

**25. Additional Director**

**(Community-based and Youth Services, Registration and Control of Voluntary Agencies), Department of Social Services.**

- a. To assist the Director in programme planning and programme development relating to the urban and rural community-based programmes of the Department.
- b. To assist the Director in supervision, coordination and implementation of the urban and rural-based community services programmes.
- c. To assist the Director in determination of strategies on marketing quality control and feasibility etc. of the products of socio-economic programmes, relating to the rural and urban community-based programmes.
- d. To assist the Director for organising in-service and on-the-job training/re-training programme for officers and field staff of programmes under his charge.
- e. To assist the Director to maintain liaison with National and International Agencies in respect of all the community-based services.
- f. To assist the Director in day-to-day administration and functioning of rural and urban-based community services.
- g. To assist the Director to initiate all disciplinary actions of Class-II and Class-III and Class-IV employees under community-based services under the Department.
- h. To assist the Director for processing of all financial demands for the community-based programmes.
- i. To assist the Director in respect of rural and urban community-based programmes of the Department and monitoring of information and data to evaluate effectiveness of implementation of the programmes.