

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

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- Ministry:** Gender Equality, Child Development and Family Welfare
- Post:** Social Welfare Commissioner
- Salary:** Rs 77,000 (23 00 88)
- Effective Date:** 18 November 2014
- Qualifications:** By promotion, on the basis of experience and merit, of officers who hold a substantive appointment in the grade of Deputy Social Welfare Commissioner and who –
- (i) have a sound knowledge of legislations relating to social welfare;
 - (ii) possess sound judgment; and
 - (iii) have the drive to lead and motivate officers.
- Role and Responsibilities:** To be responsible for the enhancement and promotion of social welfare in line with the goals and objectives of the Ministry.
- Duties:**
1. To be responsible to the head of the Ministry for the efficient management of the Social Welfare Division.
 2. To advise on the framing of appropriate legislations relating to social welfare and ensuring their implementation.
 3. To develop guidelines for the management of Social Welfare Centres.
 4. To advise on the formulation of social welfare policies for Social Welfare Centres and to devise appropriate strategies to ensure effective implementation of such policies.
 5. To identify, develop and formulate social welfare programmes/projects/schemes for implementation in Social Welfare Centres.
 6. To evaluate social welfare programmes of the Division and to submit regular reports thereon.

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CERTIFIED CORRECT

M. Benjamin
.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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Date.....

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7. To be responsible for the preparation of monthly/quarterly/annual reports of activities of the Division for submission to the Ministry.
8. To work in close collaboration with Ministries and parastatal bodies working for social development.
9. To network with other Ministries, Non-Governmental Organisations and the civil society in the formulation and implementation of major social welfare programmes to be carried out at Social Welfare Centres such as World Health Day, International Environment Day and Music Day.
10. To formulate guidelines for all administrative and capital grant expenditure for Social Welfare Centres and to check monthly financial statements and yearly audited accounts.
11. To ensure proper monitoring of the assets of all Social Welfare Centres and of the Division.
12. To initiate studies, surveys and research work relating to social issues.
13. To design training programmes for staff of Social Welfare Centres.
14. To attend to queries received at the office from local committees/volunteers/members of public/organisations/decision-makers and to make appropriate referrals.
15. To pay regular visits to Social Welfare Centres and attend to major field activities and meetings.
16. To be responsible for the organisation of events of national importance such as National Day Celebrations, National Arts and Crafts Sale Exhibition, Committee members conference and World Food Day.
17. To use ICT in the performance of his duties.

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M. Bergeron
.....
*for Senior Chief Executive
Ministry of Civil Service and
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18. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Social Welfare Commissioner in the roles ascribed to him.

Note

The Social Welfare Commissioner will be required to work at staggered hours.



CERTIFIED CORRECT

M. Bayan
.....
*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

18 November 2014

Date.....