

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, PATNA

Chapter- 3 (Manual . 2)

Powers and Duties of Officers and Employees

3.1 Details of the powers and duties of officers and employees of the organization.

- (i) Powers and duties of officers and employees are governed by the Delegation of Administrative and Financial powers as authorized by Board /Competent Authority.
- (ii) Brief details of the powers and duties of officers and employees of the organization are mentioned in the Chapter 2.3 of the NIFT Establishment Manual which is available on website
www.nift.ac.in/downloads/ESTABLISHMENT/MANUAL.pdf

The summary of powers for furnishing of Information under Right to Information Act, 2005 as prescribed in the Chapter 5 of the NIFT Establishment Manual is as under

Activity	Centre		
	Unit Having primary responsibility	Direct supervisory responsibility	Over all supervisory responsibility
Furnishing of Information under Right to Information Act, 2005	Estt. & Records	Registrar/Dy. Registrar	Director
	(For non-Academic matters)	Sr. most CC (For Academic matters)	Director

Brief details of duties of officers and employees is produced herein under:

DIRECTOR

Powers	Administrative	S.No.	Area of Delegation	Powers
		A	<u>Service Matters</u>	
		1	Reimbursement of Medical treatment/Medical Insurance claim	Full Powers except Campus Director
		2	(a) Remittance of L.S. & P.C. of Deputationists	Full Powers except Campus Director
			(b) Advance/settlement/leave encashment for LTC	Full Powers except Centre Director
		3	Pay Fixations	Full Powers except Campus Director.
		4	Transfer TA : Advance/Settlement	Full Powers except Campus Director
		5	Grant of Annual increments and incentive for family planning (the incentive for family planning is discontinued henceforth for any new cases)	Full Powers except Campus Director
		6	Grant of Special Pay/Special Allowance	Up to Rs. 2500/- in cases which involve specific additions to responsibilities and arduous nature of duties subject to the condition that the rate of additional remuneration so granted shall not exceed 20% of the pay band of the employee upto a maximum ceiling of Rs 2500/-p.m.
		7	Grant of advance of Pay and leave salary advance	Full powers except Campus Director
		8	Sanction of Festival Advance (Only for Gr.C)	Full powers
		9	Sanction of interest bearing Advances: Motor cycle, Motor Car, Computer etc	NIL
		10	Fix installments for recovery of over payment of salary and	Full powers except Campus Director

		allowance	
	11	Authorizing Tour	Within India- Full Powers except Campus Director
	12	Authorizing employees to travel by higher Class than that authorized under the Institute's T.A. rules.	NIL
	13	Sanctioning of expenses on honorarium for visiting Faculty .	Full powers.
	14	Membership of organizations	NIL
	15	Payment of stipend, T.A. etc. to trainees apprentices etc	Full Powers.
	16	Appointment of Visiting Faculty or part time faculty / staff.(International)	NIL
	17	Outside assignments/ consultancies by faculty.	NIL
	18	Grant of advance for medical treatment	Upto Rs 50,000/- on each occasion except Campus Director
	B	Expenditure on purchase of capital Items	
	19	Purchase of Capital items: Non-IT/IT-Items, Vehicles except land & buildings	Full Powers to purchase capital items value not exceeding Rs 5 lakhs on any one items on each occasion.
	20	Books & Periodicals	Full powers
	C	Expenditure on Revenue Items	
	21	Grant of TA/departmental purpose advance and settlement thereof.	Full Powers
	22	Repairs & Maintenance of IT & Non-IT Items /AMC of Machinery & Equipments	Full Powers.
	23	Running & maintenance of Vehicles including POL	Full Powers.
	24	Repairs & maintenance related to Building	Full Powers upto Rs 10 lakhs p. a.
	25	Acceptance, Award and payment of all type of service contracts like Office upkeep, Security, Horticulture etc.. Such contracts can be made upto a period of 3	Full Powers

