

ICAR - CENTRAL SHEEP & WOOL RESEARCH INSTITUTE

AVIKANAGAR – 304501 (RAJ.)

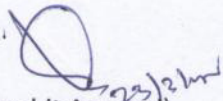
No.PA/CAO/IMC/97/Vol.IV/8321

Dated: 23.03.2018

ENDORSEMENT

In compliance of ICAR letter no. AS 17/01/2018-IA-I dated 22.02.2018, Director CSWRI has been pleased to Delegate the powers in Annexure I for smooth functioning of office.

This is issued with approval of Director.


(Harshit Agarwal)
Administrative Officer

Distribution: - (Attachment Via e-mail)

- ✓ 1. All Heads of Divisions/Section IN-CHARGES at the Main institute.
2. Head/OIC, sub-stations (ARC, Bikaner/NTRS, Garsa/SRRS, Mannavanur).
3. Chief Administrative Officer, ICAR-CSWRI Avikanagar.
4. Administrative Officer, ICAR-CSWRI Avikanagar.

Annexure 1

S. No.	Nature of Powers	Extent of Powers re-delegated	To whom powers are re-delegated	
1.	Powers to functional annual increment(F.R.24)	Full in respect of all categories of employees carrying up to the maximum GP 6600 pre-revised and level in the pay matrix level 11	CAO/H.O.	
2.	--do--	Full in respect of all category of employees carrying up to the maximum GP 4800 and level in the pay matrix 8	A.O.	
3.	--do--	Full in respect of all category of employees carrying up to the maximum GP 4200 and level in the pay matrix 6	Asstt. Admin. Officer/ Adm.I	
4.	Powers to require a medical certificate of fitness before return from leave (F.R.71)	Full in respect of all category of employees carrying up to the maximum GP 6600 pre-revised and level in the pay matrix level 11	CAO/H.O.	
5.	--do--	Full in respect of all categories of staff carrying up to the maximum GP 4800 and level in the pay matrix level 8	A.O.	
6.	--do--	Full in respect of all categories of staff carrying up to the maximum GP 4200 and level in the pay level 6.	A.A.O. Adm.I	
7.	Powers to sanction C.L., R.H., C.H., permission to avail the leave and holidays out of the headquarter	Full in respect of officers and staff working under administrative control	CAO/A.O./FAO/ AAFO/A.A.O. and concerned section in charge of the section	Subject to the maximum limitation and ceilings prescribed
8.	Power of sanction Earned Leave, Half Pay Leave and E.O.L.(S.Rs.206) and 208 and to extend the same Leave (F.R. 73)	Full in respect of all category of employees carrying up to the maximum GP 6600 and level in the pay matrix level 11.	CAO/H.O.	Subject to the recommendation of leave by concerned Head of Division/section.

9.	Power of sanction Earned Leave, Half Pay Leave and E.O.L.(S.Rs.206) and 208 and to extend the same Leave (F.R. 73)	Full in respect of all category of employees carrying up to the GP 4800 and level in the pay matrix level 8.	Admn. Officer	Subject to the recommendation of leave by concerned Head of Division/section.
10	Power of sanction Earned Leave, Half Pay Leave and E.O.L.(S.Rs.206) and 208 and to extend the same Leave (F.R. 73)	Full in respect of all category of employees carrying up to the GP 4200 and level in the pay matrix level 06	Asstt. Admn. Officer	Subject to the recommendation of leave by concerned Head of Division/section
11.	Power to sanction advance for medical treatment within the amiability limits under CCS(Medical Attendance) Rules, 1994	Full in respect of all category of employees carrying up to the GP 6600 and level in the pay matrix level 11	CAO/HO	Subject to the observation of prerequisite formalities.
12.	Grant of advance of formalities of employees equivalent to non-gazetted status left in indigent circumstances upon the death of employees	Full powers subject to the provisions of G.F.R. 262-267	CAO/HO	-----do-----
13.	Expenditure on entertainment and light refreshment	Expenditure up to Rs. 2000/- in each occasion subject to the ceilings and restrictions laid down by the Ministry/Council from time to time	--do--	The overall expenditure per annum should not exceed the prescribed limit ceiling upto the Director.
14.	Power to grant leave of kind due and extension other than disability leave and hospital leave (S.R.206,208 & F.R.73)	Full in respect of all category of employees excluding Scientist carrying up to the maximum GP 6600 and level in the pay matrix level 11	CAO/HO	On the recommendation of concerned Scientist / I/c of section/Sector/ laboratory
15.	--do--	Full in respect of all categories of employees carrying up to the maximum GP 4800 and level in the pay matrix level 8		-----do-----
16.	--do--	Full in respect of all categories of employees carrying up to the maximum GP 4200 and level in the pay matrix level 6	Asstt. Admn. Officer Admn. I	-----do-----

