



## Central Institute of Petrochemicals Engineering & Technology (CIPET)

Department of Chemicals & Petrochemicals,  
Ministry of Chemicals & Fertilizers, Government of India.  
Head Office: Guindy, Chennai - 600 032.

### **Powers and duties of officers (administrative, financial and judicial) :**

#### **1. Director General – CIPET**

- The Director General will be ex-officio Member Secretary of the Governing Council and appointed by Govt. of India.
- Director General shall prescribed the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary in accordance with these rules. Subject to these rules, the Director General, shall in all matters under his charge, have power as similar to in the case of Head of Department (HoD), Govt. of India.
- It shall be the duty of the Director General to co-ordinate and exercise general supervision of over all activities of the Society it shall be the duty of the Director General to co-ordinate and exercise general supervision of over all activities of the Society
- The Director General shall maintain a record of the proceedings of the Society and of the Governing Council and shall perform the duties pertaining to his office.

#### **2. Functional Heads of Head Office / Centre Heads**

##### **2 (A) : Functional Heads of Head Office**

The officers who are holding the Functional Head positions at CIPET Head Office are designated as under and they are responsible for executing their functional works and assisting the Director General in performing the various activities:

<b>Director / Principal Director (Planning)</b>
<b>Director / Principal Director (Academics)</b>
<b>Director / Principal Director (Finance)</b>
<b>Director / Principal Director (Administration / HR)</b>
<b>Director / Principal Director (Business Dev. / Skill Dev.)</b>
<b>Director / Principal Director (TSS / R&amp;D)</b>

## **2 (B) : Centre Heads**

Similarly, in case of Centre Heads who are heading full-fledged CIPET Centres are designated as under:

- **Principal Director & Head / Director & Head**

The Centre Head is overall in-charge of the Centre and responsible for conducting Academic & Skill Development programs, providing Technical Support Services, Consultancy and taking care of the Centre in terms of Financial and Administrative activities / achievements.

Each CIPET Centre and Head Office will have the following Departments in performance of its various activities.

- **Training Department** - All matters relating training activities of CIPET and its Centres.
- **Administration Department** - All personnel and administrative matters of CIPET employees.
- **Technical Support Services Department** - All matters relating to Technical Support services.
- **Finance and Accounts Department** - All Finance and Accounts matters.
- **Purchase Department** - All matters relating to procurement.
- **Salary Department** - All matters relating to salary.
- **Internal Audit Cell** - All matters relating to inspection of accounts of all the centres of CIPET.
- **Hindi Cell** - Implementation of Official Language.
- **Vigilance Department** - All vigilance/disciplinary cases of employees of CIPET and its Centres.