

#### **4. Nature of Duties**

Sl. No.	Post
1.	Senior Documentation Officer
2.	Senior Programmer (Transferred to Patent office, Chennai)
3.	Superintendent
4.	Senior Documentation Assistant
5.	Junior Documentation Assistant
6.	Junior Reprography Assistant
7.	Junior Hindi Translator
8.	Store Assistant
9.	Assistant Superintendent
10.	Shelf Assistant
11.	Stenographer - Gr. I
12.	Receptionist
13.	Upper Division Clerk
14.	Lower Division Clerk
15.	Data Entry Operator
16.	Hindi Typist
17.	Multi-Tasking Staff

## **SENIOR DOCUMENTATION OFFICER**

### **Duties assigned to the Post of**

1. Head of PIS/RGNIIPM
2. Organizing training and public IP awareness programmes in & ex-house.
3. Financial and other arrangements for the training programme.
4. Attending queries of the public relating to filing Patent, Design, Trademark applications & other kind of trainings relating to RGNIIPM.
5. working as think tank with other members for deciding future activities of RGNIIPM for the benefit of public and IP community
6. Responsibility of general Administration of Office.
7. Scrutiny and approval of correspondence pertaining to provision of Patent Information.
8. Correspondence pertaining to information on all matters related to industrial property and other special enquires.
9. Preparation of publicity material for PIS and other material for increasing patent awareness.
10. Participation in Seminars/training programmes, workshops on patents and patent information as faculty member.
11. Selection and procurement of technical books and reference material for PIS.
12. Selection and procurement of primary and secondary sources of patent information.
13. Over-all supervision of procurement, upkeep maintenance of patent documentation and all other published material received in PIS.
14. Overall supervision of provision of patent information services to users.
15. Advice on conducting of Search in Special Cases.
16. Meeting the users of Patent Information and attending their special requests
17. Attending grievances/complaints of general public regarding service offered by PIS.
18. Any other duty assigned to him from time to time.

**Duties Assigned to the post of**  
**SUPERINTENDENT**

1. Daily scrutiny of attendance register, scrutiny of casual leave and other leave applications.
2. Daily allocation of typing work to LDC's and ensuring their completion.
3. To go through the daily receipts and their markings and ensure proper distribution.
4. Preparation of duty roster of Peon/LDC's
5. To keep a watch for speedy disposal of Dak; to scrutinize the Asstt. Diaries.
6. To undertake daily inspection of Assistant's table to ensure no paper or file has been over looked.
7. To ensure timely submission of arrear and other returns, scrutiny of monthly report, half yearly/annual reports.
8. Engagement of sweepers to ensure neatness and tidiness in the office.
9. Ensure timely supply of liveries to Class IV-staff and their proper maintenance and use by the staff.
10. To deal with all confidential administrative matters.
11. Scrutiny of entries of service book, leave account of all staff.
12. All cases of appointments/ad-hoc appointments/promotions/EB Cases/increments.
13. To supervise and correspondence and order weeding out of unwanted papers.
14. Checking and ensuring proper maintenance of all registers required to be maintained in each section.
15. Ensuring strict compliance with Departmental Security instructions to supervise timely opening and closing of office.

16. To supervise the work of Receptionist, ensuring proper maintenance of visitor's book-checking.
17. Scrutiny of leave applications, LTC claims, other claims put up by UDC for sanction.
18. Daily disposal of files of Administrative and other matters put up by UDC's
19. To see all claims of staff are settled quickly-checking of list of pending claims and their settlement.
20. All matters relating to C.G.H.S (Issue of Index Card, timely addition deletion of member) issue of temporary card.
21. To scrutiny of all proposal for purchases (Stationery, consumables, spare parts etc.)
22. To supervise the preparation of all types of budgets and submission of the same in time.
23. To issue, from time to time, administrative instructions to staff members in consultation with Head of Office/Admn, Officer.
24. To keep regular watch over the cash transactions, proper use of financial powers delegated to Head of Office in each case of sanction.
25. To attend other miscellaneous work as desired by the Head of Office.

**Duties Assigned to the post of**  
**SENIOR DOCUMENTATION ASSISTANT**

In addition to duties of Junior Documentation Assistant according to need, following will be the duties :-

- 1) Conduction of name searches
- 2) Preparation of Search tools
- 3) Preparation and compilation of statistics regarding user needs for patent information and services offered by PIS
- 4) Assisting users to conduct searches
- 5) Assisting in preparation of training material; publicity material on patent information and PIS
- 6) Compiling information on patents and patent information as may be published in journals/books/newspapers
- 7) Assisting Documentation Officer in conduction of searches
- 8) Guiding Junior Documentation Assistants in family searches and document location and preparation of search tools.
- 9) Processing of requests for provision of copies of patent documents and submitting report to Documentation Officer for further action thereon.
- 10) Assisting in conduction of user surveys
- 11) Assisting Documentation Officer in preparation of reports pertaining to provision of patent information and user needs.
- 12) Organization of the Library of Books and journals.
- 13) Any other duties assigned from time to time.

