



HANDBOOK

ON

DUTIES AND RESPONSIBILITIES

FOR CUTTING-EDGE LEVEL OFFICIALS



SCHEDULED TRIBES DEVELOPMENT DEPARTMENT



Institute of Management in Government

Partnered by

Department of Administrative Reforms and Public Grievances,
Government of India





DARPG

Department of Administrative Reforms and Public Grievances was formed in December 1985 under Ministry of Personnel, Public Grievances and Pensions. It functions as an internal consultant to the Government in the context of reforms and provides a formal platform for exchanging and disseminating reform related ideas and successful best practices. It is the Central Nodal Department for implementation of e-Office Mission Mode Project, under the National e-Governance Plan (NeGP).

Mission

To foster excellence in governance and pursuit of administrative reforms through:

- Improvements in government policies, structures and process
- Promoting citizen-centric governance with emphasis on grievance redressal
- Innovations in e-Governance
- Documentation and dissemination of best practices

Vision

Excellence in governance for the benefit of all citizens



HANDBOOK

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SCHEDULED TRIBES DEVELOPMENT DEPARTMENT



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MESSAGE

The work distribution order has been most important document indicating the tasks to be performed by individuals in an organization. Over the years work distribution orders have tended to lose precision and focus on bureaucratic terms without giving any hint of the larger duties and responsibilities. Now IMG has broken new ground after elaborate field work and consultations with key stakeholders, particularly cutting edge officials. This Compendium of duties and responsibilities has great clarity. I would request cutting edge officials to go through it meticulously and carry out the duties and responsibilities enumerated in this Compendium, make a frank self-assessment and modify practice. I would also request the institutions in charge of training to take this into account while designing their training programmes.


(S.M. VIJAYANAND)

Satyajeet Rajan IAS
Director General
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PROLOGUE

The HANDBOOK of “Duties and Responsibilities for Civil Servants at the Cutting-edge Level” brought out by the project team led by Dr. Ram Mohan R is a logical extension of the Competency Framework documents developed for Police, Social Justice and Scheduled Tribes Development Departments. While the work on Competency Framework Document is an overarching policy research initiative that encompasses all aspects of personnel management, the Handbook of Duties and responsibilities is a very simple ready reckoner of the duties and responsibilities of personnel at the cutting-edge level.

While the various dimensions of implementing a competency management system are being examined by the Government, the first step is to bring out the duties and responsibilities for wider dissemination. This, we believe, will bring about transparency in our efforts towards citizen-centric governance, a fact corroborated by the Department of Administrative Reforms and Public Grievances (DARPG), Government of India, the sponsors of the project.

The Government and IMG remain committed to the goal of good governance and look forward to the three Departments becoming torch bearers for this initiative.


Satyajeet Rajan

Trivandrum
7/12/2016

COMMENDATION

The Handbook of duties and responsibilities of officials at the cutting edge level is a path breaking initiative aimed at open and responsive governance. This work will hopefully find its place in departmental and public domain and would not have fructified, had it not been for the patronage and support of the following, whom I would like to thank on behalf of the project team and the Institute.

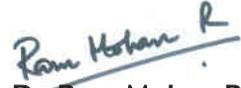
1. **Shri. Pinarayi Vijayan**, Honorable Chief Minister, Government of Kerala, for his statesmanship, commitment and reformist acumen in recognising the need for employees being conscientised on their duties and responsibilities.

2. **Shri. S M Vijayanand IAS**, Chief Secretary to the Government of Kerala, who had patronised and supported the development of a handbook on duties and responsibilities, a pioneering administrative initiative.

3. **Shri. Satyajeet Rajan IAS**, Principal Secretary, Department of Personnel and Administrative Reforms, Government of Kerala, who is also our Director General, for his unflinching support, guidance and leadership.

4. **Smt. Smita Kumar IAS**, Joint Secretary, Department of Administrative Reforms and Public Grievances (DARPG), Government of India, and her team for their stellar role in recognising the importance and her insistence that the reports on reforms be disseminated for wider use by all stakeholders.

5. **The Heads of Departments, Task forces and other unsung employees** who catalysed our initiative.


Dr. Ram Mohan R

Professor &
Nodal Officer, DARPG-DCF Project

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APPLICATIONS OF THE HANDBOOK

This handbook consists of position summary, reporting relationship and duties and responsibilities of cadres/categories operating at the cutting edge level in the Scheduled Tribes Development Department where,

The position summary is the articulation of the most important outcomes or contributions needed from the position;

Reporting relationship is the nature of supervisor-employee relationship, based on organizational/departmental structure, location and government regulations;

Duties and responsibilities are statutory and moral commitments expected off an employee to successfully perform in the assigned position.

The intended purpose of this handbook is to clarify expectations of the government and the public from the employee assigned to a specific departmental position. The details given can be used by the various stakeholders in the following ways:

The Government, *it*

- provides clear description of roles of employees with respect to the Department's vision and mission paving the way for effective and citizen-centric public service delivery.

The Department, *it*

- ensures that employees are clear about what they are expected to do and clarify service/job requirements,
- improves communication between Department and the employee about the job,

- helps set clear performance expectations from employees, enabling them to make better decisions and work more effectively,
- ensures that training and professional development activities are specific and job related,
- helps identify criteria during recruitment and selection process,
- helps reengineer the organization structure through work rationalization process.

Superior Officer, *it*

- helps provide clear, fair and unbiased evaluation of employees,
- makes the most of its staff's abilities and contributions,
- can structure employees' development and training needs,
- helps rationalise work assigned/performed by each cadre/category,
- ensures that the job descriptions are dovetailed with the implementation aspects of Right to Information and Right to Service Act or any such Act/Guideline that may be issued from time to time.

Employees, *it*

- helps clarify expectations of the department from this role,
- helps identify knowledge and skill set required for effectively carrying out the job,
- helps to identify and bridge knowledge, skills and also imbibe such behaviours and attitudes for optimizing performance,
- provide services in a time bound and professional manner.



