

7. Assistant Director.

(Admn. Non-Gazetted)

- a. To assist the Additional Director (Administration) through the Deputy Director (Administration) in all establishment matters relating to non-Gazetted officers and staff of the Department of Social Services e.g. appointment, creation of posts, transfer, promotion, leave, disciplinary cases, pension etc. and preparation of all reports/returns on connected matters.
- b. To be responsible for maintenance of all records, confidential documents, files, personal files, etc. relating to the non-Gazetted officer, and staff of the Department.
- c. To assist the Deputy Director in matters of coordination relating to administrative/establishment matters of non-Gazetted officers and staff of the Department.
- d. Any other duties as may be assigned by the Deputy Director/Director (Administration).
- e. To be responsible for all matters relating to Daily Dak, Receipts Despatch, etc.