

Duties of Employees of National Bal Bhavan

Powers and duties common to all employees

- * to remain loyal to the organisation and avoid conflicts of interest
- * to display a high standard of care, skill and diligence in managing day to day affairs of the organisation.
- * to act in good faith to promote the success of National Bal Bhavan. To fulfill its vision and reach the goals as per its aims and objectives.
- *To follow additional directions of the seniors for betterment of the organisation.

(2) The Director shall be-

- (a) The principal academic planning and academic audit officer for the academic development programs, including teaching, research and extension programmes and collaborative programmes of National Bal Bhavan;
- (b) the Secretary of the Board for making important decisions for the enhancement of the organisation for the purpose it is created and extend the Services for spreading the methodology of National Bal Bhavan which will be a support in the National Mission of education (under the guidance and support of the Department of school and Education and literacy of the Ministry of HRD, Govt. of India)
- (c) Responsible for ensuring that the decisions of the Board for long-term and short-term development plans of the organisation for conduction the affairs and programmes duly processed and implemented through relevant sections and officers ;
- (d) the principal liaison officer with the external funding agencies generating funds for the collaborative and development programmes of the organisation and monitor their proper utilization ;
- (e) responsible for establishing liaison for fostering and promoting collaboration between the govt. and non. govt. organizations ;
- (f) responsible for submitting an annual report on the progress achieved in different developmental and collaborative programmes.
- (g)To take disciplinary action wherever applicable.

Deputy Director Programmes and Research and Coordination

Coordinate supervise and implement programmes and activities as per decisions and approvals.

Manage International and National level programmes like ICA, YEC, Balashree.

Manage circulation of important decisions regarding programmes, linking of various departments of NBB, collection of reports and supervise annual report publication.

Research and coordination related to programmes for improvement

Deputy Director Administration

Overall supervision of Administration of Accounts, Hostel, Establishment, Transport, Vigilance matters, Bal Bhavan Kendras, Activities, Museum, Stores

- Coordination & follow up Action Taken on the recommendations contained in PAC Report & CAG Reports.
- Follow-up regarding settlement of Audit Para, Internal Audit & Local Audit Report in r/o Labs/ Centres/ Societies/ PSUs/ Autonomous Bodies/NIC etc.
- Monthly report regarding Pending ATNs.
- Quarterly executive summary.
- Co- ordination with local Audit Party visiting for the Office of the Principal Director of Audit New Delhi.
- Any matter relating Budget and Audit and other matter may be specifically assigned.
 - Preparation of Demands for Grants-in-Aid.
 - Preparation of various statements relating to Budget as per Budget Circular.
 - Preparation of Standing Committee Report.
 - Formulation of Budget proposal in coordination with other Division.
 - Preparation of Monthly/ Weekly expenditure statement.
 - Preparation of Performance Budget.
 - Furnishing of Various Quarterly & Monthly Reports Internal.
 - Internal Administration, Internal Computerisation, DAK, Receipt/ Issues & Typing.

Assistant Director Science

-Oversee the daily operations supervision of all science sections.

-Assessment of services that directly support child member's activities in various science sections.

-Supervise, define outcome measures, and facilitate science sections.

-Facilitate, in coordination with local and national level programmes including collaborative initiatives in science and environment.

development of sessions, staffing, and evaluation.

-Oversee the development of focus and content, implementation, and evaluation of programs delivered by the science sections

-Review planning and operation of summer programs.

-Develop and recommend to the Director specific short- and long-range projects related to science and environment.

-Develop training modules as per the Directors initiatives for teachers and students in state Bal Bhavans and Bal Bhavan Kendras.

-Establish and maintain files related to science sections functioning. Organize, update and maintain documents.

-Develop and administer the budget for programmes and projects related to science/ environment/ Balashree Scheme-Creative Science innovations

-Order, evaluate, and make recommendations for materials, equipment, and/or supplies for the various science sections, Balashree, National level environment programmes.

-Conduct interviews for permanent and temporary staff.

-Supervise Maintenance of specific projects like the Paper recycling unit, Rainwater harvesting system, clean-up project in the campus, computers.

-Liasoning with (NGO's/GO's) and faculty to enhance projects and activities and also see funding prospects in projects done in partnerships, resulting in advisor/department liaisons and shared expertise.

-Appointed as APIO for Science related queries. Circulation of Information related to science queries in hindi and English.

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-Perform other appropriate job-related duties as assigned by the Director.

-Maintenance of the Website of National Bal Bhavan.

Develop Data base of questions and projects for Balashree scheme –Science

Training of teachers in science related activities like environmental science, mathematics through origami.

Section Officer

- Submission of various report/returns to O&M Section.

- Maintenance of records/registers/guard files of Rules/Orders.
- Internal administrative matters including dak receipts, issues computerization and recording/ weeding out of old records as per MOP.

Service related matters in respect of personnel such as pay fixation, revision of pay etc.

AAO/DDO

Maintain, monitor salary of employees and maintenance of records.

