

1.2.2 Powers and Duties of Officers and Employees

Director

As per the clause 11 of INCOIS Bye-Laws and as per the delegation of Administrative and Financial Powers as approved by Governing Council -05 on June 22, 2001.

Group Director / Division Heads

These are functional designations, and the designated Group Director (GD) / Division Heads oversees the activities of its divisions, provide scientific and technical guidance to the Division Heads (DH) / employees of the divisions. The GDs/ DHs acts as the Reporting / Reviewing officer to the group members during the Annual Performance Appraisal and sanctions or forwards, as the case may be, the applicable leaves, tour programmes, foreign deputations, financial expenditures, etc.

Scientists

The Scientists will carry out research and development activities under various scientific programmes of the institute and works towards development of new products / services and/or improvement of existing products / services. The Scientists involves in procurement of project components in coordination with Purchase section and provides scientific and technical support to Director, INCOIS in scientific matters as well as administrative matters.

Scientific Assistants

The Scientific Assistants carries out the day-to-day operations of all operational ocean services, as well as the maintenance of the communication facilities, computational facilities, civil infrastructure, etc. The Scientific Assistants extends support to the scientists in processing of heterogenous data sets, modelling, testing, and calibration of various oceanographic equipment's, their deployment, maintenance and recovery, data acquisition, processing and analysis, collection of water samples from ocean & their laboratory analysis, etc. The nature of duties of scientific assistants are multitude and not limited to the above.

Manager / Joint Manager

The Manager and Joint Managers are responsible for overall activities of the Accounts & Finances, Purchase & Stores and Personnel & General Administration. Three functional designations are made to look after these three divisions viz. Sr. Accounts Officer, Purchase & Stores Officer, and Administrative Officer respectively. They act as the Reporting / Reviewing officer to the group members during the Annual Performance Appraisal and sanctions or forwards, as the case may be, the applicable leaves, tour programmes, foreign deputations, financial expenditures, etc.

Executive / Sr. Executive / Assistant Manager

These designated officials will assist in day-to-day activities of office administration including human resources management, Accounts & finance related works, purchase, and stores related activities. These teams assist their reporting officers in carrying out the smooth functioning of their respective division activities.

Please click [here](#) for the detailed functions and activities of each division.