

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

Central Avian Research Institute, established on 2nd Nov., 1979 at Izatnagar, Bareilly, U.P. under the aegis of Indian Council of Agriculture Research, an autonomous society established under the Societies Act 1956 with its head quarter at Krishi Bhawan, New Delhi, provides R&D support to poultry sector for enhancing productivity of diversified poultry, processing and marketing, apart from post-graduate education and training. The research, education, training and extension activities of the Institute are carried out through a various discipline based divisions, section, service units and experimental farms etc. apart from a Regional Centre located at Bhubaneswar, Odisha.

The Organizational Chart of the Institute is as given below:



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

Sl. No.	Designation	Powers/Duties
1.	Director	The Director is Head of the Institute who exercises all the powers which are applicable to Head Of Department as per GOI norms/rules. 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.
2.	Head of Divisions/Sections	The institute has made working arrangements enabling smooth execution of research programme. As such there are no sanctioned posts of head of divisions/sections in the Institute. The HDs support the decision making process at the highest level and are responsible for implementation of the research, extension and teaching/training programmes in the Institute. They also manage day-day activities by allocating /assigning tasks to the scientists and staff reporting to them.
3.	Administrative Officer / Assistant Administrative Officer	Some of the powers delegated to Director are further re- delegated to various officers in chain. AO advises the Head of the Department (Director) 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 their office. They recommend cases for taking disciplinary action against the staff as per instructions issued by Govt. of India and implement policies of the Govt.
4.	SF&AO/FAO/AFAO	SF&AO is the custodian of finances, budget and audit functions of the internal finance. No financial powers are delegated to the finance and accounts officers. They monitor the progress of expenditure and prepare Budget & Revised Estimate for ongoing financial year. They are also responsible for releasing payments to the vendors and salaries/pension to the staff through PFMS/Bank as the case may be. They 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. They keep records of all taxes, fees etc. required to be paid by the Institute. They also ensure 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.
5.	Assistant Director (OL)	S/He supervises the progress of work in Hindi under Official Language Act including all types of translation work. S/He collects/collates information from various sections, divisions, units and regional stations of the Institute about the progress of use of Hindi as an official language. S/He also organize Hindi pakhwada at the Institute and arranges different programmes /competitions for promotion of use of Hindi in office work.

6.	Security Officer	S/he plans, controls, supervises security arrangements of the Institute and maintains vigil against fire, thefts, pilferage, unauthorized entry and personal hazards. S/He allots duties to security personnel at appropriate locations to check unauthorized entry of men and passage of material. S/He also issues gate passes to visitors desiring entry into restricted premises and investigates into complaints of unauthorized entry of men and material and cases of theft, etc., and report the matter to police for further action.
7.	Assistant / UDC/LDC	They deal 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; process the cases for taking necessary action against employees on unauthorized absence / misconduct; deal with different court cases; process the cases for procurement of different items and look after the stores. They also perform the duties of cashier and support administrative and financial heads of the Institute for processing/passing of bills etc. They also receive and register the DAK, maintain the section diary, file register, file movement register, Indexing and recording, typing, comparing, despatch, preparation of different reports.
8.	PA	S/He is attached with the director and mans the director's personal cell. S/He performs 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 to the Director.

SCHEDULE OF DISCIPLINARY AND APPELLATE AUTHORITIES FOR IMPOSITION OF PENALTIES IN RESPECT OF THE FOLLOWING OFFICERS

Sl. No.	Description of Service/Grade	Appointing Authority	Authority competent to impose penalties		Appellate Authority
			Authority	Penalties	
1.	Director	President, ICAR	President, ICAR	All	
2.	Pr. Scientist	President, ICAR	President, ICAR	All	
3.	Senior Scientist	President, ICAR	President, ICAR	All	
4.	Scientist(SS)	President, ICAR	President, ICAR	All	
5.	Scientist	President, ICAR	President, ICAR	All	
6.	Chief Technical Officer (T-9)	Director	DG, ICAR	All	President, ICAR
7.	Assistant Chief Technical Officer (T-7/8)	Director	DG, ICAR	All	DG, ICAR
8.	Sr. Technical Officer (T-6), Technical Officer (T-5), Sr. Technical Assistant T-4), Technical Assistant (T-3), Sr. Technician (T-2), Technician (T-1)	Director	Director	All	DG, ICAR
9.	SAO	DG, ICAR	DG, ICAR	All	President, ICAR
10.	SF&AO/F&AO	DG, ICAR	DG, ICAR	All	President, ICAR
11.	AF&AO	Director	Director	All	(i) DG, ICAR in cases where the disciplinary authority is in the scale of pay higher than that of Secretary, ICAR (ii) Secretary/ Director (F) in all other cases.
12.	SAOs/AOs	DG, ICAR	DG, ICAR	All	President
13.	AAO/ Assistant UDC/LDC	Director	Director	All	DG, ICAR
14.	Supporting Staff	Director	Director	All	Director