

Duties of Officers and Employees

Sr. No.	Designation	Duties
1.	Director	<ol style="list-style-type: none"> 1. Head of the Department and Ex-Officio Joint Secretary to the Government. 2. Overall in charge and Administrative Control over all works carried out by the Department. 3. Drawing and Disbursing Officer and Financial Powers delegated to HOD as per the Delegation of Financial Powers rules 2008. 4. Control on Language Development Institutions. 5. All other such duties prescribed for the post under law.
2.	Assistant Director (Konkani)	<ol style="list-style-type: none"> 1. In charge and overall Supervision of the Konkani Division. 2. Promotion and Development of Official Language in Devnagari. 3. Implementation of Official Language Act and Language Policies. 4. Scheme of Rajbhas Prakhikshan Evzonn – Coordinator for imparting training in all Talukas. 5. Implementation of “Bhasha Vikas Yojana” & “Bhasha Puraskar Yojana” Scheme. 6. Coordinator – Permanent Training Center 7. Preparation of various Terminologies in Konkani (new matter). 8. Public Relations Officer 9. Implementation of Right to Information Act as PIO. 10. Any other works assigned by Higher Authorities.
3.	Assistant Director (Marathi)	<ol style="list-style-type: none"> 1. In charge and overall Supervision of the Marathi Division. 2. Development of Marathi and Other Languages. 3. Advisory Board for effective implementation of Official Language Act. 4. Implementation of Policies pertaining to the Official Language Act. 5. Matters pertaining to empanelling Panel of Translators for undertaking translation from English to Konkani, Marathi, Hindi & Portuguese languages and vice-versa. 6. Implementation of the Scheme of Publication in Official Language. 7. Implementation of the Scheme “Akshar Mitra Yojana”. 8. Women Staff Welfare. 9. Any other works assigned by Higher Authorities.

Sr. No.	Designation	Duties
4	Senior Translator (Konkani)	<ol style="list-style-type: none"> 1. Matters related to Translation of LAQ's/RSQ's/LSQ's and various documents received from different Government Departments from Konkani to English and vice versa including Devnagari Typing. 2. Matters related to Vetting and Authentication of translation from Konkani to English and vice versa. 3. To propose/prepare/assist new schemes under Promotion & Development of Official Language. 4. To develop and conduct workshops for Konkani Translators in empanelled by the Department and other budding Translators. 5. Assisting the Election Office for undertaking Election Matters in Konkani. 6. To organize workshop/Seminar on various subjects in view of the implementation and promotion of Official Language.
5.	Senior Translator (Marathi)	<ol style="list-style-type: none"> 1. Matters related to Translation of LAQ's/RSQ's/LSQ's and various documents received from different Government Departments from Marathi to English and vice versa including Devnagari Typing. 2. Matters related to Vetting and Authentication of translation from Marathi to English and vice versa Implementation of Policies pertaining to the Official Language Act. 3. Matters relating to Advisory Board formed for effective implementation of Official Language Act. 4. Matters pertaining to empanelling Panel of Translators for undertaking translation from English to Konkani, Marathi, Hindi & Portuguese languages and vice-versa. 5. Matters related to Scheme of Publication in Official Language. 6. Matters related to the Scheme of Promotion of Sanskrit Language

Sr. No.	Designation	Duties
6.	Junior Translator (Konkani)	<ol style="list-style-type: none"> 1. Translation work from Konkani to English and vice versa including Devnagari Typing. 2. Implementation of Policies pertaining to the Official Language Act. 3. Matters pertaining to preparation of Terminologies in Konkani. 4. Implementation of Scheme “Rajbhas Prashikshan Evzonn”. 5. Matters related to workshops on various subjects in view of the implementation and promotion of Official Language. 6. Matters pertaining to implementation of various schemes for Marathi and other Languages.
7.	Junior Translator (Marathi)	<ol style="list-style-type: none"> 1. Translation work from Marathi to English and vice versa including Devnagari Typing. 2. Matters pertaining to Advisory Board for effective implementation of Official Language Act. 3. To conduct workshops for Translators empanelled by the Department and other budding Translators. 4. To organize workshop/Seminar on various subjects in view of the implementation and promotion of Official Language. 5. Matters pertaining to Government of India Correspondence including Linguistic Minority 6. Matters pertaining to implementation of various schemes for Marathi and other Languages.
8.	Junior Translator (Hindi)	<ol style="list-style-type: none"> 1. Translation work from Hindi to English and vice versa including Devnagari Typing. 2. Matters pertaining to correspondence of Central Government. 3. To conduct workshops for Translators empanelled by the Department and other budding Translators. 4. Matters pertaining to Government of India Correspondence including Linguistic Minority

