

The following is the distribution of work among the officials of

Dargah

The work detailed against the post is only indicative and the officials have to find out the detailed procedures. The work which has not been shown against any name will continue to be performed by the officials who has been doing so far.

1. STORE-KEEPER-CUM-SUPERVISOR

1. Maintenance of the store registers for perishable and non-perishable articles and purchase custody and issue of the same. He will also see that the branches in which non-perishable articles are issued for long period, maintain similar mini registers.
2. He will be responsible for the control of the work entrusted to Darogah, Kamdar and Supervisor Power House.
3. Apart from the items connected with Darogah, Supervisor and Kamdar, he will directly look after the affairs of Dargah, which include Mehfil Khana supply of materials and arrangement for any ritual connected with Dewan, Gumbad Sharif etc.
4. He will also look into the Administrative Affairs of the mosque and Darul Uloom.
5. In the absence of any overseer or engineer in the service of Dargah he will also be responsible for the repairs of all the properties.
6. He will inspect the work of Darogah, Supervisor Power House and kamdar once in a quarter.
7. To keep on eye on any unauthorised person or breach of contract.

2. HEAD CLERK.

1. He will be responsible for the attendance, general upkeep, and working of the office.
2. He will supervise the work of all the officials except, the Supervisor, Darogah, Kamdar and Darogah Power House.
3. He will supervise the work of care-taker Guest House and will see that all the staff attached to Guest House Work Properly.
4. He will make inspection of the work of all the officials

except Kamdar, Supervisor, Supervisor Power House and Darogha Darogha once in a quarter.

5. He will keep one key of double lock with him and the amount will be placed in treasury at the close of the day in his presence and will be opened also in his presence next day.
6. He will make daily checking of accounts.
7. He will maintain a register of pending references and also will scrutinise the list of opening files with all the officials.
8. Compilation of the audit notes after compliance and issue of extracts for compliance and its control.
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9. Preparation of Budget.
10. Urs file.
11. Appointment etc. of Dewan.
12. Compilation of annual Report.

3. KAMDAR

1. Collection of rent of the properties of Dargah and maintenance of records.
2. Report of unauthorised possession, subletting or any abuse.
3. Report for the need of any repairs etc. in the buildings.
4. Assistance to the counsel in property cases of Dargah.

4. DAROGHA.

1. Proper cooking of Inager and distribution.
2. Proper supervision and arrangement of the distribution or looting of Degs.
3. Proper control over the Chaprasis, Jamadar and other staff



hereditary, part-time, attached in Darogah.

4. The maintenance and Administrative help in the mosques and Darul Uloom.
5. The arrangement and assistance in all the ceremonies, functions etc. within Dargah including Mehafils, Airas etc.
6. Proper supervision of Safaai within Dargah Premises.
7. Maintenance of law and order within Dargah.
8. Report and action against any encroachment or breach of contracts.

5. SUPERVISOR POWER HOUSE.

1. Maintenance of proper stock register with clearly mentioning the points where the articles of his stock register are being used.
2. He will be responsible for the proper supply of water within Dargah and Haveli and also of the electricity.
3. He will keep supervision over the work of his linemen.

6. P.A.

1. He will work as a steno-Typist to the Nazim.
2. He will keep the engagement pad and also attend the telephone calls etc. addressed to Nazim.
3. He will keep the secret documents marked by Nazim as secret.
4. Maintenance of character rolls of the staff.
5. Maintenance of the record of the meetings and all work connected with the issue of agenda arrangement for the meeting recording of proceedings and getting the compliance.
6. Maintenance of order books.
7. Telephone Account.
8. Miscellaneous correspondence with other departments which do not concern with any particular branch.
9. Important type work of office.