

DEPARTMENT OF SPACE ISRO PROPULSION COMPLEX

WORK ALLOCATION

The Department of Space has redelegated its powers to its constituent ISRO Centre/Units depending upon the functional requirement for smooth functioning of the Units. Director of Centres/Units has been given full Administrative and Financial powers of 'Head of the Department' which would be essential for the smooth functioning of the Centre. Director has further delegated his/her financial powers down the line of control up to levels which are required for the operation of functional entities.

The Officers and employees working in the IPRC are broadly categorized as (i) Scientific & Technical and (ii) Administrative personnel.

The Scientific & Technical (S & T) personnel are engaged in different Scientific, Research and Development areas for realization of various National Space Programs, Projects and Missions. The Scientific and Technical work in Centres / Units are organised under various Areas / Groups / Divisions / Projects and the duties of the Scientific and Technical personnel are to undertake and/or assist in Research and Development and Project work assigned to them, under the overall supervision and guidance of their superiors.

The major work areas of administration in the Organization are (i) Personnel & General Administration, (ii) Finance & Accounts and (iii) Purchase & Stores. All the three areas function normally on a three-tier system, viz., Dealing hands, Officers and Heads of Divisions. The Heads of all such divisions report to the Head, Administrative Services who is responsible for co-ordination of administrative and auxiliary services

PERSONNEL & GENERAL ADMINISTRATION:

The duties and responsibilities of the officers and staff working in the Personnel & General Administration include all the matters pertaining to the

- Establishment and service matters of S&T and Administrative staff
- Training & Deputation
- Transportation & Logistics Management
- Selection and appointment of S&T and Administrative personnel
- Promotion, Posting and Transfer of S&T and administrative personnel
- Vigilance and Disciplinary matters of IPRC
- RTI & Records Management.
- Canteen & Guest House Services
- Security and Fire Service
- Estate Management
- Administration of Health Scheme
- Employees Welfare & Redressal of Grievance
- Sports and Recreation Matters.
- Implementation of Official Language
- Legal and Court matters relating to IPRC

FINANCE & ACCOUNTS:

The duties and responsibilities of the officers and employees working in the Finance & Accounts include all the matters related to:

- Compilation of monthly Accounts
- Cash handling, Maintenance of Cash Book and related Registers
- Payment of Tax Deduction at Source (TDS) and filing of quarterly IT returns

- Processing of supplier bills and contractors bills for payment.
- Pre-audit of purchase order files and civil work orders, etc
- Computation and authorization of Pension and payment of all terminal benefits
- Formulation of Budget of the Centre/Project
- Expenditure Control and Internal & External Audit
- Preparation of Pay Bills, supplementary bills and disbursement of monthly salaries of Officers and Staff.
- Passing of Bills related to Traveling Allowance, Leave Travel Concessions, PF Advances and withdrawals, Medical Reimbursement bills, contingency and miscellaneous expenditure.
- Issue of cheques, Reconciliation of daily remittances to and withdrawals from Bank and verification of date-wise monthly statement from Bank, complying with all PFMS regulations.
- Internal Financial Advisory functions

PURCHASE & STORES:

The duties and responsibilities of the officers and employees working in the Purchase & Stores include all the matters pertaining to Procurement, Storage and issue of materials, equipment, office stationery, furniture & fittings and services right from indent stage to awarding of contract, which include the following:

- Source Selection and Registration of Vendors
- Processing of Indents and Tender Documents
- Receipt and Opening of Tenders
- Preparation of Comparative Statement and Commercial evaluation.
- Terms & Conditions and Formulation of Purchase Order/Contract
- Approval of Purchase & Contract Finalization Committees concerned
- Organizing negotiations
- Issue of Purchase Order/Award of Contract
- Post-Contract Management & Monitoring
- Enter into agreements and contracts with Private Industries/ Consortia for procurement of strategic items and fabrication works from time to time.
- Receipt of materials
- Storage, Preservation and Safe custody
- Issue of materials against proper authorization
- Quantitative accounting of the transactions
- Verification of stores
- Other related works
- Indenting optimum quantity of common stock items periodically at appropriate times.

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