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CHAPTER – 3

POWER AND DUTIES OF OFFICERS AND STAFF

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Details of power and duties of officers and staff of Directorate of Developing Caste Welfare Department.

Designation :- Director, Developing Caste Welfare

Administrative Power :-

1. Sanctioned earned leave, Vehicle advance, other advances, advance and withdrawal from PF, Pension, Gratuity of officers of class-I of the department and its control and matter related to establishment and sanctioning of higher pay scales of class III employees of the directorate.
2. Appointment of employees of class-III and IV selected by direct recruitment.
3. Disciplinary action against of class-III employees under control of the directorate and issue of order of punishment.
4. Adjudication of representation in respect of disciplinary actions after 50 to 55 years for employees of class III and IV of the head of the department under control of the Directorate and resignation, retirement, or continuation in service and in respect of adverse remarks in C.R.
5. Transfer and promotion of employee of class-III of head of department and district under head of department.
6. condone the break in service of non-gazetted employees of class-III and IV.
7. Issue of NOC for passport and Visa to officers and staff of head of department and district offices under its control.
8. Permission for tour outside station for employees of class-III and IV under control of directorate under Gujarat civil service rules 2002.
9. Distribution of work to officers of head office and branches of directorate.
10. Handing over inquiry for application made anonymously and pseudonymously.
11. Write off of government vehicles and materials.
12. Declaration of withdrawing and disbursement officers.
13. Grant of sanction for study in college beyond office hours
14. Annual plan provisions of corporation under control of the directorate.
15. To get sanctioned centrally sponsored schemes.
16. To sanction raters of boarding by ready made meals for Adarsh Nivasi schools and govt. hostels.
17. To sanction annual achievements of officers of class-I and II of head of department.
18. Sanctioning of Leave Travel Concession, advance for leave travel and privileged leave attached to its to officer of class-I and II of the directorate.
19. To take on rental buildings for government hostels, sewing classes, and adarsh Nivasi schools and to sanction rent of house for it upto Rs.10000/-.
20. To Sanction increase in numbers of grant in aid hostels / ashram shalas.
21. To sanction tour diary of tours of district officers under its control.

22. To issue notices and hold hearing of it for irregularities in grant in aid ashram school / govt. hostels.
23. To admit in special case on recommendations of VIP for admission in Aadarsh Nivasi Schools / Govt. Hostels.
24. To sanction financial assistance for publication of works to writers / Poets of Society and Educationally Backward Classes.
25. To sanction incentive prize amount of students of socially and educationally backward classes who pass with distinction Board Examination of std X and XII.
26. To sanction loan for training to commercial pilots.
27. To sanction loan for advance study in abroad.
28. To sanction purchase of books for studies of medical / engineering / polytechnic courses.
29. Visit inspection of Grant in aid Ashram Schools / Hostels and Govt. Hostels Ideal Residential schools and govt. sewing classes of the Department.
30. To submit caste certificates to scrutiny committee and take appropriate decision for Socially and Educationally Backward Classes.

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Designation :- Joint Director, Developing Caste Welfare

(A) Administrative Powers :-

1. Sanctioning of special pay, personal pay, cash allowance, vehicle allowance, Tribal allowance to class-III and IV employees.
2. Sanctioning of advance for houses building / motor cycles / scooter / moped cycle to class- III and IV employees.
3. Sanctioning of advance from GPF of class-III and IV employees of head of department.
4. Conducting of tests, verification of results of examination and improvement of quality for students of Ideal Residential School.
5. Sanctioning of purchase of materials for furniture, utensils, mats for Ideal Residential School / Govt. hostels, sewing classes.
6. Sanctioning short tours for students of Ideal Residential School.
7. Pay surprise visit to Ashram Schools / Hostels sites.
8. Sanctioning purchase of miscellaneous articles for head office.
9. Sanctioning of proposals for purchase of books for library equipments, sports goods, text books for Ideal Residential School.
10. To execute service agreements for maintenance of typewriter, calculator, copier machine, fax, computer including other equipments and sanctioning of its repair and maintenance expenses.

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Designation :- Deputy Director, Developing Caste Welfare

(A) Administrative Power :-

1. To purchase stationery except Govt. stationery in limit of Rs.5000/- expenditure.
2. To sanctioned expenditure up to Rs. 10000/- for repairing of Govt. vehicles of head office and its subordinate office.
3. To incur controlling expenditure of any kind for Head office.
 - Recurring expenditure yearly Rs.5000/- in each case.
 - Non-recurring expenditure yearly Rs.10000/- in each case.
4. Sanctioning of Leave Travel Concession, advance for leave travel, T.A. and to allied privilege leave, to class-III and IV employees.
5. Sanctioning of privilege leave, half pay leave, commuted leave, extra ordinary leave, casual leave, sectional leave etc to class III and IV employees.
6. Sanctioning of travel allowances, advances, transfer traveler allowance, festival, food grains, fan, cycle advance to Class III and IV employees.
7. Sanctioning of annual increments to class-III and IV employees of head office.
8. Sanctioning of washing allowance and stitching expenditure to class IV employees and drivers of head office.
9. To attest note in service book for service matter of class-III and class-IV employees.
10. To fix pay of class III and IV employees.
11. To sanction special increment of class-III and IV employees of head office for incentive to small family.

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Designation :- Social Welfare Officer, Developing Caste Welfare

(A) Administrative Power :-

1. Supervision on employees of the branch and ensure disposal of work in prescribed time limit.
2. Scrutiny of files on various subjects put-up by employees of the branch and submission of it to deputy director with necessary remarks / opinion.
3. Inspection of records of employees of the branch.

Designation :- Assistant Social Welfare Officer, Developing Caste Welfare

(A) Administrative Power :-

1. To put up files submitted by employees of branch to social welfare officer along with necessary remarks / opinion.
2. Supervision and monitoring on employees of the branch.
3. Speedy and timely disposal of letters for works received in branch.
4. Handle matters on important and complicated cases personally and put-up files for decision.

Designation :- Head clerk, Senior Clerk, Junior Clerk, Clerk cum Typist, Developing Caste Welfare

(A) Administrative Power :-

1. Prepare files for disposal of letters on various subjects in the branch, put-up a note and submit it to the Assistant Social welfare officer for decision.