

## 24. Director

(Directorate of Community-based Programmes and Youth Services and Registration and Control of Voluntary agencies)

- a. To be responsible for overall supervision and coordination of Rural and Urban Community based services, including specialised services in the country.
- b. To assist the Director-General in the formulation of broad policies, guidelines for implementation of all the community-based programmes in the country.
- c. To be responsible for programme planning, programme development including determination of strategies on marketing quality control and feasibility etc, of the products of the socio-economic programmes relating to the rural and urban community-based programmes under the Department of Social Services under general guidance of the Director-General.
- d. To be responsible for matters relating to registration and control of voluntary social services agencies, local and foreign and coordination and liaison thereof under general guidance of the Director-General.
- e. To be responsible for matters relating to National Council of Social Services.
- f. To be responsible for organising in-service and on-the-job training/re-training programmes for officers and field staff of programmes under his charge.
- g. To maintain liaison with National and International Agencies in respect of rural and urban-based community services.
- h. To be responsible for day-to-day administration and functioning of rural and urban-based community services and other specialized programmes under general guidance and supervision of the Director-General.
- i. To initiate all disciplinary actions of Class-II and Class-III and Class-IV employees under rural and urban-based community services and specialized programmes of the Department and recommend for actions to the Director-General.
- j. To be responsible for processing of all financial demands for the rural and urban-based community services and other specialized programmes for orders of the Director-General.
- k. To be responsible for inspection of rural and urban community based Programmes of the Department and monitoring of information and data to evaluate effectiveness of implementation of the programmes.