

# **INTERNATIONAL INSTITUTE FOR POPULATION SCIENCES**

**MUMBAI – 400088**

**Manual No. 2**

**The powers and duties of its officers and employees**

**[Section 4(1)(b)(ii)]**

**Right to Information Act 2005**

**I. Powers and duties of officers (administrative, financial and judicial)**

**(a) Powers and duties of the Director:**

- i) Director shall be in-charge of the administration of the Institute and shall allocate duties to employees. However, with regard to Academic Staff, he/ she shall allocate duties in consultation with the concerned Head of the Department. He/ she shall, subject to the Rules and the Bye-Laws, exercise such supervision and execute control as may be necessary.
- ii) Director shall exercise the specific powers assigned to him/her in the Bye-Laws and in Appendix-I.
- iii) Without prejudice to the general responsibility and within the limits of his/ her own powers, the Director may delegate his/ her powers for the speedy disposal of the business of the Institute to any of his/ her subordinates. Such delegations should be reported to the Executive Council at its next meeting.
- iv) The Director shall be the Chairperson of the Academic Council and Board of Studies. It will be the duty of the Director to ensure that all meetings of the General Council, Executive Council, Academic Council, Standing Finance Committee and Board of Studies are held every year as stipulated in the Bye Laws of the Institute.
- v) The Director may, if he/she is of the opinion that immediate action is called for on any matter, he/she shall exercise any power conferred upon by any authority of the Institute under its Rules and Regulations, and take such action or proceed to take such action and shall report to the authority concerned on the action taken by him/her on such matters. Provided further that if any person in the service of the Institute is aggrieved by the said action taken by the Director under the said clause, he/she shall have the right to appeal against such decision of the Director to the Chairperson, Executive Council within 30 days from the date on which such action is communicated to him/her and thereupon the Executive Council shall call the meeting or in a subsequent meeting, may confirm, modify or reverse the action taken by the Director.
- vi) If the Executive Council desires to delegate any power to the Director of the Institute, the Director shall exercise the same, for the period for which the said delegation is being done.
- vii) The Director may enter into agreement, sign documents and authenticate records on behalf of the Institute, as and when required.
- viii) To consider and approve appointment of Visiting Fellows, Visiting Professors, Adjunct Faculty, consultants.
- ix) For personal matters like leave, Annual Performance Appraisal Report etc., the Director will report to the Chairperson, Executive Council.
- x) The Director will report and seek approval from the Chairperson, Executive Council for any other matter not bestowed on him/ her by the bye- laws or Executive Council.
- xi) In the absence of the Director for a period not exceeding 15 days the senior-most Professor on duty will look after the current duties of the Director. For a period exceeding 15 days, the orders of the Chairperson, Executive Council, shall be obtained.

**(b) Power and duties of the CAO-cum-Registrar:**

Chief Administrative Officer is overall incharge of the administration of the Institute and works under the overall guidance of the Director & Sr. Professor. Being a deemed university, there are around 500 students in the campus. There are also large number of research projects/studies funded by Ministry as well as other external agencies within the Institute. The total budget of these projects comes to around Rs.50-70 Crores per year. The administrative head of the Institute manage the complete administration activities of the Institute. Altogether, the Institute has around 120 permanent staff, another 100 contract employees and other Project staff.

The Specific responsibilities of the Chief Administrative Officer in general are as follows:-

**A. Personnel Matters:**

1. Matters related to creation of posts, framing of Recruitment Rules, issue of Advertisements in national and local newspapers, letters to local Employment Exchange, checking of reservation matters, screening of applications, forming of selection committees and issue of appointment orders for all posts.
2. Matters related to pay fixation, increments, crossing of efficiency bar and probation of all staff members.
3. Matters related to seniority, organizing Departmental Promotion Committees and issue of promotion orders.
4. Matters related to all kinds of leave, LTC, attestation of all entries in Service Books including, nomination for GPF/CPF etc.
5. Sanction of petty contingency/claims and Extra Work Allowances.
6. Matters related to foreign services, deputations, lien, transfer of service etc.
7. Matters related to retirement, voluntary retirements, resignations and calculation of qualifying service for grant of pension.
8. Dealing with petitions and appeal from staff members including forwarding of applications to other organizations.
9. Dealing with all discipline matters and periodical checking of Muster.
10. Initiation of confidential reports and maintenance of dossier files of all Group 'B', 'C' and 'D' Staff.
11. Appear/represent Institute as Principal Secretary in Law suits in various Courts for and against the Institute.
12. Issue of Letters/Memos/Minutes in connection with all staff matters.
13. Correspondence with the Ministry and other Offices and Universities.
14. Works related to all Administrative Meetings, Committees and UGC Matters.
15. Checking and issue of appointment orders and further extension of all staff appointed on Projects undertaken by the Institute including UNFPA, NFHS, Ford Foundation, Extra Mural Studies etc.

