

Powers and Duties of General President :

Powers and duties of the General President shall be as follows:-

- (i) He/she shall deliver his/her Address at the inauguration of the Annual Session and shall preside over the deliberations in the Plenary Session of the Focal Theme.
- (ii) He/she shall be an ex-officio member of all Committees constituted by the Executive Committee and shall preside over meeting of the Executive Committee, the Council, the General Body and the Statutory Committees, and to regulate the proceedings at such meetings. In the absence of the General President, members of the body shall elect one among the members present to act as the Chairman.
- (iii) He/she shall have the power of summoning through one of the General Secretaries a special meeting of the Executive Committee or of the Council giving a week's notice to all members thereof.
- (iv) To ensure the effect being given to these Regulations.
- (v) In absence of any definite Regulation on any questions likely to arise in connection with administration of the Association or in the case of a doubt as to the interpretation of any of the Regulations, the General President shall give a decision and his/her ruling or interpretation shall prevail for the time being.

Powers and Duties of General Secretaries :

Powers and duties of the General Secretaries shall be as follows:-

- (i) The General Secretaries shall hold office for a period of three years from 1st April following the date of election.
- (ii) To be ex-officio members of all Committees constituted by the Executive Committee.
- (iii) To conduct the affairs of the Association, in accordance with the Regulations, provided always that some of the powers and duties may be delegated, with the approval of the General President. The matter shall be reported at the next meeting of the Executive Committee.
- (iv) To record, or cause to be recorded, the proceedings of the meetings of the Association during their progress.
- (v) To be custodian of important documents and papers of the Association.
- (vi) To exercise supervision over exchange or sale of books and other publications of the Association and to report such sales or exchanges to the Executive Committee at the next meeting for approval.
- (vii) To delegate some of their powers and duties by mutual agreement among themselves, to the Local Secretaries during the Annual Session of the Congress.
- (viii) To exercise general supervision over the salaried staff and all affairs of the Association and to fine or suspend any member of the salaried staff for gross negligence of duty or misconduct. Cases of suspension shall be placed before the Executive Committee within a period of three months for consideration.

Powers and Duties of Executive Secretary :

The Executive Secretary shall be the Principal Executive of the Association. He/ she shall be responsible for the general administration and for implementation of the decisions of the Committees. He/she shall act under the general directions of the Office bearers and will be governed by the guidelines as may be laid down by the Committee and Office bearers. However, in case of any deviations from the extant Government guidelines on the subject, concurrence of the Department of Science & Technology shall be required. He/ she shall be appointed only on deputation. The incumbent is expected to actively contribute in the management/ co-ordination, growth and expansion of science promotion, international programmes, science policy studies/ science popularization and society related activities etc.

The Executive Secretary shall perform the following duties:

1. He/she will be responsible to the Office bearers and the Committee for realizing the objectives of the Association, as approved by the Committee;
2. It shall be his/her duty to carry out the work of the Association in accordance with the Rules and Bye-laws for the administration and management of the Association;
3. He/she shall allocate duties to the officials of the Association and shall exercise such supervision, control and discipline as may be necessary;
4. He/she may delegate his/her powers to junior Officers as per such limitations or conditions as may be imposed by him;
5. In case of emergency, he/she may take such action as may be necessary in consultation with the office bearers and report it to the appropriate Committee.
6. All members of the staff of the Association shall be under his administrative control;
7. Correspondence with the Members of the Association, where necessary, will be done by the Executive Secretary. He/she may, for this purpose, get the assistance of the Assistant Executive Secretary or any other officer / employee of the Association;
8. He/she will perform such other duties as may be assigned to him/her from time to time by the Office bearers or Committee.
9. He/she shall be responsible for adherence to GoI guidelines and instructions relating to appointment, expenditure, foreign travel, disbursement of pay and allowance to the sanctioned staff, signing of Annual Report and correspondences with DST, etc.
10. He/she shall assist the President of the Association in all administrative and financial matters of the Association and shall be responsible for adherence of Govt. guidelines in the decisions so taken. In absence of the Executive Secretary, senior most officer, duly authorized by the President, would be construed as Head of Administration.
11. All contracts by or on behalf of the Association shall be signed by the Executive Secretary.
12. The Executive Secretary may sue and be sued in the name of the Association in jurisdiction of West Bengal.

