

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
Tel.: 011-23812835, E-mail: jddes.delhi@gov.in

MANUAL 3

Procedure Followed In The Decision Making Process:

1. Financial Matters:

(i) Director DES is the Head of the Department (HOD) and exercises the financial powers as per Delegation of Financial Power Rules (DFPR) issued by Finance Department, GNCTD and as per General Financial Rules (GFR).

(ii) Deputy Director is the Head of Office (HOO) as declared as such in the Delegation of Financial Powers Rules (DFPR).

2. Technical Matters: Statistical reports both administrative and surveys are approved at the level of Hon'ble Chief Minister, GNCTD/ Worthy Principal Secretary (Planning), GNCTD/ Secretary (Planning), GNCTD.

3. Release of advertisement: As per Circular issued by Directorate of Information and Publicity, GNCTD.

4. Matters relating to Administration: All matters relating to administration like sanction of Earned Leave, Half Pay Leave, Commuted Leave, Casual Leave, Maternity/Paternity Leave, Child Care Leave, grant of increment, MACP are within the competence of Director/HOD, DES. All other administrative matters are governed as per service (CCS) rules.

