

[2] POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;

SECTOR SPECIALISTS:

- To assist Mission Director in planning and development of Biotechnology in the state in the respective sectors,
- To assist Mission Director in development of specific strategies, programs, schemes and plans for achieving the biotechnology policy objectives, in the respective sectors,
- To assist Mission Director in coordinating with stakeholders, at state, National and International level, in the respective sectors,
- To assist Mission Director in facilitating, guiding and monitoring the implementation of specific Biotechnology programs, in the respective sectors,
- To assist Mission Director in designing, conceptualizing and implementation of programs pertaining to overall development of Biotechnology, in the respective sectors,
- To assist Mission Director in supervision of research, HRD, technology and entrepreneurship development, in the respective sectors,

ACCOUNT CUM ADMINISTRATIVE OFFICER:

- To monitor day-to-day administration of GSBTM office,
- To deal with all the activities related with annual plan, budget, disbursement, accounts, establishment and related activities,
- To ensure the maintenance of office record, procedures, files, as per the rules and regulations,
- To prepare annual accounts, its audit and other compliance of provisions, as required by the MOA of GSBTM,