

POWERS OF SR.AO

**DUTIES, RESPONSIBILITIES & POWERS OF THE
SENIOR ADMINISTRATIVE OFFICER**

1. He will assist the Principal in admission of trainees and all academic matters pertaining to conduct of examinations, declaration and maintenance of results.
2. He will assist the Principal in the placement of trainees in industry, teaching practice and follow up activity after training.
3. He will be in charge of general supervision and control of the staff of the "Central Administrative Office" as decided by the Principal.
4. He will open all Dak except D.O letters addressed to the Principal.
5. He will take intermediate routine action in all cases e.g. issuing reminder, acknowledgement, interim reply etc.
6. He will take final disposal of routine cases e.g. those in which factual information of a non-confidential nature has to be called for from or to be supplied to
7. He will assist the Principal in the
 - a) issue of notices for meetings of the Board of Governors and Finance Committee.
 - b) preparation of the Agenda and notes for above and
 - c) in drafting the minutes of the meetings of these Bodies.
 - d) Follow up action on the resolutions of the Board.
8. He will be the custodian of confidential reports of all staff except, that of the Training and Placement Officer, Professors, Assistant Professors, Lecturers and Workshop Superintendent and those who are equivalent and/or above this rank.
9. He will be responsible for opening and maintenance of the Service Books.
10. He will grant Casual Leave to the Staff of the Central Administration.
11. He will have under his custody the seal of the Institute, records and documents of the Institute.

12. In respect of claims upto a maximum of Rs.10,000/- he will be the drawing officer along with the Accounts officer. The cheques will be signed jointly by the Administrative officer/Accounts Officer and in the absence of either or both, the Principal shall be the drawing officer.

13. He shall be responsible for such functions which the Principal may from time to time allocate.

10th FC, dated 25.11.2000

Board Resolution No.5-82/2000, dated 25.11.2000.

The Senior Administrative Officer and the Accounts Officer are authorised to sign the cheques upto the extent of Rs.50,000/- (Rupees fifty thousand only) after the proposals involving financial sanctions are approved by the Principal.
