

**WORK ALLOCATION BETWEEN OFFICERS/ OFFICIALS OF  
NACWC, CABINET SECRETARIAT**





Sl. No.	Designation with Work Allocation	Channel of Submission
1.	<p><b><u>CHAIRPERSON:</u></b>      <b>Head of the National Authority.</b></p> <p style="text-align: center; color: green;">(In the pay and level of the Secretary to the Govt. of India)</p>	<p><b>CABINET SECRETARY</b></p> <p style="text-align: center;">↑</p>
2.	<p><b><u>JOINT SECRETARY &amp; HEAD OF DEPARTMENT (HoD):</u></b></p> <ul style="list-style-type: none"> <li>❖ Duties and obligation of the Director of the National Authority;</li> <li>❖ All responsibilities associated with the Head of Department, NACWC;</li> <li>❖ Implementation of the Chemical Weapons Convention (CWC) and CWC Act, 2000 in the country and liaison with the OPCW and other States parties on the matters related to the Convention;</li> <li>❖ Supervising the Administration and Technical Wings of the NACWC;</li> <li>❖ Any other work assigned by the Chairperson, NACWC.</li> </ul>	<p><b>Chairperson</b></p> <p style="text-align: center;">↑</p>
3.	<p><b><u>ADVISER:</u></b></p> <ul style="list-style-type: none"> <li>❖ Implementation of the Chemical Weapons Convention (CWC) and CWC Act, 2000 in the country;</li> <li>❖ Matters relating to OPCW declarations and Inspections in the country;</li> <li>❖ Matters relating to OPCW, it's organs and other State Parties;</li> <li>❖ Agenda and other matters relating to OPCW Executive Council, Conference of the States Parties, Regional Conference and other meetings/ sessions;</li> <li>❖ Meetings relating to CWC i.e. Steering Committee, National Authority Directors' meetings, DGFT etc.;</li> <li>❖ Miscellaneous work relating to Technical Wing i.e. supervising the Technical Wing, Trainings, ISO Certification, Technical matters of Indian Chemical Council (ICC) etc;</li> <li>❖ Providing inputs for the parliament matters (including parliament questions) and legal matters to the stakeholder Departments/ offices;</li> <li>❖ Function as In-charge of the Technical Wing;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p><b>Chairperson</b></p> <p style="text-align: center;">↑</p> <p><b>Joint Secretary</b></p> <p style="text-align: center;">↑</p>
4.	<p><b><u>JOINT DIRECTOR:</u></b></p> <ul style="list-style-type: none"> <li>❖ OPCW Declarations and Inspections in the country;</li> <li>❖ Matter relating to OPCW organs i.e. SAB, ABAF, Confidentiality Commission, SAAT etc;</li> <li>❖ OPCW proficiency tests and designation of labs, Bio-medical sampling etc;</li> <li>❖ Preparing draft inputs for National Statement and tentative views on agenda items relating to OPCW Executive Council, Conference of the</li> </ul>	<p><b>Joint Secretary</b></p> <p style="text-align: center;">↑</p> <p><b>Adviser</b></p> <p style="text-align: center;">↑</p>



