

18. Assistant Director

(Government Orphanages)

- a. To assist the Additional Director, Institutional Services through the Deputy Director (Institution) in matters of programme planning and programme development, supervision and administrative functions of the Sarkari Shishu Sadans.
- b. To assist the Deputy Director in matters relating to processing of financial demands for the institutions.
- c. To assist the Deputy Director in matters relating to organising in-service/on-the-job training/re-training of the personnel attached with the institutions.
- d. To be responsible for monitoring and processing of reports and returns on the activities of such institutions.