

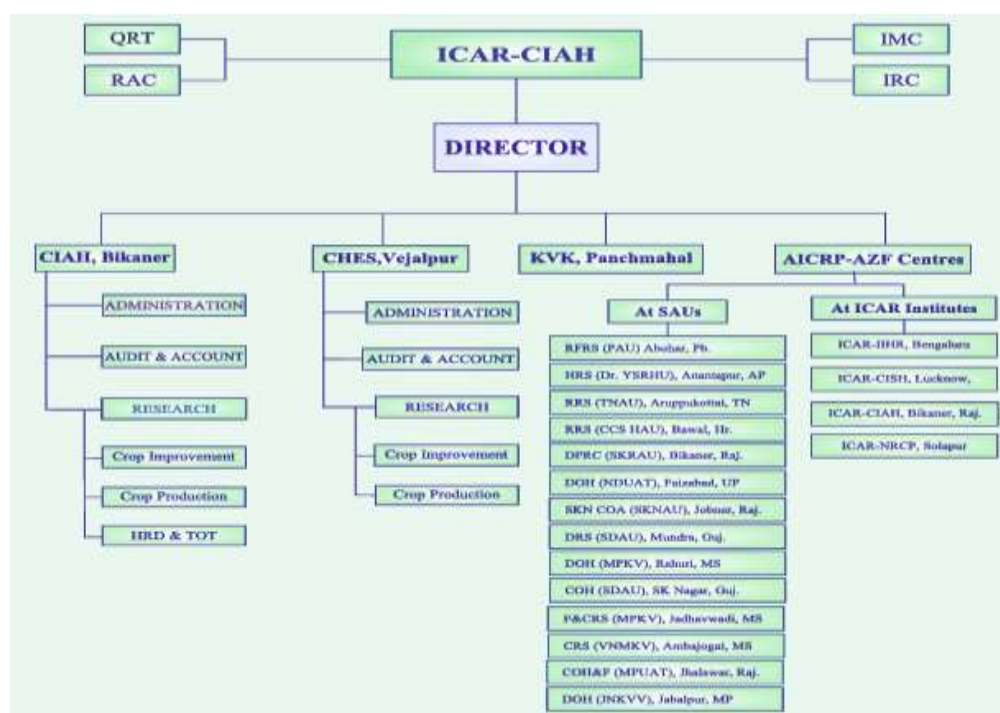
Last Update April 2025

1.2 Power and duties of its Officers and employees [Section 4(1)(b)(ii)]

Section 4(b) (ii) of RTI Act – Powers and Duties of Officers]

ICAR-CIAH is a Central Institute to act to research on arid and semi-arid horticultural fruits and vegetables and their extension under the aegis of Indian Council of Research (ICAR), Department of Agricultural Research and Education (DARE), Ministry of Agriculture and Farmers Welfare, Government of India. The Head of the Department is the Director, ICAR-CIAH and assisted by Administrative Officer (Head of the Office), Heads of the Divisions, of the respective Units to run the Institute.

The organization chart can be seen.



1.2.1 Powers and duties of officers (SAO/Administrative, Financial and Judicial)		
S.No.	Designation	Power/Duties
1	Director	The Director is Head of Department for the Institute. She/He exercises all the powers which is applicable to HOD as per ICAR/GOI instructions. Further additional powers have been delegated to the Director for day to day running of the Institute as per delegation of powers by ICAR HQ. Overall administrative, financial, executive disciplinary and appointing powers rest with the Director as per the delegations of powers by ICAR.
2	SAO/Administrative Officer	They advise the Head of the Office on all matters of policy and administration. Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc. They also coordinate activities of various units of the office. They also recommend cases for taking disciplinary action against

		the staff as per instructions issued by Govt. of India. Implement policies of the Govt.
3	Finance and Account Officer	Finance and Account Officer is controller of finances, budget and auditory functions of the internal finance. No financial powers is delegated to FAO. She/He also monitors the progress of expenditure and prepares, Budget Estimate & Revised Estimate for financial year.

1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

S.No.	Designation	Power/Duties
1	Official Language	Supervise the progress of work in Hindi under Official Language Act. Supervise all type of translation work done by Hindi Translator. Prescribe proforma for and collection information from various sections, divisions, units and regional stations of the Institute about the progressive increase / decrease in the use of Hindi as an official language. Arranges the Hindi Typing training classes. Arrange different programmes / competitions for promotion of use of Hindi in office work. Attend meetings of Committee on Hindi.
2	One Technical officer act as Security Officer/Security Supervisors/ Estate Officer etc.	They plan, control, supervise security arrangements of the Institute against fire, thefts, pilferage, unauthorized entry and personal hazards. Allot duties to security personnel at appropriate locations to check unauthorized entry of men and passage of material. Issue gate passes to visitors desiring entry into restricted premises. Enquire into complaints of unauthorized entry of men and material and cases of theft, etc., and report the matter to police for further action. Maintain discipline amongst security personnel.
3	Asstt. Admn. Officer	They organize and control all clerical work in the office, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters in-subordination, arrangement of office accommodation, furniture, office equipments, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings. They also perform the duties of DDOs and Others
4	Assistant / UDC	Dealing with promotion, retirement and all kind of service matters of the staff/officers of the Institute and its Regional Station. Maintenance of Personal Files of the staff/officers. Processing the cases for taking necessary action against employees on unauthorized absence / misconduct. Processing different types of information asked by the ICAR/other authorities. Deal with different court cases. Processing the cases for procurement of different items and looking after the stores. Perform the duties of cashiers. Work under Financial and Accounts Officers for processing/passing of bills etc. Submit

		different cases alongwith necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities.
5	LDC	Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of different reports. Submission of routine and simple drafts.
6	PA	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.

1.2.3 Rules / orders under which powers and duty are derived as per the ICAR – Guidelines
[\(schedule-III.pdf \(naarm.org.in\)\)](#)

1.2.4 Exercised – As per Guidelines

1.2.5 Work allocation – As indicated above (1.2.1 & 1.2.2)

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