

INSTITUTE FOR DESIGN OF ELECTRICAL MEASURING INSTRUMENTS, MUMBAI
(A GOVERNMENT OF INDIA SOCIETY)

MSME- TC

POWERS AND DUTIES OF IDEMI OFFICERS AND EMPLOYEES

(Under Section 4 (1) (b) (i) Right to Information Act 2005)

MSME- Technology Center (IDEMI), Mumbai was set up in 1995 to conduct short term as well as long term training programmes to up grade the skill of fresher as well as personnel working in industries. It is headed by the Principal Director I/c. To carry out the functions of different Departments/Divisions both Technical and non Technical personnel are appointed. The structure of both Technical and non Technical posts in IDEMI are as under:

A. Technical

- Principal Director I/c
- Joint Director
- Deputy Director
- Assistant Director
- Senior Technical Assistant
- Junior Technical Assistant
- Technician (Skilled Worker)
- Junior Technician (Mistry)
- Duplicate Machine Operator

B. Non Technical

- Secretary (Admin & Finance)
- Assistant Director (Admin & Finance)
- Office Superintendent
- Accountant
- Stores Officer / JFO
- Junior Hindi Translator
- Librarian
- Upper Division Clerk
- Lower Division Clerk
- Receptionist cum Telephone Operator
- Hindi Typist

- Admin Staff (Driver, Helper, Mali, Peon, Sweeper)

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 Societies 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 Principal Director in turn delegated some of the financial and administrative powers to the Head of the Departments and other officers to carry out the day to day functions of the Society.

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

A. Technical

❖ Joint Director / Deputy Director

- To supervise the Work of the Departments/Divisions in their control, i.e. Trg./Production Deptt.
- To plan and distribute work amongst the subordinate officers in the Department/Divisions under their control.
- To fix Departmental target and plan and take necessary action to achieve both financial and physical target fixed for the year.

❖ Assistant Director / Senior Technical Assistant

- To supervise the subordinate staff under their control
- To take required measures for optimum use of machines and manpower under their control.
- To assist the Senior Manager/Manager to plant in achieving the target.

❖ Junior Technical Assistant / Technician / Jr. Technician / DMO

- To work with the machines/execute the jobs allotted to them.
- To ensure timely completion of job with minimum rejection of the work.

B. Non Technical

1. Secretary (Admin & Finance)

- To overall supervise the work of administration, personnel, accounts and purchase division/Sections.
- To assist Principal Director for preparing Agenda and Agenda Notes/Minutes of the Governing Council meeting/other meetings.
- To assist the Principal Director in planning, budgeting and co-ordination.
- To look after recruitment, HRD, security and housekeeping activities.
- To assist Senior Manager/Manager in planning and coordination.
- To look after staff Welfare Activities.

2. Assistant Director (Admin & Finance)

- To assist Secretary & other staff in Administration & Finance work activity.
- To supervise staff under his/her control.
- Overall supervision of security & housekeeping, civil repair & maintenance of staff quarters through O.S.

3. O.S. (Admin)

- To look after the Administration activities etc.
- To maintain Personal file/service book/ACR files.
- Quarters maintenance & other repairs, AMC etc.

4. JFO / Purchase Officer:

- To look after the Purchase activities for the centre.

5. Receptionist Cum Telephone Operator, Hindi Typist, UDC, LDC, Driver, Helper, Mali, Peon, Sweeper (Support Staff):

To assist their immediate authority for activities of their respective Section including maintenance files, noting and drafting etc.