13. The Executive Secretary will attend all the meetings and will be responsible for proper recording of deliberations/discussions at the meetings and implementation of the recommendations/decisions taken by the Committees.

Powers and Duties of Treasurer :

Powers and duties of the Treasurer shall be as follows:-

(i) To be the Convener of the Finance Committee and also an ex-officio member of all Committees.

(ii) To receive and hold jointly with the General Secretary (Membership Affairs) on behalf of and for the use of the Association all money received by the Association except the grants given by Government of India (which shall be managed by Executive Secretary), to disburse all sums due from the Association and to keep accounts of all such receipts and disbursements. In the absence of General Secretary (Membership affairs) / Treasurer or Treasurer / General Secretary (Membership affairs) shall have the power to disburse any dues, jointly with the Executive Secretary. In the absence of the Executive Secretary, the Executive Committee shall have the Power to authorise any other officer.

(iii) To submit all accounts and vouchers of receipts and disbursements annually to the Finance and Executive Committee for examination and also to the auditors when required by them.

(iv) To keep separate accounts of funds, if any, administered by the Association on behalf of government or any individual or organisation.

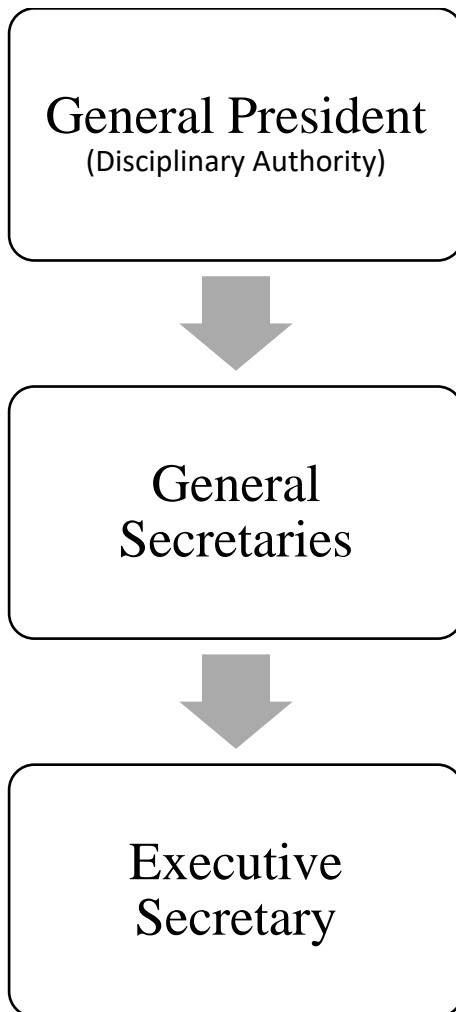
Work Allocation:

Name of Section	Employees
Executive Secretary	Dr. Atul Kumar
Finance Accounts and Establishment Section	Mr. Pijus Ghosh, Office Assistant I, Section in charge
	Mr. Owen Mechabeus Lakra, Office Assistant III.
	Mr. Swarup Kumar Mondal, Office Assistant III. (additional responsibility of Auditorium)
	Mr.Saikat Majumder, Office Assistant III.
	Mr.Shamik Ranjan Gupta, Office Assistant III.
Secretariat Section	Mr. Shamik Ranjan Gupta, Office Assistant III.
Publication Section	Mr. Anit Pal, Office Assistant III, Section in charge (additional responsibility of RTI Officer)
	Mr. Krishna Bhujel, Office Assistant III (Additional responsibility of Cashier)
	Mr. Anupam Sarkar, Multitasking Staff
Purchase and Maintenance Section	Mr. Anit Pal, Office Assistant III, Section in charge (additional responsibility of RTI Officer)
	Mr. Manojit Sankar Dasgupta, Staff Car Driver.
	Mr. Saikat Mandal, Multitasking Staff
Despatch and Receiving Section	Ms. Debasree Dutta, Junior Translation Officer, Section in charge (additional responsibility of Public Grievance Officer)
	Mr.Sudhanshu Chowdhury, Office Assistant III
	Mr. Subhas Das Office Assistant III
	Mr. Saikat Mandal, Multitasking Staff
Meeting and Endowment Section	Ms. Debasree Dutta, Junior Translation Officer, Section in charge (additional responsibility of Public Grievance Officer)
	Mr. Kaushik Kumar Nandy, Office Assistant II