- Monitoring of utilization certificates in respect of Grant.
- Issuing the status instructions/guidelines as per GFR for timely monitoring the projects by Programme Division.
- Scrutiny & examinations of proposals for Grant relating to programmes
- Scrutiny of Bank Guarantees, Bond, MOUs/MOAs as per GFR.
- Preparation of month wise/group wise data for release of GIA of all Project.
- Maintenance of Sanction folders for sanction letters issued by various Divisions.
- Issuing instructions on various economy measures as received from Ministry of Finance.
- Cases relating to payment of honorarium.
- Scrutiny of financial proposal of General Administration.
- Disposal/condemnation, writing off of losses.

Asisst Auditors while conducting annual audits.

Act as DDO.

Museum Curator:-

Manage and maintain the National Museum of the Child. Responsible for Display of permanent and temporary galleries.

Support in programmes of NBB

Liason with activities for display material as per proposals.

Conduct workshops and activities for children in the field of museology.

Coordinate assigned Balshree contests local zonal and national

Officer In Charges

Supervision and coordination of activities under charge.

Plan activities and decide resources with activity instructors for a successful implementation of related course and subject and make activities interesting in a non formal setup. Devise maximum hands on activities related to their fields of subjects.

Plan activities for trainee teachers of NTRC

Manager Publications

Coordinate publication related to the organisation like Posters, folders, booklets, annual report, calender, Certificates for workshops, national programmes.
Creative work of children, newspaper, akkar bakkar etc

Manager Repertory

Administer guidelines for teachers , arrange for materials, Supervise smooth functioning of the performing art activities.

Programme Organiser

Collect, Scrutinise and Examining of new project proposals and their submission for Processing of proposals to the DDP.

Liasoning with all activities for successful conduction of activities.

To supervise and manage colloborative programmes, interact with various sections and assist the DDP in delegation of duties to various employees for a successful conduction of programme. Present reports of programmes from various sections

Act as Public Relations Officer

Organiser Inventors Club

Manage the affairs of the Inventors Club and the Science Park development, maintenance and upkeep.

Research and organise activities for children and teachers.

Hostel Warden

Manage the affairs of the Hostel so as to maintain a clean and healthy environment for all guests and visitors/employees and children who use it. To maintain the record of the subordinate staff.

manage the food and cleaning materials inventory and process relevant papers for procurement of the goods.

Assistants, Jr./Sr. Stenographer, UDC's and LDC's

Maintain records, input data and retrieve it for various affairs of the organisation through its sections in Establishment, Administration, Accounts Programmes, Activities, Museum etc.

Duties of Jr. and Sr. Instructors and Artisits, -of various sections of National Bal Bhavan

To conduct activities for Children in the concerned fields/subjects in a non formal way consisting of hands on activities which promote learning by doing methodology.

To keep abreast of latest knowledge and techniques in order to help children understand the activity in an easy and fun way.

To organise field visits for children whenever required.

To maintain cleanliness in the section with the subordinate staff and arrange the section in a manner as to make it child friendly and safe.

To assist in sectional workshops, National and International programmes , collaborative ventures of NBB.

To assist in National Training and Resource Centre.

To work in liason with other sections of the office.

To give requisition for materials as per requirement through their respective heads of sections and maintain records of consumable and non consumable materials.

To follow the norms of National Bal Bhavan and conduct duties as per the bye laws of NBB and guidelines laid down in the norms.

Any other work assigned by the heads of sections and the Director in the interest and development of the organisation.

Jr. and Sr. Research Assistants (museum)

to assist in Museum work and programmes through research in display and conducting programmes for respective subject areas.

Jr. and Sr. Artist

Art and presentation of work related to display in Museum and other programmes of National Bal Bhavan.

Cook:-Cooking of healthy meals for Guests, visitors, maintain cleanliness and hygiene in the kitchen. Inform the hostel warden of the materials required to manage day to day affairs of the kitchen.

Attendants

Paper transfer in sections, cleanliness of the section and campus, oversee the security of children

Drivers

Driving official cars and transport, maintain log book, maintain the vehicle.

Jr. and Sr. Library Assistants

Maintenance of books in the library and placement in child friendly manner, assist children in choosing books, organise literary activities, maintain book loans and transfer. Requisition for new books, magazines, newspapers. Maintain proper documentation of books in the Library.

Station Master: Maintenance of the station and the train. Supervising the smooth functioning of the childrens train, see to the security of passengers in the toy train.Maintenance of the train track,

Jr./Sr. Electrician:- Maintainance of Electricity and electrical appliances used in offices in the campus and staff quarters.

Jr./Sr. Carpenter:-Maintenance and repair of wood work (furniture, doors windows etc) of Office. Construction of temporary and small carpentary work required in the organisation.

Mason:-Maintenance and repair of masonry related work.

Security Officer:-Overall security of the premises with the assistance of the security guards. AMC's of various equipments etc.
Chowkidars, Malis, Safaiwalas, Beldars, Groundsman, Technical Assistants
Look after security and maintenance of their respective areas, maintain beauty and cleanliness, Security and clean environment for the benefit of children and other visitors of National Bal Bhavan

Animal Keeper

Regular Maintenance and care of mammals and birds in the cages. Regulation of food and water, cleanliness in the cages.

Engine Driver

Maintain and run Toy train of National Bal Bhavan

Supervisors BBK's

supervision of respective zonal bal Bhavan Kendras situated in various parts of Delhi.
Distribution of materials and organisation of programmes in centres and at National Bal Bhavan.