

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 and 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.

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4. 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	Director	Ms. Deepti Mohan	<ul style="list-style-type: none"> ➤ Report to CEO, NABH ➤ Designated Quality Manager for NABH. Initiating review and revision of NABH documents and Issuing authority of approved management system documents. ➤ Conduct Internal Audit of the Board. ➤ Operation and management of Accreditation and Certification 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 accreditation committees ➤ Handle and monitor complaints, appeals, assessors management.

				➤ Designated PIO of the Board for RTIs
4	NABH	Joint Director	Dr. Kashipa Harit	<ul style="list-style-type: none"> ➤ Report to Director, NABH ➤ Handling of National Commission of Homeopathy (NCH) project. ➤ Handling of Ministry of Ayush project of certification of Ayushman Arogya Mandir. ➤ Operationalisation of Ayush Certification Programme. ➤ Operationalisation of Stroke Certification Programme. ➤ Operationalisation of Hospital Grading project (PRAGATI) ➤ Handling of Capacity Building of Government of Gujarat
5	NABH	Joint Director	Dr. Jaya Goplani	<ul style="list-style-type: none"> ➤ Report to Director, NABH ➤ Oversee and Handling of Empanelment Schemes (CGHS and ECHS) ➤ Handling of the Complaints of the Board
6	NBQP	Joint Director	Mr. Mohit Singh	<ul style="list-style-type: none"> ➤ To provide strategic leadership and guidance to ensure the effective implementation of NBQP activities ➤ 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
7	NBQP	Joint Director	Mr. Amit Singh	➤ To facilitate NBQP Board Meetings and Sr. Management

				<p>Review Meeting as per plan</p> <ul style="list-style-type: none"> ➤ 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 Physical and IT Assets of NBQP ➤ To ensure timely submission of response with respect to Grievance, Complaints and matters related to Ministry/ Department
8	QCI – Finance & Accounts	Joint Director	Mr. Aaditya Thirani	<ul style="list-style-type: none"> ➤ Audit (Statutory, Internal & CAG) ➤ Closing of Books & Finalisation ➤ Fund Management ➤ Assisting in convening of FC Meeting ➤ Budget Compilation ➤ Preparing Finance Related agenda for GB /GC ➤ MIS ➤ Income Tax case Pursuance ➤ Internal & External Stake holder delivery

9	QCI – Finance & Accounts	Joint Director	Mr. Yogesh Kumar Srivastava	<ul style="list-style-type: none"> ➤ Report to CFO – 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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10	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.
11	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)
12	NABET	Joint Director	Mr. Jagminder Kataria	<ul style="list-style-type: none"> ➤ Overall supervision of the work of EED Vertical, Business area development, Nodal officer for RTI.
13	NABET	Joint Director	Mr. C S Sharma	<ul style="list-style-type: none"> ➤ Management of training and capacity building activities under NABET and responsible for grievance handling for the assigned activities.

14	NABET	Joint Director	Mr. Anurag Rastogi	<ul style="list-style-type: none"> ➤ Reporting to the CEO, NABET ➤ Handling NABET Board-level meetings and providing support for administrative functions ➤ Managing the Skill Training and Service Division programs of NABET ➤ Responsible for the development of the Accreditation Scheme for Learning Service Providers ➤ Managing the project related to the Ranking and Grading of polytechnics in the state of Odisha ➤ Submitting proposals to State Governments for new skill-related projects
15	NABET	Joint Director	Mr. Ranvijay Bihari	<ul style="list-style-type: none"> ➤ Key responsibilities include the management of digital learning, content strategy, stakeholder awareness, and customer satisfaction initiatives.
16	National Division for Industry Excellence (NDIE)	Joint Director	Dr. Mahavir Prasad Tiwari	<ul style="list-style-type: none"> ➤ Reports to HoD and assists in strategic interventions ➤ Leads the operations of various projects of the division ➤ PIO for RTI queries
17	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.
18	NABL	Director	Ms. Mallika Gope	QA, PTP & RMP Program, Incharge & Head Operations (Ahmedabad Office)
19	NABL	Director	Mr. Srikanth R.	Incharge & Head Operation (Bengaluru Office)
20	NABL	Director	Mrs. Anuja Anand	Head-Operation (Testing)
21	NABL	Director	Mr. Pankaj Johri	Head-Operation (Medical)
22	NABL	Director	Ms. Anita Rani	Head-Operation (Calibration, PTP & RMP) Assessors Training (Testing, Calibration, PTP & RMP, Monitoring etc.)

				Hr & Admn.
23	NABL	Joint Director	Ms. Ritu Kulshrestha	M(EL)T Recognition Program
24	NABL	Joint Director	Ms. Sunita Rawat	Group Head – Operations (Testing)
25	NABL	Joint Director	Mr. Nitán Garg	Group Head – Operations (Testing)
26	NABL	Joint Director	Mr. Vikas Kumar Jaiswal	Group Head – Operations (Testing) Accounts, HR & Admin
27	NABL	Joint Director	Ms. Gayathri S	Group Head – Operations (Medical)
28	NABL	Joint Director	Mr. Vinay Kumar Tyagi	Group Head – Integrated Assessments
29	NABL	Joint Director	Mr. Ramprasath. R	Group Head – QA, Complaints
30	NABL	Joint Director	Ms. Rini Narayan	Group Head – Operations (Testing)
31	NABL	Joint Director	Mr. Ashutosh Tatwawadi	Group Head – Operations (Testing)
32	NABL	Joint Director	Dr. Pankaj Goyal	Group Head - Assessors Training (Testing & Calibration), Appeals
33	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.