

Section 4(b)(ii): The powers and duties of officers and employees

Rules/ orders under which powers and duties are derived and exercised. To be laid down in easy and understandable manner

- Scientific personnel are government under ARS Service Rules of ICAR.
- Technical personnel are government under Technical Service Rules of ICAR.
- Besides above, all staff including Administrative & Support Staff (Group 'C') are governed by all establishment and administrative manuals, Rules and Regulations

Duties of the Officers & Employees of Administration.

Sr. No.	Designation	Duties of the officer/ employee
1.	Director	To administer and coordinate functioning of the different divisions and regional stations of the Institute. To guide/direct supervise and monitor Research and administrator the Institute and to perform many other duties that may be assigned by the Council.
2.	Head, of Division	To Administer, coordinate, supervise and monitor research on various aspects of potato, potato seed production and extension activities of the Division.
3.	Principal Scientist/ Sr. Scientists/ Scientists	To conduct research on different aspect of temperate crops.
4.	Administrative Officer	To function as the Head of the Office. Look after the entire work of the Administration/Stores/Vigilance Section of the HQ and its Regional Stations.
5.	Finance & Accounts Officer	To exercise judicious scrutiny of all financial sanction, pay fixation. Preparation of cheques, maintenance of Main Cash Book. To watch of adjustment/clearance of all advance, deposit & remittance. Preparation of Revised estimate and Budget estimates. To watch the progress of receipts and expenditure against the sanctioned budget. To furnish reports/returns to the Director (Finance)
6.	Drawing & Disbursing Officer	Preparation of T.A, contingencies, advances etc. Maintenance of Contingent Register and bills, Subsidiary Cash Book. Closing of subsidiary cash book, physical verification of cash, Check of entries/totals. To keep the cash in a strong iron safe.
7.	Asstt. Admn. Officer	To look after the work of administrative sections like Establishment/APAR/Stores/Bill & Cash/Work & Estate etc. and assist CAO/Director in day-to-day work.
8.		-do-
9.	Incharge ARIS/Farm	To supervise the employees in day-to-day work of the Section/Unit

	Management/ Engineering Section/Vehicle/ Library	
10.	Technical Officer (T-5 to T-9)	To Assist Scientists in day-to-day research work.
11.	Technician (T-1 to T-4)	-do-
12.	PS/PA/Steno Grade III	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.
13.	Assistants	To deal the different matters of Scientific. Technical, Administrative and supporting staff
14.	Sr. Clerks	-do-
15.	Jr. Clerks	-do-
16.	Skilled Supporting Staff	To perform different duties in the Field/Farm/ Labs/ Offices etc