

Section 4(b) (ii) of RTI Act - Powers & Duties of Officers

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ICAR-IIWM is an autonomous public funded Institute for research in field of agricultural water management. The Head of the Department is the Director, ICAR-IIWM.

The powers and duties of each officer is presently being tabulated.

S. N.	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 Headquarter. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director.
2.	Administrative Officer	Some of the powers delegated to Director are further re-delegated to various officers in chain. Exercises financial powers as per their re-delegation. Advises the Head of the Department on all matters of policy and administration. Further the work has been distributed amongst these officers and acts as Administrative Head for allocated work. Responsible in this capacity for smooth functioning of the Institute. Also recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India and implement policies of the Government.
3.	Finance & Accounts Officer	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	Organize and control all clerical work in the office, 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. Deal with different court cases. Also perform the duties of DDOs.

5.	Assistant / UDC	<p>Dealing with promotion, retirement and all kind of service matters of the officers/staff of the Institute. 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. Processing the cases for procurement of different items and looking after the stores.</p> <p>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.</p>
6.	LDC	<p>Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, dispatch, preparation of different reports.</p> <p>Submission of routine and simple drafts. Perform the duties of cashiers.</p>
7.	PS/PA/Steno Grade III	<p>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.</p>

(Annexure 1)

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		
1.	Director	President, ICAR	President, ICAR	All		
2.	Principal Scientist	President, ICAR	President, ICAR	All		
3.	Senior Scientist/ Scientist(SG)	President, ICAR	President, ICAR	All		
4.	Scientist /Scientist (SS)	President, ICAR	President, ICAR	All		
5.	Technical Officer (T-9)	DG, ICAR	DG, ICAR	All	President, ICAR	
6.	Technical Officer (T 7-8)	DG, ICAR	DG, ICAR	All	DG, ICAR	
7.	Technical Officer (T-6) /Technical Officer (T-5) / T-4/T3/T-II-3/T-1	Director	Director	All	DG, ICAR	
8.	A.O.	DG, ICAR	DG, ICAR	All	President, ICAR	
9.	F&AO	DG, ICAR	DG, ICAR	All	President, ICAR	
10.	AAO/ Assistant	Director	Director	All	DG, ICAR	
11.	UDC/LDC	Director	Director	All	Director	
12.	Skilled Supporting Staff	Director	Director	All	Director	