

# Right to Information Act

## Particulars of organization, functions & duties

**Director is the Executive Head of the Laboratory. The responsibilities of director are**

1. Creating an environment in IITR conducive to nurturing of innovation and productive research in support of the mission of the institute.
2. Managing the affairs of the institute as per the decisions of the Management Council and Research Council.
3. Director shall in all matters have powers delegated to him by the Governing Body of CSIR.
4. Conceive, plan, initiate and execute research that is consistent with the mission of IITR.
5. Support industries and other organisations (government and non-government ) through consultancy and contract research in the research areas of IITR.
6. Participate in the professional activities that promote sciences in general, including creations and dissemination of knowledge, creations and protection of IPR, etc.
7. Attend to the tasks as assigned in support of the mission of the institute.
8. Create healthy and ethical atmosphere that promotes research in the areas related to the mission of IITR.

### **Duties of the Administrative Officer (AO)**

1. Formulate and implement the policies concerning administrative procedures for smooth functioning of the institute.
2. Provide advice to the functional bodies (committees, groups) within the organization.
3. Keep liaison with CSIR on matters related to administration.
4. Provide healthy working conditions and atmosphere to the institute by correct interpretation of rules and laws.
5. Advise Director on the matters related to administrative nature for decision.
6. Seek instructions of the Director on the matters for implementation.
7. Overall in-charge of the activities in the Administrative sections that deal with matters like personnel; maintenance, upkeep and security of the institute's property; logistics support; control on the expenditure from administrative angle; etc.
8. Undertake other task assigned by CSIR/Director.

### **Duties of the Finance & Accounts Officer**

1. To assist and advise the Director on all financial matters and be responsible for providing support services to all the scientific staff and bench-level-scientists..
2. Liaison and co-ordination work in respect of DACR & CSIR audit parties.
3. Financial concurrence of all the proposals including service matters.
4. To keep liaison with CSIR HQs on matters related to Finance/ Accounts/ Audit.
5. Preparation of REs & BEs, review of expenditure vis-a-vis budget allocation.
6. Preparation of annual account, income & expenditure statement and balance sheet.
7. Scrutiny of pension cases and issue of PPO, retirement /death gratuity,

commutation order etc.

8. Implementation of activities related to modernization and computerization of finance & accounts functions.
9. Any other work assigned by CSIR/Director.

#### **Duties of Stores and Purchase Officer**

1. Overall in-charge of the activities in the Stores and Purchase Section that deals with matters like purchase of stores, maintenance of stores inventories, write-off of unserviceable items, auction of outdated stores, etc.
2. Execute the policies concerning purchase and stores procedures for smooth functioning of the institute.
3. Provide advice to the functional bodies (committees, groups) within the organization.
4. Keep liaison with CSIR on matters related to Stores and Purchase.
5. Advise Director on the matters related to stores and purchase for decisions.
6. Seek instructions of the Director on the matters beyond routine for implementation.

#### **FUNCTIONS OF RESEARCH COUNCIL**

- Advise on the formulation of R&D programmes and future directions of activities of the laboratory keeping in view the Five Year Plans, national priorities and opportunity areas.
- Suggest networking with other CSIR National Laboratories on programmes of mutual interest.
- Review R&D activities and research programmes and advise on future directions.
- Advise on fostering linkages between the Laboratory, industry and potential clients.
- Any other function as may be assigned by Director General/Governing Body.

#### **FUNCTIONS OF MANAGEMENT COUNCIL**

- Administer and manage the affairs and environs of the laboratory
- Write off irrecoverable monetary losses and Stores within the limits prescribed by CSIR
- Recommend the resource allocation for R&D activities/facilities of Lab./Instt.
- Monitor the progress of R&D and other activities of the Lab./Instt.
- Recommend devolution of powers to the Project Leaders for the proper implementation of the projects/activities.
- Approve contract R&D, consultancy projects and licensing of IPR beyond the powers of Director.
- Consider the annual report of the National Laboratory.
- Constitute selection committees and assessment committees for all Technical staff.
- Any other matter, as may be referred by the Director-General.

(CSIR)

#### **Norms for discharge of functions**

1. In regard to all matters concerning service conditions of employees of the Society, the Fundamental and supplementary Rules framed by the Govt. of India and such other rules

and orders issued by the Govt. of India from time to time shall apply to the extent applicable to the employees of the Society. Notwithstanding anything contained in the Bye-law, the Governing Body, CSIR shall have the power to relax the requirement of any rule to such extent and subject to such conditions as it may consider necessary.

2. Director of each National Laboratory shall be assisted by a Controller of Administration/ Administrative Officer, Controller of Finance and Accounts/ Finance and Accounts Officer and Controller of Stores & Purchase/ Stores & Purchase Officers who shall advise the Director on all administrative and financial matters and be responsible for providing support services to all the Scientific staff and bench level Scientists. Directors shall have the power to over-rule the advice of aforesaid functionaries after recording reasons thereof.
3. Directors of National Laboratories would operate under direct control of Director General, CSIR without any intermediate line functionary. The Laboratories would be freed from routine administrative and financial control of the Hqrs.