

DIRECTORATE OF TRIBAL WELFARE

Right to Information Act – 2005

Annexure – III

Duties of Staffs

1. Shri Jamil Baksh, Research Officer (J)

- 1) Supervision and maintenance of discipline.
- 2) HMAC Matters.
- 3) Draft Tribal Council Regulation.
- 4) Annual General Administration report including write-up on Tribal Welfare Activities as and when required.
- 5) VIP Visits.
- 6) AAJVS matters including experts group on Primitive Tribal Groups.
- 7) Parliament Question.
- 8) Court cases relating to tribals

2. Smti. Kajal Roy, Extension Officer (TW)

- 1) Formulation of Annual Tribal Sub-Plan, Annual Plan and its implementation in respect of Sector - "Welfare of SCs, STs & OBCs" and review and monitoring of progress of implementation thereof.
- 2) Collection and compilation of various reports and returns in respect of plan schemes under sector - "Welfare of SCs, STs & OBCs".
- 3) Matter relating to co-ordination meeting.
- 4) A&N Islands (PAT) Regulation - 1956 and issues connected thereof.
- 5) Matters relating to ITF.
- 6) All matters relating to STs.

3. Smti. Sobha R. Unnithan, Statistical Assistant

- 1) Collection and compilation of various reports and returns in respect of Tribal Sub-Plan.
- 2) Proposal under Centrally Sponsored Schemes and Progress Report and their implementation.
- 3) Recommendations of the National Commission for SCs & STs.
- 4) 20-Point Programme (Collection and compilation)
- 5) Implementation of reservation for SCs, STs and OBCs in services.
- 6) Matters relating to atrocities on SCs & STs

4. Shri Thulasidaran Nair, Head Clerk

- 1) Head Clerk will be over all in-charge of Establishment Section.
- 2) Checking of money bills, cash book and stamp accounts etc.
- 3) Maintenance of files and other records.
- 4) Sanction of all kinds of advances and settlement of medical claims of Govt. servants.
- 5) Weeding out of old files.
- 6) Adjustment of TA/LTC claims etc.
- 7) Procurement of stationary and furniture and fixtures of this department and maintenance of stock register of all items.
- 8) Court case relating to Govt. servants.
- 9) Maintenance of daily attendance register of all office staff.
- 10) Supervision and deployment of all class IV officials including watch and ward duty.
- 11) Maintenance of C.L and R.H. Register.
- 12) Checking of logbooks of all vehicles and report of any discrepancy if any.

5. Mrs. Parveen Begum, Higher Grade Clerk

- 1) All establishment matters including creation of posts and appointment of staffs.
- 2) Maintenance of service books.
- 3) Issue of periodical increment certificate.
- 4) Processing of expenditure sanction of all kinds of bills.
- 5) Maintenance of all departmental vehicles including two-wheeler (Moped).

6. Shri K Mehmood , LGC

- 1) Handling of Cash and maintenance of Cash Book and other records relating to Cash and Accounts.
- 2) Preparation of salary bills.
- 3) Preparation of budget
- 4) Maintenance of GPF Accounts of Class - IV.
- 5) Maintenance of Telephone & Intercom and sanction of expenditure towards telephone charges.
- 6) Verification of electric bills, newspaper bills and sanction of expenditure towards electric and newspaper bills.
- 7) Submission of monthly/quarterly expenditure.
- 8) Maintenance of office building and cleanness.

7. Mrs. Anju Vijay, LGC

- 1) Dairy, Despatch, File movement, Maintenance of accounts of service stamps.
- 2) Maintenance of file index.
- 3) All matters relating to official language and such other works as may be assigned to her from time to time.
- 4) Preparation of all bills other than salary bills and maintenance of connected records.

8. Shri Alope Dutta, Computer Assistant Gr. 'B'

- 1) Computerization of all reports relating to: -
 - (i) Proposal under Centrally Sponsored Scheme.
 - (ii) Compilation progress report under Tribal Sub-Plan and Centrally Sponsored Schemes.
 - (iii) Recommendations of the National Commission for SCs & STs etc.
 - (iv) Court cases and Budget.
- 2) Day to day works relating to computerization of letter, reports, statements etc assigned by higher authority.
- 3) Maintenance of Computer and Xerox Machines and procurement of computer articles.
- 4) All the matters relating to :- (1) Computer, (ii) Xerox Machines (iii) Gestetner Machine (iv) Fax Machine (v) Telephone (vi) Air-Conditioners & (vii) Aquaguard

9. Shri N. K. Nazir, Computer Assistant Gr. - 'A'

1. Computerization of all orders, letter, pay bills and reports, statements given by the Dealing Assistants as and when required.
2. Day to day works relating to computerization of letter, reports, statements etc assigned by higher authority.

10. Shri Amar Kumar Singh, Computer Assistant Gr. - 'A'

1. Computerization of Five Year Plan, Annual Plan & Tribal Sub-Plan and all other works as may be assigned by the superiors from time to time.
2. Day to day works relating to computerization of letter, reports, statements etc assigned by higher authority.

11. Smti T Jamila Bibi, Statistical Assistant

1. All matters related to OBCs
 2. Assisting in preparation of Budget estimates.
- All money bills and establishment matters shall be routed through the Head Clerk while the files of Technical Section shall be routed through Research Officer (Jr.).
 - No office staff including Group 'D' staff should leave office during office hours without the knowledge and permission of RO (J) and Head Clerk respectively.
 - Punctuality and hours of attendance for all staff should be maintained strictly.
 - Any other works assigned by the superiors as and when required to be attended by the above said staff.