SCHEDULED TRIBES DEVELOPMENT DEPARTMENT

DISCLAIMER

Duties and responsibilities detailed in this handbook were captured in the process of development of competency framework, and includes only those which could be professionally outlined in specific and achievable terms at that point in time (June 2016). This collection excludes moral/social obligations that are not otherwise entrenched or explicitly stated. This excludes responsibilities that may be entrusted on an *ad hoc* basis or based on exigencies, by the authorities, from time to time.

ST Development Department - Overview

The Scheduled Tribes Development Department was formed in July 1975 after bifurcating the erstwhile Harijan Welfare Department. The primary responsibility of the Department is to implement programmes and schemes that support and supplement the needs of scheduled tribes.

Scheduled Tribes Development Department is the nodal department of the Ministry of Tribal Affairs, Government of India for the implementation of specially tailored schemes which target the economic, educational and social development of scheduled tribes. Broadly the mandate of the department is:

- 1) Welfare and development of scheduled tribes,
- 2) Protection of legal rights, and
- 3) Protection and promotion of tribal culture and heritage.

A multi-pronged strategy has been adopted for overall development of tribal people in the state, which includes, support for education, health, sanitation, water supply, livelihood, preservation of cultural heritage etc.

Mission

The mission of the department is "freedom from exploitation and poverty"

Vision

The vision of the department is the evolution of an educated, healthy and economically self-sufficient tribal society, which is at par with the mainstream in every aspect of life.

Vital Statistics

Composition of Employees at the cutting-edge level

Cadre/Category chosen

Tribal Development Officer	10
Project Officer	7
Asst. Tribal Development Officer	13
Asst. Project Officer	13
Senior Superintendent of MRS	18
Tribal Extension Officer	53
Hostel Warden	109
ST Promoter	1022

Source: Scheduled Tribes Development Department- TVPM, July 2016.



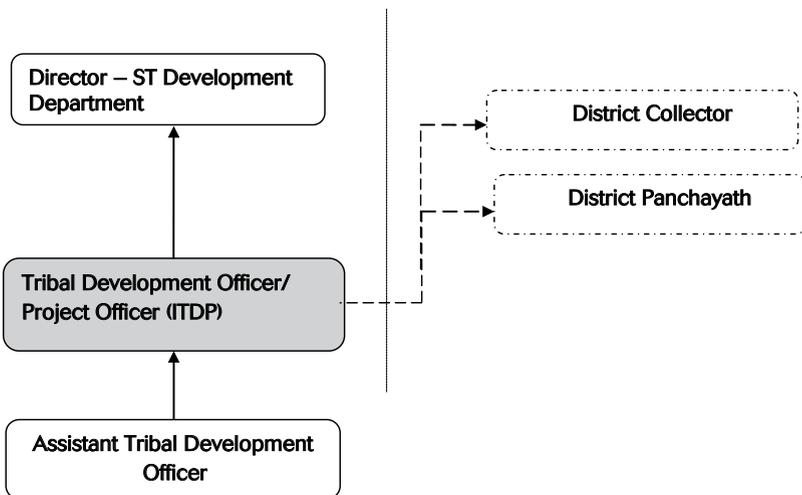
TRIBAL DEVELOPMENT OFFICER

Position Title: Tribal Development Officer (TDO)

I. Position Summary:

Tribal Development Officer (TDO)/Project Officer (PO) is an officer who formulates policies & plans, and assists the Director in evaluating both Centrally Sponsored (CSS) and State Sponsored (SS) schemes that support the welfare and development of tribal population. S/he plans and approves Tribal Sub Plans (TSP) schemes of local bodies.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Assist the Director/Joint Director/Deputy Director in formulating Tribal Sub Plan (TSP) for area under his/her jurisdiction,
2. Implement Tribal Sub Plan and all other welfare/development schemes within the district panchayath level,
3. Conduct review meetings with Tribal Extension Officers in connection with developmental works and implementation of both Central and State Sponsored Tribal Sub Plan Schemes,
4. Co-ordinate with Director and field functionaries for implementation of assigned schemes,
5. Submit Monthly and Quarterly progress report of TSP to the Director, Collector, District Planning Office and Economics and Statistics Department,
6. Administer activities of office and assign tasks and duties to subordinates,
7. Conduct periodic monitoring and evaluation of schemes implemented by self and Tribal Extension Officers,
8. Act as a facilitator in resolving grievances raised by tribes and subordinates,
9. Act as a member of District Planning Committee (DPC), Vigilance and Monitoring Committee for Prevention of Atrocities Act (PoA), District Level Committee (DLC) for the implementation of Forest Rights Act and District Development Committee (DDC),
10. Act as a convener for District Level Working Group and Executive Committee of Model Residential Schools (MRS),
11. Act as a drawing and disbursing officer,
12. Formulate proposals for sanction of funds from

different heads of accounts for meeting exigencies/ unexpected events that relate to development/or welfare activities,

13. Undertake recruitment of staff on contract basis,
14. Act as liaison officer between higher authorities, subordinate staff, people representatives, target group and public,
15. Supervise the functioning of institutions - Model Residential Schools (MRS), Pre-Metric Hostels, Industrial Training Centers, Kindergartens, Nursery Schools, Govt. Ayurveda Dispensaries, Peripatetic schools and Old Age Homes coming under their jurisdiction,
16. Collaborate with line Departments, avail support and services wherever required for implementation of schemes and programmes,
17. Scrutinize, prioritize and categorize district wise schemes and programs that cater to the welfare and development of tribes,
18. Assure timely submission of reports related to RTI/ RTE/RTS.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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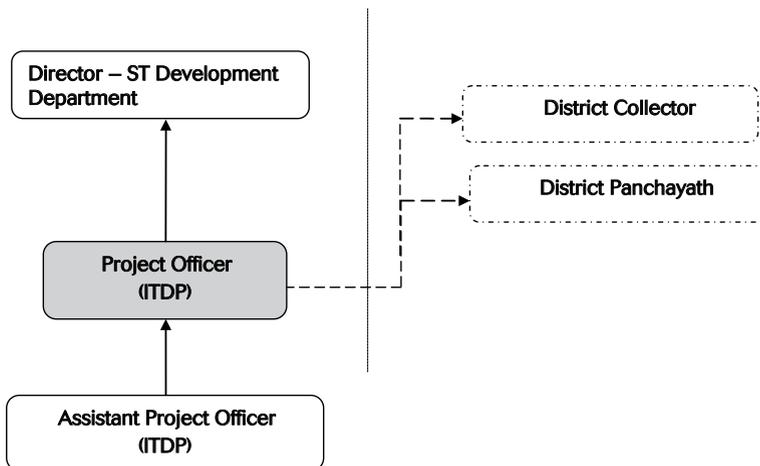
PROJECT OFFICER