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	<p>States Parties, Regional Conference and other meetings/ sessions;</p> <ul style="list-style-type: none"> <li>❖ CWC related Chemical Industry issues;</li> <li>❖ OPCW transfer discrepancies, trainings, meetings, workshops etc;</li> <li>❖ Conducting meetings of the Advisory Committee on Chemical Weapons and related items;</li> <li>❖ Matters relating to ISO certification &amp; functioning as “MR” under the ISO provisions;</li> <li>❖ Escort Officer for OPCW Inspections in the country;</li> <li>❖ Miscellaneous works of Technical Wing i.e. coordination, ICC matters, SCOMET, technical aspects of the NACWC website etc;</li> <li>❖ Providing inputs for the parliament matters (including parliament questions) and legal matters to the stakeholder Departments/ offices;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	
5.	<p><b><u>UNDER SECRETARY &amp; HEAD OF OFFICE:</u></b></p> <ul style="list-style-type: none"> <li>❖ Functions of Head of Office, NACWC;</li> <li>❖ All administrative, financial and budgetary matters of the NACWC;</li> <li>❖ All recruitment matters of technical posts of the National Authority;</li> <li>❖ Acknowledging OPCW Inspections Notification and making logistic arrangements for the Inspections, in consultation with Technical Wing;</li> <li>❖ Functions as Central Public Information Officer (CPIO);</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Chairperson</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Secretary</b></p> <p style="text-align: center;">↑</p>
6.	<p><b><u>DEPUTY DIRECTOR - 1:</u></b></p> <ul style="list-style-type: none"> <li>❖ Acknowledging and processing issues related to Articles of CWC;</li> <li>❖ Processing the Schedule 1 related declarations;</li> <li>❖ Receiving/verifying of Article VI Declarations and processing in EDNA before sending to OPCW;</li> <li>❖ Processing the assigned declarations before sending to OPCW;</li> <li>❖ Escort Officer for OPCW Inspections in the country;</li> <li>❖ Update/ maintenance of all Declarations and Inspection list;</li> <li>❖ Keeping track of all OPCW/ Other queries related to Declarations and Inspections and completion of inspections files till closure by OPCW;</li> <li>❖ Processing of SCOMET related cases for NOC from NACWC</li> <li>❖ Processing of Transfer Discrepancies (TDs) related issues;</li> <li>❖ Work relating to ISO 9001 certification;</li> <li>❖ Providing inputs for the parliament matters (including parliament questions) and legal matters to the stakeholder Departments/ offices;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Adviser</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Director</b></p> <p style="text-align: center;">↑</p>

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7.	<p><b><u>DEPUTY DIRECTOR - 2:</u></b></p> <ul style="list-style-type: none"> <li>❖ Issues related to Articles of CWC;</li> <li>❖ Initiation of receipts for Schedule 1 and related declarations;</li> <li>❖ Checking of assigned declarations before being sent to OPCW;</li> <li>❖ Escort Officer for OPCW Inspections;</li> <li>❖ Processing of Article VI Declarations in EDNA;</li> <li>❖ Update/ maintenance of all Declarations and Inspection list;</li> <li>❖ Processing of Article X and Article VII declaration / information and timely submitting to OPCW;</li> <li>❖ Preparing draft inputs for National Statement and tentative views on agenda items relating to OPCW Executive Council, Conference of the States Parties, Regional Conference and other meetings/ sessions;</li> <li>❖ Keeping track of all OPCW/ Other queries related to Declarations and Inspections and completion of inspections files till closure by OPCW;</li> <li>❖ Initiation of work for ISO 9001:2015;</li> <li>❖ Processing of SCOMET related cases for NOC from NACWC;</li> <li>❖ Processing of Transfer Discrepancies (TDs) related issues;</li> <li>❖ Providing inputs for the parliament matters (including parliament questions) and legal matters to the stakeholder Departments/ offices;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Adviser</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Director</b></p> <p style="text-align: center;">↑</p>
8.	<p><b><u>SECTION OFFICER - 1:</u></b></p> <ul style="list-style-type: none"> <li>❖ All DDO functions;</li> <li>❖ Personal matters of the officers / officials of the NACWC;</li> <li>❖ All Matters relating to Recruitment Rules, Appointment / filling up of Technical Posts on deputation basis in Technical Wing;</li> <li>❖ Matters relating to protocol to the Chairperson;</li> <li>❖ Booking of tickets for deputed officers/ officials of NACWC and others and their tour settlements;</li> <li>❖ Internal circulation of the government orders, circulars, guidelines, directions etc.</li> <li>❖ Reconciliation and payment of bills of M/s Balmer Lawrie, M/s Ashok Travels w.r.t. official tours of officers of NACWC and OPCW Team;</li> <li>❖ Matter relating to OPCW Inspections including timely acknowledgement, arranging airport pass, etc;</li> <li>❖ All arrangements for OPCW Inspection Team and Escort Officers of NACWC i.e. air ticket, vehicles, etc;</li> <li>❖ Matters relating to clearance to the OPCW Inspectors and Headquarter staff and maintaining records of the OPCW Inspectors;</li> <li>❖ Annual contribution and voluntary contributions to the OPCW;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Joint Secretary</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Under Secretary</b></p> <p style="text-align: center;">↑</p>

