

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

**Joint Director**

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**

A Deputy Director shall be in charge of the programmes or 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

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### 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.