

(18)

156 F. Duties & Responsibilities
259 (320)

DUTIES & RESPONSIBILITIES

LOWER DIVISION CLERK

1. To deal with matters relating to :-

- (a) Recruitment
- (b) Promotion
- (c) Framing/Amendment of recruitment rules
- (d) Confirmation
- (e) Sanctioning of leave
- (f) ACP
- (g) Pension cases
- (h) Court cases
- (i) Audit reply
- (j) Vigilance cases & application of CSS Rules
- (k) Pay fixation
- (l) Correspondence with the Govt. & other institutions etc.
- (m) Registration of patients
- (n) Receipt & dispatch of dak.
- (o) General typing

2. Any other duties assigned by the senior officer from time to time

UPPER DIVISION CLERK

1. To deal with matters relating to :-

- (a) Recruitment
- (b) Promotion
- (c) Framing/Amendment of recruitment rules
- (d) Confirmation
- (e) Sanctioning of leave
- (f) ACP
- (g) Pension cases
- (h) Court cases
- (i) Audit reply
- (j) Vigilance cases & application of CSS Rules
- (k) Pay fixation
- (l) Correspondence with the Govt. & other institutions etc.
- (m) Registration of patients
- (n) Receipt & dispatch of dak.
- (o) General typing

2. Any other duties assigned by the senior officer from time to time

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