

Manual 2

Powers & duties of officers and employees
(Section 4(1)(b)(ii))

Powers and duties of officers and staff

		Powers				Duties attached
Sr. No.	Designation of Post	Administrative	Financial	Statutory	Others	
1	Chairman	Yes	Yes	Yes	Yes	Hony. Post
2	Managing Director	Yes	Yes	Yes	Yes	Admn., Fin. & Statutory
3	General Manager	Yes	Yes	Yes	Yes	Admn., Fin. & Statutory
4	Sh. Bhanu Pandey Senior Manager	Yes	Yes	Yes	-	Admn, Accounts & Others
5	Sh. Sudhir Kumar Executive Officer	-	-	-	-	Steno work and typing work
6	Smt. Priti Pandey Stenographer Gr.I	-	-	-	-	Steno work & Receipt work RTI
7	Sh. Dinesh Kumar Executive Officer	-	-	-	-	Hindi Typist & steno, receipt work & Imprest Maintenance of all office vehicles Maintenance of DCHFC (Siri Fort) Building Purchase Committee
8	Sh. Sushil Kumar PS to Chairman	-	-	-	-	Sectt. Work of Chairman
9	Smt. Balasundari Suresh Computer & Accounts Executive	-	-	-	-	Loan Accounts & Information Technology Court Cases
10	Smt. Sangeeta Seth Computer & Accounts Executive	-	-	-	-	Individual Loaning & Sanction & Disbursement. Property insurance & Individual Loan Billing of Telephones Fixed Deposit Property Tax (Siri Fort Office) Purchase Committee

11	Sh. Sameer Izhar Siddique Computer & Accounts Executive	-	-	-	-	Establishment & Administration Advt. & Publicity Maintenance of DCHFCø (Dwarka) Building
12	Smt. Navjyoti Ahluwalia Computer & Accounts Executive	-	-	-	-	Establishment & Administration Insurance of Office building (Siri Fort & Dwarka)
13	Sh. Love Gopal Bhardwaj Computer & Accounts Executive	-	-	-	-	Work related to Court cases, Individual dealings regarding loan repayment, LIC - death claims and ECS. Housekeeping & Building Security
14	Sh. Anil Kumar Pokhriyal Computer & Accounts Executive	-	-	-	-	GST / Income Tax / TDS / Financial Accounting Work Investment of Surplus funds / Legal matter / panel of Advocates / Statuary & Internal Audit Work
15	Smt. Sapna Seth Computer & Accounts Executive	-	-	-	-	Work related to old loanee societies & Court Cases relating to recovery, NOC etc.
16	Sh. Amit Sharma Computer & Accounts Executive	-	-	-	-	Processing of loan applications of individuals. Court Cases relating to recovery Purchase Committee
17	Smt. Vijay Laxmi Computer & Accounts Executive	-	-	-	-	Account, Bank Reconciliation statement, Audit Work, Payment of bills etc
18	Smt. Neelam Kandpal Computer & Accounts Executive	-	-	-	-	Loan Sanction & disbursement of Home Improvement / Freehold purchase Closing of individual loans