

## 1.2 Power and duties of its officers and employees[Section 4(1) (b)(ii)]

Role	Responsibilities & Authorities	Rules/ orders	Exercised	Work allocation
<b>Director</b>	<ul style="list-style-type: none"> <li>➤ Director is responsible for and authorised to take Policy decisions at the Institutional level in relation to industry, government, legislative agencies and other bodies appropriately from time to time.</li> <li>➤ He is responsible for implementation of decisions taken by Governing Council, Advisory Panel and other recommendatory/ mandatory bodies governing the functioning of ARAI.</li> <li>➤ He is responsible for guiding the day-to-day executive operations, advisory functions through HODs. Director is authorised to allocate manpower and the other resources required for smooth functioning of the Institute.</li> <li>➤ Director is responsible to define organizational objectives and monitor activities in the Institute keeping in view the interest of Automotive Industry and nation at large and those of departmental personnel are described in the Departmental Procedures.</li> </ul>	Page No. 21 of Memorandum of Association & Articles of Association (Rules & Regulation)	<ul style="list-style-type: none"> <li>➤ Director is responsible for and authorised to take Policy decisions at the Institutional level in relation to industry, government, legislative agencies and other bodies appropriately from time to time.</li> <li>➤ He is responsible for implementation of decisions taken by Governing Council, Advisory Panel and other recommendatory/ mandatory bodies governing the functioning of ARAI.</li> <li>➤ He is responsible for guiding the day-to-day executive operations, advisory functions through HODs. Director is authorised to allocate manpower and the other resources required for smooth functioning of the Institute.</li> <li>➤ Director is responsible to define organizational objectives and monitor activities in the Institute keeping in view the interest of Automotive Industry and nation at large and those of departmental personnel are described in the Departmental Procedures.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Director is responsible for and authorised to take Policy decisions at the Institutional level in relation to industry, government, legislative agencies and other bodies appropriately from time to time.</li> <li>➤ He is responsible for implementation of decisions taken by Governing Council, Advisory Panel and other recommendatory/ mandatory bodies governing the functioning of ARAI.</li> <li>➤ He is responsible for guiding the day-to-day executive operations, advisory functions through HODs. Director is authorised to allocate manpower and the other resources required for smooth functioning of the Institute.</li> <li>➤ Director is responsible to define organizational objectives and monitor activities in the Institute keeping in view the interest of Automotive Industry and nation at large and those of departmental personnel are described in the Departmental Procedures.</li> </ul>
<b>QM / MR</b>	<ul style="list-style-type: none"> <li>➤ Ensuring that the processes needed for LOMS are established implemented and maintained.</li> <li>➤ Identification of deviations from the LOMS or procedures for performing ARAI activities.</li> <li>➤ Actions to prevent or minimize deviations</li> </ul>	As per the Office order	<ul style="list-style-type: none"> <li>➤ Ensuring that the processes needed for LOMS are established implemented and maintained.</li> <li>➤ Identification of deviations from the LOMS or procedures for performing ARAI activities.</li> <li>➤ Actions to prevent or minimize deviations</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ensuring that the processes needed for LOMS are established implemented and maintained.</li> <li>➤ Identification of deviations from the LOMS or procedures for performing ARAI activities.</li> <li>➤ Actions to prevent or minimize deviations</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Reporting to top management on the performance of LOMS and need for improvement.</li> <li>➤ Ensuring the effectiveness of ARAI activities through promotion of awareness of customer requirements throughout the organization.</li> <li>➤ Liaison with external parties on matters relating to the LOMS.</li> </ul>	approved and issued by HR department	<ul style="list-style-type: none"> <li>➤ Reporting to top management on the performance of LOMS and need for improvement.</li> <li>➤ Ensuring the effectiveness of ARAI activities through promotion of awareness of customer requirements throughout the organization.</li> <li>➤ Liaison with external parties on matters relating to the LOMS.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reporting to top management on the performance of LOMS and need for improvement.</li> <li>➤ Ensuring the effectiveness of ARAI activities through promotion of awareness of customer requirements throughout the organization.</li> <li>➤ Liaison with external parties on matters relating to the LOMS.</li> </ul>
