

ii. **The powers and duties of officers and employees**

<b>Officers/Employees</b>	<b>Power and Duties</b>
Director	Management of research and administrative activities, liaison with Head Quarter, conducting IRC and IMC meetings and implementation of RAC and IMC recommendations, manpower planning, carrier advancement scheme, performance appraisal of staff, approval and sanctioning of procurements, construction of EFC approved infrastructure, Planning and monitoring of expenditures.
I/c Division	Monitoring and implementation of research and related activities, performance appraisal of staff, day to day administration of the division
I/c PME	Prioritization, implementation, monitoring and evaluation of research
I/c ITMU	Coordinating patent application, contract research, consultancy, analytical services, commercialization of technology
I/c HRD	Planning training schedules, coordinating training programmes
I/c Store	Receipts and entry of procured goods
I/c ARIS	Supporting institute IT facilities, conducting ASRB online exams
AO	Administrative management, managing procurement of goods, manpower planning, preparation of bills, payments
AF & AO	Monitoring, auditing and accounting of budget
Member secretary, RAC	Preparation of RAC agenda, convening the meeting and preparation of proceedings
Member Secretary, IMC	Preparation of IMC agenda, convening the meeting and preparation of proceedings
Secretary, IRC	Preparation of IRC agenda, convening the meeting and preparation of proceedings and communicating to scientists
SPC	Prioritization and recommendation of purchase proposals
Tender opening committee	Opening of invited bids
Technical selection committee	Evaluation of technical aspects of the invited bids and selection of technically qualified goods
Scientific personnel	Conducting research, teaching, extension and technology development and dissemination

Technical officer	Providing technical support to scientists
AAO	Act as drawing and disbursing officer providing support to administrative officer
Assistants	Preparation of notings, file management providing support to administrative and account officer
UDC/LDC	Data entries, maintaining files and preparing notings
Skilled supporting staff	Providing support to all general activities of the institute such as maintaining lab, Experimental Livestock Unit, Fodder Production Unit, etc.