

**30. Deputy Director**

**(Specialized Services, Case-work and the Youth and Municipal  
Community based Programmes)**

- a. To assist the Additional Director in formulating plants and development of specialised programmes for the youths under National Youth Services, Social Welfare Centre, etc.
- b. To assist the Additional Director for creating employment opportunities for the youths through skill training and production and marketing of products.
- c. To assist the Additional Director in formulating guidelines for programmes planning and programme development in urban-based community development programmes.
- d. To be responsible for administration and establishment matters of personnel working under Urban Community Programmes.
- e. To assist the Additional Director in matters of financial sanction allotment and re-allotment of funds relating to the urban-based Community Services.
- f. To assist the Additional Director in monitoring, compilation and preparation of all reports and returns in respect of the programmes under his supervision.
- g. To be responsible for providing assistance and help for evaluation of the programme by the concerned section of the Department of Social Services.
- h. To assist the Additional Director in liaison work with other related agencies for coordination and programme development.
- i. To assist the Additional Director in determination of strategies on marketing quality control and feasibility, etc. of the products of socio-economic activities under rural and urban community services and other programmes of the Department of Social Services.
- j. To be responsible for arranging training/re-training of the personnel under the related programmes.
- k. To assist the Additional Director in matters of programmes planning, programme development, Supervision and administrative functions of the Case-Work Services Programmes (Medical and Correctional Services).