

The powers and duties of its officers and employees under section 4(b)(iii):

IASRI is headed by the Director, who looks after the management of research and administration of the Institute. One Chief Administrative Officer (SG), One Assistant Director (OL), One Administrative Officer and Eight Assistant Administrative Officers assist him at the Institute. They are assisted by administrative staff belonging to different categories such as Assistant, U.D.C., L.D.C. Besides there are six Heads of Divisions who are duly assisted by Scientists, Technical Staff and Stenographers for direct/speedy disposal of important cases. The administrative wing is organized into Establishment Section, General Administration Section, Cash & Bill Section, Works & Maintenance Section, Central Purchase Section, Equipment & Maintenance Section, Store, Hindi and R&D Sections each headed by an Officer. One Assistant Administrative Officer is declared as Drawing & Disbursing Officer to ensure prompt and efficient settlement of personal claims. The 'Financial' control is under Director who is duly assisted by a Comptroller, Finance & Account Officer, with a Assistant Finance & Account Officer and other staff members working in Audit & Account Section. The Comptroller also functions as the Pension Payment Authority in respect of the Institute's employees.

The procedure followed in the decision making process, including channels of supervision and accountability:

The Director is assisted by Heads of Divisions to monitor the research progress in Institute Research Committee meetings which are held after every six months. Besides, there are Study Circle meetings every month. The Research Advisory Committee refines and recommends research activities. Institute is also monitored by Institute Management Committee. The Institute budget is presented and its sanction obtained from the five year plans of Govt. of India. Institute Joint Staff Council/Grievance Committee takes care of the staff problems.

Office Timings:

The institute is open on all week days except Saturdays and Sundays of every month. The working hours on all working days is 9:00 AM to 5:30 PM with a lunch break from 1:00 PM to 1:30 PM.