

**Section 4 (1)(b) (ii) format A****The powers of officers & employees in the office of YASHADA****A**

<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Financial</b>	<b>Under which legislation/rules/orders/GRs./circulars</b>	<b>Remark</b>
	Board of Governors	All financial powers are vested with the BoG for the following purposes.  i) Capital Expenditure ii) Non-recurring Expenditure iii) Recurring Expenditure	Vide Para 11 of the minutes of the First meeting of the BoG	
	<b>Executive Committee</b>	To incur expenditure on day-to-day activities – Per Item a) Capital expenditure upto Rs. 15.00 lakhs. b) Non-recurring expenditure upto Rs. 12.00 lakhs. c) Recurring 08 lac expenditure upto	BoG (xxviii) dt. 3/11/2000 Agenda Item No. 06	
	<b>Director General</b>	For incurring expenditure on day-to-day activities of Academy (like action research projects, award of fellowships, consultancy jobs, preparation of audio-visual presentations, preparation of training software promoting documentation such as books, maps, case studies, reference material, purchase of training material etc., besides arranging maintenance,	1st BoG Agenda Item No. 7 read with Para 11 of the Minutes. Also BoG, Dated 24/12/1994 & 3/11/2000	a) Capital expenditure upto Rs. 6.00 lacs. b) Non-recurring expenditure upto Rs. 6.00 lacs c) Recurring expenditure upto Rs.

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/orders/GRs./circulars	Remark
		contracts for mess, gardens, hostels, office machines etc.)		6.00 lacs
<b>Director General</b>				
		To exercise all the financial powers delegated to the Heads of Departments on various items.	1st BoG Para 11 of the Minutes	To the extend delegated to the heads of departments.
		Appointment of a Contractor for housekeeping services of the hostel etc.	1st EC Dated 12/8/1986 Para 15 of the Minutes	Only after calling for offers from various agencies / individual
		Appointment of a Contractor for handling development maintenance of YASHADA garden.	1st EC Dated 12/8/1986 Para 16 of the Minutes	Only after calling for offers from various agencies / individual
		Fixation of course fee per participation per day, in respect of courses not included in the calender but sponsored by the other department / public undertakings exclusively for their officers.	1st EC Dated 12/8/1986 Para 17 of the Minutes	Normally Rs. 300/- with an authority to levy higher charges where he feels it necessary.
		Power to reimburse travel expenses to the guest faculty on actual basis.	1st E.C. Dated 12/8/1986 Para 18 of the Minutes	Full powers Not exceeding Air fare
		Power to present mementos and sanction expenditure on entertainment of guests of the institute according to the	1st EC, Dated 12/8/1986 Para 20 of the Minutes	Full Powers

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers – Financial	Under which legislation/rules/orders/GRs./circulars	Remark
		importance of each occasion, at his discretion.		
		To grant temporary advance / loan of small amounts to the IAS Probationers for genuine purposes on account reasons like non receipt of LPC, clearance from A. G. etc.	2nd EC Para 12 of the Minutes	Full Powers

**B**

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
	Board of Governors	<p>A) the BoG is fully authorised to look after the "Management, Supervision and Control of the Institute."</p> <p>B) <b>Full powers</b> are vested with BoG under <b>Rule No. 10 of MoA</b> "To appoint committees and delegate to them powers as may deem necessary and expedient."</p> <p>C) <b>Full powers</b> are vested with BoG under <b>Rule 11 of MoA</b> "To create new classes of membership for specific period and fill them by co-option of members'.</p>	<p><b>Under Sr. No. 7</b> of the MoA</p> <p><b>Rule No. 10 of MoA</b></p> <p><b>Rule 11 of MoA</b></p>	
<b>President, BoG</b>				
		To nominate two secretaries to Govt. to be the members of the board.	(i) 09 (vi)	

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		Power to commence special meetings for urgency or matter of special importance.	(ii) 21	
		Power to preside every meeting of the board.	(iii) 27	
		Power to invite any person other than a member to attend a meeting of the board.	(iv) 28	
		Power to exercise a casting vote in case of dispute and equality of votes.	(v) 29	
		Power to circulate any urgent matter for approval of the members (to be reported in the next meeting)	(vi) 30	
		Power to take decision in a case or matter of urgency to be recorded to be so in writing and to report it for satisfaction by the board in its next meeting.	(vii) 31	
		Power to nominate one member on Executive Committee a) from amongst head of State Government Directorates in Pune. b) One representative of a sister training institute. c) Two representatives from non-government organisations related to the activities of the society. d) One expert on financial matters of the institute.	(viii) 35	
		To delegate powers and functions to the Executive Committee	(ix) 43	
<b>Executive Committee &amp; Its Chairman</b>				
		a) Full Powers to "Preside over the meetings of the	Rule 39 of MoA.	

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		<p>Executive Committee" under Rule 39 of MoA.</p> <p>b) Full Powers to "Exercise a second casting vote in case of dispute and equality of votes" under Rule 40 of MoA.</p> <p>c) Full Powers to "Delegate any of its powers to the Chairman of the Executive Committee" under Rule 44 of MoA.</p> <p>d) Full Power to "Refer any question or matter of sufficient importance to justify such reference to the decision of the President". (The decision of the President shall be binding on the committee. Such decision to be reported to the Executive Committee in its next meeting.) under Rule 45 of the MoA.</p>	<p>Rule 40 of MoA.</p> <p>Rule 44 of MoA.</p> <p>Rule 45 of the MoA.</p>	
<b>Executive Committee</b>				
		To prepare and execute details plans and programmes for the establishment and development of the MIDA for carrying on its administration and management.	(i) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To receive Grants-In-Aid and	(ii) 1st BoG / Agenda	

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

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		accept other grant of money, gifts, donations, securities, negotiable instruments and other forms of assistance from the State Govt. and GoI and from other sources, Indian and Foreign, Government and Private and enter into any agreement or agreements for receiving such assistance which are not inconsistent or in conflict with or repugnant to the objectives and purposes of the institute; provided that in respect of external sources of assistance; prior approval of the State Govt. or the GoI shall be obtained.	Item No. 7 read with Para 11 of the Minutes	
		To impose recover fees and charges for the services rendered by the Institute, raise moneys and funds as deemed fit and necessary to the purposes and objectives of the Institute.	(iii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To keep custody of and expand the funds and moneys; invest deal with appropriate, account for such funds and moneys and manage the income and properties movable and immovable according to the resolutions passed by the BoG.	(iv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To receive, acquire, take over and hold movable and immovable property of any kind by means of purchase, transfer, hire, lease, gift, donation or other lawful means from government,	(v) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	

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Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		public or private bodies or individuals, construct, build, alter, improve, maintain, repair, equip or furnish any building, develop lands and executive works necessary or convenient for purposes of the Institute and suitably manage and deal with property of any kind in the best interests and for purpose of the institute. Provided that no movable properties costing more than Rs. 1 lakh and no immovable properties shall be transferred by sale, mortgage or otherwise without prior sanction of the Board of Governors.		
		To enter into agreements, contracts with national and international organisations, foundations and research institutions and other agencies, for the development of sectors and undertaking projects on their behalf for training and development and research in the fields of management. Provided that in respect of arrangements with foreign governments or international organisations, prior approval of the State Govt. or Govt. of India as the case may be, shall be obtained.	(vi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To pay all preliminary or incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the Society.	(vii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		To prescribe, approve norms and guidelines for the conduct of courses of study, training and for undertaking research and consultancy in pursuance of the objectives enunciated in the Memorandum of Association.	(viii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To recommend to the Board of Governors the grant of diplomas, certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed courses of study and training.	(ix) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To institute and award fellowships, scholarships, stipends, freships, loans and other forms of financial assistance to students to facilitate their study.	(x) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To approve the nomination of faculty for courses of higher studies training and teaching assignments, for participation in conferences, visiting fellowships etc. in India and abroad under such terms and conditions as may be laid down by the Board of Governors in this behalf provided that for tours outside India prior approval of the Board of Governors shall be obtained.	(xi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To provide for and supervise the residence, health amenities, discipline and the general wellbeing of the students.	(xii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To produce, print, publish, issue, acquire and circulate	(xiii) 1st BoG / Agenda Item No. 7 read with	

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		books, papers, periodicals, exhibits, films, slides, pamphlets and other audio-visual material dealing with or having a bearing upon the activities and programmes of the insitute.	Para 11 of the Minutes	
		Create academic, administrative, technical and other posts (other than the Director) in accordance with the resolutions passed by the Board of Governors.	(xiv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To appoint, retain, engage for the time being professional and technical advisor, consultants, experts to work to further objectives and programmes of the institute and to pay them such honorarium, fees, remuneration or compensation as may be deemed fit and commensurate with performance, as fixed by the Board of Governors from time-to-time.	(xv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To invite scholars and eminent professionals from any part of the country to take advantage of the facilities offered by the institute may benefit by their knowledge, wisdom and expertise.	(xvi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To visit and depute officers of the Instiute to participate in programmes, projects, workshops, seminars, conferences etc. in any part of the country.	(xvii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To establish Contributory	(xviii) 1st BoG /	

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Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		fund and Gratuity Scheme, Welfare Fund and other Financial assistance schemes for the benefit and welfare of the Staff of the institute and their families under the overall guidance of the Board of Governors and / or its committees.	Agenda Item No. 7 read with Para 11 of the Minutes	
		To prepare annual reports, financial statements of accounts, financial estimates of the Institute and submit them for the approval of the Board, approve expenditure withi the limits of sanctioned budget according to the By-laws and regulations framed in this behalf.	(xix) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To appoint sub-committee for the disposal of any business of the institute or for rendering advice in any matter pertaining to the conduct of the affairs of the institute and to delegate to such committee such powers as it may deem necessary and expedient.	(xx) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To enter into agreement for an on behalf of the insitute with any Government or authority, municipal, local or otherwise, and to obtain from such authority and rights, privileges, concenssions, fiduciary or otherwise, that the insitute may deem necessary and desirable to obtain and to carry out, exercise and comply with such arrangements, rights, privileges, concessions.	(xxi) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	

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Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		To sue and defend all legal proceedings on behalf of the Insitute.	(xxii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		to make, frame and adopt, under the overall guidance of the Board of Governors and its Committees, Rules, Bye-laws and Regulations for the proper and effective administration and management of the affiars of the institute and amend, vary add or rescind such Rules, Bye-laws and Regulations from time-to-time as may be deemed necessary. Such Bye-laws or Regulations may provided for matters such as : Norms and guidelines for the conduct of cours of study and training and standards of proficiency. Norms and procedures for admission of students; Leavy of fees, commissions, and charges for service, Maintenance of Accounts, Audit and other Financial Regulations regarding custody and operation of funds; Budgeting; Recruitment; Discipline and Coe of Conduct; Maintenance of Library Purchase and maintenance of stores, stocks and ledgers; Delegations of Powers : Such other matters as may be necessary.	(xxiii) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	
		To all other lawful acts as may be appropriate, and necessary for the achievement of any or all of	(xxiv) 1st BoG / Agenda Item No. 7 read with Para 11 of the Minutes	