		yrs.	
	26	Liveries and uniforms	Full Powers to sanction issue of liveries to eligible employees and to waive off return of liveries/recovery of cost thereof under unavoidable circumstances.
	27	Advertisement	Full Powers upto Rs. 5 Lacs per annum.
	28	Conveyance Hire	Up to Rs 50,000/-p.m.
	29	Gifts/Mementos to visiting Dignitaries	Full Powers Up to Rs 5,000/- on each occasion.
	30	Grant of Honorarium or reward for specially meritorious work	Upto Rs 5,000/- per annum per employee
	31	Printing & Binding	Upto Rs 1,00,000/- per order in each case not exceeding Rs 5,00,000/- p.a.
	32	Insurance of Moveable/Immoveable items	Full Powers.
	33	Cancellation charges in respect of air / rail and hotel bookings etc.	Full Powers to incur expenditure on such cancellations necessitated by exigencies of Institute's business or other exceptional circumstances such as sudden illness, bereavement, etc. of the employee concerned of their Campus.
	34	Appointment of Solicitors and Advocates and sanction of legal charges	Fees not exceeding Rs.50,000/- per case)
	35	Sanction of Permanent Advance/Imprest	Rs. 5000/-
	36	Additions to leased building including renovation	Full Powers within terms of such lease/s
	37	Sanction of scholarship	Full Powers
	38	Expenditure on postage/ stamps / courier charges	Full Powers

		39	Sanction for purchase of stationery and other consumable stores	Full Powers.
		40	Demurrage/ Wharf age charges	Upto Rs. 50,000/- on each occasion
		41	Hospitality	Power to incur expenses on hospitality for official guests uptoRs.10,000/- on one occasion provided the total expense on this account does not exceed Rs.2,00,000/- per annum
		42	Pay & Allowances	Full Powers
		43	Reimbursement of personal claims of the employees	Full Powers
		44	Sanction of OTA & Local Conveyance.	Full Powers
		45	Professional services: Engaging of Internal Auditors, Clearing & forwarding agents	Full Powers up to Rs 2 lakh p.a.
		46	Incentives	NIL
		47	Bonus	Full powers as per prescribed norms
		48	Hiring of Lease line for bandwidth for Internet connections.	Full Powers.
		49	Sanction for the procurement of Newspapers/Magazines	Full Powers.
		D	<u>Miscellaneous</u>	
		50	Disposal of Obsolete, surplus or unserviceable stores, machinery, equipment, labs etc.	Upto book value of Rs 5 lakh per annum.
		51	Hiring of accommodation	Full Powers.
		52	Sanction of expenditure on ceremonial occasions / Promotional purposes.	Upto Rs. 50,000/- in each case and maximum of Rs. 1,00,000/- p.a.
		53	Sponsored Projects	Full powers upto Rs. 10lakhs as Project Policy
		54	Renting of Auditorium for seminars, workshops, cultural programmes etc.	Full Powers.
		55	Renting of NIFT premises for shops, Canteen etc... (For running of NIFT and providing for	Full Powers

			student amenities only.)	
		56	Re-appropriation of funds within Major Budget Head	Full Powers within the approved Major Heads in Budget, subject to proper justification & within their own delegation of power.
		57	Organizing events/ special functions/participation in fairs/exhibition	Full Powers upto Rs 3 lakhs per department.
		58	Condemnation of Vehicles	Full powers
		59	Write-off of irrecoverable losses of stores/money not due to theft, fraud or negligence	Rs 25,000/- in each case.
		60	Contingent Expenditure	Full Powers upto Rs 1,00,000/- p.a.
		61	Residuary Powers	All Powers available to the Heads of the Departments under various Govt. Rules shall be exercised by the Campus Directors in NIFT Campus under information to DG
Duties	Financial			-----As above-----
	Others			-----As above-----

All above Delegations of Financial Power are subject to approved budgetary provisions and budget availability. Prescribed procedure mentioned in F&A Manual of NIFT and General Financial Rules have to be followed.

JOINT DIRECTOR

Powers	Administrative	1	Grant of Annual increments and incentive for family planning (the incentive for family planning is discontinued henceforth for any new cases)	Group B & C employees (Joint Director)
		2	Repairs & maintenance related to Building	Rs 5000 p.m. for emergent cases (PE/EE)
		3	Hospitality	Power to incur expenses on hospitality for official guests upto Rs.2,000/- on one occasion provided the total expense on this account does not exceed Rs.50,000/- per annum (Registrar/ Joint Director)
	Financial		-----As above-----	-----As above----- --
	Others		-----As above-----	-----As above----- --
Duties	<ol style="list-style-type: none"> 1. All Establishment matters of the Centre 2. All administrative matters of the Centre 3. Convener of SLAC, SLBPCC, LASC 4. Conveying of results of the students 5. Legal Matters 6. Statutory compliance 7. Liaison with Government agencies 8. Maintenance of Hostels 9. Physical Verification of assets 10. International Linkages for Twinning Programmes in coordination with IL Unit of HO 			

