

**DIRECTORATE OF ECONOMICS & STATISTICS  
AND  
OFFICE OF CHIEF REGISTRAR (BIRTHS & DEATHS)  
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI**

**MANUAL 3**

**PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS**

1. **Financial Matters:**
  - (i) Director DES is HOD and have the financial powers as per Delegation of Financial Power Rules issued by Finance Department and as per GFR.
  - (ii) Joint Director is the HOO and exercises the powers given under GFR.
2. **Technical Matters:** Statistical reports both administrative and surveys are approved at the level of Principal Secretary (Planning) GNCTD. These reports are released at the level of CM/ Minister in charge, GNCTD.
3. **Release of advertisement:** As per Hon'ble Supreme Court's guidelines.
4. **Matters relating to Administration:** All matters relating to administration like sanction of E.L., M.L., C.L., grant of increment are within the competence of HOO. Maternity/Paternity Leaves, Child Care Leave can be granted with the approval of HOD. All other administrative matters are governed as per service (CCS) rules.