**Duties Assigned to the post of**  
**JUNIOR DOCUMENTATION ASSISTANT**

- 1) Preparation of search tools.
- 2) Incorporating amendments/correction of errors in the search tools prepared or those received from other sources.
- 3) Conduction of family searches
- 4) Location of abstracts/documents for scrutiny by officers of PIS/Users
- 5) Assisting Documentation Officers in provision of patent information services
- 6) Issue and receipt of books/journals/CD-ROM
- 7) Assistance in organizing the Library
- 8) Any other duty assigned from time to time by Documentation Officers.

**Duties Assigned to the post of**  
**JUNIOR REPROGRAPHY ASSISTANTS**

- 1) Routine maintenance of reprography and related equipments
- 2) Assisting Reprography Officer in installation, up-keep and maintenance of reprography equipments, and carrying out repairs to the equipments, under the supervision of Reprography Officer.
- 3) Preparing reprography copies of the documents from various carriers.
- 4) Maintenance of record of the use of spare parts, consumables and the reprography work carried on various reprography equipments.
- 5) Any other duty assigned to him from time to time.

**Duties Assigned to the post of**  
**JUNIOR HINDI TRANSLATOR**

- 1) Developing ad and help material for increasing use of Hindi in the departments functioning.
- 2) Correspondence, submission of reports/returns, collection of information etc and maintenance and up keep of records regarding Hindi.
- 3) Initiating follow up action on plans and programmes of the Government and decision taken or instructions issued for implementing Hindi in the official use.
- 4) Translation from English to Hindi and Hindi to English.
- 5) Assisting in organizing training programmes, workshop, seminars, conferences, meeting on Hindi implementations.
- 6) Organizing Hindi Pakhwada.
- 6) Any other work assigned by the Administrative Officer on Hindi matters.



**Duties Assigned to the post of**  
**STORE ASSISTANT**

- 1) Preparation of indent for purchase of stores.
- 2) Quotation/tenders for stores procuring of the same.
- 3) Receipt of stores and verification.
- 4) Issue of stores to office.
- 5) Local purchase.
- 6) Annual stock taking.
- 7) Correspondence regarding annual maintenance of contract of equipments.
- 8) Preparation of inventory.
- 9) Disposal of unserviceable stores etc.
- 10) Indexing of stores
- 11) Maintenance of RR and LR
- 12) Submission of fortnightly stores report periodic checking.
- 13) Receipt of stores (books, patents, journals, CD-ROM discs,) and record maintenance.
- 14) Indexing of above stores.
- 15) Periodic checking of above stores.
- 16) To see the annual maintenance of all equipments, monitoring the visit of service engineers to keep all equipments in perfect order.
- 17) Any other duty assigned from time to time.

**Duties assigned to the post of**  
**ASSISTANT SUPERINTENDENT**

- 1) To assist the Office Superintendent in day to day work of establishment/accounts.
- 2) Daily disposal of files of administrative and other matters put up by LDC/UDC.
- 3) Duties in respect of recording, indexing, periodical weeding of unwanted papers.
- 4) Daily allocation of typing work to LDC, and their completion.
- 5) To ensure timely submission of arrear and other returns, scrutiny of monthly, quarterly, half yearly and Annual Report.
- 6) Scrutiny of entries of Service Book, leave account of all staff
- 7) To issue periodical reminders where necessary.
- 8) Scrutiny of all proposals for purchase of stationery, consumables spare parts etc.
- 9) Maintenance Expenditure control register.
- 10) Monthly reconciliation of expenditure of figures with PAO's figure.
- 11) Settlement of claims of TA, LTC and advances.
- 12) Scrutinize the account of SAP.
- 13) To settle PAO's objection.
- 14) Preparation of duty roster of Peons.
- 15) Checking of Pay Bill, Cash Book and relevant registers related of Cash Section.
- 16) To assist Budget preparation, performance Budget, Audit Reports.
- 17) Maintenance of a register of residential addresses of the Officers and Staff.
- 18) Any other duty assigned from time to time.

**Duties Assigned to the post of**  
**SHELF ASSISTANT**

- 1) Preparation, up-keep and maintenance of a stock register for primary and secondary source of Patent Information; Books; Journals and Search tools.
- 2) Handling primary and secondary source of Patent Information, Search Tools, Books, and Journals to make them available to officials of PIS and for Users.
- 3) Replacement of above documents in appropriate place.
- 4) Assisting Store Assistant in upkeep and maintenance of Stores including Books, Journals and other sources of Patent Information.
- 5) Any other duty assigned from time to time.

**Duties Assigned to the Post of**  
**STENOGRAPHER GR.I**

- 1) Providing Stenographic Assistance to Head of Office/concerned Gr.A officers
- 2) Liaison for appointments, meetings and other engagements of.
- 3) Keeping record of above and tour programmes of HO.
- 4) Putting up files/matters to be dealt directly by HO and maintaining such files.
- 5) Keeping note of movement of files passed by HO.
- 6) Periodic review of various files maintained.
- 7) Receiving and tabulating progress reports of various sections of the office and putting them up for HO's review.
- 8) Assisting HO in review of various cases/actions in matters directly dealt by HO.
- 9) Maintenance of confidential files of HO and other files dealt by concerned group 'A' officers
- 10)Scrutiny of dak received and allotment of letters to different sections with approval of HO.
- 11)Typing of important confidential papers, urgent papers of Administration and Documentation Section.
- 12)Any other work assigned by HO concerned group 'A' officers from time to time.