	<ol style="list-style-type: none"> 11. International and NRI Student Coordination through SDAC 12. Monitoring of Projects through Assistant Registrar 13. Cluster Development Initiative - Monitoring of progress and Liaison with State Government 14. Deputation of Foreign Faculty - to liaison with Head (IL) in HO 15. Supervision of functioning of Resource Centre in coordination with Deputy Director (NRC) and Dean in HO 16. To function as APIO under RTI Act 17. Student Related matters through SDAC 18. Examination and Admission related matters through COE 19. Coordination with Internal Auditors 20. Coordination with Statutory Auditors 21. Providing Management Comments to Audit 22. Monitoring of Periodic returns to HO 23. Management Information System 24. Unit formation - Allocation of work / duties and responsibilities to each staff 25. Target setting and monitoring 26. Performance review based on targets 27. Coordination of APARs of Faculty and Officers to HO 28. Coordination and Custody of ACR of Group C & D 29. Implementation of the decision of the Executive Council <p>Meeting on above matters shall be the responsibility of the Joint Director. Besides the above, Joint Director of NIFT Centre shall provide administrative support to the Directors of NIFT Centres in various institutional activities. The Joint Director will discharge their functions in accordance with standing orders issued from time to time and exercise the powers delegated to them. The Joint Director will report to DG-NIFT through Directors of respective NIFT Centres.</p>
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DEPUTY DIRECTOR

Duties	<p>Deputy Director is In-charge of the Branch/Division in a Department consisting of two or more Sections and in respect thereto exercises control both in regard to the dispatch of business and maintenance of discipline. Work comes to him/her from the sections under his/her charge. As Branch/Division Officer, he/she should dispose of as many cases as possible at his/her own level within the power and authority delegated and take the orders of the higher officers on important cases/ matters.</p> <p>The Deputy Director will deal with all official matters as per the standing orders issued from time and within the delegated powers by the Institute. Should discharge any other duty/responsibility that may be assigned to him/her</p>
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ACCOUNTS OFFICER

Duties	<ol style="list-style-type: none">1. Preparation of budget.2. Preparation of Annual Accounts Reports.3. Preparation of Balance sheet.4. Preparation of Bank Reconciliation statement.5. Preparation of Trial Balance.6. Preparation of monthly payment pay rolls, ensure deduction and remittance of Provident Fund<ol style="list-style-type: none">1. contribution to Provident Fund Office within the stipulated time.7. Management of financial reporting, cash flow and financial statement.8. Audit of accounts of from Internal and Statutory Auditors9. Maintenance of cash-book.10. Release of all payments (including checking of vouchers & payments).11. Pursuance of audit objections.12. Payment and recovery of advances paid to outside parties/staff members.13. Act as Drawing & Disbursing Officer.14. Release of Foreign Exchange.15. Inter branch payment adjustment and reconciliation thereof.16. Allocation of Budget to NIFT centres.17. Preparation of Agenda notes for BOG meeting relating to Accounts Section and follow up thereon.18. Maintenance and monitoring of Project Accounts.19. Ensure deduction of tax from the payments made to contractors and remittance of tax to the Income Tax Authority.20. Ensure amount/fund received from Government/other agencies are properly accounted for.21. Any other duty/responsibility that may be assigned by the Institute
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LIBRARY _ INCHARGE

Duties	<p>Management of RC</p> <ol style="list-style-type: none">1. Managing acquisition and processing of all print & non print materials of RC2. Managing documentation of information in RC3. Disseminating information through various user services of RC4. Managing circulation of materials and membership5. Managing automation & digitization programmes of RC6. Supervising maintenance of all print & non-print materials of RC7. Assisting in Projects, Exhibitions, etc.8. Any other duty/responsibility that may be assigned by the Institute
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Assistant Director

Duties	<ol style="list-style-type: none">1. Distribution of work among the staff as evenly as possible that is one Assistant should not be overloaded while the other is idle.2. Training, helping and advising the staff.3. Management and co-ordination of the work4. Maintenance of order and discipline in the section5. To go through receipts and important Dak6. To submit receipts which should be seen by the Senior Officer at the Dak stage7. Dealing with important and complicated cases himself8. To scrutinize the section diary once a week to know that it being properly maintained9. To see that letters/notes are drafted properly10. Ensuring proper maintenance of reference books, office orders, etc. and keeping them up to date11. To ensure timely submission of arrears and other returns12. To undertake inspection of Assistant's tables to ensure that no paper or file has been overlooked.13. Ensuring strict compliance with Departmental Security Instructions14. To keep a watch on any hold-up in the movement of Dak15. To keep a note of important receipts with a view to watch the progress of the action16. To ensure that cases are not help up at any stage17. To go through the list of periodical returns every week and take suitable action on items requiring attention during next week.
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RESEARCH ASSISTANT

