

Part VI**Registrar and Employees of the Council****23. Term, powers and duties of Registrar**

1. The term of the Registrar shall be fixed by the Council, with the previous sanction of the Central Government, at the time of appointment.
2. The Registrar shall retire from service on attaining the age of 60 years.*
3. The Registrar shall be the Chief Executive Officer of the Council and subject to the general supervision of the President and the relevant committees of the Council, shall exercise and perform, in addition to the powers and duties specified by the act and these regulations in this behalf the following powers and duties, such as _
 - i. be in charge of the Office of the Council as its Executive Head;
 - ii. attend all meetings of the Council or of the committees unless otherwise directed;
 - iii. keep records and minutes of the proceedings of the Council and of its committees;
 - iv. keep in his custody the property of the Council including the Seal of the Council;
 - v. exercise general control and supervision over the employees of the Council;
 - vi. arrange for the deposit of moneys in bank received on behalf of the Council or its committees unless otherwise decided by the Council;
 - vii. act as Secretary of all committees and convene meetings of the Council or its committees unless otherwise decided by the Council;
 - viii. appoint such temporary staff as may be necessary, with the prior approval of the President to transact urgent work;
 - ix. issue requisite notifications as prescribed and circular as may be required;

* Amended by Notification in the Gazette of India Part III, Section 4 on 31.07.1999.
 - x. attend to the correspondence of the Council and of the committees;
 - xi. act as Secretary of the Disciplinary Committee constituted under Rule 35 of the Council of Architecture Rules, 1973;
 - xii. issue notices and be in charge of all work in respect of the proceedings including the grant of certified copies of documents and evidence or statement of witnesses;
 - xiii. grant certified copies of documents or other proceedings referred to in the Act or the rules made there under or in these regulations;
 - xiv. be the custodian of the records, registers, accounts, furniture, library and such other property as the Council may acquire from time to time.
 - xv. make necessary arrangements for receiving moneys due to the Council and also issue receipts thereof;

- xvi. cause proper accounts to be maintained and deliver accounts books and other information required by the auditors appointed by the Council for the purpose of the audit of the accounts of the Council;
- xvii. make all other payments as sanctioned by the Council, committees and the President;
- xviii. pay salary and allowances to officers and employees of the Council, grant leave, etc. to them and sign their increments, in accordance with the approved scale of pay;
- xix. exercise disciplinary control over the said employees except dismissal in respect of which prior sanction of the Executive Committee shall be obtained.
- xx. perform such other duties as may be assigned to him by the Council or the committees or the President;
- xxi. register the architects, renew their registration and remove their names from the register of architects owing to non-payment of renewal fees.

24. Term, powers and duties of Administrative Officer

1. The term of the Administrative Officer shall be fixed by the Council, with the previous sanction of the Central Government, at the time of appointment.
2. The Administrative Officer shall retire from service on attaining the age of 60 years*.
3. The Administrative Officer shall perform such duties as may be assigned to him by the Executive Committee, the Registrar and by these regulations.
4. The Administrative Officer shall assist the Registrar in all the administrative matters in day to day working of the office and shall assume all administrative responsibilities in the absence of the Registrar.

25. Terms and conditions of service of the employees

1. All other officers and employees including Ministerial and Group D Staff, shall retire from service on attaining the age of 60 years*.
2. The powers and duties of the employees shall be such as may be laid down, from time to time, in the standing orders.
3. The Registrar may subject to prior approval of the President, appoint the Ministerial staff and Class IV staff and may engage such temporary personnel as may be required from time to time and, pay a reasonable rate of remuneration to such personnel, provided it does not exceed the rate sanctioned by the Central Government for corresponding permanent staff and such appointments shall be reported to the Executive Committee.