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		the objectives of the insitutes.		
		To Executive Committee is authorised to appooint persons to various posts, equivalent to pay scales of Class-II level in government.	(xxv) 1st BoG / Agenda Item No. 4 (ii)	
		While approving Recruitment Rules of teaching non teaching posts BoG has empowered the Executive Committee to amend Recruitment Rules whenever necessary.	(xxvi) BoG (xviii) dated 9/12/1993 Agenda Item No. 12	
		While approving service rules the BoG has empowered the Executive Committee to amend the service rules whenever necessary.	(xxvii) BoG xvii dated 21/11/92 Agenda Item No.11	
<b>Director General</b>				
		To exercise all the powers delegated to the heads of departments under Government	1st BoG Para 11 of the Minutes	To Extent delegate d to the Heads of Departm ents
		To increase the period of probation in respect of newly recruited employees. Powers to reduce the Probationary period not delegated.	3rd EC Para 2(1) (D) of the Minutes	<b>Full powers</b>
		Creation of post, minimum of the payscale of which is not more than Rs.500/- Not exceeding three months.	3rd EC Para 2(3) (B) of the Minutes	Full powers
		To waive the condition of one months notice or recovery of pay thereof in case of resignation of YASHADA employees	3rd EC Para 2(3) (C) of the Minutes	Full powers
		To appoint retired employees of Government or other	3rd EC Para 2(3) (E) of the Minutes	Full powers

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Sr. No.	Designation	Powers – Administrative	Under which legislation/rules/orders/GRs./circulars	Remark
		insitutions / organizations to posts in MIDA equivalent to the Class-III and Class-IV posts under Government No exceeding two years.		
		Empowering D. G. to make appointments on contractual basis for senior faculty positions.	BoG XIX Dt. 24/12/94 Agenda Item No. 11	For 1 year
		To relax the provision of any rule after recording in writing, however such cases should be brought to the notice of Executive Committee	YASHADA Service Rule 27:01	
		The Director YASHADA is authorised to appoint persons with payscales equivalent to Clause III and IV levels in government.	1st BoG Agenda Item No. 4 (iii)	
		To sign the instruments of orders, agreements, contracts etc. on behalf of MIDA to give effect to the decisions of the Board of Governors and the various committees. To the extend approval by BoG and various committees.	2nd BoG Agenda Item No. 7	Full powers
		To accomodate additional courses, adjust existing courses or make variations in the training calender as and when it becomes necessary.	1st BoG Agenda Item No. 9 Para 13 of the Minutes	Full powers
		Opening a account in one of the Banks in the city area and also investing surplus funds in the fixed deposits. In a selected bank or Maharashtra State Co-operative bank, its subordinates or any other public sector undertakings following the procedure prescribed by the Charity	6th EC Agenda No. 6 of the Minutes	Full powers

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<b>Sr. No.</b>	<b>Designation</b>	<b>Powers – Administrative</b>	<b>Under which legislation/rules/orders/GRs./circulars</b>	<b>Remark</b>
		Commissioner.		

vide approved minute No 52EC 73 the proposal for amendment to the Delegation of Financial Powers within the Academy was approved. The amendment to the Delegation of Financial Powers within the Academy is as follows

<b>Authority</b>	<b>Items of expenditure (In Lakhs )</b>		
	<b>Capital</b>	<b>Non Recurring</b>	<b>Recurring</b>
<b>Executive Committee</b>	15.00	12.00	08.00
<b>Director General</b>	10.00	10.00	08.00
<b>Additional Director General</b>	06.00	06.00	06.00
<b>Deputy Director General</b>	04.00	04.00	04.00
<b>Secretary YASHADA</b>	03.00	03.00	03.00
<b>Registrar</b>	--	--	02.00 + Salary Bill independently

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

No. EST -12/1 :C.-F.N2004/Y ASHADA

CIRCULAR

No.	No. EST-12/J.C.-F.A/2004/YASHADA
File No.	EST -12/J -C- F'.A/2004/y ASHADA
Dated	22/03/2004
Circulated for Information to:'	All HoDs. Faculty & Staff, Y ASHADA

In pursuance to BoG's XXXII BoG meeting, it has been decided to create a post of Financial Advisor of Y ASHADA. The duties, powers and responsibilities of the Financial Advisor will be as follows.

1. Prescribing financial procedures and systems.
  2. Scrutiny of any non-recurring expenditure involving expenditure more than RS.1 lac.
  3. Scrutiny on non-salary bills more than Rs. 1 lac. .
  4. Scrutiny of new item first of its kind which. involves recurring expenditure.
  5. Decide principles for allocation of cost.
  6. Payment of Advance more than Rs. 50,000/
  7. Scrutiny of final bill of works item.
  8. Suggest measures to strengthen resources of finance.
  9. Suggest Finance related M.I.S.
  10. Supervise computerization of Accounts Branch.
  11. Scrutiny of Tender Documents.
  12. Work on a Purchase Committee.
  13. Advice D.G. for corpus investment from Y ASHADA.
  14. Supervise Reconciliation of Accounts.
  15. Monitor Project Accounts.
  16. Offer opinion in following matters
    1. Creation of new posts
    2. Fixation of pay / drawal of pay on appointment either by Deputation Or Direct Recruitment
    3. Fixation of pay on promotion
    4. Appointment of Auditor
    5. Retirement, Termination, Resignation & Relieve from Y ASH ADA
  17. Accounts Branch will assist Financial Advisor for discharging above functions. The Account Officer and entire' staff of accounts branch shall be under the control of Financial Advisor.
- All concerned may take note of the above and no file involving matters mentioned above may be submitted to Director General without remarks of Financial Advisor.

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(RATNAKAR GAIKWAD)  
Director General,  
YASHADA

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## PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

- CHECK ACCURACY IN BILLING AS PER POLICY & TIMELY RECOVERY FROM CLIENTS
- PROCESS AGENCY BILLS FOR APPROVAL

### **PA TO DIRECTOR MDC**

- TAKING DICTATION
- DRAFTING LETTERS
- PREPARE MINUTES OF MEETING
- PREPARE MDC ANNUAL TRAINING CALANDER
- MAINTAIN INWARD & OUTWARD REGISTER
- HANDLE DIRECTOR'S IMPREST ACCOUNT
- RECEIVE & OPEN MAIL & SUBMIT IT TO SUPERIORS FOR INFORMATION AND FURTHER ACTION
- MAINTAIN DIARY TO NOTE TIME, DATE AND PLACE OF MEETINGS AND OTHER ENGAGEMENTS FOR EMPLOYER OR SUPERIOR
  - ATTEND TO ROUTINE ENQUIRIES IN PERSON, WRITING OR OVER PHONE
  - RECEIVE VISITORS AND ARRANGE THEIR MEETINGS WITH SUPERIORS
  - KEEP IMPORTANT AND CONFIDENTIAL RECORDS.
  - ATTEND TO ROUTINE CORRESPONDENCE ON BEHALF OF EMPLOYER

### **SR TRAINING COORDINATOR**

- OVERALL SUPERVISION OF ALL TRAINING ACTIVITIES AT MDC
- MAINTENANCE OF MDC PROGRAM WISE RECORDS
- LIASION AND COLLABORATION WITH GOVT., CORPORATE & PRIVATE SECTOR FOR BOOKING OF VARIOUS TRAINING PROGRAM.
- TO ATTEND THE REPRESENTATIVES OF DIFFERENT WORDS AND TO SHOW THEM THE TRAINING AND ACCOMMODATION FACILITIES AVAILABLE AT MDC AS WELL AS YASHADA
- PREPARATION OF MONTHLY MIS TRAINING REPORTS.
- PREPARATION OF TRAINING REPORT FOR EC REVIEW MEETING
- ARRANGEMENT OF STATIONERY REQUIREMENT FOR UPCOMING PROGRAMS, STOCK RECORDS.
- TO HELP ACCTS IN BILLING PROCESS BY PROVIDING REQUIRED DATA AS WELL AS GUIDANCE.
- PROGRAM WISE ALLOTMENT OF CONFERENCE HALL AT LEAST ONE MONTH IN ADVANCE

### **TRAINING COORDINATOR – I**

- PREPARATION OF WEEKLY AND MONTHLY OCCUPANCY REPORT
- REGULAR UPDATION OF MDC SCHEDULE OF PROGRAMS
- E-MAIL CORRESPONDENCE WITH GOVT.,CORPORATE, PRIVATE SECTOR, REGARDING PROGRAMS, RATE QUOTATION IN CONSULTATION WITH SENIOR.
- PREPARATION FOR NEXT DAY TRAINING PROGRAM
- CONFERENCE HALL READINESS CHECKING
- REGULAR UPDATION OF MDC PROGRAMS IN MIS PACKAGE

### **Training Management related Functions:**

To assist Course Director for the under mentioned Training course related activities:

- **Preparation of Course Material:**
  - To identify relevant articles and research papers;
  - To seek approval of HoD for the set of selected articles
  - To prepare master copies of the articles
  - To put the articles in required sequence and number the pages
  - To make required number of copies
  - To send them for binding; and
  - To process the bills charged by Printing Contractor in this regard
  
- **Preparation of Evaluation Report:**
  - To analyse the data contained in the evaluation questionnaires
  - To draft the Course Directors Report (CDR)
  - To submit the CDR for approval
  - To make and circulate copies of CDR
  
- **Preparation of Resource Persons Directory (RPD)**
  - To draft and upgrade RPD related to assigned department/ centre of the Academy
  - To circulate the RPD whenever needed.

### **Research Related Functions**

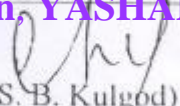
- To assist the superiors for conduct of various types of Research studies like Case studies, Field Studies and Evaluation Studies.
  
- To assist in Collection, Analysis and Interpretation of Data

### **Administration Related Functions**

- To maintain various records in connection to above functions
  
- To supervise and guide Course Assistants and Course Associates whenever asked by HoD
  
- To perform other duties whenever asked by HoD.

Planning Division, YASHADA

Clerk, ISO Cell, Planning Division, YASHADA

Supervision and direction of CCTR  
  
(S. B. Kulgod)  
OIC, CCTR

1. Taking dictation for letters and typing of letters for OIC, ISO Cell.
2. Maintaining Accounts and Administration related work of ISO Cell.
3. Analysis of TNA reports of Yashada Faculty and Staff received in TMC.
4. To attend the phone calls in absence of OIC, ISO Cell.
5. The following files/Registers are maintained. The retention period for all the files is one year. (2005-2006): -
  - a. General Inward & Outward Register
  - b. Internal file movement Register
  - c. Worksheet Register
  - d. Standing order files –2005
  - e. Orders/ Circulars.
  - f. Daily Correspondence file of ISO Cell

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- + To take dictation of the Academic Stenographer, *Office of* RDDG (Headmaster & Planning) & Secretary, YASHADA
  - + To attend Academic Committee record; typing
  - + To function as Meeting Secretary for the YASHADA Construction Supervision Committee and Local Committee and responsible for recording and maintenance of the minutes of the meetings of these committees.
  - + To maintain the files of PPI Cell and Planning Division.
  - + To attend the phone calls in absence of Dr. Bharat Bhushan
  - + To take advance for tour programmes of OIC, PPI.
  - + Other work allotted by OIC, PPI from time to time.





