaneous Expenditure.  (a) Recurring:	Rs. 10, 000/- per annum	Nil	NOTE: Rs.25/- per head on light refreshments at formal inter-Departmental & other meetings/ conferences.
	(b) Non Recurring:	Rs. 10, 000/- per annum	Nil	
	(c) Expenditure on refreshments served to guests in official meetings.	Upto Rs. 1, 00, 000/- per annum, subject to norms/ per capital rate prescribed by the Govt.	Nil	
	(d) Working Lunch during the meetings/conferences/seminar/workshops	Rs. 150/- per head with a ceiling of Rs.3,000/- per occasion	Nil	
30	Write-off of Irrecoverable losses of stores or public money.  (a) Irrecoverable losses of stores/money not due to theft, fraud or negligence.	Rs.50, 000/- in each case. Subject to observance of procedure/Instructions laid down in GFR, 2005, ETC	Nil	
	(b) Losses due to theft, fraud or negligence.	Rs. 5, 000/- in each case	NIL	
	(c) Deficiencies and depreciation in the value of stores included in the stocks and other accounts.	Rs. 50,000/- in each case Subject to observance of procedure/Instructions laid down in GFR, 2005,etc.	Nil	
31	Disposal of obsolete, surplus or unserviceable stores.	Upto Rs.1,50,000/- at a time. Subject to acceptance of the recommendation of Condemnation Board by the competent authority.	Rs.5, 000/- at a time.*	*Subject to the acceptance of the report of the Condemnation Board by the competent authority and also subject to the condition that the Head of office is not on the Condemnation Board
32	Investigation of Old Claims.	Full Power, as per Rule 264 of GFR, 2005.	Nil	
33	Merits, Awards, Stipends, Loans and other educational scholarship to students.	Full Powers, subject to approved scale/pattern.	Nil	
34	Expenditure incurred on annual N.C.C camps, Combined Cadre camps, Refresher training course and pre commission training etc.	Full Powers, subject to approved pattern of Government of India/Government of NCT Delhi	Nil	
35	Payment of publicity charges on DAVP rate or on rates approved	Full Powers	Nil	



	by Government of NCT of Delhi			
36	Payment of outfit allowance, refreshment allowance and washing allowance to NCC officers and cadets.	Full Powers, subject to scale/pattern as prescribed by the Government of India/Government of NCT Delhi.	Nil	
37	Insurance of material and equipments received as a loan or an aid from International and other organizations.	Powers as prescribed in Rule 15 of Delegation of Financial Power Rules.		
38	(a) Grant of Special pay to cahiers/Group 'D' staff handling cash.	Full Powers*	NIL	*These Allowances shall be regulated in accordance with orders/instructions issued by the Government of India from time to time.
	(b) Caretaking Allowance	Full Powers*	NIL	
	(c) Gestetner Operator Allowance	Full Powers*	NIL	
39	Powers under the fundamental Rules Supplementary Rules/General Financial Rules.	The Head of Department declared as such under S.R. 2(10) and Rule-3(f) of DFPR by the Lt. Governor, Delhi, can exercise the posers to the extent prescribed in FR/SR and GFRs.	NIL	
40	(a) Sanction of HBA to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments.	NIL	The poser to sanction HBA to All India Service Officers vests with FD.
	(b) Sanction of GPF withdrawal to Govt. servant.	Full power, except in respect of Secretaries and Head of Departments.	NIL	The power to sanction GPF withdrawal to All India Service Officers vests with FD.
41	(a) Sanction of Honorarium from Public exchequer	NIL	NIL	<u>NOTE:</u> The poser to sanction Honorarium from the public exchequer vests with FD.
	(b) To sanction the undertaking of work for which fee/Honorarium is offered and acceptance thereof.	As prescribed in FR/SR	NIL	
	(c) Acceptance of Honorarium	As prescribed in FR/SR	NIL	
42	Sanction of casual of labour for Department work connected with Horticulture/Forestry/Agriculture.	Full Powers*	NIL	*Subject to the rates/norms as approved by the Government of India/Government of NCT of Delhi and subject availability of budget provision.
	(b) Sanction of Casual Labour for Departmental work connected with fisheries.	Full Powers*	NIL	*Subject to the rates/norms as approved by the Government of India/Government of NCT of Delhi and subject

				availability of budget provision.
43	Payment of remuneration to part-time teachers/Guest speakers etc.	Full Powers*	NIL	*Subject to the rates/norms as approved by the Government of NCT of Delhi.
44	Payment of registration fee for seminars/conferences.	Full Powers*	NIL	*Subject to fulfillment of Rules/Regulations as laid down in Government of India/Government of NCT of Delhi orders.
45	Clearance for forwarding of applications for various fellowships.	Full Powers*, except in cases of Head of Department in which approval of concerned secretary be obtained.	NIL	*Subject to fulfillment of Rules/Regulations as laid down in Government of India/Government of NCT of Delhi orders.
46	Keeping lien of staff selected/approved by Govt.of India for services/training abroad	Full Powers*	NIL	*Subject to fulfillment of conditions as laid down in FR-13 and FR-14-A.
47	Gant-in-Aid to the Grantee Institutions/NGOs	-	-	Pr. Secretaries/Secretaries have the powers upto Rs.5 lakhs to sanction Grant-in-Aid to the Grantee Institutions/NGOs, in whose case the total grant in a year does not exceed Rs. Five Lakhs, (Except Local Bodies), both under Plan & Non-Plan subject to conditions as laid down by Finance Department, Government of NCT of Delhi and subject to the approved pattern of assistance and further subject to fulfillment of conditions as laid down in GFR, 2005.
48	Opening of Letter of Credit (LC) in Public Sector Banks	Full Powers to the extent of amount of Expenditure Sanction accorded by the Competent authority.	NIL	
49	Washing & dry cleaning of linen.	Full Powers to <u>HODs of all Hospitals</u> where facility of washing/dry cleaning of linen is not available.	NIL	
50	(a) Engagement of Security & Sanitation Services	-	-	<u>Full Power to Pr. Secretary/Secretary of the</u>

				<u>Administrative Department</u> in their capacity as HOD for A/A & E/S.
	(b) Extension of existing Contract of Security and Sanitation Services	Full Powers*	NIL	*Subject to the provision of extension as provided in the contract and fulfillment of other conditions prescribed in Rule-204 of GFR, 2005.
51	Expenditure on swearing-in-ceremony of Constitutional Authorities of GNCT of Delhi.	-	-	Full Powers to Pr. Secretary (GAD)

#### SUPERINTENDENT: - BEGGAR'S HOME

Running the institution in accordance with the provisions of the Bombay Prevention of Begging Act and the Rules made there under:

