

### **The powers and duties of its officers and employees under Sec.4(b)(iii):**

ICAR-IIWM is headed by the Director, who looks after the management of research and administration of the Institute. One Administrative Officer and one Assistant Administrative Officers assist him at the Institute. They are assisted by administrative staff belonging to different categories such as Assistants, UDC, LDC. Besides there are four Programme Leaders who are duly assisted by Scientists and Technical Staff. The administrative wing is organized into Administration, Cash & Bill, Stores, Hindi. One Drawing & Disbursing Officer was there to ensure prompt and efficient settlement of claims. The 'Financial' control is under Director who is duly assisted by a Finance & Accounts Officer, and other staff members working in Audit & Accounts Section.

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

The Director is assisted by Programme Leaders to monitor the research progress in Institute Research Committee meetings which is held twice in a year. The Research Advisory Committee refines and recommends research activities. Institute is also monitored by Institute Management Committee. Institute budget is presented and sanction obtained from the plans of Govt. of India. Institute Joint Staff Council takes care of the staff problems.

### **Office timings:**

The institute is open on all week days except Sundays and second Saturdays of every month. The working hours on all working days is 9:30 AM to 5:00 PM with a lunch break from 1.00 PM to 2.00 PM.