

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
ADMINISTRATIVE REFORMS DEPARTMENT
7TH LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI

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Circular

Sub: Functions of various levels of functionaries in the Secretariat.

During the course of inspection it has been observed that most of the functionaries are ignorant about their roles and responsibilities in the secretariat setup.

A copy of the functions of various levels of functionaries as given in Chapter-III of the Central Secretariat Manual of Office Procedure, Twelfth Edition of May, 2003 is being sent. It may please be circulated for information and adherence by all concerned.

The Manual is also available on the website of A.R. Department. (www.ar.delhigovt.nic.in).


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Functions of various levels of functionaries

(As given in Chapter III of the Central Secretariat Manual of Office Procedure XII Edition)

- (a) *Secretary* – A Secretary to the Government of India is the administrative head of the Ministry or Department. He is the principal adviser of the Minister on all matters of policy and administration within his Ministry/Department, and his responsibility is complete and undivided.
- (b) *Special Secretary/Additional Secretary/Joint Secretary* – When the volume of work in a Ministry exceeds the manageable charge of a Secretary one or more wings may be established with Special Secretary/Additional Secretary/Joint Secretary, in charge of each wing. Such a functionary is entrusted with the maximum measure of independent functioning and responsibility in respect of all business falling within his wing subject, to the general responsibility of the Secretary for the administration of the wing as a whole.
- (c) *Director/Deputy Secretary* – Director /Deputy Secretary is an officer who acts on behalf of the Secretary. He holds charge of a Secretariat Division and is responsible for the disposal of Government business dealt within the Division under his charge. He should, ordinarily be able to dispose of the majority of cases coming up to him on his own. He should use his discretion in taking orders of the Joint Secretary/Secretary on more important cases, either orally or by submission of papers.
- (d) *Under Secretary* – An Under Secretary is in charge of the Branch in a Ministry consisting of two or more Sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him from the sections under his charge. As Branch Officer he disposes of as many cases as possible at his own level but he takes the orders of Deputy Secretary or higher officers on important cases.
- (e) *Section Officer* –
 - A. *General Duties* –
 - (i) Distribution of work among the staff as evenly as possible;
 - (ii) Training, helping and advising the staff;
 - (iii) Management and co-ordination of the work;
 - (iv) Maintenance of order and discipline in the section;
 - (v) Maintenance of a list of residential addresses of the Staff.
 - B. *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.

C. *Responsibilities relating to issue of draft –*

- (i) to see that all corrections have been made in the draft before it is marked for issue;
- (ii) to indicate whether a clean copy of the draft is necessary;
- (iii) to indicate the number of spare copies required;
- (iv) to check whether all enclosures are attached;
- (v) to indicate priority marking;
- (vi) to indicate mode of dispatch.

D. *Responsibility of efficient and expeditious disposal of work and checks on delays –*

- (i) to keep a note of important receipts with a view to watching the progress of action;
- (ii) to ensure timely submission of arrear and other returns;
- (iii) to undertake inspection of Assistants' table to ensure that no paper of file has been overlooked;
- (iv) to ensure that cases are not held up at any stage;
- (v) to go through the list of periodical returns every week and take suitable action on items requiring attention during next week.

E. *Independent disposal of cases –*

He should take independently action of the following types –

- (i) issuing reminders;
- (ii) obtaining or supplying factual information of a non-classified nature;
- (iii) any other action which a Section Officer is authorized to take independently.

F. *Duties in respect of recording and indexing –*

- (i) to approve the recording of files and their classification;
- (ii) to review the recorded file before destruction;
- (iii) to order and supervise periodic weeding of unwanted spare copies;

- 28
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- (iv) ensuring proper maintenance of registers required to be maintained in the section;
 - (v) Ensuring proper maintenance of reference books, Office Orders etc. and keep them up-to-date;
 - (vi) Ensuring neatness and tidiness in the Section;
 - (vii) Dealing with important and complicated cases himself;
 - (viii) Ensuring strict compliance with Departmental Security Instructions.

(f) *Assistant/Upper Division Clerk* – 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 clear instructions have been given by the Branch Officer or higher officers, 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.

(g) *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. Some of the more specific functions are enumerated below :-

- (i) taking dictation in shorthand and its transcription in the best manner possible;
- (ii) fixing up of appointments and if necessary canceling them;
- (iii) screening the telephone calls and the visitors in a tactful manner;
- (iv) keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up;

- (v) maintaining, in proper order, the papers required to be retained by the Officer;
- (vi) keeping a note of the movement of files, seen by his officer and other officers, if necessary;
- (vii) destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued;
- (viii) carrying out the corrections to the officer's reference books and making fair copies of draft demi-official letters to be signed by the officer;
- (ix) generally assisting him in such a manner as he may direct and at the same time, he must avoid the temptation of abrogating to himself the authority of his boss.

(h) *Lower Division Clerk* – Lower Division Clerks 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.