

3. Powers and Duties of Officers and Employees

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| Designation | Secretary |
| Powers | Administrative Head of the Department and Principal Adviser of the Minister on all matters of Policy and Administration. |
| Duties | <ol style="list-style-type: none"> 1. To advice Hon'ble Minister on all matters of policy and administration. 2. To look after the work of Department. 3. To promote Biotechnology in the country 4. To implement the mandate given in allocation of Business Rules 1961 |

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| Designation | Joint Secretary |
| Powers | Responsible for all functions of Administration, Executing all powers of the Head of the Department, Human Resource Development Division, Bio-informatics Division, International Collaboration-II Division. |
| Duties | <ol style="list-style-type: none"> 1. To look after day to day functions of the Department 2. To advice Hon'ble Minister and Secretary on the matters relating to administration and policy matters as desired by them 3. To look after the work of International Collaboration to Division |

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| Designation | Scientists- 'F', 'G' & 'H' | |
| Powers | Financial | Release of instalments for projects. |
| Duties | <ol style="list-style-type: none"> 1. To assist the Secretary in policy formulation, programme development and implementation and monitoring of various projects. 2. To look after the policy matters of the work allotted to various scientist as desired by Secretary. 3. To represent the Department on various committees as may be nominated by the Competent Authority. 4. To execute the policies of the Department through programme development. 5. To monitor various projects. 6. To assist Secretary on various Scientific & Research and Development matters. 7. To represent the Department on various committees as may be nominated by Competent Authority | |

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| Designation | Scientists (other than above) | |
| Powers | Financial | Release of instalments for projects. |
| Duties | <ol style="list-style-type: none"> 1. To execute the policies of the Department through programme development. 2. To monitor various projects. 3. To advise Secretary on various Scientific & Research and Development matters. 4. To represent the Department on various committees as may be nominated by Competent Authority. | |

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| Designation | Director/Deputy Secretary | |
| Powers | Administrative | Appointment to Gr. 'B' Posts. |
| Duties | <ol style="list-style-type: none"> 1. Dispose assigned Govt. business. 2. To examine the cases from finance angle. 3. To deal with day to day administration work 4. To deal with the matter related to PSU/Autonomous bodies. | |

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| Designation | Under Secretaries | |
| Powers | Administrative | Appointment to Gr. 'D' posts. |
| | Financial | Contingent expenditure upto Rs. 2000/- per case (for Head of the Office) |
| Duties | <ol style="list-style-type: none"> 1. To take work from a Section. 2. To do the job independently as assigned by Competent Authority. | |

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| Designation | Section Officers | |
| Duties | <ol style="list-style-type: none"> 1. To supervise the work of staff. 2. To distribute work among staff. 3. To train, help and advise the staff. 4. To maintain order and discipline in Section. 5. To do independent job as assigned by the Competent Authority. | |

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| Designation | Junior Analysts/Technical Assistants/Junior Technical Assistants | |
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| Duties | <ol style="list-style-type: none"> 1. To make preliminary analysis and scrutiny of the proposal/ programmes/projects as per approved guidelines. 2. To suggest for collecting additional or supplementary information for final approval. 3. To obtain information regarding the progress of implementation of programmes/projects etc. 4. To collect, collate, tabulate and interpret data wherever consider necessary. 5. To assist scientists. |
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| Designation | Assistant/UDC/LDC |
| Duties | <ol style="list-style-type: none"> 1. To submit assigned cases after proper analysis. |

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| Designation | Principal Private Secretary |
| Duties | <ol style="list-style-type: none"> 1. To assist Secretary in day to day matters. 2. To supervise the staff attached with Secretary. 3. To fix and maintain appointments with the Secretary. |

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| Designation | Private Secretary/Personal Assistant/Steno. |
| Duties | <ol style="list-style-type: none"> 1. To assist officers by taking dictation in shorthand and its transcription. 2. To mail correspondents. 3. To file papers. 4. To make appointments. 5. To arrange meetings. 6. To collect information. 7. To do all official jobs as assigned by officers |

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| Designation | Data Entry Operators |
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| Duties | <ol style="list-style-type: none">1. Processing all types of jobs with the help of computer.2. Liaising with NIC Cell.3. Programming relating to data preparation and/or validation.4. Billing, counting, collating, coding, console operation.5. Assisting in the preparation of statistics.6. Billing7. Input/output handling on any type of machine/equipment/instrument endowed with the facilities for data entry or preparation for data entry.8. Validation of entered data.9. Alphanumeric data entry, graphic data entry/voice entry and associated validation.10. Pre-programmed validation, text processing etc. on any type of machine/equipment/instrument endowed with facilities for data entry and/or preparation for data entry. |
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