

## ***Powers and duties of officers (administrative, financial and judicial) Powers and Duties of Officers and Employees***

The Head NCMRWF is appointed by Hon'ble Minister by approval from the Cabinet. The Centre, which is under the charge of the Ministry of Earth Sciences (MoES) is responsible for execution of the policies laid down by the Ministry which has full powers of the Government of India, both administrative and financial within the limits of budget allotted by the Ministry. The Head of Centre has been given full Administrative and Financial powers of 'Head of the Department' which would be essential for the smooth functioning of the Centre. The head has further delegated his/her financial powers down the line of control up to levels which are required for the operation of functional entities. Head, NCMRWF guides and looks after all the research and operational activities of the centre.

The Officers and employees working in the the Centre are broadly categorized as (i) Scientific & Technical and (ii) Administrative personnel.

The scientists can be appointed by Ministry of Earth Sciences Recruitment Rules (given at <https://www.ncmrwf.gov.in/moes-rec-rules.php> under Outreach) and promotions are guided by Government of India Ministry of Personnel, Public Grievances & Pension Department of Personnel & Training (DoPT) rules <https://dopt.gov.in/sites/default/files/RevisedFCS.pdf> [Circular No. AB-14017/41/2013-PP(RR)]

Scientist G are Group A officers which are equivalent to Advisors to Government of India  
Scientist F are Group A officers which are equivalent to Directors to Government of India  
Scientist E are Group A officers which are equivalent to Asst. Directors to Government of India  
Scientist D are Group A officers which are equivalent to Deputy Secretary to Government of India  
Scientist C are Group A officers which are equivalent to Under Secretary to Government of India  
Scientist B are also Group A officers but entry level scientists

All scientists' posts are Gazetted. The definition of Gazetted Officer may be found at <https://cag.gov.in/uploads/media/ag-au-jh-office-manual-Chapter-2-20200706115105.pdf>

In conformity with the functions and duties allotted by the MoES, the Centre has full powers to manage all aspects of the programmes, projects, R&D, human resource management, international cooperation, civil works, etc.

The NCMRWF has been delegated with powers to execute civil works, purchase, stores and stationary and make arrangements for its own printing and binding. The senior scientists are the team leaders of different groups for the efficient scientific management of operational and R&D activities (see the link for details <https://www.ncmrwf.gov.in/Division-manager>).

### ***Powers of other employees, Rules, orders under which powers and duty are derived, Exercised and Work allocation:***

Powers of officers are derived from (i). Allocation of Business Rules, 1961 (ii). Fundamental & Supplementary Rules (iii). General Financial Rules (iv). CCS(Conduct) Rules (v) MoES Employees(CCA) Rules, 1976 (vi). MoES Study Leave Rules (vii). NCMRWF Allotment of

Residency Rules based on Central Govt. Estate Rules (viii). Financial Powers as per Dept of Expenditure (ix). Finance Ministry Purchase manual (x). MoES Stores Procedure and all other Civil Service Rules.

### **Duties of employees in scientific & technical areas:**

The major work areas of administration in the Department are (i) Personnel & General Administration, (ii) Finance & Accounts and (iii) Purchase & Stores. All the three areas function normally on a three tier system, viz., Dealing hands, Officers and Heads of Divisions.

### **Personnel & General Administration:**

The duties and responsibilities of the officers and employees working in the Personnel & General Administration include all the matters pertaining to the

- Establishment and service matters of S&T and Administrative staff
- Training & Deputation
- Transportation & Logistics Management
- Canteen & Guest House Services
- Security and Fire Service
- Estate Management
- Employees Welfare & Redressal of Grievance
- Sports and Recreation Matters.
- Joint Consultative Machinery (JCM) related matters.
- RTI & Records Management
- Implementation of Official Language & Parliament questions and laying of annual reports in Parliament.
- Selection and appointment of S&T and Administrative personnel
- Promotion and Posting of S&T and administrative personnel
- Vigilance and Disciplinary matters of NCMRWF
- Legal and Court matters relating to Centre

### **Finance & Accounts:**

The duties and responsibilities of the officers and employees working in the Finance & Accounts include all the matters related to

- Compilation of monthly Accounts
- Cash handling, Maintenance of Cash Book and related Registers
- Payment of Tax Deduction at Source (TDS) and filing of quarterly IT returns
- Processing of supplier bills for payment.
- Pre-audit of purchase order files and civil work orders, etc
- Computation and authorization of Pension and payment of all terminal benefits
- Formulation of Budget of the Centre/Project
- Expenditure Control and Internal & External Audit
- Preparation of Pay Bills, supplementary bills and disbursement of monthly salaries of Officers and Staff.
- Recovery of Income Tax

- Passing of Bills related to Traveling Allowance, Leave Travel Concessions, PF Advances and withdrawals, Medical Reimbursement bills, contingency and miscellaneous expenditure.
- Issue of cheques, Reconciliation of daily remittances to and withdrawals from Bank and verification of date-wise monthly statement from Bank.
- Internal Financial Advisory functions

### **Purchase &Stores:**

The duties and responsibilities of the officers and employees working in the Purchase & Stores include all the matters pertaining to Procurement and Storage of materials, equipments, office stationary, furniture & fittings and services right from indent stage to awarding of contract, which include the following

- Source Selection and Registration of Vendors
- Processing of Indents and Tender Documents
- Receipt and Opening of Tenders
- Preparation of Comparative Statement and Commercial evaluation.
- Terms & Conditions and Formulation of Purchase Order/Contract
- Approval of Purchase & Contract Finalization Committees concerned
- Organizing negotiations
- Issue of Purchase Order/Award of Contract
- Post-Contract Management & Monitoring
- Enter into agreements and contracts with Private Industries/ Consortia for procurement of strategic items and fabrication works from time to time.
- Receipt, inspection, acceptance or rejection of stores and lodging of claims
- Issue of materials and equipments to the concerned user Department / Division in the Centre / Unit.
- Maintenance of all office equipments& furniture and finalizing annual maintenance contract.

Maintaining stock of Capital items & organizing the physical verification periodically.