

## **Powers and Duties of Officers and Employees of CNCI.**

The Institute is an Autonomous Body under Ministry of Health and Family Welfare, Govt. of India. The Institute is engaged in treatment of cancer and research in the field of cancer. It is one of the 27 Regional Cancer Centers in India.

The Institute is governed as per the Bye Laws and Governing Body which is headed by the Hon'ble Union Minister of Health and Family Welfare.

The Director is administrative head of the Institute and exercises the powers of the Head of the Departments as defined under Fundamental Rules, Supplementary Rules, Delegations of the Financial Power Rules and General Financial Rules, as amended from time to time.

### **1. Powers and functions of the Governing Body:**

- a. Subject to the provisions of the Act, the Governing Body shall manage the Institute in such a manner as to promote its objects. It shall have full powers and authority to deal with all matters, things and deeds which are necessary and expedite.
- b. The Governing Body shall have the power to add to, amend, alter or abridge all or any of the objects of the society consistent with the Societies Registration Act.
- c. The Governing Body shall also have the power to add, alter, amend the Rules and Regulations and Bye-Laws of the Society with the Societies Registration Act.
- d. Without prejudice of the generality of foregoing the Governing Body shall have and shall perform the following powers and functions, namely:
  - i. the framing of broad policies to carry out the objects of the Institute;

- ii. to make such bye-laws as they shall think essential to the regulation of the business of the Institute;
- iii. to consider and sanction Budget Estimates;
- iv. to sanction expenditure in accordance with the financial bye-laws;
- v. to invest the funds of the Institute in Nationalised Banks in the modes specified under provisions of Section 11 (5) of the Income Tax Act, 1961;
- vi. to borrow money on such terms and conditions as are deemed expedient;
- vii. to create posts, prescribe recruitment rules and recruit staff of the Institute,
- viii. to abolish posts or keep in abeyance any post and to prescribe or adopt rules for classification, control and appeal for the employees.
- ix. to enter into an agreement or contract with any Government or local authority to obtain for such Government or authority any right, for purposes of carrying out the object of the Institute;
- x. to draw, accept, endorse, discount, execute, assign, issue and otherwise deal with cheques, hundies, draft, certificates, receipts, Government Securities, promissory notes, bills of exchange or other instrument whether negotiable or not for the purpose of the Institute;
- xi. to prescribe course of study at the Institute, add or omit any course thereto or therefore and to award degrees, diplomas and certificates.
- xii. to pay all costs and expenditure incurring for the promotion establishment and registration of the Institute and
- xiii. to do all such other lawful acts and things either above or in conjunction with other organisations or persons as the Institute may consider necessary incidental or conducive to the attainment of the aforesaid objectives of any of them.

## **2. Powers and functions of the Director:**

- i. To act as the administrative head of the Institute and exercise the powers of the Head of the Departments as defined under Fundamental Rules, Supplementary Rules, Delegations of the Financial Power Rules and General Financial Rules, as amended from time to time.
- ii. To act as the DDO of the Institute.
- iii. To act as the Appointing and Disciplinary Authority in respect of Group “B” & Group “C” (including erstwhile Group “D” ) employees of the Institute.
- iv. Any other duties as assigned by the Governing Body from time to time.

## **3. Powers and functions of Other Employees:**

As per the Bye Laws of the Institute “ Every employee shall perform such duties as have been entrusted to him and shall, to the best of his ability to carry the lawful directions of the Governing Body or the Director or any other authority, he may be subject to in according to the Rules.”