

Manual 2

Powers and duties of officers and employees (Section 4(1) (b) (ii))

S. No.	Designation of Post	Powers				Duties attached	Remarks
		Administrative	Financial	Statutory	Others		
1.	President	Management of DBCP	Head of Department	As of HOD		Overall In-charge Head of the Department	
2	Registrar	Management of establishment		Secretary Treasurer PIO		Secretary In charge of Office	.
3	PA	To assist president & Registrar		APIO		To assist the President & Registrar	.
4	UDC's	As assigned	As assigned			To undertake establishment, accounts, and other ancillary works as assigned. undertake establishment, Accounts, and other works as per assignment.	
5	LDC's	As assigned	As assigned			To put up all the matters immediately and to maintain record of all the files, related to establishment, accounts, etc.	
6	Peons cum Security Guard	As assigned	As assigned			To undertake work according to the assignments given by the Head of Office One contractual staff and two Nursing orderly are working	

In exercise of powers conferred under sub-section (3) of Section 1 of the said act (Delhi Act No. 4 of 1999), the Lt. Governor of the National Capital Territory of Delhi notified that the said Act

shall come into force with effect from 1st January 2001 in the National Capital Territory of Delhi
vide notification no. F 22/42/98-H&FW-II/2455-2461 dated 01.01.2001.