

40. Assistant Director (District)

- a. To assist the Deputy Director (Dist.) in matters of administration and supervision of all Social welfare programmes located in the District.
- b. To perform the functions of the Deputy Director (Dist.) in his absence.
- c. To prepare reports and returns in respect of the Social Welfare Programmes and submit the same to the concerned authority.
- d. To act as drawing and disbursing officer of the office of the District Headquarters on behalf of the Deputy Director (Dist.).
- e. To perform any other duties as may be assigned to him by higher authority.