

## II. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Sl. No.	Designation	Duties
1.	Director General	<p>To implement mandate of the Institute i.e. Training, Consultancy, Research and Education; and</p> <p>To exercise administrative, financial and disciplinary powers as Head of the Institute in respect of the establishment of NIAM</p>
2.	Director (MPD Cell)	<p>To carry out the task of Market Planning and Development for improving Agricultural Marketing System in the Country.</p> <p>To assist Director General in area of Market Planning and Development for improving Agriculture Marketing System in the Country</p>
3.	Director (PGPABM Cell)	<p>To carry out Post Graduate Programme in Agri Business Management and</p> <p>To assist Director General in implementing Education Mandate</p>
4.	Director (CSS Cell)	<p>To carry out the task of Training, Awareness and Publicity in Central Sector Schemes and</p> <p>To assist Director General in matter relating to Central Sector Scheme.</p>
5.	Deputy Director (Admn.)	<p>To assist Director General in administration and establishment matters of the Institute; and</p> <p>To assist Director General in supervising the administrative section of the Institute.</p>
6.	Deputy Director (Law and Policy Cell)	<p>To prepare database of all the food laws of the country; and</p> <p>To assist Director General in technical matter relating to law and policy of agricultural marketing</p>

7.	Deputy Director (Quality Standards and Safety Cell)	To develop Quality and Safety Standards for Agricultural Commodities, and  To assist Director General in technical matter relating Quality Standards and Safety
8.	Deputy Director (Commodity Trade Research Cell)	To carry out research related to enhancing competitiveness in agriculture trade; and To assist Director General in technical matters related to agricultural trade
9.	Deputy Director (Agribusiness and Entrepreneurship Cell)	To conduct research and studies in agri- entrepreneurship to give fillip to agribusiness, conducting of training for agri-entrepreneurship; and  Identifying potential for creating agri- entrepreneurship in the farming sector of rural India.
10	Deputy Director DG Cell	Record Keeping and maintenance of database regarding correspondence addressed to Director General,  To prepare draft for the queries received from outside to Director General,  To prepare draft proceedings of the meeting held under chairmanship of Director General; and  To provide all assistance to Director General as and when required.
11.	Asstt. Director (Agricultural Information Management Cell)	To carry out task related to Information Technology application in agricultural marketing; and  To assist Director General in matters related to Information Technology application in agricultural marketing.
12.	Asstt. Director	To assist their respective heads in the areas identified by the Institute. To render technical guidance in scrutinizing, processing and interpretation of data collected. To attend to all task assigned by respective Incharge/heads

13.	Research Officer	<p>To provide technical assistance to their respective heads in the areas identified by the institute.</p> <p>To attend to all task assigned by respective Incharge/heads</p> <p>To assist in conducting research studies and drafting of technical reports.</p>
14.	Accounts Officer	Preparation of Accounts, Releasing of payments, Audit of Accounts and assisting DG in financial matters
15.	Administrative Officer	Preparation of agenda notes for general body and EC meetings, general administrative and establishment matters and any other work assigned by the competent authority.