

**19. Assistant Director**

**(Physically Handicapped Programmes)**

- a. To assist the Additional Director, Institutional Services through the Deputy Director (Institution) in matters of programme planning and programme development, supervision and administrative functions of the Centre for Physically Handicapped Training and Rehabilitation Programmes.
- b. To assist the Deputy Director in matters relating to processing of financial demands for such institutions/centres/programmes.
- c. To assist the Deputy Director in matters relating to organising in-service/on-the-job training/re-training of the personnel attached with the Centre/Institutions above.
- d. To be responsible for monitoring and processing of reports and returns on the activities of such institutions.