Sr. No.	Designation	Duties
9.	Head Clerk	<ol style="list-style-type: none"> 1. Overall supervision of Administration. 2. Observation of various Administrative Rules or those contained in orders/circulars issued from time to time by the Government and bring to the notice of Higher Authorities. 3. Supervision of matters related to Creation of Posts, Recruitment, Revival, New Appointments, Promotions, Confirmation, Framing of Recruitment Rules for New Posts, etc. 4. Supervision of Assembly Matters such as reply to LAQ/RSQ/LSQ, Ad – Hoc Committee etc. 5. Supervision of all staff matters including control the attendance of staff, Personal Files, Service Books/Records. 6. Liaisoning and follow up with other departments/Secretariat Departments relating to files and pending matters. 7. Any other works assigned by Higher Authorities.
10.	Accountant	<ol style="list-style-type: none"> 1. Overall Supervision related to all Account Matters. 2. Observation the various Accounting/Financial Rules or those contained in orders/circulars issued from time to time by the Government. 3. Matters pertaining to Budgets estimates, re-appropriation, re-allotments, supplementary grants, and surrender of savings under Plan & Non- Plan, Reconciliation, etc. 4. Scrutinizing of Grant in Aid proposal, expenditure, checking/verifying audited statements, balance sheets, utilization certificates. 5. Review of progress and disposal of Audit Objections and dealing with Audit Inspection Reports. 6. Verifying of Salary Bills, FVC Bills and all other types of Bills before submitting to Accounts Department. 7. Matters relating to TDS of the employees in the Dept and issue of Form 16. 8. To work on Purchase Committee. 9. Any other work assigned by Higher Authorities.

Sr. No.	Designation	Duties
11.	Upper Division Clerk	<ol style="list-style-type: none"> 1. Correspondence/ matters of administrative nature. 2. Matters pertaining to Creation of Posts, Revival of Posts, Framing of Recruitment Rules for New Posts, Confirmation and Promotions, etc. 3. Standing Instructions, Work Allocation, Internal Transfers and Postings. 4. Pension matters of the staff and to maintain the register pertaining to information about Date of Joining, Date of Birth, Date of Superannuation, Date of VRS, Date of Death, etc. 5. Matters pertaining to Grant of Annual Increment, MACP, DACP, etc. 6. Maintenance of personal files of staff members and service books, leave records, and other service matters. 7. To maintain the leave record, attendance of staff and to put up the monthly Bio-metric Attendance Report. 8. To prepare replies to LAQ's/RSQ's/LSQ's. 9. Purchase and maintenance of computers, printers, fax machine, xerox machine, Bio-metric system, phones, mobile, Furniture & Fixtures, equipments, vehicles and any other allied purchases including AMC and condemnation/scraping. 10. Matters pertaining to Correspondence/letters received from various Departments.
12.	Jr. Stenographer / PA to Director	<ol style="list-style-type: none"> 1. PA to Director, all matters of Director, including personal, dictation & typing, both in devnagri & english. 2. Attending all phone calls and internet correspondence, fax correspondence. 3. Nodal officer for IT Dept and Updation of website. 4. To maintain Annual Confidential Reports (ACR) of the Staff and to put up CR Reports to Higher Authority from time to time. 5. To conduct all kinds of meeting and to prepare minutes of meetings. 6. Matters related to Tours of Gazetted Officers and Non-Gazetted Officials. 7. Assist Vigilance Officer. 8. Any other work assigned by Higher Authorities.

Sr. No.	Designation	Duties
13.	Lower Division Clerk	<ol style="list-style-type: none"> 1. All Administrative matters under the supervision of Head Clerk. 2. Correspondence pertaining to Accounts Section under the supervision of Accountant. 3. To prepare Assembly related replies such as LAQ's/RSQ's/LSQ's. 4. Preparation of all kinds of FVC Bills, GIA Bills including ECS and recording the same in the relevant Register maintained by Accounts Section under the supervision of Accountant . 5. Matter of Entry and Despatch, FMS, Guard file, distribution of dak, letters, etc. 6. Matters pertaining to Advertisement including preparation of Bills, Stamp Account, Register and stamps bill. 7. Maintenance of office premises, observation of cleanliness. 8. Purchase all kinds of books required by the Department, maintenance of Book Register and verification library books. 9. Any other work assigned by the Higher Authorities.
14.	Driver	<ol style="list-style-type: none"> 1. To maintain vehicle attached to this Office 2. To maintain Log Book 3. To distribute urgent Correspondence in absence of Peon. 4. Any other work assigned by Higher Authorities.
15.	Peon	<ol style="list-style-type: none"> 1. To open the office at 9.15 a.m. and close the office at 5.45 p.m. 2. To attend to the Director as and when required. 3. Proper placement of Office furniture and clean the same. 4. To distribute the correspondence to all Outside Department and to distribute the DAK/office registers to the concerned dealing hands in the office of Directorate of Official Language. 5. To attend the work given by all dealing hands. 6. Any other work assigned by Higher Authorities.