- I. Be responsible for overall planning, implementation and coordination of te institutional activities/programmes.
  - II. Ensure minimum standards of cleanliness, physical and medical care of the inmates.
  - III.
  - IV. Provide for the optimum level of cleanliness, maintenance and upkeep of the building and the premises.
  - V. Supervise and control the inmates educational, Craft training and correctional programmes.
  - VI. Plan and explore suitable work opportunities for inmates for remunerative work.
  - VII. Work as DDO. Prepare budget and exercise control over financial maters, including all stores purchases.
  - VIII. Supervise office administration, staff discipline and welfare.
  - IX. Undertake daily round of the institution and personally meet the inmates to have first hand information about their well being and problems.
  - X. Undertake weekly night inspection/round of the institution.
  - XI. Undertake annual physical verification of the property articles.
  - XII. Maintain records and statistics and send MPR/periodical returns /reports.
  - XIII. Plan systematic raids for arresting beggars by the Anti-Begging Squad. (This applies to RCC only.)
- Any other duty assigned by the Additional Chief Inspector/Chief Inspector.

#### Chief Probation Officer

CPO vide Rule 5, subject to the control and supervision of the Chief Controlling Authority, shall be responsible for administering the work of probation throughout the Union Territory of Delhi.

He/She shall :

- I. control, guide and supervise the work of District Probation Officer and other Probation Officers.
- II. assist and foster after-care work in the Union Territory of Delhi for the purpose of rehabilitation of offenders and maintain contacts with other related associations and the public.
- III. Submit statistical or other returns and reports as may be required by the Chief Controlling Authority.

- IV. Submit monthly progress report of the Probation Units on the prescribed Performa.
- V. Perform such other functions, as may be assigned by the Administrator or the Chief Controlling Authority.

#### District Probation Officer

The District Probation Officer, vide Rule 6 and 37, shall cover the whole of the probation district in which he/she is posted:

He/She shall

- I. be responsible for working of probation in the whole area within his jurisdiction.
- II. Control guide and supervise the work of Probation Officer in the District.
- III. Maintain the prescribed records /registers such as a dossier for each probationer, inspection file, register of probationers.
- IV. Compile and consolidate the prescribed statistics submitted half yearly by the Probation Officer regarding the probationers.
- V. Submit to the Chief Controlling Authority, the CPO, the concerned Court such reports, as may be specified by the Administrative or the Chief Controlling Authority or the Chief Probation Officer or Courts.
- VI. Perform such other functions, as may be assigned to him/her by the Chief Controlling Authority or by the CPO.

#### Prison Welfare Officer

He/She shall

- I. Act as immediate supervisor/Incharge of the unit.
- II. Be responsible for the punctuality and movement of the staff.
- III. Allot cases of under-trials and convicts among the Prison Welfare Officers and watch their disposal.
- IV. Guide, assist and supervise the Prison Welfare Officers in investigation and writing of reports.
- V. Check and countersign the daily diary of the Prison Welfare Officer working in the unit.
- VI. Maintain daily diary of the work performed by him/her.
- VII. Refer the cases of juvenile under trials and convicts below 21 years of age to the Chief Probation Officer.
- VIII. Sponsor cases for the release of first offenders, particularly the juveniles.
- IX. Provide counseling and guidance to the prisoners and their families.
- X. Maintain the requisite records/registers of cases dealt by the units.
- XI. Compile and submit the monthly progress report of the Prison Welfare officers.
- XII. Prepare and submit other periodical returns and statistics as may be required.

Any other work assigned by the DPO/CPO

#### Welfare Officer (Head of Office) FAS

He /She shall

- I. function as the Head of office and carry out all duties required of a HO.

- II. Be responsible for the overall planning and implementation of the financial assistance schemes assigned to him/her.
- III. Supervise office including staff service matters, discipline, punctuality and movements.
- IV. Ensure proper cleanliness, maintenance and upkeep of the office, toilets and surroundings.
- V. Be responsible to maintain up-to-date information about the various Financial Assistance Schemes being operated by the local bodies and other departments.
- VI. Deal with all correspondence with members of the Metropolitan Council and maintain proper record of the same to ensure prompt clearance of cases sponsored by them.
- VII. Deal with all the official and non-official correspondence and other related matters.
- VIII. Prepare and submit draft replies to all parliament/Rajya Sabha/Metropolitan Council questions.
- IX. Guide and supervise the Investigators working in the schemes under him/her and ensure that they submit reports within the stipulated period.
- X. Plan and execute follow-up study of the grantees/recipients.
- XI. Be responsible for the up-to-date maintenance of service books, records and statistics and all periodical returns/MPRs.
- XII. Check and countersign the daily work diary of the Investigator working under him/her.
- XIII. Ensure proper sitting and drinking water arrangements for the beneficiaries.
- XIV. Conduct annual physical verification of property and stocks.

Any other duty assigned by the Deputy Director (Social Welfare/Director, Social Welfare).

#### Welfare Officer (DDO)

He/She shall

- I. function as the DO and carry out all the duties required of a DDO.
- II. Prepare budget and exercise control over financial matters including stores purchases etc.
- III. Be responsible for the proper disbursement of grant/assistance to the beneficiaries, maintenance of acquaintance and index cards, cash and accounts registers/records etc.
- IV. Be responsible for overall planning, implementation and coordination of the social security financial assistance schemes which are as assigned to him/her.
- V. Guide and supervise the investigators working in the schemes under him/her and ensure that they submit reports within the stipulated period.
- VI. Check and counter-sign daily work diary of the investigators working under him/her.
- VII. Plan and execute follow-up study of the beneficiaries.

Any other duty assigned by the Deputy Director (Social Welfare/Director, Social Welfare.)

### Superintendent

He/she shall:

- I. be responsible for overall planning, implementation and coordination of the institutional activities/programmes.
- II. Function as DDO, prepare budget and exercise control over financial matters including all store purchases.
- III. Ensure the optimum level of cleanliness, maintenance and upkeep of the building premises, fixture and equipments.
- IV. Ensure minimum standards of physical and medical care of the inmates.
- V. Ensure homely atmosphere with love and affection for the well-being of the inmates.
- VI. Plan and explore provision of suitable leisure time work/opportunities for inmates.
- VII. Supervise over office administration, including matters of staff discipline and welfare.
- VIII. Undertake daily round of the institution and personally meet the inmates to have first-hand information of well-being and problems.
- IX. Inspect and test food prepared for inmates.
- X. Undertake weekly night inspections/round of the institution.
- XI. Implement suitable recreational programmes/activities for the inmates.
- XII. Maintain records and statistics and send periodical returns/MPRs.

Any other duty assigned by the Deputy Director (incharge)/Director, Social Welfare.

