

Section 4(1)(b)(ii)

Powers and duties of its officers

I. Powers and Duties of the Director

The Director is the Principal Executive Officer of the Institute and functions as the **Head of the Department (HoD)** under the Delegation of Powers Rules (DFPR), 2023 of ICAR and ICAR Bye-Laws.

II. Powers and Duties of the Heads of Research Divisions

The Heads of Divisions are the Heads of Research Divisions of the Institute and functions as non-RMP Research Head under the Delegation of Financial Powers Rules (DFPR), 2023 of ICAR and ICAR Bye-Laws.

III. Powers and Duties of the Chief Administrative Officer (CAO) / Senior Administrative Officer (SAO) / Administrative Officer (AO)

The CAO/SAO/AO are the Heads of Office and functions Administrative Head under the Delegation of Financial Powers Rules (DFPR), 2023 of ICAR and ICAR Bye-Laws.

IV. Powers and Duties of the Senior Finance & Accounts Officer (SF&AO)

The SF&AO functions as the principal financial advisor to the Director and acts as the structural custodian of fiscal propriety for ICAR-CRIJAF and its regional stations.

- Exercises **absolute pre-audit powers** over all financial commitments, contracts, and bills generated by the institute.
- Holds the statutory authority to record notes of dissent or return proposals if they do not comply with the Government of India's *General Financial Rules (GFR)*, Central Vigilance Commission (CVC) guidelines, or ICAR financial bylaws.
- Advises the Director on all matters involving financial implications, budget strategies, and fiscal management.
- Responsible for compiling and supervising the **Budget Estimates (BE)** and **Revised Estimates (RE)** of the institute.
- Ensures the accurate maintenance of primary cash books, ledgers, and the compilation of the *Annual Accounts and Balance Sheet* for timely submission to ICAR Headquarters.

- Acts as the primary liaison for statutory audits conducted by the **Comptroller and Auditor General (CAG)** and coordinates the resolution of internal/external audit paragraphs.
- Supervises the functioning of the **Pension Authorizing Unit (PAU)** if designated within the regional framework, ensuring timely settlement of retirement benefits, gratuities, and general provident fund (GPF) accounts.

V. Technical Cadre (Chief Technical Officers down to Technical Assistants)

- **Nature of Powers:** Personnel in this cadre do not possess independent financial spending authority, statutory regulatory powers, or final administrative sanctioning privileges. They exercise **delegated technical control** over laboratory instruments, field research equipment, crop raw data repositories, farm operations, and auxiliary IT/Library infrastructure as assigned by competent scientific authorities.

2. Categorization, Grade Structure & Flow of Authority

The Technical Service at ICAR-CRIJAF is divided into three major categories. Advancement through the grades within a category occurs via ICAR's vacancy-linked or five-year merit-based assessment system:

Category	Role Profile
Category I	Execution-level field, bench, workshop, or library support.
Category II	Supervisory operational control over labs, farms, specialized units, and data systems.
Category III	High-level technical management, complex system administration, and technical advisory to scientists/Director.

3. Duties According to Functional Groups

As per ICAR regulations, all technical employees are permanently assigned to specific **Functional Groups** based on their recruitment qualifications according to Technical Service Rules.