

Delhi Pharmacy Council

Manual 2

Powers and duties of officers and employees

[Section 4(1) b(ii)]

Powers and duties of officers and staff

S. N	Designation of Post	Powers				Duties Attached
		Administrative	Financial	Statutory	Others	
1.	Registrar	To look after overall administration of the office, to Carry out the duties as decided by the council and to reply the various letter received from the Govt. and other agencies	Drawing & Disbursing Officer for Payment of Salary and bills & Purchase of office accessories. He has been empowered Contingent Expenditure up to the tune of Rs. 500/-	To grant & renew Registration Certificates, suspend and restore registration of pharmacist, and other duties as decided by the council.		
2.	Clerical Staff	Preparation of certificate / I card and other related correspondence and public dealing				Typing of various letters and other public correspondence