

## **Powers, duties and functions of the Committee, the Board and the officers of the Centre**

### **1 Powers, Function and Duties of the Committee**

Subject to overall control of the Council, the Committee shall have the following powers and duties and shall perform the following functions:

- a) to monitor and review periodically the activities of the Centre and to take remedial measures, as deemed fit, to meet the aims and objects of the Centre
- b) to consider the detailed Annual Budget Estimate and also Revised Estimate submitted by the Board and forward the same with its recommendations to the Council.
- c) to authorise reappropriation to augment provision under the head "Salaries, Allowances and Provident Fund contributions" on recommendation of the Board.
- d) to consider and submit for approval of the Council the proposals made by the Board for alteration, addition and notification to the Bye-law made under the rules of the Centre.
- e) to propose from time to time alteration, addition and modification to the Rules and Regulations of the Centre to meet the aims and objects of the Centre for approval of Council.
- f) to create posts in the scale Rs.18,400-500-22,400 (creation of posts carrying pay beyond this level, can be done by the Council with the approval of the Govt. of India).
- g) to appoint all staff carrying pay above Rs.22,400 with the approval of Appointment Committee of Cabinet on the recommendation of Chairman of the Council.

### **2 Power, Functions and Duties of the Board**

Subject to the overall control of the Council, and the Committee, the Board shall perform the following functions:

- a) Exercise full powers to approve and sanction expenditure under every head and item provided in the Annual and Supplementary Budget Grants approved by the Council.
- b) Reappropriate the sanctioned funds subject to the following conditions:
  - i) Reappropriate under the head "Salaries, Allowances and Provident Fund contributions" shall require prior consent of the Committee.
  - ii) Reappropriations within the heads of the Capital Expenditure to cover expenditure on an item not included in the budget shall require prior

consent of the Council.

- iii) No reappropriations shall be made from the head of the Capital Expenditure to the head of Revenue Expenditure.
- c)
  - i) Create posts and appoint from time to time Technical, Administrative, Supporting and Miscellaneous staff of all scales below Rs.18,400/-.
  - ii) Appoint all staff in the scale of Rs.18,400-500-22,400 with the approval of the Chairman of the Committee.
  - iii) Appoint by nomination, in exceptional circumstances staff of all grades upto 18,400/- with prior consent of the Council.
- d) Approve foreign travels of all staff except Directors of the Board.
- e) Delegate some of its powers, functions and duties to any member of the Centre, as provided in rule 15 of the Centre.
- f) Propose additions, alterations and modifications to the bye-laws for any matter for consideration of the Committee and approval of the Council.
- g) Appoint, from time to time, sub-committees from amongst its members and/or staff of the Centre and assign and/or delegate them to some of its powers, duties and functions as it may deem fit.
- h) Authorise import of equipment, components and other payments as provided in the sanctioned budget proposals.
- i) Appoint consultant(s) for carrying out items of work included in the sanctioned budget proposals.
- j) Make suitable grant of moneys or other assistance to other R&D Centres, Universities or industry for carrying out research, development, investigation subject to the provision in the budget grant.
- k) Grant fellowships, scholarships, awards or other monetary assistance, on such terms and conditions as it may prescribe, to such persons as it may select for carrying out any research, investigation and study on a subject in which the Centre is interested.
- l) Publish and/or to finance the publications, as it may deem fit, from time to time of the work done or work carried out on behalf of the Centre.
- m) Write-off irrecoverable losses of stores and moneys in excess of Rs. 5,000 in each case provided that:
  - i) the loss is not due to theft, fraud or neglect, and
  - ii) it does not disclose a serious negligence on the part of any employee of the Centre.
- n) Submit a detailed Annual Budget Estimate under various heads for consideration of the Committee and approval of the Council.
- o) Submit the Annual Report of the Centre for the consideration of Committee and approval of the Council.

- p) Formulate schemes of employee benefit within the guidelines approved by Governing Council and budget allocation under major heads approved by the Council.
- q) Authorise purchase of property on behalf of the Centre.
- r) Reappropriate funds under recurring expenditure heads.

### **3 Duties of the Executive Director**

#### **3.1 Business of the Centre**

It shall be the duty of the Executive Director to carry on the work of the Centre under the control of the Council and the Committee in accordance with the Rules and Bye-laws for the administration and management of the Centre. In the case of an emergency, he may take such action as may be necessary and report it to the Board, the Committee and the Council.

#### **3.2 Direction and Control of the Staff**

All members of the staff of the Centre shall be under the general control of the Executive Director, who may issue standing orders from time to time.

#### **3.3 Sanction of Expenditure**

All expenditure within the budget grant shall be approved and sanctioned by the Executive Director, or a member of the staff to whom power has been delegated by the Executive Director subject to the following conditions:

- a) Expenditure on certain heads and items, above a certain amount, to be specified by the Council, shall require prior consent of the Board.
- b) Expenditure on foreign travel of any employee of the Centre shall be with the prior approval of the Board.
- c) No reappropriations shall be made between provisions under various heads of the budget grant.

#### **3.4 Supervision of Work**

The Executive Director shall exercise general supervision over the programme of the Centre.

#### **3.5 Annual Report**

The Executive Director shall submit the Annual Report of the Centre, as approved by the Board, to the Committee for onward transmission to the Council by the end of the June each year.

### **4 Duties of Directors**

A Director shall discharge such duties and functions of the Executive Director as may be assigned to him by the Executive Director.

### **5 Duties of the Registrar**

### **5.1 Secretarial Work**

The Registrar shall act as Secretary to the Council/Committee/Board.

### **5.2 Administrative and Personnel Work under the general control of the Executive Director**

In all matters concerning the Centre, he shall act under the general control and order of the Executive Director.

### **5.3 Correspondence**

The Registrar shall be in-charge of the correspondence relating to the Centre subject to the instruction of the Executive Director.

### **5.4 Office Management**

The Registrar will be in-charge of the Administrative and Miscellaneous staff of the Centre.

### **5.5 Maintenance of Premises**

The Registrar will look after the maintenance and upkeep of the premises and the property of the Centre.

## **6 Duties of the Chief Finance Officer**

**6.1** The Chief Finance Officer shall deal with all matters relating to Finance and Accounts of the Centre. He shall be responsible for maintenance and upkeep of Accounts.

**6.2** The Chief Finance Officer shall be responsible for managing the funds of the Centre. He shall see that money received by the Centre through grants, donations, gifts, etc. are deposited in the Bank. Accounts of the Centre and arrange payments on behalf of the Centre therefrom.

**6.3** The Chief Finance officer shall prepare the Annual Budget, Supplementary Budget Estimates for the Executive Director for submission to the Board.

**6.4** The Chief Finance Officer shall be responsible for the banking operations of the Centre and for the maintenance of Annual Accounts etc. as per the directive of Comptroller and Auditor-General of India.

**6.5** The Chief Finance Officer shall work under the superintendence of the Executive Director.