

CHAPTER 3

The powers and duties of the officers and employees

The powers and duties of its officers and employees and norms set by the institute for discharge of its functions:

[In pursuance of section 4(1)(b)(ii) of The Right to Information Act, 2005]

Each Officer and employee in the institute has been assigned specific tasks with which he is duty bound to perform in a fair and objective manner and in accordance with relevant rules, regulations, policy guidelines and established practices. The exercise of powers by each functionary is determined by the nature and importance of the issue under consideration and in accordance with the levels prescribed for disposal of cases of different nature. The channel of submission of cases and the levels at which these are finally disposed off have been indicated in the duties assigned to the officers and staff. The decision making process and accountability are as laid down in the Manual of Office Procedure and Central Civil Services (Conduct) Rules, 1964.

2. However, the following functionaries in the institute have been specifically conferred with certain administrative, executive and powers as per details indicated below:

- I. The administrative head of the institute is the Director. Director is also declared as Head of the Department under Rule 3(f) of the Delegation of Financial Power Rules, 1978 as amended and he exercises such powers as are specified in the (i) Schedule V under Rule 13 of the said Rules ; and (ii) Fundamental and Supplementary Rules He is assisted by, four Joint Directors and three Assistant Director, in discharging the responsibilities assigned to this Department.
- II. One of the Joint Director has been declared as Head of Office under Rule 14 of the Delegation of Financial Power Rules, 1978 as amended and they exercise the power to approve contingent and miscellaneous expenditures to the extent specified in schedule V under Rule 13 of the Delegation of Financial Power Rules, 1978.
- III. One of the Assistant Director has been declared as DDO. The DOO of institute in “Non Cheque Drawing DDO.
- IV. The detailed duty chart is annexed at Annexure 1

Responsible for testing of viral/bacterial vaccines/ biological for the use in ruminants, Canines, felines, porcine, equines etc. Also responsible for processing of tissues from experimental animal house and maintenance of seed cultures and healthy cell lines. Management of animal house and experimental animal house, animal testing of biological and production of hyper immune sera and testing of livestock and poultry products.

