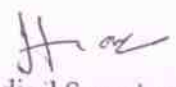


Duties & Responsibilities for the post of ASSISTANT ADMINISTRATIVE OFFICER

1. Supervision of work of the staff working under his charge.
2. Distribution of work among the staff.
3. Maintenance of order & discipline in the section.
4. To ensure disposal of work in procedural & timely.
5. Marking of Dak.
6. To scrutinize the section dak.
7. Ensuring proper maintenance of registers required to be maintained in the section.
8. To ensure timely submission of dak & disposal of work.
9. Dealing with important & complicated cases self.
10. Scrutinizing the facts of the cases.
11. Training, helping and advising the subordinate staff.
12. To see that all corrections have been made in the draft before it is marked for issue.
13. Attending of administrative meeting.
14. Writing of A.C.Rs of the staff working under his charge.
15. To supply requisite information in respect of staff recruitment rules etc to outside agencies/organization/Hospitals.
16. To take step up for security of the section.
17. Responsible for maintain of leave record (Casual Leave) of the staff working in his/her establishment and also responsible for give specific recommendation on the leave application who apply for getting leave.
18. To act as presenting officer in the disciplinary proceeding against Group 'C' employees.
19. To assist the Administrative Officer and others seniors officers in solving day to day problems.
20. Being Section Incharge to discharge the work under his control Section.
21. Reporting to Administrative Officer outcome of work & deficiencies of the section.


Deputy Director (Admn.)


Medical Superintendent