

The powers and duties of its officers and employees under Sec.4(b)(iii):

IASRI is headed by the Director, who looks after the management of research and administration of the Institute. One Senior Administrative Officer and Eight Assistant Administrative Officers assist him at the Institute. They are assisted by administrative staff belonging to different categories such as Assistants, U.D.C., L.D.C. Besides there are six Heads of Divisions who are duly assisted by Scientists and Technical Staff. The Head of Divisions are also provided with Stenographic assistance by the stenographers for direct/speedy disposal of important cases. The administrative wing is organized into Administration I, Administration II, Cash & Bill, Stores, Maintenance, Works, Central Purchase Section, Equipment & Maintenance Section, Hindi and R & D Sections, each headed by an AAO. Adequate administrative powers have been delegated to the Senior/Assistant Administrative Officers. One Assistant Administrative Officer is declared as Drawing & Disbursing Officer to ensure prompt and efficient settlement of personal claims. The **'Financial'** control is under Director who is duly assisted by a Finance & Accounts Officer, with a AF&AO and other staff members working in Audit & Accounts Section. The Finance & Accounts Officer also functions as the Pension Payment Authority in respect of the Institute's employee.

The procedure followed in the decision making process, including channels of supervision and accountability

The Director is assisted by Heads of Division to monitor the research progress in Institute Research Committee meetings which is held every six months. Besides, there are Study Circle meetings every month. The Research Advisory Committee refines and recommends research activities. Institute is also monitored by Institute Management Committee. Institute budget is presented and sanction obtained from the five year plans of Govt. of India. Institute Joint Staff Council takes care of the staff problems.

Office timings:

The institute is open on all week days except Sundays and second Saturdays of every month. The working hours on all working days is 9:30 AM to 4:30 PM with a lunch break from 1 PM to 1.30 PM.