Position Title: Project Officer (PO)

I. Position Summary:

Project Officer (PO) is an officer who formulates policies & plans, and assists the Director in evaluating both Centrally Sponsored (CSS) and State Sponsored (SS) schemes that support the welfare and development of tribal population. S/he plans and approves Tribal Sub Plans (TSP) schemes of local bodies.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Assist the Director/Joint Director/Deputy Director in formulating Tribal Sub Plan (TSP) for area under his/her jurisdiction,
2. Implement Tribal Sub Plan and all other welfare/development schemes within the district panchayath level,
3. Conduct review meetings with Tribal Extension Officers in connection with developmental works and implementation of both Central and State Sponsored Tribal Sub Plan Schemes,
4. Co-ordinate with Director and field functionaries for implementation of assigned schemes,
5. Submit Monthly and Quarterly progress report of TSP to the Director, Collector, District Planning Office and Economics and Statistics Department,
6. Administer activities of office and assign tasks and duties to subordinates,
7. Conduct periodic monitoring and evaluation of schemes implemented by self and Tribal Extension Officers,
8. Act as a facilitator in resolving grievances raised by tribes and subordinates,
9. Act as a member of District Planning Committee (DPC), Vigilance and Monitoring Committee for Prevention of Atrocities Act (PoA), District Level Committee (DLC) for the implementation of Forest Rights Act and District Development Committee (DDC),
10. Act as a convener for District Level Working Group and Executive Committee of Model Residential Schools (MRS),

11. Act as a drawing and disbursing officer,
12. Formulate proposals for sanction of funds from different heads of accounts for meeting exigencies/ unexpected events that relate to development/or welfare activities,
13. Undertake recruitment of staff on contract basis,
14. Act as liaison officer between higher authorities, subordinate staff, people representatives, target group and public,
15. Supervise the functioning of institutions - Model Residential Schools (MRS), Pre- Metric Hostels, Industrial Training Centers, Kindergartens, Nursery Schools, Govt. Ayurveda Dispensaries, Peripatetic schools and Old Age Homes coming under their jurisdiction,
16. Collaborate with line Departments, avail support and services wherever required for implementation of schemes and programmes,
17. Scrutinize, prioritize and categorize district wise schemes and programs that cater to the welfare and development of tribes,
18. Assure timely submission of reports related to RTI/ RTE/RTS.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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ASSISTANT TRIBAL

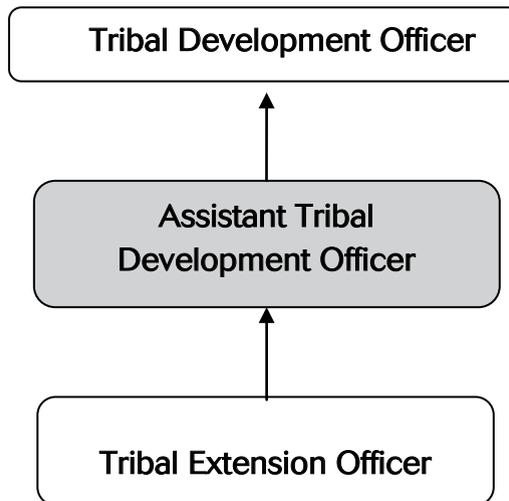
DEVELOPMENT OFFICER

Position Title: Assistant Tribal Development Officer (ATDO)

I. Position Summary:

Assistant Tribal Development Officer (ATDO) is an officer who provides access to ST students for availing education schemes and concessions. S/he ensures that such services are provided to them in a time-bound manner.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Authorize regular education concessions such as lumpsum grant, monthly stipend, actual boarding and lodging charges, pocket money, fees and other special scholarships, awards and incentives to both pre-metric and post-metric ST students,
2. Assist TDO/PO in formulating welfare schemes for the upliftment of tribal people,
3. Formulate proposals for sanction of funds from different heads of accounts for meeting exigencies/unexpected events relating to development and welfare activities,
4. Evaluate proposals and suggestions received from TEO and forward them with suitable recommendations to higher authorities,
5. Prepare yearly/quarterly/monthly budgets for maintenance of office institutions and for the implementation of various schemes,
6. Administer activities of office and supervise duties of subordinates,
7. Direct TEO and subordinates in the implementation of schemes,
8. Collaborate with line departments for implementation of educational schemes, and health care programmes,
9. Verify the veracity and authenticity of replies given during audit,
10. Recommend new policies & approaches to TDO for development and improvement of tribal life (eg: '*Kaithaangu*', '*Janani Janma Raksha*' etc.,)
11. Perform duties of Public Information Officer,



Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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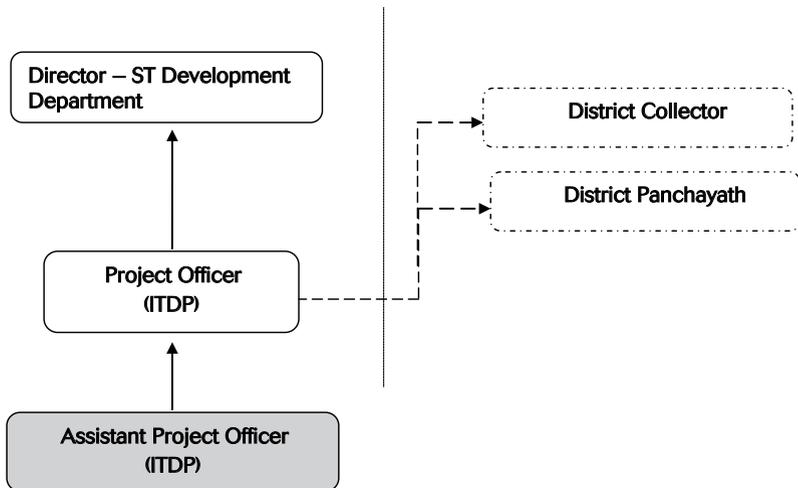
ASSISTANT PROJECT OFFICER

Position Title: Assistant Project Officer (APO)

I. Position Summary:

Assistant Project Officer (APO) is an officer who assists Project Officer in formulating policies & plans, schemes that support the welfare and development of tribal population. S/he helps Project Officer in planning and sanctioning Tribal Sub Plans (TSP) schemes of local bodies.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Assist Project Officer in formulating Tribal Sub Plan (TSP) for area under his/her jurisdiction,
2. Assist Project Officer in implementing Tribal Sub Plan and all other welfare/development schemes within the district panchayath level,
3. Assist Project Officer in conducting review meetings with Tribal Extension Officers in connection with developmental works and implementation of both Central and State Sponsored Tribal Sub Plan Schemes,
4. Co-ordinate with Project Officer and field functionaries for implementation of assigned schemes,
5. Prepare Monthly and Quarterly progress report of TSP to the Director, Collector, District Planning Office and Economics and Statistics Department,
6. Assist Project Officer in administering the activities of office and duties of subordinates,
7. Schedule periodic monitoring and evaluation of schemes implemented by self and Tribal Extension Officers,
8. Participate in District Planning Committee (DPC), Vigilance and Monitoring Committee for Prevention of Atrocities Act (PoA), District Level Committee (DLC) for the implementation of Forest Rights Act and District Development Committee (DDC) on behalf of Project Officer,
9. Assist Project Officer in convening District Level Working Group and Executive Committee of Model Residential Schools (MRS),
10. Assist Project Officer in formulating proposals for sanction of funds from different heads of accounts

for meeting exigencies/unexpected events that relate to development/or welfare activities,

11. Act as liaison officer between higher authorities, subordinate staff, people representatives, target group and public,
12. Monitor the functioning of institutions - Model Residential Schools (MRS), Pre- Metric Hostels, Industrial Training Centers, Kindergartens, Nursery Schools, Govt. Ayurveda Dispensaries, Peripatetic schools and Old Age Homes coming under their jurisdiction,
13. Collaborate with line Departments, avail support and services wherever required for implementation of schemes and programmes,
14. Assist Project Officer in scrutinizing, prioritizing and categorizing district wise schemes and programs that cater to the welfare and development of tribes,
15. Assure timely submission of reports related to RTI/ RTE/RTS.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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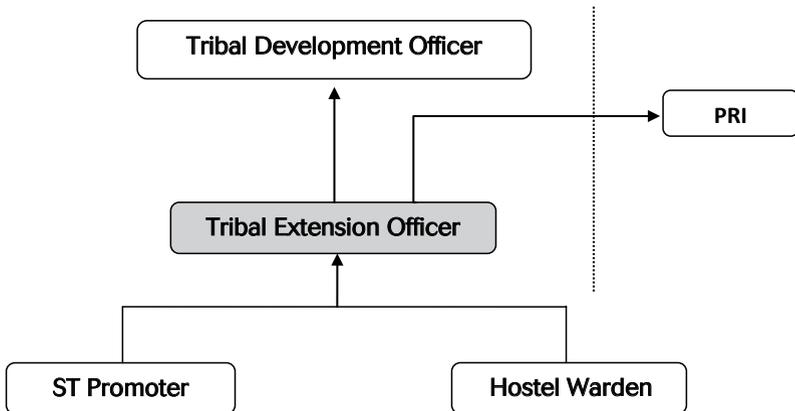
TRIBAL EXTENSION OFFICER

Position Title: Tribal Extension Officer (TEO)

I. Position Summary:

Tribal Extension Officer (TEO) is an officer who proposes to Government, projects and proposals beneficial for the welfare and development of tribal population. S/he undertakes the implementation of such proposed projects as well as schemes/projects launched by Government from time to time in a proactive and participatory manner.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Preparing Project Proposal:

1. Conduct field visits and analyze the issues faced by the tribes,
2. Convene *Oorukoottam* for selecting scheme and likely beneficiaries,
3. Consult professional bodies for obtaining inputs for the preparation of proposals,
4. Submit proposal to higher officers.

B. Project Implementation:

1. Conduct meetings with *oorukoottam* for implementation of schemes,
2. Select suitable beneficiaries (for pre-approved government schemes/ projects),
3. Submit the initial list of beneficiaries to higher officials,
4. Verify beneficiary documents received for appropriateness,
5. Communicate formally to the beneficiaries about discrepancy, if any,
6. Submit final list along with application and other supporting documents to higher officers for final approval,
7. Direct beneficiaries about time schedule, best practices, purchase of materials, other/general requirements,
8. Record funds disbursed to beneficiaries,
9. Monitor progress of schemes under implementation and recommend corrective actions where necessary,
10. Conduct stage-wise project review and report to higher officers.

C. Implementation of out-sourced projects:

1. Collaborate with designated agencies for implementing the project,
2. Monitor progress of the project periodically and recommend corrective actions wherever necessary,
3. Conduct stage-wise project review and report status to higher officers,
4. Initiate project/scheme follow-up activities.

