

Manual 2
Powers and duties of officers and employees
[Section 4(1)(b)(ii)]

S. No	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
A.	Director – 1	HOD	HOD	YES	YES Gazetted	All duties of HOD and Powers under Delhi Agricultural Marketing Regulation Act, 1999.
B.	Joint Director – 1	HOO	HOO	NIL	Gazetted	All duties of HOO and supervision of entire work of the Directorate.
I.	Marketing Regulation Branch					
1.	Marketing Officer – 1	NIL	NIL	Inspection	Gazetted	Regulation of Markets & Marketing Practices, Inspection of premises of packers, all works relating to State Designated Authority of grading & standardization under AGMARK.
2.	Sr. Marketing Inspector – 1	NIL	NIL	Inspection	NIL	Inspection of premises of packers, sampling, issuing labels and supervisory packing of AGMARK products.
3.	Marketing Inspector – 4	NIL	NIL	Inspection	NIL	
4.	Marketing Sub-Inspector – 4	NIL	NIL	Inspection	NIL	
5.	UDC – 2	NIL	NIL	NIL	NIL	
6.	PCM – 1	NIL	NIL	NIL	NIL	All correspondences relating to Marketing Regulations.
						Service of Dak and files.
II.	Marketing Intelligence Branch					
1.	Statistical Assistant – 2	NIL	NIL	NIL	NIL	All work relating to Plan formulation, monitoring & implementation. Preparation of Monthly Bulletin, Analysis of data and all correspondences relating to Marketing Intelligence. Tabulation of Price, Arrival and

						Income & Expenditure data from Regulated Markets and preparation of reports thereof.
2.	UDC – 2	NIL	NIL	NIL	NIL	Collection of Price Statistics from Un-Regulated Markets and Preparation of Daily & Weekly Reports.
3.	Data Entry Operator – 1	NIL	NIL	NIL	NIL	Up-loading Data in the computer database and in the website.
III.	State Grading Laboratory					
1.	Sr. Chemist – 1	NIL	NIL	NIL	Gazetted & Grading	Supervision of State Grading Laboratory and conducting test for grading.
2.	Jr. Chemist – 2	NIL	NIL	NIL	Grading	Conducting test for grading.
3.	Assistant Chemist – 2	NIL	NIL	NIL	Grading	Conducting test for grading.
4.	Store Keeper (Technical) – 1	NIL	NIL	NIL	NIL	All work relating to Store (T).
5.	Lab Assistant – 1	NIL	NIL	NIL	NIL	Assisting in conducting test.
6.	Laboratory Attendant – 2	NIL	NIL	NIL	NIL	Assisting in maintaining apparatus & lab.
IV.	State Grading Laboratory(Fruit and Vegetable)					
	Staff Provided By DAMB					
V.	Establishment Branch					
1.	Office Superintendent – 1	NIL	NIL	NIL	Gazetted	Supervising the work of Establishment Branch.
2.	Assistant – 1	NIL	NIL	NIL	NIL	All correspondences, reports and parliament & assembly questions.
3.	UDC – 3	NIL	NIL	NIL	NIL	All work relating to service book and leave account of officers & staff.
4.	LDC – 1	NIL	NIL	NIL	NIL	Diary & Dispatch.
5.	Stenographer Grade-I - 1	NIL	NIL	NIL	NIL	PS to Director

6.	Stenographer Grde -II - 2	NIL	NIL	NIL	NIL	PA to Director & Joint Director
7.	PCM – 4	NIL	NIL	NIL	NIL	Service of Dak and files of Establishments, Accounts, Director & Joint Director.
8.	Driver – 2	NIL	NIL	NIL	NIL	Attached with Director & Joint Director
9.	Chowkidar – 4	NIL	NIL	NIL	NIL	Watch & Ward duty.
10.	Sweeper – 2	NIL	NIL	NIL	NIL	Cleaning & sweeping of building.
VI.	Accounts Branch					
1.	Assistant Accounts Officer – 1	NIL	DDO	NIL	Gazetted	Supervision of work of Accounts Branch, preparation of budget and all work as DDO.
2.	UDC – 1	NIL	NIL	NIL	NIL	All work of Cashier, preparation of contingent bills and reports.
3.	LDC – 1	NIL	NIL	NIL	NIL	Preparation of all kind of bills of officers & staff.
4.	Jr. Gast. Operator – 1	NIL	NIL	NIL	NIL	Handling of photocopiers and duplo printer.