CHAPTER – 3

3.1 Duties of officers

Director
He is the Head of the Department and controlling authority in respect of Officers and staff of Puducherry, Karaikal and Yanam regions.

Sr. Accounts Officer
He is Drawing and Disbursing Officer of this Dept. He oversees preparation of pay bills and other bills. He is also in charge of booking and monitoring the expenditure. He is in charge of Accounts and Audit section.

Dy.Director (General Section)
He is in charge of the implementation of the socio-economic schemes.

Dy.Director (Students Wing)
He is Head of Office of this Dept. He is in charge of Maintenance of Hostels and implementation of the Educational schemes. He is also in charge of Establishment section.

Dy.Director (SCSP)
He looks after the Budget, Planning and Monitoring of the SCSP funds.

Asst. Director (G.S)
He is in-charge of various schemes implemented in the General Section of the Dept. He is responsible in distributing all benefits to the public with the help of the Welfare Inspector. He is responsible for all the field activities of the Department. He coordinates the activities of the Welfare Inspector and supervise their working.

Asst. Director (S.W)
He is in-charge of maintenance of the hostels in Puducherry region and providing facilities for the inmates of the hostels.

Supdt.
There are 5 Superintendent posts in this Dept. They are the Section Heads of Establishment / General Section / Students Wing/ Accounts / Audit Section.

Welfare Officer
He is the warden of the hostel and in-charge of the Hostel and responsible for the maintenance of hostel as well as the welfare of the inmates of the Hostel.

Welfare Inspector
The Welfare Inspector visits periodically and regularly each and every Scheduled caste village. They assess the requirement of the inhabitants of their respective village and liaise between the Dept. and the people in speedy implementation of the schemes

GOVERNMENT OF PUDUCHERRY
ADI DRAVDAR WELFARE AND SCHEDULED TRIBES WELFARE DEPARTMENT

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No:32017/AWD&STW/Estt./E1/2023-2024 | 436 | Puducherry, the 29th Apr, 2024

OFFICE MEMORANDUM

Sub: AWD&STW – Estt. - Reallocation of works among the Official / Staff – Order – Issued.

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In supersession/modification to the orders passed in this regard, the following officials / staff are allocated /reallocated with the subject for effective discharge of their duties in the sections concerned:

HEAD OFFICE : R. SRIDHARAN, Senior Account Officer

ESTABLISHMENT SECTION

Section Head : Thiru. M.Cadiravane, Superintendent

Sl.No.	Section	Dealing Assistant	Subject
1.	E1 – Section Link – E2	N.Balachandar UDC	i. Preparing of proposals for grant of Promotion to the Departmental Cadre posts viz CCS / Assistant Warden from the feeder posts. ii. Preparing of proposals for direct recruitment to the post of Welfare Inspector and ACCS / Sanitary Worker (Welfare) by absorption from the FTCL(ACCS) iii. Preparing of proposals for issuing transfer including regional transfer orders to the post of Welfare Inspector, Assistant Warden, VTC Instructress, CCS, ACCS, VTC Helper& Sanitary Worker (Welfare) iv. Preparing of counter affidavits for the court cases related to Establishment Section. v. Preparing proposal for obtaining continuance for the FTCL(ACCS) and Temporary posts. vi. Preparing of proposals for obtaining Administrative approval and expenditure sanctions for engagement of Security guards & Sanitary Workers to the hostels and in this Department on outsourcing basis. vii. Preparing of proposals related to additional duty arrangements and re-

			allocation of subjects / charges between Welfare Officer / Welfare Inspector working in this Department. viii. Sending proposals to Govt. for framing of R.Rs., amendment of R.Rs., conversion of temporary posts into permanent one, vacancy position of Department cadre posts in ADW&STW Dept., ix.Sending employees report to Enforcement Cell, Eco.& Statistics and Other Backward Classes / SC &ST Commission, etc. x. Circulation of important orders and G.Os received from Govt. to all Officers and Section Heads. xi. Sending proposal to Govt. for grant of HBA,MCA & Computer Advance and all its related correspondences. xii. Attend other miscellaneous subjects relating to Estt. Section.
2.	E2 – Section Link – E3	J. Prabhakaran Assistant	i. Maintenance of all service matters(issuing of Office Orders / relieving orders, MACP / ACP , ConfIrmation / Probation, Pension / revised Pension, obtaining of PRAN No. of the Staffs/Officials coming under NPS) relating to Deputy Director, Assistant Director, Superintendents, Statistical Inspector, Welfare Officer, Welfare Inspector, Assistant Warden, Assistant, UDC, LDC, Steno Gr-I , II, Store Keeper Gr-I,II & III, Stock Verifier, VTC Instructress, Drivers Gr- I,II& III ii. Maintaining of Services Books, leave accounts in respect of above said Officers/ Officials iii. Issuing annual increments accounts in respect of above said Officers/ Officials iv. Revision of pre- 2016 pensioners in respect of all cadres of this Department v. Receipt & distribution of Assembly Questions to various sections, monitoring, sending reply to Assembly Secretariat, maintaining Assembly Register and posting of officials for Assembly questions, obtaining of Official pass, car pass for the Officer and staff pass vi. Collecting the Annual Property Returns of all Gazetted Officers and furnish a consolidated report to Chief Vigilance Office. vii. Disciplinary proceedings against Staffs / Officials of this Department.

