

IMPLEMENTATION OF RIGHT TO INFORMATION ACT, 2005 AT IFB, HYDERABAD
Information provided under the Section 4(1) of the act.

2. Sec.4(b)(ii): The powers and duties of officers and employees

ADMINISTRATIVE POSITIONS

S.No.	Key Post [Designation]	Duties
1.	Director	To exercise the Administrative and Financial powers delegated to him by the Director General of ICFRE, Dehra Dun as per ICFRE Compendium. He is Head of the Institute and possesses overall control of the Institute.
2.	Group Coordinator (Research)	Overall coordination of research activities through 3 research divisions, conduction of Research Advisory Group meeting, Stake Holder's Meet, different monitoring and evaluation report compilation.
3.	Facilities & Services	The F&S is the coordinator of the institutes general infrastructure facilities and the entire estate, beautification, maintenance of electricals, security and general housekeeping. The Vehicle section and the Library are also under his control.
4.	Drawing and Disbursing Officer	The accounts section is headed by the D.D.O. whose duty is to look after the salary & allowances of personnel and budgetary provisions under Plan and non-plan fund as per the GOI rules/ ICFRE Compendium
5.	Purchase Officer	The purchase officer is responsible to coordinate the purchase and procurement of items related to institutes functioning as well as execution of various works by following the prescribed purchase procedures including e-procurement as per the GOI rules/ ICFRE Compendium

RESEARCH POSITIONS

S.No.	POST	DUTIES
1.	<p>Head of Division (HOD) / In-Charge Section/Cell</p> <p>Currently there are four research divisions as described in section 4(b) (i) above. The HOD are as follows:</p> <ol style="list-style-type: none"> 1. Forest Ecology & Climate Change Division 2. Genetics and Tree Improvement Division 3. Extension Division 4. Information Technology Cell 	<p>To carry out administrative duties as the head of the Research division with the primary responsibility to coordinate and ensure execution of research activities by scientists, research officers and staff of the division.</p>
2.	Extension Officer	<p>The Head of the Extension division also acts as the extension officer with the responsibilities of ensuring extension of research to the masses, through organization of various training programmes for the stakeholders, ensuring participation of the institution in various farmer fairs, exhibitions <i>etc.</i>, maintenance of the interpretation center of the institute, publication of pamphlets, brochures, periodicals <i>etc.</i></p>
3.	Scientists	<p>To carry out research activities under the mandate of the institute in order to address the relevant research priorities and goals. To prepare new research projects and explore funding opportunities. To train and supervise the Ph.D. research of candidates under them. Development of technologies, publication of research and dissemination of research findings. To work as per the ICFRE Compendium</p>
4.	Chief Technical Officer	<p>To carry out research activities under the mandate of the institute in order to address the relevant research priorities and goals in consultations with scientists.</p>
5.	UDC	<p>To assist the concerned section officer/controlling officer in divisional/section works</p>

6.	LDC	To assist the concerned section officer/controlling officer and assistant in divisional/section works
7.	Multitasking Staff (MTS)	To ensure assistance in all assigned works in the concerned division/section