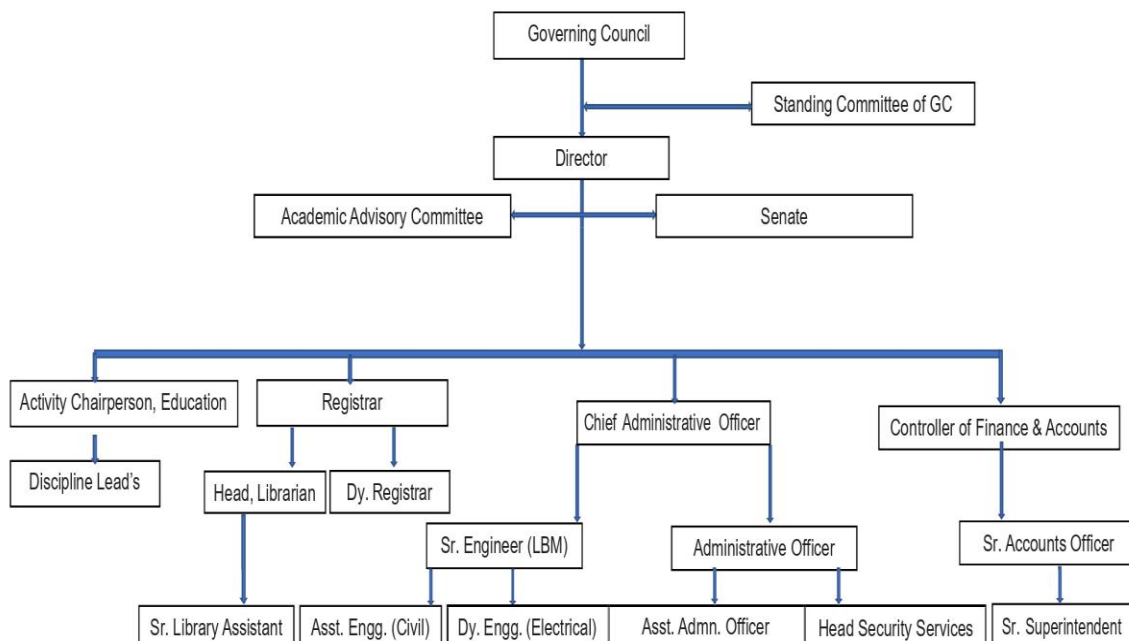


## Organisational structure of the institute

The institute follows the statutes and ordinances as approved by the President of India. The pyramidal structure of the organisation is headed by the Director. Work portfolio of the various officials according to their designations have been mentioned in the statutes of the institute. Their functions and responsibilities are also elaborated in the Powers and duties section below.

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NB:

1. The Organogram follows a maximum three steps decision making process. In the 1<sup>st</sup> step – the lowest officer in the hierarchy shall be (Maker or Initiator) of any academic / administrative functioning. In the 2<sup>nd</sup> step – the immediate superior officer shall be the (Checker or Corrector) overseeing the functioning of the Maker. The 3<sup>rd</sup> step – shall follow the approval from Competent Authority. The delegation of power by Governing Council / Director, w.r.t. specific office functioning, shall be reckoned as per approval.
2. The Organogram is made as per Statutes of the Institute. However, Director may re-assign the workflow of particular Section / Department depending on the workload for a specific time period.
3. The Organogram reflects activities of important Committees and Group A & B Officials [up to Level 7]. The assignment of Group B and C officials [from Level 4 to 6] in respective sections / divisions will depend on the actual workload and may be subject to change. A particular Group B and C officials may be assigned activities of multiple sections / divisions at a time, so that the work division is even amongst them.