

## **MANUAL-2**

### **DUTIES / RESPONSIBILITIES OF THE COMMISSIONER.**

To functions as Head of Department/Administrative Secretary with over all responsibilities of Policy formulation, programme implementation, co-ordination, regulation and control over the department.

### **DUTIES/ RESPONSIBILITIES OF ADDITIONAL/ JOINT COMMISSIONER**

- To monitor and regulate the work of various branches like Administration, Vigilance, Enforcement, Consumer Affairs, Accounts, Food and Distribution etc., in addition to exercise control over at least 2 or more zones.
- To frame and implement policies.
- To exercise powers conferred under various Acts.

### **DUTIES/RESPONSIBILITIES OF ASSISTANT COMMISSIONER**

- To functions as Head of Zone consisting of 7 to 8 Circle offices on an average.
- To monitor and regulate the working of the Zone with over all responsibility of supervision and control
- To exercise powers conferred under various Acts.
- To assist the Additional Commissioner in formulation of policies and programme implementation and to provide all assistance to him to discharge his duties/functions properly.
- To visit at least 50 fair price shops, 5 kerosene oil depots every month
- To visit circle offices of his zone on specified days every week for the purpose of hearing grievances of the staff, owners of PDS outlets and the public.

### **DUTIES/RESPONSIBILITIES OF FSOs**

- To functions as area/circle Food & Supply Officer.
- To issue food cards, renew lapsed cards and make bifurcation, addition/deletion etc. as per procedure.
- To accept drafts and issue authority for lifting of specified food articles from FCI godown to the FPS holders, as per their requirements worked out on the basis of cereal/sugar units registered with them.
- To send daily statements regarding availability of SFAs to the Zonal officers.
- To check complaint register and mark his initial on it every day.
- To notify the vacancy for fair price shop/kerosene oil depot in the area under his jurisdiction as per requirement.
- To process the applications for allotment of fair price shop/kerosene oil depot and carry out enquiries/inspections and submit report alongwith specific recommendation to the Zonal officer.
- To visit atleast 75 fair price shops, 10 kerosene oil depots every month and maintain diary indicating their visit to PDS outlets.
- To initiate action against retail licencees habitually depositing their drafts late.

### **DUTIES/RESPONSIBILITIES OF CIVIL SUPPLIES OFFICERS**

Duties & responsibilities of CSOs are more or less identical to duties & responsibilities of FSOs as mentioned above.

### **DUTIES/RESPONSIBILITIES OF RESEARCH OFFICER**

- To function as immediate in-charge of the Statistical Branch.
- To give proper guidance to the staff for collection, compilation and computation of data relating to prices of various essential commodities and items of common use.
- To prepare various weekly/ fortnightly/monthly statements bases on collected data.
- To study and analyse price trends/market sentiment, shifts in consumption pattern and consumer demand etc.

### **DUTIES/RESPONSIBILITIES OF SENIOR MARKET INTELLIGENCE OFFICER**

- To function as immediate In-charge of the Research, Planning and Field Units.
- To give proper guidance to the staff for collection and compilation of Statistics of arrivals of essential commodities, items of daily use, stocks, sales, dispatches and prices in the market.
- To work out the consumer demand and study the shifts in consumption pattern.
- To analyse the general availability of essential commodities and to undertake studies on causes of shortage of a particular commodity at a given point of time and its effects on the prices of availability of various items in the market.
- To forecast the pending shortages or glut in a particular commodity and to suggest remedial measures to avert such a situation.
- To study and report the activities & modus operandi of hoarders, black marketers and other anti-social elements including hoarding and other surreptitious activities like export of essential commodities, edible oils and other items of common use in contravention of movement restrictions etc.
- To provide timely information and feed back for effective enforcement and taking the health of operational machinery, wherever considered necessary.
- To ensure regular flow of essential commodities through authorized channels and equitable distribution and availability of various commodities and items of common use at fair prices.

### **DUTIES/RESPONSIBILITY OF MARKET INTELLIGENCE OFFICER**

- To functions as immediate Incharge of the Market Intelligence Cell.
- To collect/compile statistics of arrivals of essential commodities, items of daily use, stocks, sales, dispatches and prices in the market.
- To work out the consumer demand and watch market sentiments and other factors effecting the market.
- To study the shifts in consumption pattern and analyse the general availability of essential commodities.
- To assist the S.M.I.O. in all matters relating to market intelligence such as forecasting of shortages, study of activities and modus operandi of hoarders, black marketers and other anti social elements etc., provide timely information and feed back for an effective

enforcement/control and ensure regular flow of essential commodities through authorized channels, equitable distribution and availability of various commodities and items of common use at fair prices.

#### **DUTIES/ RESPONSIBILITIES OF SUPERINTENDENTS**

- To function as immediate officer/incharge of the branch/section.
- To go through the receipts and mark to the dealing hands concerned indicating urgency grading and giving directions regarding line of action.
- To deal the receipts which are of a difficult nature.
- To keep a note in his diary of important receipts requiring prompt action or disposal by a specified date.
- To ensure maintenance and updating of the important record like standard guard file, standing notes, precedent book, reference folder etc. on important subject dealt with by the section.
- To keep a special watch on speedy disposal of communications received from Ministers and M.P.s etc.
- To watch the progress of work in the section and, where necessary, give suitable directions for expeditiously handling receipts/cases.

#### **DUTIES OF JUNIOR ACCOUNTS OFFICER**

- Checking of Salary Bills prepared by the Dealing Asstt. and putting up the same to D.D.O. for signatures.
- Preparation/scrutinized of Budget of the Deptt. and putting up before Accounts Officer.
- Assisting Accounts Officer in financial matters.
- Putting up proposals for sanctions in r/o G.PF Advance, LTC Advance, Vehicle Advance, H.B.A, Festival Advance etc. before DDO and also bills thereof.
- Checking of Medical-re-imbursement bills, T.A. Bills and putting up the same to D.D.O.
- Scrutinizing monthly and Quarterly Expenditure statements and putting up the same to Accounts Officer.
- Other Misc. work.
- Dealing with Audit Objections.
- Supervision of Accounts Branch.

