

**PLANNING DEPARTMENT
GOVT. OF NCT OF DELHI**

MANUAL - 2

POWERS AND DUTIES OF OFFICERS AND EMPOLYEEES

| S. No. | Designation or post | Powers | | | | Duties attached |
|--------|--|---|-----------|-----------|---------------------------|--|
| | | Administrative | Financial | Statutory | Other | |
| 1 | Pr. Secretary | * | * | * | * | * Full powers as Secretary incharge of Planning Department |
| 2 | Additional Secretary | Vacant | | | | |
| 3 | Director -cum- Special Secretary | Head of Department | | | | |
| 4. | Joint Director (Plg/Stat) (1-Post Filled) | | | | | |
| 5 | Deputy Director (Plg/Stat) 5 Posts Filled | Estimation of Resources. ARM, TPP , Evaluation, Plan Formulation of various sectors and to assist Director-cum-Spl. Secretary in various works Administration/ Head of Office Plan Formulation work and Coordination work | | | | |
| 7 | Assistant Directors (2 posts filled) | -- | -- | -- | To assist senior Officers | |
| 8 | Statistical Officers (12 posts filled) | -- | -- | -- | To assist senior Officers | |