			viii. Preparing of replies to the RTI applications related to Establishment Section. ix. Any other work assigned from time to time.
3.	E3 – Section Link – E1	Vimal UDC	i. Maintenance of all service matters(issuing of Office Orders / relieving orders, MACP / ACP , Conformation / Probation, Pension / revised Pension, obtaining of PRAN No. of the Staffs coming under NPS) relating to ACCS, CCS, Sanitary Worker(Welfare), MTS(G)/(HK)/(S). ii. Maintaining of Services Books, leave accounts in respect of above said Officers/ Officials iii. Issuing annual increments accounts in respect of above said Officers/ Officials. iv. Preparing monthly night duty schedule for the MTS(S) who are preforming night duties in this Department v. Preparing of proposal for grant of night duty allowance to the MTS(S) performing night duty vi. Any other work assigned from time to time.

ACCOUNT SECTION

Section Head : Thiru. Velmourougane Lebas, Superintendent

Sl.No.	Section	Dealing Assistant	Subject
1.	Cash Section	D. BALARAMAN (Assistant-cum-Cashier)	i. Outside recovery, ii. F.R. Cash disbursement iii. Dhoties & Sarees cash - ECS disbursement iv. MBBS & BDS tuition fees - ECS disbursement v. PMAY schemes Cash - ECS disbursement vi. ECS disbursement to Building Center for materials supplied vii. Imprest Bills viii. ICM - F.D.R ix. All Bank Works x. Any other work assigned from time to time.
2.	A1 - Section Link - A3 Section	S. VIMAL LDC	i. PAY BILL ii. WAGES iii. PAY CERTIFICATE

			iv. DA Arrear v. Bonus, vi. All arrear bills vii. GST TDS, viii. Income tax Filing, ix. Form 16 x. Any other work assigned from time to time.
3.	A2&A3- Section Link - A4 Section	A.VASANTHI Assistant	i. Diet & Non-Diet Bills, ii. All Schemes Bills, iii. OBA and UC iv. Contingent Bills, v. GIA Bills vi. POL, vii. And Other miscellaneous Bills. viii. GPF Bills, GPF Final accumulations, UTGEGIS, TA, LTC xi. PCA, MCA & HBA Clearance, x. Cash Equivalent of Leave Salary, Tuition Fees, Medical Claims, xi. ACP&MACP claim xii. Audit xiii. Any other work assigned from time to time.
4.	A4-Section Link - A2 Section	A. Kalaimani UDC	i. Budget & Reconciliation ii. All budget related maters under Revenue, Capital & CSS iii. Budget Entry through BEAMS iv. Maintenance of BCR (Expenditure & Receipts) v. Reply to RTI and Audit vi. Draft Annual Plan vii. Budget Audit viii. Any other work assigned from time to time.

GENERAL SECTION

Section Head : Thiru. Velmourogane Lebas, Superintendent

Sl.No.	Section	Dealing Assistant	Subject
1	G1 Section	M. Arulazhagan UDC	i. Release of GIA to PAD&STDCO and Local Bodies for provision of Civic amenities in SC/ST habitation areas. ii. Release of GIA to PADSTDCO for maintenance of Hostels. iii. PADCO salaries and educational loan, Auditing and related matters. iv. Land Acquisition and related matters.

