

CHAPTER – 2

Powers and Duties of Officers and Employees

The power of officers & employees in the office of Administrative Training Institute

A

Sr. No.	Designation	Powers - Financial	Under which legislation/ rules/orders/GRs./ circulars	Remark
1.	Director General/ Director	accept grants of money, securities or property of any kind and undertake and accept the management of any endowment, trust, fund or donation not inconsistent with the objects of the Society, on such terms as may be prescribed by the Government of Bihar from time to time		
		Invest and deal with funds and monies of the Society;		
		impose and recover fees and charges for the services rendered by it;		
		purchase, hire, take on lease, exchange or otherwise acquire a property movable or immovable, which may be necessary or convenient for the purpose of the Society and construct, alter and/or maintain such buildings and works, as may be necessary for carrying out the objects of the Society;		

		sell, hire, lease, exchange or otherwise transfer or dispose of all or any property, movable or immovable, of the society, provided that for the transfer of immovable property prior approval in writing of the Government of Bihar will be obtained;		
		borrow and raise monies on mortgages, promissory notes or other securities founded or based upon all or any of the properties and assets of the Society or without any securities, provided that prior approval in writing of the Government of Bihar will be obtained in that behalf;		
		draw, accept, make endorse, discount and deposit Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments;		
		create Reserve Fund, Sinking Fund, Insurance Fund or any other special fund whether for depreciation, repairs improvement, extension or maintenance of any of the properties or rights of the Society and/or for recouping wasting assets and for any other purposes for which the society deems it expedient or proper to create or maintain any such fund or funds;		
		establish a Provident Fund for the benefit of the staff of the Society or any sections thereof;		

B

Sr. No.	Designation	Powers - Administrative	Under which legislation/ rules/orders/GRs / circulars	Remark
	Director General/ Director	create administrative, technical, ministerial and other posts in Society, and make appointments thereto in accordance with the Rules and Regulations of the Society;		
		make rules and bye-laws for the conduct of the affairs of the society and add to, amend vary or rescind them from time to time;		
		do all such other acts and things either alone or in conjunction with other organisations or persons as the Society may consider necessary incidental or conducive to the attainment of the above objects.		

C

Sr. No.	Designation	Powers - Magisterial	Under which legislation/ rules/orders/GRs./ circulars	Remark
		Not Applicable		

D

Sr. No.	Designation	Powers - Quasi Judicial	Under which legislation/ rules/orders/GRs./ circulars	Remark
		Not Applicable		

**The duties of officers & employees in the office of Bihar Institute of Public
Administration & Rural Development**

1.	Shri G. S. Dutt Director General	<p>1) To act as Drawing and Disbursing Officer of ATI as well as RDTI and other sister organisation under operative control of DG.</p> <p>2) To ensure general supervision and superintendence of all training programmes conducted at ATI, RDTI and other organisations.</p> <p>3) To monitor and regulate financial control of the entire operational activities of organisation.</p> <p>4) To act as nodal officer of all the training institutes under state jurisdiction.</p> <p>5) To exercise general supervision and administrative control over all officers and staff of the Institute.</p> <p>6) To undertake and supervise projects and research related assignments in respect of Govt. of India, Un and other agencies.</p>
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Other Officers and Staff

2.	Dr. R.N. Prasad Course Director	Responsible for conducting courses of different training programmes, preparation of course modules under supervision of DG.
3.	Gangadhar Faculty Law	Responsible for conducting courses of Law related training programmes, preparation of course modules under supervision of DG.
4.	Shri Sujit Kumar Dy. Director (Administration)	Administrative and Accounts related works and other work assigned by DG.
5.	Shri V.K. Pathak Dy. Director (Management)	Imparting training on management and other disciplines, project related works and other assignments directed by DG.
6.	Shri Amitabh Prasad Dy. Director (Training)	Warden hostel and training related work.
7.	Dr. Rajan Sinha Dy. Director cum- OSD	Disaster related activities.
8.	Mr. V. Pathak Assistant Director (Accounts)	Incharge of Accounts related matter.
9.	Shri M. M. Prasad Research Assistant	Incharge of UNDP Project district training and course coordinatorship under supervision of DG.
10.	Shri Ashok Kumar Accountant	Cash and Accounts

11.	Shri Sidheshwar Prasad Bill Clerk	Cash and Accounts
12.	Shri Sujay Prakash Sinha	PA to DG.
13.	Shri Binay Kumar Personal Assistant	PA to DG.
14.	Shri Rajeev Lochan DEO	Computer related assignments.
15.	Shri Rajesh Kumar DEO	Computer related assignments.
16.	Shri Neeraj Kumar DEO	Computer related assignments.
17	Shri Krishna Kumar Correspondence Clerk	Dairy & Despatch
18.	Shri Md. Azad Peon	Caretaker of all government properties of the Institute and functions of class IV.
19.	Shri Ashok Thakur Peon	Caretaker of all government properties of the Institute and functions of class IV.
20.	Shri Harilal Ram Peon	Caretaker of all government properties of the Institute and functions of class IV.
21.	Shri Anil Kumar Driver	Car driver.
22.	Shri Shambhu Paswan Driver	Car driver.
23.	Shri Shyamnandan Prasad Driver	Car driver.
24.	Shri Pramod Kumar Driver	Car driver.
25.	Shri Srikant Prasad Sweeper	Cleaning of Office and Hostel.
26.	Shri Ramakant Prasad Sweeper	Cleaning of Office and Hostel.
27.	Shri Suresh Lal Ram Sweeper	Cleaning of Office and Hostel.