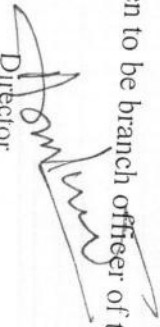
17.	Controlling officer for the purpose of T.A., T.T.A., (S.R. 191 & S.R. 116) and countersigned the T.A. bills	Full in respect of all categories of employees carrying the maximum GP 6600 and level in the pay matrix level 11	CAO/H.O.	Subject to the Prior approval of Director in respect of class II officers and Scientist
18.	--do--	Full in respect of all categories of employees carrying the maximum GP 4800 and level in the pay matrix level 8	A.O.	Subject to the Prior approval of Chief Admin. officer/ H.O.
19.	--do--	Full in respect of all categories of employees carrying the maximum GP 4200 and level in the pay matrix level 6	Asstt. Admin. Officer	Subject to the Prior approval of Chief Admin. Officer/ H.O.
20.	To sanction tour program and approve tour reports	Full in respect of all categories of staff carrying maximum GP 6600 and level in the pay matrix level 11	CAO/H.O.	
21.	Power to sanction reimbursement of cancellation charges on unused Railway tickets	Full in respect of all categories of staff carrying maximum GP 6600 and level in the pay matrix level 11	CAO/H.O.	
22.	Power of incurring contingent expenditure in general	Recurring Rs. 15000/- P.M. in each case	--do--	Subject to the provisions of Rules 1958 and observance procedure and other directions contained in G.F.R. 2017 and other existing's rules and orders or those issues from time to time.
23.	Conveyance hire	Non-Recurring Rs. 25000/- in each case		
24.	Electric, Gas, water and Telephone charges	Up to 2500/- in each case		
25.	Freight Charges	Full	--do--	
26.	Demurrage/Wharfage charges	Upto 10000/- in each case	--do--	
27.	Posts and Telegraphs charges including the commission of money orders etc.	Up to 5000/- in each case	--do--	
	Purchase of official Publication, books. & periodicals	Full	--do--	

29.	Local purchase of stationary stores	Up to 10000/- in each case			
30.	Local purchase of rubber stamps and office scales	Full	--do--		
31	Local printing and binding	Upto 25000/- in each case	--do--		
32.	Purchase of working stores	*Rs 5000/- in each case	--do--		
33.	Drawal of temporary advances for the purchase of working stores and other misc. items of general nature	Rs. 5000/- in each case	All in-charges of the section and acting head of the division	*The ceiling of the amount will be as per sanction of the cash imprest by the competent authority to the concerned section.	
34.	Supply of uniforms, badges and other articles of clothing etc and washing allowances	Full	CAO/HO		
35.	Writing of losses	Up to Rs. 5000/- for losses of stores not due to theft, fraud or negligence up to Rs. 1000/- for other cases	CAO/HO/Admin. Officer	In accordance with the rules orders/instructions issued by the Gov of India / ICAR from time to time	
36.	Grant of advances for purchase of conveyance (Rule 191,210,211,214 of G.F.R.)	Full in respect of all category of employees carrying up to maximum scale of pay of Rs. 6600/- and level in the pay matrix level 11	CAO/HO		
37.	Grant in advance for purchase of warm clothing and table fans (GFR 216,221(A))	Full	CAO/HO	Subject to the admissibility and availability of funds	
38.	Grant of advance of pay and T.A. on transfer (GFR 222)	Full in respect of all categories of staff carrying maximum GP 6600 and level in the pay matrix level 11	CAO/H.O.		
39.	--do--	Full in respect of all categories of staff carrying maximum GP 4800 and level in the pay matrix level 8	Administrative officer/		