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9.	<p><b><u>SECTION OFFICER - 2:</u></b></p> <ul style="list-style-type: none"> <li>❖ All Budget related matters of the office;</li> <li>❖ All matter relating to procurement of goods and services in the office;</li> <li>❖ Outsourcing of services of consultants, professional, Office helpers and related services, as per requirement of the office;</li> <li>❖ Hiring of vehicles (Staff Cars) for the office;</li> <li>❖ Distribution of stationary, Photocopier machines, computers, Laptops, Printers, UPS etc.;</li> <li>❖ Matter relating to release of Grants-in-Aid to ICC operated Help-Desks;</li> <li>❖ To look after the work relating to caretaker of the NACWC including issues relating to furniture, cleanliness etc;</li> <li>❖ Reimbursement of telephone/ mobile/ internet, newspapers, hospitality, of officers of NACWC;</li> <li>❖ Payment of ISO certification bills etc;</li> <li>❖ Payment of License Fee, electricity bills, office telephone bills and other bills pertaining to NACWC;</li> <li>❖ Arrangement of News Papers and Magazine etc;</li> <li>❖ Arrangement of tea/ coffee, refreshments etc. for meetings;</li> <li>❖ Payment of outsourced personnel/ professionals and their records;</li> <li>❖ All RTI matters of the office;</li> <li>❖ Miscellaneous works of Admn. Wing i.e. coordination, power generator, electricity, record retention schedules, Biometric Attendance System (BAS), Possession of Laptop/ I-pad etc, NGO Darpan portal,</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p><b>Joint Secretary</b></p> <p style="text-align: center;">↑</p> <p><b>Under Secretary</b></p> <p style="text-align: center;">↑</p>
10.	<p><b><u>TECHNICAL OFFICER - 1:</u></b></p> <ul style="list-style-type: none"> <li>❖ Matters relating to Article VI of CWC;</li> <li>❖ OPCW declaration including checking of assigned declarations before sending to OPCW;</li> <li>❖ Liaison and upkeep for NACWC portal for monitoring declarations;</li> <li>❖ Maintenance and Upkeep of relevant files in physical / e-office;</li> <li>❖ Processing of Article X and Article VII declarations / information and timely submitting to OPCW;</li> <li>❖ Escort Officer for OPCW Inspections;</li> <li>❖ Update on records of Technical section for ISO 9001:2015;</li> <li>❖ Providing inputs for parliament matters including parliament questions;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Adviser</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Director</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Deputy Director</b></p> <p style="text-align: center;">↑</p>

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11.	<p><b><u>TECHNICAL OFFICER - 2:</u></b></p> <ul style="list-style-type: none"> <li>❖ Matters relating to EC, CSP and RCs of OPCW;</li> <li>❖ Maintenance and Upkeep of relevant files in physical /e-office;</li> <li>❖ Liaison and upkeep for NACWC portal;</li> <li>❖ Escort Officer for OPCW Inspections;</li> <li>❖ Processing of cases related to SCOMET for NOCs;</li> <li>❖ Transfer Discrepancies related issues;</li> <li>❖ Providing inputs for parliament matters including parliament questions, Notices;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Adviser</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Director</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Deputy Director</b></p>
12.	<p><b><u>TECHNICAL OFFICER - 3:</u></b></p> <ul style="list-style-type: none"> <li>❖ SCOMET matters and related issues;</li> <li>❖ SAB related matters including nominations, meetings;</li> <li>❖ Escort Officer for OPCW Inspections;</li> <li>❖ Transfer Discrepancies related issues;</li> <li>❖ Maintenance and Upkeep of relevant files in physical/ e-office;</li> <li>❖ Providing inputs for parliament matters including parliament question;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Adviser</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Director</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Deputy Director</b></p>
13.	<p><b><u>TECHNICAL OFFICER - 4:</u></b></p> <ul style="list-style-type: none"> <li>❖ OPCW declaration including checking of assigned annual declarations before sending to OPCW;</li> <li>❖ All technical training related matters including OPCW Trainings/ Workshops/ Meetings;</li> <li>❖ Initiate files of Proficiency Tests and designated labs;</li> <li>❖ Liaison and upkeep for NACWC Training portal;</li> <li>❖ Escort Officer for OPCW Inspections;</li> <li>❖ Maintenance and Upkeep of relevant files in physical &amp; e-office;</li> <li>❖ Providing inputs for parliament matters including parliament question;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Adviser</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Joint Director</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Deputy Director</b></p>
14.	<p><b><u>PROGRAMMER &amp; DATA PROCESSING ASSISTANT (DPA):</u></b></p> <ul style="list-style-type: none"> <li>❖ To assist the Technical Wing in preparation and submission of OPCW declarations (ADPA, ADAA etc.);</li> <li>❖ Maintenance of Declaration Portal, EDNA and SIX;</li> <li>❖ Maintaining of database of the OPCW inspectors;</li> <li>❖ Implementation and Maintenance of e-office in the office including matter relating to scanning of documents;</li> <li>❖ Maintenance of NACWC Website;</li> </ul>	<p style="text-align: center;"><b>Joint Secretary</b></p> <p style="text-align: center;">↑</p> <p style="text-align: center;"><b>Under Secretary</b></p> <p style="text-align: center;">↑</p>

