ITEM NO. 2: Powers and duties of its Officers & Employees

The Director of the Institute has been delegated with various powers and duties viz. administrative powers, financial powers, disciplinary powers, powers for transferring Group C & D staff within the Units coming under their jurisdiction following the transfer policy for the employee of the Central Sericultural Research & Training Institute & its nested units finalized by the Committee at its Meeting held at 1999 at Bangalore.

Administrative powers delegated to the Director of the Institute:-

- ✓ Grant of Disability leave & special casual leave to the Officers & staff below his own level as per rules.
- ✓ Acceptance of resignation of Officers/Staff up to the level of Joint Director of the Institute under intimation to Central Office.
- ✓ To grant advance increments to Junior Stenographer for acquiring higher speed in short hand as per rules.
- ✓ To grant special pay to clerical staff working as Telephone operators as per rules.
- ✓ To grant special pay to Group D staff as per rules for operating (a) Franking Machine (b) Gestetner & (c) photocopier.
- ✓ Closure of probationary period in respect of Officers/Staff below his rank as per rules.
- ✓ Acceptance of voluntary retirement applications of Officers & Staff below his rank as per rules under intimation to Central Office.
- ✓ To obtain annual property returns in the prescribed proforma from Officers below his rank in Group A every year and to retain the same in safe custody.
- ✓ To grant approval for acquisition disposal of immovable properties in respect of Officers/Officials up to Deputy Director level.
- ✓ To issue No objection Certificate for obtaining passport as per rules for Officers & Staff below his rank working under his control.
- ✓ To issue No objection certificate for obtaining visa and grant of leave for going to abroad for the Officers/Staff up to the level of Deputy Director working under their control.
- ✓ To grant permission for extension of time limit up to 6 months in addition to normal 6 months for completion of journey in LTC by the family of Officers/Staff working under his control except himself.
- ✓ To sign Bond on behalf of Member Secretary, CSB in respect of Officers/Staff working under his control who are granted Study leave deputed for Training abroad/scholarship/associate ship/ fellowship etc.
- ✓ Approval for change of hometown in respect of Officers/Staff working under his control under intimation to Central Office as per rules.
- ✓ Approval for change of surname in respect of Officers/Staff working under his control as per rules under intimation to Central Office.
- ✓ To dispose of pay anomaly request of Officers/Staff working under his control within the Institution.
- ✓ To approve list of holidays for Units coming under his control with a copy to Central Office.
- ✓ Grant of any kind of regular Leave to the Officers/Staff below his own level.
- ✓ Grant of Annual Increment to the Officers/Staff below his own level.
- ✓ Grant of LTC to the Officers/Staff below his own level.

- ✓ Grant of special pay for promoting small family for the Officers/Staff below his own level.
- ✓ Forwardal of application for the better employment in respect of the Gazetted employee.

Financial Powers delegated to the Director of the Institute.

- ✓ Maintenance, upkeep & repairs of equipments, Vehicles, Computers, Furniture Rs.25,000/-.
- ✓ Repairs & Maintenance of Building Rs. 25,000/- per single work order and overall ceiling of Rs. 5,00,000/- for the Main Institute & nested units per annum.
- ✓ Purchase of Stationery & Stores Rs.25,000/- per order.
- ✓ Printing & binding publication & other publicity materials up to Rs.25,000/- per order.
- ✓ Purchase of chemicals, pesticides & disinfectant up to Rs.50,000/- per annum.
- ✓ Purchase of fertilizers and manure up to Rs.50,000/- per order.
- ✓ Purchase of Library Books & journals up to Rs.50,000/- per order.
- ✓ Statutory payments like Municipal rates and taxes & insurance up to full powers of current payments except as follows :

In case of enhancement the new rate should be cleared by the Central Office. No penalty interest component or arrears can be sanctioned by the Director.

- ✓ Rent: 50,000/- per annum per case.
- ✓ Payments towards water & electricity up to 50,000/- per annum.
- ✓ Payments towards Telephone, Fax & Internet up to Rs. 25,000/-.
- ✓ Payments towards Postage up to Rs. 50,000/-.
- ✓ Payments of professional fees like legal fees Rs. 10,000/- per case.
- ✓ Payments of misc. expenditure not listed above Rs. 1,000/-.
- ✓ Purchase of assets like tools, plants & machineries up to Rs. 50,000/-.
- ✓ Purchase of vehicles up to Rs.1,00,000/- per single order.

