

**GOVERNMENT OF N.C.T. OF DELHI**  
**DIRECTORATE OF AUDIT**  
(Administration Branch)

04<sup>th</sup> Level, 'C'-Wing,  
Delhi Sachivalaya,  
New Delhi.

No. F.9(4)/DOA/Estt./2016/Misc./Pt. File/dcaaudit/4346-48

Dated: 30-05-16

**Sub.: Regarding duties and functions in r/o PPS/Sr. PA/Steno. Gr.II & Gr.III.**

Please find enclosed herewith the copy of letter No. 1235 dated 06.05.2016 received from Dy. Secretary-II (Services), Services Department(III) on the subject cited above for information in this regard.

This issues with the prior approval of the Competent Authority.

Encl: As above

*Alka Bansal*  
30/05/16  
**(ALKA BANSAL)**  
**ASSTT. ACCOUNTS OFFICER (ADMN.)**  
**TEL. NO. 23392280**

Copy to: -

1. All the Branch Incharges, Directorate of Audit.
2. AAO(Audit)/Nodal Officer (Website).
3. Guard File.

*Pt. upload in website*

*30/5/16*

*S. K. Chaudhary*

F. No. 10/2016/8460  
10/05/16

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
SERVICES DEPARTMENT (III)  
7<sup>TH</sup> LEVEL, B-WING, DELHI SECRETARIAT  
I.P. ESTATE, NEW DELHI  
(<http://services.delhigovt.nic.in>)

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No. F.3 (4)/Misc./2016/S-III/ 1235

Dated: 06/05/16

To

The All Head of Office,  
Govt. of NCT of Delhi. (AUDIT)  
Delhi -

DA  
10/5

**Sub: Reg. duties and functions in r/o PPS/Sr.P.A./Steno, Gr-II & Gr-III**

Sir/Madam,

A number of references has been received from various departments of Delhi Government wherein it has been requested to provide the duties and functions of all stenographic cadre (including PPS/Sr. P.A.s/Steno, Gr-II and Steno, Gr-III).

In this regard, reference is hereby invited towards OM dated 01/11/1999 issued by DOPT, M/o Personnel Grievances and Pension, Govt. of India, New Delhi and MOP manual Chapter-III, wherein the duties and functions of PPS/Sr.P.A./Steno, Gr-II & Gr-III are clearly mentioned (copy of the same is enclosed herewith for reference).

In addition to the above, PPS can also be entrusted with the supervision of staff wherever admissible in the personal section of the officer to ensure punctuality, courteousness, neatness and discipline.

Yours faithfully,

*Anupma Chakravorty*

(ANUPMA CHAKRAVORTY)  
DY. SECRETARY-II (SERVICES)  
Ph. No. 23392237

*Anupma*  
*DR S/c*  
*10/5*

*Spoken -*  
*10/5*  
*Sr. Borkesh*

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Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.

Carrying out the corrections to the officer's reference books.

To assist the officer in the manner desired by him/her.

Additional duties can be entrusted to Senior PPS and PPS as described under:-

- Supervision of staff wherever admissible in the personal section of the officer to ensure punctuality, courteousness, neatness and discipline.
- Proper maintenance, upkeep and custody of all house keeping items and equipment like computers, photocopiers, typewriters, telephone instructions, FAX machines etc. in the personal section/with the officer.

This may please be brought to the notice of all concerned.

  
29/10/49  
( KARAN SINGH )  
DIRECTOR (CS)

To

All Ministries/Departments etc.

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The details of Allocation of Business Rules and Transaction of Business Rules are available on the website of the Cabinet Secretariat ([www.cabsec.nic.in](http://www.cabsec.nic.in)).

**5. Department —**

- (1) A Department is responsible for formulation of policies of the Government in relation to business allocated to it and also for the execution, monitoring and review of those policies.
- (2) For the efficient disposal of business allotted to it, a Department is divided into wings, divisions, branches and sections/units/cells
- (3) A Department is normally headed by a Secretary to the Government of India who acts as the administrative head of the department and principal adviser of the Minister on all matters of policy and administration within the Department.
- (4) The work in a department is normally divided into wings with a Special Secretary/Additional Secretary/Joint Secretary in charge of each wing. Such a functionary is normally vested with the maximum measure of independent functioning and responsibility in respect of the business falling within his wing, subject to the overall responsibility of the Secretary for the administration of the department as a whole.
- (5) A wing normally comprises a number of divisions each functioning under the charge of an officer of the level of Director/Joint Director/Deputy Secretary. A Division may have several branches, each under the charge of an Under Secretary or equivalent officer.
- (6) A Section is generally the lowest organizational unit in a department with a well-defined area of work. It normally consists of Assistants, Technical staff such as Investigators, Research Assistants, Technical Assistants, Data Entry Operators etc. and clerks supervised by a Section Officer. Initial handling of cases (including noting and drafting) is generally done by Assistants and aforementioned staff who are also known as the dealing hands.
- (7) While the above represents the commonly adopted pattern of organization of a department, there are certain variations, the most notable among them being the Desk Officer system. In this system, the work of a department at the lowest level is organized into distinct functional desks each manned by two Desk Functionaries of appropriate ranks e.g. Under Secretary or Section Officer. Each Desk Functionary handles the cases himself and is provided adequate stenographic and clerical assistance.
- (8) The other notable variation is the Integrated Headquarters of Ministry of Defence where, the Vice Chiefs of Staff, the Principal Staff Officers of the concerned branches and other appropriate authorities, exercise the powers delegated by the Raksha Mantri through various Branches and Directorates of Integrated Headquarters of the Ministry of Defence.
- (9) Functions of various levels of functionaries :
  - (a) **Secretary** —A Secretary to the Government of India is the administrative head of the Ministry or Department. He is principal adviser of the Minister on all matters of policy and the administration within his/her Ministry/Department, and his responsibility is complete and undivided.
  - (b) **Special Secretary/Additional Secretary/Joint Secretary**—When the volume of work in a Ministry/Department 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 not only provide able leadership but also ordinarily dispose of the majority

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- (iii) to undertake inspection of dealing hands' table to ensure that no paper or 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 action independently on the following—

- (i) issuing acknowledgements, reminders and other routine communications;
- (ii) obtaining or supplying factual/statistical 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 files before weeding;
  - (iii) to order and supervise periodic weeding of unwanted spare copies;
  - (iv) ensuring proper maintenance of registers required to be maintained in the section;
  - (v) ensuring proper maintenance of reference books, folders of 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) **Assistants & Upper Division Clerks**—They are two separate categories of dealing hands, which work under the orders and supervision of the Section Officer and are responsible for the work entrusted to them. 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 Guard file, etc., if necessary, and supply other relevant facts and figures;
  - (v) to bring out clearly the questions under consideration and suggest a course of action wherever possible
- (g) **Personal Staff Members of Officers (PSMs) - Staff Officer, Senior Principal Private Secretary/Principal Private Secretary/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