

Power and Duties of the Officers and Employees of NERIWALM

Officer	POWERS AND DUTIES
1) Chairman, Executive Council	<ul style="list-style-type: none"> ➤ The Chairman of the Executive Council is the Secretary, DoWR, RD & GR, Ministry of Jal Shakti, Govt. of India who shall continue to hold the office till dissolution of the Society as provided in Art. 27 of the Memorandum of Association. ➤ As per Article 32(a), the Executive Council shall exercise all executive and financial powers of the Society including those vested in or conferred or conferred to be on it by or under any Statute subject nevertheless in respect to expenditure to such limitation as the Government of India from time to time may impose. It is responsible for the general supervision and the control of the affairs of the Society as well as the implementation of broad policy decision as laid by the Governing Body.
2) Director	<p>a) Subject to any order that may be passed by the Government of India, The President, the Vice-President and decisions of the Governing Body, the Director as the principal Executive Officer of the Society shall be responsible for:</p> <ul style="list-style-type: none"> i) The proper administration of the affairs and funds of society; ii) Keeping or causing to be kept the minutes of the Proceedings of the Governing Body and executive Council and taking necessary action in connection therewith; iii) Keeping or causing to be kept all records of the society at its office or any other place to be determined by Executive Council; iv) Prescribing the duties of all employees of the Society; v) Exercising supervision and disciplinary control over the work and conduct of all employees of the Society; vi) Co-ordinating and exercising general supervision overall activities of NERIWALM <p>b)</p> <ul style="list-style-type: none"> i) The Director shall exercise all administrative and financial powers as have been conferred on him under these rules and such of the powers as may be delegated to him from time to time; ii) The society may sue or be sued in the name of Director of the Society. The Director may authorize any other officer of the society in writing to sign and verify pleading on his behalf; <p>c) The Director shall have the power to:</p> <ul style="list-style-type: none"> i) Pay out of the funds belonging to the Society or out of any particular part of such funds, all expenses that are incidentals for the formation of the Society management and administration of the Society and the said Society including all rents, rates, taxes outgoing and the salaries of the employees of the Society; ii) Draw, make, accept, endorse and negotiate cheques hundis, promissory notes or other negotiable instruments; iii) The Director shall if so authorized by the resolution passed in that behalf by the Executive Council may execute all contracts, deeds and other instruments on behalf of the Governing Body or Executive Council; iv) Construct, maintain, repair, alter, extend, improve or develop any maintain buildings or works necessary or convenient for the purposes of

	<p>the society with the prior approval of Executive Council;</p> <ul style="list-style-type: none"> v) Subscribe or otherwise to assist or to guarantee moneys to charitable benevolent, scientific, national, public or any other institution objective or purpose with the prior permission in writing of the DoWR, RD & GR. vi) Make donation to such persons or institution whether of cash or any other assts as may be that are directly or indirectly conducive to any other Society's objectives or otherwise expedient and in particular, to remunerate any person or corporation introducing or assisting the Society with prior permission in writing of DoWR, RD & GR. vii) Establish and support or aid the establishment of and support associations, institutions, societies, funds, trusts and convenience for the benefit of the employees or ex-employees or persons having connection of such persons and in particular friendly or other benefits of Institute and to grant pensions, allowances, gratuities either by way of annual payments, or by way of lump-sum and to make payments towards insurance and to form and contribute to provident and benefits funds, to or such persons with the prior permission in writing of the DoWR, Rd & GR; viii) Generally to do and execute all such other acts matters and things are incidental or conducive to or necessary for the attachment or the above objectives or any other.
3) Deputy Director	<ul style="list-style-type: none"> ➤ The Dy. Director shall be the Administrative Officer of the Institute. ➤ The Dy. Director shall deal all works related to administration, Executive Council/Governing Body of the Society, correspondence, establishment matters, reimbursement of claims for various agencies etc. He will be assisted by the Accounts Branch, stores-in- charge and other staff as determined by the authority from time to time depending on recommendation of the Director. He shall prepare annual report of the Institute under the guidance of the Director for placing before the Executive Council. ➤ He shall be fully responsible for all administrative matters as allotted to him by the Director and shall be fully under the control and supervision of the Director. ➤ He shall be responsible for the maintenance of discipline and decorum in the Institute and in the Institute's campus.
4) Accounts Officer	<ul style="list-style-type: none"> ➤ The Accounts Officer shall be in-charge of the Accounts Section of the Institute but shall work under the supervision and control of the Director. He shall maintain proper liaison with the Administrative Officer for smooth functioning. ➤ The Accounts Officer shall act as Financial Adviser of the Institute and shall have access to all records of the Institute pertaining to financial/accounts matters and shall be responsible to the Director for all the financial transactions.

	<ul style="list-style-type: none"> ➤ The Accounts Officer shall have the power to examine/scrutinize all bills/financial deals of the Institute and record his comments, if any, before passing by the Director. He shall be fully responsible for all financial deals executed after his scrutiny and comments. In the process, no deadlock shall be created in the smooth functioning of Institute. The Accounts Officer shall have the full power to point out the rules in regard to any action of the Director in financial matters.
5) Faculty	<ul style="list-style-type: none"> ➤ The faculty, consisting of Professors, Associate Professors, Assistant Professors of all three departments of NERIWALM (Water Resource Engineering, Agriculture and Social Science), is responsible for training, preparation of detailed syllabus of training courses, preparing time tables, imparting training, conducting examinations and arranging all practical and field exercises under the guidance of Director or a Faculty In-Charge. ➤ The faculty is also responsible for conducting research studies, projects etc. assigned by the Institute and for submitting the completion report at the end of the study. ➤ The faculty is also responsible to carry out any other work assigned by the Director in fulfilling the mandate of the Institute.
6) Subordinate Staff	<ul style="list-style-type: none"> ➤ Apart from the above mentioned officers, there are various employees working as subordinate staff in different departments, i.e. Administration, Academic, Technical, Accounts etc., of NERIWALM. These subordinate employees assist the higher officers in carrying out various assignments as per their respective work allocation.