

Manual – 2

POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Shri R K Bagchi, Director, NISST is also Secretary to the Board of National Institute of Secondary Steel Technology. Director is responsible for the overall functioning of the organization. He reports to Jt. Secretary, Ministry of Steel and Chairman NISST. Board of the Institute has delegated powers to the Director in order to carry out the functions of the organization. He is assisted by respective In-charge of different Technical/Laboratories, Course Department, Personnel & Administration and Finance & Accounts Departments who carry out their respective functions and the Manager (Coordn.). Further, In-Charges of the two regional Centers report to him directly for matters relating to their regions.

Manual – 2

Part – 1

DELEGATION OF POWER TO THE DIRECTOR

1. The Director is being authorized by the Board of Governors to exercise the powers vested with the Board of Governors in accordance with the broad policy and guidelines approved by the Board except those listed in the Appendix which will require prior approval of the Board of Governors. The exercise of these powers by the Director will be subject to the provisions of the Memorandum of Associations and Rules & Regulations of the Society and the policies laid down by the Board of Governors from time to time.
2. The Director may sub-delegate powers conferred on him to the Deputy Director, Heads of Department and other officers under him.
3. Director will have full powers to Institute, defend, abandon legal proceedings or refer claims to arbitration and execute powers of attorney and sign vakalatnamas. Mukhtarnamas, complaints, written statements and all other documents and papers in connection with cases in Law Courts, etc., for and on behalf of the Society.
4. In regard to matter involving financial implications, the delegated powers will be exercised in consultation with Finance.
5. Director may within the ambit of operational necessity and efficiency or to meet an emergency, take such action as may be necessary or appropriate, provided however, that a report is made to Chairman within a reasonable period of time and ex-post-facto sanction or approval of Chairman/Board obtained wherever necessary.
6. All the powers delegated hereby shall be in addition to and not in derogation of Powers of the Director mentioned in Clause 14.2 of the Rules and Regulations.

MATTERS REQUIRING SANCTION OF CHAIRMAN/BOARD

1.0 B U D G E T

- 1.1 Budget for Capital and operational expenditure.
- 1.2 All long-term plans and programmes of the Institute.

2.0 PERSONNEL

- 2.1 Framing of rules and regulations relating to conduct, recruitment, placement, promotion, deputation and other conditions of service and changes therein in respect of employees of the Institute other than those procedural in nature or involving expenditure or concession to the extent of Rs. One lakh in a year.
- 2.2 Formulation of wage structure and scales of pay of employees of the Institute and any changes therein
- 2.3 Policy matters relating to bonus, traveling, dearness and other allowances.
- 2.4 Policy matters relating to incentive scheme, reward schemes, annual bonus etc.
- 2.5 Creation of and appointment/promotion to posts in the rank of first Deputy to the Director.
- 2.6 Any increase in manpower over the approved strength or annual manpower budget.
- 2.7 Employment, re-employment or extension of service of persons having attained the age of superannuation.
- 2.8 Number and terms of appointment of foreign technicians/experts not included in provisions made in this regard in approved agreement.
- 2.9 Cases of foreign training not included in provisions made in this regard in approved agreements of foreign training.

3.0 CAPITAL EXPENDITURE

- 3.1 Any capital expenditure costing more than Rs. One lakh in each case not included in annual programme of expenditure for the year subject to overall annual limit of Rs. 25 lakhs and subject to overall budgetary limit.
- 3.2 Excess over approved estimates of capital schemes where the excess over estimates is more than 10% for the total scheme.
- 3.3 In the case of an approved scheme, any estimate exceeding Rs. 1 lakh not forming part of a component indicated in the scheme, provided, however, that the limits of the sanctioned budget for the scheme are not exceeded.
- 3.4 Any deviation resulting in substantial modification in and/or the scope of the scheme for which sanction has already been given by Competent Authority.

- 3.5 A Project Report and Estimate as a whole for expansion of existing facilities and/or establishment of new units and facilities/additions/modifications costing over Rs.10 lakhs, in each case.

4.0 CONTRACTS

- 4.1 The placing of orders leading to any commitment if:
 - 4.1.1 the capital scheme has not been sanctioned.
 - 4.1.2 A basic component of a sanctioned capital scheme has not been approved.
- 4.2 Any contract and/or commitment involving a period longer than three years and of value exceeding 10 lakh rupees in each individual case except for items for which statutory price controls are in existence.
- 4.3 Acceptance of disputed claims for the value above Rs. 1.0 lakh.

