

DUTIES AND RESPONSIBILITIES OF SECRETARY, STATE SOCIAL WELFARE BOARD

The Secretary of the State Board is Administrative head and plays a key role in the functioning and growth of the Board. It is expected that Secretary should possess adequate administrative and financial knowledge as well as work experience so that the work of the Board is carried out in accordance with laid down rules. The Secretary of the Board should have the ability to work in team involving State Board employees and field officers as a team leader and shall inform and advise the Chairperson about the administrative and financial rules to ensure that the decisions taken are according to rules applicable in each case. The Secretary should have very good liaison with the respective State Govt. He/she should regularly visit the administrative Ministry/Department. Representative of the Ministry/ Department should also attend Board's meetings.

Secretary should ensure that voluntary organizations receiving grants are monitored regularly. Yearly plan with the Field Officers should be framed and should include pre-appraisals of voluntary organizations applying for grant. Each Field Officer attached to a Board must undertake tour for minimum of 15-20 days in a month. Reports should also be forwarded simultaneously to the State Board.

Annual Action Plan to be chalked out in January every year for the next financial year giving specific dates of meetings/receiving of application/ other activities etc. A copy of it should be sent to Central Social Welfare Board as well as State Govt. so that yearly plan can be monitored.

Regular orientation training programme should be held with functionaries of the voluntary organizations. If possible it should be made zone-wise. In these training programmes representatives of voluntary organizations already implementing programmes, the voluntary organizations which have recently been sanctioned grant and which have applied for grant should be invited to share their experiences, constraints in implementation etc. Experts from various fields to be invited in the training.

An orientation training of State Board Chairperson and members should be organized immediately after the Board is reconstituted so that it functions smoothly.

Training of the employees should be worked out through State Govt. Departments for their capacity building specially who are dealing with accounts.

The Secretary will monitor timely release of funds to the voluntary organizations, acceptance of accounts of decentralized programmes at State Board level. Similarly, settlement of accounts of State Board Estt., various programmes etc. at Central Board level also. Time to time special drives should be made at State Board and Central Board level for settlement of accounts as non-settlement of accounts will lead to non-release of funds from the Govt. of India.

The Secretary should ensure that adequate publicity of the programmes for inviting applications is made by advertising in leading local newspapers. The date of acceptance of applications should be clearly mentioned and should be followed. Entries of all the applications should be computerized. Complete proposals received should be properly scrutinized. However, incomplete or rejected proposals may be returned back to the voluntary organizations the same year giving reasons for the same. It should be ensured that complete proposals in all respects and duly recommended by the Board should only be forwarded to the Central Board before the schedule intimated by the Central Board and in accordance with the Action Plan submitted by the State Board.

It should be ensured that no unspent balance is left under programme head, it should be reviewed every month and Monthly Expenditure Statement to be sent to the Central Board giving details of every programme including outstanding share of the State Government. The Secretary shall ensure that Plan funds are not diverted to other activities and should keep the Central Social Welfare Board informed for such actions for remedy.

Any other function(s) with the approval of Central Board, for better functioning of State Board and betterment of disadvantageous women & children in the State.