

**Manual 2**  
**Powers and duties of officers and employees**  
**{Section 4(1)(b)(ii)}**

**Powers and duties of Officers and staff**

S.No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
1	Secretary(LA)	Y	Y	Y		
2	Joint Secretary (Admn.)					
3	Joint Secretary(Leg.)					
4	OSD To HS					
5	OSD To HDS					
6	Dy. Secy. (Admn) / PIO & Question	Y	Y	Y		
7	Dy. Secy. (Committee-I)					
8	Dy. Secy. (Committee-II)					
9	Dy. Secy. (Leg.) & (Editing)					
10	Sr. Accounts Officer / DDO		Y			
11	Asstt. Accounts Officer					
12	Incharge Reporter Branch					
13	Under Secy. (PAC) & (IT)					
14	Superintendent (Admn.)					
15	Sr. PA to Secy(LA)					
16	Programmer					
17	ALIO / APIO					
18	Press & Protocol Officer					

Note : All assists in the conduct of the Business of the house and in the work of Committees.

## **DUTIES OF OFFICERS AND OFFICIAL**

**Secretary**:- Being Secretary to the Legislature Secretary is Principal Advisor to the House and the Speaker on the various matters of the Legislating importance and House related work is advised to the Hon'ble Speaker and the House as great significance. Being Head of the Department of the Legislating Institutions he exercises all administrative, legislative and financial power related to the Legislative Assembly to the Secretary. Secretary is also ex-officio Secretary to all the House Committees besides being ex-officio Returning Officer for the election of the office of the President of India and Rajya Sabha(for Delhi only) and other elections related with the Assembly or the House and Committees

**Secretary to Hon'ble Speaker & Hon'ble Deputy Speaker** :- The job involves supervision and attending to the problems of the public and arranging meetings as directed by the Hon'ble Speaker. To look after the important task related with administration as well as to do correspondence work with various departments of Delhi Government relating to the developmental work in the constituency represented by the Hon'ble Speaker / Hon'ble Deputy Speaker and also other work entrusted to him by the Hon'ble Speaker & Hon'ble Deputy Speaker.

**Joint Secretary** :- To supervise the work of administration and legislation work of Delhi Vidhan Sabha.

**Deputy Secretary** :- Supervision of the security and committee setup of the entire Delhi Assembly Secretariat .

**Accounts Officer** :- Holding the charge of D.D.O. Supervising the work of Accounts Branch, preparation of Budget and financial matters, check on expenditure, periodical inspection of P.B.R. and other registers. To prepare salary of MLAs and other allowances etc.

**APS to Hon'ble Speaker** :- Maintaining of daily programmes of Hon'ble Speaker to fix up the meetings of various Committees headed by Speaker, Maintaining of files pertaining to different subject and check and maintain all types of expenditure/refreshment bills of Speaker Branch and other duties of different nature assigned by the Hon'ble Speaker from time to time. To make arrangements for the outside tour of the Hon'ble Speaker and to tie up with different outside agencies as per schedule of the programme and also to look after the co-ordination and working of the branch of the Speaker particularly during Session days.

**A.L.I.O.** : - To keep and supervise the Library, its staff and equipping the Members of the Delhi Vidhan Sabha besides paying utmost care to Library's books and such other works assigned to him from time to time and also to look the work of implementation of the Delhi Right to Information Act.

**Reporters** : - Verbatim reporting of the proceedings of the House and various Committees and such other works relating to Vidhan Sabha which may be assigned to them from time to time.

**P.P.O.** :- Public Relation Work of the Hon'ble Speaker, receiving and seeing off Hon'ble Speaker/ Hon'ble Deputy Speaker and Secretary at air port and to see their tours in India and abroad. Handling matters relating to issue of diplomatic and official passport etc. To see the arrangement for Seminars, functions and conference organized by Delhi Legislative Assembly, correspondence regarding CPA conference/ PO conference/Parliamentary meeting, arrangement for visiting delegations from abroad and rest of the country etc.

**Editor of Debates** :- The post is specialized and required proficiency of a high order both in English and Hindi. The Officer is responsible for the supervision of all translation job, reporting etc., of debates of the House and verbatim reports of the various Committees.

**Deputy Secretary (Administration)** :- To supervise the ministerial and other staff working in the Assembly Secretariat, ensuring timely disposal of files, submission of monthly, half monthly and weekly statements to be sent to different departments of Delhi Government. Handling all matters relating to establishment, stores, administrative and other works assigned to him from time to time.

**Deputy Secretary (Question)** :- To supervise and control the functioning of the Question Branch as the Question Branch is one of the most important branch and it involve very high amount of urgency and importance.

**Deputy Secretary(Committee / Legislation)** :- The Officer handled the work of various Committees / Legislations with efficiency and urgent legislative matter settled in accordance to the legislative norms and procedure also handled the matters of financial committees.

**Section Officer** :- The Officer distribute the work among the staff as evenly as possible. Training, helping and advising the staff. Management and co-ordination of the work. Maintenance of order and discipline in the section. Maintenance of a list of residential addresses of the Staff. Responsibilities relating to Dak – (i) to go through the receipts; (ii) to submit receipts which should be seen by the Branch Officer or higher officers at the dak stage; (iii) to keep a watch on any hold-up in the movement of dak; and (iv) to scrutinize the section diary once a week to know that it is being properly maintained.

**Assistant Section Officer** :- He works under the orders and supervision of the Section Officer and is responsible for the work entrusted to him. Where the line of action on a case is clear or the Branch Officer or higher officers have given clear instructions, he should put up a draft without much noting. In other cases he will put up a note keeping in

view the following points: (i) to see whether all facts open to check have been correctly stated; (ii) to point out any mistakes or incorrect statement of the facts; (iii) to draw attention, where necessary, to precedents or Rules and Regulations on the subject; (iv) to put up the Guard file, if necessary, and supply other relevant facts and figures; (v) to bring out clearly the question under consideration and suggest a course of action wherever possible.

**Private Secretary/ Personal Assistant/ Stenographer** :- He will keep the officer free from routine nature of work by mailing correspondence, filing papers, making appointments, arranging meeting and collecting information so as to give the officer more time to devote himself to the work in which he has specialized. The Personal Assistant will maintain the confidentiality and secrecy of confidential and secret papers entrusted to him. He will exercise his skill in human relations and be cordial with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional persons.

**Junior Assistant** :- Junior Assistants are ordinarily entrusted with work of routine nature, for example – registration of Dak, maintenance of Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple drafts etc.

**Librarian**:- He/she is responsible for the maintenance of the library and its supervision.

**Multi-Tasking Staff (MTS)** :- The duties of the MTS Physical Maintenance of records of the Section. General cleanliness & upkeep of the Sectional Unit. Carrying of files & other papers within the building. Photocopying, sending of FAX etc. Other non-clerical work in the Sectional Unit. Assisting in routine office work like diary, dispatch etc.

**Driver** :- Driving Vehicle.