

Power and duties of its officers and employees

1. Powers & Functions of Authorities-

a. Chairperson-

The Chairperson, QCI is a non-executive head of the organization and Chairs the Governing Council and the Governing Body of QCI. (Details mentioned in clause 2.1 of S & F Manual).

b. Secretary General-

- The Secretary General shall act as the Member Secretary of the Society as per the provision of the Societies Registration Act.
- The Secretary General shall function as the Chief Executive Officer of Quality Council of India and shall have all the executive powers to supervise and manage the technical, administrative and financial functions of the Council as per the rules of Council.
- The Secretary General shall, subject to the provisions of rules and decisions of the Governing Body, exercise general supervision and administrative control over the officers and staff of QCI including delineating their duties and functions.
- The Secretary General shall coordinate and exercise professional leadership in respect of all activities of QCI.
- The Secretary General shall be the appointing authority for various positions in QCI.
- The Secretary General may also delegate his/her powers to officers subordinate to him/her for administrative, financial, legal matters and other issues, as and when the need arises or it is considered absolutely necessary.

c. CEO/HoDs-

Each board is headed by a Chief Executive Officer (CEO) who is responsible for its technical and administrative functions. Further, each Division/Dept./Cell/ is headed by a HoD who is responsible for its technical and administrative functions.

Available in Public Domain at:

[https://qcin.org/public/uploads/ck-docs/Appendix-IX-Schedule%20of%20Delegation%20of%20Powers%20\(1\).pdf](https://qcin.org/public/uploads/ck-docs/Appendix-IX-Schedule%20of%20Delegation%20of%20Powers%20(1).pdf)

2. Powers & duties of other employees–

Available in Public Domain at:

[https://qcin.org/public/uploads/ck-docs/Appendix-VIII-Competency%20\(1\).pdf](https://qcin.org/public/uploads/ck-docs/Appendix-VIII-Competency%20(1).pdf)

3. Rules/ orders under which powers and duty are derived-

Available in Public Domain at:

[https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20\(3\)_compressed.pdf](https://qcin.org/public/uploads/ck-docs/1612510456.Service%20&%20Finance%20Manual%202018%20(3)_compressed.pdf)

4. Rules/ orders under which powers and duty are Exercised-

QCI is an autonomous body registered as Society under Societies Registration act XXI of 1860. All the posts of QCI are the posts of the society and these are non-government positions (i.e. QCI does not have any cadre posts). As per the first rules approved by the Government, QCI was mandated to make its own rules. Hence, QCI follows the rules as approved by its Governing Body and the administrative control of QCI is with its Governing Body.

5. Work Allocation of QCI Officials (other than SG, QCI)-

S. No.	Board/ Div/Dept.	Designation	Name of Official	Key Job Responsibilities
1	All Boards/ Div/ Depts	CEO/ HoD	-	Supervision of overall activities of respective Board/ Division/ Cell/ Department.
2	NABH	Director	Dr. Punam Bajaj	<ul style="list-style-type: none"> ➤ Report to CEO, NABH. ➤ Operation and management of Accreditation Program and Oversee Education Programs ➤ Member Secretary of Appeals Committees ➤ Represent and interact with nationally relevant Organization. ➤ Assist in formulation of accreditation programs in new areas of accreditation. ➤ Promoting patient safety in collaboration with industry leaders. ➤ Handle and monitor complaints, appeals, assessor's management.
3	NABH	Joint Director	Ms. Deepti Mohan	<ul style="list-style-type: none"> ➤ Report to Senior Director / Director. ➤ Designated Quality Manager for NABH. Initiating review and revision of NABH documents and Issuing authority of approved management system documents. ➤ Conduct Internal Audit ➤ Operation and management of accreditation programs, ➤ Manage NABH International. ➤ Assist in formulation of accreditation programs in new areas of accreditation. ➤ Represent NABH and interact with International/ Regional Accreditation Bodies/ Organizations including ISQua & ASQua. ➤ Convener of various technical committees ➤ Handle and monitor complaints, appeals, assessors management.
4	NBQP	Joint Director	Mr. Mohit Singh	<ul style="list-style-type: none"> ➤ Reporting to the CEO, NBQP.