<b>HoD / TMAssisted by Management Team (Management Team typically include sub-ordinates like Sr. General Managers, General Managers, Deputy General Managers, Sr. Managers, Managers, Deputy Managers, Engineers)</b>	<ul style="list-style-type: none"> <li>➤ HoDs are responsible for assisting the Director in the execution of policy decisions taken by various committees of Advisory / recommendatory / mandatory nature and Implementing such decisions in their own departments effectively, incorporating the features as called for by the Director.</li> <li>➤ HoDs are authorised to delegate responsibilities to the staff of the department for discharging the duties appropriately and to have a control on the implementation of the plan in the department.</li> <li>➤ The HoD is responsible to implement and maintain OMS and departmental procedures. The specific responsibilities and authorities of the HoD related to the Departmental Processes</li> <li>➤ Overall planning, monitoring of departmental activities including maintaining documents, work schedule, liaising with customers as well as interaction with regulatory authorities.</li> </ul>	As per the Office order approved and issued by HR department	<ul style="list-style-type: none"> <li>➤ HoDs are responsible for assisting the Director in the execution of policy decisions taken by various committees of Advisory / recommendatory / mandatory nature and Implementing such decisions in their own departments effectively, incorporating the features as called for by the Director.</li> <li>➤ HoDs are authorised to delegate responsibilities to the staff of the department for discharging the duties appropriately and to have a control on the implementation of the plan in the department.</li> <li>➤ The HoD is responsible to implement and maintain OMS and departmental procedures. The specific responsibilities and authorities of the HoD related to the Departmental Processes</li> <li>➤ Overall planning, monitoring of departmental activities including maintaining documents, work schedule, liaising with customers as well as interaction with regulatory authorities.</li> </ul>	<ul style="list-style-type: none"> <li>➤ HoDs are responsible for assisting the Director in the execution of policy decisions taken by various committees of Advisory / recommendatory / mandatory nature and Implementing such decisions in their own departments effectively, incorporating the features as called for by the Director.</li> <li>➤ HoDs are authorised to delegate responsibilities to the staff of the department for discharging the duties appropriately and to have a control on the implementation of the plan in the department.</li> <li>➤ The HoD is responsible to implement and maintain OMS and departmental procedures. The specific responsibilities and authorities of the HoD related to the Departmental Processes</li> <li>➤ Overall planning, monitoring of departmental activities including maintaining documents, work schedule, liaising with customers as well as interaction with regulatory authorities.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Reducing non-conformities at highest priorities at all levels.</li> <li>➤ Setting Departmental objectives &amp; improving service delivery, identification of appropriate resources.</li> <li>➤ Ensuring involvement of personnel related to processes shall not diminish confidence.</li> <li>➤ Interpretation of results and release of reports.</li> <li>➤ Approval of DPs, TPs, Work Instructions.</li> <li>➤ Approval of quality plans, formulation of teams.</li> <li>➤ Approval of completeness of service, test report &amp; Bill.</li> <li>➤ Approval of actions on non-conformities</li> <li>➤ Evaluate significance of deviations with respect to activities performed by competent person for which they are responsible.</li> </ul>		<ul style="list-style-type: none"> <li>➤ Reducing non-conformities at highest priorities at all levels.</li> <li>➤ Setting Departmental objectives &amp; improving service delivery, identification of appropriate resources.</li> <li>➤ Ensuring involvement of personnel related to processes shall not diminish confidence.</li> <li>➤ Interpretation of results and release of reports.</li> <li>➤ Approval of DPs, TPs, Work Instructions.</li> <li>➤ Approval of quality plans, formulation of teams.</li> <li>➤ Approval of completeness of service, test report &amp; Bill.</li> <li>➤ Approval of actions on non-conformities</li> <li>➤ Evaluate significance of deviations with respect to activities performed by competent person for which they are responsible.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Reducing non-conformities at highest priorities at all levels.</li> <li>➤ Setting Departmental objectives &amp; improving service delivery, identification of appropriate resources.</li> <li>➤ Ensuring involvement of personnel related to processes shall not diminish confidence.</li> <li>➤ Interpretation of results and release of reports.</li> <li>➤ Approval of DPs, TPs, Work Instructions.</li> <li>➤ Approval of quality plans, formulation of teams.</li> <li>➤ Approval of completeness of service, test report &amp; Bill.</li> <li>➤ Approval of actions on non-conformities</li> <li>➤ Evaluate significance of deviations with respect to activities performed by competent person for which they are responsible.</li> </ul>
