

Officers/Employees	Power and Duties
Director	The Director is Head of the Institute. He exercises all the powers which are applicable per GOI instructions. Further powers have been delegated to the Director for day to day functioning of the Institute as per delegation of powers by ICAR Hqrs. Overall administrative, financial, executive powers rest with the Director.
I/c Division	Monitoring and implementation of research and related activities, performance appraisal of staff, day to day administration of the division
I/c PME	<p>Functions of PME Cell</p> <ol style="list-style-type: none"> 1. To coordinate and synthesize the recommendations of QRT, RAC, IRC, Vision documents of institute and ICAR to recommend research priorities of the institution for shortlisting priority researchable problems across crop(s) / divisions / programmes / commodity / livestock etc. at institution level. (Priority setting) 2. Annual updating and presenting the report to the Director of the institution for assigning research projects. 3. To coordinate and arrange for annual monitoring of each on-going project and evaluation of completed projects through internal and external experts.

	<p>4. To coordinate and arrange for technology validation and/or impact assessment of successful technology claimed by scientist(s) through internal and external experts.</p> <p>5. Regularly sensitizing and capacity building of research managers and scientists through training programmes. Maintaining a database on all publications, technologies developed, IPRs, consultancies, projects undertaken in the past 10 years and on-going projects.</p>
I/C AKMU	Providing IT facilities at the institute
I/c ITMU	To facilitate IP management and technology transfer and commercialization
I/c Store	Receipts and entry of procured goods
I/C Estate	Civil/Electrical maintenance of buildings, roads and residential quarters and undertaking repair/petty/minor works departmentally.
Grievance Committee	<p>To address grievances of employees at institute level</p> <p>Scope of Grievance Committee</p> <p>The scope of the Grievance Committee shall be as follows:-</p> <p>The Grievance committee will provide an apparatus in the institutional framework that may:</p> <ol style="list-style-type: none"> i. Facilitate easy access to individuals for ventilating their own personal grievances: ii. Ensure speedy consideration of

grievance and decision thereon:

iii. Impart a degree of objectivity and fair play in the whole process.

b) The Grievance Committee should not look only into technicalities but would help to establish good communication between the office of the unit and the employees.

c) The Grievance Committee should make every effort to remove misunderstandings and to develop congenial atmosphere in the unit.

2) The Grievance Committee shall consider only individual grievances of specific nature of an employee raised personally by the concerned aggrieved employee.

The Grievance Committee shall not consider:

Any grievance relating to subjects for which separate committees exist.
Any grievance of general applicability or of collective nature or raised collectively by more than one employee.

Any grievance arising out of disciplinary action having been taken against an employee under Disciplinary Rules.

I/c Security	To ensure watch & ward of institute property.
I/c Guest House	Providing accommodation to the guests.
I/c Library	To maintain journals, books, reports etc. To act as Nodal Officer for CeRA.
CPIO	Central Public Information Officer is responsible to provide information to persons requesting for the information under RTI Act, 2005.
Member secretary, RAC	All meetings of the Research Advisory Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the meeting. The proceedings of the Research Advisory Committee shall be forwarded to the Director-General, ICAR by the Member-Secretary, after getting the same approved from the Chairman, immediately and the Director of the Institute should ensure that the proceedings are delivered to the Secretary, ICAR within a week of the meeting.
Member Secretary, IMC	All meetings of the Management Committee shall be called by notice in writing by and under the hand of the Member-Secretary of the Committee.
Secretary, IRC	All meetings of the Staff Research Council shall be called by notice in writing by and under the hand of the Member-Secretary. An omission to give notice or late receipt or non-receipt of notice by any member shall not invalidate the proceedings of the

