

# THE POWERS AND DUTIES OF FOUNDATION'S OFFICERS AND EMPLOYEES

Designation	Duties
Secretary	Principal Executive Officer and Appellate Authority under RTI.
Joint Secretary-cum-Finance Officer	Post Vacant
Editor/Director (Documentation)	Post Vacant
Education Officer	Post Vacant
Shri Sourabh Kishor Dubey Assistant Secretary (1)	Work relating to Extension Activities, Work related to celebration of Communal Harmony Campaign Week, General / Personal Administration, 'Volunteers for Peace & Harmony', Projects 'Research', Records Management, Work relating to Project 'Recognition' (National Communal Harmony Awards) and other work entrusted from time to time. and functioning as PIO under RTI.
Shri P.C. Tewari Assistant Secretary (2)	Deputed to Home Minister's Office
Shri A.K. Gulyani Private Secretary	To assist Secretary in discharge of duties.
Shri Prabhakar Sharma Consultant	Processing proposals under Project 'Assist' of all States and other work entrusted from time to time.
Smt. Alpana Gupta AL & IO	Maintenance of library and procurement of books
Shri R S Tripathi Computer Programmer	Updating of Website, Up-keeping of Computers, Fundraising efforts from PSES & Corporate Houses, Annual Report, Brochure; Executive Council and Governing Council, Coordination work relating to Project 'Assist', accounts & library and other work entrusted from time to time. All matters relating to Accounts viz. Donations, Salary, EPF, Income Tax, FCRA and investments.

Smt. Surbhi Khurana Stenographer Gr. D (E)	To provide stenographic assistance to Secretary and to assist Computer Programmer in all matter related to Executive Council Governing Council and NFCH Awards.
Shri Ranjan Kr. Sinha Stenographer Gr. D (H)	Hindi stenography & typing work.
Ms. Charu Gupta Accountant	Accounts related work.
Upper Div. Clerk (UDC)	Post Vacant
Staff Car Driver	Post Vacant
Shri Pankaj Kumar Computer Operator	Data entry work and other work entrusted from time to time.
Shri Gangeshwar Singh Shri Manoj Kumar Lower Div. Clerk (LDC)	Typing, dairy & dispatch, procurement of Stores & distribution, assisting in accounts matter and other work entrusted from time to time.
Shri Nand Kishore Shri Jitendra Kumar MTS Shri Dinesh Kumar Helper	Carrying dak to the officers & taking envelops to post office for dispatch and delivery of dak to government offices near secretariat