**Duties and Responsibilities of Director**

1. Powers that may be delegated to him by the Governing Body and Executive Committee
2. To offer trainee fellowship in various departments /units in order that qualified persons are provided with facilities for undergoing training with or without any stipend or with or without collecting fees.
3. To accord administrative sanction for the purchase of items worth up to Rupees Two Lakhs at a time, as per the approved budget, to invite on behalf of the society, tenders, quotations anf negotiate or finalize contracts with any party for supply of chemicals, drugs, equipments, electronic items, furniture or any other commodities necessary for the society.
4. To accord administrative sanction for construction or civil works worth up to Rupees Two lakhs at a time, as per the approved building plan, and budget and to invite on behalf of the society tenders, quotations and to negotiate and finalize the contract with any person or company or firm.
5. To sanction purchases of items in emergent cases worth up to Rs.20,000/- (Rupees Twenty Thousand only).
6. To distribute the budgetary allocations under several items.
7. To implement & make payment as per the approved budget and to work out the specific details of the CDC activities, establishment of CDC-CES (Community Extension Service) Units all over Kerala, research projects, community studies, various clinical child development, pre-school & teenage care, etc.... laboratory services genetic & metabolic, prenatal diagnostic, imageology etc.. and innovations in teaching, etc.. on behalf of the society and as per the advice of the Executive Committee/Governing Body from time to time.
8. To depute employees including himself, in the best interest of the society and within the budget provision, to attend seminars, conferences, workshops etc., any where in India or abroad. Provided for deputing himself or any other employees abroad or if the expenditure to be met by the society for sending such employees exceeds a total of Rupees Two lakhs at one instance, the approval of Executive Committee shall be obtained...
9. To hold lectures, discussions, conferences, seminars and workshops and periodic training programs etc. and to provide hostel facilities with in the society premises and to arrange the payments within the budgetary provisions or to receive payments from individuals, organizations, etc.
10. To publish or to finance the publication of News letters, booklets, journals, treatises, books, periodicals, reports or other literature, etc.. Provided that where the total expenditure in each instance exceeds Rs.One lakh, the approval of the Executive Committee shall be obtained.
11. To maintain the documentation of various research projects in early child development, pre-school education and teenage care & pre-marital counseling and other activities of the society and establish a childhood disability registry and a perinatal epidemiology unit.
12. To perform such other duties and functions which are delegated to the Director by the Executive Committee or the Governing Body and such delegation will include sub delegation.
13. To delegate or sub delegate any of the above powers or those powers, which are conferred on him by the Memorandum of Association and Rules Relating to the Child Development Centre Society No.363/95 or CDC Employees' Service & Conduct Rules, to any other officer or employee at his discretion on such terms and conditions which he may deem fit and proper.
14. To suspend any employee pending enquiry or otherwise whenever required and or to revoke any suspension imposed by any competent authority and also to cancel any suspension at this discretion
15. To impose punishment of dismissal, discharge or removal of any employee from the service of the society and also to terminates the service of any employee in accordance with the CDC Employees’ Service and Conduct Rules