

42. Assistant Director

(Registration and Control of Foreign Agencies)

- a. To assist the Director through the Deputy Director in all matters relating to processing of Registration of Foreign Voluntary Agencies in accordance with the provisions of the relevant Act.
- b. To be responsible for maintenance of records/documents etc. relating to the Foreign Voluntary Agencies.
- c. To maintain liaison with Government/Ministries/Departments and other Non-government Agencies.
- d. To be responsible for preparation of reports/returns in respect of the Foreign Voluntary Agencies.
- e. Any other duties as may be assigned by the Deputy Director.
- f. To be responsible for preparation of reports/returns on the subject/functions assigned.
- g. Any other duties as may be assigned by the Deputy Director/Director.