

17. Deputy Director

(Institutional Services for Children, Orphan and Physically Handicapped).

- a. To assist the Additional Director (Institution) in supervision and administration of functioning of the Sarkari Shishu Sadans, Training Centre for Physically Handicapped, Government School for the Blind and Deaf and non-Government aided orphanages (Sishu Sadan).
- b. To assist the Additional Director in all matters relating to programme planning and programme development of the above institutional services.
- c. To examine the financial demands and initiation of proposal for sanction allotment and re-allotment of funds for the institutions under his supervision.
- d. To be responsible for monitoring and processing of reports and returns on the activities of the above institutional programmes of the Department of Social Services.
- e. To be responsible for arranging in-service/on-the-job-training/re-training of the personnel attached with the programmes under his/her supervision.