

1.2 POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES

[Section 4(1)(b)(ii)]

1.2.1 Powers and duties of officers (administrative, financial and judicial)

Designation	Powers and Duties
Director	He/She is expected to ensure that the plays a pioneering role in technology field of quality assurance, management and control Biological; should possess technical knowledge, skill and competence to render assistance resolving problems of manufacturer should have professional status dynamism and drive to enable the Institute to establish links with the national and international agencies working in the field related to biological. Will advocate place administer/coordinate & evaluate a scientific and management program policies and procedures as set by the Governing Body and provide leadership and direction to all Institute activities etc.
Dy Director (QC)	He/She will be overall in charge of the protocol and sample collection section, Bacterial product section, Viral product section, Bio product section, Immunodiagnostic Section etc. He/she expected to ensure continuation safety, purity, potency and effectiveness of biological products, develop procedures for review and evaluation of biological products guide the testing of products submitted for release; to arrange for inspection of manufacturing facilities: to coordinate with Drug Controller(India) Government India & International agencies and manufactures on issues related quality control of biological products. He/She will assist the Director in the implementation the science program as may be required etc.
Dy Director (Admin)	He shall be in overall charge of establishment, personal security and generally overall in-charge of stores finance and other matters of administration. He will also work as a Vigilance Officer of the Institute etc.
A.O (Finance)	He will deal with all matters relating Finance and Accounts & allied matters, pay & allowances, auditing of bills, preparation of budget, balance sheet, statement of account assisting Finance Committee and other matters that may be assign from time to time etc.


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