

KSN GOVT. DEGREE COLLEGE(W)::ANANTAPUR



CODE OF CONDUCT FOR THE OFFICE STAFF

DUTIES AND RESPONSIBILITIES OF SUPERINTENDENT

The Superintendent is the head of the section/college office and controls the functioning of assistants working under him. The following are the duties and responsibilities of superintendent working in the college.

- + He/she should monitor the movement of files going to the officers/Principal and coming back from them.*
- + He/she should guide the officers/Principal with correct and latest rule position on the subject and assist them in taking correct decision.*
- + He/she should assign current numbers to each and every paper received by him/her. A separate register should be maintained for the distribution of these papers to the assistants. The papers are then distributed to the concerned assistant.*
- + He/she should see that the assistants, working under him/her are maintaining personal registers properly and strictly in accordance with the laid down procedure and also see that the currents are attended to promptly.*
- + He/she should know the pendency position and get the monthly abstracts and detailed arrears list, prepared assistant wise, in the prescribed proformas and submit them to the officers/Principal before fifth of every month.*

- ✚ *He/she should offer his/her remarks on the note initiated by assistant, and submit the same to officer/Principal.*
- ✚ *He/she should supervise the remainder files mentioned by the assistants.*
- ✚ *The superintendent in a college should also supervise the service register, leave accounts of the staff working in the college and guide the Principal in proper disposal of the issues.*
- ✚ *He/she will assist the Principal in preparation of the budget and also in spending the budget allotted to the college strictly in accordance with rules in vogue.*
- ✚ *He/she will guide the Principal in the operation of the government budget, special fee collections and the funds/grants received from any other agency. He/she will assist the Principal in ensuring that this money is spent strictly in accordance with the rules and regulations.*
- ✚ *He/she will supervise the maintenance of all records pertaining to accounts, stocks, cash book, etc.*
- ✚ *The superintendent will attend to inspection parties and audit parties visiting the college and help the Principal in answering the audit objections. He/she will also maintain the register of audit objections and help the Principal interviewing them every month and sending the replies to the Commissioner.*
- ✚ *The superintendent should monitor the reconciliation of the accounts from the treasury and the banks.*
- ✚ *The superintendent has to perform any other duties entrusted to him/her by the Principal/Supervising Officer.*
- ✚ *The superintendent is accountable to the Administrative Officer and the Principal.*

DUTIES AND RESPONSIBILITIES OF SENIOR/JUNIOR ASSISTANTS

- + The assistant should enter all tappalas received in the inward register and submit them to superintendent for distribution to the concerned assistants.
- + After receiving tappalas, they should be entered in the personal register (maintained in the prescribed format) by the concerned assistant.
- + While registering the currents they will be sorted out in two groups, the new currents and reference received on old currents.
- + All details of the new currents be clearly entered in the **P.R.** in the columns prescribed. The references on old currents need only to be indexed in one line indicating from whom it is received. The subject needs to be clearly mentioned in the references.
- + The assistant should initiate the note pointing out the facts and the rule position in the note file opened on the current. The note file is continuous with page numbers and para numbers. The currents on the subject are maintained in current file. The note file and current file are always together in the same file pad.
- + The assistant should maintain a 'Remainder Diary' in prescribed proforma. Month wise record of remainders to be sent should be maintained. It is the duty of the assistants to verify the reminders for the day and issue them promptly and enter the same in the reminder dairy.
- + The assistant should maintain the register of court cases and register of disciplinary cases in the given proforma.

- ✚ *The assistant should bring forward all undisposed files to the current year's personal file on the 1st of April every year.*
- ✚ *When the file is disposed of finally the assistant should send it to records room by rounding off the current number in **P.R** with red ink. The type of disposal be noted on the file before sending it to stock.*
- ✚ *The assistant should dispose off the file within three working days of its receipt by him/her.*
- ✚ *The Senior and Junior Assistants are accountable to the Superintendent of the office.*

Thank you!