

#### **Section 4(b)(iii)**

For various type of admn. process, the officers in a particular chain process the files and take decisions as per extent of powers delegated to them. The finance wing is also included in decision making process where financial matters are involved like purchase, works, pension etc. All officers above the level of AAO are in supervisory position. They are accountable to the extent the power share has been delegated to them.

As regard financial matter the cases are being examined with reference to the provision laid down in the FR,SR and GFR as well guidelines issued by the ICAR/GOI from time to time. The work of Section is supervised by sectional Incharge i.e. SAO and F & AO the various sections under overall supervision of Director, ICAR-IISS Bhopal

#### **Work covered**

1. Disciplinary cases of All the Scientific/Technical/Ministerial/Supporting Staff of the Institute and its Regional Stations.
2. To examining and scrutinizing of cases in details and issue of charge sheet by processing the case.
3. Issue of vigilance Clearance and Integrity Certificate on the basis of Cases and CRs of All the Scientific/Technical/ Ministerial/Supporting Staff of the Institute.
4. To deal with the Theft cases of the Institute.
5. To follow the Vigilance Awareness Week Instructions.
6. Monitoring of ICAR instructions regarding disciplinary rules.
7. Complaints reg. Irregularities in store purchase/job work etc. and other misc.complaints.
8. Maintenance of CR dossiers of All the Scientific/Technical/Ministerial/Supporting Staff of the Institute.
9. Communication of adverse entries and issue of orders for the same in r/o all Scientific/Technical/Ministerial/Supporting Staff of the Institute.
10. Preparation of grading for placing before DPC meeting in respect of Scientist/Technical/Ministerial Staff and submission the same to the DPC meeting along with CR dossiers as and when required.
11. Issue of Instructions regarding writing of AARs/CRs and instructions of ICAR/Govt. of India instructions received from time to time
12. Maintenance of casual leave account of staff
13. To prepare the statement of files pending outside the section.
14. Submission of quarterly report of Hindi Raj Bhasha
15. Submission of ICAR quarterly Reports.
16. Submission of RTI Reports.
17. To process the Cases received under RTI Act
18. Monitoring Punctuality and Regularity of Attendance.
19. Audit Paras and Parliaments Questions.

Any other work assigned by Senior officers.