

## 2. Director

(Directorate of Admn. and Finance)

- a. To be responsible for establishment matters of all Class-I, Class-II and non-gazetted officers and staffs under the Department e.g. appointment, creation of posts, transfer, promotion, leave, disciplinary cases etc. and reports and returns on connected matters under general supervision and control of the Director-General.
- b. To remain responsible for all records, confidential documents/files and security matters of the Department.
- c. To remain responsible for preparation of Revenue Budget and matters relating to budget accounts, audit relating to the Department.
- d. To remain responsible for coordination, sanction and allocation of funds for programmes and personnel under the Department.
- e. To be responsible for management and maintenance of all transport under the Department.
- f. To be responsible for all purchases, tenders and stores and equipments of the Department.
- g. To be responsible for administrative matters not mentioned herein relating to the Department of Social Services.
- h. To be responsible for direct charge for programme planning programme development, supervision of activities of the National Academy of Social Welfare and also the Regional Training Institutes of the Department.
- i. Any other duty as may be assigned to him by the Director-General.