Disciplinary powers delegated to the Director of the Institute.

1. On the review Meeting of the Board at its 111th Meeting held at Bangalore on 4th May, 2002 following delegations to the Director has been approved & proposed.(a) addition disciplinary powers to the Director of the Board's Research Institutes/Stations. As per the latest approval of the Board, the Directors of the Board's Research Institutes / Stations will henceforth function as Disciplinary Authorities for initiating major penalty proceedings against officials from the rank of Safaiwala up to the rank of Superintendent and against officials holding equivalent ranks and for imposing any of the penalties as prescribed under the CCS (CCA) Rules, 1965 on them. The existing disciplinary powers vested with the Directors of the Board's Research Institutes/Stations for initiating minor penalty proceedings against officials up to the rank of Deputy Director shall stand.

2. The Directors of the Board's Research Institutes/Stations will be competent to initiate major penalty proceedings against officials from the rank of Safaiwala up to the rank of Superintendent and against officials holding equivalent ranks working under their control and to impose any of the penalties as prescribed under the CCS(CCA) Rules, 1965 on them. The existing disciplinary powers vested with the Directors of the Board's Research Institutes/Stations for initiating minor penalty proceedings against officials up to the rant of Deputy Director shall stand.

While delegating the disciplinary power to the Director Central Silk Board has suggested to ensure that all the procedures prescribed under CCS (CCA) rules 1965 are strictly adhered to while handling disciplinary cases of all important communications addressed to the delinquent officials viz. charge sheet/statement of imputations orders of appointment of Enquiry Officer/Presiding Officer, Forwardal letter of enquiry report & final order imposing penalties are issued under the signature of Director i.e. disciplinary authority only, under intimation to Central Office. Officers who have sense of balance and knowledge of rules alone should be appointed as Enquiry Officer/Presenting Officer.

As stated on the forgoing paras the Director of the Institute have been delegated with the power to transfer group C & D staff within the units coming under the jurisdiction keeping in view the following aspects:-

- ✓ The Director may effect transfers of Staff group C & D within the units coming under their jurisdiction provided the official have completed 3 years stay at their place of posting as stipulated in the transfer policy.
- ✓ The Director should not effect transfers just because the officials have completed 3 years stay in a place unless his transfer his warranted.
- ✓ The Director should not effect any transfer involving transfer of posts along with, without prior approval of the Central Office.
- ✓ The Director should also not effect any pre-mature transfer with less than 3 years stay without prior approval of Central Office.
- ✓ Group D officials should not ordinarily be transferred except on their own request.

Director /SCIENTIST-E: Overall planning, monitoring and coordination of the activities of the Institute and assisting directly to the Director in all matters.

SCIENTIST-D:

- ➢ Overall planning, monitoring and coordination of the activities of different sections under his Division.
- ➢ Evaluation and Guiding the Research / Development activities of different sections under his Division including formulation of new research projects of different sections.
- ➢ Planning, monitoring and coordination of different training programmes, extension activities of the institute and its nested units.
- ➢ Monitoring of Transfer of Technology (TOT) and Technology Assessment and Refinement (TAR) programmes.

- Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
- Regular interaction with the farmers, reelers, NGO's, KVK's etc.
- Organizing Resham Krishi Mela.
- Teaching as faculty members in different structured, non-structured and special training courses, conducting of examinations and evaluations.
- Assistance to the Director in research, administration and implementation of different programmes.

