

**Manual 2**  
(Section 4(1)(b)(ii))

(Powers & duties of Officers & Employees)

Sr No.	Designation of Post	<b>Powers</b>				Duties attached
		Administrative	Financial	Statutory	Others	
1	Chairman	Yes	Yes	Yes	Yes	Hon. Post
2	Managing Director	Yes	Yes	Yes	Yes	Administrative, Finance & Statutory
3	Shri C.Arvind , DANICS General Manager	Yes	Yes	Yes	Yes	Administrative, Finance & Statutory
4	Shri Bhanu Pandey Senior Manager	Yes	-	-	-	Administrative & other accounts
5	Shri Sudhir kumar Kathuria Executive Officer	-	-	-	-	Steno work and typing work
6	Shri Sushil Kumar Vats PS to Chairman	-	-	-	-	Steno work and typing work
7	Smt.Priti Pandey Stenographer-I	-	-	-	-	Steno work and typing work, Receipt Counter
8	Shri Dinesh Kumar Executive Officer	-	-	-	-	Hindi typist / Steno / Receipt of Cheque, Maintenance of all office vehicles, Imprest Account etc.
9	Smt.S.Balasundari Computer Accounts Executive	-	-	-	-	Accounts, Demand, recovery from society, I.T. work, court cases etc.

Sr No.	Designation of Post	Powers				Duties attached
		Administrative	Financial	Statutory	Others	
10	Shri Sameer Siddiqui Computer Accounts Executive	-	-	-	-	Establishment, advertisement, maintenance of DCHFC's Building etc. (Siri Fort & Dwarka)
11	Smt.Sangeeta Seth Computer Accounts Executive	-	-	-	-	Processing of loan application / Swapping and building project loans in NCR / Loan for purchase  ECS / Property Insurance / RTI / billing of Telephones
12	Shri Amit Sharma Computer Accounts Executive	-	-	-	-	Court cases, loan, Purchase Committee
13	Smt.Vijay Laxmi Computer Accounts Executive	-	-	-	-	Accounts, Bank Reconciliation statement, Audit Work, payment of bills etc.
14	Smt.Navjyoti Ahluwalia Computer Accounts Executive	-	-	-	-	Establishment, advertisement,

15	Smt.Neelam Kandpal Computer Accounts Executive	-	-	-	-	Loan sanction & disbursement / swapping of freehold property  Loan for purchase of freehold property  HIL Loan / Closing of loan accounts etc.
16	Smt.Sapna Seth Computer Accounts Executive	-	-	-	-	Court cases, old loanee societies, NOC etc.
17	Shri Love Gopal Bhardwaj Computer Accounts Executive	-	-	-	-	Court cases, LIC individual recovery, public dealing etc. Security & House keeping etc.
18	Shri Anil Kumar Pokhariyal Computer Accounts Executive	-	-	-	-	GST / Income Tax / TDS / Financial Accounting Work Investment of surplus funds/ Legal matter / panel of Advocates / Statutory & Internal Audit Work