



DSPSR/Team Leader/Duties/2009

Duties and Responsibilities of Team Leader of different Teams

1. Each team leader is required to hold atleast one meeting in a month with proper notice and agenda items. The Minutes of each meeting should be recorded and duly circulated. The first item in the Agenda should always be 'Confirmation of Minutes of the previous meeting' and the last item should always be 'Any other item with the permission of the Chair'.
2. The meeting should be chaired by the senior most person available in the meeting and the Team Leader is supposed to maintain the records of the meeting (decisions taken in the meeting). The Team Leader is Ex-officio Member Secretary of the Team. If the Team Leader is the senior most person available in the meeting, then he/she should chair the meeting.
3. Matters arising out of the minutes of the previous meeting is the first point of Item No.1. The action taken report should be the second item in the agenda. If any item has not been completed, then it should be continued to be reported in each meeting, so that no item is lost without being completed.
4. Each team leader should make the mission statement of the team and the long-term, medium-term and short-term guidelines in line with the vision, mission, and quality policy of DSPSR.
5. All the team leaders are required to submit the monthly report latest by 3rd day of the following month positively.
6. The Calendar of activities of each team for the calendar year should be submitted within a week of the appointment.