

Duties and Responsibility of the Non-Teaching Staff

THE DEPUTY REGISTRAR

The Deputy Registrar will exercise such powers as may be delegated to him from time to time by the Registrar and the Vice-Chancellor. He deputises for the Registrar and co-ordinates the work of all the Sections of the Administrative Branch.

THE ASSISTANT REGISTRARS

The Assistant Registrars on the other hand, assist the Deputy Registrar and the Registrar in conducting the day to-day official business of the office. They are the officers who are expected to have control and supervision over the sections attached to them. They are expected to see that Heads of Sections concerned, viz., the Superintendents, put up all official matters properly and in time, so that appropriate and expeditious decisions could be taken at the higher level. Besides, the Assistant Registrars are required to perform such other duties as may be entrusted to them by the Deputy Registrar, Registrar and the Vice-Chancellor. The Assistant Registrars may exercise such powers as may be delegated to them by the Deputy registrar, Registrar and the Vice-Chancellor.

SUPERINTENDENT

Superintendent is the Head of the Section. He is responsible for the maintenance of discipline among the officials working in the Section. He is directly responsible to the Officer under whom he works. It should be his endeavour to ensure efficiency and expeditious transaction of official business at all stages in the Section. He should distribute the work assigned to his Section among all the officials of the Section in such a manner as to see that there is equity and guide the officials concerned. especially, the new entrants. He should maintain 'Weekly Arrears Statement' and 'Statements of other Periodical Returns' in addition to Section Diary, File Movement register and such other Registers. He should carry out the instructions issued by the official superiors. He is responsible for maintaining official secrecy of the work of the

Section. All confidential papers should be kept under his personal custody. He should see that all papers and files are submitted within six days from the date of receipt of papers and files. He should supervise the work of the staff under his control and see that no facts are concealed by the officials while they put up the papers or files to him. He should personally arrange for despatch of replies, letters, remainders, etc. It is his responsibility to persue matters till a decision is arrived at.

ASSISTANTS

Assistants work under the Superintendents and do the work entrusted to them by their official superiors. They must attend to the papers/communications within six days and urgent papers should be put up within three days. Each paper will have to be examined with reference to the Rules in force and suitable drafts and notes must be put up in such a manner as to avoid delay. Files must be maintained neatly; pages and paras must be numbered properly. Receipts must also be numbered properly. While examining cases, relevant provisions of the Act, the Statutes, the Ordinances, The Rules and the Regulations must be quoted and precedents, if any, must also be indicated before the notes are submitted to the official superiors. All references should be flagged and submitted for ready reference. The noting and drafting should be brief, near, legible and objective. The Assistants must maintain a diary of work in Form No. 3. All reports and returns must be made up-to-date and submitted in time. The Assistants should account for every paper they receive. It is also their responsibility to maintain such registers and prepare such statements as may be required to show that they have attended to the cases/papers promptly. A list of such registers and statements are as follows:-

- (i) Form No. 3.
- (ii) Standing Guard File.

JUNIOR ASSISTANTS

Junior Assistants generally assist the Assistants and the superintendent. However, those who have the aptitude and experience may also be given some amount of case working. The Junior Assistants are entrusted with the routine duties of maintaining prescribed registers and the work pertaining to

despatching, indexing, stitching and recording of files, etc. They are required to prepare statements and periodical returns also. They will assist the Assistants on comparing the typed matters/fair copies. It will be the responsibility of the Junior Assistants to distribute the receipts and files to the concerned Assistants promptly. However, they should maintain the file-movement registers and prepare arrears statement everyday in Form No. 2.

STENOGRAPHERS

A Stenographers is a skilled member of the staff who is employed for stenographic work. However, he may be called upon to type confidential papers, whenever necessary. The Stenographers attached to the Officers would act as their 'Personal Assistants' and would generally assist the Officers in such a manner as the latter may direct.

TYPISTS

The Typists should attend to the typing work of the Section. It is one of the duties of the typists to assist in comparing the fair copies. The typists should put their initials and date at the left-hand bottom corner of the fair copies typed by them. They should maintain worksheet regularly in **Form No. 5**.

ATTENDER / PEON

The Members of Class IV staff and other menial staff should attend the office at least 30 minutes before the starting time to keep the office premises clean and tidy. Similarly, in the evenings, they should leave the office only after the concerned Superintendent or the Officer leaves the office to see that the office rooms are properly closed and locked.

It is always necessary to have two keys for the office rooms, one being kept by the Superintendent and another by the peon or the Watchman. When the Superintendent purposes to go on leave, the key should be handed over to a senior official of the Section and when the watchman wants to go on leave, suitable arrangements must be made to handover the key to some other watchman or peon.

The members of Class IV and menial staff should see that the electric lights and fans in the office rooms are properly switched off. The doors and

windows should be properly closed before leaving the office. The almirahs, boxes and drawers should also be properly closed and locked. Typewriters, and Furniture and others office equipments should be properly kept. The water taps should also be closed properly before leaving the office. It is the responsibility of the officials to see that all office records and files are kept in the almirahs or boxes and locked before they actually leave the office.