

Manual – 2
Powers and duties of officers
(Section 4(1) (b) (ii))

Sr. No.	Designation	Power				Duties Attached
		Administrative	Financial	Statutory	Others	
1	Secy-cum-Commissioner(Dev.)	RD, Agri, AH Unit	Admin. Secy./HOD	--	--	Admin. Control of Head of Deptt.
2	Spl. Dev. Commissioner	RD, Agri, AH Unit	Power delegation of HOD	--	--	FAA, Admn. Control, Duties of HOD as per powers delegated
3	Joint Commissioner	Assistance to secy cum commissioner and Spl. Commissioner	--	--	--	Assistance to secy. cum commissioner & special commissioner.
4	Dy. Controller of Accounts	--	--	--	Accounts functionary	Vetting of financial proposals and IFA to the HOD/ Secy-cum-commissioner.
5	Dy. Director (HQ)	HOO	HOO	HOO	--	Admin related functions, litigation and
6	Sr. Accounts Officer (AO)	--	--	--	Accounts functionary	Vetting of financial proposal.
7	Asstt. Director(Plan/HQ) (PIO(HQ)/Nodal Officer (Appeal)	--	--	--	Planning	PIO(HQ)/Nodal officer (Appeal)
8	Assistant Accounts Officer (AAO)	--	--	--	DDO	DDO and vetting of financial proposal.
9	Section Officer (SO)	Related to admin branch.	--	--	APIO	Matters relate to Admin/CT/vig./APIO/CN/Misc.

Manual -2

Unit Name:-Rural Development

Powers and duties of officers
(Section 4 (I)(b)(ii))

Sr.No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1	Project Director	H.O.D	H.O.D	H.O.D		He is designated as Project Director of (Rural Development). He is Head of the department. He looks after all the administrative matters of the deptt., developmental works undertaken by Delhi Village Development Board. Monitors their progress and expenditure incurred on these works.
2	Deputy Director	H.O.O.	H.O.O.	H.O.O.		He is designated as D.D.(Admn./HOO) He is looking after all the developmental works undertaken by Delhi Village Development Board and monitor their progress as well as expenditure incurred on these works. He is looking after the administrative matters of the deptt., punctuality of the staff, all Assembly & Parliament questions and related matters.
4	Accounts Officer					He is looking after the work of DDO, salary of employees, medical claim, budget and expenditure of the deptt. etc.
5	AAO	DDO	DDO	DDO		He is looking after salary of employees, medical claim, budget and expenditure of the deptt.

Manual-2

Unit Name :- Agriculture Unit

Powers and duties of officers

[Section 4(1)(b)(ii)]

S.N.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Joint Director (Agri.)	Head of Office of the unit	As per delegated powers to Head of Office	Controller of Fertilizers under Fertilizer Control Order 1985	None	Day to day functioning of the unit
2.	Project Officer (IADP) CSCO	---do---	---do---	Chief Seed Certification Officer under Seeds Act 1966	None	Day to day functioning of the unit

Manual-2

Unit Name:- Asstt. Soil Chemist Powers and duties of officers

[Section 4(1)(b)(ii)]

S.N.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Head of Office (Asstt. Soil Chemist)	Head of Office of the unit	As per delegated powers to Head of Office	None	None	Day to day functioning of the unit

Manual-2

Unit Name Plant Protection

POWERS AND DUTIES OF OFFICERS

{ Section 4 (I) (b) (iii) }

S.No.	Designation of post	Powers				Duties attached
		Administrative	Financial	Statutory	others	
1.	Head of Office (Plant protection)	Head of the office, Plant protection Unit	As delegated to Head of office (Plant protection)	i. Licensing Officer under Insecticide Act, 1968.		Day to day functioning of the Plant protection Unit. Overall supervision of various trainings programmes of farmers / rural youth in various Blocks. Providing technical know-how to the farms / kitchen gardeners Extension staff of the unit. Overall supervision of field staff. Administrative & Technical control of Plant protection unit. Grant / Renewal of Insecticide licenses. Overall control of Insecticide Inspectors.

Manual- 2

Unit Name:- **Animal Husbandry**

Powers and duties of officers [Section 4(l)(b)(ii)]

Sn.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1.	Director (Animal Husbandry)	Head of Office AH Unit.	As delegated to HOO	1)Ex-officio member of Delhi Veterinary Council 2)Member Secretary-Delhi Advisory board for Animal Welfare 3)Member Secretary of the board -Delhi Agriculture Cattle Preservation Act -1994 4)Secretary-Delhi Society for prevention of cruelty to Animals		Smooth running of Veterinary Hospitals and Veterinary Dispensaries
2	Deputy Director of Animal Husbandry	Subordinate	-----	-----	PIO under RTI Act 2005	To assist the Director (AH)
3	Veterinary Assistant Surgeon	Subordinate	----	----	----	Treatment of livestock, prophylactic vaccination ,extension work, to perform postmortem in veterolegal cases and other duties as and when assigned by the Director.
4.	Veterinary Live	Subordinate	-----	----	-----	To assist

	Stock Inspector					V.A.S.in treatment of livestock and pet animals, maintenance of the stock-records, and other duties as and when assigned by V.A.S. / Director.
5.	Assistant Accounts Officer	Subordinate.	Drawing and disbursing officer	-----	APIO link officer	All the duties prescribed in GFR.
6.	Statistical Officer	Subordinate.	-----	-----	----	To implement various schemes other duties as and when assigned by Director.

Manual-2

Unit Name:- Fisheries

Powers and duties of officers and employees

(Section 4 (1)(b)(ii))

Powers and duties of officers and staff

Sr. No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
01	Director AH/Fisheries	H.O.O.	H.O.O.	H.O.O.		
02	Fisheries Extension Officer	-----	-----	-----	-----	In-charge of Fisheries Unit, responsible for Fisheries activities, issue of Fisheries licenses.
03	Supervisors	-----	-----	-----	-----	Issuance of Fisheries licenses, Budget preparation, looking after Fisheries farms.

MANUAL-2

Unit Name:- DSPCA

Powers and duties of officers

S.No.	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
01	Chairperson, DSPCA	H.O.D.	H.O.D.	H.O.D.	--	--
02	Secretary, DSPCA	H.O.O.	H.O.O.	H.O.O.	^{1st} Appellate Authority under RTI Act, 2005.	--
03	Administrative Officer, DSPCA	Admn., Estt. related as delegated			PIO under RTI Act, 2005.	Estt. & PIO related functions
04	Section Officer, DSPCA	Admn., Estt. related as delegated	--	--	--	Estts. , related functions
05	VETERINARY OFFICER, DSPCA	--	--	--	--	Infirmery and clinic related functions
06	INSPECTOR, ENFORCEMENT WING, DSPCA	--	--	--	--	To Prevent animal cruelty and Execution of work for Enforcement of ACT/Rules.