

ANNEXURE 'G'

CHARTER OF DUTIES -PLANTATION IN-CHARGE

1. He shall take care of plantation with the help of Tribals.
2. Maintain records of fertilizers applied, labourers employed on daily wages.
3. Maintain the register of plantation produces, manner of utilization including sale. Monthly report regarding this shall be sent to Executive Secretary, AAJVS through Social Worker.
4. He shall submit monthly progress report on maintenance and development of plantation to Executive Secretary, AAJVS through Social Worker.
5. He shall take care of poultry and Dairy Unit and will keep records of production, distribution and sale under close supervision of Social Worker.
6. He shall report the general condition of Dairy and Poultry Unit to Director, Animal Husbandry and Veterinary Services under intimation to Executive Secretary, AAJVS and seek advice whenever required particularly on health and yield.

DUTIES OF SWITCH BOARD OPERATOR-CUM-ENGINE DRIVER

1. He shall run the Power House effectively.
2. Maintain the register regarding
 - (a) H.S.D. Oil & Engine Oil stock.
 - (b) Consumption of HSD Oil & Engine Oil.
 - (c) Spare parts stock & consumption.
 - (d) Electricity generated etc.
3. Stock position and requirement of H.S.D. Oil, Engine Oil & spare parts etc. for Power House should be given to Social Worker every month and Social Worker will arrange to get HSD Oil, Engine Oil and spare parts etc.
4. He shall maintain light points in the settlement area including Community Hall and other buildings.
5. He shall submit report on condition and functioning of Power House, street lights and light points in buildings with specific suggestions to Executive Secretary, AAJVS through Social Worker.