D. Supervision of Institutions (Hostel):

1. Select students to be admitted to hostels after verification of application and other relevant documents,
2. Supervise employee/staff at the institutions,
3. Prepare proposals for procurement of infrastructure/ study materials/uniform and other items required at the institution,
4. Conduct periodic inspection of hostel (academic standards, food quality standards, health of students, cleanliness of institution and its premises, tutor selection and their appointment),
5. Conduct periodic committee meetings (PTA, hostel advisory committee, students, staff).

E. Administration:

1. Perform the duties of drawing/disbursing officer,
2. Participate and whenever necessary, schedule or conduct review meetings,
3. Issue feasibility and other certificates upon request,
4. Supervise activities of subordinates, ST Promoters and Management Trainees,
5. Maintain office registers and records,



6. Collect, maintain and periodically update data regarding local bodies, educational institutions, health institutions, *Anganawadis*, hamlets, public goods, operating in the area,
7. Act as a mediator for resolving petitions, disputes and other requests.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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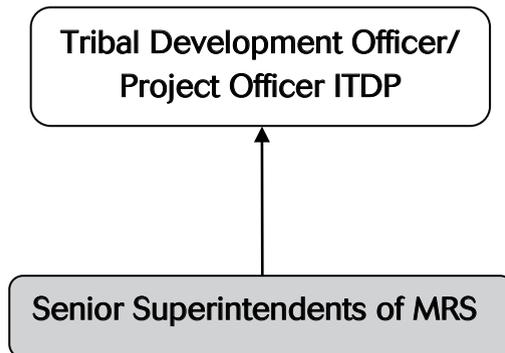
SENIOR SUPERINTENDENT
OF MRS

Position Title: Senior Superintendent of Model Residential School (MRS)

I. Position Summary:

Senior Superintendent of MRS is an officer who provides educational facilities, guidance, appropriate and adequate environment including infrastructure for holistic development of ST students, through Model Residential Schools.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Administer the activities of MRS and ensure education provided through the institutions is of high standards and quality,
2. Maintain office accounts, financial statements, related documents and exercise control over financial matters,
3. Implement decisions of the Governing Body and of the Executive Committee at the institution,
4. Perform the duties of drawing and disbursing officer,
5. Purchase such materials as required by the institution, as permitted by the Executive Committee and the Governing Body, and
 - a. ensure its proper utilization,
 - b. maintain records, registers and supporting documents.
6. Perform the duties of Estate Officer of the institution complex and maintain the assets of the institution,
7. Monitor the execution of all essential construction/ maintenance works required in the institution complex after obtaining approval from the Executive Committee,
8. Monitor the execution of emergency repairs of furniture, equipments and other installation such as electricity, water supply, sanitary arrangements used at the institution,
9. Arrange disposal of old newspaper/ magazines, wastepaper, used note books / text books and waste paper materials,
10. Arrange disposal of irrelevant files and records of the institution, according to the provisions of the Manual of Office Procedures (MOP) and other provisions prescribed under the statutes,

11. Conduct auction of the usufruct rights of the produce and the dead trees within the campus that cannot be put to useful purposes of the inmates and remit the money to the treasury,
12. Maintain attendance register, sanction and where necessary recommend leave for staff to the Head of Institution/higher officers,
13. Supervise the healthcare needs of the inmates of the institution,
14. Arrange medical services for the students,
15. Assign duties to the teachers including that of supervision/charge of dormitory, in consultation with HM/Principal,
16. Allot quarters to the staff of the institution and collect rent from them as per prevalent rules and procedures,
17. Conduct performance evaluation of staff at the institutions and submit report to higher officers in consultation with HM/Principal,
18. Allot accommodation facility for teachers who are in charge of the MRS and dormitory on rotation basis,
19. Prepare project proposal for new/modification of infrastructure/facilities and submit to higher officers,
20. Monitor the academic progress of students and take remedial actions where necessary in consultation with HM/Principal,
21. Revise the food menu in accordance with the taste and preferences, socio-cultural background of the students,
22. Arrange moral science, yoga and meditation classes to students in consultation with HM/Principal,

23. Create kitchen garden and common garden in the school with the participation of the students,
24. Assure that the students are utilizing the library in the institution,
25. Monitor the activities of teacher who is in charge of the library,
26. Conduct screening/entrance examination for students wanting to avail vacant seats at MRS,
27. Supervise the activities of student counselor,
28. Take corrective measures on students who are in conflict with law/or when found destroying any property in the premises,
29. Guard against persons visiting hostel premises without prior permission from Director-Scheduled Tribes Development Department,
30. Obtain Food Safety registration for the institution and renew it periodically,
31. Regulate the visit of parents,
32. Facilitate homely atmosphere in the school.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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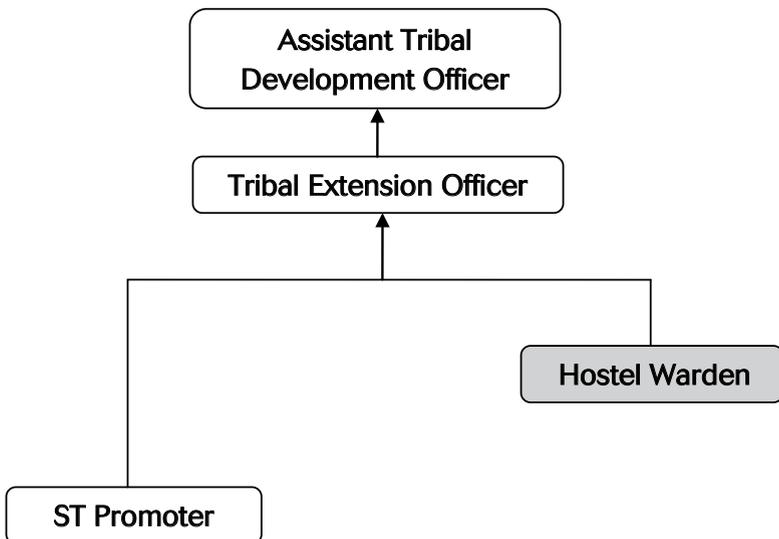
HOSTEL WARDEN

Position Title: Hostel Warden

I. Position Summary:

Hostel Warden is an officer who is in charge of facilities in pre-metric and post-metric hostels run by the Government for the upliftment, especially for the socio-economic and educational advancement of ST students.

