

# AUROVILLE FOUNDATION

## EMPLOYEES - WORK ALLOCATION

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### (1) **Secretary:**

- General administration of Auroville Foundation Office.
- Visas: All work related to Visas including liaison with RRO.
- Governing Board Meetings: All works relating to the meeting including hospitality of the members.
- International Advisory Council Meetings: All works relating to the meeting including hospitality of the members.
- Working Committee & FAMC Meetings: All work connected with these and other committees.
- Rules and Regulations: All works connected with implementation.
- Liaison and Co-ordination: District Revenue Authorities, District and other Central State, Union Territory and District Agencies.
- Funds and Assets Management as per Rule 10 of the Auroville Foundation Rules.
- Pursuing Income Tax Exemptions / assessments and related matter.

### (2) **Dy. Secretary (Administration) Responsibilities :**

- General Administration of Auroville Foundation Office.
- Visas : All work related to Visas including liaison with RRO.
- Governing Board Meetings: All works relating to the meeting including hospitality of the members.
- International Advisory Council Meetings: All works relating to the meeting including hospitality of the members.
- Working Committee & FAMC Meetings : All work connected with these and other committees.
- Rules and Regulations : All work connected these.
- 226 Units and 31 Trusts : All work connected with Units and Trusts.
- Liaison and Co-ordination : District Revenue Authorities, District and other Central State, Union Territory and District Agencies.
- Act as Officiating Secretary in the absence of Secretary.

### (3) **Dy. Secretary (Finance) Responsibilities :**

- Finance and Accounts: All work connected to accounts& finance matters as per Sec. 26 of the Act.

- Internal Auditing and CAG Audit and other related audit matters.
- Funds and Assets management as per Rule 10 of the Auroville Foundation Rules.
- 226 Units and 31 Trusts with a income of Rs. 30 Crores for the year 2006-07, related to Income Tax Exemptions, Submission IT Returns, TDS refund.
- Pursuing Income Tax Exemptions / assessments and related matter,
- Proper financial procedures implementation, monitoring and co-ordination of Auroville Unity Fund.

**(4) Under Secretary (Admn.) :**

- All the works delegated to him by the Secretary and Deputy Secretaries (Admn.)
- All work related to GB& IAC Meetings, Visas, Public Information duties & Vigilance & Lands.
- Hospitalities to the Guests and Visitors to Auroville Foundation.
- Liaison works with government authorities like Police, Revenue Officers etc.
- Co-ordinate in preparation and printing of Annual Report of Auroville Foundation.

**(5) Under Secretary (Finance) :**

- All the works delegated to him by the Secretary and Deputy Secretaries (Finance.)
- All work related to FAMC Meetings, Units and Trusts Income Tax & Auditing.
- Implementation, monitoring and co-ordination of Auroville Unity Fund matters.
- Liaison works with government authorities including banks, Income Tax authorities and audit offices etc.

**(6) Under Secretary :**

- All the works delegated to him by the Secretary.
- All work related to GB, IAC & FC Meetings, Visas, Public Information duties & Vigilance & Lands.
- Liaison works with government authorities like Police, Revenue Officers etc.
- Co-ordinate in preparation and printing of Annual Report of Auroville Foundation.
- All work related to Working Committee Meetings, Units and Trusts, Income Tax & Auditing.
- Implementation, monitoring and co-ordination of administrative matters.
- Liaison works with government authorities including banks, Income Tax authorities and audit offices etc.

**(7) Asst. Administrative Officer:**

- 862 Units and activities and 37 Trusts : All work connected with Units and Trusts
- Maintenance of all the units and trust records.

- Periodical monitoring and verification of the assets and maintenance and to protect defend the title of Auroville Foundation in all cases.
- Files maintenance of Visa related matters and immigration issues with RRO, FRRO and Ministry of Home Affairs.
- Hospitalities to the Guests and Visitors to Auroville Foundation.
- Visa recommendation issuance of certificates.
- Coordination of Master List registration.
- 862 Units a & Activities and 37 Trusts related to Income Tax Exemptions, Submission IT Returns, TDS refund.
- Co-ordinate in timely submission of Annual Report of Auroville Foundation.
- Public Information

**(8) Assistant (Admn.)-Contract**

- Mostly typing works related to lands and properties of Auroville.
- Maintenance and inspection of all the land and buildings of Auroville.
- Maintenance of Records and Files related to Lands, Movable and Immovable Assets of Auroville Foundation.

**(9) Asst. Accounts Officer :**

- Maintenance of all accounts records and legal opinions on financial management.
- Co-ordinate in timely submission of Annual Accounts and Report.
- Proper financial control over the working of the units.
- Preparation of Budget Estimate (Plan & Non Plan) in consultation with Dy. Secy. Finance.
- Submission of quarterly report & USB and Provisional UC to the Ministry.
- Periodical monitoring and verification of the assets and maintenance and to protect defend the title of Auroville Foundation in all cases.
- Proper financial procedures implementation, monitoring and co-ordination of Auroville Unity Fund.
- Finance and Accounts: All work connected to accounts & finance matters as per Sec. 26 of the Act.
- Internal Auditing and CAG Audit and other related audit matters.
- Attending to Income Tax Department queries.
- Issuing of IT Exemption donation receipts.
- Co-ordination and operation of EAT – PFMS Module.

**(10) Accountant -Contract**

- All accounts work, processing of all bills, (Purchase, Pay-bills, TA-DA, Medical, LTC, etc.)
- Loans and Advances and TDS matters of the office staff.
- Maintaining accounts as per PFMS.
- Bank reconciliation
- Maintaining and updating all books of accounts, e.g. Ledger, Cash Book, Bank Registers etc.
- Facilitate Internal Audit and CAG Audit.
- Co-ordination and operation of EAT – PFMS Module.

**(11) Accounts Assistant : -Contract**

- Maintaining all kinds of registers, like Assets, Advances, Stationery, Library.
- Accounts data entry and print-out
- Maintaining of Account Vouchers.
- Assisting in all accounts related works.

**(12) Personal Assistant (Leave Vacancy):**

- Summary of records / minutes of the important Meetings related to Secretary, AF.
- Taking dictations and typing of important documents given by Secretary, AF.
- Co-ordinating requests for appointments, engagements of the Secretary, AF.
- Organising tour programmes, tour reports & TA Bill of the Secretary, AF.

**(13) Driver Gr.II:**

- Maintenance of Office Vehicles in proper running condition, clean and tidy.
- Maintenance of Vehicles Log book.
- Reporting to office whenever some fault is detected for immediate repair.

**(14) Driver - on Contract:**

- Maintenance of Office Vehicles in proper running condition, clean and tidy.
- Maintenance of Vehicles Log book.
- Reporting to office whenever some fault is detected for immediate repair.

**(15) LDC :**

- Receipt and Despatch of correspondences.
- Maintenance of the receipt and despatch register.

- Receiving and dialling phone calls and connecting calls to the concerned officers or section.

**(16) Daftary :**

- Keeping the office files in order and filing of relevant documents in respective files.
- Keeping the office books and documents in proper order.
- Photocopying documents and sorting them in order.

**(17) Peon :**

- Secretary needs one Peon / MTS for various works.
- Under Secretary needs one Peon for visa & admin section.
- Accounts section needs one Peon for finance and accounts section.

**(18) Watchman :**

- One for Office main building, 'AUROVILLE FOUNDATION BHAVAN', one at Secretary's official residence, 'ADITI' and a Night Watchman.

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