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	<ul style="list-style-type: none"> <li>❖ Inventory management of all IT Items of NACWC;</li> <li>❖ Attending to IT related complaints and ensuring resolution thereof;</li> <li>❖ Maintenance and upkeeping of Aadhar based Biometric attendance System and internal security system;</li> <li>❖ Miscellaneous IT related works coordination, NGO Darpan portal, Video Conferences etc,</li> <li>❖ Bid/ GeM related work, as assigned by the Reporting Officer;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	
15.	<p><b><u>ASSISTANT SECTION OFFICER (ASO):</u></b></p> <ul style="list-style-type: none"> <li>❖ Budget and other financial matters related to NACWC;</li> <li>❖ Matters related to filling up of technical posts in NACWC on deputation basis;</li> <li>❖ Amendment of Recruitment Rules of Technical posts of NACWC;</li> <li>❖ Annual and Voluntary Contribution to the OPCW;</li> <li>❖ All RTI matters;</li> <li>❖ Official Tours of officers of NACWC and their tour claims etc.;</li> <li>❖ Hiring of Staff Car in the office;</li> <li>❖ Outsourcing of services of technical and non-technical manpower;</li> <li>❖ All matters related to ICC Help-Desks and NGO Darpan;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Under Secretary</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Section Officer</b></p> <p style="text-align: center;"></p>
16.	<p><b><u>JUNIOR / SENIOR SECRETARIAT ASSISTANT (JSA / SSA):</u></b></p> <ul style="list-style-type: none"> <li>❖ All functions of Cashier;</li> <li>❖ All AMC related matters including coordination with AMC Vendors for resolution of complaints etc;</li> <li>❖ Procurement of all Goods and Services for the office;</li> <li>❖ Assisting Stock manager in Inventory Management;</li> <li>❖ Matters related to Protocol officers and Escort Officers;</li> <li>❖ Caretaking duties including monitoring of cleanliness and general operation of DG SET, ACs, Electricals etc. in the office premises, security aspects/ keys etc;</li> <li>❖ Payment of all bills including License Fee, Electricity, newspaper as well as reimbursement of hospitality, residential telephone/ mobile/ internet etc;</li> <li>❖ Arrangement of Newspapers and magazines etc. in the office, refreshments for meetings;</li> <li>❖ Miscellaneous work i.e. coordination, Record Retention Schedule related matters, Biometric Attendance System related matters etc;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p style="text-align: center;"><b>Under Secretary</b></p> <p style="text-align: center;"></p> <p style="text-align: center;"><b>Section Officer</b></p> <p style="text-align: center;"></p>

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17.	<p><b><u>DATA ENTRY OPERATOR (DEO):</u></b></p> <ul style="list-style-type: none"> <li>❖ Stock Management of all goods/ assets of NACWC;</li> <li>❖ Inventory managements and maintenance of Stock Registers as per General Financial Rules;</li> <li>❖ Matters related to OPCW Inspections as far as role of Administration section is concerned;</li> <li>❖ Booking of travel tickets and making all other boarding and lodging arrangements for official tours of officers of NACWC;</li> <li>❖ Maintenance and monitoring of records of payments to M/s Ashoka Travels Pvt. Ltd and M/s Balmer Lawrie etc;</li> <li>❖ All GeM related matters and placement of bids etc;</li> <li>❖ Issue of stationary and other items to officers of NACWC against their requisitions;</li> <li>❖ Any other work assigned by the Reporting Officer.</li> </ul>	<p><b>Under Secretary</b></p> <p style="text-align: center;"></p> <p><b>Section Officer</b></p> <p style="text-align: center;"></p>