**TRAINING COORDINATOR , RTI CELL.**

- All office routine work as directed by **Advisor, RTI.**
- Appointment is mainly for State Implementing Agency (SIA) Project as a Training Coordinator. Additional charge of Administrative officer.
- All administrative work related with RTI Cell.
- Taking care of Sponsored programmes under RTI Cell.
- All necessary preparations for conducting workshop / course / training programmes related with SIA and NIA.
- Coordinate with the course Cell and get touch with Training Manager about outreach-training programmes and give proper information.
- Setting administrative & Accounts matter of SIA Project, RTI.
- To Liaison with 2 districts (Chandrapur & Nandurbar) of the project area. Reporting to Advisor and Addl. Director RTI Cell.
- Planning for the training programmes
- Drafting/Sending letters to stakeholders in respect to the training programme.
- Preparing for the training programme.
- Preparing the course file as per standards.
- Preparing office note for necessary approvals.
- Preparing office note for communication within organization.
- Discussing with superiors regarding the implementation strategy of the programme.
- Preparing the budget for the programme.
- Preparing the time table for the programme
- Giving orders for the training material.

- Preparing the itinerary plan of the team and making arrangements.
- Coordinating with the respective nodal officers of the ATIs.
- Sending the training material boxes to venue of respective state.
- Taking advance for the course.
- Settlement of accounts.
- Registration of the participants
- Evaluation of the training programme.
- Anchor for the training programme.
- Dealing with the practical problem at the respective state ATI.
- Preparation of CD and CIP reports
- Preparation of quarterly reports and facing the UNDP audits.
- Dealing with UniqueGrap, Deva bags, Sai Travels, Gati Cargo, Samarth Travels
- Establishing & maintaining relations with State ATIs, DoPT, UNDP, CGG Hyderabad.
- Some are unwritten tasks.

**COURSE ASSISTANT, RTI CELL.**

- ✓ All office routine work as directed by Project coordinator, State Project, Officer RTI Cell.
- ✓ To mention all the files of administrative officer of RTI Cell.

- ✓ To mention the sponsored course files.
- ✓ Preparing and Maintaining all the account bills and files.
- ✓ Preparing and Maintaining inward and outward registers.
- ✓ Marathi / English Typing as directed by Course Coordinator & Administrative Officer RTI Cell.
- ✓ All necessary preparations for conducting workshop / course / training programmes.
- ✓ Setting administrative & Accounts matter of Course Coordinator & Administrative Officer RTI Cell.
- ✓ To assist Additional Director in training programmes related to RTI.
- ✓ To take care of visitors / faculty guests related to Workshops / Training Programmes with linked to Mess & Hostel.
- ✓ Day to Day reporting as and when asked by seniors, RTI Cell.
- ✓ To attend Meetings / seminars as and when required by department/ Head of Department.
- ✓ Track out of feedback of training programmes related to RTI.

**SENIOR CLERK**

- 1 To keep up with the financial administration by way of proper maintenance of pay and allowances.
- 2 To participate in tax recovery schedule of State and Central Government through deduction of various taxes such as Income Tax, Profession Tax etc.

**3**

**PRINCIPAL RESPONSIBILITIES :**

- 1 To prepare monthly pay bills of the staff along with various schedules, pay slips, etc.
- 2 To maintain registers regarding various recoveries of the staff members. This includes recovery of bank loan, L.I.C., GSLIS, H.B.A., Conveyance advance, Computer advance., Personal advance, C.P.F. and G.P.F. advance etc.
- 3 To prepare challans against the deductions of G.I.S., H.B.A., Conveyance advance, Computer advance., Income Tax, C.P.F., G.P.F. advances.
- 4 To draw payment of the official on contract basis.
- 5 To prepare overtime bills of the office staff.
- 6 To prepare arrears bills of the office staff.
- 7 To maintain salary register having individual details of pay and allowances.
- 8 To prepare festival advance bills with due entries in salary register.
- 9 Correspondence regarding pay and allowances of the officers on transfer, preparation of L.P.Cs. and correspondence regarding the same.
- 10 To prepare annual budget for pay and allowances pertaining to both the departments of State Government viz. G.A.D. , R.D.D.
- 11 To prepare traveling allowances – calculations thereto.
- 12 Computation of Income Tax in respect of office staff, preparation of form No. 16 and 24 required to be submitted under the provision of Income Tax Act. Correspondence regarding the same.
- 13 Any other work other than the above as entrusted by the Accounts Officer from time to time.

**REPORTS TO BE SUBMIT**

Not Applicable.

**REPORTING TO:**

Accounts Officer.

**IMMEDIATE SUBORDINATES:**

Not Applicable.

**KEY RESULT AREAS**

Not Applicable.

**JOB DESCRIPTION FORMAT**

**JOB TITLE:** Accounts Officer

**JOB OBJECTIVES:**

1. To ensure maintenance of accounts of Y ASHADA and monitor receipts. To examine the expenses incurred on various items before admitting them for payment and to get the deficiencies corrected, rectified.
2. Before admitting the adjustment account of advances, examine and get the deficiencies cleared/complied with.
3. To monitor the financial position in the context of availability of funds, expected receipts and expenditure incurred as also expected to be incurred as regards Y ASHADA's main activity and also the various projects for which the funds have been specifically received.
4. To classify the receipts as well as expenses pertaining to the various regular courses as also sponsored courses and the 'projects with Y ASHADA.
5. To monitor and expedite the receipt of funds from the State as well as the Central Government in conjunction with various authorities in YASHADA.
6. To attend to Audit.

**PRINCIPAL RESPONSIBILITIES:**

1. To carry out the decisions taken by the higher authorities in regard to the financial policies.
2. To monitor classification of receipts and expenditure in regard to various projects sponsored courses and general account of YASHADA.
3. To recover and pay various taxes as per laws and to file various returns to the proper authorities and work regarding to that e.g. compliance to statutory audit etc.
4. To comply with the objections raised by the concurrent audit and statutory audit.
5. Processing proposals regarding appointment of Internal Auditor, Statutory Auditor, and Chartered Accountant for preparation of accounts and related matters.
6. Annual Maintenance Contract for Tally 7.02 software of accounting.
7. To invest and to disinvest surplus funds into time deposits and make proposals as per requirements.
8. To comply with decisions of Board of Governors, Executive Committee and Investment Committee pertaining to Finance. Accounts, and Audit.
9. Overall control on the Accounts Dept. with Budget, Pay & Allowances, Contingent and Medical Expenses, the Cash & Compilation section.
10. To issue branch circulars regarding Accounting Policies.

## **JOB DESCRIPTION FORMAT**

JOB TITLE: Assistant Accounts Officer

### **JOB OBJECTIVES**

Under the overall direction of Accounts Officer.

1. To ensure and maintenance of records in lieu of budgetary grants supported by State Government under General Administration Department and Rural Development Department.
2. To monitor the expenses against the funds received from the State as well as the Central Government under various departments.

### **PRINCIPAL RESPONSIBILITIES**

1. Preparation of Annual Budget, Annual Plan.

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2. Preparation of Monthly Expenditure Statement, Management Information System reports.
3. Preparation of Utilization Certificates for onward submission to respective department of State as well as Central Government.
4. Preparation of budgetary grant bills and their submission to the district treasury for onward passing.
5. To maintain grants watch register, advance watch register and investments register and make scrutiny of advances sanctioned
6. Preliminary compliance to the audit objections raised by concurrent audit and statutory audit by collecting information from respective section.
7. Correspondence with the government on the various subjects and information called from time to time.
8. Preparation and submission of work bills (R.A.Bills) with due scrutiny to the higher authorities and maintain work details register.
9. To take action on the correspondence from the administration branch on various subjects concerning to States and Central civil service rules and its submission to the Accounts Officer.
10. Scrutiny of the official letters, documents etc. (Tapal) received in accounts branch and its distribution to various desks of the branch.
11. Correspondence with the Accountant General and G.A.D., G.o.M. regarding leave salary and pension contribution of the officers on deputation.
12. Any other work other than the above as entrusted by the Accounts Officer from time to time

### REPORTS TO BE SUBMITTED

1. Submission of monthly expenditure statement, periodical budget, annual budget, annual plan and utilization certificates to General Administration Department & Rural Development Department of State Government
2. Submission of utilization certificate to various department of Central Government from whom Y ASHADA received grants.

REPORTING TO:  
Accounts Officer.

IMMEDIATE SUBORDINATES:  
Not applicable.

### KEY RESULT AREAS

Not applicable.

Office supritendent

1. To submit the compliance report to Accounts Officer of Accountant General Audit, Internal Audit and Statutory Audit
2. To keep control on Cash Section, report it to Accounts Officer, to help Accounts Officer in this respect. To check the cash book and submit it to Accounts Officer.
3. To check the daily income and expenditure amounts
4. To check and submit all the office bills to Accounts Officer
5. Any other work entrusted by Accounts Officer & Financial Advisor

Assistant

1. To look after all projects related work.
2. To do statutory reconciliation of the MoU, ToR etc. of all projects run by Academy. Coordination between Project Coordinator and Accounts Branch in respect of financial accountability of projects
3. To check project bills and submit it to Accounts Officer. To keep watch on project related bills such as bills as per norms etc. To prepare and send the utilisation certificate to the concerned Govt. department/sponsoring agency etc.

4. To prepare project related statements such as status report etc.
5. To look after the correspondence of project related work. To prepare and issue office note/circulars
6. Any other work entrusted by Financial Advisor and Accounts Officer

JOB TITLE : Sr. Clerk (Cashier)

#### JOB OBJECTIVES

Under the overall direction of Accounts Officer.

1. To ensure the accounts functioning by way of financial transactions.
2. To classify the receipts and monitor the expenses on various courses and The projects with the help of actual receipts recorded in the receipt books and the concerned registers.

#### PRINCIPAL RESPONSIBILITIES:

1. To receive cash as well as cash documents (for e.g., D.D., cheque, pay orders etc.) and issue receipts on behalf of Director General, Y ASHADA.
2. To make payments and advances to the concern as per sanction.
3. Maintain cashbook and monitor receipts as well as expenses.
4. Withdrawal of cash as per requirement from the bank and credit the amount received into the respective bank account.
5. To maintain cheque register, update it, write cheque on receipt of passed vouchers and issue cheques in view of payment due.
6. . To keep cheque books and receipt books in safe custody
7. To maintain separate account of receipts book issued to other sections.
8. To send demand drafts to the respective Accountant Generals in lieu of deduction of G.P.F. contribution.
9. To credit challans against deduction of G.J.S., Profession Tax, reovery of advances, CPF, Income Tax and Works Contract Tax.
10. Any other work other than the above as entrusted by the Accounts Officer from time to time

**ESTATE SECTION : JOB CHART**

**Job Chart : Estate Manager**

1. Prepare plans and estimates for new construction projects and maintenance related works in the campus not executed through consultants and contractors.
2. To Monitor on behalf of Yashada all major construction works planned or executed through consultants or contractors.
3. Prepare budgetary forecast for civil, electrical and water supply projects for Yashada.
4. Plan and execute all civil, electrical and water supply maintenance works for Yashada.
5. Exercise budgetary control over ongoing work.
6. Ensure uninterrupted Electric and water supply services to Yashada on a routine basis.
7. To supervise the jobs of all staff.

