

**16. Additional Director**

**(Institutional Services)**

- a. To assist the Director (Institutional Services) in supervision and administration of all Orphanages (Sishu Sadan) both Government, Government Aided and Non-Government only, Vagrants Home and Destitute

Children's Home, Institutions for the Physically Handicapped persons including Blind, Deaf and Dumb, Institute of Correctional Services and such other Institutions under the Department of Social Services.

- b. To assist the Director in initiation for sanction, allotment and re-allotment of funds for the Institutional Programmes.
- c. To be responsible for programme development and programme planning in the Institutions relating to training and rehabilitation of the inmates.
- d. To be responsible for monitoring and preparation of all reports/returns of the Institutional Services under the Department.
- e. To assist the Director in day-to-day administration and functioning of the programmes of the Institutional Services.
- f. To assist the Director in initiation of all disciplinary action of Class-II and Class-III and Class-IV employees under the Institutions.
- g. To be responsible for processing of all financial demands for the Institutions.
- h. To be responsible for inspection of Social Services Institutions of the Department and monitoring of information and to evaluate effectiveness of implementation of the programmes.
- i. Any other duty as may be assigned to by the Director.