#### **DUTIES OF THE ACCOUNTS OFFICER**

Accounts Officer is overall incharge of budget and Accounts branch in addition to the duties of drawing and disbursing officer. Details of the duties are as under:-

- To ensure that the schedule of preparation of budget is adhered to.
- To scrutinize budget proposals thoroughly, before sending them to Ministry of Finance.
- To see that complete departmental accounts are maintained in accordance with the requirements under the General Financial Rules.

- To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling authorities where the progress of expenditure is not even.
- To ensure the proper maintenance of the Register of Liabilities abed commitments as required under the G.F.R.s to facilitate realistic preparation of budget estimates, watching of book debits and timely surrender of anticipated savings.
- To screen the proposals for supplementary demands for grants.
- To advice the head of the department on all matters falling within the field of delegated powers.
- To identify, in particular, specific savings in cases of creation of posts and to maintain a Register for this purpose.
- To keep himself closely associated with the formulation of schemes and important expenditure proposals from their initial stages.
- To associate himself with the evaluation of progress/performance in the case of projects and other continuing schemes, and to see that the results of such evaluations studies are taken into account in the budget formulation.
- To watch the settlement of audit objections, inspection reports, draft audit paras; etc.
- To ensure prompt action on audit reports and appropriation Accounts, Reports of Public Accounts Committee, Estimates Committee and Committee on Public Undertakings.
- To screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments.
- To ensure regular and timely submission to Finance Ministry of quarterly staff statements and other reports and returns required by Finance.

#### **NAME OF THE POST, DUTIES AND RESPONSIBILITIES**

Grade-1 (Steno)	Generally attached with Senior officer like HODs. Provide different kind of Stenographic assistance including taking dictations, Typing, maintaining different official records etc.
Legal Assistant	This post cover responsibilities involving Legal Legal work of all kind.
Grade-II (Asst.)	Generally entrusted the job of official work including noting drafting etc.
Stat. Assistant	This post covers responsibilities involving collection, compilation and computation of data as also advice on economic followed.
U.D.C.	Examination of cases at initial stages, noting, drafting etc.
Stenos	Providing all kind of Stenographic assistance to the officers.
Stat. Investigator and Computer	Collection, compilation and computation of Data as also advice on economic followed.
Grade-IV (DASS)/ LDC	This post includes all kind of official work I.e. Diary, Dispatch, Typing, Maintaining registers, record and keeping the official files intact, etc.

### **DUTIES/RESPONSIBILITIES OF INSPECTORS**

- To inspect Fair Price Shops periodically.
- To ensure availability of essential Commodities at Fair Price Shop.
- To ensure early deposit of cheques for collection of essential commodities from Govt. Godown.
- To maintenance of inspection book.
- To keep proper surveillance on Fair Price Shops to avoid irregularities.
- To allow ration cards after verification of details.
- To allow deletion/addition of units.

### **DUTIES/RESPONSIBILITIES OF SUB-INSPECTORS**

- Look after the work pertaining to Fair Price Shops.
- To ensure availability of Essential Commodities at Fair Price Shop.
- Maintenance of inspection book.
- To allow deletion/addition of units.

### **Driver**

- To drive Staff Car provided to the officers as per the requirement of the officer concerned for office work.
- To keep the staff car neat & clean.
- Any other duties assigned by the authorities.

### **Motor Cycle Messenger.**

- To deliver dak/files from one office to another office.
- Any other duties assigned by the authorities.

### **Junior Gestetner Operator**

- To operate duplicating machine for cyclostyling the stencils.
- To keep the duplicating machine neat and clean.

### **Daftary**

- To keep all the office record systematically.
- To stitch and tag up all the loose papers/files.
- To put all the old office record in the racks and almirahs which is required to be preserved for a specific time.
- To trace the old record as and when required by the concerned officers/officials.
- Any other duties assigned by the authorities.

### **Peon**

- To deliver dak/files and other office documents/ papers.
- To convey any written or verbal message.
- Any other duties assigned by the authorities.

### **Sweeper-cum-Chowkidar**

- Sweeping and cleaning of the office premises/rooms.
- To wash and clean the office toilets.
- To lock and open all the main gate of the office building.
- To lock and open all the office rooms.
- To keep watch and ward on the main gates or the office during day and night.
- Any other duties assigned by the authorities.

### **Peon-cum-Chowkidar**

- To deliver dak/files and other office documents/papers.
- To lock and open all the main gates of the office building.
- To lock and open all the office rooms.
- To keep watch and ward on the main gate of the office during day and night.
- Any other duties assigned by the authorities.

### **Farash-cum-Waterman**

- To clean tables, chairs, almirahs etc. lying in the .
- To remove dust lying on the office record/files.
- To serve water to the office staff
- Any other duties assigned by the authorities

### **Sweeper**

- Sweeping & cleaning of the office premises/rooms.
- To wash & clean the office toilets.
- Any other duties assigned by the authorities.

### **Chowkidar**

- To lock & open all the main gate of the office building.
- To lock & open all the office rooms.
- To keep watch & ward on the main gate of the office during day & night.
- Any other duties assigned by the authorities.

### **Farash**

- To clean tables, chairs, almirahs etc. lying in the
- To remove dust lying on the office record/files.
- Any other duties assigned by the authorities.

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ORGANISATIONAL CHART  
OF  
FOOD & SUPPLIES DEPTT.