1. To assist Estate Manager in administrative work.
2. After receipt of Approx estimate of work, to check its correctness, prepare noting/drafting and take administrative section.
3. After receipt of Administrative approval , to call quotation/ tender and issue work order.
4. After receipt of bills from contractor / Supplier, to heck its correctness, prepare noting and submit to Registrar / Account office for payment.
5. Allotment of accommodation.

**Clerk**

1. Maintenance of files.
2. Typing work of Estate Section
3. Preparing of white and Blue form

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4. Entry of items / stores in Dead stock Register & Consumable articles register.
5. Preparation and submission of all types of reports / information as & when required by Administration Department.
6. Attend incoming telephone calls and pass on messages to concerned individuals in the absence of Estate Manager.
7. Maintenance of following Registers :-
  - a. Incoming Dak Register
  - b. Progress reports Register
  - c. File Register
  - d. File / MB Document movement Register.
  - e. Work Sheet Register
  - f. Await Register
  - g. Six Bundle Systems
8. Preparation of the following :-
  - a. Tender Notice / Advertise for paper / Tender documents / issue of Tender
  - b. Comparative statement
  - c. Work order
  - d. Tender documents
9. Any other duty assigned by Estate Manager.

**Junior Engineer ( Civil )**

1. To assist Estate Manager in civil work
2. To supervise Maintenance & minor work
3. To Prepare estimates of Maintenance work.
4. To take measurement of maint & minor works.
5. To write Measurement book in respect of civil minor works.
6. Shifting of stores
7. Preparing of Gate Pass.

**Junior Engineer ( Electrical )**

1. Support function and assisting Estate Manager with regards to Electrical works of all nature at Yashada.
2. Looking after function relating to overall maintenance with regards to Electrical systems of Yashada.
3. Keep records & maintain all the Generators for keeping the optimum level of operations of Gen Sets with the AMC Agencies and Electrical Staff.
4. To supervise all the electrical major & minor works / maintenance work.
5. Utilization of Electrical manpower at their optimum levels.
6. Preparation of Estimates for the Electrical small works / maintenance work.
7. Schedule preventive maintenance of batteries / Gen Set and when as a schedule work.
8. Taking measurements for the works completed and entry of the same in Measurement books for the electrical works.

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9. Follow up regarding various new electrical works in progress in Yashada campus.
  10. Technical advice with regards to Electrical works as and when required.
  11. Preparation of future plans for development of Electrical systems and installations.
  12. Looking after overall HT bills and Electricity consumption records.
  13. Implement and improvise systems to reduce electrical consumption.
  14. Keep records & maintain all the Air-conditioning Systems / Air-conditioning Unit for keeping the optimum level of operations of Air-conditioning Unit with the AMC Agencies and Electrical Staff
  15. Keep records & maintain all the Solar Systems for keeping in operation and maintenance work of Solar System.
  16. Preparing of Gate Pass.
  17. To Purchase necessary Electrical Material as and when required.
  18. Preparation of tender document for new work.
  19. Entry of items / stores in Dead stock Register & Consumable articles register.
- 
1. To attend to all Electrical Complaints of Yashada Complex & Residential Quarters of officers and staff pertaining to maintenance.
  2. To start the Generator during power failure of M.S.E.D.C.L. and maintain Diesel and Generators record.
  3. To look after Electrical Distribution System in respect of Electrical faults.
  4. To work on instructions from Electrical Engineer / Estate manager as per the General requirements of institute.
  5. To maintain stock of Diesel for Gen Set at all times.
  6. HT Bills- Submission of cheque to Maharashtra Elect Distribution Board every month.
  7. To look after general repairs of fans pumps & general complaints of all Hostels / MDC/ Admin etc.

**Plumber**

1. To supply water daily at Hostel, administrative building & officers, staff's Residential quarters.
2. To supply water at garden & check repair works of water supply.
3. To paid water supply bill at Municipal Corporation.
4. To watch & supervise drainage work of Yashada.
5. To take reading of water meter
6. To supervise plumbing work.
7. To look after water pumps & its repair.
8. To attend complaints of water coolers & Aqua guards.
9. To watch cleaning of water storage tanks at quarterly basis.
10. To look after solar system & its repair works.
11. To supply water for construction works at Yashada.

**JOB TITLE :** Director (Research),

**JOB OBJECTIVES :**

1. To develop to its optimal potential, the RDC at YASHADA
2. To develop and monitor the training quality of YASHADA
3. To develop and monitor research quality of YASHADA
4. To develop and monitor Sponsored Project in YASHADA
5. To develop and monitor media productions of YASHADA

**PRINCIPAL RESPONSIBILITIES:**

1. To provide clear vision and concrete plan of action for RDC
2. To develop effective training research team and infrastructure at RDC
3. To build the image and establish the credibility of RDC, ATI & YMRC

**REPORTS TO BE SUBMITTED:**

1. Annual Reports of RDC
2. Reports of research project & Sponsored Projects.

**REPORTING TO :** Director General, YASHADA

**IMMEDIATE SUBORDINATES:** Associate Professors, Assistant Professors & Research Officers in RDC

**KEY RESULT AREAS:**

1. Development of Training
2. Development of Research
3. Development of Projects

**JOB TITLE :** Additional Director (Research)

**JOB OBJECTIVES :**

Under the overall direction of Deputy Director General (Research)

1. To generate sponsored projects at RDC
2. To work out suitable arrangements for delegation of sponsored projects

3. To regularly monitor the execution and quality of sponsored projects

**PRINCIPAL RESPONSIBILITIES:**

1. To develop proposals for sponsored projects at RDC
2. To do the necessary follow up for getting the proposals sanctioned
3. To prepare a plan of implementation of such projects
4. To identify suitable persons or institutes within or outside YASHADA for partial or total delegation of such projects and to issue the necessary ToR
5. To call for regular reports on the progress of such projects and to scrutinize such reports, so as to monitor the effectiveness and quality of their implementation and to ensure their timely completion.
6. To report to donor agencies about the progress of projects

**REPORTS TO BE SUBMITTED:**

1. Proposal for Sponsored Projects
2. Plan of implementation including ToRs, if any.
3. Internal reports of the progress of projects
4. Reports submitted to the donor/commissioning agency

**REPORTING TO :** Prof. K. S. Nair, Deputy Director General (Research)

**IMMEDIATE SUBORDINATES:** Research Officers, Research Assistants and other staff as appointed from time to time on the sponsored projects

**KEY RESULT AREAS:**

1. Creation of Sponsored Projects
2. Effective delegation, execution and monitoring of such projects
3. Satisfactory reporting to the donor / commissioning agencies

**JOB TITLE :** Additional Director(RDC) and Head Centre for Community Managed Programming (CCMP), RDC

**JOB OBJECTIVES :**

1. To undertake policy advocacy at the state level for institutionalizing community managed programming

2. To work out appropriate budgetary allocations to facilitate District Convergence Plan
3. Facilitating generation of District Plan of Action for Development
4. To arrange for various workshops at YASHADA, Pune and at District level
5. To regularly monitor the execution and quality of work done by the subordinates

**PRINCIPAL RESPONSIBILITIES :**

1. To coordinate & facilitate the training, research & field activities of the Centre
2. To manage the database and initiate thematic research and documentation activities
3. To arrange Training of Trainers at YASHADA, Pune and establish a cadre of trainers at district level
4. Management of funds for the Centre and preparation of appropriate reports as per requirement.

**REPORTS TO BE SUBMITTED :**

1. Plan of implementation & Training Modules
2. Progress Reports and financial reports
3. Reports to be submitted to the donor/commissioning agency

**REPORTING TO :** Prof. K. S. Nair, Deputy Director General (Research)

**IMMEDIATE SUBORDINATES :** CCMP Staff

**KEY RESULT AREAS :**

1. Institutionalize micro planning methodology for Generative planning and Rural Development
2. To ensure Village Community participation in development efforts.

**JOB TITLE :** Associate Professor

**JOB OBJECTIVES :**

1. To conduct 10 Training Programmes related to RDC
2. To deliver 80 teaching sessions
3. To edit & Publish four articles in YASHADA YASHAMANTHAN
4. To collect data, analysis and presentation for different Research Projects

**PRINCIPAL RESPONSIBILITIES :**

1. To work as Course Director for Training Programmes as assigned by DDG(R), Additional Director General and Director General
2. To plan & carry out data collection, analysis of data, prepare reports
3. To coordinate various activities of INDUS Project under the guidance of DDG (R)
4. To perform all the other duties as assigned by DDG (R), Additional Director General and Director General
5. Prepare various manuscripts for publication
6. Support research activities at RDC

**REPORTS TO BE SUBMITTED :**

1. Reports related to Courses conducted
2. Reports related to Elimination of Child Labour Project
3. Any other reports / project proposal / research as and when required

**IMMEDIATE SUBORDINATES :** Training Manager, Project Coordinator, Research Assistant, Course Associate in Elimination of Child Labour Project

**KEY RESULT AREAS :**

1. Elementary Education
2. Teacher Education
3. Child Labour eradication in Maharashtra
4. Training Methodology
5. Research Methodology

**JOB TITLE :** Assistant Professor & OSD, State Resource Centre, ECL

**JOB OBJECTIVES :**

1. To conduct Training Programmes related to Elimination of Child Labour Project
2. To deliver 90 teaching sessions
3. To edit & Publish four journals in YASHADA YASHAMANTHAN
4. To collect data, analysis and presentation for different Research Projects on Child Labour

**PRINCIPAL RESPONSIBILITIES :**

1. To work as Course Director for Training Programmes as assigned by DDG(R)
2. To plan & carry out data collection, analysis of data
3. To provide clear vision, supervision, editing & publishing of YASHADAs bimonthly 'YASHAMANTHAN' journal under the guidance of the editorial board
4. To coordinate various activities of INDUS Project under the guidance of DDG (R)
5. To perform all the other duties as assigned by Director, DDG(R), Additional Director General and Director General
6. Prepare various manuscripts for publication
7. Support research activities at RDC

**REPORTS TO BE SUBMITTED :**

1. Reports related to Courses conducted
2. Reports related to Elimination of Child Labour Project
3. Any other reports / project proposal as and when required

**IMMEDIATE SUBORDINATES :** Training Manager, Project Coordinator, Research Assistant, Course Associate in Elimination of Child Labour Project

**KEY RESULT AREAS :**

1. Women & Child Development

2. Child Labour
3. Training Methodology

**JOB TITLE :** Coordinator, Project Monitoring Unit

**JOB OBJECTIVES :** To develop and maintain documentation of projects of RDC for their review, monitoring and effective execution and to coordinate various project activities

**PRINCIPAL RESPONSIBILITIES:**

1. Compiling academic, administrative and financial data across projects to generate various reports required periodically
2. Collating and updating the information on Research Projects for the annual report of RDC to be submitted to the Board of Governors of YASHADA
3. Supporting various projects through activities like documentation, compilation, and translation.
4. To facilitate review, to identify the gaps in the effective progress of projects
5. To facilitate corrective actions for the effective completion of the projects

**REPORTS TO BE SUBMITTED:** Various reports for monitoring and review as evolved from time to time

**IMMEDIATE SUBORDINATES:** Research Assistants, Database Operators and other junior staff working on sponsored projects from time to time

**KEY RESULT AREAS:**

1. Effective documentation of the progress of the projects
2. Effective monitoring of the projects
3. Appropriate corrective steps

**JOB TITLE :** District Coordinator in Centre for Community Managed Programming (CCMP), RDC

**JOB OBJECTIVES :** Monitoring & coordination of the Micro planning processes in the districts under Department of Women & Child Development - DWCD program i.e. Thane, Gadchiroli & Nasik

**PRINCIPAL RESPONSIBILITIES:**

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1. Maintaining coordination & communication with different functionaries of Thane, Gadchiroli & Nasik Zilla Parishad & Grass root Voluntary Organizations and newly formed village level CBO's.
2. Monitoring & Follow up in order to collect and compile the data of the Volunteers trainings in the districts of Nasik, Gadchiroli & Thane. Maintaining of all records with regard to the same.
3. Preparation of 'Block Response Plan' for the three project blocks i.e. Mokhada – Thane, Peth - Nasik & Mulchera - Gadchiroli.
4. Documentation of case studies especially focusing the impact of the Micro planning process on the attitudinal, behavioral change and change in the mindset of the communities or households. Case studies depicting success, failures, innovation, dis appointments etc. Also case studies related to the Government functionaries in the village.
5. Generation of reports with regard to process document.
6. Collection of data with regards to monthly meetings at PHC level & Sub centers for all 3 districts (Thane, Gadchiroli & Nasik) of DWCD program.
7. Maintaining of the respective files and other related correspondence.
8. Generation of Publications, Study material & Reading material with regard to all Research based activities under taken by CCMP.
9. Timely assistance & Coordination of work with Additional Director R&D, Head CCMP in all required assignments.

