

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:

- 1) 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, three joint commissioners, one assistant commissioner and three Assistant Directors/Livestock officer, in discharging the responsibilities assigned to this Department.
- 2) One of the Joint Commissioner 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.
- 3) One of the Assistant Director has been declared as DDO. The DOO of institute is "Non Cheque Drawing DDO.
- 4) The detailed duty chart is available on CCSNIAH website in RTI section.



Government of India
Ministry of Agriculture & Farmers Welfare
Department of Animal Husbandry, Dairying and Fisheries
CCS National Institute of Animal Health
Bagpat -250609 Uttar Pradesh

F.No- 1/2/2012/CCSNIAH/

Date: 18 August 2018

Office order

In suppression of all earlier orders, the work and duties of officers are assigned with immediate effect as per the following table, consequent upon the joining of Dr Shingini Sharma, Joint Director for smooth functioning at the Institute. Charge handing over/taking over should be completed within a week positively, where so ever it is concerned.

S.No.	Responsible Officer/ Staff	Work/ Charges	Assistant
1.	Dr. S.K. Singh (JD)	HOO including establishment matters (personal files, ACRs, courts cases), telephone and electricity bills, issue of sanctions, entry of bills of non-physical nature etc.	Mr. Ankur Kumar
		CO-coordinator vaccine testing including vaccine receiving and distribution	Lab Assistant
		Quality Manager	ISO management
		Public relations and institute news monitoring	Mrs. Sonika Rani
		RTI	Mr. Jaswant Singh
		Vehicle In-charge	Mr. Jaswant Singh
		2.	Dr Shingini Sharma (JD)
Preparation of FMD vaccine testing SOP as per IP 2018	--		
I/c Bacteriology Lab	Ms Shipra Shrivastava		
Biosafety Officer	Lab Assistant		
DDO. all matters related to pay and account budget, all kinds of bills, challans, expenditure reports, reimbursement etc	Mrs.Sonika Rani/ Mr. Ankur Kumar		
Guest House	Mr. Jaswant Singh		
Library	Mr. Ranbir Singh		
हिन्दी अधिकारी	श्री जसवन्त सिंह		
3.	Dr. A. K. Singh (JD)	Viral vaccines including PPR & FMD except Poultry vaccines	Lab Assistant
		Pathology lab/ Animal house/ PM House	Lab Assistant
		Member Secretary IAEC	MrsSonika Rani

		RFD system	MrsSonika Rani
		Stores	Mr. Ranbir Singh
4.	Dr. Sweta Raghuvanshi (JD)	Poultry Vaccine testing	Ms. Monika Srivastava
		BSL-III facilities	Ms. Monika Srivastava
		I/c Virology Lab	Ms. Monika Srivastava
		Member Secretary, IBSC	Ms. Monika Srivastava
		Purchase Officer	Mr. Jaswant Singh/ Mr. Ankur Kumar
		Management of job contracts including solar electrification of the campus	Committee*/ Mr. Ankur Kumar
		Internal Complaint Committee	Ms Shipra Shrivastava
		General Vigilance and transparency	Mr. Ankur Kumar
		Nodal Officer, OGD (Data Controller)	Mrs Sonika Rani
		Maintenance of bacterial cultures and assistance in quality testing of vaccines	Ms Shipra Shrivastava
4.	Dr. Atulya M (AD)	Staff Welfare activities	Mrs. Sonika Rani
		Grievance redressal	Mrs. Sonika Rani
		BSL-II facilities	MsShipraShrivastava
		Maintenance of viral cultures and cell lines	Ms. Monika Srivastava
		Establishment and furnishing of molecular biology work for all microbes	Ms. Monika Srivastava
5.	Dr. Sudam Bag (AD)	Biometric attendance and electronic surveillance system development/ management	Mrs. Sonika Rani
		IT cell- including website management, AEBAS, internet, EPABX, LAN, CCTV surveillance system, systems administration & maintenance of te OS of all PCs including antivirus software, Miscellaneous IT activities etc.	MsShipraShrivastava/ Mrs. Sonika Rani
		Security	Mr. Ranbir Singh
		स्वच्छ भारत मिशन	
6.	Mr. Ranbir Singh, Storekeeper	National flag, national festivals etc.	
7.	Mr. Jaswant Singh, Steno	PA to Director	
		Estate officer	
		Diary and Dispatch, Postage etc	
		Taking dictation with in Hindi with all officers and Hindi typing	

* Job contract Committee: Dr. Sweta Raghuvanshi, Dr. A. K. Singh, Dr. Sudam Bag

Vaccine Testing Teams:

- Bacterial Vaccines: Dr Shingini Sharma, Dr A K Singh and Dr Atulya M
- Poultry Vaccines: Dr Sweta Raghuvanshi and Dr Sudam Bag
- Viral vaccines: Dr Shingini Sharma, Dr A K Singh and Dr Sudam Bag

Sandeep
28/10/18
(Sandeep K. Singh)
JD & HOO

Distribution:

- All concerned by name
- Director for information