


Job Chart of Confidential Branch O/o D.C. Chamba.

Name of Post	Job Chart
Sh. Sarvan Kumar, Personal Assistant	<ul style="list-style-type: none">-To handle files/maintain records of confidential nature.-To take dictation in both English and Hindi and to transcribe the same on English /Hindi using typewriters/Computers.-To type demi-official letters, secret, confidential and important letters of the officers.-To attend the office telephones courteously and to connect the outside calls.-To arrange telephonic talk of the officer with other authorities as per directions of the officer-To maintain engagement diary of the officer.-To fix date and time of meetings/other engagements with the approval of the officer and convey the same to the concerned authorities and to get them apprised of in due course of time
Sh. Joginder Pal, Jr. Asstt.	<ul style="list-style-type: none">-The confidential reports/dossiers of all the administrative and revenue officials/officers of the District and other department officers.-To maintain the confidential and other records.-To attend the office telephones courteously and to connect the outside calls-To receive the entire dak including files meant for the officer and to arrange the dak in order of priority, immediate, urgent and ordinary categories and to submit the same in dak-pad or in the form of files to the officer-To mark the dak/fax message to the concerned officers/officials branches after perusal by the officer.-To send the dak to the concerned officers/officials and to maintain dispatch register.- To type demi-official letters, secret and important letters of the officer


Sarvan Kumar (Personal Assistant)
Confidential Branch O/o D.C.
Chamba.