II. Reporting Relationship:



III. Duties & Responsibilities:

1. Direct the activities of cook, servant and watchman,
2. Record and maintain registers related to activities of hostel,
3. Process all financial matters of the institution,
4. Assure welfare of the inmates,
5. Propagate good manners among inmates,
6. Provide necessary medical aid for the inmates,
7. Direct inmates to avail educational facilities,
8. Monitor academic progress of the inmates periodically by contacting teachers and headmaster,
9. Record marks of test papers and academic progress of inmates in the concerned registers,
10. Monitor class-wise attendance of inmates,
11. Identify qualified part-time teachers for appointment at the hostel and submit proposal to the higher authorities within 10 days of the beginning of the academic year,
12. Monitor teaching activity of teachers appointed on part-time basis,
13. Ensure that all inmates regularly attend tuition classes,
14. Ensure vessels and other equipments are properly maintained at the institution,
15. Direct the staff to maintain school/hostel premises neat and clean,
16. Ensure personal hygiene of inmates,
17. Train inmates to receive by greeting, the guests or higher officials when they visit the institution,
18. Arrange necessary documents for perusal for inspecting offices when the warden is absent,
19. Prepare daily routine chart for inmates and display it in the notice board,
20. Exhibit the daily/weekly/monthly menu in the dining room and study room,

21. Select mess committee members in a democratic manner,
22. Communicate with mess committee members regarding the quality and quantity of food items that will be released to the cook and make entries in the daily issue register,
23. Inspect quality of food provided to the inmates. Ensure that warden and other employees eat food half an hour before the inmates eat,
24. Adhere strictly to mess timings,
25. Obtain permit/or renew permit for ration and other necessary goods before the beginning of each academic year,
26. Report to higher officers uniform requirements for the inmates within 10 days of the beginning of each academic year,
27. Report to higher officers the need to purchase new materials so as to replace soiled mat, pillow, blanket, bed sheet, pillow cover etc., within 10 days of the beginning of the academic year,
28. Submit proposal to higher official, regarding the purchase of sports equipments within 10 days of the beginning of the academic year,
29. Select informative articles from news dailies, magazines and other periodicals and communicate it with inmates,
30. Arrange haircutters for inmates every month,
31. Create kitchen garden and common garden at the institution, with the help of inmates,
32. Monitor that neither the head of the institution nor other employees do not get their own duties done through any of the inmates,

33. Communicate with parents of inmates, regarding assistance and facilities provided at the institution.
34. Behave well with parents who visit the inmates and receive them in the parlor/office room,
35. Create awareness among inmates about rules and regulation of the institution and ensure they abide by it,
36. Assure that the inmates go to their home only during vacation and emergency situation,
37. Guard that inmates do not leave the hostel campus without having a valid reason,
38. Ensure that staff leave hostel premises with permission and after marking in the movement register,
39. Provide casual leave, compensation leave, weekly off, etc., to office staff without adversely affecting the functioning of the institution,
40. Guard that the children, relatives or helpers of the staff are not brought and made to stay in the hostel,
41. Guard that no unauthorized person(s) is provided access to campus.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



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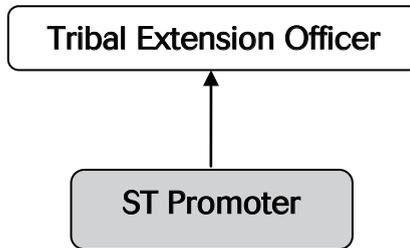
ST PROMOTER

Position Title: ST Promoter

I. Position Summary:

ST Promoter is one who interfaces between tribes and the Government. S/he educates the tribes about various schemes and services offered by the Government/Department and provides assistance in availing them with the help of Tribal Extension Officer.

II. Reporting Relationship:



III. Duties & Responsibilities:

A. Providing help to tribes in availing basic amenities:

I. Housing

1. Select beneficiaries through *Oorukoottam*,
2. Monitor progress of housing scheme implementation,
3. Provide assistance to avail stage-wise benefits (viz. opening bank accounts, operating ATMs etc.).

II. Drinking Water

1. Provide help in identifying water sources,
2. Monitor implementation of approved drinking water scheme/projects.

III. Road

1. Propose road access requirements to Local Self Government Department,
2. Prepare social map and feasibility certificate in consultation with Tribal Extension Officer,
3. Obtain sanction from Forest Department for the implementation of the scheme,
4. Monitor and report implementation of the above.

IV. Electricity

1. Propose electricity connection requirements to Local Self Government Department,
2. Prepare social map and feasibility certificate in consultation with Tribal Extension Officer (TEO),

3. Consult Kerala State Electricity Board about feasibility of providing electricity connection, to the intended location,
4. Suggest alternate methods (non- conventional) if KSEB connection seems unfeasible,
5. Monitor and report implementation of the above.

B. Community Mobilization:

1. Arrange *Oorukoottam* as per directions received from higher authorities,
2. Schedule meeting based on the needs and requirements of *Oorukoottam*,
3. Coordinate with Local Self Government Department and other Departments for ensuring officers attendance in *Oorukoottam*.

C. Data Collection:

1. Collect and compile information from the hamlet, using questionnaire,
2. Report to TEO about services the residents of assigned tribal settlement have availed from Welfare Institutions,
3. Collect geographical data regarding allotted tribal settlement,
4. Inspect geographical data regarding ownership and availability of land, natural resources within their jurisdiction,
5. Report to TEO information regarding benefits received by target group from other Departments/ Service Providers.

D. Educational Scheme:

1. Conduct periodic awareness programs about various educational schemes offered by the Department,
2. Determine eligibility of candidates for admission to institutions,
3. Provide transportation facility for accessing educational institutions,
4. Provide help in availing educational concession.