	<p>meeting.</p> <p>Action on the Proceedings of the Staff Research Council will be initiated immediately after the same are approved by the Chairman and circulated to all concerned. The Member-Secretary of the SRC will monitor the follow-up action, which will be reported at the next meeting of the SRC.</p>
PAC	Prioritization and recommendation of purchase proposals
Tender opening committee	Opening of invited bids
Technical evaluation committee	Evaluation of technical aspects of the invited bids and selection of technically qualified goods
Scientific personnel	Scientific personnel are engaged in agricultural research and education (including extension education) whether in physical, statistical, biological engineering, technological or social sciences. This category also includes persons engaged in planning, programing and management of scientific research.
Technical Officers	Technical personnel shall be those who perform technical service in support of research and education whether in the Laboratory, Workshop or Field, or in areas like Library, Documentation, Publication and Agricultural Communication.
Administrative AO/AAO	<p>To provide administrative support for the work of the Institute.</p> <p>General Duties</p>

- (i) Distribution of work among the staff as evenly as possible-that is one Assistant should not be over loaded while the other is idle:
- (ii) Training. Helping the advising the staff
- (iii) Management and co-ordination of the work;
- (iv) Maintenance of order and discipline in the section;
- (v) Maintenance of a list of residential address of the staff.

Responsibilities relating to Dak

- i. To go through the receipts;
- ii. To submit receipts which should be seen by the Branch Officer or Higher Officers at the dak stage;
- iii. To keep a watch on any hold-up in the movement of dak; and
- iv. To scrutinize the section diary once a week to know that it is being properly maintained.

Responsibilities relating to issue of drafts.

- (i) To see that the draft is letter perfect i.e. all correction have been made before it is marked

for issue;

- (ii) To indicate whether a clean copy of the draft is necessary;
- (iii) To indicate the number of spare copies require;
- (iv) To check whether all enclosures are attached;
- (v) To indicate mode of dispatch.

Responsibility for efficient and expeditious disposal of work and check on delays:

- i. To keep a note of important receipts with a view to watching the progress of action;
- ii. To ensure timely submission of arrear and other returns;
- iii. To undertake inspection of Assistants, table to ensure that no paper of file has been overlooked;
- iv. To ensure that cases are not help up at any stage;
- ix) To go through the list of periodical returns every week and take suitable action of items requiring attention during next week.

Independent disposal of cases:-
He should take independently action of the following types:-

- i) Issuing reminder;
- ii) Obtaining or supplying factual

information of a non-classified nature;

iii) Any other action which a Section Officer is authorized to take independently.

E) Duties in respect of recording and indexing

i) To approve the recording of files and their classification;

ii) To review the recorded file before destruction;

iii) To order and supervise periodic weeding of unwanted spare copies;

iv) Ensuring proper maintenance of registers required to be maintained in the section. Ensuring proper maintenance of reference books, office orders etc. and keep them up-to-date. Ensuring neatness and tidiness in the Section. Dealing with important and complicated cases himself. Ensuring strict compliance with Departmental Security instructions.

Assistant/Upper Division Clerk:- He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him.

Where the line of action on a case is

	<p>clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-</p> <ul style="list-style-type: none"> i) To see whether all facts as are open to check have been correctly stated. ii) To point out any mistakes or mis-statements of the facts. iii) To draw attention where necessary to precedents or Rules and Regulations on the subject. iv) To put up the Guard file, it necessary, and supply other relevant facts and figures. v) To bring out clearly the question under consideration and suggest a course of action wherever possible.
F & AO	<p>The duties of Finance & Accounts Officers of the Indian Council of Agricultural Research and its Institutes etc. are broadly indicated below:</p> <ol style="list-style-type: none"> 1. To exercise judicious scrutiny of all financial sanctions copies of which should invariably be furnished to the Finance & Accounts Officer. 2. Fixation of pay will be checked by

the Finance & Accounts Officer before any orders are issued in this behalf by the administrative authorities. He need not, however, be consulted at the time of sanction of annual increments or for the fixation of pay at the minimum of the time scale under the normal rules.