<b>Execution Team (Management Team typically include sub-ordinates Sr. General Managers, General Managers, Deputy General Managers, Sr. Managers, Deputy Managers, Engineers), REs, , STAs, TAs, Mechanics )</b>	<p><b>As designated by management team to carry out: -</b> Execution of planned activities for service.</p> <p>Day-to-day co-ordination for engine &amp; vehicle emission test and general supervision of all activities.</p> <ul style="list-style-type: none"> <li>* Services / tests assigned by HoD</li> <li>* Calibration of the emission test equipment.</li> <li>* Preventive &amp; breakdown maintenance of test equipment.</li> <li>• Preparation &amp; checking of reports.</li> </ul>	As per the Office order approved and issued by HR department	<p><b>As designated by management team to carry out: -</b> Execution of planned activities for service.</p> <p>Day-to-day co-ordination for engine &amp; vehicle emission test and general supervision of all activities.</p> <ul style="list-style-type: none"> <li>* Services / tests assigned by HoD</li> <li>* Calibration of the emission test equipment.</li> <li>* Preventive &amp; breakdown maintenance of test equipment.</li> <li>• Preparation &amp; checking of reports.</li> </ul>	<p><b>As designated by management team to carry out: -</b> Execution of planned activities for service.</p> <p>Day-to-day co-ordination for engine &amp; vehicle emission test and general supervision of all activities.</p> <ul style="list-style-type: none"> <li>* Services / tests assigned by HoD</li> <li>* Calibration of the emission test equipment.</li> <li>* Preventive &amp; breakdown maintenance of test equipment.</li> <li>• Preparation &amp; checking of reports.</li> </ul>

	<ul style="list-style-type: none"> <li>• Reporting &amp; discussing non-conformities with management.</li> <li>• Assistance in monitoring objectives set for improvement.</li> </ul>		<ul style="list-style-type: none"> <li>• Reporting &amp; discussing non-conformities with management.</li> <li>• Assistance in monitoring objectives set for improvement.</li> </ul>	<ul style="list-style-type: none"> <li>• Reporting &amp; discussing non-conformities with management.</li> <li>• Assistance in monitoring objectives set for improvement.</li> </ul>
<b>Supporting Team</b>  <b>(Typically Mechanics, Test Drivers, Workshop Attendants)</b>	<b>Responsible to support such as:</b>  To drive vehicle on the chassis dynamometer as per the driving cycle or on road as per manufacturer's request.  * To assist execution team for carrying out tests and maintenance of equipment's.  * To provide technical and workshop support to department. * To carry out fabrication and engine set up in test cells.	As per the Office order approved and issued by HR department	<b>Responsible to support such as:</b>  To drive vehicle on the chassis dynamometer as per the driving cycle or on road as per manufacturer's request.  * To assist execution team for carrying out tests and maintenance of equipment's.  * To provide technical and workshop support to department. * To carry out fabrication and engine set up in test cells.	<b>Responsible to support such as:</b>  To drive vehicle on the chassis dynamometer as per the driving cycle or on road as per manufacturer's request.  * To assist execution team for carrying out tests and maintenance of equipment's.  * To provide technical and workshop support to department. * To carry out fabrication and engine set up in test cells.
<b>Administration Team (Typically Office Assistants, PAs, Asst. WP)</b>	* To assist HoD for routine work in the department.  * To assist management & execution team for departmental services. * To assist in preparation of test reports as well as maintenance of test records.	As per the Office order approved and issued by HR department	* To assist HoD for routine work in the department.  * To assist management & execution team for departmental services. * To assist in preparation of test reports as well as maintenance of test records.	* To assist HoD for routine work in the department.  * To assist management & execution team for departmental services. * To assist in preparation of test reports as well as maintenance of test records.