Duties	<ol style="list-style-type: none">1. Collection of Data2. Tabulation of Data.3. Processing & Analysis of Data using statistics software.4. Drafting of Reports.5. Familiarity with sources of information relating to field.6. Understanding of Research Method, Design & Process.7. Compilations of Reports.8. Scanning of related News/Reports/Articles/Etc.9. Maintaining of vertical files.10. Browsing of related internet sites & maintaining Directory information.11. Preparation of Report presentation using computer.12. Assist Faculty for Academic Research Project of students.13. Demonstrate students about the Tools & techniques used for Research Analysis.14. Teaching responsibility related to Labs/workshop.
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SENIOR ASSISTANT/ASSISTANT

Duties	<ol style="list-style-type: none">1. He/She works under the orders and supervision of the Assistant Director and is responsible for the work entrusted to him.2. Where the line of action on a case is clear or clear instructions have been given by the Senior Officer, he should put a draft bring out all the facts and factual indicating rules and regulation and instructions issued from time to time.3. In other cases he will put a note keeping in view the following points:-<ol style="list-style-type: none">a. To see whether all facts as are open to check have been correctly stated.b. To point out any mistakes or missed-statements of the facts.c. To draw attention where necessary, and supply other relevant facts and figures.d. To bring out clearly the question under consideration and suggest a course of action wherever possible.4. Typing and comparing.5. Maintenance of files and register in respect of subject matters allotted to him.6. Maintenance of records of old files and registers.7. Any other duty/responsibility that may be assigned by the Institute.
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STENOGRAPHER

Duties	<p>He/She should keep the officer free from the worries of a routine nature by mailing correspondence, filing papers, making appointments, arranging meetings and collecting information. The Personal Assistant should earn the trust of his officer for being entrusted with confidential and secret papers. He/She is the keeper of secrets and Assistant to the boss. Some of the specific functions are enumerated below:-</p> <ol style="list-style-type: none">1. Taking dictation in shorthand and its transcription in the best manner possible.2. Fixing up of appointments and if necessary cancelling them.3. Screening the telephone calls and the visitors in a tactful manner.4. Keeping an accurate list of engagements, meetings, etc. and reminding the officer sufficiently in advance for keeping them up.5. Maintaining in proper order the papers required to be retained by the Officer.6. Keeping a note of the movement of files, (incoming and out going).7. Destroying by burning the stenographic record of the confidential and secret letters after they have been typed and issued.8. Carrying out the corrections to the officer's reference books.9. Relieving the boss of much of his routine work and generally assisting him in such a manner as he may direct.10. Coordination among the various departments on the action taken points.11. Drafting replies to routine nature of work.12. Any other duty/responsibility that may be assigned by the Institute
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MACHINE MECHANIC

Duties	<ol style="list-style-type: none">1. Repair & Maintenance of Machines installed in the Department.2. Preventive Maintenance Records of each & every machine installed in Department3. Assisting faculty in demonstration of Machine operations.4. Keeping records of all Machines, and Accessories and their day-today maintenance.5. Ensure sufficient stock of consumable/parts/accessories required for smooth functioning of machines.6. Identification functioning of machine.7. Identification, Processing and follow up of requirement/ equipments/ parts.8. Operational demonstration f Machine to students/Industry participants/visitors etc.9. Accountability & safety of all machines/accessories consumable items from theft, damages and pilferage etc.
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MULTI TASKING STAFF

Duties	<ol style="list-style-type: none">1. To attend call of officers/staff of respective departments2. Distribute papers/file marked to respective officer/staff members.3. To arrange tea/coffee/cold drinks/water from canteen or outside etc. for officers/staff as and when required.4. To ensure presence all the time till officer is in office including after office hours or on holidays etc.5. To deliver dak/letters to the addressee.6. To ensure timely opening & closing of officers room/ section.7. To ensure neatness and tidiness in the room of officers & department where staff sit through Housekeeping staff.8. To assist staff members in stacking/tracing files from the almirah or cupboards as per indexing.9. To ensure proper packing and sealing of documents to be dispatched before handing over to dispatch section.10. Diary entries of Files & papers11. Record Management of concerned Department12. Fax Operations13. Weeding out Records14. Photocopying15. Maintenance of electrical fittings and equipments (by Multi Tasking Staffs who have passed ITI in electrical trade)16. To attend to dispatch section17. Distribute papers/ file marked to respective officers/ staff members.18. Dispatching of letters and files from Dispatch section.19. Attend to telephone calls.
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