

1.2 Power and duties of its Officers and employees [Section 4(1)(b)(ii)]

Section 4(b) (ii) of RTI Act – Powers and Duties of Officers]

1.2.1 Powers and duties of officers (Administrative, Financial and Judicial)

Sl. No.	Designation	Powers/Duties
1.	Director	The Director is Head of Department for the Institute. S/He exercises all the powers which is applicable to HOD as per ICAR/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 as per the delegations of powers by ICAR.
2.	CAO(SG) / Senior Administrative Officer	S/He advises the Head of the Department on all matters of policy and administration. Further, Senior Administrative Officer may also act as Administrative Head of office. S/He is responsible in this capacity for smooth functioning of the Institute. S/He Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc. S/He also coordinate activities of various units of the office. S/He also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
3.	Comptroller of Finance / Senior Finance & Accounts Officer	Advice on all financial matters which may be referred to him by the officers concerned or which may come to his notice in the course of scrutiny of sanctions/orders/bills etc
4.	Administrative Officer	Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc assigned to them. S/He also coordinate activities of various units of the office. S/He also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India. Implement policies of the Govt.

1.2.2 Power and duties of other employees

Sl. No.	Designation	Powers/Duties
1.	Heads of Division	Extent of powers delegated to the Heads of Divisions (where the strength of scientists working is not less than 10) is as per Schedule-IV of ICAR Delegation of powers Handbook.
2.	Heads of Regional Stations	Extent of powers delegated to Heads of Regional Stations where the strength of Scientists is not less than ten is as per Schedule-IV, ICAR Delegation of powers Handbook
3.	Principal Investigators of Externally Funded Projects	Delegation of Powers to Principal Investigators of Externally Funded Projects funded by (i) National and International Agencies (ii) Projects funded by Private Sectors (iii) ICAR Projects such as Revolving Fund Scheme and NICRA (iv) Consultancy Projects (Training, Consultancy and Contract Research etc.) as per Schedule VII of ICAR Delegation of powers Handbook

	Scientific Cadre	
4.	(Principal Scientist, Sr. Scientist & Scientist)	Powers and Duties as per ICAR guidelines issued.
	Technical Cadre (CTO, ACTO, TO, STA, TA, Technician)	Powers and Duties as per ICAR guidelines issued.
6.	Asst. Director (OL)	Supervise the progress of work in Hindi under Official Language Act. Supervise all type of translation work done by Hindi Translator. Prescribe proforma for and collection information from various sections, divisions, units and regional stations of the Institute about the progressive increase / decrease in the use of Hindi as an official language. Arranges the Hindi Typing training classes. Arrange different programmes / competitions for promotion of use of Hindi in office work. Attend meetings of Committee on Hindi.
7.	Asstt. Admn. Officer	They organize and control all official work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the official staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipments, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. They also perform the duties of DDOs and Inquiry officers.
8.	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 alongwith necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities.
9.	LDC	Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of different reports. Submission of routine and simple drafts.
10.	PS/PA/Steno Grade III	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.
11	MTS/ SSS	As per ICAR guidelines issued

1.2.3 Rules / orders under which powers and duty are derived As per the ICAR – Guidelines

<https://icar.org.in/sites/default/files/Circulars/DOP%20LATEST.pdf>

1.2.4 Exercised – As per Guidelines

1.2.5 Work allocation – As indicated above (1.2.1 & 1.2.2)

Agricultural Research Service Rules, ICAR : <https://icar.org.in/sites/default/files/inline-files/ARS%20rules-1.pdf>

Establishment and Administration Manual, ICAR. - <https://www.icar.org.in/node/5877>

General Financial Rules 2017 – https://ccari.icar.gov.in/GFR2017_0.pdf

Technical Service Rules, ICAR – <https://ccari.icar.gov.in/handbook-of-technical.pdf>

Central Govt. Rules (issued from time to time)