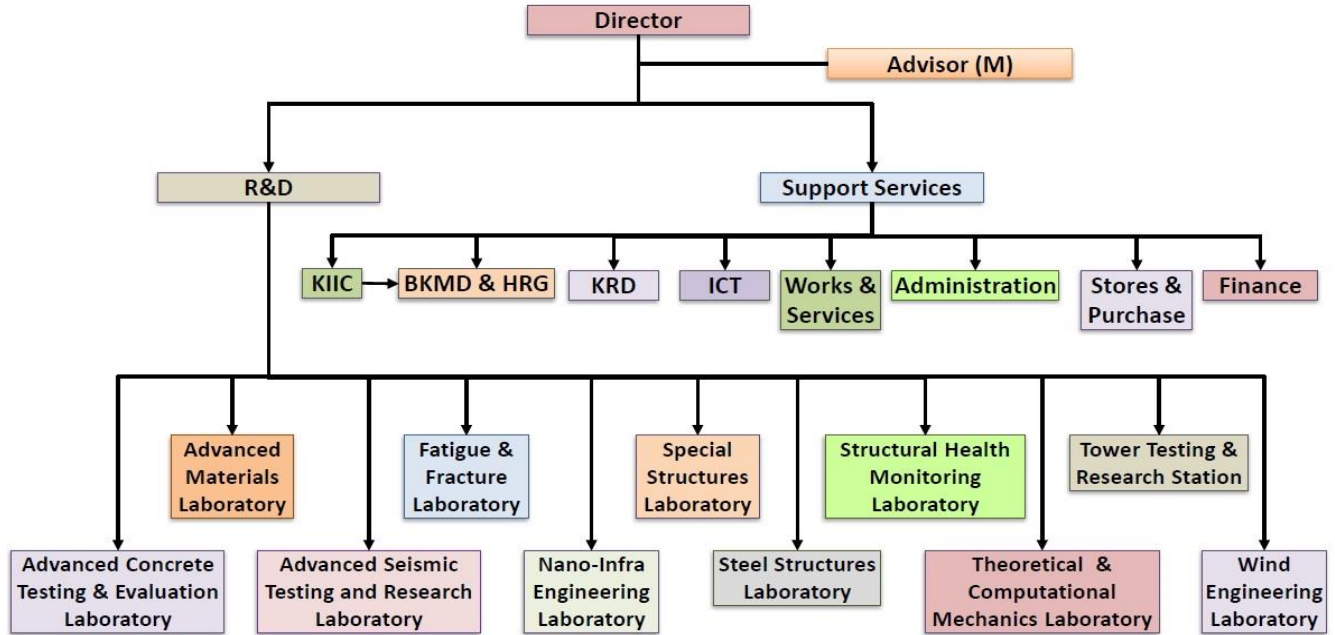


Organogram



FUNCTIONS AND POWERS OF THE DIRECTOR-GENERAL (DG-CSIR)

Subject to any order that may be passed by the Government of India, the Director-General, as the Principal Executive Officer of the CSIR Society, shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Society, President and Vice President. The Director-General shall in all matters under his charge, have powers delegated to him by the Governing Body. He shall exercise these powers under the direction, superintendence and control of the Society, President and Vice President and subject to these rules and bye-laws. He shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary. It shall be his duty to coordinate and exercise general supervision over all Scientific & Industrial Research and other activities of the Society. He may also periodically review performance of National Laboratories in consultation with Chairman of Research Council concerned and Performance Appraisal Board.

RESPONSIBILITIES OF DIRECTOR

- Realizing the mission of the National Laboratory.
- Creating an environment in the National Laboratory conducive to nurturing of innovation and high class R&D and the other S&T activities of the laboratory.

- Managing the affairs of the National Laboratory as per the decisions of the Management Council.
- Director shall in all matters have powers delegated to him by the Governing Body.

RESPONSIBILITIES OF ADVISER- MANAGEMENT

To support Director in overall management of all R & D, S & T as well as administrative activities of SERC.

Responsibilities of Heads of Functional areas of CSIR-SERC

CSIR-SERC is broadly structured into two functional areas viz. (1) Research and Development and Technical Services and (2) Support services. Each area is further divided into project and infrastructure groups generally headed by Senior Scientist/infrastructural functional heads.

The Project / Infrastructure setup is shown in the organizational chart given below. Each Project / Infrastructure has a Leader, Scientists, Technical Officers and Supporting staff to carry out work in respective disciplines / sub disciplines. The infra-structural functional groups consisting of Administration, Stores & Purchase, Finance & Accounts and Works section has the leader/head with the supporting administrative/general staff as per CSIR norms.

Each Project / infrastructure leader has organizational freedom and authority within the group for project execution / group activities as the case may be. They may further delegate their authority to their colleagues to implement quality procedures with specific areas and own ultimate responsibility.

In addition to scientific, technical and support staff, the Centre has been provided with a Controller of Administration/Administrative officer, Section Officers(G), a Senior Finance & Accounts Officer/Accounts Officer, Section Officers (F & A), a Stores & Purchase Officer and Section Officer(Stores & Purchase) with their staff in all matters concerning administration to assist the Director.

Research Council (RC) and Management Council (MC) are two apex bodies providing guidance on R & D activities and management functions of the laboratory. The constitution, functions and powers of the RC and MC are as per CSIR guidelines in force from time to time.