

Power and duties of its officers and employees [Section 4(1) (b)(ii)]

- The Institute is controlled by Indian Council of Agricultural Research (ICAR) through its Animal Science Division and implemented through Director (RMP Cadre) of the Institute. The Director, exercises full authority for research strategy formulation, finance and administration. Institute Management Committee (IMC), Research Advisory Committee (RAC) and other functional committees constituted by ICAR provide advices to the Director for smooth, efficient and improved functioning of the Institute. For day-to-day administration and smooth running of the Institute, a team of scientists, technical, administrative and supporting staffs assist the Director.
- Research and development activities are mainly done through different scientific sections like Animal Genetics & Breeding, Animal Nutrition, Animal Physiology and Reproduction, Livestock Production & Management, Animal Health, Livestock Product Technology and Veterinary Extension Education. Research labs are looked after by the concerned scientists, technical officer, technician and lab attendants.
- Outreach activities of the Institute: Extension and other field activities are looked after by the Extension incharge.
- PME & Technical Cell: These cells are looking after the research and other technical activities of the Institute.
- ITMU: This cell is maintaining the repository of the Institute Technologies and looking for their commercialization and IP related issues.
- Administrative functions viz., purchase, establishment, store etc. is looked after by the Administrative Officer, where, finance section is under the Assistant Finance & Account Officer. The powers and duties of the Officer/officials of the Institute is detailed below:

Designation	Powers/Duties
Director	<ul style="list-style-type: none"> • The Director being the Head of the Institute, exercises full authority for research strategy formulation, finance and administration. Hence, overall administrative, financial, executive disciplinary and appointing powers rest with the Director. He exercises all the powers which is applicable to Head of the Institute as per GOI instructions. Further, additional powers have been delegated to the Director for day-to-day running of the Institute as per delegation of powers by the Council.
Administrative Officer / Assist. Administrative Officer	<ul style="list-style-type: none"> • Administrative functions of the Institute viz., purchase, establishment, store etc. is looked after by the Administrative Officer. He advises and assisted Institute on all matters of policy and administration including legal issues. Scrutinize proposals related to Establishment, Administration, Material Management, Infrastructure and Training etc, and also coordinate activities of various units of the office. Organize and control all clerical work in the office, mark the dak, allot duties of staff, co-ordinate and supervise work of the clerical staff and look after discipline, administrative matters including cases of Earned Leave, in-subordination, arrangement of office accommodation, furniture, office equipments, etc. Prepare briefs on important administrative matters and Parliament question, attend Departmental Meetings.

Assistant Finance & Account Officer	<ul style="list-style-type: none"> Assistant Finance & Account Officer controls the finances, budget and auditory functions of the Institute. He also monitors the progress of expenditure and prepares, Budget Estimate & Revised Estimate for the Institute. He ensures proper maintenance of accounts books and records. Advise appropriate authority on financial matters including revenue and expenditure such as procedure disposal of assets, write-off, depreciation, award of contract etc. He also ensures that the prescribed account procedure/Audit is followed by offices, establishments and accounts books are properly maintained.
Hindi Cell Incharge	<ul style="list-style-type: none"> Supervise the progress of work in Hindi under Official Language Act. Supervise all type of translation work. Prescribe proforma for and collection information from various sections, divisions, units and regional stations of the Institute about the progressive increase / decrease in the use of Hindi as an official language. Arrange different programmes / competitions for promotion of use of Hindi in office work. Attend meetings of Committee on Hindi.
Security Incharge	<ul style="list-style-type: none"> Control, supervise security arrangements of the Institute against fire, thefts, pilferage, unauthorized entry and personal hazards. Issue gate passes to visitors desiring entry into restricted premises. Enquire into complaints of unauthorized entry of men and material and cases of theft, etc., and report the matter to police for further action. Maintain discipline amongst security personnel.
Assistant / UDC	<ul style="list-style-type: none"> Dealing with promotion, retirement and all kind of service matters of the staff/officers of the Institute and its Regional Station. Maintenance of Personal Files of the staff/officers. Processing the cases for taking necessary action against employees on unauthorized absence / misconduct. Processing different types of information asked by the ICAR/other authorities. Deal with different court cases. Processing the cases for procurement of different items and looking after the stores. Perform the duties of cashiers. Work under Financial and Accounts Officers for processing/passing of bills etc. Submit different cases alongwith necessary rules to appropriate authorities to facilitate decision making process. Perform different duties assigned by higher authorities.
LDC	<ul style="list-style-type: none"> Receive and register the DAK, Maintain the Section Diary, File Register, File Movement Register, Indexing and Recording, typing, comparing, despatch, preparation of different reports. Submission of routine and simple drafts.
PS/PA/Steno Grade III	<ul style="list-style-type: none"> They are attached with officers/ higher authorities and perform the duties like mail correspondence, paper filing, making appointments, arranging meetings and collecting information desired by the officers. Besides above they also take dictation and transcribe it, Screen the telephone calls and visitors for the officers.

Further, the **Charter of duties** is made for smooth functioning of the Institute.