3. To pre-audit all payments from the funds of the Council/Institutes with reference to proper sanction and budget provision.
4. To prepare cheques for all payments and withdrawals from the Bank Account for signatures and counter-signatures of the officers authorized in this behalf, after the bills have been pre-audited and passed for payment.
5. To maintain the Main Cash Book in respect of all receipts deposited into the Bank Account or payments or withdrawals made there from.
6. To watch adjustment/clearance of all advances, deposits and Remittance transactions through objection book or separate register or Broadsheet.
7. To maintain Classified Abstract of all receipts and payments, and to render monthly accounts to ICAR by the prescribed date each

month.

8. To prepare Revised Budget Estimates.
9. To watch the progress of receipts and expenditure against the sanctioned Estimates and to caution the officers concerned as and when the variations are wide.
10. To furnish to the Director (Finance), the reports/returns in the prescribed formats.
11. To assist in checking of comparative statements of tenders for works and supplies and of quotations for other purchases.
12. Vetting of all purchase proposals.
13. To examine the forms of contracts, invitation to tenders etc. when the approved form and substance of the contract require any change.
14. To advise 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.
15. To watch receipt of audited statements of accounts and utilization certificates in respect

	<p>of grants-in-aid made to outside Institutes or bodies.</p> <p>16. In respect of schemes financed by outside agencies transactions should be booked separately under 'Deposits'. At the end of the year a statement of account should be rendered to the parties concerned duly certified by Audit and any excess of expenditure should be recovered forthwith. For any balance at credit their acceptance should be asked for and kept on record, until it is refunded on the termination of the scheme.</p> <p>17. With a view to giving greater flexibility of operation including planning for better expenditure control in the context of powers delegated to the Directors of the Institutes, the following procedure of remittance of funds to the Institute has been adopted by the Council:-</p> <p>18. To maintain the audit registers etc.</p>
<p>Private Secretary/ Personal Assistant/ Stenographer</p>	<p>He should keep the officer free from the worries of a routing nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. He should be skilled in human relations. An officer has to depend on</p>

his Personal Assistant for routing jobs so as to have more time to devote himself of the work in which he has specialized. The personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He is the keeper of secrets and an Assistant of the boss. He should be popular with the persons who come in contact with his boss officially or who are helpful to his boss or who have dealings with the boss as professional men.

Some of the more specific functions are enumerated below:-

- i) Taking dictation in shorthand and its transcription in the best manner possible.
- ii) Fixing up of appointments and necessary cancelling them.
- iii) Screening the telephone calls and the visitors in a tactful manner.
- iv) Keeping an accurate list of engagements, meetings etc. and reminding the officer sufficiently in advance for keeping them up.
- v) Maintaining in proper order the papers required to be retained by the officer.
- vi) Keeping a note of the movement of files, passed by his officer and other officers, if necessary.

	<p>vii) Destroying by burning the stenographic record of the confidential and secret letter after they have been typed and issued.</p> <p>viii) Carrying out the corrections to the officer's reference books.</p> <p>ix) Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.</p>
<p>Assistants/UDC</p>	<p>Assistant/Upper Division Clerk:- He works under the orders and supervision of the AAO/AO and is responsible for the work entrusted to him.</p> <p>Where the line of action on a case is clear or clear instructions have been given by the Branch Officer or higher officers he should put up a draft without much noting. In other cases he will put up a note keeping in view the following points:-</p> <p>i) To see whether all facts as are open to check have been correctly stated.</p> <p>ii) To point out any mistakes or mis-statements of the facts.</p> <p>iii) To draw attention where necessary to precedents or Rules and Regulations on the subject.</p> <p>iv) To put up the Guard file, if necessary, and supply other relevant facts and figures.</p>

	v) To bring out clearly the question under consideration and suggest a course of action wherever possible.
LDC	Lower Division Clerks are ordinarily entrusted with work of routine nature, for example registration of dak, maintenance of section, Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of arrears and other statements, supervision of correction of reference books and submission of routine and simple draft etc.
Skilled Support Staff	Providing help and support to the Scientific, Technical, Administrative and Auxiliary categories of staff. They may be skilled, semi-skilled or unskilled.