



# राष्ट्रीय पशु जैव प्रौद्योगिकी संस्थान National Institute of Animal Biotechnology

(An Autonomous Institute of Dept. of Biotechnology, Ministry of Science & Technology, Govt. of India)  
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## *Powers and duties of officers and employees*



### **Functions and Powers of the Chairman**

1. The Chairman shall exercise such powers for the conduct of the business of the Society as may be delegated to him by the Governing Body.
2. The Chairman may, in writing, delegate such of his powers as he may think necessary to the Director.

### **Functions and Powers of the Director**

1. The appointment of the Director shall be made by the Governing Body on recommendation of search committee constituted by the Body, following the procedure laid down by the Central Government and relevant by laws of the institute. The Director of the Institute shall be an eminent scientist or an eminent Senior Professor.
2. The tenure of appointment of the Director shall be five years at a time, provided that a Director whose term of appointment is over may be asked by the Governing Body to continue to hold office till a new Director is appointed and assumes charge of his office. On completion of the term, a Director may continue as an Eminent Scientist according to the rules of service and retirement.
3. The Director shall be the executive head as well as the academic head of the Institute and shall be in administrative charge of the Institute and its employees.
4. It shall be the duty of the Director to see that the provisions of the Memorandum of Association, the Rules and Regulations and the By-laws are duly observed and he shall have all the powers necessary for that purpose.
5. The Director shall exercise general control over the affairs of the Institute and shall give effect to the decisions of the Governing Body and the Scientific Advisory Committee.
6. The Director may delegate powers, functions and duties to any other member(s) of the staff of the Institute with the approval of the Governing Body as deemed necessary for the efficient administration of the Institute and for a proper and effective control over the staff. The powers delegated to the Director by the Governing Body may also be delegated by the

Director to others but only with the approval of the Governing Body.

7. The Director may constitute committees with such functions as may be assigned to them to assist him.
8. All powers relating to the proper maintenance of discipline in the Institute shall be vested in the Director.
9. The Director shall have the authority to incur expenditure to such extent and in such a manner as may be prescribed by the Governing Body from time to time.
10. Subject to the rules, the Director shall have the power on behalf of the Institute to sanction all expenditure within the approved budget and to make re-appropriations, subject to the conditions prescribed in Rule 67-68.
11. The Director shall have the power on behalf of the Institute to negotiate and authorize contracts being entered into in the name of the Institute.
12. Subject to the provisions of these Rules and Regulations and the By-laws, the Director shall also discharge such functions and exercise such powers as may be delegated to him by the Governing Body.
13. If in his opinion an exigency has arisen which requires immediate action to be taken in the interest of the Institute, the Director shall, in consultation with the Chairman, take such action as deemed necessary and shall report the same at the next meeting of the body, if any, which would in the ordinary course have dealt with the matter.