				<ul style="list-style-type: none"> ➤ Providing strategic leadership and guidance to ensure the effective implementation of NBQP activities. ➤ Managing the operations of NBQP. ➤ Representing NBQP in relevant forums and events to promote quality & QCI activities. ➤ Offering expert advice and guidance on quality-related matters to internal and external stakeholders. ➤ Coordinating with all Boards, Heads of Departments, Divisions, and Cells of QCI for promotions.
5	QCI – Finance & Accounts	Director – F & A	Mr. Santanu Saha	<ul style="list-style-type: none"> ➤ HOD-F&A of QCI, managing a Team of 50 plus members. ➤ Process Improvements of F&A, QCI ➤ Other deliverables of QCI, F&A to internal and external stakeholders. ➤ Overall Responsibilities in Finalization of Accounts along with their related Audit. ➤ Risk Management and Internal Controls of Finance ➤ Heading Procurement to Pay (P2P) Processes of QCI. ➤ Financial analysis of investment and Fund Management, Accounts & Administration including externally aided project. ➤ Ensuring financial discipline in purchases and expenditure. ➤ Budget Preparation, Audit and Accounts Management ➤ Timely release of funds to implement/execute annual work plan ➤ Timely reconciliation of accounts and submission of the financial progress reports. ➤ Monitoring of stores and fixed assets. ➤ Ensuring of financial regulation etc. ➤ Statutory compliances ➤ Leadership & team development.

6	QCI – Finance & Accounts	Joint Director – F & A	Mr. Yogesh Kumar Srivastava	<ul style="list-style-type: none"> ➤ Report to Director – Finance & Accounts ➤ Managing Finance & Accounts of NABH, NABET & NBQP Boards ➤ Liaisoning with DPIIT (Hindi related task only) ➤ Providing assistance to the Internal / Statutory Auditors / CAG / Special during the Audit. ➤ Ensuring timely processing of bills received from Staff, Experts, Assessor's, Professional's and other various organizations etc. ➤ Ensuring generation of Invoices and issue of Receipts on time for activities/Projects of Boards. ➤ Providing guidance to accounts team for reconciliation of Income for Boards and preparing of Income & Expense of the Board, verticals and for different projects on request. ➤ Ensuring of preparation Utilisation Certificates as and when required for different government projects. ➤ Providing key inputs in vetting of MoU's, Agreements, VRF from Financial Perspective, as and when required by Boards. ➤ Preparing of MIS for CEOs & for Board Meetings ➤ Preparing & filing EPF return on monthly basis. ➤ Handling Superannuation scheme of QCI ➤ Managing Staff loans ➤ Ensuring Bank reconciliation on time & tracing of the un-identified entries pertains to the banks of these three boards. ➤ Administrative support to NABET and NABH / NBQP as and when required. ➤ Providing admin. & financial information during finalization & filling of RFPs / Tenders etc. ➤ Providing assistance to the Boards for preparation and finalization of annual/revised budget and budget performance. ➤ Any other task / responsibility assigned by SG-QCI, Technical Expert – F&A, Pr. Advisor – F&A, Advisor – F&A, CEO's / Sr. Director / Directors / Heads & others from time to time.
---	--------------------------	------------------------	-----------------------------	---