**REPORTS TO BE SUBMITTED:** Reports on work entrusted by Additional Director(RDC) & Head, CCMP

**IMMEDIATE SUBORDINATES:** - -

**KEY RESULT AREAS:** - -

**JOB TITLE :** Training Officer in Centre for Community Managed Programming (CCMP), RDC

**JOB OBJECTIVES :**

1. Conduct Training Programmes
2. Preparation of Satara documentation

**PRINCIPAL RESPONSIBILITIES:**

1. Coordination of the different ToT's organized under CCMP with regard to Micro planning at YASHADA.

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2. Follow up and coordination with respective Zilla Parishads functionaries regard to the Micro planning processes initiated in the districts of Chandrapur, Satara, Amrawati & Pune & Grass root Voluntary Organizations and newly formed village level CBO's.
3. Periodic Monitoring visits to the Micro planning processes initiated in the districts of Nashik, Satara, Amrawati & Pune.
4. Monitoring & Follow up in order to collect and compile the data of the Volunteers trainings in the districts of Chandrapur, Satara, Amrawati & Pune. Maintaining of all records with regard to the same.
5. Documentation of case studies especially focusing the impact of the Micro planning process on the attitudinal, behavioral change & change in the mindset of the communities or households. Case studies depicting success, failures, innovation, dis appointments etc. Also case studies related to the Government functionaries in the village.
6. Collection of data with regards to monthly meetings at PHC level & Sub centers.
7. Maintaining of the respective files and other related correspondence.
8. Generation of Publications, Study material & Reading material with regard to all Research based activities under taken by CCMP.
9. With regard to Nandurbar district rendering assistance to Additional Director R&D, Head CCMP in NREGS assignments.
10. Timely assistance & coordination of work with Additional Director R & D, Head CCMP in all required assignments.

**REPORTS TO BE SUBMITTED:** Reports on work entrusted by Additional Director(RDC) & Head, CCMP

**IMMEDIATE SUBORDINATES:** - -

**KEY RESULT AREAS:** - -

**JOB TITLE :** Research Officer

**JOB OBJECTIVE:**

1. Prepare directory of NGO's working with the GoM
2. Prepare a Accreditation system for NGO working with the GoM
3. Conduct Accreditation of a selected sample of VOs and Document success stories
4. Study terms of engagement followed by various government departments in Maharashtra, study the methods currently used by various department to monitor, evaluate and administer mid course corrections in the functioning of project/program
5. Develop model guidelines on selection criteria, contractual methodology, monitoring, evaluation and corrective actions
6. Suggest guidelines to Planning Department for taking actions against errant VOs

**PRINCIPAL RESPONSIBILITIES :**

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1. Prepare Directory of VOs in Maharashtra
2. Continue to correspond and interact with large number of VO's, network organizations, co-ordinate with them for inclusion in the directory and Accreditation of VO
3. Correspond with State Government Departments for information of VO's associated with them, the methods used by various departments for selection of VOs, system followed by them to monitor and evaluate the functioning of the VOs. On the basis of information compiled assist to prepare a brief report.
4. Finalize the Accreditation Parameters and Strategy, Document the Accreditation strategy and approach, Prepare Accreditation Documents for circulation to VOs in Marathi and English Language
5. Organize orientation workshops and identify, train and orient experts from the voluntary sector, as facilitators to conduct the Accreditation of VOs.
  6. Co-ordinate and Execute Pilot Accreditation of a sample of VOs
7. Assist to evolve model guidelines for GoM for selection of VOs, monitoring & evaluation
  8. Assist to develop and suggest corrective actions against errant VOs
  9. Assist to write the final report of the project for submission to Planning Department.
10. Support the project office and help in successful administrative and financial closing of the project

1. Directory of VOs
2. Accredited Directory of Sample of VOs (Pilot Accreditation)
3. Final Report of the Project

**IMMEDIATE SUBORDINATES :** Data Entry Operator hired form time to time on assignment basis

**KEY RESULT AREAS :** --

**JOB TITLE:** Research Officer in Centre for Community Managed Programming (CCMP), RDC

1. To coordinate and facilitate research activities of the Centre
2. To assist Head, CCMP for policy advocacy for institutionalization of Microplanning at state-level
3. To publish study reports for larger dissemination and policy advocacy

1. Coordinating and facilitating of research studies on the present microplanning initiatives of the CCMP
2. Conducting and facilitating process documentation of microplanning process
3. Initiating thematic research and documentation
4. Facilitating of systematic data analysis
5. Developing documents and reports for larger dissemination and policy advocacy

1. Progress reports
2. Research study reports

## Research Assistant

1. Institutionalize Microplanning methodology for Generative Planning and Rural Development
2. To ensure village community participation in development efforts

**JOB TITLE :** Research Assistant, Elimination of Child Labour Project

**JOB OBJECTIVES :** To assist the Elimination of Child Labour Project

**PRINCIPAL RESPONSIBILITIES :**

1. To assist Assistant Professor, Child Right Cell for preparation and printing of all material related Elimination of child Labour Project.
2. To prepare all material, training work e.g. Certificate, Reliving Report and other course related documents.
3. All other work as given by the Project Director, Associate Professor and Assistant Professor from time to time.

**REPORTS TO BE SUBMITTED:** International Labour Organization (ILO), New Delhi

**REPORTING TO:** Prof. K. S. Nair, Deputy Director General (Research)

Dr. Minal Narawane, Associate Professor

Shri. Shashikant Waidande, Assistant Professor & OSD, SRC,  
ECL

**IMMEDIATE SUBORDINATES:** --

**KEY RESULT AREAS:** --

**JOB TITLE :** Research Assistant, Narmada Rehabilitation Project

**JOB OBJECTIVES :** Anchoring the Narmada Rehabilitation Project

**PRINCIPAL RESPONSIBILITIES:**

1. Research Assistance to RDC Project
2. Working on Monitoring and Evaluation of Narmada Project : Primary as well as Secondary data collection of Sardar Sarovar (Narmada) Rehabilitation Project from Nandurbar District of Maharashtra, Interpretation and analysis etc.
3. Field Visit to Submergence as well as Resettled Villages of Project Site
4. Assistance in preparation of Narmada Resettlement Data Software as well as GIS
5. Cross-verification of data of PAPs of Collectoriate and actual field data of PAPs, Data entry of PAPs in Software
6. Preparation of Review Meetings of the Project
7. Assistance in Preparation of evaluation and monitoring of PAPs inception report of Narmada Project

**REPORTS TO BE SUBMITTED:**

Relief & Rehabilitation Secretariat, Mantralaya, Mumbai, GoM

**IMMEDIATE SUBORDINATES:** --

**KEY RESULT AREAS:** --

**JOB TITLE:** Research Assistant in Centre for Community Managed Programming (CCMP), RDC

1. Maintain database for Microplanning and dissemination of the reports generated to the NGOs working in the field of Microplanning.
2. Preparation of Data Analysis Plan

1. Preparation of survey sheets and make the necessary modifications in the software by coordinating with the software programmers, CIT
2. Maintaining the record of data send by NGOs to the Centre
3. To assist the Additional Director (RDC) & Head, CCMP
4. To do all those activities entrusted by DDG(Research)
5. To provide assistance in preparation of Data Analysis Plan
6. To assist in various training activities carried out at YASHADA as well as in the field.

**JOB TITLE :** Course Assistant, Narmada Rehabilitation Project

**JOB OBJECTIVES :** Working on Narmada Rehabilitation Project

**PRINCIPAL RESPONSIBILITIES:**

1. Working on Monitoring and Evaluation of Narmada Project : Primary as well as Secondary data collection of Narmada Rehabilitation Project from Nandurbar District of Maharashtra
2. Field Visit to Submergence as well as Resettled Villages of Project Site
3. Assistance in preparation & Query generation of Narmada Resettlement Data Software as well as GIS
4. Cross-verification of data of PAPs of Collectorate and actual field data of PAPs, Data entry of PAPs in Software
5. Preparation of Review Meetings of the Project

**REPORTS TO BE SUBMITTED:**

Relief & Rehabilitation Secretariate, Mantralaya, Mumbai, GoM

**IMMEDIATE SUBORDINATES:** --

**KEY RESULT AREAS:** --

**JOB TITLE :** Assistant, Elimination of Child Labour Project

**JOB OBJECTIVES :** To assist in the Elimination of Child Labour Project

**PRINCIPAL RESPONSIBILITIES:**

1. To assist in the project of Tracking of Rescued children by Mumbai Task force
2. To assist in the project of Tracking of TEC dropouts from INDUS Child labor Project, Mumbai Sub-urban
3. To assist in the Migrant child labour project, Mumbai
4. To prepare all material related to the above mentioned project

**REPORTS TO BE SUBMITTED:** - -

**IMMEDIATE SUBORDINATES:** - -

**KEY RESULT AREAS:** - -

**JOB TITLE :** Data base operator cum Assistant in Centre for Community Managed Programming (CCMP), RDC

**JOB OBJECTIVES :**

1. Maintain Accounts of all projects under CCMP Centre
2. Generation of reports with regard to process documentation
3. Assist to all CCMP staff

**PRINCIPAL RESPONSIBILITIES:**

1. Rendering timely assistance to Additional Director RDC & Head CCMP and Training Officer in Documentation of Case studies.
2. Maintaining administrative records & maintains accounts of the project and all related activities.
3. Assist in different training programs conducted at YASHADA and out reach program.

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

4. Maintaining coordination & communication with different functionaries of Amrawati & Satara Zilla Parishad & Grass root Voluntary Organizations and newly formed village level CBO's with regard to collection of data.
5. Generation of reports with regard to process document under the guidance of Additional Director R&D, Head CCMP /Training Officer.
6. Conducting of timely follow up with regard to data collection with regard to Amrawati & Satara districts.
7. Uploading the collected data, compilation of collected data and generation of analysis reports of the same for the districts of Amrawati & Satara.
8. Collection of data with regards to monthly meetings at PHC level & Sub centers for Amrawati & Satara districts.
9. Generation of reports with regard to process document under the guidance of District Coordinator.
10. Maintaining of the respective files and other related correspondence.

