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**Section 4(1)(b)(ii)**

**1.2 Powers and duties of its officers and employees [Section 4(1)(b)(ii)]**

**i) & ii) Powers and duties of its officers and other employees (Administrative, Financial and Judicial)**

<b>Sl. No.</b>	<b>Designation</b>	<b>Powers/Duties</b>
1.	Director	The Director is Head of Department for the Institute. He exercises all the powers which is applicable to HOD as per GOI instructions. Further additional powers have been delegated to the Director for day to day running of the Institute as per delegation of powers by ICAR HQ. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director
2.	Senior Administrative Officer	They advise the Head of the Department on all matters of policy and administration. Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc. They also coordinate activities of various units of the office. They also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
3.	FAO/AFAO	They ensure proper maintenance of accounts books and records. Supervise subordinates engaged in the maintenance of accounts. Scrutinize bills, receipts payments etc. for proper entries in cash-book, ledger and other records. Keep records of all taxes, fees etc. required to be paid by organization. Get annual Budget prepared and consolidated and its presentation to the appropriate authority. See that prescribed account procedure/Audit is followed by offices, establishments and accounts books are properly maintained. Ensure that instructions given or objections raised are carried out or rectified. Advise appropriate authority on financial matters including revenue and expenditure such as procedure disposal of assets, write-off, depreciation, award of contract etc.
4.	Asstt. Admn. Officer	They organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff

		and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipment, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. They also perform the duties of DDOs and Inquiry officers.
5.	Assistant / UDC	Dealing with promotion, retirement and all kind of service matters of the staff/officers of the Institute and its Regional Station. Maintenance of Personal Files of the staff/officers. Processing the cases for taking necessary action against employees on unauthorized absence / misconduct. Processing different types of information asked by the ICAR/other authorities. Deal with different court cases. Processing the cases for procurement of different items and looking after the stores. Perform the duties of cashiers. Work under Financial and Accounts Officers for processing/passing of bills etc. Submit different cases along with necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities.
6.	LDC	Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch and preparation of different reports. Submission of routine and simple drafts.
7.	Private Secretary	They are attached with officers/ higher authorities and perform the duties like mail correspondence, paper filing, making appointments, arranging meetings and collecting information desired by the officers. Besides above they also take dictation and transcribe it, Screen the telephone calls and visitors for the officers.

**iii) & iv) Rules/orders under which powers and duty are derived and exercised**

As per handbook of delegation of power of ICAR.

**v) Work allocation**

Mentioned in the above table.