

15. DUTIES AND FUNCTIONS OF OFFICERS OF THE SOCIETY

15.1 Duties and Responsibilities of the Executive Director:

15.1.1 The Executive Director shall be the Chief Executive of the Society.

15.1.2 **Business of the Society:** It shall be the duty of the Executive Director to carry on the work of the Society under the direction of the Council/Committee in accordance with the Rules & Regulations and Byelaws for the administration and management of the Society. In case of an emergency, he may take such actions as may be necessary and get such decisions ratified by the Council/Committee.

15.1.3 **Direction and control of the Staff:** All members of the staff of the Society shall be under the general control of the Executive Director, who may issue Standing orders/office orders on various subjects, as necessary, from time to time.

15.1.4 **Annual Report:** The Executive Director shall submit the Annual Report of the Society to the Council/General Body in time each year.

15.2 Duties and Responsibilities of the Directors/Heads of Laboratories:

15.2.1 The Directors are the executive heads of the respective Laboratories and be accountable for its performance and will function under the overall directions and guidance of the Executive Director and within the Rules of the Society.

15.3 Duties and Responsibilities of Registrar

15.3.1 **Secretarial Work:** The Registrar shall act as Non-member Secretary to the Council and the Member Secretary to the Committee.

15.3.2 **Work under the general control of the Executive Director:** In all matters concerning the Society he shall act under the general control and orders of the Executive Director.

15.3.3 **Correspondence:** The Registrar shall be in charge of correspondence relating to the Society, subject to the instructions of the Executive Director.

15.3.4 **Office Management :** The Registrar will be in charge of the administration of the Society and discharge responsibilities under the overall supervision of the Executive Director.

15.3.5 **Maintenance of the Premises:** The Registrar will look after the maintenance and upkeep of the premises and the property of the Society.

15.4 Duties and Responsibilities of Administrative Officers at Laboratories

The Administrative Officers shall be in charge of the personnel, administrative, Purchase and finance work under the supervision of the concerned Director of the Laboratory. He shall be in charge of the correspondence relating to the unit, subject to the supervision of the Director of the Laboratory. He shall supervise the administrative and miscellaneous support staff of the Laboratory. He shall look after the maintenance and upkeep of office and laboratory premises and property of the Laboratory. The Administrative Officer shall sign contracts for the purpose of

hire and purchase for land and building and similar assets by or on behalf of the Laboratory and he shall also sue or be sued in the name of the Laboratory.

15.5 Duties and Responsibilities of the Chief/Senior Finance Officer and Finance Officers at Laboratories

The Chief/Senior Finance officer shall be responsible for all matters relating to accounts, finance, budgets, audits and related matters of the Society. Similarly the Finance Officers in the Laboratories shall be responsible for all matters relating to accounts, finance, budgets, audits and related matters of the Laboratories. All these officers shall ensure that they manage their responsibilities in the manners prescribed in the policy manual and shall also ensure that the powers exercised by various authorities are strictly in conformance to the delegation of powers approved by the Council.

15.6 Duties and Functions of the other staff members: Duties and functions of the other staff members will be decided by the Executive Director.