**Duties Assigned to the post of**  
**UPPER DIVISION CLERK**

- 1) Maintenance of Service Book Vol .I and Vol. II, Leave account.
- 2) Processing of E.L.Application including issue of order, relevant entries.
- 3) Maintenance of Expenditure control register, preparation of monthly expenditure statement.
- 4) Putting up of various representations of staff (dealing of personal file).
- 5) Preparation of various monthly statements, quarterly statements, half yearly statements, annual statement/ reports & returns.
- 6) Preparation of Annual budget, performance Budget, Annual Plan and estimates, project report.
- 7) Cases of Annual increments, E.B. cases etc.
- 8) Processing or TA claims.
- 9) Processing, scrutiny of Medical reimbursement claim, tuition fee.
- 10) Processing the cases of GPF Adv. Issue of sanction order, preparation of bills.
- 11) Processing the cases of festival advance, cycle advance, motor cycle advance, HBA etc.
- 12) Processing of LTC claim-cases.
- 13) Maintenance of register of casual leave/compensatory leave/R.H.
- 14) Preparation of statement and bills-arrears of DA bonus.
- 15) Preparation of all bills for advances.
- 16) Reconciliation work on receipt and expenditure by deputing one UDC to PAO's Office, at Mumbai.
- 17) Calling for quotations for various local purchases, after assessing the position of stock.
- 18) Preparation of comparative statements, placing of order for supply.
- 19) Initiating action for entering into annual maintenance contract for various equipments, placing order on approval

- 20) Preparation for sanction-proposal for spare parts, consumables, placing orders for supply.
- 21) Correspondence with suppliers of various items.
- 22) Issue of 'D' and A.F. Form to suppliers against each bill.
- 23) Preparation of contingent bills of parties, entries on different registers.
- 24) Maintenance of SAP A/C
- 25) Unforeseen work-emergent work :-
  - i) Preparation of proposal for disposal of unserviceable equipments etc.
  - ii) Obtaining sanction.
  - iii) Issue of auction notice.
  - iv) Conduct of auction sale
  - v) Correspondence with CPWD authorities for estimates for different type of Civil, Electrical work, obtaining sanction etc.
  - vi) Preparation of report asked by UNDP/Ministry.
- 26) Checking of Cask Book.
- 27) Misc. work as and when ordered by Superintendent/Admn. Officer/Head of Office.

**Duties Assigned to the post of**  
**LOWER DIVISION CLERK.**

- 1) Typing of letters in connection with supply of photocopies of patents, connected Proforma invoice, calculation sheet.
- 2) Typing of day today administrative matters.
- 3) Typing of letters connected with issue of search reports/typing of seminar and training materials when required.
- 4) Typing work of Annual Budget, performance Budget, Annual Plan and estimate.
- 5) Typing of monthly reports, quarterly reports, annual report/half yearly report/project report required periodically.
- 6) Maintenance of cash entrusted with one LDC by granting spl. pay for full time work and preparation of permanent advance bills and pay bills, Telephone bills, rent bills etc.
- 7) Diary and dispatch work (entrusted with one LDC for full time work) with maintenance of stamp account
- 8) Any other duties assigned to them by concerned supervisory officers in consultation with the Head Office.

**Duties Assigned to the post of**  
**DATA ENTRY OPERATOR**

- 1) Data entering by keying to any computer based on line system/computer network based systems.
- 2) Validation including alpha numeric data entry and associated verification, pre-programmed validation and text processing and any type of equipments endowed with computer based on line systems/computer network based system, stand alone systems.
- 3) Maintenance of files connected with computer activities.
- 4) Any other work assigned to him from time to time.



**Duties Assigned to the post of**  
**HINDI TYPIST**

- 1) Typing of all matters in connection with Hindi
- 2) Maintenance of files on various activities of the Hindi implementation.
- 3) Submission of routine and simple drafts of Hindi letters.
- 4) Any other work assigned by the Administrative Officer from time to time.
- 5) General Assistance to the Hindi Translator/ administration section.

**Duties Assigned to the post of**  
**Multi-Tasking Staff**

- 1) Arranging of patent documents.
- 2) Maintaining of files containing patent document.
- 3) Attending of the call bells of the officers of various sections.
- 4) Going to Bank for remittance and collection of money.
- 5) Carrying of files and other papers within the building.
- 6) Photocopying, sending of Fax etc.
- 7) Assisting in routine office work like diary, dispatch etc., including on computer.
- 8) Delivery of dak outside the building
- 9) Other non-clerical work in the section/office
- 10) Watch and ward duties
- 11) Supervising the sweeping, dusting and opening of rooms of the office premises.
- 12) Any other work assigned to them by the supervisory officers of the concerned section and Administrative Officer from time to time.