

CHAPTER 5

POWERS AND DUTIES OF OFFICERS, CHANNEL OF SUBMISSION AND NORMS OF DISCHARGE OF FUNCTION

(In pursuance of Section 4(1)(b)(iv) of The Right to Information Act, 2005)

Officers exercise powers in accordance with power conferred on them by various statutes, rules etc. e.g. CCS (CCA), Rules, GFR, DFPR, CCS (Leave) Rules, etc. as well as administrative orders etc. issued by Government of India from time to time. As per the procedure prescribed in the Central Secretariat Manual of Office Procedure. Consultant/JAO & Stenographer-Gr-III supervised by Head of Office, initiates the processing of a case immediately after receiving a reference/communication by registering / diarizing the receipt and initiating the note. The case/subject is placed before the Director for advice and orders. Cases of minor and routine nature are disposed of at the level of Head of Office.

In respect of technical matters, the case is processed in the concerned technical unit supervised by Veterinary Testing Coordinator.

In matters, which are important in nature, the file is submitted for advice and orders to the Director and decisions of certain nature are disposed off at the level of Director as per the delegated financial and administrative powers.

However, issues with major policy implications and major administrative and financial matters, requiring the advice and approval of higher authorities, are placed by the Director before the department through the Joint Secretary of the Ministry for orders.

CCS National Institute of Animal Health has been entrusted with the responsibility for quality control testing of different veterinary vaccine.