

# The Norms set by it for the discharge of its functions

## Nature of Functions of Various Functionaries

The broad functions and responsibilities of various functionaries in the Centre of a Ministry/Department are in the succeeding paragraphs. To maximize governance, it is necessary to delegate powers to various functionaries.

1. Director: A Director is the administrative head of the Centre.
2. Associate Director (R&D): Responsible for monitoring progress of various TDP/R&D activities of various entities of Centre as well as apprising Director, from time to time, about these activities. Matters related to administrative activities of Construction & Maintenance Group, Transport Facility, Canteen Facility, Central Safety Measures, Welfare Measures shall be routed through AD for final approval of Director.
3. Controller: A controller is the overall in charge of the administrative divisions of the Centre and is responsible for the smooth functioning of the same and shall report to Director.
4. Deputy Director: Deputy Director holds the charge of a technical/scientific area/entity and is responsible for the smooth functioning of the same and shall report to Director.
5. Group Director: Group Director holds the charge of a Group under an area/entity and shall be responsible for smooth functioning of group and shall report to Deputy Director of that particular entity/area.
6. Head: A head spearheads a particular division under the Group. A divisional head is responsible for smooth functioning of the technical/administrative concerned division.

## Services offered:

Primarily SAC/ISRO is an R&D Organisation. The following services may be provided by SAC/ISRO on request basis.

1. **MOSDAC:** The meteorological and oceanographic data obtained by the satellites is utilized for wide applications on ground. These data are archived and disseminated by SAC through its portal MOSDAC (Meteorological & Oceanographic Satellite Data Archival Centre). The services are available for citizens and various government departments as per Indian Space Policy – 2023.
2. **VEDAS:** Visualization of Earth data and Archival System (VEDAS) portal serves to disseminate the data useful for various application. The portal may be browsed for understanding and obtaining the services. The services are available for citizens and various government departments as per Indian Space Policy – 2023.

3. **Infrastructure Utilisation:** Industries/Academia are permitted to use various technical infrastructure facilities of SAC on request basis. This includes facilities like antenna test, environmental test, vibration test, EMI/EMC test etc.
4. **Facility and manpower certification/qualifications:** For industry to work in space sector, their manpower, facility and processes may require to be qualified. SAC supports the industry in getting these qualifications on request basis.
5. **Technical Training:** As part of capacity building and outreach activities SAC conducts various training programs under TREES and SMART.

#### **Norms set by it for discharge of its functions**

As per Allocation of Business Rules, 1961 and procedure prescribed under the Manual of Office Procedure.