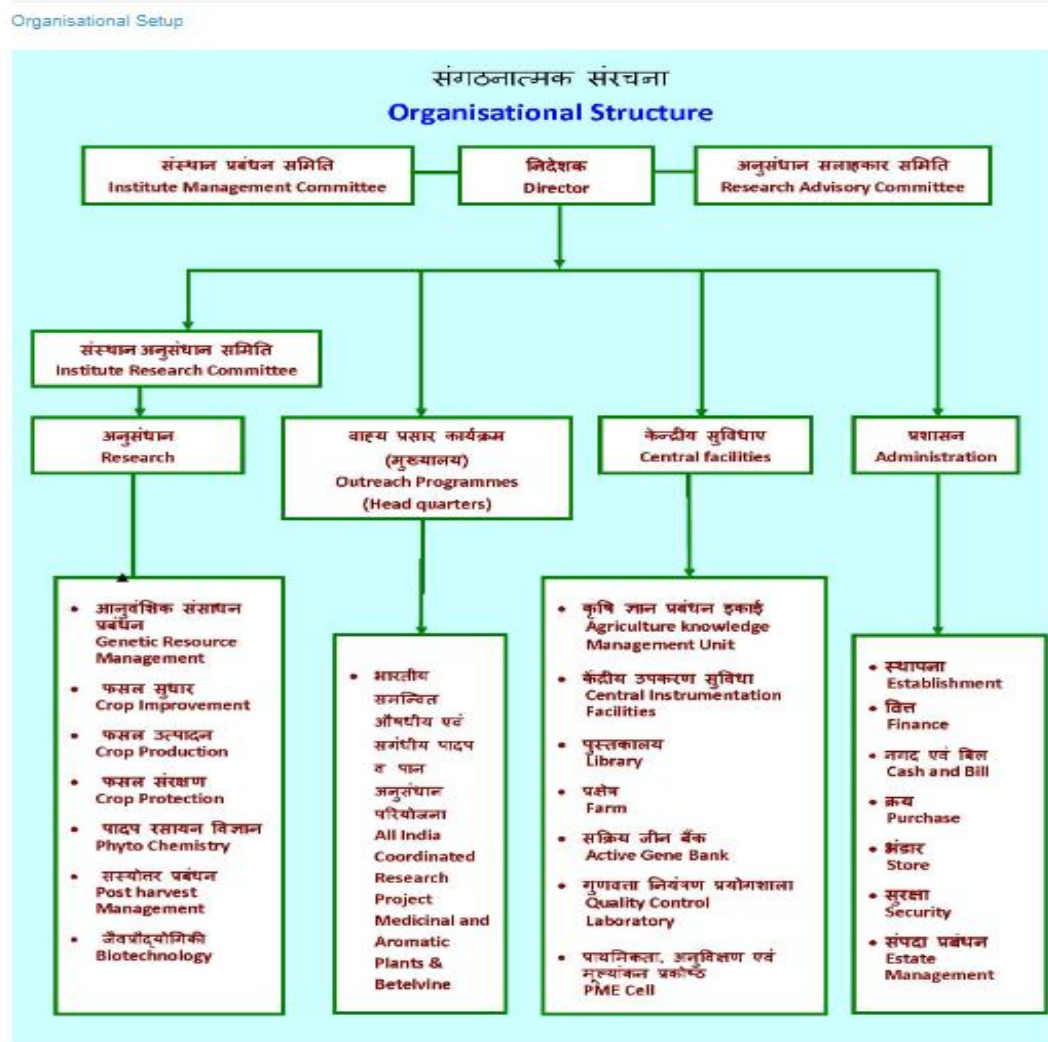


1.2 Power and duties of its Officers and employees [Section 4(1)(b)(ii)]

Section 4(b) (ii) of RTI Act – Powers and Duties of Officers

ICAR-Directorate of Medicinal and Aromatic Plants Research (ICAR-DMAPR) is a premier agricultural research institute engaged in basic and strategic research on Medicinal and Aromatic Plants & Betelvine under Indian Council of Agricultural Research (ICAR). The various Disciplines of the Scientists of the respective Units to run this Directorate

The Organizational Chart:



1.2.1 Powers and duties of officers (Administrative, Financial and Judicial)

Sl. No.	Designation	Power / Duties
1.	Director	The Director is Head of Department for the Institute. He exercises all the powers which is applicable to HOD as per ICAR/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 as per the delegations of powers by ICAR.
2.	Assistant Administrative Officer	They advise the Head of the Office 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	FAO is Controller of finances, budget and auditory functions of the internal finance. No financial power is delegated to FAO. He also monitors the progress of expenditure and prepares, Budget Estimate & Revised Estimate for current financial year.

1.2.2 Power and duties of other employees

Sl. No.	Designation	Power / Duties
1.	One Officer of the Directorate act as 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.
2.	Asst. 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.
3.	Assistant	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 along—with necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities.
4.	PS/PA	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. assigned by higher authorities.

1.2.3 Rules / orders under which powers and duty are derived As per the ICAR – Guidelines.

1.2.4 Exercised – As per Guidelines

1.2.5 Work allocation – As indicated above (1.2.1 & 1.2.2)