

Manual 2

POWERSANDDUTIESOFFICERSANDEMPLOYEES [SECTION

4(1)(b)(ii)]

POWERSANDDUTIESOFFICERSINDFW:-

Sl. No.	Name of the Post	Powers and Duties				Duties attached
		Administrative	Financial	Statutory	Other	
1.	Director/Head of Department	1. Overall supervision of the working of the department. 2. Planning, Development and monitoring of the department. 3. Utilization of Human resource as per administrative requirement. 4. Leave Sanctioning authority of Gr-A,B, C & D. 5. Appointing authority in case of Gr C&D. 6. Disciplinary Authority in case of Group-B, C&D. 7. Appellate Authority of RTI. 8. Any other responsibility received from GNCTD.	Exercise of financial power delegated to him as “Head of Department”.			
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 of proposals before putting up for approval of DFW.	Exercise of financial power delegated to him as “Head of Office”.			
3.	Principal, Health & FW Training Centre	As Principal of the Training Centre, DFW responsible for planning, coordinating, and monitoring training programs to enhance professional competencies. Oversees curriculum development, Resource person management, and capacity-building initiatives while ensuring effective implementation of policies and standards. Facilitates collaboration with departments and stakeholders to promote quality training, innovation, and continuous improvement in institutional performance and learner outcomes.				

4.	SEPIO	“Overall supervision of work related to Routine Immunization and Pulse Polio Immunization, including planning, coordinating, implementing, monitoring, supervising and evaluating activities, with agencies of Delhi Government and other health implementing bodies (e.g. MCD, NDMC, CGHS, Railways, ESIC, Armed Forces etc.) and partner agencies (e.g. WHO, UNDP etc.).				
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 financial management of the RCH program is maintained in the RCH section. 4. All the Administrative and Financial matter related to RCHs affairs carried out by RCH Section.				
6.	SPO, PC&PNDT	Supervision of work, planning, coordinating, monitoring and evaluating activities with other agencies of Delhi Govt. related to implementation of PC&PNDT and ART & Surrogacy Act in the state. Also, supervise the work related to Appeal under both the Acts.				
7.	SPO Maternal Health	a- Planning & implementing all components of MH program in accordance with guidelines of MoHFW including public welfare schemes related to MH program. b- Coordinating with districts for ground level implementation. c- Supportive supervision of all service delivery points w.r.t. tasks related to MH program.				
8.	SPO-Child Health	a- Planning & implementing all components of CH programs in accordance with guidelines of MoHFW. b- Coordinating with hospitals and districts for accomplishing all CH, RBSK, CH Nutrition program objectives. c- Supportive supervision of all the activities with aim to reduce morbidity and mortality of U-5 children.				
9.	SPO, Adolescent Health	Supervision of work, planning, allocation of funds to districts, monitoring, conducting state level training in coordination with training centre and coordination with various stakeholders of Delhi Government, including NGO's regarding Adolescent health.	As per delegated powers.			

10.	SPO Family Planning	a-Planning & implementing all components of FP program in accordance with guidelines of MoHFW including public welfare schemes related to FP program. b- Coordinating with districts for ground level implementation. c- Supportive supervision of all service delivery points w.r.t. tasks related to FP program.				
11.	SPO-Anemia Mukht Bharat (AMB)	Distribution of the following 2 drugs to each districts as per demand 1. IFA Syrup -(20mgIron+ 100microgram Folic Acid)1ml/20 mg(For 6 months -59 months) (Bi-weekly); 2. IFA Tablet - Pink color - (45 mg Iron + 400 microgram Folic acid) (For 5 yrs - 9 yrs) (Weekly) 2. Distribution of funds to various districts for several activities like trainings , procurement of consumables etc 3. Conducting “ State level training program for Master trainers “ in coordination with Training centre, DFW 4. In Coordination with IEC,DFW planning state & district-level activities like metro panels, hoarding etc 5. Conducting regular virtual meeting with the concerned DPOs for effective implementation of the AMB Program. 6. In coordination with School Health Scheme, getting the data regarding target children, demand of IFA Syrup & IFA pink tablets and fulfilling the demand 7. Guiding all the DPOs for Conducting the T4 Anaemia camps (Test, Treat, Talk, Track) in the district level.				
12.	PO, Procurement	Processing and procurement of various goods and services pertaining to various Sections of this Directorate.				
13.	PO, Legal	Supervision of work, related to legal matter of this directorate.				
14.	SPO,IEC	Supervision of work related to Information, Education and Communication.				
15.	I/c,Medical Store	Supervision of work regarding Medical store.				

16.	Sr. Accounts Officer	1. Preparation of Budget. 2. Drawing & Disbursing officer for pay & allowance of the establishment. 3. Processing of all case of drawl advance admissible and claimed by staff. 4. Maintenance of financial accounts. 5. Deduction of income tax at source and maintaining all accounts, filling of return to the respective authorities in time. 6. Detailed scrutiny of files, bills pertaining to Purchase /Store Department as per GFR. 7. Pension Case. 8. Joint custody of cash with the cashier. 9. Financial member in the Joint Purchase Committee, Maintenance Committee and other committees constituted by DFW. 10. Any other duty assigned by HOO/HOD				
17.	Section Officer	1. To supervise over all clerical section in the office 2. Arrangements in leave vacancies short terms vacancies as well as long term vacancies 3. To process the administrative matters of all the staff. 4. Any other duty assigned by HOO/HOD.				
18.	In-charge General Store	Preparation of purchase proposal, coordination with purchase committee and store, Issuing of supply order, communication of sanction.				
19.	Assistant Director	Supervision of works & data/information related to concerned sections.				
20.	Statistical Officer	Supervision of work related to Data analysis and report compilation.				
21.	PO-Nutrition	Coordinate with all health programmes having nutrition-related components for strengthening implementation of programme activities. • Liaise with all concerned departments where nutrition-related components are involved to ensure convergence, effective planning, and implementation. • Preparation of proposals related to nutrition programmes and initiatives for strengthening nutrition components across programmes. • Monitoring and follow-up of nutrition-related activities under various programmes to ensure timely implementation and achievement of desired outcomes.				

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 report. 3. And other work assigned.		
2.	Assistant Section Officer/Head Clerk	To prepare RTI, NHRC matter, Vigilance matter, Parliament/ Assembly question and assurance, VIP references, PGC Matters and puts up notes for decision		
3.	Sr. Asstt/UDC	Maintains personal files/ services book of officer/official and puts up notes for decision		
4.	Jr.Asstt./LDC	Diary and dispatching and etc. Maintains personal files/ services book of officer/official and puts up notes for decision		
5.	Sr.PA	Supervision and Assist with DFW		
6.	Steno., Gr-III	Take dictations & typing work.		
7.	PHNO	PHN-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.	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.		
9.	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.		
10.	Pharmacist	Receipt, store and issue of medicine and maintenance of their record.		
11.	Ref. Mechanic	Maintenance of Refrigerator used for storing medicine.		
12.	Driver	Driving and maintenance of Govt. vehicle.		
13.	Peon	Carry files and Distribution of Dark.		