

Powers and duties of its officers and employees

(i) ADMINISTRATIVE & FINANCE & ACCOUNTS

Director

- Full administration and financial powers of Head of the Organization, as per the Government rules, approved by Council of Association of CPPRI
- To formulate policies for the Institute after approval of Council of Association/Govt. of India
- Identify the areas of research for the Institute
- Coordinate with different technical and administrative committees as per the Government directions/instructions
- Control the overall administration of the Institute
- Interact with national and international agencies
- Control the functioning of the Institute as per Institute's rules and regulations

Manager (Finance & Admn.)

- To control the financial and administration matters of the Institute
- To control the payment of purchases for the Institute
- To control the legal matters
- Signatory in financial payments
- Advising Director in administration

Administrative Officer

- To control the administration matters of the Institute
- To control the recruitment process of the Institute
- To control the legal matters
- Signatory in financial payments
- Advising Director in administration

Section Officer (Administration, Finance, Purchase):

- Execute and control the jobs of section
- Signatory in the relevant area
- Control the section as per Institute rule
- To assist in legal matters

Private Secretary/Personal Assistant:

- Assist Director/Senior Officers in preparation of official documents
- Managing official documents systematically
- Assist senior officers in meetings, etc.

Assistant/Jr. Assistant:

- Render assistance in all official matters under the Section Officer/Assistant
- Render assistance to Section Officer/Assistant/Scientists in documentation and relevant sectional works.

(ii) Powers and duties of other employees:

SCIENTIFIC STAFF

Controlling Officer/Scientist-G/F/E-II:

- Formulation of Research Programmes
- Monitor and Control the research activities
- Create and upgrade infrastructure facilities to improve research potential
- Liaison with outside agencies, departments and attend technical enquires related to his/her field.
- Assist Director in policy making for the Institute.
- Sanction travel plan of project staff working under his/her control
- To approve/disapprove the purchase indents raised by his division scientists
- Control the division activities

Scientist E - I:

- Execute the research programmes as formulated by Controlling Officer
- Preparation of Draft Research Report
- Maintain the laboratory/plant facilities in functional order.
- Conduct sponsored projects as per plan.
- Recommend the purchase of instrument
- Control the junior staff working in the division
- Forward leave application of staff working under his/her control

Scientist – C:

- Conduct laboratory experiments as per plan
- Calibration of instruments
- Compilation of experimental data
- Control the junior staff members

Scientist – B:

- Conduct the laboratory experiments
- Compilation of results and prepare 1st stage report.

Senior Scientific Assistant (SSA):

Experimental and analysis work related to concerned project under the guidance of Scientist B/Scientist C and project leader

TECHNICAL STAFF

Technical Officer E-I:

- Conduct Pilot Plant trials
- Preparation of report
- Finalize the Annual Maintenance Documents
- Recommend purchases related to division
- Control junior staff working under the division
- Control the maintenance of pilot plant, laboratory instruments.

Technical Officer-B:

- Mechanical maintenance of Laboratories, Pilot Plant/ Drawings and Design/Civil works of the Institute
- Electrical Maintenance of Laboratories, Pilot Plant, Colony, Maintenance of Laboratory equipments and Pilot Plant Instrumentation
- Maintenance of Computers, Printers Scanners and UPS /Internet Service of the Institute

- Uninterrupted utilities maintained through out the year, this includes supply of Water, Electricity, Compressed Air, Transport, and Air Conditioning.
- Maintenance of EPABX systems and Telephones.
- Maintenance of D.G. Sets

Technical Officer-A:

- Assist Senior staff members in execution of the jobs
- Prepare draft data sheet
- Maintain records

Library officer:

- Documentation of Institute research activities
- Arrange and procure national/international books/journals/proceedings
- Provide information to seeking agency regarding Institute's technical publications.
- Control the functioning of Library & Documentation center by purchasing necessary requirement.