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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	
1	Principal		As delegated by the Finance Department, Govt. of Delhi.			1. All instructions issued by higher authorities should properly and expeditiously carried out. 2. Training programme are carried out according to scheme and other related duties mentioned in training manuals.
2.	DDO/OS					Accounts are maintained properly. To see that Office procedure is being followed in all the matter.
3.	AAO					To scrutinize the proposals with respect to finance point of view. Controlling non-Plan budget.
4.	Group Instructor					Proper co-ordination is maintained in all the sections and the training programme is carried out efficiently, by close check and inspections.
5.	Crafts instructor					Taking classes of theory and practical according to the prescribed syllabus. Maintenance of attendance register, progress cards, raw material register, tools & equipment register and registers related to training.

Tony
CCF DDO/OPR
16/03/2020

do
16/03/2020
(GIR)

C/S
MW

1/11/19