E. Health Care:

1. Provide means for accessing medical/healthcare facilities,
2. Suggest alternate facilities/locations that provide better treatment/services,
3. Conduct periodic medical camps in assigned tribal settlements.

F. Social Security Scheme:

1. Conduct periodic awareness programs about various Social Security schemes offered by the Government,
2. Determine eligibility of tribes for availing the above schemes,
3. Provide help in availing pension schemes.

Note: The officer shall perform any other duties as assigned by the Head of the Institution/Head of the Department from time to time.



ANNEXURE

Task Force Members

Note: The designations indicated are as per the order issued at the time of constituting Task Forces

Nodal Officer: Mr. T Sreekumaran , Assistant Director (Education), Scheduled Tribes Development Department		
1.	Mr. K Krishnan	TDO, Kozhikode
2.	Mr. Krishna Prakash K	ATDO
3.	Mr. G Pramod	Sectoral Officer, PVTG
4.	Mr. Rajeev Kumar	Asst. Project Officer, Attapady
5.	Mr. Shumin S Babu	Sectoral Officer, PVTG, Sulthan Bathery
6.	Mr. Santosh Kumar S	Asst. Project Officer, ITDP, Nilambur
7.	Mr. E D Varghese	Site Manager, Idukki
8.	Mr. Viju Kumar V	TEO, Punjavayal
9.	Mr. Sadik Ali	Asst. Manager, ACFS, Attapady
10.	Mr. Kandaswamy	TEO, Puthoor
11.	Mr. Suresh Kumar	TEO, Sholayar, Attapady
12.	Mr. K C Harikumar	SS-MRS, Vadsserikkara
13.	Mr. S Saju	APO, ITDP, Wayanad
14.	Mr. Sasikumaran Pillai	SS-MRS, Ettumanoor
15.	Mr. Anil Bhaskar	SS-MRS, Munnar
16.	Mr. Herald John C	SS-MRS, Nalloornadu
17.	Ms. Mallika M	SS-MRS, Idukki
18.	Mr. Arun Kumar C	JS
19.	Mr. Prasanth M S	JS
20.	Mr. Shinu S	JS, ITDP, Nedumangadu
21.	Mr. Jayesh K V	JS

Acronyms

TDO	:	Tribal Development officer
PO	:	Project Officer
ATDO	:	Assistant Tribal Development Officer
APO	:	Assistant Project Officer
TSP	:	Tribal Sub-Plan
ST	:	Schedule Tribe
DPC	:	District Planning Committee
PoA	:	Prevention of Atrocities
DLC	:	District Level Committee
MRS	:	Model Residential School
RTI	:	Right To Information
RTE	:	Right To Education
RTS	:	Right To Service
ATDO	:	Assistant Tribal Development Officer
TEO	:	Tribal Extension Officer
PRI	:	Panchayat Raj Institution
ITDP	:	Integrated Tribal Development Project
LSGD	:	Local Self Government Department

List of Action Verbs

Accommodate	Fit in with the wishes or needs of; to make suitable or consistent; adapt
Achieve	to bring to a successful end; carry through; accomplish to bring about an intended result; accomplish some purpose or effect.
Acquire	to come into possession or ownership of; get as one's own
Address	to deal with ; to put the directions for;
Adjust	to put in good working order; regulate; bring to a proper state or position
Administer	to manage (affairs, a government, etc.); have executive charge of: to bring into use or operation: to make application of;
Adopt	to take up and practice as one's own
Advise	to offer counsel; give advice or recommend particular actions, conduct
Allocate	to set apart for a particular purpose; assign or allot
Analyze	to examine critically, so as to bring out the essential elements
Anticipate	to foresee and deal with in advance
Appraise	to give an expert judgment of worth or merit
Apply	give one's full attention to a task; work hard
Appoint	to name or assign to a position, an office, or the like; designate
Approve	to speak or consider favorably
Arrange	to make plans or preparations
Assemble	collect or gather together in a predetermined order from various sources
Assess	to estimate or judge the value, evaluate



Assign	designate for a specific purpose
Assist	to give aid or help
Assure	to give confidence; make certain of
Audit	to examine and verify
Augment	to make large or increase
Authorize	to give authority or official power to; empower
Budget	to plan allotment of (funds, time, etc.)
Calculate	to determine by reasoning; estimate; evaluate; gauge
Clarify	to make clear
Clear	to pass an authority for review, approval, etc.
Collaborate	to work, one with another; cooperate
Collect	to gather together; assemble
Combine	to unite for a common purpose
Communicate	to give or interchange thoughts, feelings, information by writing, speaking etc
Compile	to put together
Complete	to make whole or entire
Compose	to make or form by combining things, parts, or elements:
Compute	to determine by calculation
Conduct	carry on; direct the execution of
Confer	to consult together; compare opinions
Consolidate	to bring together (separate parts) into a single or unified whole; unite; combine
Construct	to build or form by putting together parts
Consult	to seek advice or information from; ask guidance from to give professional or expert advice; serve as consultant
Control	to hold in check; curb

Coordinate	to place or arrange in proper order to combine in harmonious relation or action.
Correspond	communicate with; to be in agreement or conformity,
Counsel	to give advice; recommend
Create	to cause to come into being
Customize	to modify or build according to individual or personal specifications or preference
Delegate	to send or appoint (a person) as deputy or representative
Deliver	to give into another's possession or keeping; surrender
Demonstrate	to make evident or establish by arguments or reasoning; to describe, explain, or illustrate by examples or specimens
Design	to prepare the preliminary sketch
Determine	Resolve; fix conclusively or authoritatively
Develop	Disclose, discover, perfect or unfold a plan or idea; to bring out the capabilities or possibilities
Devise	to form a plan
Direct	Guide work operation through the establishment of objectives , policies, regulations, methods and standards; to manage or guide by advice, helpful information, instruction, etc.
Disseminate	to scatter or spread widely, broadcast or disperse
Distinguish	to recognize or note differences; discriminate
Distribute	to divide and give and out; allot.
Document	to furnish with documents.
Draft	to prepare papers or documents in preliminary form; to draw up in written form; compose
Edit	to supervise the preparation of
Eliminate	to remove or get rid of