### Guidance Officer (Social Assistance for everyone)

He/she shall:

- I. Supervise, guide and control the work of the staff working in the scheme.
- II. Be responsible for the proper upkeep, cleanliness and maintenance of the office, toilet furniture and fixtures.
- III. Develop active liaison with the governmental and non-governmental social welfare organisations/agencies.
- IV. Compile and maintain an up-to-date referral directory of social welfare organisations/institutions in Delhi.
- V. Identify needs of the clients and endeavor to match them with the available services/resources.
- VI. Provide counseling and guidance to the clients regarding the available services.
- VII. Compile an up-to-date list of voluntary social workers working in the welfare fields.
- VIII. Undertake periodical publicity thorough press and other audio-visual aids.
- IX. Maintain active contacts, coordination and liaison with zonal units of SAFE and other social welfare organisations and institutions.
- X. Maintain referral and other records/registers including submission of periodical returns/statistical data.

Any other work assigned by the Chief Probation Officer.

### Superintendent (Hostel for College going blind students.)

He/she shall

- I. Work as DDO, prepare budget and exercise control over financial matters, including all store purchases.

- II. Manage the hostel in accordance with the provisions of the scheme.
- III. Be responsible for overall planning, implementation and management of the activities/programmes of the hostel.
- IV. Supervise office, correspondence and staff discipline.
- V. Ensure optimum level of cleanliness, maintenance and upkeep of the hostel premises and fixtures.
- VI. Undertake daily round of the hostel and personally meet the hostellers to have first hand information about their well being and problems.
- VII. Ensure discipline in the hostel.
- VIII. Supervise and regulate the visitors who may come to meet the hostellers.
- IX. Ensure proper standards of cleanliness, physical and medical care and health checkup of the inmates.
- X. Undertake monthly physical verification of consumable and non-consumable articles stores and annual verification of property articles.
- XI. Supervise mess arrangements, including preparation of meals/ breakfast.
- XII. Maintain up-to-date admission/discharge records and statistics and send periodical returns/reports.
- XIII. Arrange common room facility with suitable reading materials in Braille.

Any other duty assigned by the Deputy Director (Incharge)/Director, Social Welfare.

#### Superintendent (TCPC)

##### He/she shall

- I. Function as the Head of Office/DDO
- II. Ensure proper maintenance of the building, fixtures, equipment, furniture and other properties.
- III. Ensure adequate safety measures in the centre.
- IV. Make suitable arrangement for drinking water and other facilities for the trainees/workers.
- V. Ensure regular payment of stipends/wage to trainees and PC workers.
- VI. Handle official correspondence.
- VII. Purchase stores and raw materials in accordance with the rules.
- VIII. Be responsible for the proper maintenance of accounts, stock records, staff service books.
- IX. Conduct physical verification of property and stocks , at least once a year.
- X. Formulate time table for imparting training to the trainees and plan adequate provision of work for PC workers.
- XI. Supervise, guide and control the work of the Craft Instructor and other office staff.
- XII. Maintain active liaison with VRC , Special Employment Exchange for the Physically Handicapped and other organisations/agencies engaged in vocational training/rehabilitation of the disabled.

Any other duty assigned by the Deputy Director (Incharge)/Director, Social Welfare.

### Superintendent (SWPH)

- I. Work as DDO, prepare budget and exercise control over financial matters including all stores purchases.
- II. Manage the institution in accordance with the provisions of the scheme.
- III. Be responsible for the overall planning, implementation and management of the activities/programmes of the institution.
- IV. Supervise office, correspondence and staff discipline.
- V. Undertake periodical visit/round of the colonies/areas where the RCL beneficiaries are residing, to have first-hand information about their well-being and problems.
- VI. Take necessary steps to arrange stocks or to replenish stocks well in time to ensure that the dietary and other articles including clothing etc. are distributed to the beneficiaries within the stipulated period.
- VII. Be responsible for correct accounting of all stocks and for maintaining up-to-date stock and issue registers and inventories.
- VIII. Be responsible for the supervision of stores/supplies, safety and protection from loss, damage of stocks and stores or deterioration thereof.
- IX. Be responsible to maintain up-to-date duly verified record in a systematic manner of the enlisted beneficiaries.
- X. Plan and make efforts for the rehabilitation of the beneficiaries by utilizing the facilities of TCPC and sheltered workshop.
- XI. Undertake monthly physical verification of the dietary, general articles and annual verification of property stores.
- XII. Be responsible for up-to-date admission/discharge records and statistics and send periodical returns.

Any other duty assigned by the incharge/Director, social Welfare.

### FOREMAN-CUM-INSTRUCTOR-CUM-SUPERINTENDENT

He shall:

- i) Function as the Head of Office/DDO.
- ii) Ensure adequate safety measures in the workshop.
- iii) Ensure proper sanitation, maintenance and upkeep of the building, class rooms, toilets and fixtures.
- iv) Admit production workers in accordance with the objectives of the scheme with the approval of the Committee.
- v) be responsible for procuring on a regular basis adequate job work for the P.C. workers.
- vi) be responsible for proper and up-to-date maintenance of admission/ discharge register, work allotment register, production work/ wages register of P.C. workers.
- vii) Purchase stores and raw-materials in accordance with the rules.
- viii) raise bills on account of production work rendered by the workers and take steps for the prompt recovery of the same.
- ix) ensure regular payment of wages to the production workers.
- x) make suitable arrangements for drinking water and other common facilities for the production workers.
- xi) be responsible for the maintenance of accounts, stock records, staff service book etc.
- xii) conduct physical verification of property and stocks, at least once a year.



- xiii) supervise, guide and control the work of the Craft Instructors and other office staff.
  - xiv) compile and prepare monthly progress report of the center and submit such other returns/ statistics which may be required by the Directorate.
  - xv) check / countersign all the stocks and issue registers of the workshop.
  - xvi) handle office correspondence.
  - xvii) maintain active liaison with V.R.C., Special Employment Exchange for the Physically Handicapped and other organizations/ agencies engaged in vocational training/ rehabilitation of the disabled.
- Any other duty assigned by the Deputy Director (Incharge)/ Director, Social Welfare.

