

Role of JA/SA

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**Who holds most important Role in
Your Department?**

What is the Role of JA/SA?

Objectives of the Session

- By the end of the session you will be able to:
 - Explain CORE functions of a JA/SA
 - Describe ways to lay a good career foundation

Core Functions

- Custodian of Govt property
- Repository of information
- Initiator of action
- Image of Department

Role of JA/SA

- Custodian
 - Banker role
 - How safe is the Govt. property?

Role of JA/SA

- Repository
 - Speed of retrieval
 - Systematic arrangement

Role of JA/SA

- Initiator
 - First words/sentences written
 - Who are all reading?

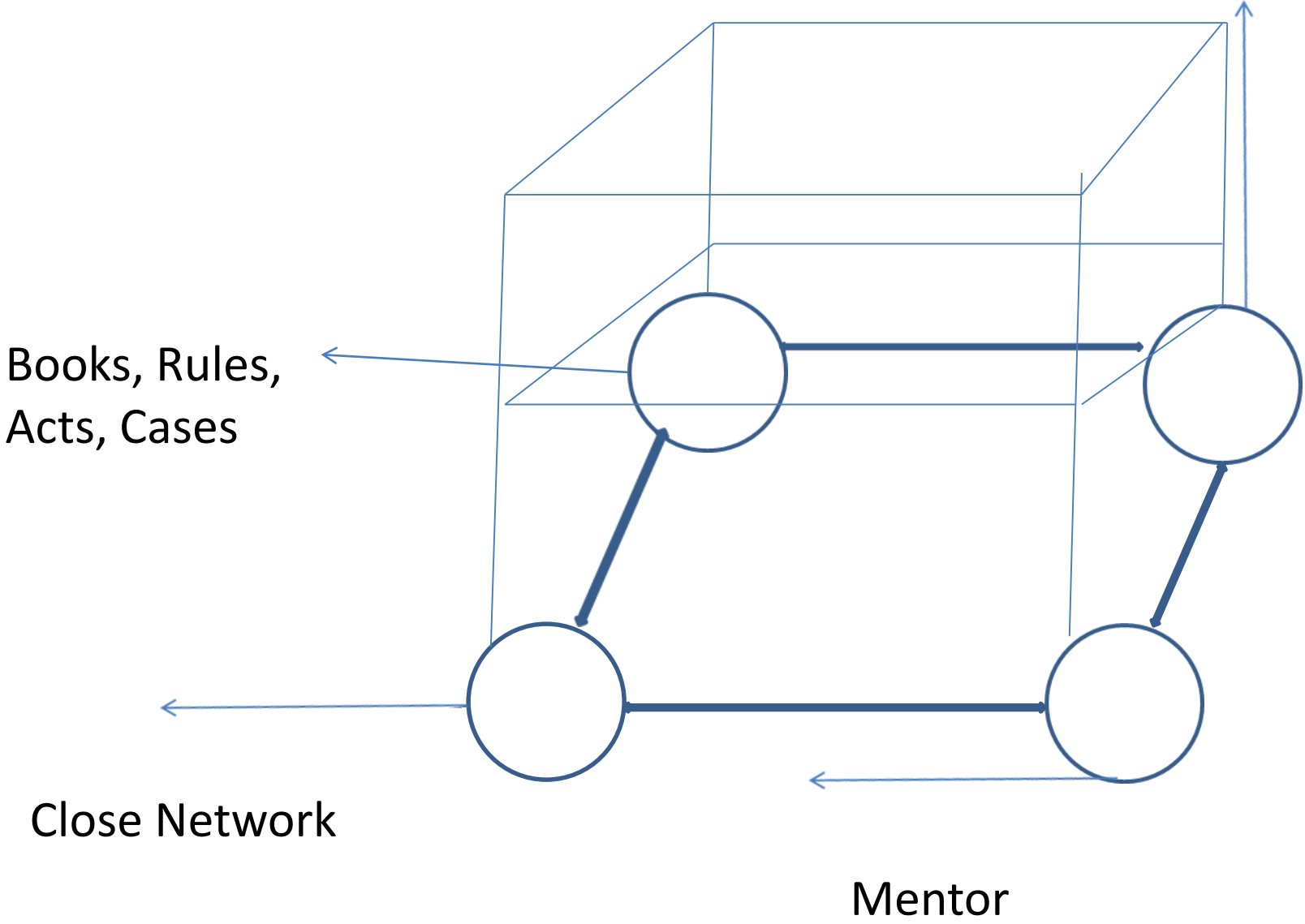
We need to Understand

Role of JA/SA

- Image
 - First contact for outsiders
 - What experience do we give?

Foundation for Career

Commitment



THANKS FOR YOUR ATTENTION

Source: Signature Programme on the 7 Habits of Highly Effective People