40.	Grants of advances in connection with tours (GFR 231 to 232)	Full in respect of all categories of staff carrying maximum GP 6600 and level in the pay matrix level 11	CAO/HO	Provided approval of tour program has been accorded by Director in respect of class II officers and Scientist
41.	Grant of advances in connection with tours (GFR 231 to 232)	Full in respect of all categories of staff carrying maximum GP 4800 and level in the pay matrix level 8	Administrative officer/	Provided tour program has been approved by CAO/HO in respect of non-gazette employee
42.	Grant of temporary advances including special advance from provident fund	Full in respect of all category of employees carrying except those on notional foreign Service up to GP 6600/- and in the pay matrix level 11	CAO/HO	As admissible under Provident Fund Rules.
43.	Grant of temporary advances including special advances from provident fund	Full in respect of all category of employees except those on national foreign Service carrying maximum GP 4800 and level in the pay matrix level 8	A.O.	
44.	Grant of advance in connection with leave travel concession	Full in respect of all category of employees carrying up to GP 6600 and level in the pay matrix level 11	CAO/HO	
45.	--do--	Full in respect of all category of employees carrying up to GP 4800/- and pay matrix level 8	Administrative officer	
46.	Grant of advance in lieu of leave salary (GFR 259 to 261)	--do--	--do--	
47.	--do--	Full in respect of all category of employees carrying up to GP 4800/- and in the pay matrix level 8	Administrative Officer	
48.	Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules 1944 incl. Countersignature of Medical Bills	Full in respect of all category of employees carrying up to GP 4800/- and in the pay matrix level 8	--do--	
49.	--do--	Full in respect of all category of employees carrying up to maximum GP 6600/- and in the pay matrix level 11	CAO/HO	

50.	Grant of Leave Travel concession advance including encashment of 10 days EL on LTC	-----do-----	----do-----		
51.	Grant of overtime allowance	Full in respect of Ministerial Staff	----do-----		
52.	Sanction of overtime to Drivers and other admissible Staff	Full in respect of all category of employees carrying up to GP 4800/- and in the pay matrix level 8	----do-----	Administrative office	This power will be limit to a maximum of one month's pay during a year.
53.	Grant of children education allowance and Reimbursement of tuition fee.	Full in respect of all category of employees carrying up to GP 6600/- and in the pay matrix level 11	CAO/HO		Subject to the prior approval of CAO/HO/ Director.
54.	Refund of security deposits of meters etc. for residential quarters, Hostels etc.	Full	CAO/HO		Admissible under relevant rules.
55.	Refund of security deposits earrest money etc. in respect purchase of stores	Full in respect of purchase transaction within his own powers	--do--		
56.	Maintenance and repairs of plants and machinery, Laboratory equipment's, all kinds of working stores of non-consumable and comb usable and other Misc. articles of stores in different divisions/sections. Library equipment under Library	up to a maximum expenditure of Rs. 25000/- in each case/occasion	CAO/HO		Subject to the observation of codal formalities prescribed
57.	Maintenance of all vehicle including tractors/Pump Sets/Farm Machinery and all other relevant machinery, equipment etc.	--do--	--do--		--do--
58.	Maintenance and Repairs of Computer, printers, fax machine, weighing machine and all other office equipment/machinery	Up to maximum expenditure of Rs. 10000/- in each case/ occasion	CAO/HO		Subject to the observation of codal formalities prescribed

1. The power for incurring expenditure on maintenance and repairs of equipment and all categories of Stores are further Subject to the condition that the expenditure per annum per item /unit should not exceed more than 20% of its basic price.
2. A register should be maintained for the purpose which is auditable. Every voucher should contain the following certificate:
"Necessary entries have been made in the concerned Repair Register. The progressive expenditure is Rs :..... During the current financial year which does not exceed 20% of the basic price of this store article/Equipment/Machine/....."
3. The exercise of above financial powers are subject to the availability of funds for the purchase and in the interest of public service and further Subject to the compliance of codal formalities and provisions of rules and regulations, instructions/procedures/issued/prescribed by Director/I.C.A.R. Govt. of India from time to time.
4. Administrative officer and Asstt. Admin. Officer will only exercise the powers whenever they happen to be branch officer of the particular section in which such cases are dealt with.


Director

ICAR Delegation of Power

Schedule III

Powers* delegated to the Directors of Research Institutes/Laboratories and other field officers declared as Heads of Departments *vide* ICAR letter No. F. II(4)/75-Cdn (A&A) dt. 1.4.1977 (Appendix I) and modified *vide* Order No. 6-2/90-Cdn (A&A), dt. 4.2.1993, 28.5.1993 and 29.3.1994, OO No.6-3/92-Cdn &A) dt. 28.7.1992]