### DOCTOR

He/She shall :

- i) Be responsible for the overall charge and control of the Medical Care Unit.
  - ii) Daily visit all sections of the unit and ensure the maintenance of proper cleanliness and sanitation in all the areas of the unit.
  - iii) Take round of the institution twice a day to see if any inmate requires immediate medical attention.
  - iv) Ensure that all unit staff start work at the scheduled time and keep the staff attendance register on his table and countersign the same daily.
  - v) Be responsible for the maintenance of discipline and order in the Unit including use of prescribed uniform by the staff.
  - vi) Assign duties to all the staff under his control.
  - vii) Maintain the O.P.D. register wherein the name, sex, age of the patient along with the diagnosis and treatment of the case will be clearly given.
  - viii) Be incharge of the medicine/ equipment stores of the unit and supervise indenting, receipt and issue of these articles including maintenance of relevant registers/ records.
  - ix) Be responsible for preparing periodical/ annual indents of the medicines/ equipment keeping in view the previous consumption and requirements.
  - x) Arrange for referrals of inmates to hospital, is so required.
  - xi) Issue medical certificate in case of death.
  - xii) Ensure proper maintenance of health cards of the inmates and their periodical check-up.
- Any other duty assigned by the Head of Office/ Deputy Director (Incharge)/ Director, Social Welfare.

### PRINCIPAL

He shall :

- i) Function as the Head of the Office and Drawing and Disbursing Officer.
- ii) Be responsible for the proper maintenance of accounts of the school, school records, service books of teacher, and other registers, returns and statistics.
- iii) Handle official correspondence and furnish within the specified dates, the returns and information required by the Directorate.
- iv) Ensure that the hostel/bus dues are regularly realized and appropriately accounted for.
- v) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinize the bills and make payments.
- vi) Conduct physical verification of school property and stocks, at least once a year and ensure the maintenance of stock registers neatly and accurately.
- vii) Make satisfactory arrangements for the supply of drinking water and provide other facilities for the pupils and ensure that the school building, its fixtures, furniture, office equipment, lavatories, play grounds, school garden and other properties are properly maintained.
- viii) Supervise, guide and control the work of the teaching and non-teaching staff of the school.

- ix) Be responsible for admission in the schools and the hostels, preparation of school time table, allocation of duties and teaching.
- x) Plan the year's academic work in advance in consultation with his colleagues and old staff members at least once a month, review the work done during the month and assess the progress of the pupils.
- xi) Help and guide the teachers and promote their professional growth and encourage the initiative of the teachers for self-improvement.
- xii) Supervise class room teaching and secure cooperation and coordination amongst teachers of the same subject as well as inter-subject coordination.
- xiii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children, who may require such remedial teaching.
- xiv) Arrange for informal and non-class room teaching.
- xv) Plan and specify a regular time table for the scrutiny of pupil's written work and home assignment and ensure that the assessment and corrections are carried out timely and effectively.
- xvi) Make necessary arrangements for organizing special instructions for the pupils according to their needs.
- xvii) Organize and coordinate various co-curricular activities.
- xviii) Develop and organize the library resources and reading facilities in the school.
- xix) Send regularly the progress reports of the students to their parents/ guardians.
- xx) Promote the physical well-being of the pupils; secure high standards of cleanliness and health habits and arrange periodical medical examination of the students.
- xxi) Devote at least 12 periods in a week to teach the pupils.
- xxii) Supervise the working of the school hostels including the physical well-being of the hostellers, their mess arrangement, maintenance and upkeep of building, cleanliness and their health care.

Any other duty assigned by the Deputy Director (Incharge)/ Director, Social Welfare.

#### VICE – PRINCIPAL

He shall :

- i) be responsible for the regular cleanliness, maintenance and up-keep of class rooms, furniture and teaching apparatus and other property/ material meant for the class rooms.
  - ii) Supervise the classes upto Secondary level.
  - iii) Check fee accounts, Facility Fund, including hostel and bus fees and class registers.
  - iv) Ensure that as per the laid down time table regular teaching including leave vacancy arrangement are made.
  - v) Be responsible for the implementation and supervision of co-curricular activities, including P.T., Sports, library and school functions.
  - vi) Devote the prescribed periods in a week to the teaching of the pupils.
  - vii) Look after the day-to-day working of the hostels including the health care of the students/ inmates.
  - viii) Supervise the Class IV staff and prepare their duty rosters and make substitute leave arrangements.
  - ix) Be responsible for the bus arrangement for the students.
- Any other duty assigned by the Principal/ Deputy Director (Incharge)/DSW.

#### SUPERINTENDENT (NON-STATUTORY HOMES)

He / she shall :

- i) supervise the cleanliness, upkeep and maintenance of the building, premises, furniture and fixtures;
- ii) enquire or cause an inquiry to be made to verify and ascertain the social, psychological, family and financial background of the applicant to determine his suitability for placement;
- iii) submit the above findings along with his / her recommendations to the competent authority for declaration of 'Fit Person';
- iv) supervise, control and guide the subordinate staff;
- v) maintain up-to-date registration record/register of applicants on the principle of first-come-first-served;
- vi) maintain active liaison with hospitals and other relevant institutions/ organizations for locating children suitable for placement;
- vii) be responsible to complete all formalities for the foster placement of the child through the competent authority;
- viii) plan and ensure regular supervision of children placed under foster care and submit monthly progress report to the concerned authorities.

- ix) Be responsible to maintain the accounts, budget records and the stock registers including preparation of the budget estimates;
- x) Be responsible for the timely submission of the periodical returns/ M.P.R./other requisite statistical information/date;
- xi) Remain in constant touch with the Government and non-Government agencies concerned with foster care for ensuring a coordinated policy and implementation. Any other duty assigned by DDO/HO/Deputy Director (Incharge).

Dy. Director (UTCS)

a) General Duties: -

- i) Distribution of work among the staff as evenly as possible
- ii) Training, helping and advising the staff
- iii) Management and co-ordination of the work
- iv) Maintenance of order and discipline in the section
- v) Maintenance of a list of residential addresses of the staff

b) Responsibilities relating to Dak: -

- i) To go through the receipts
- ii) To submit receipts which should be seen by the Branch Officer or higher officers at the dak stage
- iii) To keep a watch on any hold-up in the movement of dak
- iv) To scrutinize the section diary once a week to know that it is being properly maintained.

c) Responsibilities relating to issue of draft: -

- i) to see that all corrections have been made in the draft before it is marked for issue
- ii) to indicate whether a clean copy of the draft is necessary
- iii) to indicate the number of spare copies required
- iv) to check whether all enclosures are attached
- v) to indicate priority marking
- vi) to indicate mode of dispatch

d) Responsibility of efficient and expeditious disposal of work and checks on delays: -

- i) to keep a note of important receipts with a view to watching the progress of action
- ii) to ensure timely submission of arrear and other returns
- iii) to undertake inspection of Assistant' table to ensure that no paper of file has been overlooked
- iv) to ensure that cases are not held up at any stage
- v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

e) Independent disposal of cases: -

- i) He should take independently action of the following types-
- ii) issuing reminders
- iii) obtaining or supplying which a Section Officer of a non-classified nature
- iv) any other action which a Section Officer is authorized to take independently

f) Duties in respect of recording and indexing: -

- i) to approve the recording of files and their classification
- ii) to review the recorded file before destruction
- iii) to order and supervise periodic weeding of unwanted spare copies
- iv) ensuring proper maintenance of registers required to be maintained in the section
- v) ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date
- vi) ensuring neatness and tidiness in the Section
- vii) Dealing with important and complicated cases himself
- viii) Ensuring strict compliance with Departmental Security Instructions.

