



# DUTIES AND FUNCTIONS OF HEAD OF OFFICE

- UNDER ARTICLE 53 OF THE CONSTITUTION, EXECUTIVE POWERS VEST WITH THE PRESIDENT.
- POWERS EXERCISED BY THE COUNCIL OF MINISTERS HEADED BY PRIME MINISTER.
- MINISTRIES / DEPARTMENTS FUNCTIONS UNDER THE CHARGE OF MINISTERS ASSISTED BY SECRETARIES/ HEAD OF DEPARTMENTS.

## DUTIES AND FUNCTIONS OF HEAD OF OFFICE CONTINUE-

- THESE AUTHORITIES EITHER TAKE DECISIONS OR CONVEY GOVERNMENT DECISIONS TO THE LOWER AUTHORITIES
- THE RESPECTIVE OFFICES / UNITS FUNCTIONING UNDER THE CONTROL OF MINISTRIES VIRTUALLY IMPLEMENT THESE DECISIONS AND ORDERS
- EACH OFFICE IS HEADED BY AN OFFICER FOR THE INDIVIDUAL OFFICE

# APPOINTMENT OF HEAD OF OFFICE

- UNDER RULE 14 OF DFPR-1978
  - DEPARTMENT OF THE CENTRAL GOVT., ADMINISTRATORS AND H O D SHALL HAVE POWER TO DECLARE ANY GAZETTED OFFICER SUBORDINATE TO THEM AS THE HEAD OF OFFICE FOR THE PURPOSE OF THESE RULES.

# CONTD.....

- PROVIDED THAT NOT MORE THAN ONE GAZETTED OFFICER SHALL BE DECLARED AS HEAD OF OFFICE IN RESPECT OF THE SAME OFFICE OR ESTABLISHMENT, UNLESS SUCH OFFICE OR ESTABLISHMENT IS DISTINCTLY SEPARATE FROM ONE ANOTHER.

# DUTIES AND FUNCTIONS OF HEAD OF OFFICE CONTINUE

- HEAD OF OFFICE IS DESIGNATED BY THE HEAD OF DEPARTMENT IN TERMS OF RULE 14 OF DFPR,1978
- HEAD OF OFFICE MAY FUNCTION AS DDO OR AUTHORISE ANY G.O. WORKING UNDER HIM AS DDO
- THE HEAD OF OFFICE IS ASSISTED BY OFFICERS/ STAFF IN DIFFERENT CATEGORIES TERMED AS ESTABLISHMENT AND CASH SECTION

# ESTABLISHMENT FUNCTIONS

- RECRUITMENT OF STAFF
  - ASSESSMENT OF VACANCIES
  - INTIMATION OF VACANCIES TO SSC/UPSC
  - RECEIVING OF DOSSIERS FROM THE SSC/UPSC OF THE CANDIDATES
  - SENDING OFFER OF APPOINTMENT
  - GETTING MEDICAL EXAMINATION
  - GETTING CHARACTER AND ANTECEDENTS VERIFIED
  - JOINING OF CANDIDATES
  - POSTING ORDER
  - OPENING OF SERVICE BOOK & ATTESTATION OF ENTRIES.

# ESTABLISHMENT FUNCTIONS CONTINUE

## OBTAINING

- OATH OF AFFIRMATION TO CONSTITUTION ON FIRST APPOINTMENT
- DECLARATION OF HOME TOWN
- FAMILY DETAILS
- NOMINATIONS WHERE REQUIRED
  
- ---OTHER FUNCTIONS
- PROMOTION OF STAFF
- ACP/ PAY FIXATION
- TRANSFER
- FORWARDING OF APPLICATION FOR DEPUTATION/SSC-UPSC



# ADMINISTRATIVE FUNCTIONS

- MAINTENANCE OF DISCIPLINE IN THE OFFICE
- MAINTENANCE OF OFFICE
- PURCHASE OF STORES
- REPLY OF AUDIT OBJECTIONS
- PROCESSING THE PENSION AND GPF FINAL PAYMENT CASES
- GOVT. ACCOMODATION
- REDRESSAL OF GRIEVANCES OF STAFF
- ISSUE OF CGHS CARD ETC.ETC.

# BUDGET AND FINANCE MATTERS

- PREPARATION OF BE/RE
- SANCTION OF
  - SHORT TERMS ADVANCES
  - ADVANCES FROM GPF
  - CONTINGENT EXPENDITURE
  - FINAL PAYMENT ON RETIREMENT/DEATH ETC.
  - FURNISHING OF GR. D. GPF FIGURES TO PAO

# DDO FUNCTIONS

- MAINTENANCE OF CASH BOOK
- SECURITY OF CASH
- CONTROL OF EXPENDITURE
- DRAWAL AND DISBURSEMENT OF PAY AND ALLOWANCES
- LIAISON WITH PAO
- MAINTENANCE OF GPF A/C OF GR. 'D' STAFF AND FURNISHING FIGURES TO PAO IN APRIL
- DEDUCTION OF TAX AS PER INCOME TAX RULES
- SUBMITTING OF INCOME TAX RETURN TO ITO

# DUTIES

- STANDARD OF FINANCIAL PROPRIETY
- ECONOMY IN EXPENDITURE
- FOLLOW UP OF INSTRUCTIONS ISSUED BY MINISTRY OF FINANCE FROM TIME TO TIME
- RECONCILIATION OF BANKING TRANSACTIONS
- MONTHLY RECONCILIATION OF EXPENDITURE FIGURES WITH PAO
- MAINTENANCE OF REGISTER IN GFR 9 FOR EXP. CONTROL
- REGISTER OF COURT ATTACHMENT
- MAINTENANCE OF LIABILITY REGISTER

## STANDARD OF FINANCIAL PROPRIETY

- EVERY OFFICER IS EXPECTED TO EXERCISE THE SAME VIGILANCE IN RESPECT OF EXPENDITURE INCURRED FROM PUBLIC MONEYS AS A PERSON OF ORDINARY PRUDENCE WOULD EXERCISE IN RESPECT OF EXPENDITURE OF HIS OWN MONEY

# CONTD.

- THE EXPENDITURE SHOULD NOT BE PRIMA FACIE MORE THAN THE OCCASION DEMANDS.
- NO AUTHORITY SHOULD EXERCISE ITS POWERS OF SANCTIONING EXPENDITURE TO PASS AN ORDER WHICH WILL BE DIRECTLY OR INDIRECTLY TO ITS WON ADVANTAGE.

# CONTD.

- EXPENDITURE FROM PUBLIC MONEYS SHOULD NOT BE INCURRED FOR THE BENEFIT OF A PARTICULAR PERSON OR A SECTION OF THE PEOPLE, UNLESS-
  - (i) A CLAIM FOR THE AMOUNT COULD BE ENFORCED IN A COURT OF LAW, OR
  - (ii) THE EXPENDITURE IS IN PURSUANCE OF A RECOGNISED POLICY OR CUSTOM.

THE AMOUNT OF ALLOWANCES GRANTED TO MEET EXPENDITURE OF A PARTICULAR TYPE SHOULD BE SO REGULATED THAT THE ALLOWANCES ARE NOT ON THE WHOLE A SOURCE OF PROFIT TO THE RECIPIENTS.

THANKS