

Manual-2  
Powers and Duties of Officers and Employees  
(Section 4(1) (b) (ii))  
**Powers and Duties of Officers**

Sl No.	Designation	Administrative Powers and Duties
1.	Principal Secretary	<ul style="list-style-type: none"> <li>➤ General Superintendence and control of all matters being dealt by Services Department.</li> <li>➤ Cadre management of IAS, DANICS, GNCTDSS Cadre and Stenographers Cadre.</li> <li>➤ Power/duty as of the HOD.</li> </ul>
2.	Special Secretary	<ul style="list-style-type: none"> <li>➤ Supervision of work dealt by Dy. Secretary (I)/ Dy. Secretary (II)/ Dy. Secretary (III)</li> <li>➤ Misc. Matters of Services Department.</li> <li>➤ Advice matter.</li> <li>➤ First Appellate Authority under RTI Act, 2005</li> </ul>
3.	Deputy Secretary-I	<ul style="list-style-type: none"> <li>➤ <b><u>Services-I Branch</u></b> <ol style="list-style-type: none"> <li>1. Service matters of IAS/DANICS</li> <li>2. APARs/ACRs of IAS/DANICS</li> <li>3. Service matters of Ad-hoc DANICS/ Grade-I (GNCTDSS)</li> </ol> </li> <li>➤ <b><u>Services-IV Branch</u></b> <ol style="list-style-type: none"> <li>1. Matters pertaining to Recruitment Rules and reservations</li> <li>2. Advice matters</li> </ol> </li> <li>➤ <b><u>Admn./Vig./CTB</u></b></li> <li>➤ <b><u>Legal Branch</u></b> <ol style="list-style-type: none"> <li>1. Issuance of BTF</li> <li>2. Monitoring of Court Cases</li> </ol> </li> </ul>
4.	Deputy Secretary-II	<ul style="list-style-type: none"> <li>➤ <b><u>Services-III Branch</u></b> <ol style="list-style-type: none"> <li>1. Service matters of Steno Cadre Employees</li> <li>2. Service matters of Junior Assistants</li> <li>3. DSSSB matters</li> </ol> </li> <li>➤ <b><u>Services-IV Branch</u></b> <ol style="list-style-type: none"> <li>1. APARs/ACRs of GNCTDSS/Steno Cadre Employees</li> <li>2. Seniority of GNCTDSS/Steno Cadre Employees</li> </ol> </li> <li>➤ <b><u>IT Cell</u></b> <ol style="list-style-type: none"> <li>1. e-HRMS/e-Office/e-SPARROW</li> </ol> </li> <li>➤ <b><u>Question Cell</u></b> <ol style="list-style-type: none"> <li>1. Parliament Questions</li> <li>2. Assembly Questions</li> <li>3. Misc. matters related to Parliament/Assembly</li> </ol> </li> <li>➤ <b><u>Matters related to 56 (i)</u></b></li> </ul>

5.	Deputy Secretary-III	<p>➤ <b><u>Services-I Branch</u></b></p> <ol style="list-style-type: none"> <li>1. Conferment of ex-officio Status</li> <li>2. Misc. matters</li> </ol> <p>➤ <b><u>Services-II Branch</u></b></p> <ol style="list-style-type: none"> <li>1. Service matters of ASOs/Sr. Assistants</li> <li>2. Re-deployment</li> <li>3. Compassionate appointment</li> </ol> <p>➤ <b><u>MACP Branch</u></b></p> <ol style="list-style-type: none"> <li>1. ACP/MACP/NFSG in r/o regular employees of Departments of GNCTD</li> <li>2. Advice related to ACP/MACP/NFSG</li> </ol> <p>➤ <b><u>Coordination Branch</u></b></p> <ol style="list-style-type: none"> <li>1. Nodal Officer (RTI/DRTI)</li> <li>2. PGMS/CPGRAMS/LG Listening Posts</li> <li>3. New Initiatives</li> <li>4. Data Compilation Cell</li> <li>5. Vacancy Cell</li> <li>6. Monitoring Cell</li> </ol>
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