

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	Vacant
2	Registrar	Management of establishment		Secretary / PIO		Secretary In charge of Office	Dr. Raghuram Ayyagari CMO SAG (Ay) , Directorate of AYUSH, Govt. of NCT of Delhi is working as Registrar/PIO for DBCP.
3	PA	To assist president & Registrar				To assist the President & Registrar	Vacant
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.	Vacant
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.	Vacant
6	Peons cum Security Guard	As assigned	As assigned			To undertake work according to the assignments given by the	One contractual staff and two Nursing orderly are working on outsource basis

						Head of Office	
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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.