SCIENTIST-C:

Monitoring and guiding the activities of:

- Compilation and preparation of Annual Action Plan, Annual Research and Administrative reports.
- Compilation and preparation of Quarterly, Half-Yearly and Yearly Reports.
- Organization of different research review meetings like Research Council (RC), Research Advisory Committee (RAC), Extension Officers' Meeting (EOM) and other meetings related to Research, seminars & Developmental activities as and when required.
- Preparation of meeting proceedings, follow up action of different meetings related to R&D activities of the Institute and presentation of research progress reports.
- Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
- Guiding the Research / Development activities including formulation of new research projects of the concerned section.
- Supervision of extension activities of the institute and different nested units.
- Supervision of Transfer of Technology (TOT) and Technology Assessment and Refinement (TAR) programmes.
- Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
- Organizing Resham Krishi Mela.
- Teaching as faculty members in different structured, non-structured and special training courses, conducting of examinations and evaluations.
- Assistance to the Joint Directors and Director in research monitoring, coordination and evaluation of projects and programme.
- Conducting meeting, seminars and administrative works as per need of the Institute.
- Monitoring of patent related activities.
- Implementation of Official Language.

SCIENTIST-B:

- Formulation and implementation of research, developmental and survey based projects.

- Statistical analyses of experimental, developmental and survey based data.
- Compilation, preparation and implementation of Annual Action Plan.
- Compilation, preparation and implementation of Quarterly, Half-Yearly, Yearly and Annual Reports.
- Assisting in organizing different research review meetings like RC, RAC, EOM etc.
- Preparation of meeting proceedings, follow up actions of recommendations of different meetings related to R&D activities.
- Assist in Coordination, communication and correspondence with different CSB units, Central office, DOS's, 'Universities and Institutes'.
- Implement Transfer of Technology (TOT) programme and Technology Assessment and Refinement (TAR) programme.
- Teaching as faculty members in different structured, non-structured and special training courses, conducting of examinations and evaluations.
- Assisted in organizing Resham Krishi Mela.
- Correspondence relating to Patent related activities.
- Noting and drafting of letters, proposals etc. as directed and guided.
- Implementation of Office language relating to concerned sections.

DEPUTY DIRECTOR (COMPUTER)

- Designing and developing Information Systems to improve functional efficiency of the organisation.
- Identify new areas for computerisation, systems analysis, design, development and implementation.
- Maintenance and upgradation of Information Systems in use.
- Coordinate with various Sections on the usage of Information Technology
- Purchase of Computer accessories
- Conducting periodical training on computer applications to employees
- Providing E-Mail / Internet facility and establishing LAN
- Maintenance of software packages
- Administration of Servers and Network
- Administration of Local Area Network (LAN) and Computer Systems

DEPUTY DIRECTOR (A&A):

- Grant of leave, LTC to the officers below his own level.
- Grant of Annual Increment of Officers below his own level.
- Sanction of expenditure of contingent nature up to Rs.1000/- on each item.
- Grant of special pay for passing Hindi Pragya Examination.
- Grant of Special Pay for handling cash to the cashier.
- Grant of special pay for promoting small family.
- Forwarding of applications for the better employment in respect of Non-Gazetted employees.
- Counter signature of TA bills of both Gazetted and Non-Gazetted officers/ officials as required under S.R.194

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ASSISTANT DIRECTOR(A&A):

- Being the Section Officer, they have been delegated with certain Administrative & Financial powers.
- In absence of Deputy Director (A&A), they may exercise the financial powers vested with Deputy Director (A&A) subject to ratification by the concerned Officer.
- Sanction of leave, increment of the staff below their own level.
- Making routine correspondence with Central Office and other offices.
- Attestation of Service Book for all categories of Officers & Staff.
- Issue of Identity cards for the staff below their own level after obtaining approval of the C. Authority.

ASSISTANT DIRECTOR (OL):

- The translation work from English to Hindi and vice versa and vetting there of.
- To acquaint the officers and staff of the concerned departments with the provisions of the O.L. act.
- To ensure proper compliance of the provisions of the O.L. Act and the orders pertaining to Hindi Teaching scheme and Official language policy.
- To make suggestions from time to time for promoting the progressive use of Hindi and to keep liaison with the Official Language Department through proper channel.
- Organize official language implementation committee meeting during each and every quarter as well as Hindi Workshop from time to time.

