

## Powers and duties of officers/ employees

Sl. No.	Designation	Powers/Duties
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 / 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 organisation. 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 equipments, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. They also perform the duties of DDOs and Inquiry officers.

5 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.

6 Security Officer/Security Supervisors

They plan, control, supervise security arrangements of the Institute against fire, thefts, pilferage, unauthorized entry and personal hazards. Allot duties to security personnel at appropriate locations to check unauthorized entry of men and passage of material. Issue gate passes to visitors desiring entry into restricted premises. Enquire into complaints of unauthorized entry of men and material and cases of theft, etc., and report the matter to police for further action. Maintain discipline amongst security personnel.

7 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.

8LDC

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.

**SCHEDULE OF DISCIPLINARY AND APPELLATE AUTHORITIES FOR IMPOSITION OF PENALTIES IN RESPECT OF THE FOLLOWING OFFICERS**

S.No	Description of Service/Grade	Appointing Authority	Authority competent to impose penalties		Appellate Authority	Reviewing Authority
			Authority	Penalties		
	Director	President, ICAR	President, ICAR	All		
	Project Coordinators	President, ICAR	President, ICAR	All		
	HODs	President, ICAR	President, ICAR	All		
	Pr.Scientist	President, ICAR	President, ICAR	All		
	Scientist(SG)	President, ICAR	President, ICAR	All		
	Scientist(SS)	President, ICAR	President, ICAR	All		
	Scientist	President, ICAR	President, ICAR	All		
	Technical (Rs.16,500/-)	President, ICAR	President, ICAR	All		
	Tech-9	Director	DG, ICAR	All	President, ICAR	
	Tech-7/8	Director	DG, ICAR	All	DG, ICAR	
	Tech.-6/Tech-5/Tech-4	Director	Director	All	DG, ICAR	
	SAO & AO	DG, ICAR	DG, ICAR	All	President, ICAR	

F&AO	DG, ICAR	DG, ICAR	All	President, ICAR
AF&AO	Director	Director	All	(i)DG, ICAR in cases w authority is in the scale of Secy.ICAR(ii) Secy., other cases.
AAO/ Assistant	Director	Director	All	DG, ICAR
UDC/LDC	JD(A)	JD(A)	All	Director
Supporting Staff	C.Ad.O	C.AD.O	All	Director