

4 (1) (b) (ii) Power and Duties of the Employees

Sl. No.	Name of the post	Powers and duties
1.	Secretary	Secretary is the administrative head of the Department and is the principal adviser to the Minister for Science and Technology on all matters of Policy and administration in the Department.
2.	Joint Secretary (Admn.)	Joint Secretary, CSIR is holding the post of Joint Secretary of the Department on notional basis and exercises the powers of Joint Secretary (Administration).
3.	Joint Secretary & Financial Adviser	Joint Secretary & Financial Adviser, DSIR is exercising the delegated powers under the General Financial Rules.
4.	Head of the Department	A Scientist 'G' is exercising the powers of the Head of the Department, duly delegated by the Secretary.
5.	Deputy Secretary	Deputy Secretaries are responsible for disposal of Government business in respect of Administration / Establishment / Vigilance / Budget / Finance Divisions in the Department.
6.	Scientists 'B' to 'G'	Scientific Officers at different levels deal with work relating to formulation and implementation of Plan Schemes in the field of scientific and industrial research.
7.	Under Secretary	Under Secretaries look after, <i>inter alia</i> , work relating to Administration / Establishment / Vigilance / Budget / Finance Divisions in the Department.
8.	Deputy Director (Official Language)	Deputy Director (OL) looks after the work relating to implementation of Official Language Policy.
9.	Section Officers	Section Officers handle work relating to Establishment and General Administration/ Vigilance Sections.
10.	Hindi Translator	Hindi translators play a major role in the implementation of Official Language Policy.
11.	Junior Analyst [JA] / Junior Technical Assistant [JTA]	JA and JTA in DSIR provide assistance and support to scientific officers of different levels in formulating and implementing Plan Schemes in the field of scientific and Industrial research.
11.	Other staff such as Private Secretary, Stenographer, Assistant, UDC, LDC	Private Secretaries and Stenographers are attached with officers for providing secretarial assistance to them. Assistants/UDCs/LDCs are posted in Sections who provide assistance and support to Section Officers.
12.	Staff Car Driver ; Daftary, MTS Peon, etc	Staff Car Driver manages the Staff Car. Daftary, MTS Peon, etc are supporting staff posted in Sections / with officers.

16.11.2015

Alwazidharze
DS (Admin)