**REPORTS TO BE SUBMITTED:** - -

**IMMEDIATE SUBORDINATES:** - -

**KEY RESULT AREAS:** - -

**JOB TITLE :** Data base operator cum Assistant in Centre for Community Managed Programming (CCMP), RDC

**JOB OBJECTIVES :**

1. Maintain all district training reports
2. Assist to all CCMP staff

**PRINCIPAL RESPONSIBILITIES:**

1. Maintaining coordination & communication with different functionaries of Yawatmal & Nandurbar Zilla Parishad & Grass root Voluntary Organizations and newly formed village level CBO's with regard to collection of data.
2. Maintaining coordination & communication with different functionaries of the districts under Department of Women & Child Development - DWCD program i.e. Thane, Gadchiroli & Nasik.
3. Rendering timely assistance to District Coordinator in Documentation of Case studies.
4. Generation of reports with regard to process document under the guidance of Training Officer.
5. Conducting of timely follow up with regard to data collection with regard to Yawatmal & Nandurbar district.

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

6. Assistance to Research Assistant in ToT's with regard to Micro planning.
7. Uploading the collected data, compilation of collected data and generation of analysis reports of the same for the district of Yawatmal & Nandurbar
8. Collection of data with regards to monthly meetings at PHC level & Sub centers for Yawatmal district.
9. Collection of data with regards to monthly meetings at PHC level & Sub centers for DWCD program districts.
10. Follow up in order to collect and compile the data of the Volunteers trainings in the districts of Nasik, Gadchiroli & Thane. Maintaining of all records with regard to the same.
11. Maintaining of the respective files and other related correspondence.

**REPORTS TO BE SUBMITTED:** - -

**IMMEDIATE SUBORDINATES:** - -

**KEY RESULT AREAS:** - -

**JOB TITLE :** Clerk & Course Assistant

**JOB OBJECTIVES :** To provide assistance to the activities carried out by the Project Monitoring Unit (PMU) of the Research & Documentation Centre

**PRINCIPAL RESPONSIBILITIES:**

1. To carry out the tasks as assigned by the Addl. Director (Research)
2. To assist in documentation activities carried out by the PMU, RDC
3. To assist in various training activities carried out under various projects of RDC
4. To maintain various records e.g. Files, reports, MIS etc
5. To do all those activities entrusted by Additional Director (Research)

**REPORTS TO BE SUBMITTED:** Various reports as required from time to time

**IMMEDIATE SUBORDINATES:** - -

**KEY RESULT AREAS:** - -







PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

No	Activity	Responsibility
1	Receive indent	PUR Assistant
2	Classify item intended : a) Consumable b) Non Consumable	
3	Arrange meeting of Purchase Committee	
4	Call for quotation, tender or purchase from the approved vendors as per the rule depending up on the cost of the item	
5	Prepare a comparative statement and put up to competent authority	
6	Issue purchase order as approved	
7	Receive material as ordered	
8	Enter in the dead stock registrar for non consumable and consumable registrar for consumables	
9	Process the bill	
10	Handover to the intender	

## Transport DESK

No	Activity	Responsibility
1	Receive vehicle indent	Assistant
2	Issue Work order servicing of vehicle after approval	
3	Process the bill	
4	Enter in the History sheet registrar	

**Admn. & Accounts Assistant, (PGDUM)**

Job Title	Research Support Team Member
Job Objectives	<p>To Addl. Director, PGDUM, SIUD</p> <ul style="list-style-type: none"> <li>• To handle Administrative and Accounts related work of Post Graduate Diploma in Urban Management</li> <li>• To do other activities necessary to do successful programme of PGDUM as per Addl. Director, SIUD</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Add. Director, PGDUM, SIUD</li> <li>• Course Director PGDUM,</li> </ul>

**Job chart**

**Course Assistant of Director, SIUD YASHADA**

<b>Job Title</b>	<b>Research Support Team Member</b>
Job Objectives	<p>To Addl. Director, PGDUM, SIUD</p> <ul style="list-style-type: none"> <li>Ø To do all administrative work</li> <li>Ø Assist in conducting of training programme, workshop and course.</li> <li>Ø To maintain Course files, various records, collecting of reference materials relating to all programme.</li> <li>Ø To help the Additional Director from various sources and maintain it's records.</li> <li>Ø Put all information in computer</li> <li>Ø ISO compliance after completion of the Course</li> </ul>
Reporting to	<ul style="list-style-type: none"> <li>• Add. Director, PGDUM, SIUD</li> <li>• Course Director PGDUM,</li> </ul>

**Course Assistant, SIUD- 5**

<b>Job Title</b>	<b>Course Support Team Member</b>
<p>Job objectives</p> <p>A) Training Related Function.</p>	<p>To assist the Addl. Director SIUD in all activities, namely,</p> <ol style="list-style-type: none"> <li>a) Logistic support for conducting the training.</li> <li>b) Infrastructure ex. Class rooms</li> <li>c) Making available Audio-Visual and other relevant material.</li> <li>d) Transport arrangements for guest lecturers, master trainers, trainers and sometimes even of trainees.</li> <li>e) To do necessary administrative work, relating to conduct of training, like settlement of accounts relieving letters to participants etc.</li> <li>f) To do any other activity necessary to do successful conducts of training as per the instructions of the Addl Director SIUD.               <ol style="list-style-type: none"> <li>1) To Maintain Course Files.</li> <li>2) To draw and settle Advances and Payments to advisors/consultants/others appointed on contract for the project.</li> <li>3) To maintain various records in connection with the RTP MoUD project.</li> </ol> </li> </ol>

PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

B) Project Related Function	<ol style="list-style-type: none"> <li>4) To held in administrative work related to project such as settled of accounts/ correspondence with NGO/ Government Officials..</li> <li>5) Internet &amp; Browsing</li> <li>6) Downloading the reference material from Internet</li> <li>7) Attending Meetings &amp; write the Minutes</li> <li>8) To perform all other duties as assigned by HoD.</li> </ol>
Principal Responsibilities	<ol style="list-style-type: none"> <li>1. To maintain course files, other correspondence files.</li> <li>2. To draw and settle advances</li> <li>3. To maintain various records in connections with the PGDUM and NRCUP project.</li> </ol>
Reports to be submitted	<ol style="list-style-type: none"> <li>1. Course Advance Settlement</li> </ol>

**Course Associate, SIUD**

Job Title	Course Support tem Member
Job Objectives	<p>To assist the Additional Director, PGDUM in the PGDUM activities, namely,</p> <p><b><u>Admissions</u></b></p> <ul style="list-style-type: none"> <li>Ø Participants admissions</li> <li>Ø Module wise Invitation Letters</li> <li>Ø Participants Records – Financial</li> <li>Ø Participants Records- Academic</li> <li>Ø Organization of Out station tours in contact sessions</li> <li>Ø Lodging and Boarding</li> <li>Ø Coordination with Course Directors</li> <li>Ø Classroom</li> <li>Ø Travel to place and local</li> </ul>
Principal Responsibilities	<ul style="list-style-type: none"> <li>Ø To Maintain Participants Admissions Files</li> <li>Ø Deposit PGDUM and DUM participants Course Fee.</li> <li>Ø To maintain various records in connections with the PGDUM Course.</li> </ul>

## **Research Officer, PGDUM Project, SIUD**

### **Marketing and Library:-**

- 1. Software Development**
- 2. Printing and Preparation of Material for the marketing of the Course**
- 3. Library and Knowledge Management Centre (Collection of Books, Subscribing Periodicals, Maintenance of the Library Records)**

***Reporting To-* Additional Director, SIUD**

### **Coordinator, City Managers Forum, SIUD**

- § Anchoring the work of City Managers Forum (CMF) at YASHADA and establishment of a knowledge network of City Managers
- § Building a database of all the City Managers of all states
- § Organizing National and Regional seminars and workshops with City Managers to disseminate information, best practices
- § Coordinating with Ministry and other stakeholders like administrative and technical personnel on City Managers Forum
- § Writing of New Project Proposals
- § Understanding the various facets of Urban Poverty and livelihood through desk research

**Job Description Format**

<b>Job Title</b>	Steno (Higher Grade)
<b>Job Objectives</b>	To assist the DDG/Addl. Director in day to day work
<b>Principal Responsibilities</b>	<ol style="list-style-type: none"> <li>1. Taking dictation and typing</li> <li>2. Maintaining personal files</li> <li>3. Attending &amp; connecting phone calls &amp; giving messages</li> <li>4. Maintaining File Movement &amp; Tapal Movement Registers</li> <li>5. Making Daily/Weekly programmes</li> <li>6. Taking &amp; giving appointments</li> <li>7. Booking tickets for tour</li> <li>8. Taking advance for tour</li> <li>9. Preparing TA bills &amp; settling the advances</li> <li>10. Any other work given by DDG/Addl. Director</li> </ol>

**Consultant/ Course Director,**  
**SIUD YASHADA, Pune**

<b>Job Title</b>	<b>Research Support Team Member</b>
Job Objectives	<p>To Addl. Director, SIUD</p> <ul style="list-style-type: none"> <li>§ Conducting training Programme, workshop and courses for Elected Representative and Municipal Staff of Municipal Councils in Maharashtra State.</li> <li>§ <b>.Conducting 10 Training Programme(YP)for Elected Representative.</b></li> <li>§ Conducting 10 Training Programme (YP) for Municipal Staff.</li> <li>§ Correspondence with all Govt. Officials and Municipal Councils.</li> <li>§ Coordinating with Municipal Staff and Elected Representative on specific issue if demanded by them.</li> <li>§ Conducting out reach training Programme for Elected Representative in District headquarters as per indent.</li> <li>§ Deliver lectures in courses on various subjects.</li> <li>§ Preparation of reading material of related subjects.</li> <li>§ Middle Management topic to be handle for preparation of course modules to contact with Theme Mentor and Subject Specialists etc. Preparation of honorarium bills and onward transmission to competent authority.</li> <li>§ To make efforts for collection of Corpus Fund contribution from various local Urban Local bodies i.e. Municipal Corporations, Municipal Councils, Pimpari Chinchwad new town ship etc.</li> <li>§ To arrange out side visits for Participants in relation with course subject such as implementation of T. P. Scheme, Development work etc.</li> </ul>

	<p>§ Contact with Guest faculty and in-house faculty for deliver lectures.</p> <p>§ Preparation and submission of course expenditure such as honorarium, food, tea bill traveling bills etc.</p> <p>§ Any task assigned by higher authorities.</p>
Reporting to	§ Add. Director, SIUD

**Course Assistant**  
**Director,**  
**SIUD YASHADA, Pune**

<b>Job Title</b>	<b>Research Support Team Member</b>
Job Objectives	To Course Director, SIUD § of training Programme, workshop and course in Yashada

