

MANUAL - 2**[Section 4(1)(b)(ii)]****Powers and duties of Officers and Employees****Powers and duties of Government Officers**

S. No.	Designation/ Post	Power				Duties Attached
		Administrative	Finance	Statutory	Others	
01	Mission Director					Full power as Mission Director, Mission Swaraj, GNCTD
02	Chief Operating Officer	Vacant				
03	Financial Advisor	Dealt financial and audit matter of Mission Swaraj and DAY-NULM Scheme.				
04	Section Officer	Supervision of work of all administrative matter and other Misc. matter of Mission Swaraj and DAY-NULM Scheme.				

Duties of Mission Swaraj staff (Contractual)

Sr. No.	Designation	Duties / Responsibilities
01	Associate Programme Officer	Dealt to provide support in SM&ID component for strengthen & capacity building of Self Help Groups, SHG Validation & Grading, process files for revolving fund, court cases of Mission Swaraj.
02	Accounts Assistant	Cash Handling, Salary of Staff, Budget related work, payment matter (AMC, TDS, Quarterly Return), Monthly Expenditure, HR related Matter, Statutory Work (Balance Sheet), Paixa Portal/ Operating, Making all payment of NULM through Public Financial Monitoring systems , Bank Reconciliation, Accounts Book Keeping in Tally Accounting Software, Assist Court cases, RTI related work and filing Quarterly return, MIS Matter of NULM, Assist in PM_FME, Potters SHG & SM& ID components related work, updating the website, on monthly basis State Urban Livelihood Mission. All correspondence related administrative and project related matters. Assist ELFA and CAG Audit.
03	Office Attendant	Distribution of Dak within Vikas Bhawan –II, at Delhi Secretariat and other Govt. Offices, Work related to photocopying, Attend to work assigned by officers of Mission Swaraj, , Toll Free Assistant, File movement between Vikas Bhawan to D.C. South.
04	Part Time Helper	Attending to visitors for care taking

Duties of DAY-NULM Scheme staff (Contractual)

Sr. No.	Designation	Duties / Responsibilities
01	State Mission Manager (SM & ID)	1. Ensure that state and cities adhere to the guidelines prescribed by DAY-NULM. ii. Develop work plan for implementation of social mobilisation component in the state. iii. Responsible for the SM&ID targets of the state with respect to community mobilisation, SHGs, Federations and Revolving Fund. iv. Identification and empanelment of Resource Organisations (ROs) under DAY-NULM. v. Ensure the SHGs, ALF and CLF structures are established across all cities in the state. vi. Identifying technical and capacity building resource agencies, regular interface with them and engage them in implementation of DAY-NULM. vii. Responsible for providing need based Technical Assistance to the City Mission Management Units. viii. Support the resource agencies in capacity building/ sensitization of CMMUs with in or across the states. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required. ix. Arranging for appropriate linkages with relevant agencies/departments and integrate social mobilisation agenda in implementing of DAY-NULM. x. Ensure reporting of the Social Mobilisation and Institution Development component. xi. Work closely with other State Mission Managers at the state level for successful implementation of DAY-NULM. xii. Perform any other related tasks assigned by the State Mission Director, SULM.
02	State Mission Manager (Skill & Livelihood)	i. Ensure that state and cities adhere to the EST&P guidelines prescribed by DAY-NULM. ii. Prepare work plan for EST&P agenda across the state. iii. Responsible for the EST & P targets of the state. iv. Responsible for identification and empanelment of Skill Training Providers (STPs), agencies for accreditation and certification. v. Monitoring the performance quality of the STPs and other agencies involved. vi. Responsible for providing need based Technical Assistance to the City Mission Management Units. vii. Support the resource agencies in capacity building/ sensitization of CMMUs. S/he will also oversee the development of capacity building modules, arranging cross learning workshops related to KRAs as and when required. viii. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource institutes, and other relevant agencies. ix. Ensure reporting against KRAs. Work closely with other State Mission Managers at the state level for successful implementation of DAY-NULM. xi. Perform any other related tasks assigned by the State Mission Director, SULM.
03	City Mission Manager - Social Mobilisation and Institution Development (Deployed in DC Office, all District,)	i. Ensure that city adheres to the guidelines prescribed by DAY-NULM. ii. Develop work plan for implementation of social mobilisation component for the city. iii. Responsible for the SM&ID, SUSV & SUH targets of the city with respect to community mobilisation, SHGs, Federations, Revolving Fund, CLCs, Vendor Development Plan, Vendor Markets Development and Shelters for Urban Homeless etc. iv.

		Ensure the SHGs, ALF and CLF structures are established in the city. v. Responsible for providing need based Technical Assistance to Community Organisers (COs). vi. Arranging for appropriate linkages with relevant agencies/departments and integrate social mobilisation agenda in implementing of DAY-NULM. vii. Ensure reporting of the Social Mobilisation and Institution Development component. viii. Work closely with other Managers at the city level for successful implementation of DAY-NULM. ix. Perform any other related tasks assigned by the City Project Officer, CMMU.
04	City Mission Manager - Skill & Livelihood (Deployed in DC Office, all District,)	i. Ensure that the city adhere to the EST&P guidelines prescribed by DAY-NULM. ii. Prepare work plan for EST&P agenda for the city. iii. Responsible for the EST&P targets of the city. iv. Ensure identification of Skill Training Providers (STPs) at the city level and monitoring the performance quality of the STPs and other agencies involved. v. Responsible for providing need based Technical Assistance to COs. vi. Ensure linkages with industry associations, skill development mission, sector skill councils, line departments, resource organisation, and other relevant agencies. vii. Ensure reporting against KRAs. viii. Work closely with other Managers at the city level for successful implementation of DAY-NULM. ix. Perform any other related tasks assigned by the City Project Officer, CMMU.
05	Community Organizer (Deployed in, DC Office, all District)	i. Ensure that the social mobilisation of urban poor in his or her operational area – directly or through Resource Organisations (ROs). ii. Facilitate community in forming into groups/federations. iii. Facilitate implementation of various programmes/aspects related to DAY-NULM in his/ her operational area. iv. Develop community level comprehensive database on infrastructure, assets and social aspects, update the database periodically. v. Support and strengthen SHGs and their federations including the SHGs of disabled persons in accessing convergent services. vi. Promote SHG-Bank linkage. vii. Establish liaison with government departments for convergence. viii. Assist in surveys related to DAY-NULM. ix. Support implementation of development works like community contracts; O&M of community assets etc. x. Document the working of good practices. xi. Organize and attend community level meetings trainings, as per the need. xii. Submit periodic reports as necessary. xiii. Any other tasks/ duties as assigned from time to time by the CPO.