

Powers and Duties of Officers and Employees

(a) Powers and duties of Chairman: -

- (1) The Chairman shall, as the Chief Executive of the Board, be responsible for the proper functioning of the Board implementing the Board's policies and the discharge of its functions as provided under the Act and the duties under these rules and the regulations framed by the Board.
- (2) It shall be the responsibility of the Chairman to ensure that in carrying out the functions and duties under sub-rule (1), the Board works in close liaison with the State Governments, Union and other Agencies institutions and authorities such as the Indian Council of Agricultural Research, Directorate of Marketing and Inspection, Coir Board, the Agricultural Universities in the coconut growing States, the Kerala State Coconut Development Corporation and other institutions and organizations concerned with the coconut industry and avoids duplication of efforts. It shall also be the responsibility of the Chairman to ensure that in carrying out the functions and duties under sub-rule (1), appropriate measures are taken to protect the interests of small farmers and producers so that they may become participants in and beneficiaries of the development and growth of coconut industry.
- (3) Subject to the provision of these rules, the Chairman may delegate his powers under this rule to any other officer of the Board.
- (4) The Chairman shall have the power to grant leave to all officers and employees of the Board and may delegate this power to any other officer of the Board subject to such conditions as he thinks fit.
- (5) The Chairman shall exercise administrative control over all departments and officers of the Board including the Chief Coconut Development Officer and the Secretary.
- (6) The Chairman shall have powers:
 - (i) to call for documents and records and to inspect or cause to be inspected, accounts and places of storage or of business as required under the Act of these rules or as may be considered necessary for discharging properly any of the functions of the Board.
 - (ii) to sanction expenditure, subject to the provisions of rule 26, for contingencies, supplies and services and purchase of articles required for the maintenance and working of the office of the Board, and
 - (iii) to carry out the measures in furtherance of the objects of the Act, as provided for under section 10.
- (7) The Chairman may by order, in writing, delegate any of his powers under sub-rule (6) to any other officer of the Board.

- (8) The Chairman shall have power to require the Board or any committee thereof to defer taking action in pursuance of any decision taken by the Board or the committee, as the case may be, pending a reference to the Central Government on such decision.
- (9) Where a matter has to be disposed of by the Board or a committee thereof and decision in respect of that matter cannot wait till a meeting of the Board or the committee, as the case may be, is held or till completion of circulation of the relevant papers among the members of the Board or the committee, the Chairman may take required decision himself.
- (10) Where the Chairman takes such decision, he shall submit the same for ratification by the Board or the committee, as the case may be, at its next meeting.

Provided that, if the Board or the committee modifies or annuls the decision taken by the Chairman, such modification or annulment shall be without prejudice to the validity of any action taken before such modification or cancellation.

(b) Powers and duties of Chief Coconut Development Officer: -

The Chief Coconut Development Officer shall function as the Head of the technical wing of the Board under the Chairman and shall exercise such powers and perform such duties as may be delegated to him by the Chairman.

(c) Powers and duties of Secretary: -

- (1) The Secretary shall be responsible for the implementation of the decisions arrived at by the Board or by its committees and the discharge of the duties imposed on him under the Act or by these rules.
- (2) Subject to such powers and duties as may be delegated by the Chairman, the Secretary shall –
 - (a) cause all important papers and matters to be presented to the Board as early as practicable;
 - (b) issue directions, as to the method of carrying out the decisions of the Board;
 - (c) grant receipt on behalf of the Board for all moneys received under the Act;
 - (d) maintain or cause to be maintained an account of the receipt and expenditure of the Board and also the various registers that may be prescribed for the Board under the Act or these rules;
 - (e) present an annual draft report on the working of the Board to the Board for approval and submit the report in the form approved by the Board to the Central Government not later than the dates specified from time to time in this behalf by the Central Government for being laid on the table of both Houses of Parliament; and
 - (f) assist the Chairman in all administrative matters and in discharge of such other functions as the Chairman may direct.

Other Officers

Statement showing delegation of powers attached [**Annexure-III (a & b)**].