	<p>and out reach Programme in accordance To assist the Course Director in all activity assigned to him.</p> <p>§ To do all administrative work.</p> <p>§ Assist in conducting with ISO Norm.</p> <p>§ To maintain Course files, various records, collecting of reference materials relating to all Programme.</p> <p>§ Draw and settlement of advances and Bill Payment of advisor, Consultant, other appointed person for the project.</p> <p>§ To help the Course Director in collecting data from various sources and maintain it's records.</p> <p>§ Ensure ISO compliance after completion of the Course.</p>
Reporting to	<ul style="list-style-type: none"> <li>• Course Director, SIUD</li> </ul>

**Research Officer, SIUD YASHADA**

- § Conducting training programme, workshop and courses for Chief Officers of Municipal Councils in Maharashtra
- § Conducting 15 Training programmes (YP) for Chief Officers
- § Correspondence with all Govt.Officials and NGOs
- § Research on Urban related issues for e.g. Property tax, Solid Waste Management
- § Coordinating with Chief Officers on specific issue demanded by them
- § Coordinating of Register of Innovation under NRCUP project

Job Chart

**Job Title : Trainee**  
**Job Responsibility : Help the process of library**

No	Activities
1.	Maintenance of Leave Record
2.	Shelving of returned books
3.	Marking News Paper Attendance
4.	Signage and reporting misplaced books
5.	Up Keep of Study Room
6.	Visitor's Record
7.	Entering received Journals
8.	Marking Newspapers and cutting
9.	Receiving Office Notes as record for Participant's Membership
10.	Arrangement of Journals in specific place
11.	Accessioning of documents in various registers
12.	Computer Entry of Documents
13.	Attendance of each person
14.	Identifying books for binding and sending books for binding
15.	Acquisition for repository collection
16.	Helping in the book purchase activities
17.	Put 'New Books List' on reception Notice Board and on LAN
18.	Update membership record (list)
19.	Keep Member Record Update
20.	Keep review meeting record
21.	Preparing Monthly Report of Library
22.	Processing of News Paper Bills
23.	Collection and maintenance of library statistics
24.	Review of Suggestions / Complaints Book
25.	Scheduling Pest Control and fumigation activities
26.	Payment of News papers Bill
27.	Payment of bill for books purchased
28.	Payment of honorarium to Apprentice
29.	Settling Impress Advance
30.	Recording payments in Payment Register
31.	Arranging Book Club Meeting
32.	Arranging Waste Paper Disposal

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33.	Reminder for return of books on due date
34.	Books Reminders through LAN
35.	Keeping record of member in every course
36.	Re-arrange Membership Cards used by Participants
37.	Wipe-off the database of Course Participants, if course is over
38.	Shelving of Books Displayed and Putting New Books on Display
39.	Fill up indent for stationary
40.	Circulation of News Paper Clippings
41.	Back up of LibSys database
42.	Sent Journal to MDC
43.	Arrange for the payment of Journals
44.	Send Reminders for journals
45.	Prepare a list of journals for binding
46.	Help in the process of renewal of Journals
47.	Cash Deposit in Accounts Section
48.	CAS Current Awareness Service
49.	Report of the conditions of instruments

1. Senior Librarian
2. Librarian

### *Job Description*

**Job Title** Senior Librarian

#### **Job Objectives**

1. To initiate the process for **document acquisition**
2. To **source and disseminate** relevant information to library users
3. To Look after the day to day **administration** of the library
4. To **represent library** within and outside Academy
5. To create and engender a **culture of reading** by way of personalized services
6. To ensure **work culture** in the library by way of providing guidance and resources as required
7. To monitor the **quality of services** assured by the Academy as Senior Librarian for ISO Procedures

#### **Job Responsibilities**

1. Procurement of documents
2. Application of Quality Management System in the Library
3. To see that library users get the right document in time
4. Prepare plan for the procurement of documents
5. Smooth operation of library activities

6. Liaison with other departments/ sections/cells of the academy

**Reports to be submitted**

1. MIS for the library
2. Budget for the library
3. Write up for the annual report of the library
4. Monthly expenditure and account statement
5. Newspaper clippings

**Reporting to**

Officer In Charge for the Library

**Job Chart**

**Name :**

**Job Title : Librarian:**

**Job Responsibilities:**

1. Supervise technical processing of books and journals
2. Acquisition of books and other documents
3. Guide and supervise internal processes of library
4. Maintain the cleanliness of the library
5. Up keep of various equipment in the library
6. Proper filing of documents and papers received in the library
7. Various entries in different registers of the library
8. Supervise shelving of documents

**Report to :**

1. Senior Librarian

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- To settle administrative matters
- To prepare and distribute course evaluation reports
- To maintain analyse and classify the records related to training courses

## **II Administrative Functions**

- To exercise control over functions of Support Cell, Software Cell and Training Cell.
- To check records maintained by them and provide guidance to them.
- To provide technical inputs for the IT related developments.

Designation – Programmer – Research Officer

Consequent to resumption of duties of Smt Ujwala Udgaonkar, Programmer – Research Officer, she has been assigned with following duties –

1. YASHADA web site maintenance
2. Institutional Membership
3. Intranet and content management system
4. YASHADA website revamping in association with Nasrin Siddiqui
5. Register of Innovation
6. Computer training
7. Software outsourcing enquiries, tender / quotation etc.
8. Overall training co-ordination of CIT ATC
9. KRA
10. Course marketing preparation of CIT brochure
11. Maintenance of all meeting files e.g. BOG, Executive Committee, Faculty, Think Tank, CIT review
12. Department files
13. Monitoring of all file indexing in CIT
14. YASHADA staff administration, CL register etc.
15. CIT office order
16. Any other work assigned by senior officers time to time

### **Job Chart**

**Designation :** Senior System Analyst

**Responsibilities :**

1) **System Analyst :**

- . To study and analyze the existing manual system.
- . To create the data model
- . To decide upon the platform for software development
- . To distribute the work to the programmers with some appropriate

- time frame
- . To implement the system for tracking and monitoring of the project
  - . Come out with a definite testing plan
  - . Successfully implement the system by adopting adequate end user training for smooth working
- 2) **Course Director :**
- . Organizing classroom training sessions
  - . Fulfilling participant's legitimate learning and other needs.
  - . Facilitating resource persons to conduct their sessions.
  - . Organizing cocurricular and extra curricular activities
  - . Ensuring the delivery of administrative services in a coordinated manner
  - . Recording course proceedings and feedback from participants
  - . Maintaining records required for administrative purpose.
- 3) **Open Source Software Resource Person :**
- . To download, analyze, evaluate, verify and test the appropriate software which serves the purpose
  - . Successfully implement the system as per our requirement with appropriate customization
  - . To demonstrate the systems to the course participants
- 4) **Other :**
- . To coordinate the development of already on going projects like Microplanning, Gramlekha
  - . To guide the programmers in carrying out other projects like creating audio video interactive application
  - . To conduct the sessions in other CD's course especially on eGovernance.

## **Jr. Engineer(Hardware) Job Responsibilities**

- Staff Machines (Once in a Month)
  - Check if all Systems are working properly or not i.e. CD-ROM, Floppy Disk Drive, L.A.N., Anti Virus Update etc.
  - If problems are found, solve it, analyze it, or if time consuming forward it to Resident Engineer
- Classrooms Machines (Weekly)
  - Check all Systems whether they are working properly or not i.e. CD-ROM, Floppy Disk Drive, L.A.N., Anti Virus Update, multimedia etc.
  - If problems are found, solve it, analyze it, if time consuming forward it to Resident Engineer
- Lab Machines (Weekly)
  - Check all System are working properly or not i.e. CD-ROM, Floppy Disk Drive, L.A.N., Anti Virus Update, multimedia etc.
  - Removing unnecessary files, Load course related software, Operating System. Etc.
  - Any problem identified solve it analyze it, if time consuming forward it to Resident Engineer
- Servers (Weekly / Alternate Day)
  - Event Log Checking,
  - Anti Virus Updating,
  - Clearing Event Logs and Temp files,
  - User Management,
  - Backup (Weekly),
  - Performance Monitor,
- Network Management (Weekly/ Alternate day)
  - Speed and Bandwidth monitoring,
  - LAN Switches (Checking and Resetting)
  - Collision Monitoring at Switch Level,
  - Network Expansion,
- Preventive Maintenance of all Hardware
  - Servicing of all Computer Hardware in YASHDA under AMC by AMC provider quarterly

### **Support Activities (Corrective Maintenance)**

- Security Support  
File Sharing and Anti Virus Support

### **AMC Management**

#### **A. Monitor AMC Vendor's performance quarterly.**

#### **B. Hardware / Software complain from user**

1. Call received from user for hardware / software complain
2. Register it in Complaints Register
3. Allot complaint number to User
4. Send engineer to attend call

5. Compliance signature of user on complain register

**Priority-action to be completed by**

- Servers – Immediate, High Priority
- Class Rooms – Immediate
- Staff – 24 Hours
- Labs – 24 Hours.

**Hardware problem, those that cannot be solved at YASHADA**

1. Reporting by Engineer that hardware cannot be repaired at YASHADA
2. Prepare Gate Pass
3. Send to Agency
4. Follow up for repair item send
5. Receive repaired item
6. Check if repair is successful
7. Get it installed

**Purchase Activities**

1. Assist OIC in preparing Tender/Quotations for purchasing hardware.

**Designation:** Programmer

**Responsibilities**

- 1) Handling INTRANET (<http://data-server/kbs/kbshome.asp>) Site.
- 2) Updating yashada.org site ([www.yashada.org](http://www.yashada.org))
  - Uploading New Appointments
  - Uploading Tender and documents
  - Updating Right To Information (RTI) documents
- 3) Software development for Internal projects
  - Analysis for the project
  - Checking Technical feasibility and operational feasibility for the project.
  - Documentation
    - Ø Functional Decomposition diagram
    - Ø Data Flow Diagram
    - Ø Entity Relationship Diagram
    - Ø File Design
    - Ø Form Design
    - Ø Code
    - Ø Reports
    - Ø Testing
    - Ø Modifications as per user requirement
- 4) Giving presentations of the software to clients.

- 5) Conducting sessions in YASHADA training programmes.

Job Chart

**Designation:** Programming Assistant

**Responsibilities**

- 6) Software development for Internal projects
- Analysis for the project
  - Checking Technical feasibility and operational feasibility for the project.
  - Documentation
    - Ø Functional Decomposition diagram
    - Ø Data Flow Diagram
    - Ø Entity Relationship Diagram
    - Ø File Design
    - Ø Form Design
    - Ø Code
    - Ø Reports
    - Ø Testing
    - Ø Modifications as per user requirement
- 7) Giving presentations of the software to clients.

