

DUTIES AND RESPONSIBILITIES OF OFFICERS AND STAFF OF CENTRAL SOCIAL WELFARE BOARD

Joint Director:

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Joint Director is an officer who reports to Executive Director of the Central Board and is responsible for all the disposal of all business dealt in the divisions under his /her charge. He/she should ordinarily be able to dispose off the majority of cases coming up to his/her level on his/her own. He/she should report all important issues , policy matters etc. either orally or on paper to the Executive Director to seek guidance, instructions and orders thereon. He/she is expected to guide, monitor and supervise the staff under him/her effectively and discharge his/her duties in a responsible time-bound manner as per Govt. of India rules and procedures.

Deputy Director

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A Deputy Director shall in charge of all programmes and some divisions and supervise, monitor and report on all business . Work comes to the Deputy Director from each division under his/her charge through the Asstt. Directors. As Divisional head, the Deputy Director should dispose cases as per delegation of powers and submit files/papers of matters relating to important policy issues to the Joint Director to whom he/she is reporting. He/she should effectively supervise the staff reporting to them in a fair and transparent manner ensuring equal distribution of work and duties. He/she should report all important matters to the Joint Director & Executive Director including staff absenteeism and insubordination.

Assistant Director

General duties:

- i. Distribution of work among the staff as evenly as possible
- ii. Management and co-ordination of the work
- iii. Maintenance of punctuality, order and discipline in the section.
- iv. To go through the receipts.
- v. To submit receipts which should be seen by the divisional head or higher officers at the dak stage.
- vi. To keep a watch on any hold-up in the movement of dak.
- vii. To scrutinize the section diary once a week to know that it is being properly maintained.
- viii. To see that all corrections have been made in the draft before it is marked for issue.
- ix. To indicate whether a clean copy of the draft is necessary
- x. To check whether all enclosures are attached.
- xi. To indicate priority marking
- xii. To indicate mode of dispatch.
- xiii. To keep a note of important receipts with a view to watching the progress of action.
- xiv. To ensure timely submission of arrears and other returns.
- xv. He/she should take independently action on issuing reminders and any other action which a divisional head is authorized to take independently.
- xvi. To approve the recording of files and their classification.
- xvii. To review the records file before destruction.
- xviii. To order and supervise periodic weeding of unwanted spare copies.
- xix. Ensuring proper maintenance of registers required to be maintained in the section.
- xx. Ensuring proper maintenance of reference books, Office

- Orders, guard files etc. and keep them up to date.
- xxi. Ensuring professionalism, integrity, neatness and tidiness in the section.
 - xxii. Dealing with important and complicated cases in a timely manner.
 - xxiii. Ensuring timely compliance with authorities' instructions.

Assistant/U.D.C.

He/she works under the orders and supervision of the Assistant Director and is responsible for the work entrusted to him/her. Where the line of action on a case is clear or clear instructions have been given by the divisional head or higher officers, he/she should put up a draft with clean noting. In other cases, he/she will put up a notice keeping in view the following points:

- i. To see whether all facts open to check have been correctly stated.
- ii. To point out any mistakes or incorrect statement of the facts.
- iii. To draw attention, where necessary, to precedents or Rules and Regulations on the subject.
- iv. To maintain and put up the Guard file, if necessary and supply other relevant facts and figures.
- v. To bring out clearly the question under consideration and suggest a course of action with options, wherever possible.

Sr. P.A. /Stenographer

- i. Taking dictation and its transcription in the best manner possible.
- ii. To fix appointments and if necessary, re-schedule them.
- iii. Screening the telephone calls and the visitors of officer tactfully & politely.
- iv. Keeping the list of meetings, etc. and maintain daily agendas, tour & daily

- diary of officer. reminding the officer in advance for keeping them up .
- v. Maintaining the files and papers kept in the custody of officer properly.
 - vi. Keeping a note of file movements and dak movements.
 - vii. Assisting the officer in such a manner as he may direct .
 - viii. The Personal Asstt. will maintain the confidentiality and the secrecy of confidential and secret papers entrusted to him/her.
 - ix. The PA will keep the officer from routine nature of work by mailing correspondence, filing papers, arranging meetings & collecting information.
 - x. Attend training when nominated and learn new skills in computer, check and send email replies & maintain computer records, where necessary.
 - xi. Liase effectively with other staff and pass messages & receive and compile information where required.

Lower Division Clerk

- i. Registration of Dak.
- ii. Maintenance of section diary and daily disposal of work diary .
- iii. Maintenance of File Movement Register.
- iv. Indexing and recording, compiling & updating guard files .
- v. Typewriting and computer work.
- vi. Dispatch
- vii. Preparation of statements, I/Rs,
- viii. Submission of routine and simple drafts after duly checking them. .
- ix. Any other work assigned by the Section In charge.
- x. Be responsible, contribute to achieving annual targets and goals, to annual plan exercise, assist and help other staff in division be open to learning new skills in computers and related training.