SUPERINTENDENT

- Supervisory staff of the Section.
- The work involves distribution of dak among the Dealing Assistants working in the Section, checking of Assistants Diary, scrutiny of the files put up by the Dealing Assistants with reference to Rules and offer comments and coordination of work of all Dealing Assistants working in the Section
- Disposal of files at his / her level as per delegation of powers
- Supervise the work of Dealing Assistants and guide them and enforce punctuality and discipline
- Check whether all facts, statements are correct, point out the mistakes / missing data, draw attention to the statutory or customary procedure and point out the relevant law and rules
- Furnish other relevant data / information available in the Section, draw attention of any precedents, evaluate relevant data and information and suggest, where possible, alternative course of action for consideration.
- Maintenance of Casual Leave Account of the staff of the Section
- Maintenance of Record Room files
- Monitoring of implementation of Official Language
- Monitoring RTI issues

ASSISTANT SUPERINTENDENT

- Preparation of drafts where necessary and issue the same after approval by the concerned Officers and take further action of despatch and keep records relating to the issue of such communication
- Follow proper filing system and keep files in an orderly manner for easy reference.
- Maintenance of reminder diary, etc.
- To go through the receipts and separate urgent receipts from the rest, enter in the Assistant Diary, deal with urgent receipts first and put up the case to the higher Officers.

ASSISTANT

- Receipt of dak, examine the issue in relation to the Rules governing the subject and suggest appropriate action
- Maintenance of files relating to the activities of the Section as per work allocation order.
- Preparation of Notes on the subject dealt in the Section, marking the receipts, preparation of running summary of facts
- Follow docketing system i.e. keep the files numbers for early references,linking files, etc.
- Put up earlier references of the case, any precedents in taking a particular decision.

UPPER DIVISION CLERK

- Receipt of dak
- Maintenance of files
- Examination and scrutiny of papers received with reference to Rules
- Submission of files with comments to Section In-charge
- Other work assigned by the concerned Section Head.

LOWER DIVISION CLERK

- Typing
- Diarising of papers
- Despatch of letters
- PABX Operation
- Other work assigned by the concerned Section Head.

REPORTER

- Taking dictation and transcription apart from typing.
- Attending important Meetings and preparation of verbatim reports
- Maintenance of Engagement Diaries
- Preparation of tour programme
- Fixing of appointments
- Attending to phone calls of the concerned Officers.

STENOGRAPHER
JR. STENOGRAPHER

- Taking dictation and transcription apart from typing.
- Any other work assigned by the concerned Officer.

COMPUTER PROGRAMMER

- Systems analysis
- System design
- Software development
- Computerization
- Computer applications
- Computer maintenance

SR. TECHNICAL ASSISTANT (SELECTION GRADE).

- Microscopic examination of moths
- Preparation of Technical Reports and compilation of technical data
- Organising Transfer of technology under IVLP
- Coordination of pest management
- Coordination of training programmes of farmers
- Labour supervision and management
- Farm Management
- Basic stock maintenance at P4
- Maintenance of technical files/records pertaining to rearing /
- Compilation and preparation of monthly, quarterly and annual reports

SR. TECHNICAL ASSISTANT

- Assisting in-charge Officers in organizing Field Days, Group Discussions, Film Shows, etc. with farmers
- Compilation and forwardal of primary data from the Field
- Feedback information on various aspects /constraints in sericulture development
- Assisting scientific personnel, demonstration of package of practices for application of research findings in the field, assisting in conducting training programmes and attending to the extension activities to educate farmers in new technologies.
- Collection of primary data on farmers, infrastructure status of sericulture, DFLs requirement and other information to plan improvement of sericulture in the given area,
- Responsible for transfer of technologies identified for the area/supervision of farmers by using the extension tool and providing feedback on technologies, assisting the farmers in improving the production and productivity of mulberry and silkworm by way of application of quality inputs, specific disinfectants, technologies and absorption of relevant farmers.

TECHNICAL ASSISTANT

- Garden management,
- Monitoring the schedules of cultural operations including input application,
- Making available the silkworm DFLs as per the requirements,
- Supervision of work carried out by the Farm Workers,
- Rearing of silkworms including harvesting of leaves, feeding, disinfection etc.
- Data compilation pertaining to the Centre on various activities,
- Maintenance of technical files/ records,
- Basic Seed Production/ Commercial Seed Production which includes, pairing, de-pairing, attending to emergence etc.
- Assisting farmers in improving production and productivity/ crop inspections/ feed back on technology.