7	NABCB	Joint Director	Mr. Ajay Kumar Sharma	<ul style="list-style-type: none"> ➤ NABCB Accreditation Committee Meetings ➤ Coordinating all Work related to IBs & VVBs including; NABCB Assessors' Trainings, Technical Experts, Monitoring & Resource Review, New Accreditation Scheme Development Work, TCs, TFs, WGs, Technical/Policy matters etc., NABCB Fee, RTI, Legal related matters, BIS, ISO/CASCO NMC etc. and ISO / CASCO Standards ➤ Work related to Technical Regulations/QCO, Govt. / PSUs tenders, NABCB MoU, Agreements, Contracts etc. ➤ Liaisoning work with Govt. Ministries, Departments, Bodies etc.
8	NABCB	Joint Director	Mr. Anand Deep Gupta	<ul style="list-style-type: none"> ➤ NABCB Board Meetings/ Management Review & Annual Budgets. ➤ NABCB Quality System, Documentation, Internal Audits, Internal Audit Committee, Peer Evaluations etc. ➤ Coordinating all Work related to CBS such as Accreditation Operations, Cross Frontier Assessments, Business Development, New Accreditation Scheme Development Work, TCs, TFs, WGs, Technical/Policy matters etc. ➤ IAF ILAC, APAC Ballots & Comments ➤ NABCB Accreditation Logo/Mark, IAF/ ILAC Mark related work. ➤ Work related to International Dev. Agencies (GiZ, PTB, UNIDO etc.), SAARC/ SEGA, FSSAI, CODEX, FAO, ISO / CASCO Standards (relevant to CBs)
9	NABET	Senior Director	Mr. A K Jha	<ul style="list-style-type: none"> ➤ Overall supervision of the work of EIA Vertical ➤ Business area development
10	NABET	Joint Director	Mr. Anurag Rastogi	<ul style="list-style-type: none"> ➤ LMCS Scheme (SPOC for the Scheme), Accreditation of LSP ➤ And HAH Consultant Organization Scheme ➤ Coordinating Work related to Ranking of Polytechnics-Odisha ➤ Handling Administrative Work related to NABET Board Meeting etc.

11	PAD Division	Joint Director	Mr. C S Sharma	<ul style="list-style-type: none"> ➤ Drone certification, policy intervention in documentation and grievance redressal. ➤ Also responsible for promotion of Hindi within the division.
12	TCB	Joint Director	Mr. Ranvijay Bihari	<ul style="list-style-type: none"> ➤ Coordinating with all Boards/ Divisions/ Cells of QCI for TCB/ eQuest
13	PPID & RTI	Director	Dr. Hari Prakash	<ul style="list-style-type: none"> ➤ CPIO. ➤ Supervising the activities of PPID Human Resource division. ➤ Supporting, coordinating and supervising PPID team members about the new projects.
14	NABL	Sr. Director	Mr. Avijit Das	Overall Accreditation Operations
15	NABL	Director	Ms. Mallika Gope	Overall Accreditation Operations, Quality, RTI, Complaints, ACM, Public Grievance, Regulatory Compliance etc.
16	NABL	Director	Mr. Srikanth R.	Overall Accreditation Operation in Calibration Field.
17	NABL	Director	Mrs. Anuja Anand	Overall Accreditation Operation in Testing Field.
18	NABL	Director	Mr. Pankaj Johri	Overall Accreditation Operation in Medical Field
19	NABL	Joint Director	Ms. Ritu Kulshrestha	Group Head – Operations (Medical)
20	NABL	Joint Director	Ms. Sunita Rawat	Group Head – Operations (Medical)
21	NABL	Joint Director	Mr. Nitán Garg	Group Head – Operations (Testing)
22	NABL	Joint Director	Ms. Anita Rani	Overall Accreditation Operation in PTP & RMP Field Group Head - Calibration Assessors (training, Monitoring etc.) Hr & Admn.
23	NABL	Joint Director	Mr. Vikas Kumar Jaiswal	Group Head – Operations (Testing) Accounts, HR & Admin
24	NABL	Joint Director	Ms. Gayathri S	Group Head – Operations (Medical)
25	NABL	Joint Director	Mr. Vinay Kumar Tyagi	Group Head – Integrated Assessments
26	NABL	Joint Director	Mr. Ramprasath. R	Group Head - Operations
27	NABL	Joint Director	Ms. Rini Narayan	Group Head – Operations (Testing)

28	All Boards/ Div./ Dept.	Officials below the level of Joint Director		Supporting Directors & Joint Directors in the assigned scope of work by acting as Team leads / team associates/ supporting staff etc.
----	-------------------------	---	--	---