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### SUPERINTENDENT (DASS)

- a) General Duties: -
  - 1. Distribution of work among the staff as evenly as possible
  - 2. Training, helping and advising the staff
  - 3. Management and co-ordination of the work
  - 4. Maintenance of order and discipline in the section
  - 5. Maintenance of a list of residential addresses of the staff
- b) Responsibilities relating to Dak
- c) Responsibilities relating to issue of draft
- d) Responsibility of efficient and expeditious disposal of work and checks on delays
- e) Independent disposal of cases
- f) Duties in respect of recording and indexing

### Sr. A.O

- 1.) Overall monitoring & controlling of Budget Allocation & Expenditure a whole of the Deptt.
- 2.) Rendering expert advice on the finance of Accounts & Services matter being the associate financial advisor of the Deptt.
- 3.) Overall supervision of the Accounts wing of the Deptt.

### ACCOUNTS OFFICER

- 1. Overall monitoring & controlling of Budget Allocation & Expenditure a whole of the Deptt.
- 2. Rendering expert advice on the finance of Accounts & Services matter being the associate financial advisor of the Deptt.
- 3. Overall supervision of the Accounts wing of the Deptt.
- 4. To assist the Dy. Controller (Fin. & Accounts).
- 5. All the duties attached with DDO.

### DRUG CO-ORDINATOR

- 1. To organize awareness programmes regarding abuses of drug addiction.
- 2. To provide treatments to drug addicts through NGOs.

### PROGRAMMER / ASSISTANT PROGRAMMER

- 1. Development of Software.
- 2. Implementation and support services of developed software.
- 3. Imparting training under computerisation , guidance and management in computerisation planning.

## SENIOR PERSONAL ASSISTANT

He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to work in which he has specialized. The PA will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons. Some of the more specific functions are enumerated below: -

1. taking dictation in shorthand and its transcription in the best manner possible
2. fixing up of appointments and if necessary canceling them
3. screening the telephone calls and the visitors in a tactful manner
4. keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up
5. maintaining, in proper order, the papers required to be retained by the Officer
6. keeping a note of the movement of files, seen by his officer and other officers, if necessary
7. destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued
8. carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer
9. generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

## APPENDIX-IV

### GENERAL DUTIES AND FUNCTIONS OF VARIOUS GRADES OF MINISTERIAL AND OTHER MISCELLANEOUS STAFF

#### ASSISTANT / UPPER DIVISION CLERK

- i) The Upper Division Clerk will be responsible for the work assigned to him.
- ii) He will ensure proper maintenance of files, registers and other office records and keep them up-to-date.
- iii) He will go through the receipts marked to him and put up a note including drafts keeping in view the following points : -
  - a) to see whether all facts as are open to check have been correctly stated.
  - b) To point out any mistakes or mis-statements of the facts.
  - c) To draw attention where necessary to precedents or Rules and Regulations on the subject.
  - d) To put up the Guard file, if necessary, and supply other relevant facts and figures.
  - e) To bring out clearly the question under consideration and suggest a course of action wherever possible.
- iv) He will prepare to facilitate processing of cases, Standing Guard Files/Precedent Book/Record.
- v) He will maintain the prescribed Assistant Diary.
- vi) He will prepare for dispatch a rough copy of the draft based on the notes for approval by the authority under whose signature it is to be sent.
- vii) He will watch the disposal of receipts/cases and prepare a weekly/monthly arrear statement in the prescribed form.
- viii) He will carry out such other duties as may be assigned to him.

#### LOWER DIVISION CLERK

- i) The Lower Division Clerk will be responsible to receive all dak.
- ii) He will be responsible for diarising and despatch of receipts/letters and maintain the requisite registers for the same.
- iii) He will undertake assigned typing/comparing work including routine and simple drafts.
- iv) Receipts marked 'Immediate/ Priority/ By Name' will be sent without delay by him.
- v) He will check the enclosures and make a note on the receipts of papers, if any, papers are found missing.
- vi) He will ensure that 'Immediate/Priority/Secret' papers are kept separately from other general dak.
- vii) He will be responsible to maintain file register, file movement register, preparation of arrears and other statements.
- viii) He will be personally responsible for the care and up-keep of the machine and maintain up-to-date type writer card.
- ix) He will carry out such other duties as may be assigned to him.

#### Jr. MATRON

He/she shall :

- i) Be responsible for the supervision of stores, for the safety, protection from loss, damage or deterioration of the stocks entrusted to his/her charge.
- ii) Keep stores, weighing scales in a neat and orderly manner and ensure that all containers, packages etc. are properly labelled.
- iii) Take necessary steps to replenish stocks well in time to avoid any shortage/difficulty and prepare indents for supplies.
- iv) Examine, count, measure or weigh as the case may be, the stores received and at the time of receipt/delivery of articles, check that the quantities are correct and the stores are in good condition.
- v) Be responsible for the correct accounting of all the stocks and ledgers and inventories in respect of stores under his/her charge.
- vi) Make entires promptly in the relevant stock and issue registers and file the vouchers in serial order and get the entries in the registers counter-signed from the Incharge.
- vii) Prepare lists of articles which are found to be unserviceable/obsolete due to normal wear and tear for purposes of condemnation.

Any other duty assigned by the Superintendent.

#### HOUSE FATHER/MATRON

He/she shall :

- i) Be responsible for the physical well-being and regular cleanliness and personal hygiene of the hostellers.
- ii) Ensure proper upkeep and maintenance of inmates living rooms, their beds, linen, room furniture etc.
- iii) Arrange medical check-up and medical care of the sick inmates.

- iv) Supervise distribution of food.
- v) Ensure regular cleaning of utensils, dinning hall, kitchen etc.

Any other duty assigned by the Vice-Principal/Principal.

