

## Manual 2

### Powers and Duties of Officers and Employees [Section 4(1)(b)(ii)]

#### **POWERS AND DUTIES OF OFFICERS IN DFW:-**

Sl. No.	Name of the Post	Powers and Duties				Duties attached
		Administrative	Financial	Statutory	Other	
1.	Director/ Head of Department	1. Approving Authority (as per delegation) and overall planning, coordination and supervision of the working of the Directorate. 2. Utilization of Human resource as per administrative requirement. 3. Leave Sanctioning authority of Gr-A, B & C. 4. Disciplinary Authority in case of Group-B&C. 5. Any other responsibility received from H & FW department/Higher Authorities.	Exercise of financial power delegated to him as "Head of Department".	Appellate Authority under RTI and PC & PNDT Act.		
2.	Head of office	1. Overall supervision of the working of the office. 2. Interaction and assigning duties to immediate subordinate officer and official so as to ensure smooth functioning of the office. 3. Examination, compilation and finalization of departmental proposals, reports, orders etc. before putting up for approval of DFW. 4. Compliance of various Govt. orders/OMs / directions as received from higher authorities.	Exercise of financial power delegated to him as "Head of Office".			
3.	Principal- Health & FW Training Centre	Overall supervision of training centre & conduction of trainings by it.				
4.	SEPIO	Overall supervision of work related to immunization including planning, coordinating, monitoring, supervising and evaluating activities with other agencies of Delhi Govt. and partner agencies.				
5.	SPO-RCH	1. Finalization of PIP, based on the inputs received from various Program Officers of DFW. 2. Record of Proceeding (RoP) fund allocation coordination based on the inputs received from Program Officers of DFW. 3. All files, registers, books of accounts related to the admin and				

		<p>Mobile bills reimbursement of the RCH program are maintained in the RCH section</p> <p>4. All the Administrative and Mobile bills reimbursement matter related to RCH staff is carried out by RCH Section</p>				
6.	SPO-PC&PNDT	<p>Supervision of work, planning, co-coordinating, monitoring and evaluating activities with other agencies of Delhi Govt. related to implementation of PC&amp;PNDT Act in the state.</p> <p>Also, supervise the work related to Appeal under PC&amp; PNDT Act.</p>				
7.	OSD-IPPIP .	Supervision of work, planning, co-coordinating, monitoring, supervising and evaluating activities with collaborating partners for conduction of Pulse Polio rounds across the state.				
8.	SPO-Maternal Health	<p>a-Planning &amp; implementing all components of MH program in accordance with guidelines of MoHFW including public welfare schemes related to MH program.</p> <p>b-Coordinating with districts for ground level implementation.</p> <p>c-Supportive supervision of all service delivery points w.r.t. tasks related to MH program.</p>				
9.	SPO-Child Health	<p>a-Planning &amp; implementing all components of CH programs in accordance with guidelines of MoHFW.</p> <p>b-Coordinating with hospitals and districts for accomplishing all CH and CH Nutrition program objectives.</p> <p>c-Supportive supervision of all the activities with aim to reduce morbidity and mortality of U-5 children.</p>				
10.	SPO-Adolescent Health	Supervision of work, planning, co-ordinating, monitoring and evaluating activities with other agencies of Delhi Govt. including Non Govt. Partners regarding Adolescent health.				
11.	SPO-Family Planning	<p>a-Planning &amp; implementing all components of FP program in accordance with guidelines of MoHFW including public welfare schemes related to FP program.</p> <p>b-Coordinating with districts for ground level implementation.</p> <p>c-Supportive supervision of all service delivery points w.r.t. tasks related to FP program.</p>				
12.	PO-Legal/GIA	Supervision of works, related to legal matters of this Directorate and release of GIA to				

		MCD(unified) under National Family Welfare Program.				
13.	PO-Procurement	Processing and procurement of various goods and services pertaining to various sections of this Directorate.				
14.	SPO-IEC	Supervision of work related to Information, Education and Communication.				
15.	I/-Medical Store	Supervision of work regarding Medical Store(Receiving, Storage & Distribution of Vaccines & Logistics).				
16.	Sr. Accounts Officer	<ol style="list-style-type: none"> <li>1. Preparation of Budget.</li> <li>2. Drawing &amp; Disbursing officer for pay &amp; allowance of the establishment.</li> <li>3. Processing of all case of drawl advance admissible and claimed by staff.</li> <li>4. Maintenance of financial accounts.</li> <li>5. Deduction of income tax at source and maintaining all accounts, filling of return to the respective authorities in time.</li> <li>6. Detailed scrutiny of all files, bills pertaining to Purchase /Store Department as per GFR.</li> <li>7. Pension Case.</li> <li>8. Joint custody of cash with the cashier.</li> <li>9. Financial member in the Joint Purchase Committee, Maintenance Committee and other committees constituted by DFWt.</li> <li>10. Any other duty assigned by HOO/HOD</li> </ol>				
17.	Section Officer-Administration	<ol style="list-style-type: none"> <li>1. To supervise over all sub-ordinate staff in the office</li> <li>2. To process the administrative matters of all the staff.</li> <li>3. Any other duty assigned by HOO/HOD.</li> </ol>				
18.	In-charge General Store/CT	Preparation of purchase proposals, issuing of supply order, communication of sanction, distribution of general items, processing and payment of various bills and general care-taking.				
19.	Assistant Director	Supervision of works & data/ information related to concerned sections and other works as assigned.				
20.	Statistical Officer	Supervision of work related to Data analysis & report compilation and other works as assigned.				

## **Powers and Duties of Officials in DFW:-**

Sl. No.	Name of the Post	Powers and Duties		
		Administrative	Financial	Judicial
1.	Statistical Asstt	1. Collection, compilation, tabulation & Analysis of statistical Data related to Various programs executed under family Welfare Department. 2. Preparation of reports. 3. Other works as assigned.		
2.	Sr. Asstt/UDC	Maintains personal files/ services book of officer/official and puts up notes for approval and other sectional works as per posting.		
3.	Jr. Asstt./LDC	Diary and dispatching etc. maintains personal files/ services book of officer/official and puts up notes for approval and other sectional works as per posting.		
4.	Personal Assistant	Assist the Director, Family Welfare and run the personal branch.		
5.	Steno., Gr-III	Take dictations & typing work and other sectional works as per posting.		
6.	PHNO	As mandated under the RMNCHA+N program of GoI including sectional works as per posting.		
7.	ANM	ANM-related work includes maternal and child health along with family planning services, health and nutrition education, efforts for maintaining environmental sanitation, immunisation for the control of communicable diseases, treatment of minor injuries, and first aid in emergencies and disasters.		
8.	LHV	LHV-related work includes maternal and child health along with family planning services, health and nutrition education, efforts for maintaining environmental sanitation, immunisation for the control of communicable diseases, treatment of minor injuries, and first aid in emergencies and disasters.		
9.	Pharmacist	Receipt, store and issue of vaccines, medicines, Family Welfare logistics and maintenance of their record.		
10.	Driver	Driving and maintenance of Govt. vehicle as available.		
11.	Peon	Carry files and distribution of Dak/orders/circulars etc.		