

## **OFFICE ORDER**

### **Work Distribution of Staff of SMMDSB.**

#### **Principal Head Pujari alongwith Two Head Pujaris ( Headed by: Principal Head Pujari)**

1. To arrange proper performance of worship at the shrine
2. To ensure proper functioning of all the Mandirs.
3. All the information reg. important dates, vrat, festivals of the month according to Hindu religion displayed on notice Board on 1<sup>st</sup> day of the month.
4. To regulate the opening & closing of the temple at Shri Mata Mansa Devi & Shri Kali Mata Mandir at the right time, with particular reference to Darshan of deity summer and winter.
5. To arrange proper darshan of deity by respectable citizens of society & general public coming to pay their obeisance with proper co-ordinate with administration.
6. To impart proper training of Puja staff of all the rituals and Karamkand, time to time.
7. To ensure smooth performance of all the daily rituals of temples.
8. To ensure food, milk & other items including fruit/dry fruit for Bhog of the Deities.
9. To arrange for safe custody of ornaments offered to the deity and maintain record of ornament worn and being replaced time to time of Deities.
10. To prepare duty roaster of all the Puja Staff and make arrangement for its proper implementation for approval of CEO.

#### **ACCOUNTS BRANCH ( Headed by : Accounts Officer)**

1. To ensure replacement of filled donation boxes, their record their safe storage in strong room, timely cash counting and depositing in bank account.
2. Keeping record of all donated jewellery and getting it stored in strong room.
3. Pay bills, Arrear bills, LTC bills/T.A. bills of all employees.
4. Record of fixed assets.
5. Payment of all contingent/advertisement bills etc.
6. To ensure timely depositing of Utility bills i.e Electricity, water, Telephone , Mobile , Broadband bills.
7. To ensure all type of fund recoveries, deduction-intra or inter Detpartmental .
8. Re-imburement of medical bills of all categories
9. 8.Loans of HBA/Car/Computer/Scooter/Motor–Cycle loans payment and record of repayment.
10. Timely deduction of Income Tax and Issuing of Form No. 16 to all concerned.
11. Filing of Income Tax returns and also correspondence with Income Tax office of Govt. of India.
12. Preparing yearly budget.
13. Audit paras related to budget, expenditure & receipts.
14. Managing bank accounts and FDs, Lockers, bonds of banks and keeping their proper record.
15. All the accounts & audit matters.
16. Display donation figures on public notice board & website on regular basis.
17. Managing EPF & ESI of all staff.

### **TECHNICAL BRANCH (Headed by: Sub Divisional Engineer)**

1. Maintenance of works of civil, electrical and horticulture nature of Shrine Complex.
2. Maintenance of estate, and Development and enforcement to keep encroachment free
3. Liasoning work with Departments like Department of Architecture, PWD(B&R), Public Health Engineering Deptt., Panchayati Raj, HUDA, HAREDA etc. for projects of Shrine Board.
4. Correspondence with all the concerned department executing work at Shrine Board Complex.
5. Record keeping and maintenance of branch including maps, estimates, files etc.
6. Development Plan of Shrine Board premises.
7. To keep land record of Shrine Board.
8. To Coordinate the work of Sweepers and supervise the arrangements to be made for sanitation arrangements of the temple.

### **II. Establishment Branch-I ( Headed by EA-I)**

1. Establishment matters/ Disciplinary matters/Court cases relating to Class II and III employees.
2. Preparing duty roster of III employees except Puja Staff, for approval of CEO.
3. Administrative matters related to Gaushala, Gau Sewa Ayog, Sanskrit College, National Institute of Ayurveda, Yoga and Naturopathy, Gurukul i.e functioning institutions or proposed institutions related to the Board.
4. Establishment matters like leave, Medical bills, allowances, loans, recovery, salary, service book, complaints, service books, TA/DA of all the Class I, II and III employees as well as additional staff engaged/deputed during Navratras and record keeping.
5. Employment, Establishment of all Outsourced and contractual staff and complaints.
6. Affairs of Kali Mata Mandir & other Mandirs to be acquired and taking over of New Temples.
7. Navratra Mela Budget, Organizing Meeting for Arrangements to be made for NavratraMela, engaging temporary staff, cultural programmes and all related works & Correspondence.
8. Organizing Meeting of Shri Mata Mansa Devi Shrine Board and all related Correspondence.
9. Allotment of Government Accommodation in the Staff Colony.
10. Tenders for Manpower Services, Sanitation Services and other administrative issues.
11. Diary/Dispatch of documents received/sent by any mode.
12. Amendment in Rules/Act
13. File movement

### **III Establishment Branch-II ( Headed by : EA II)**

1. Establishment matters/Disciplinary matters relating to Class IV regular employees.
2. Matters related to accommodation and temporary land/premises//building use by devotees/NGOs.
3. Leaves of all Assistant, Accountant, SDE , Clerks and Class IV / contract employees and loans, medical bills of all class IV employees.
4. All pay fixation, increment, revised scales & ACP related matters of Class IV regular employees.
5. Maintaining Service Books of Class IV regular employees.

