

DIRECTOR GENERAL

The Director General shall be the Principal Executive Officer of the Society. He shall be appointed by the Executive Committee with the prior approval of the Govt. of India. He shall receive such salary and emoluments and will be governed by such terms and conditions of services as may be determined by the Executive Committee from time to time with the approval of the Government of India.

Subject to any order that may be passed by Government of India and the authorities of the society, the Director General shall be responsible for:

- (i) The proper administration of the affairs of the Society;
- (ii) prescribing the duties of all employees of the Society;
- (iii) Preparation of annual budgets, supplementary budgets etc. and their submission to competent authority for approval.
- (iv) Maintain accounts and arrange its audit;
- (v) Coordinate and exercise general supervision over all the activities of the Society and over the work and conduct of all employees of the Society. The Director General shall maintain a record of the minutes of the meetings of the General Body/Executive Committee and perform such other duties as may be required of or as may be incidental to his office or as may, from time to time, be entrusted to him by the General Body;
- (vi) Prepare annual Report and Accounts of the Society for consideration of the Executive Committee;
- (vii) The Director General may, in writing, delegate such of his powers as he may consider necessary to any officer, below him of the Society.
- (viii) In the absence of the Director General on long leave, deputation in India or abroad or at the time of laying down office, arrangements to look after his duties may be made by the Chairman of the Executive Committee.