5.0 WRITE OFF

- 5.1 Write off of any liability on the part of any person, firm or body corporate or irrecoverable value of stores, equipment, tools, plant and materials, Sundry Debtors, etc. above Rs. 0.5 lakhs in each case subject to a maximum of Rs. 5 lakhs in a years.
- 5.2 Write off of shortages of cash exceeding Rs. 2000/- in each case.

- 6.0 Acquiring of any shares, stock or securities in or of any company or undertaking.

7.0 GENERAL

- 7.1 Sale or alienation in any form of any immovable property vested in the Institute/Society.
- 7.2 Any expenditure on an object which has not been recognized as a fit object for expenditure by the Institute/Society.

Manual – 2

Part – II

TECHNICAL DEPARTMENT

1. **Shri R K Bagchi, Director**, Secretary to the Board & Head of Technical Department
 - A. Overall in-charge of Steel Making Department, Metallography and Spectrometer Laboratory
 - B. Faculty member of JOCC and other training programmes
 - C. Industrial services/consultancy
 - D. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

2. **Dr. R Srivastava, Jt. Director (Tech)**
 - A. In-charge of Energy & Pollution Control department and Chemical, Energy & Environmental Laboratory & Course Controller
 - B. Faculty member of JOCC and other training programmes
 - C. Services relating to energy audit, industrial services/consultancy
 - D. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

3. **Shri V Bandhu, Sr. Dy. Director (IS)**
 - A. In-charge of Nagpur Centre
 - B. Faculty member of JOCC and other training programmes
 - C. Services relating to energy audit, industrial services/consultancy
 - D. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

4. **Shri D. Chatterjee, Sr. Dy Director (SM)**
 - A. In-charge of Kolkata Centre
 - B. Faculty member of JOCC and other training programmes
 - B. Services relating to industrial services/consultancy
 - C. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

5. **Shri A Mohindru, Dy. Director (Electrical)**
 - A. In-charge of Electrical department & Electrical Laboratory, Course Coordinator JOCC& Quality Manager NABL & ISO.
 - B. Faculty member of JOCC and other training programmes
 - D. Services relating to energy audit, safety inspection of factories, CAD/CAM/CAE Courses, industrial services/consultancy
 - E. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

6. Shri S P Singh, Manager (Technical)

- A. In-charge of Mechanical & NDT Laboratory
- B. Faculty member of JOCC and other training programmes
- C. Services relating to energy audit, safety inspection of factories, industrial Services and consultancy in Rolling Mills
- D. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

7. Shri P Singh, Manager (Technical)

- A. Faculty member of JOCC and other training programmes
- B. Services relating to energy audit, safety inspection of factories, industrial Services and consultancy in Rolling Mills
- C. Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

The technical department is assisted by Sr. O S (E&PC lab), Sr. O S (Mech), one Office Superintendent Cum caretaker and four other staff members.

DIRECTOR'S SECRETARIATE

All the matters related to Director's Secretariat and co-ordination is being looked after by Shri R K Malhotra, Manager (Coord.). He is also looking after the work of Dy. Quality Manager and responsible for collection of samples for testing of different laboratories.

REGIONAL CENTRES

Regional Centre, Nagpur is headed by **Shri V. Bandhu, Sr. Dy. Director (IS)**. He is assisted by Manager (T), Sr. Office Superintendent, PS and another staff member. The centre discharges such functions as running of JOCC, industrial services / consultancy, Seminar/workshops, refresher courses/skill upgradation programmes, in-house Training programmes etc.

Regional Centre, Kolkata is headed by **Shri D Chatterjee, Sr. Dy. Director (SM)**. He is assisted by two Sr. Office Superintendent. The centre coordinates the JOCC and other activities of the Institute.

PERSONNEL & ADMINISTRATION DEPARTMENT

The entire personnel & administrative matters of the Institute are taken care by this department. **Shri V P Tewari, Manager (P&A)** is the overall in-charge of the department. He is assisted by Sr. Office Superintendent and two other staff members.

FINANCE & ACCOUNTS DEPARTMENT

The entire financial & accounting matters of the Institute are taken care by this department. **Shri B K Bansal, Manager (F&A)** is the overall in-charge of the department. He is assisted by Sr. Office Superintendent and one staff member.