			v. Fresh free house sites/house patta. vi. Any other work assigned from time to time.
2	G2 - Section	R. Ashokkumar Steno Gr-II	i. CPGRAMS, LG Petition, Public Petition, and RTI (HQ) ii. Budget Speech, Republic Day speech, Independence Day speech, Liberation day speech, Scheme Achievements, DBT entry, Ad. Bills iii. Any other work assigned from time to time.
3	G3 Secion	G. Phary Welfare Inspector	i. PMAJAY ii. Financial Assistance to poor SC people for performing Funeral Rites. iii. Pending CSS proposals iv. Any other work assigned from time to time.
4	G4 Section	V. Subash UDC	i. Financial Assistance to SC people suffering from prolonged diseases. ii. Financial Assistance to Pregnant and Lactating SC/ST women. iii. Any other work assigned from time to time.
5	G5 Section	Senthilkumar Assistant	i. Prevention of Atrocities Act and Protection of Civil Rights Act. ii. Safai Karamchari iii. Namesthe iv. Incentive to Inter-caste Marriage. v. SC/ST Petitions vi. Fire and Fatal vii. Any other work assigned from time to time.
6	G6 Section	S. Sathish LDC	i. Financial Assistance to parents of SC/ST Poor bride Marriage. ii. Sarees and Dhoties iii. Any other work assigned from time to time.
7	G7 Section	J. Manivannan Assistant Suppoting Staff Selvi P. Kokilavani	i. Re-assignment patta, ii. Duplicate patta, iii. Patta Name Transfer iv. Grant of Subsidy for House Construction. v. Gem Portal vi. Purchase of Store vii. Any other work assigned from time to time.
8.		C. Vithiyavathi Welfare Inspector	i. SCSP monitoring with line depts. ii. Toilet scheme iii. Any other work assigned from time to time.

STUDENTS SECTION

Section Head : Thiru. R. Palani, Superintendent

Sl.No.	Section	Dealing Assistant	Subject
1.	Hostel Wing	Tmt. D. Amourda Vally, W.O	i. Hostel Admissions ii. Diet and Non Diet Bills verifications iii. Any other work assigned for to time
	S1 - Section	Thiru. V. Senthil W.I/SI	i. NSP Correspondence ii. Data preparation related to Student Wing iii. Obtain Block Expenditure Sanction in respect of scholarship and Hospital in respect of student Wing iv. Preparation of Annual Action Plan report in respect of Pre-metric and Post-metric Scholarship. v. Collection, consolidation and submission of online periodical report pertaining to SW vi. RTI, Audit, Grievance redressal, Assembly/Parliamentary Questions in respect of the above mentioned subject vii. Any other work assigned from time to time
	S2 – Section Link: S5	Thiru. N. Anandha Raj, Assistant Supporting staff: Tmt. A. Hema, DEO Tmt. P. Delphine Rovier, ACCS	i. All correspondence related to Hostels/VTC ii. Hostels Maintenance iii. Diet and Non Diet e-Tender iv. All Postmatric Scholarship Scheme process and GFF college level proposals/sanctions v. RTI, Audit, Grievance redressal, Assembly/Parliamentary Questions in respect of the above mentioned subject vi. Any other work assigned from time to time
	S3 – Section Link: S4	Thiru. M. Perumal, UDC Supporting staff: R. Thivya, DEO B. Yuvaraj, DEO	i. Process related to the scheme "GFF" Data entry for School level(I-XII Std.) ii. Preparation of Expenditure sanction proposal iii. Send Students list through e-mail after payment to the institution concerned iv. RTI, Audit, Grievance redressal, Assembly/Parliamentary Questions in respect of the above mentioned subject v. Monthly periodical report in respect of the scheme of GFF vi. Any other work assigned from time to time

	S4 – Section Link: S3	Tmt. A. Kamaladevi, UDC	All data verifications related work in respect of i.Pre-matric scholarship (CSS & State) scheme. ii. Retention Scholarship. iii.Opportunity Cost. iv.Preparation of Annual action plan for Pre Matric (CSS) (SC & ST) v. Obtaining expenditure sanction for Adhoc Merit Grant, Stipend to the ITI trainees. vi. RTI, Audit, Grievance redressal, Assembly/Parliamentary questions in respect of above mentioned subjects. vii. All Payment transfers thro'PFMS to the Institutions viii. Any other work assigned from time to time.
	Help Desk	Thiru. P. Danassegarane, FTCL	Assist to S5 unit for scrutiny the college proposals

- All DAs are responsible for preparation of reply to RTI, Assembly Question and audit in respect of their subject concerned.
- Personal Registers should be invariably be maintained by all the dealing Assistants concerned and should be submitted to the undersigned in the first week every month.
- Thiru S. Ravikumar, UDC may transfer knowledge to Thiru A. Kalaimani UDC in respect of the A4 Section, similarly Tmt. A. Porkody, UDC may transfer knowledge to Thiru Subash, UDC in respect of G4 Section.
- This takes immediate effect and Section Heads are directed to submit compliance report on handing over / taken over by not later than 03.05.2024.

(A. ILANGOVANE)
Director

To
The Individuals Concerned

Copy to:

a. The Senior Accounts Officer, ADW&STWD, Puducherry,
b. The Superintendent, Establishment / Accounts / General / Students Section, ADW& STWD, Puducherry
c. PA to Director, ADW&STWD, Puducherry