	(additional responsibility of Canteen)
	Mr. Gopal Nath, Office Assistant III (additional responsibility of Auditorium)
Membership Section	Mr. Sudip Kumar Bala, Office Assistant II Section in charge
	Mr. Prabhu Dayal Singh Office Assistant III (additional responsibility of Guest House)
	Mr. Dipesh Chandra Ghosh Office Assistant III (additional responsibility of Stores)
	Mr. Imonkalyan Mukherjee Multitasking Staff
Hindi Section	Ms. Debasree Dutta, Junior Translation Officer, Section in charge (additional responsibility of Public Grievance Officer)

Final Decision Making Authority:

Decision Making Chart



ISCA Staff as on 31.03.2024

Name	Designation	Pay Level	Section	Telephone No.	Email-id
Dr. Atul Kumar	Executive Secretary	LEVEL-13A, I-3		(033) 22874530	es.sciencecongress@nic.in
-----	Assistant Executive Secretary	LEVEL-12			
Mr. Santu Kumar Ghosh	Office Assistant-I	LEVEL-9, I-10			
Ms. Debasree Dutta	Junior Translation Officer; Section-in-Charge; Public Grievance Officer	LEVEL-9, I-5	Hindi, Meeting & Endowment, Despatch & Receiving		debasree.duttasaha.dds@gmail.com
Mr. Pijus Ghosh	Office Assistant-I; Section-in-Charge	LEVEL-7, I-7	Finance & Establishment		iscafinanceestablishment@gmail.com
Mr. Kaushik Kumar Nandy	Office Assistant-II	LEVEL-6, I-15	Meeting & Endowment		
Mr. Sudip Kumar Bala	Office Assistant-II; Section-in-Charge	LEVEL-6, I-13	Membership		iscamembership2023@gmail.com
Mr. Owen Mechabeus Lakra	Office Assistant-III	LEVEL-4, I-13	Finance & Establishment		
Mr. Anit Pal	Office Assistant-III; Section-in-Charge	LEVEL-4, I-12	Publication, Purchase and Maintenance		isca2021maintenance@gmail.com
Mr. Krishna Bhujel	Office Assistant-III	LEVEL-4, I-15	Publication		
Mr. Sudhansu Chowdhury	Office Assistant-III	LEVEL-4, I-15	Despatch & Receiving		
Mr. Subhas Das	Office Assistant-III	LEVEL-4, I-11	Despatch & Receiving		
Mr. Prabhu Dayal Singh	Office Assistant-III	LEVEL-4, I-16	Membership		

Mr. Swarup Kumar Mandal	Office Assistant-III	LEVEL-2, I-17	Finance & Establishment		
Mr. Gopal Nath	Office Assistant-III	LEVEL-2, I-17	Meeting & Endowment		
Mr. Dipesh Chandra Ghosh	Office Assistant-III	LEVEL-2, I-17	Membership		
Mr. Manojit Sankar Dasgupta	Staff Car driver	LEVEL-2, I-11	Staff Car Driver		
Mr. Saikat Majumder	Office Assistant-III	LEVEL-2, I-3	Finance & Establishment		
Mr. Shamik Ranjan Gupta	Office Assistant-III	LEVEL-2, I-3	Finance & Establishment, Secretariat	(033) 22904167	ps.isca1914@gmail.com
Mr. Saikat Mandal	Multitasking Staff	LEVEL-1, I-8	Despatch & Receiving, Maintenance		
Mr. Anupam Sarkar	Multitasking Staff	LEVEL-1, I-8	Publication		
Mr. Imon Kalyan Mukherjee	Multitasking Staff	LEVEL-1, I-6	Membership		