

DUTIES AND RESPONSIBILITIES OF SECRETARY

Secretary will be the overall Incharge of Administration, Security, Accounts. He will be responsible for all administrative, accounting, purchasing, security functions as per details given hereunder:

ADMINISTRATION/SECURITY

- Recruitment of employees at different levels
- To maintain personnel records including ACRs
- Time Office
- Planning various training and development programmes for employees of DITE
- Preparation of replies of Parliamentary Questions
- To supervise legal matters
- To sort out day to day officials problems of employees
- To maintain liaison with the offices of the Chief Inspector of Factories, NDPL, Delhi Jal Board, Labour Department, MCD, Industries Deptt., Ministry of Industry, DC(SS) Office, DSIIDC etc.
- To fulfill statutory requirements of the Institute
- General upkeep of the Institute/Maintenance activities related to building and surroundings and precaution for upkeep of fire fighting equipment
- Construction of new building , if any
- Canteen matters
- Maintenance of Office vehicles
- Safety measures and overall security, General Discipline and other administrative functions of the Institute

ACCOUNTS

- Budget
- Balance Sheet/Annual Accounts
- Submission of Annual reports to CI Office, DC (SSI) Office
- Invoicing
- To deal with Income Tax & Sales Tax, Excise, Custom cases
- Clearance of imported goods from warehouses/Ports
- Grant-in-aid from Govt. of NCT of Delhi/Govt. of India
- To fulfil statutory requirement of accounting matters
- Clearance of bills of suppliers and other agencies
- To clear the payments of employees pertaining to medical claims, LTC claims, Children Education Allowance and other allied payment
- Disbursement of salary/wages and other miscellaneous payments, EPF, ESI, Sales Tax, Income Tax, Chartered Accountants etc.
- To organize audit of annual accounts and internal auditing on quarterly basis

He will perform other work/duties as assigned by the Director-cum-Principal from time to time. He will look into and solve the problem of employees such as leaves, welfare activities, day to day problem, discipline etc.

He will be submitting the Monthly report on the activities of his departments to the Director-cum-Principal for onward submission to the Office of the Commissioner of Industries, Govt. of NCT of Delhi. He will also be preparing the Monthly Report compiling all the datas furnished by various departments for submission to CI office.

GOVERNING COUNCIL

Secretary shall be responsible for preparation of Agenda and circulation of Agenda/Minutes of the Governing Council to the Members. He will also be maintaining records of all the meeting of the Governing Council