6. All the court relating to land, buildings and class IV employees.

**IT branch ( Headed by :Sub Divisional Engineer)**

1. To look after Networking LAN/WAN in SMMDSB
2. To maintain and repair all the Computers, their accessories and peripherals.
3. To maintain the record/backup of Mata Mansa Devi and Kalka Mandir Cash, Gold, Silver in Server.
4. To maintain the Server
5. To maintain/update website of Shri Mata Mansa Devi Shrine Board.
6. To look after the online computerized donation software.
7. To check timely performance of internet/wi-fi connection and its connectivity.
8. All matters regarding website & IT.
9. Computers & related subjects.
10. Time to time training of employees for using different softwares and their application.
11. CCTV camera and live darshan monitors.
12. Maintain accounts of online donation.

**SECURITY BRANCH ( Headed by : Security Officer)**

1. Security of Mata Mansa Devi Temple, Kali Mata Temple, Kalka & all the temples of Shrine premises.
2. Supervision of work of Security/Home Guards.
3. Security arrangement for cash counting of Mansa Devi & Kali Mata Mandir, Kalka.
4. To check the encroachments and assist SDE in enforcement drive.
5. To ensure safe & smooth work of safety equipments/gadgets.
6. To supervise & ensure smooth functioning of the CCTV Room & cameras.
7. To assist Police Force in maintaining Law & Orders.
8. To check trespassing.
9. To assist the disaster management if occurs.
10. To maintain the shrine premises free from stray animals.
11. To check the damage/defacement of Shrine buildings/property by any mode.
12. To check any type of unauthorised advertisements, display boards, banners, paper bills etc

**STORE , Shri Mata Mansa Devi ( Headed by: Store Keeper)**

1. Preparation and maintenance of register of donation material.
2. Preparation and maintenance of register of stationery/purchased material.
3. Receipt the donation material from counter.
4. Maintain record of movable property.
5. Issue the material on requirement basis to the concerned branch, mandir and official.
6. Land line phones.
7. Refilling of fire extinguisher cylinder.
8. Purchase of Yagshala material before Navratra Mela.
9. Preparation of Navratra Mela Budget.
10. Purchase of vehicle for office.
11. Maintenance of furniture and fixture.
12. Maintain office automation machinery.

13. Printing material (pass, letter pad, noting pad, diaries, calendars etc.)
14. To look after store items, their receipt, storage, issuing, condemnation and disposal.

**V. Store and Misc., Shri Kali Mata Temple( Store Keeper, Kalka).**

1. All matters relating to Donation Material.
2. Purchase of Stationery, Hawan material, Bhog material, Sanitation Material and Vehicle and any other miscellaneous material required for Office and maintain the stock register.
3. Receive the donation material from counter.
4. Maintain record of movable property.
5. Land line phone.
6. Refilling of fire extinguisher cylinder.
7. Purchase of Yagshala material before NavratraMela.
8. Preparation of Navratra Mela Budget.
9. CCTV and live telecast system.
10. Maintenance of furniture and fixture.
11. Maintain office automation machinery.
12. To look after store items, their receipt, storage, issuing, condemnation and disposal.
13. Preparation of Navratra Mela Budget concerning store of Kalka.
14. To maintain store items (receipt & issue) etc.
15. Organizing and arranging for the Cultural Programmes during Navratra Mela and all related correspondence.
16. Liasioning with Hospitality Department for arranging the refreshment of VIPs for Navratra Mela.
18. All misc. and store related correspondence.

**LIBRARY ( Headed by: Deputy Suptt.)**

Library contains approximately thousand books relating to Hindu religion. Collection of books includes Veds, Purans, Shri Ramcharitmanas, Shri Mahadevi Bhagwat Puran, Shri Sukh Suda Sagar, Bhagwat Gita etc.

1. To maintain the Entry Register of Devotees and their queries in the Library.
2. Keeping the record of Library Books and the queries of devotees.
3. Issuance of Library Books in office with approval of Secretary/CEO.
4. Keeps books and manuscripts in fit & fine condition and save them from pest etc.

Dated 12 October, 2018

S.P. Arora HCS (Retd.)  
Chief Executive Officer  
Shri Mata Mansa Devi Shrine  
Board, Panchkula