

2) Powers and Duties of Officers and Employees:-

TENURE OF OFFICE & POWERS & DUTIES OF THE PRESIDENT & VICE PRESIDENT

(Part vi- State Pharmacy Council Rules, 1951)

The President shall exercise such powers and perform such duties as are contained in the provisions of the Act, the Rules and Standing Orders of the Council. He shall do such acts as he considers necessary in the furtherance of the objects for which the Council is established.

If the office of the President is vacant or if the President for any reason is unable to exercise the powers or perform the duties of his office, the Vice-President will act in his place and shall exercise the powers and perform the duties of the President.

REGISTRAR, CLERKS & OFFICE HOURS

(Part xv- State Pharmacy Council Rules, 1951)

The qualifications and the scale of pay for the post of the Registrar shall be fixed by the Council with the previous approval of the State Government. In respect of grant of leave and travelling and other allowances to the Registrar the Council shall generally be guided by the principles laid down in the Civil Service Rules of the State.

The post of the Registrar shall be on a permanent tenure. In the case of a new appointment there shall be a probationary period of one year. The Registrar shall be a fulltime officer of the Council.

The Registrar shall keep his registers in accordance with the provisions of the Act and the Rules and Regulations on the Council.

The Registrar shall be present at every meeting of the Council and of the Executive Committee and shall take minutes of the proceedings at such meetings.

The Registrar as Secretary shall conduct and have charge of the correspondence of the Council and shall issue all requisite notices in the manner required under these Rules.

The Registrar shall fulfill all the duties that may be required of him by the Rules and Regulations for the time being of the Council.

Public Holidays excepted the office of the Registrar shall be kept open during the days when Government Secretariat Offices are kept open. The Registrar shall not absent himself from duties unless with the permission from the President. The President shall grant leave to the Registrar in accordance with the principles laid down in the Civil Services Rules of the State.

The Registrar shall be authorised to obtain whatever temporary additional assistance that may be required subject to the sanction of the President.

The Registrar shall have the general- control of the management of the office, authority over the Clerks and Servants and Superintendents of the building.

The duties of the Clerks shall be assigned to them by the Registrar under the direction of Executive Committee.

The Clerks shall attend at the office on all the days when Government Secretariat Offices are kept open and at other time when necessary and they shall not be absent from the duties unless by permission from the Registrar.

The Peons shall attend office according to the orders of the State Government in that matter. Leave to Peons shall be granted by the Registrar in accordance with the principles laid down in the, State Civil Service Rules.