

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF ECONOMICS & STATISTICS
AND
OFFICE OF CHIEF REGISTRAR (BIRTHS & DEATHS)
VIKAS BHAWAN-II, B-WING, III FLOOR, BELA ROAD, DELHI-110054
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MANUAL 2

Powers and duties of officers and employees:

S. NO.	DESIGNATION/ POST	POWERS				DUTIES ATTACHED
		ADMINISTRATIVE	FINANCIAL	STATUTORY	OTHERS	
1.	Director	As Head of the Department	As Head of the Department	As Chief Registrar (Births & Deaths), NCT of Delhi as per RBD Act, 1969		Overall supervision of DES and to provide guidance on various activities of DES to officers/official besides supervision of work of vital statistics as Chief Registrar Births and Deaths of NCT of Delhi. To act as Nodal Officer of SDG for GNCTD.
2.	Joint Director	As In-charge/ Head of various units			As Vigilance Nodal Officer	To assist Director/HOD, DES in overall supervision of statistical works & other activities undertaken by various branches of this Directorate. To supervise vigilance related matters of officers/officials of DES.
3.	Dy. Director	As Head of Office	As Head of Office	-	-	To assist Director/HOD, DES in overall supervision of administration, accounts and care Taking as HOO. To assist Joint Director in supervision of the statistical work and other activities undertaken by various branches of this Directorate.
4.	Assistant Director	-	-	-	-	To assist Dy. Director in supervision of the statistical work and other activities

						undertaken by various branches of this Directorate.
5.	Statistical Officer	-	-	-	As Statistical Officer (CT)	To assist Assistant Director in supervision of the statistical work and other activities undertaken by various branches of this Directorate. To assist HOO in overall supervision of activities undertaken by Caretaking Branch as SO (CT).
6.	Dy. Director (IT)	-	-	-	-	To assist Joint Director in supervision of the IT related work and other activities undertaken by EDP branch of this Directorate.
7.	Assistant Director (IT)	In-charge of EDP and Nodal IT officer	-	-	-	To assist Dy. Director (IT) in supervision of the IT related work and other activities undertaken by EDP branch of this Directorate.
8.	Technical Officer (IT)	-	-	-	-	To assist Assistant Director (IT) in supervision of the IT related work and other activities undertaken by EDP branch of this Directorate.
9.	Section Officer	In-charge of Administration Branch	-	-	As Vigilance Officer	To assist HOO for administrative work related to all employees of DES. To assist Vigilance Nodal Officer in vigilance related matters of officers/officials of DES.
10.	Assistant Accounts Officer (AAO)	In-charge of Accounts Branch	DDO	-	-	To assist HOO in supervision of Accounts and Audit related work of DES.

11.	Assistant Section Officer, Senior Assistant & Junior Assistant	-	-	-		To assist Section Officers in Administration Branch, Accounts Branch, and Caretaking Branch in for administration and accounts related work of officers/officials of DES.
12.	Statistical Assistant (SA)	-	-	-	-	Data collection, survey, price collection and also working as dealing hand in various branches, assisting senior officers and miscellaneous work.
13.	IT Assistant Gr. A, B & D	-	-	-	-	To assist Technical Officer (IT) in IT related work and other activities undertaken by EDP branch of this Directorate.
14.	MTS	-	-	-	-	To assist officers/officials in various works in DES.
15.	Drivers	-	-	-	-	Driving and maintenance of office vehicles of DES.