#### CRAFT INSTRUCTOR

He /she shall :

- i) Ensure the proper upkeep and cleanliness of the class room, fixtures and furniture.
- ii) Ensure that the machines/tools in the class are in good working condition and are properly cleaned at the closing time daily.
- iii) Ensure that the trainees are regular and wear clean sets of clothes while attending the class.
- iv) Plan and impart training to the trainees according to the prescribed syllabus and graded exercise.
- v) Allocate work and supervise the production capacity workers and their production work.
- vi) Assist in preparation of bills including recovery/realisation of the same.
- vii) Ensure that the stipends/wages of the trainees/P.C. workers are paid regularly.
- viii) Maintain the attendance register, progress register, raw-material register, tools and equipment register, products register and other records which may be required of the class.
- ix) Prepare charts/drawings and other visual aid materials for the class.
- x) Requisition tools and raw-material which may be required in the class.
- xi) Maintain cordial relations with the trainees.
- xii) Submit monthly/progress report of each trainee and P.C. worker to the Superintendent along with details of article/articles produced/made by him/her.

Any other duty assigned by the Superintendent.

#### PHYSICAL TRAINING INSTRUCTOR

He/she shall :

- i) Ensure that the students are regular and wear neat and clean clothes and P.T. shoes while attending the class.
- ii) Plan and impart physical training to the trainee inmates systematically according to the plan of the institution.
- iii) Ensure that the equipment/material used in P.T. instruction is in good working condition.
- iv) Maintain class attendance register, progress sheets, equipment/material register and other records, as may be required for the class.
- v) Prepare charts, drawing and other aids/material for the class.
- vi) Requisition equipment/material for the class, so that the P.T. programme does not suffer.
- vii) Ensure close relationship with the trainee inmates.

- viii) Submit periodical progress report of the P.T. class students to the Principal/Superintendent.
- ix) Plan and assist in the co-curricular, cultural and recreational activities.
- x) Plan and organise Bharat Scouts/Girl Guides Programme.

Any other duty assigned by the Principal/Superintendent.

#### **DRIVER**

- i) The Driver will be responsible to maintain the vehicle in running condition and for its regular servicing and prompt repairs in accordance with the prescribed procedure.
- ii) He will ensure the use of Vehicle only for official work.
- iii) He will daily sweep and clean the body of the vehicle including its floor and seats and periodically wash it.
- iv) He will be responsible to maintain up-to-date the history sheet, the log-book, tool kit of the Vehicle including the account of diesel/petrol/mobile oil etc.
- v) He will close the log-book at the end of the month and prepare a summary showing details of journeys/mileage/consumption of fuel etc.
- vi) He will be responsible for any loss or damage arising out of his negligence or fault.
- vii) He will take necessary steps to replenish requisite tyres/tubes including retreading of tyres to avoid any difficulty in running the Vehicle.
- viii) He will bring to the notice of the Superintendent/Incharge the major faults and repairs for ensuring timely action.
- ix) He will get the vehicle tested every six months for fitness and keep the record of the same.

#### **EDUCATION TEACHER**

He/she shall:

- i) Be responsible for the regular up-keep and cleanliness of the class room, fixtures and equipment.
- ii) Ensure that children are regular and wear clean clothes while attending the class.
- iii) Ensure that the children are provided with the requisite textbooks, writing material, stationery and educational kits and maintain the same properly.
- iv) Plan and organise the class work/lesson as per the prescribed school syllabus in a systematic manner.
- v) Provide remedial coaching/tutorials to children attending the local community schools.
- vi) Submit monthly progress reports of children in the class to the Superintendent.
- vii) Maintain daily work diary of the teaching, remedial coaching/tutorial work performed.
- viii) Assist in extra-curricular, cultural and recreational programmes for inmates

Any other work assigned by the Superintendent.

#### **STENOGRAPHER**

- i) The Stenographer will take dictation in Shorthand and undertake its transcription in the best manner possible.
- ii) He/she will attend to the telephone calls and the visitors.
- iii) He/she will keep an up-to-date list of engagement, meeting etc.



- iv) He/she will maintain in proper order the papers required to be retained by the officer.
- v) He/she will keep a note of the movement of files passed by his officer and other officers.
- vi) He/she will assist his/her officer in his routine work.
- vii) He/she will be personally responsible for the care and up-keep of machine and maintain up-to-date typewriter card.
- viii) He will carry out such other duties as may be assigned to him.

#### HEAD MASTER

He/she shall :

- i) Function as the DDO/Head of Officer.
- ii) Be responsible for the proper maintenance of accounts of the school, school records, service books of teachers and such registers, returns and statistics as may be specified.
- iii) Handle official correspondence relating to the school and furnish, within the specified dates, the returns and information required by the Directorate.
- iv) Ensure that the hostel/bus dues are realised and appropriately accounted for.
- v) Make purchases of stores and other materials required for the school in accordance with the rules governing such purchases and enter all such stores in the stock register and shall scrutinise the bills and make payments.
- vi) Conduct physical verification of school property and stock at least once a year and ensure the maintenance of stock register neatly and accurately.
- vii) Be responsible for proper utilisation of the common facilities fund.
- viii) Make satisfactory arrangements for the supply of drinking water and other facilities for the pupils.
- ix) Ensure that the school building, its fixtures and furniture, office equipment, lavatories, play ground, garden and other properties are properly maintained.
- x) Prepare school time table, allocate duties and teaching load to the teachers.
- xi) Supervise guide and control the work of teaching and non-teaching staff of the school.
- xii) Arrange for special remedial teaching of the children belonging to the weaker sections of the community as also of other children, who may need such remedial teaching.
- xiii) Arrange for informal and non-class room teaching.
- xiv) Plan and specify a regular time table for the scrutiny of pupils' written work and home assignments and ensure that the assignments and corrections are carried out timely and effectively.
- xv) Make necessary arrangements for organising special instructions for the pupils according to their needs.
- xvi) Organise and coordinate various co-curricular activities.
- xvii) Develop and organise the library resources and reading facilities in the school.
- xviii) Send regularly the progress reports of the students to their parents/guardians.
- xix) Promote the physical well-being of the pupils, secure high standards of cleanliness and health habits, and arrange periodical medical examination of the students.

xx) Devote at least twelve periods in a week to teaching pupils.

Any other duty assigned by the Principal/Deputy Director (Incharge)/D.S.W.

#### PEON

- i) The peon will report for duty sufficiently early to ensure that the office work can start at the scheduled hour.
- ii) He will daily dust and clean the office furniture including the office files/records and do spray as may be required to prevent mosquitoes/files.
- iii) He will undertake delivery of dak/files.
- iv) He shall arrange procuring drinking water.
- v) He will not leave the office without permission.
- vi) He will regulate the movement of visitors.
- vii) He will carry out such other duties as may be assigned to him.

