

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.

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[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–

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

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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"> ➤ To provide strategic leadership and guidance to ensure the

				<p>effective implementation of NBQP activities</p> <ul style="list-style-type: none"> ➤ To manage and supervise all the Verticals and Operations of NBQP ➤ To coordinate with all Boards, Heads of Departments, Divisions, and Cells of QCI for activities/events for promotions ➤ To represent NBQP in relevant forums and events to promote quality & QCI activities ➤ To act as SME and provide guidance on Quality-related matters to internal and external stakeholders. (Both at National and International Level) ➤ To act as SME and provide guidance on matters related to Public Grievance, Complaints, Appeals, RTIs etc ➤ To Liaison with Govt. Ministries, Departments, Bodies etc. for flagship activities/events of NBQP ➤ To ensure the completion of activities/tasks assigned by Sr. management of QCI
5	NBQP	Joint Director	Mr. Amit Singh	<ul style="list-style-type: none"> ➤ To facilitate NBQP Board Meetings and Sr. Management Review Meeting as per plan ➤ To act as a SME on Projects/Activities with respect to ISO Standards/Management Systems/Quality Systems Improvement with Central and State Govt. Departments & Ministries & CPSEs/SPSEs, Autonomous bodies etc. ➤ To provide support to the team in Operation and Management of Event organized in States. (Both Pre-Event and Post-Event) ➤ To facilitate the Budget/Revised Estimates, Income and Expense for Board Meetings etc. Also Assist QCI - F&A in completing the Internal and Statutory requirements ➤ To establish process in obtaining the necessary approval for processing of invoice/bills pertaining to NBQP ➤ To establish process for Operations and Management of Quality Setu and related work ➤ To establish process for monitoring and Maintenance of the

				<p>Physical and IT Assets of NBQP</p> <ul style="list-style-type: none"> ➤ To ensure timely submission of response with respect to Grievance, Complaints and matters related to Ministry/ Department
6	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.

7	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.
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8	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.
9	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)
10	NABET	Senior Director	Mr. A K Jha	<ul style="list-style-type: none"> ➤ Overall supervision of the work of EIA Vertical ➤ Business area development
11	NABET	Director	Dr. Aradhana Chopra	<ul style="list-style-type: none"> ➤ Heading the MSME Lean & STS Divisions. ➤ In MSME Lean Division - <ul style="list-style-type: none"> - SPOC for MSME Competitive Lean Scheme. - Oversighting the effective implementation of Scheme at all India Level.

				<p>3. In STS Division -</p> <ul style="list-style-type: none"> - Leading the team for the project 'Ranking of Odisha Polytechnics' and driving the project of 'Setting up of Internal Quality Cell(IQC)', in SCTE&VT, Odisha . - Leading the team for the new project related to assessment of 700 institutions in Odisha w.r.t utilization of Grants given for SC/ST students. - Leading the team for getting new projects in skill sector from Government of AP and Assam.
12	PAD Division	Joint Director	Mr. C S Sharma	➤ Resolution of complaint and appeals. Documentation related to process and policy.
13	PPID, RTI & Public Grievance	Director	Dr. Hari Prakash	<ul style="list-style-type: none"> ➤ CPIO for RTI Cell, QCI ➤ Nodal officer for Public Grievance matter pertaining to QCI. ➤ Supervising some activities of PPID Human Resource division. ➤ Supporting, coordinating and supervising PPID team members about the new projects as assigned time to time.
14	NABL	Director	Ms. Mallika Gope	QA, PTP & RMP Program; Incharge & Head-Operation (Ahmedabad Office)
15	NABL	Director	Mr. Srikanth R.	Incharge & Head-Operation-Bengaluru Office
16	NABL	Director	Mrs. Anuja Anand	Head-Operation (Testing)
17	NABL	Director	Mr. Pankaj Johri	Head-Operation (Medical)
18	NABL	Joint Director	Ms. Ritu Kulshrestha	Assessors Training (Medical), Technical Training
19	NABL	Joint Director	Ms. Sunita Rawat	Operations (Medical)
20	NABL	Joint Director	Mr. Nitán Garg	Operations (Testing)
21	NABL	Joint Director	Ms. Anita Rani	Accreditation of PTP & RMP, QA, M(EL)T, Assessor Training (Testing, Calibration, PTP & RMP) and Operation (Calibration)
22	NABL	Joint Director	Mr. Vikas Kumar Jaiswal	Operations (Testing), Accounts, HR & Admin
23	NABL	Joint Director	Ms. S Gayathri	Operations (Medical)

24	NABL	Joint Director	Mr. Vinay Kumar Tyagi	Operations (Testing)
25	NABL	Joint Director	Mr. Ramprasath. R	Complaints, Regulatory Compliance and Competency Management
26	NABL	Joint Director	Ms. Rini Narayan	Operation (Testing)
27	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.