

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	➤ General Superintendence and control of all matters being dealt by Services Department. ➤ Cadre management of IAS, DANICS, GNCTDSS Cadre and Stenographers Cadre. ➤ Power/duty as of the HOD.
2.	Special Secretary	➤ Supervision of work dealt by Dy. Secretary (I)/ Dy. Secretary (II) ➤ Misc. Matters of Services Department. ➤ Advice matter.
3.	Deputy Secretary-I	➤ <u>Services-I Branch</u> 1. Service matters of IAS/DANICS 2. APARs/ACRs of IAS/DANICS 3. Service matters of Ad-hoc DANICS/ Grade-I (GNCTDSS) 4. Conferment of ex-officio Status 5. Misc. matters ➤ <u>Services-II Branch</u> 1. Service matters of ASOs/Sr. Assistants 2. Re-deployment 3. Compassionate appointment ➤ <u>MACP Branch</u> 1. ACP/MACP/NFSG in r/o regular employees of Departments of GNCTD 2. Advice related to ACP/MACP/NFSG ➤ <u>Coordination Branch</u> 1. Nodal Officer (RTI/DRTI) 2. PGMS/CPGRAMS/LG Listening Posts 3. New Initiatives 4. Data Compilation Cell 5. Vacancy Cell 6. Monitoring Cell ➤ <u>Legal Branch</u> 1. Issuance of BTF 2. Monitoring of Court Cases
4.	Deputy Secretary-II	➤ <u>Services-III Branch</u> 1. Service matters of Steno Cadre Employees 2. Service matters of Junior Assistants 3. DSSSB matters ➤ <u>Services-IV Branch</u> 1. Matters pertaining to Recruitment Rules and

		reservations 2. Advice matters 3. APARs/ACRs of GNCTDSS/Steno Cadre Employees 4. Seniority of GNCTDSS/Steno Cadre Employees ➤ <u>IT Cell</u> 1. e-HRMS/e-Office/e-SPARROW ➤ <u>Question Cell</u> 1. Parliament Questions 2. Assembly Questions 3. Misc. matters related to Parliament/Assembly ➤ <u>Matters related to 56 (i)</u> ➤ <u>Admn./Vig./CTB</u>
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