

Powers and duties of the officers and employees

POWERS :

The Department, which is under the charge of the Prime Minister is responsible for execution of the policies laid down by the Space Commission which has full powers of the Government of India, both administrative and financial within the limits of budget allotted by the Parliament.

In conformity with the functions and duties allotted to the Department of Space, the Department has full powers to manage all aspects of the programmes, projects, R&D, human resource management, international cooperation, civil works, etc. The Secretary, DOS, who is also Chairman, Space Commission and Chairman, ISRO has full responsibility in all aspects of the space programmes, under the overall guidance of the Space Commission.

The Department of Space (DOS) has been authorized to issue its own financial sanctions with the concurrence of Member for Finance, Space Commission. Additionally, the Department has been delegated with powers to execute civil works, purchase, stores and stationary and make arrangements for its own printing and binding.

The Department has powers for:

- (a) Appropriation and re-appropriation of funds within the grant
- (b) Sanction of expenditure within the grants
- (c) Creation of posts with the concurrence of Finance
- (d) Conclusion of contracts for purchase of stores and agreements relating to consultancy services
- (e) Write off losses
- (f) Sanction of grants and loans
- (g) Re-delegation to its constituent units

The Department of Space has re-delegated its powers to its constituent ISRO Centre/ Units depending upon the functional requirement for smooth functioning of the

Units. Director of Centres/Units has been given full Administrative and Financial powers of 'Head of the Department' which would be essential for the smooth functioning of the Centre. Director has further delegated his/her financial powers down the line of control up to levels which are required for the operation of functional entities.

Officers and employees exercise the powers to the extent of delegation and subject to executive instructions issued by Government of India from time to time.

WORKS/DUTIES OF OFFICERS AND EMPLOYEES :

The Officers and employees working in the Department of Space and its Centres/Units are broadly categorized as (i) Scientific & Technical and (ii) Administrative personnel.

The Scientific & Technical (S & T) personnel are engaged in different Scientific, Research and Development areas for realization of various National Space Programs, Projects and Missions. The Scientific and Technical work in Centres / Units are organised under various Areas / Groups / Divisions / Projects and the duties of the Scientific and Technical personnel are to undertake and/or assist in Research and Development and Project work assigned to them, under the overall supervision and guidance of their superiors.

The major work areas of administration in the Department are (i) Personnel & General Administration, (ii) Finance & Accounts and (iii) Purchase & Stores. All the three areas function normally on a three tier system, viz., Dealing hands, Officers and Heads of Divisions.

Personnel & General Administration :

The duties and responsibilities of the officers and employees working in the Personnel & General Administration include all the matters pertaining to the

- Establishment and service matters of S&T and Administrative staff
- Training & Deputation
- Transportation & Logistics Management
- Canteen & Guest House Services

- Security and Fire Service
- Estate Management
- Administration of Health Scheme
- Employees Welfare & Redressal of Grievance
- Sports and Recreation Matters.
- Joint Consultative Machinery (JCM) related matters.
- RTI & Records Management
- Implementation of Official Language & Parliament questions and laying of annual reports in Parliament.
- Selection and appointment of S&T and Administrative personnel
- Promotion, Posting and Transfer of S&T and administrative personnel
- Vigilance and Disciplinary matters of DOS/ISRO
- Legal and Court matters relating to DOS/ISRO Centres/Units

Finance & Accounts :

The duties and responsibilities of the officers and employees working in the Finance & Accounts include all the matters related to

- Compilation of monthly Accounts
- Cash handling, Maintenance of Cash Book and related Registers
- Payment of Tax Deduction at Source (TDS) and filing of quarterly IT returns
- Processing of supplier bills for payment.
- Pre-audit of purchase order files and civil work orders, etc
- Computation and authorization of Pension and payment of all terminal benefits
- Formulation of Budget of the Centre/Project
- Expenditure Control and Internal & External Audit
- Preparation of Pay Bills, supplementary bills and disbursement of monthly salaries of Officers and Staff.
- Recovery of Income Tax

- Passing of Bills related to Traveling Allowance, Leave Travel Concessions, PF Advances and withdrawals, Medical Reimbursement bills, contingency and miscellaneous expenditure.
- Issue of cheques, Reconciliation of daily remittances to and withdrawals from Bank and verification of date-wise monthly statement from Bank.
- Internal Financial Advisory functions

Purchase & Stores :

The duties and responsibilities of the officers and employees working in the Purchase & Stores include all the matters pertaining to Procurement and Storage of materials, equipments, office stationary, furniture & fittings and services right from indent stage to awarding of contract, which include the following

- Source Selection and Registration of Vendors
- Processing of Indents and Tender Documents
- Receipt and Opening of Tenders
- Preparation of Comparative Statement and Commercial evaluation.
- Terms & Conditions and Formulation of Purchase Order/Contract
- Approval of Purchase & Contract Finalization Committees concerned
- Organizing negotiations
- Issue of Purchase Order/Award of Contract
- Post-Contract Management & Monitoring
- Enter into agreements and contracts with Private Industries/ Consortia for procurement of strategic items and fabrication works from time to time.
- Receipt, inspection, acceptance or rejection of stores and lodging of claims
- Issue of materials and equipments to the concerned user Department / Division in the Centre / Unit.
- Maintenance of all office equipments & furniture and finalizing annual maintenance contract.
- Maintaining stock of Capital items & organizing the physical verification periodically.