




Dated. 09th July 2019

ADMINISTRATION DIVISION

Matters relating to creation of posts, recruitment, promotions, superannuation, pay and allowances, other entitlements and any others rule & regulation issued from central government from time to time are followed and implemented by Administration Division at Indian Pharmacopoeia Commission.

The aforesaid matters are regulated by GFRs (General Financial Rules), Fundamental Rules and Supplementary Rules (FRSR), Delegation of Financial Powers Rules (DFPR) and extant orders of the MoH&FW and DoPT.

Key Activities of Administration Division are as follows:

1. Looking after the Establishment Matters.
2. Recruitment of Scientific & Non- Scientific Staff after following recruitment Rules and Bye laws/ Rules/ Regulations from orders of DoPT
3. Framing & Updating Bye laws/ Rules/ Recruitment Rules/ Regulations of this Commission by incorporating the relevant law and rules from time to time.
4. Creation of posts by obtaining prior approval of the Central Government.
5. Revision of pay and allowances of IPC regular staff
6. Adoption of pay scales, allowances and its revisions.
7. Conducting various Meeting such as General Body Meeting, Estate Committee Meeting, Governing Body Meeting & Scientific Body Meeting etc.
8. All the employee's (Regular & Contractual) attendance is maintained through Aadhaar Enabled Biometric Attendance – AEBAS. <https://ipcgb.attendance.gov.in>

9. To arrange to accommodation, hospitality, transport & other facility for the various National and international training/workshop/seminars.
10. Receiving all types of dak and scrutinize/mark to the concerned department/officials on routine basis.
11. Allocating and distribution of works among the Officials/staff.
12. to Issue and maintain Office Orders/Memos/Circulars from time to time.
13. Dealing with important & complicated cases and scrutinize the facts of the cases and attend the administrative/other type of meetings.

14. Hiring the manpower (Clerical & Housekeeping staff) through Outsourcing Agency at GeM.
15. Helping, advising, supporting and resolve Officials/subordinate staff problems.
16. To reimburse the financial matter like Medical bill, Tuitions fee, manpower salary bills, advertisement bill and other bills.
17. To assist Secretary-cum-Scientific Director and other Senior Officers for various Policy matters and other Confidential matters.

FUTURE FOCUS OF ADMINISTRATION

Administration division would gear up and focus on the following:

- Renewed focus on key strategic outcomes
- Ensure functional transformation
- Create online HR services that will have better impact on the organization
- Developing organizational capabilities for identifying and implementing critical change initiatives
- Developing teams and networks that can share and leverage expertise