

Duties Assigned to the post of
Multi-Tasking Staff

- 1) Arranging of patent documents.
- 2) Maintaining of files containing patent document.
- 3) Attending of the call bells of the officers of various sections.
- 4) Going to Bank for remittance and collection of money.
- 5) Carrying of files and other papers within the building.
- 6) Photocopying, sending of Fax etc.
- 7) Assisting in routine office work like diary, dispatch etc., including on computer.
- 8) Delivery of dak outside the building
- 9) Other non-clerical work in the section/office
- 10) Watch and ward duties
- 11) Supervising the sweeping, dusting and opening of rooms of the office premises.
- 12) Any other work assigned to them by the supervisory officers of the concerned section and Administrative Officer from time to time.



As discussed in the chamber of the CHN, CEA
today, duties of other employees viz MTS, LDC, UDC,
etc are enclosed for uploading on website.

Encl: As above

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2.11.18

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Duties Assigned to the post of
LOWER DIVISION CLERK.

- 1) Typing of letters in connection with supply of photocopies of patents, connected Proforma invoice, calculation sheet.
- 2) Typing of day today administrative matters.
- 3) Typing of letters connected with issue of search reports/typing of seminar and training materials when required.
- 4) Typing work of Annual Budget, performance Budget, Annual Plan and estimate.
- 5) Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
- 6) Maintenance of cash entrusted with one LDC by granting spl. pay for full time work and preparation of permanent advance bills and pay bills, Telephone bills, rent bills etc.
- 7) Diary and dispatch work (entrusted with one LDC for full time work) with maintenance of stamp account
- 8) Any other duties assigned to them by concerned supervisory officers in consultation with the Head Office.

Duties Assigned to the post of
UPPER DIVISION CLERK

- 1) Maintenance of Service Book Vol .I and Vol. II, Leave account.
- 2) Processing of E.L.Application including issue of order, relevant entries.
- 3) Maintenance of Expenditure control register, preparation of monthly expenditure statement.
- 4) Putting up of various representations of staff (dealing of personal file).
- 5) Preparation of various monthly statements, quarterly statements, half yearly statements, annual statement/ reports & returns.
- 6) Preparation of Annual budget, performance Budget, Annual Plan and estimates, project report.
- 7) Cases of Annual increments, E.B. cases etc.
- 8) Processing of TA claims.
- 9) Processing, scrutiny of Medical reimbursement claim, tuition fee.
- 10) Processing the cases of GPF Adv. Issue of sanction order, preparation of bills.
- 11) Processing the cases of festival advance, cycle advance, motor cycle advance, HBA etc.
- 12) Processing of LTC claim-cases.
- 13) Maintenance of register of casual leave/compensatory leave/R.H.
- 14) Preparation of statement and bills-arrears of DA bonus.
- 15) Preparation of all bills for advances.
- 16) Reconciliation work on receipt and expenditure by deputing one UDC to PAO's Office, at Mumbai.
- 17) Calling for quotations for various local purchases, after assessing the position of stock.
- 18) Preparation of comparative statements, placing of order for supply.
- 19) Initiating action for entering into annual maintenance contract for various equipments, placing order on approval

20)Preparation for sanction-proposal for spare parts, consumables, placing orders for supply.

21)Correspondence with suppliers of various items.

22)Issue of 'D' and A.F. Form to suppliers against each bill.

23)Preparation of contingent bills of parties, entries on different registers.

24)Maintenance of SAP A/C

25)Unforeseen work-emergent work :-

- i) Preparation of proposal for disposal of unserviceable equipments etc.
- ii) Obtaining sanction.
- iii) Issue of auction notice.
- iv) Conduct of auction sale
- v) Correspondence with CPWD authorities for estimates for different type of Civil, Electrical work, obtaining sanction etc.
- vi) Preparation of report asked by UNDP/Ministry.

26)Checking of Cask Book.

27)Misc. work as and when ordered by Superintendent/Admn. Officer/Head of Office.