

DIRECTOR

- Director is the Executive Head of the Laboratory. The responsibilities of director are:
 - Realizing the mission of the National Laboratory.
 - Creating an environment in the National Laboratory conducive to nurturing of innovation and high class R &D and the other S&T activities of the laboratory.
 - Managing the affairs of the National Laboratory as per the decisions of the Management Council.
- Director shall in all matters have powers delegated to him by the Governing Body.

FUNCTIONS OF SR. CONTROLLER OF ADMINISTRATION / CONTROLLER OF ADMINISTRATION

1. To advise Director on all matters of General Administration.
2. To function as Public Information Officer under RTI Act, Member Secretary of Management Council, Chairman, SPC – I.
3. To exercise powers delegated by Director, CSIR-CFTRI.
4. Incharge of Recruitment, Assessment, Maintenance of Reservation Roster, Departmental promotion.
5. Overall Incharge of Bills Section, General Section, Vigilance / Legal Section and Hindi Section.
6. In charge of Establishment matters including pay fixation.
7. To act as check point for Official Language implementation.

FUNCTIONS OF ADMINISTRATIVE OFFICERS

1. To plan the activities of the Sections in consultation with the Section Officers.
2. To monitor the functions of the Sections under his charge.
3. To exercise a check on all the cases submitted to him with reference to rules, guidelines, precedence.

Heads of Divisions / Centres (HoD / HoC)

- HoD / HoC acts as the facilitator for running the R&D / S&T projects programmes of the respective Division / Centre
- Control of job allocation and supervision of Division / Centre's activities.
- Granting and recommending leave of his staff members.

Scientists

- Major duties and responsibilities of Scientist are to carryout R&D/S&T activities leading to a Project / Programme of the Laboratory as per the approved mandate.

Technical/ Administrative Staff

- Technical & Supporting Staff members provides technical support to the R&D Scientists.
- Administrative and Accounts / Stores & Purchase / Security / Laboratory House Keepings activities.