#### COOK

- i) The cook will personally receive ration (Raw material) and vegetables as per indents for cooking meals.
- ii) He will maintain cooking utensils in working condition and take timely action for periodical 'Kalai' on the same.
- iii) He will be responsible for cooking breakfast/meals properly and in time.
- iv) He will keep the raw ration, cooked food and vegetables hygienically.
- v) He will keep the kitchen and its store clean and free from flies.
- vi) He will give timely intimation for the repair/replacement of cooking utensils, gas chullah, gas cylinders etc.
- vii) He will be responsible for inmates who may be assigned to assist in the kitchen.
- viii) He will carry out such other duties as may be assigned to him.

#### MALI

- i) The mali will be responsible for the work assigned to him.
- ii) He will ensure proper maintenance of lawn, pot plants including routine work of watering, mowing, weeding, manuring and regular hoeing.
- iii) He will grow annuals, seasonal vegetables (depending on availability of space) and regularly perform watering, hoeing and weeding.
- iv) He will maintain shrubs and trees including its pruning, watering, weeding and hoeing.
- v) He will be responsible to remove the dried up and dead leaves, flowers and other cuttings.
- vi) He will carry out such other duties as may be assigned to him.

#### SWEEPER

- i) The sweeper will be responsible for the work assigned to him.
- ii) He will report for duty sufficiently early so that work can start at the scheduled hour.
- iii) He will daily sweep and mop the floors of the building and surroundings, office rooms, clean all wash basins, latrines and urinals.
- iv) He will empty regularly waste paper baskets, dust-bins etc.

- v) He will clean the walls/cisterns with a brush at least once a week.
- vi) He will ask for phenoyl, vim in time, sweeping materials like brooms, mops etc. for the performance of his/her duties.
- vii) He will ensure regular removal of garbage from the premises.
- viii) He will carry out such other duties as may be assigned to him.

#### CHOWKIDAR

- i) The chowkidar will take charge of the Institution/Premises after office hours.
- ii) He will ensure that all the rooms/stores are properly bolted and locked.
- iii) He will ensure that all lights, heaters, fans etc. are switched off and the water taps are closed.
- iv) He will not sleep while on duty and shall take frequent rounds of the building/premises.
- v) He will under no circumstances leave the institutions/premises without handing over the charge.
- vi) He will be responsible for any theft/shortage/pilferage of property/articles, if any, during his duty hours.
- vii) He will not allow any outsider to enter or sleep in the institution.
- viii) He will carry out such other duties as may be assigned to him.

#### DHOBI

- i) The Dhobi will be responsible for the work assigned to him.
- ii) He will be responsible for the regular washing of clothes, linen, bedding articles of the inmates.
- iii) He will indent and receive washing material/soap etc. from the store.
- iv) He will be responsible to collect the dirty clothes and bedding articles of inmates and wash the same properly.
- v) He will iron the clothes/bedding articles as per requirements.
- vi) He will maintain the washing equipment in proper working condition.
- vii) He will carry out such other duties as may be assigned to him.

#### TEACHER

He/she shall :

- i) Ensure proper up-keep and cleanliness of the class room, fixtures and furniture.
- ii) Ensure that the children are regular and wear clean clothes while attending the class
- iii) Ensure that the children have the requisite textbooks, writing material, stationery, and other educational kits and maintain them properly.
- iv) Plan and orgnise the class/lessons as per the prescribed school syllabus on a regular footing
- v) Provide remedial coaching to children
- vi) Submit progress report of each child to the Vice Principal/Principal.

- vii) Maintain a daily diary of the teaching/remedial coaching work done and class attendance register
- viii) Plan/develop and assist in co-curricular activities including cultural and recreational programmes
- ix) Prepare periodical progress reports of the students and submit the same to the Head Master/vice Principal/Principal as the case may be
- x) Devote prescribed hours for remedial or other teaching

Any other duty assigned by the Head Master/Vice Principal/Principal

#### NURSING ORDERLY

- i) The Nursing orderly will carry out duties of the dispensary/outdoor work as are assigned to him.
- ii) He will be responsible for proper up-keep and cleanliness of the dispensary/sick room.
- iii) He will arrange the Doctor's table and examination table for the sick inmates.
- iv) He will arrange water for drinking purposes for the sick inmates.
- v) He will look after sick inmates of the institution including their special diet.
- vi) He will perform, if so required, duty of Watchman/attendant at the sick room/hospital.
- vii) He will carry out such other duties as may be assigned to him.

#### WORKSHOP ATTENDANT

He /she shall :

- i) Assist in the proper maintenance of the class/workshop, machines and tools.
- ii) Assist the Craft Instructor in training and production work operation.
- iii) Assist the Craft Instructor in proper distribution of work to the P.C. worker.
- iv) Assist the Craft Instructor in preparing charts, drawings etc. for the class.

Any other duty assigned by the Craft Instructor/Superintendent.

### HOUSE MOTHER/AUNTY

She shall :

- i) Be responsible to maintain properly the fixtures, furniture and other property articles of her cottage.
- ii) Maintain regular cleanliness in her cottage including living rooms, kitchen, bath room and toilet etc.
- iii) Ensure provision of drinking water for the use of the inmates.
- iv) Be responsible for the personal hygiene and provision of prescribed clothing and bedding articles to the inmates.
- v) Prepare indents for general, dietary and other articles required for the use of the inmates.
- vi) Cook meals, breakfast and snacks for the inmates and keep the cooked food hygienically.
- vii) Keep the kitchen, utensils, provisions and store neatly.
- viii) Wash clothes of the inmates and ensure that they wear clean clothes and go to school in proper dress/uniform.
- ix) Prepare children for school.

Any other duty assigned by the Superintendent.

Note : If any House Mother/Aunty, living with children falls sick, she will be provided medicines from the dispensary/medical care unit. If any other medicines are required to be purchased on the prescription of the Medical Officer concerned, the same are to be purchased and administered to her. In case any House Aunty is required to be admitted in the hospital, immediate steps should be taken to get her admitted and to look after in the hospital.

### CARE TAKER

He/she shall :

- i) Handle juveniles with love and affection.
- ii) Take proper care and look after the welfare of juveniles.
- iii) Maintain discipline in the institution.
- iv) Maintain sanitation and hygiene.
- v) Implement daily routine in an effective manner.
- vi) Look after the security and safety arrangements of the institution including the watch and ward of juveniles.
- vii) Be liable for departmental action for : -
  - Willingly or negligently permitting an inmate to escape.
  - Giving or attempting to give an inmate or taking out or attempting to take out from the institution any article not allowed by the Superintendent.
  - Willful disobedience or neglect of any rules, regulations or orders.

Any other duty assigned by the Superintendent.

Note : The functionaries are advised to refer to the Juvenile Justice Act, 1986 and Juvenile Justice (Delhi) Rules, 1987, for fuller details.

The Head of office may refer to Appendix IV for general duties and functions of ministerial and other miscellaneous staff. They can make minor adjustments in the duties, functions

and responsibilities of the staff to suit the local requirements, with the approval of the Directorate.