Endorse	to support and recommend
Enforce	to impress or urge forcibly; lay stress upon
Establish	bring into existence; to enact, appoint
Estimate	to forecast future requirements
Evaluate	to judge or determine the significance, worth, or quality of; assess
Execute	to carry out; accomplish: to perform or accomplish something, as an assigned task
Expand	to express something more fully or in greater detail
Expedite	to accelerate the process or progress of
Explore	to look into closely; scrutinize; examine
Facilitate	to assist the progress of
Formulate	to devise or develop, as a method, system, etc.
Furnish	to provide with what is needed or supply
Generate	to reproduce; propagate
Guide	to assist (a person) to accompany
Handle	to behave or perform in a particular way when handled, directed, managed, etc.
Hire	to engage the services of
Identify	to associate oneself in feeling, interest, action
Illustrate	to clarify one's words, writings, etc., with examples
Implement	to fulfill; perform; carry out
Improve	to increase in value, excellence, etc.; become better
Improvise	to compose, utter, execute, or arrange anything extemporaneously
Incorporate	to unite or combine so as to form one body
Increase	to become greater, as in number, size, strength, or quality

Inform	to give information
Initiate	to begin
Instruct	to furnish with knowledge, especially by a systematic method; teach; train; educate
Inspect	to critically examine for suitability
Interact	to act one upon another.
Interface	to meet or communicate directly; interact, coordinate, synchronize, or harmonize
Interpret	to explain something; give an explanation.
Interview	a formal meeting in which one or more persons question, consult, or evaluate another person:
Investigate	to examine in detail.
Issue	to put out; deliver for use
Lift	to raise or direct upward
Maintain	to keep in an appropriate condition
Manage	to be in charge of
Monitor	to oversee, supervise, or regulate
Motivate	incite
Negotiate	confer with others in order to reach an agreement
Observe	to notice
Operate	perform an activity or series of activities
Organize	to systematize
Participate	to take part in
Perform	to fulfill or carry out
Plan	to arrange a method or scheme beforehand
Predict	to foretell the future
Prepare	to put in proper condition or readiness
Present	to bring before or introduce
Process	to handle in accordance with prescribed procedure



Program	to plan
Provide	to make arrangements for
Quantify	to determine, or express the quantity of
Recognize	to perceive as existing; realize
Recommend	to advise or counsel a course of action; offer or suggest for adoption
Record	to set down in writing or the like, as for the purpose of preserving evidence.
Recruit	to engage in finding employees
Reduce	to bring down to a smaller extent, size, amount, number
Regulate	to control or direct by a rule, principle, method, etc
Report	to give an account of; furnish information or data
Represent	to act in place of or for
Research	to make an extensive investigation
Resolve	to come to a determination
Review	an inspection or examination
Revise	to rework in order to correct or improve
Schedule	a plan of procedure; a timetable
Search	to inquire, investigate, examine, or seek; conduct an examination or investigation
Select	to make a choice
Sign	to formally approve a document
Solve	to find the answer or explanation for
Specify	state in detail
Strategize	to make up a plan
Streamline	to alter in order to make more efficient or simple
Strengthen	to make stronger
Submit	yield or present for the discretion or judgment of others



Summarize	state or express in a concise form
Supervise	Communicates with, trains and evaluates employees, plans and directs their work, and has the authority to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward or discipline
Support	to maintain or advocate
Teach	to impart knowledge or skill; give instruction
Train	to give the discipline and instruction to impart proficiency or efficiency
Transcribe	Transfer data from one form of record to another or from one method of preparation to another without changing the nature of the data
Translate	to change the form, condition, nature
Troubleshoot	to analyze and solve serious problems
Update	to make corrections periodically
Validate	to support or corroborate on a sound or authoritative basis
Verify	to confirm or establish authenticity

References

-  The Scheduled Castes and Tribes (Prevention of Atrocities) Act, 1989
-  GO (Ord) 136/2012/ SC ST Development Department, dated 30.01.2010
-  GO (Ord) 740/02/ SC ST Development Department, dated 12.11.2002
-  Circular D4-7591/15, dated 19.06.2015
-  GO (MS) no. 107/08/ SC ST DD, dated 05.11.2008
-  GO (MS) no. 60/2009/SC ST DD, dated 13.08.2009
-  GO (MS) no. 23/2009/ SC ST DD, dated 12.02.2009 - Annexure - Duties, Functions and Delegation of powers of the Administrative Assistant/ Senior Superintendent / Corresponding position in the institutions under the Scheduled Tribes Development Department/ Scheduled Caste Development Department functioning as per the Bye-Laws of the KSEDS for Scheduled Castes and Scheduled Tribes
-  Annual Report : 2014-2015, Ministry of Tribal Affairs, Government of India



The Institute of Management in Government

Institute of Management in Government (IMG) is the Apex Training Institute for the State of Kerala. The Institute has a mandate to act as a think-tank for the State Government and focuses on developing managerial skills, organizational abilities, leadership qualities and decision making skills among different categories of employees of Government.

It pioneered the adoption of Service Delivery Policy, facilitated the implementation of Modernizing Government Program and developed a State Training Policy in 2004. All these were in line with the mandate of the Institute to function as the think-tank for the State and support administrative reforms initiatives. Since 2011, IMG calls for best innovations in Public Policy and facilitates the awards instituted in the name of the Chief Minister. The awarded practices are documented and disseminated for the benefit of officials and citizens. It conducts various research and policy studies pertaining with various arms of the State and Central Government.

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“ To become a centre for excellence for capacity building for providing an efficient, transparent equitable and citizen-centric public service delivery system in a knowledge society ”



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