

ANNEXURE 'B'

REVISED CHARTER OF DUTIES

1. Director-General

- a. To act as administrative Head of the Department of Social Services and Women's Affairs.
- b. To be responsible for overall supervision, administration and control of all programmes and activities of the Department. Remain responsible for administration and establishment matters as the controlling officer in respect of all Gazetted Officers and Staff serving under the Department of Social Services and Women's Affairs.
- c. To formulate policies and plan in respect of all activities of the Department and supervision and administration of programmes and personnel thereof.
- d. To control and sanction of funds in respect of all programmes under the Department.
- e. To act as the link between the Department and the administrative and other Ministries, Planning Commission and other National and International Agencies and represent the Department.
- f. To act as Registration Authority in respect of Foreign and Local Voluntary Social Services Agencies.
- g. Statutory guardian of children declared as abandoned.
- h. To act as the ex-officio Secretary of the National Council of Social Services.