

ITEM NO. 2: Powers and duties of its Officers & Employees

The Director has been delegated with various powers and duties viz. administrative powers, financial powers, disciplinary powers, powers for transferring Group C & D staff within the Units coming under their jurisdiction following the transfer policy for the employee of the Central Tasar Research & Training Institute & its nested units finalized by the Committee at its Meeting held at 1999 at Bangalore.

Administrative powers delegated to the Director:-

1. Grant of Disability leave & special casual leave to the Officers & staff below his own level as per rules.
2. Acceptance of resignation of Officers/Staff up to the level of Joint Director of the Institute under intimation to Central Office.
3. To grant advance increments to Junior Stenographer for acquiring higher speed in short hand as per rules.
4. To grant special pay to clerical staff working as Telephone operators as per rules.
5. To grant special pay to Group D staff as per rules for operating (a) Franking Machine (b) Gestetner & (c) photocopier.
6. Closure of probationary period in respect of Officers/Staff below his rank as per rules.
7. Acceptance of voluntary retirement applications of Officers & Staff below his rank as per rules under intimation to Central Office.
8. To obtain annual property returns in the prescribed proforma from Officers below his rank in Group A every year and to retain the same in safe custody.
9. To grant approval for acquisition disposal of immovable properties in respect of Officers/Officials up to Deputy Director level.
10. To issue No objection Certificate for obtaining passport as per rules for Officers & Staff below his rank working under his control.
11. To issue No objection certificate for obtaining visa and grant of leave for going to abroad for the Officers/Staff up to the level of Deputy Director working under their control.
12. To grant permission for extension of time limit up to 6 months in addition to normal 6 months for completion of journey in LTC by the family of Officers/Staff working under his control except himself.
13. To sign Bond on behalf of Member Secretary, CSB in respect of Officers/Staff working under his control who are granted Study leave deputed for Training abroad/scholarship/associate ship/ fellowship etc.
14. Approval for change of hometown in respect of Officers/Staff working under his control under intimation to Central Office as per rules.
15. Approval for change of surname in respect of Officers/Staff working under his control as per rules under intimation to Central Office.
16. To dispose of pay anomaly request of Officers/Staff working under his control within the Institution.
17. To approve list of holidays for Units coming under his control with a copy to Central Office.
18. Grant of any kind of regular Leave to the Officers/Staff below his own level.
19. Grant of Annual Increment to the Officers/Staff below his own level.
20. Grant of LTC to the Officers/Staff below his own level.