

**RIGHT TO SERVICE ACT - Details of duties & responsibilities of staff**

Name of the Department: National Service Scheme

Name of the Branch Head: George John

Designation: Assistant Registrar

Contact Number (Office): 04942407362

Sl.No	ID. No	Name	Designation	Branch/ Section	Telephone Number (Office)	Duties and Responsibilities
1		Valsarajan P V	Programme Coordinator	NSS	049424073 75	Programme Coordinator
2	1969	George John	Assistant Registrar	NSS	049424073 75	Branch Head
3	2345	Krishnan Kutty T A	Section Officer(H.G)	NSS	049424073 62	Section officer
4	3763	Najla K V	Assistant Section officer	NSS	049424073 62	Release of Grant in Aid to NSS units  Settlement of Accounts related to NSS

5	4227	Sameel T V	Assistant	NSS	049424073 62	Enrollment of Volunteers  Conduct of Regular Work & Special Camping Programmes  Issue of NSS Volunteers Certificates, Programme Officer's Certificate  Conduct of National Level Camps, Programme Officers Training
6	3711	Nishamol K	Computer Assistant (Sel. Gr)	NSS	049424073 62	Typing  Scanning  Entry of Tapal in the Tapal Register
7	2955	Thrivikraman K	Head Office Attendant	NSS	049424073 62	Office Attendant

**Name & Signature of the Branch Head**