B. Estate Management and Maintenance:

1. Matters related to allotment of staff quarters, preparation and display of seniority list for allotment of accommodation, updating of IIPS accommodation rules.
2. Matters related to repair, maintenance and test checking log books of vehicles & POL accounts.
3. Matters pertaining to land.
4. Matters related to campus maintenance including Residential and Non-Residential buildings. As a member of Estate Committee monitoring of New Construction works, initiation of Developmental Works and monitoring the work of CPWD.
5. Deal with security matters & issue of identity cards.
6. Checking of routine functioning of water supply, electric and central air conditioning unit as well as all mechanical and electrical equipment's/ machineries.
7. Matters pertaining to communication including telephone and intercom systems.
8. Processing of periodical payment to MTNL, BMC, NBMC, BSES, RTO taxes, etc. and exercise general supervision over the funds allotted to the Institute

C. Stores:

1. Processing and procurement of all types of stores by calling quotations/ inviting tenders through advertisement and signing of supply orders.
2. Over see the actions for the periodical disposal of obsolete and unserviceable stores by giving wide publicity, inviting sealed tenders, fixing of MRP and arrange for auctioning of the items.
3. Arrangement for carrying out Annual Stock Verification of dead stock items.
4. Works related to Purchase Committee matters.
5. Over see the periodical repairs, recanning of furniture and repairs to other equipments.

D. Publication/Printing:

1. Dealing with matters pertaining to the printing work of the Institute as well as the research projects by calling quotations, placing work orders.
2. Disposal of all bills pertaining to printing work.
3. Coordinate the work pertaining to printing of Information Bulletin, News Letters, Annual Reports both in Hindi and English, Memorandum of Association and other related publication.

E. Meetings:

1. As a Non-Member Secretary of Standing Finance Committee, Executive Council and General Council of the Institute, arrangement for periodical meetings, issue of notices to various members, preparation of agenda papers, preparation of minutes and maintenance of minute book, etc.

2. General supervision at the time of convocation, Academic Council meetings, Population Council meetings, workshops, seminars, selection committee meetings, etc.

F. Accounts:

1. Sanction of all Petty & Sundry Expenses upto Rs. 500/-.
2. Signing of all cheques pertaining to the regular account of the Institute.
3. Reply to audit objections pertaining to personnel, Estate and Store matters.
4. Test check of Postal accounts.

**(c) Power and duties of the Assistant Finance Officer:**

The Assistant Finance Officer is overall in-charge of the Accounts Section. The incumbent manages the entire accounts system under the overall guidance of the Director & Sr. Professor. The Assistant Finance Officer is responsible for the management of regular Grant-in-aid from the Ministry to the tune of around Rs. 35 Crores every year in addition he/she manages the entire project grant, student fees and other receipts of the Institute to the tune of around Rs. 60-70 Crores every year. In general, Assistant Finance Officer performs the following functions:-

1. Preparation of Budget Estimates, Revised Estimates, Re-appropriation, etc.
2. Preparation of Final Annual Accounts (Our accounts are maintained on a commercial type).
3. Maintenance of Accounts of funds received from the external agencies for specific purposes.
4. General correspondence of the Accounts Section.
5. Answering all Audit queries and by the Director of Audit (Central) as well as by the Internal Audit party of the Ministry of Health & Family Welfare.
6. Advise the Director on Rules and Regulations and Byelaws and financial rules of the Institute.
7. Signing of cheques pertaining to the regular account of the Institute.

\*\*\*\*\*