

ANNEXURE 'F'

DUTIES OF SENIOR SOCIAL EXECUTIVE

- 1) He shall monitor the implementation of all welfare schemes by visiting the settlements periodically.
- 2) He shall report enforcement of chartered duties of all field staff indicating lapse if any on the part of field staff.
- 3) He shall inspect/check all registers, files, store stock and plantation etc. and enter his remarks/observations apart from the inspection report.
- 4) He shall co-ordinate and ensure procurement of indented materials/services from Department required in the settlements.
- 5) He shall maintain and monitor register for periodical reports sent by the field staff.
- 6) He shall send signal reminder to field staff and obtain required reports promptly.
- 7) He shall apprise to Director(Tribal Welfare) weekly progress in implementation of all welfare schemes and discuss any other pending issues on every Thursday at 3 p.m.
- 8) He shall also supervise the staff at AAJVS Headquarters. He shall ensure prompt disposal of files and papers by following relevant paras of Office manual of Andaman and Nicobar Administration.
- 9) He shall arrange for Jarawa/Sentinelese, expedition and maintain a register of observation/report by the Expedition Team.
