

## **Duties of Head Clerk**

1. Maintenance of Casual Leave Account and applications for sanction of all employees.
2. Preparation and submission of the Establishment Returns to the local Employment Exchanges and when required.
3. All correspondence relating to Parliament Questions.
4. General supervision of the work of the subordinate office staff.
5. Maintenance of Muster Roll of Daily wages employees.
6. Deployment of group 'MTS' staff in the galleries.
7. Physical Verification of Item purchased
8. Checking of pay bills etc.
9. Any other work allotted by the director.