

## **FRAGRANCE AND FLAVOUR DEVELOPMENT CENTRE, KANNAUJ**

### **POWER AND DUTIES OF FFDC OFFICERS AND EMPLOYEES**

**(under clause 4(1) (b) (ii) of Right to information Act, 2005)**

Fragrance and Flavour Development Centre (FFDC), Kannauj is headed by the Principal Director. To carry out the activities of different Sections Technical and non-Technical personnel are appointed. The structure of both Technical and non-Technical posts in FFDC, Kannauj are as under:

#### **Technical:**

- Principal Director
- Director
- Deputy Director
- Assistant Director
- Scientific Officer

#### **Non-Technical:**

- Assistant Director
- Hostel & Office Superintendent
- Documentation Officer
- P.A. to Principal Director
- Steno
- Data Entry Operator
- M.T.S.

All the authorities of the Society are vested with the Governing Council and the Chairman of the Governing Council and the office bearers of the Society are the Chairman and the Principal Director. The functions, duties and powers to be discharged by the Chairman, Governing Council and Principal Director are prescribed in the Memorandum of Association and Rules Regulations of the Society. Certain Administrative and financial powers have been delegated to the Principal Director to carry out the day to day functions of the Society.

The duties and responsibilities of other Technical and non-Technical officers are as under:

**Technical:**

**Principal Director**

- Overall In charge of the centre.

**Director**

- Supervise the work of the Departments/Divisions in their control.

**Deputy Director/Assistant Director**

- To supervise the subordinate staff under their control.
- To take required measures for optimum use of machine and manpower under their control.

**Scientific Officer**

- To assist their senior to plan in achieving the targets.
- To ensure the timely completion of the job.

**Non-Technical**

**Assistant Director**

- To overall supervision of work of administration and management of the centre.
- Assisted Principal Director/Director for preparation of Agenda/Agenda Notes/Minutes of the Governing council.
- To Act as Drawing and Disbursing Officer (DDO)

**Hostel & Office Superintendent**

- Looking of the accounts and hostel
- Looking after EPF, income tax etc.
- To supervise the staff under his control

**Documentation Officer**

- To prepare the training planner
- To keep-up the records of the trainees trained etc.

**Stenographer/Data Entry Operator/MTS:**

- To assist their immediate authority for activities in the respective section.