Job Chart for Course Associate

Principal Responsibilities:

**§ Obtaining Nominations:**

§ To Draft, Type and make copies of the letters to be sent to nominating authorities; and

§ To Dispatch the Letters

**§ Corresponding with Nominees:**

§ To Draft, type and make copies of the letters to be sent to nominating authorities; and

§ To Dispatch the Letters

**§ Preparing Course Schedule**

§ To type the course schedule drafts;

- § To make and distribute the copies
- § **Corresponding with Resource Persons:**
  - § To Draft, Type and make copies of the letters to be sent to resource persons; and
  - § To Dispatch the Letters
- § **Corresponding for Administrative Services:**
  - § To Draft CD's Circular and notes and fill various formats to be sent to various service provider sections of the Academy
  - § To make arrangements for the dispatch of these to various sections.
- § **Conducting Course:**
  - § To register participants and distribute the stationary items and regarding materials.
  - § To receive and attend resource persons and provide them course related materials and information
  - § To Facilitate resource persons for conduct of their sessions
  - § To make payments to resource persons
  - § To attend participants legitimate needs.
  - § To prepare course completion certificates and relieving reports for the participants
- § **Settling Administrative Matters:**
  - § To Dispatch participants relieving reports
  - § To Dispatch mess service utilisation slips
  - § To return balance stock of stationary items
  - § To return books and video cassettes
  - § To deposit with the library the reading material
  - § To send information to course cell
  - § To settle course advance account
  - § To maintain course file
- Administation Releated Functions :**
  - § To maintain course Files,resource persons directory and various records releated to training courses
  - § To submit to the superiors the records and registers for scrutiny
  - § To supervise over and guide Course Assistant's work whenever asked by superiors

## **Job Chart for Course Assistant**

### Principal Responsibilities:

- § **Obtaining Nominations:**
  - § To Draft, Type and make copies of the letters to be sent to nominating authorities; and
  - § To Dispatch the Letters
- § **Corresponding with Nominees:**

- § To Draft, type and make copies of the letters to be sent to nominating authorities; and
  - § To Dispatch the Letters
  - § **Preparing Course Schedule**
  - § To type the course schedule drafts;
  - § To make and distribute the copies
  - § **Corresponding with Resource Persons:**
  - § To Draft, Type and make copies of the letters to be sent to resource persons; and
  - § To Dispatch the Letters
  - § **Corresponding for Administrative Services:**
  - § To Draft CD's Circular and notes and fill various formats to be sent to various service provider sections of the Academy
  - § To make arrangements for the dispatch of these to various sections.
  - § **Conducting Course:**
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  - § To receive and attend resource persons and provide them course related materials and information
  - § To Facilitate resource persons for conduct of their sessions
  - § To make payments to resource persons
  - § To attend participants legitimate needs.
  - § To prepare course completion certificates and relieving reports for the participants
  - § **Settling Administrative Matters:**
  - § To Dispatch participants relieving reports
  - § To Dispatch mess service utilisation slips
  - § To return balance stock of stationary items
  - § To return books and video cassettes
  - § To deposit with the library the reading material
  - § To send information to course cell
  - § To settle course advance account
  - § To maintain course file
- Administrative Related Functions:**
- § To maintain course files, resource persons directory and various records to training courses
  - § To submit to the superiors the records and registers for scrutiny
  - § To register and deposit the records with the record room
  - § Maintain CIT attendance register
  - § Carry out purchase procedures for CIT
  - § Maintain CIT inward/ outward register
  - § Any administrative work given by OIC, CIT

## **CENTER FOR DISASTER MANAGEMENT**

### **Director CDM**

\* **Training Management Related Functions:**

## PROACTIVE DISCLOSURE UNDER SECTION 4 OF RIGHT TO INFORMATION ACT 2005

1. To remain in close contact with relevant executives (particularly Training Coordinators) of Government, Semi-Government and Non- Government organisations and identify the training needs of prospective trainees of the Academy.

\* **To draft Training Course Profiles (TCPs) of assigned courses.**

To function as a Course Director for the training courses as assigned in the YASHADA's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Assistant and a Research Assistant are as briefly described below:

- a. To correspond with nominating authorities and obtaining nominations, To correspond with nominees and ensure attendance,
- b. To prepare course schedule and ensure resource persons contribution ; To prepare reading material;
- c. To correspond with various service provider agencies of the Academy for ensuring the administrative arrangements;
- d. To conduct the training programme, this means performance of following tasks:
  1. Organising classroom training sessions
  2. Fulfilling participants legitimate learning and other needs
  3. Facilitating resource persons for conduct of their sessions organising co-curricular and extra-curricular activities
  4. Ensuring the delivery of administrative services in a coordinated manner
  5. Recording course proceedings and feedback from participants and resource persons
  6. Maintaining records required for administrative purpose CI To settle administrative matters
  7. To prepare and distribute course evaluation reports
  8. To maintain analyse and classify the records related to training courses

**Direct Training Related Functions:**

To engage in the various courses of the Academy and other institutions the classroom sessions on topics related to own expertise

**Research Related Functions:**

To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Training Needs etc.

**Administration Related Functions:**

To exercise supervisory control over Cas and RAs, and check the records maintained j by them and provide them the guidance for their official duties.

To perform all the other duties as assigned by HoD/DG

**Asst. Professor, CDM**

\* **Training Management Related Functions:**

1. To remain in close contact with relevant executives (particularly Training Coordinators) of Government, Semi-Government and Non-Government organisations and identify the training needs of prospective trainees of the Academy.

\* **To draft Training Course Profiles (TCPs) of assigned courses.**

To function as a Course Director for the training courses as assigned in the YASHADA's Annual Training Calendar (ATC) and the circulars issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management. These activities to be performed with the help of a Course Assistant and a Research Assistant are as briefly described below:

- a. To correspond with nominating authorities and obtaining nominations, To correspond with nominees and ensure attendance,
- b. To prepare course schedule and ensure resource persons contribution ; To prepare reading material;
- c. To correspond with various service provider agencies of the Academy for ensuring the administrative arrangements;
- d. To conduct the training programme, this means performance of following tasks:
  1. Organising classroom training sessions
  4. Fulfilling participants legitimate learning and other needs
  5. Facilitating resource persons for conduct of their sessions organising co-curricular and extra-curricular activities
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**Administration Related Functions:**

To exercise supervisory control over Cas and RAs, and check the records maintained j by them and provide them the guidance for their official duties.

To perform all the other duties as assigned by HoD/DG

## **Course Asst.**

### **Training Management Related Functions :-**

- ✓ Obtain nominations and corresponding with nominees.
  - ✓ Preparing course schedule.
  - ✓ Corresponding with resource persons.
  - ✓ Corresponding for Administrative services.
  - ✓ Conducting course.
  - ✓ Preparation of evaluation report.
  - ✓ Settling Administrative matters.
  - ✓ GIS data collection & software work.
- 
- ✓ To assist superiors for conduct of various types of research studies, field studies and Evaluation Studies etc. (This may involve collection, Analysis and Interpretation of Data)

### **Research Assistant, CDM**

Job Title : Research Assistant

Job Objectives :

1. To coordinate training programmes, workshops, seminars and conferences etc. at the local, regional, national levels.
2. To provide administrative support to Center for disaster management
3. To provide assistance to research projects
4. To document a collection of the representative and generic case studies

Principal Responsibilities:

1. To coordinate the training, research and field activities of the Institute
2. To manage the database and initiate thematic research and documentation activities
3. Preparation of appropriate reports as per requirement

4. To assist the training programme and Workshop
5. To do all those activities entrusted by OIC & Asst. Professor.

## JOB DESCRIPTION FORMAT

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**JOB TITLE : PA – DDG & Additional Director, ATI**

**JOB OBJECTIVES :**

1. Secretarial assistance to DDG & Additional Director, ATI
2. Organization and maintenance of the office of DDG & Additional Director, ATI

**PRINCIPAL RESPONSIBILITIES:**

1. Taking dictations from DDG & Additional Director and carrying out typing
2. Dispatch & Maintaining records / files
3. Connecting Phone calls & noting messages in absence of DDG & informing to DDG.
4. Any other activities entrusted by DDG & Additional Director
5. Hospitality to guests & guest faculties.

**REPORTS TO BE SUBMITTED: Presenting necessary documents whenever asked for by DDG & Additional Director.**

**REPORTING TO : DDG & Additional Director, ATI**

**IMMEDIATE SUBORDINATES: Peon in the office of DDG & Additional Director, ATI**

**KEY RESULT AREAS: Improved administration of the office of DDG & Additional Director, ATI.**

## **Job Chart of Professor**

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**✓ Job Title: Professor, ATI**

**✓ Training Management Related Functions:**

- Ø Designing of training including TNA of courses for Non- Finance Officers on Financial Management.
- Ø Designing of Refresher, Induction & specialized training courses including TNA for Finance Officers of Govt. of Maharashtra.
- Ø Designing other courses for officers of Govt. of Maharashtra from time to time.
- Ø Advising faculties on Design of Training courses.
- Ø *Arranging Training Need Analysis of client organization on demand basis.*

**✓ Direct Training Related Functions:**

- Ø Preparing & submitting TNA & Design of the course to TMPC.
- Ø Inviting nominations from Govt. Departments.
- Ø Communicating selection of the course design to the participant officers.
- Ø Inviting guest lectures to deliver lectures.
- Ø Discussions with In-house & Outside faculties on the delivery.
- Ø Conduct of courses for officers of Govt. of Maharashtra.
- Ø Conduct of short duration courses for IAS Officers.
- Ø Preparing Course Directors report & uploading it.
- Ø Delivering lectures in other department's / center's courses as per requirement.

**✓ Research Related Functions:**

- Ø Conduct of research as per availability of sponsorship.

**✓ Administrative Related Functions:**

- Ø Processing of course files & other files related to training.
- Ø Reading of Tapal & issue of instructions to faculty & staff.
- Ø Collecting information on various issues & matters & submitting it to higher officer.

Ø Any other work assigned by higher authority from time to time.

**Reporting to: Additional Director General (Admin) & Director, ATI**

**The Job Chart for Assistant Professor**

**Training Management Related Functions:**

To remain in close contact with relevant executives (Particularly Training Coordinators) of Government, Semi – Government and Non- Government Organizations and identifying the training needs of prospective trainees of the Academy.

**To Draft Training of assigned courses:**

To function as a Course Director for the training courses as assigned in the YASHADA'S Annual Training Calendar (ATC) and the circular issued thereafter. This involves performing in the prescribed time limits the various activities related to training course management as described in this handbook. These activities to be performed with the help of a Course Assistant / Course Associate and or a Research Assistant are as briefly described below:

- ✓ To Correspond with nominating authorities and obtaining nominations,
- ✓ To correspond with nominees and ensure attendance,
- ✓ To prepare courses schedule and ensure resource person contribution;
- ✓ To Prepare reading Material;
- ✓ To correspond with various service provider agencies of the academy for ensuring the administrative arrangements;
- ✓ To conduct the training programme, this means performance of following tasks
  - Organizing classroom training sessions
  - Fulfilling participants legitimate learning and other needs
  - Facilitating resource persons for conduct of their sessions
  - Organizing co-curricular and extra-curricular activities
  - Ensuring the delivery of administrative services in a coordinated manner
  - Recording course proceedings and feed back form participants and resource persons
  - Maintaining records required for administrative purpose
- ✓ To settle administrative matters
- ✓ To prepare and distribute course evaluation reports
- ✓ To Maintain and analyze and classify the records related to training courses

**Direct Training Related Functions:**

- ✓ To engage in the various courses of the Academy and other institutions the classroom session on topics related to own expertise

**Research Related Functions**

- ✓ To plan and carry out research projects including Field Studies, Evaluation Studies and the studies related to Identification of Identification of Training Needs etc.

**Administration Related Functions:**

- ✓ To exercise supervisory control over the Course Assistants, Research Assistants, Research Officers and record maintained by them and provide them
- ✓ To perform all other duties as assigned by HoD/DG

**Research Related Functions:**

- ✓ To prepare under the guidance of Asst & Associate Professor the Project Proposals/ reports