#### CHIEF/SENIOR INSTRUCTOR

She Shall :

- i) Ensure proper sanitation, maintenance and upkeep of the building, class rooms, toilets and fixtures.
- ii) Admit trainees with the approval of Assistant Supervisor, in accordance with the objective of the scheme.
- iii) Maintain up-to-date admission and discharge register.
- iv) Arrange and supervise the issue of training kit, raw material, general and property articles required for the use of the trainees.
- v) Supervise the vocational/craft training programme of the trainees.
- vi) Check and countersign all the stocks and issue registers of the Centre.
- vii) Explore and procure suitable job work/work opportunities for trainees for providing them with remunerative work.
- viii) Make suitable arrangements for drinking water and other common facilities for the trainees.
- ix) Raise bills on account of the production work rendered by the workers and take steps for the recovery of the same.
- x) Ensure regular payment of wages to the workers.
- xi) Prepare monthly progress report of the centre and submit such other returns/statistics which may be required by the Directorate.

Any other duty assigned by the Assistant Supervisor.

#### INVESTIGATOR

He/She shall:

- i) undertake preliminary scrutiny of the applications received under the schemes assigned to him/her and ensure that the same are complete in all respects.
- ii) Undertake social investigation in cases, which are referred to him/her by the Welfare Officers and submit findings/reports.
- iii) Maintain up-to-date records/files of the scheme/schemes, which are assigned to him/her.
- iv) Put up draft replies pertaining to the cases being dealt by him/her.
- v) Maintain the daily dairy of his/her day-to-day work performance.
- vi) Undertake follow-up studies of the recipients in cases which are assigned to him/her from time to time.
- vii) Compile and furnish requisite information/statistics, as may be required from time to time.

Any other duty assigned by the Welfare Officer.

Note: The functionaries working in the financial Assistance Scheme may refer to the following other assistance schemes which are being implemented by them: -

- Scheme of stipends to physically handicapped students.
- Scheme of scholarship for the Disabled persons.
- Scheme of provision of Subsidised Petrol/Diesel for the Disabled.
- Financial Assistance to widows.

WELFARE OFFICER.

He/She shall:

- i) be responsible for the daily routine/personal hygiene and health care of the inmates under his/her charge.
- ii) Undertake social case study of the inmates through personal interviews, contacts with family and other sources.
- iii) Maintain the case files/admission/discharge registers, attendance and such other records and statistics, as may be required to be maintained.
- iv) Undertake round of the dormitories under his/her charge twice daily, to have first hand information about the inmates well being.
- v) Plan suitable craft training for the inmates to enable them to lead a useful and industrious life after discharge from the institution.
- vi) Plan suitable work opportunities for gainful employment of the inmates.
- vii) Plan and supervise re-creational and cultural activities/programmes for the inmates.
- viii) Allot case of under trails and convities among the Prison Welfare Officers and watch their disposal.
- ix) Make social investigation in cases which are referred him/her by the Incharge.
- x) Interview cases of under trails, convities and their families.
- xi) Examine and explore the possibility of financial help for the families of prisoners and their rehabilitation after their discharge.
- xii) Prepare the prisoners and their family members to accept the situation consequent upon the imprisonment.

Any other work assigned by the Deputy Chief Prison Welfare Officer/CPO/Inch

Delegation of Financial Powers to DDO/HO of Homes and Institutions of Social Welfare Department  
CONTINGENT EXPENDITURE-4

S.No	Name of Power	Powers delegated to DDO/HO of Homes/Institutions of Deptt. of Social Welfare	Remarks
1	Contingent Expenditure A. Unspecified Items (Recurring) B. Unspecified Items (Non-recurring) C. Expenditure on Refreshment served to guest in official meetings	Rs. 2,00,000/- per annum  Rs 1,00 ,000/- per annum in each case. Up to Rs. 10,000/- p.a. subject to norms/per capital rate prescribed by the Govt.	
2	Conveyance Hire	Rs. 15,000/- per month	
3	(a) Reimbursement of conveyance Charges	Rs. 1000.- p.m. in each case	
	(b) Electricity, and Water Charges	Full Powers	
4	Fixtures & Furniture Purchase/Repair	Full Powers	
5.	(a) Hiring of Office Furniture, Electric Fans, Heater, Cookers, Clocks and call-bells	Full Powers	
	(b) Purchase of Desert cooler and Room Cooler (Except Air Conditioners	Full Powers	
6.	Legal Charges i) Fees to Counseis, Advocates, Arbitrators	Full Powers Subject to guidelines laid down by the Law Deptt ., GNCTD	
	ii) Reimbursement of Legal Expenses incurred by Govt. servants in cases arising out of their official duties	Full Powers Subject to guidelines laid down by the Law Deptt ., GNCTD	
7.	Motor Vehicles: i) Maintenance upkeep and repairs	Full Powers Subject to estimate confirmed by the Transport Officer and	

		Account Officer.	
8	Petty Works and Repairs (a) Execution of petty works, repairs and day to day maintenance of Govt. Buildings.	Rs. 1, 00, 000/- per annum per building if the work is executed departmentally. Full powers if the work is executed through PWD	
9	Postal and Telegraphs	Full powers	
10	(a) Repairs to and removal of machinery (where the expenditure is not of a capital nature	Rs. 25000/-	
11.	Supply of Uniforms badges, and others articles of clothing etc.	Full powers	
12.	Telephone Charges (As may be fixed by Govt . from time to time) Office telephone	Full Powers	
13	Advertisement and Publicity on DAVP Rates	Full Powers up to Rs. 2,00,000/- in each occasion	
14	Purchase of (a) Stationary Stores	Rs. 2,50,000/- P.A	
	(b) Rubber stamps and Office seals	Full Powers	
15	(a) Purchase of Dietary articles/ clothing for the inmates of Institutions under the Directorate of Social Welfare or any other Deptt. of Govt. of NCT of Delhi	Full Powers (Subject of approved scales/ rates)	
16	Other Expenditure sanction power delegated under FR/SR/CD (MA) Rules i) OTA(All categories of staff)	Full Powers Subject to norms and limit prescribed by the Govt.	
	ii) GPF (Advance/ Withdrawal)	Full Powers Subject to limit prescribed in the GPF rule	
	iii) Medical reimbursement claims	Full Powers as per CS MA) Rules and approved rated of Delhi Govt under DGEHS.	
	iv) T. A. Claims	Full Powers as per T.A. rules.	
17.	Disposal of obsolete, surplus or unserviceable stores	Upto Rs. 1, 50 ,000/- at a time, subject to acceptance of the recommendation of Condemnation Board by the competent authority.	