SR. FIELD ASSISTANT/ FIELD ASSISTANT

- Duties and responsibilities are more or less as prescribed for the post of Technical Assistant

SR. LIBRARIAN AND INFORMATION ASSISTANT

- Regular acquisition, classification and cataloguing of Library Books
- Regular renewal of subscription of journals
- Issuing and receiving books
- Maintenance of files pertaining to Library
- Inter Library loan work and service to University staff
- Periodical purchase of books and journals.

Sr. ARTIST

- Visualisation / preparation of art work, designs, layout for all publications and preparation of logos.
- Liaison with Press during printing of publications.

STAFF CAR DRIVER (SELECTION GRADE)
STAFF CAR DRIVER (GRADE-I)
STAFF CAR DRIVER (GRADE-II)
STAFF CAR DRIVER (O.G.)

- Driving and maintenance of vehicles and Log Books.

COOK

- Looking after the catering work in Guest Houses / Hostels.
- Preparation of food for guests / students.
- Maintenance of kitchen attached to the Guest Houses / Hostels neatly.

TECHNICIAN

- Attending to the work like operating Gestetner Machine, Boilers, Plumbing, operating Pump, Wiring, Carpentry, Mason work, Electrical work, etc. depending upon their trade.

ASSISTANT TECHNICIAN

- Attending to the work like operating Gestetner Machine, Carpentry, Mason work, Wiring, Assisting Artist, Plumbing, Reeling / Spinning, Weaving, Rearing, Daftary, Driving Power Tiller, etc. depending upon their trade.

ATTENDER

- Identification of files meant for different sections and carryout inter sectional movement of files.
- Dusting /Cleaning of tables/Chairs of the officers/Staff and other Office equipments like computer, Telephone etc.
- Assisting the dispatcher for preparation of envelopes. Pasting of postage stamps, affixing address stamps etc.
- Hand delivery of letters to the local Offices and booking of Air parcels.
- Booking Registered letters /Speed post/Courier
- Visiting nearby units for hand delivery of urgent letters/ records etc.
- Attending of work connected with payment of telephone/water/ Electricity bills.
- Where necessary, assisting cashier, accompanying cashier to the Bank and collection of DDs/ Pay orders etc from Bank.
- Screening of visitors coming to meet senior Officers and guide them to the concerned officer after ascertaining the purpose of the visit.
- Distribution of Dak and official communication to the staff after obtaining their signatures in the register.
- Display of notices/ Circulars on the Notice Board as also circulation among the staff.
- Booking of Air/Train /Bus tickets to the Officers and staff for official visits to out stations.
- Shifting of office furnitures.
- Serving Coffee/Tea and lunch /Snacks in the meetings.
- Getting photo copies and set making , stitching of files.
- Any other duties assigned by the officer-in-charge from time to time.

CHOWKIDAR

- Responsible for overall security and safety of the office/ stations and performing watch and ward duties.
- Safeguarding the properties/ records etc of the office.
- Restricting the movement of public and visitors to the office premises.
- Screening of visitors coming to the office premises to meet the Officer/ Staff and guide them after ascertaining the purpose of their visit.

- To note down the registration numbers of vehicles entering and leaving the office premises including the time of arrival and departure.
- Checking the items / materials/equipments/Stationary items with reference to Bills/Invoices before entry into the office premises or before they are taken out of the office premises.
- Issuing gate pass to the outsiders for the purpose of their entry into the office premises and to collect back the same duly signed by the concerned officer visited before allowing the visitor to move out.
- Reporting promptly to the Officer-in-charge with regard to any untoward incident occurred in the premises while on duty for appropriate action.
- Attending to Telephone calls before and after office hours/ holidays and pass on important and urgent messages received to the Officer-in-charge/ Senior Officers depending upon requirement.
- Any other duties assigned by the Officer-in-charge from time to time.

SAFAIWALA

- Sweeping and cleaning of entire area of Office premises.
- Cleaning of bathrooms/ Toilets of the office with disinfectants and maintain cleanliness.
- Spraying of insecticides so as to prevent cockroaches/Silver fish/white ants etc. from attacking office records / furniture.
- Cleaning ceiling fans/ Pedestal fans and other fixtures provided in the office premises and maintain cleanliness.
- Any other duties assigned by the officer –in-charge from time to time.