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
I Powers under Fundamental Rules and Supplementary Rules:			
1.	Grant of special pay to LDC/UDC/Astt.. Appointed to perform the duties of Cashier	Full powers including allowing special pay for a period of 30 days and above subject to the provisions in FR & SR and other conditions laid down by the Govt. of India, Ministry of Finance, and rates prescribed for the purpose from time to time	
2.	Power to dispense with medical certificate of fitness before appointment to Council's Service in individual cases (FR 10)	Full powers in the case of employees for whom Director is the appointing authority	
3.	Power to suspend a lien (FR 14)	Full powers, provided the Director is authorized to make appointment to the post on which the lien is held	
4.	Condonation of unauthorized absence for purpose of pension	Full powers subject to GOI/ICAR instructions from time to time	
5.	Power to transfer a lien (FR 14-B)	Full powers, - provided that he is authorized to make appointments to both the posts concerned	

1	2	3	4
6	Power to transfer an employee/scientist from one post to another within the institute (FR-15)	Full	
7.	Power to fix the pay and allowances and grant personal pay of a Council's servant treated as on duty (FR-9 & FR-20)	Full powers for all employees posted at the Institute unless otherwise directed irrespective of the fact whether Director is empowered to make substantive appointment to the post or not subject to following FR'S, GOI/ICAR instructions issued from time to time	
8.	Powers to grant advance increments on initial appointments	NIL	(Clarified vide o/o No-22 (15) 96-Cdn (A&A) dt. 9.7.96
9.	Power to appoint an employee to officiate in a vacant post (FR-9 (19)	Full power in cases where Director is competent to make a substantive appointment to the post	
10.	Power to transfer an employee form one post to another (FR-15)	Full powers	
11.	Power to with- hold increments (FR-24)	As per CCS (CCA) Rules	
12.	Power to issue declaration for the purpose of grant of promotion under 'next below rule' (FR-22 (ii))	Full power in r/o posts for which Director is competent appointment authority	
13.	Power to reduce the pay of an officiating employee (FR-35)	Any authority, which has power to make an officiating appointment to, the post concerned.	
14.	Power to sanction transfer to foreign service in India and Power to fix pay in foreign Service (FR-110(c) and FR-114)	Full power; provided that the pay and TA will be sanctioned as per GOI/Council's instruction.	
15.	Power to decide the date of reversion of employee returning after leave from foreign service	Full powers	
16.	Power to sanction annual increments (FR 24)	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.	
17.	Power to allow an employee to draw increment	The increment next above the EB will also be released	

1 next above the Efficiency Bar (FR 25)

2 after the sanction of the competent authority

18. Power to allow an employee to count extraordinary leave for increments (FR 26)

3 Full in cases where Director is the competent authority to sanction extraordinary leave (order dt 30.1.87)

19. Power to grant premature increment on a time scale of pay (FR 27)

4 Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only, provided appointment is to the post created under own powers

20. Grant of NPA to the eligible officers of the Institute

Full in accordance with the instructions issued by the council from time to time. In case of difficulty or doubt in settling any specific case of NPA the same may be referred to the personnel Division of ICAR for clarification/concurrence

0/0 6 (2)/90-Cdn (A&A) part-1 dt. 23.2.96 ✓

21. Power to reduce the pay of an officiating employee (FR-35)

Full powers if he is empowered to make an officiating appointment in the post concerned.

22. Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 46(b))

Full power up to a maximum of Rs 2,500 in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year. This limit cannot be exceeded in any case by treating different items of work or same item of work performed at different times of the year as separate for the purpose of calculating of the honorarium subject to other conditions prescribed by GOI/Council from time to time

23. To sanction grant and permit acceptance of honorarium at the rates prescribed under Johl Committee

Full, As per Johl Committee guidelines except for Director himself

0/0 dt. 9.3.04

24. Power to sanction the undertaking of work for

Full power subject to ICAR general guidelines upto a

1	2	3	4
which a fee is offered and the acceptance of a fee (SR-11)		maximum of Rs. 3000/- in each case. In the case of recurring fees, this limit applies to the total of the recurring payments made to an individual in a year	
25. Power to allot residence/to suspend the allotment of a residence and power to direct that an officer on leave shall be considered to be in occupation of a residence (SR-312, 313)	power to permit an officer to store furniture etc. in a residence during temporary absence (SR-316)	Full power subject to the provisions of the Allotment Rules.	
26. Power to estimate probable cost of maintenance and repairs of leased residences (SR-321&330) and of Council's residences (SR-322& 331)		Full power subject to guidelines issued from time to time on the subject	
27. Power to determine rent for certain Services & the estimated capital cost (SR-325& 334)		Full power subject to ICAR guidelines	
28. Power to determine charges for electric energy and water & meters & to fix charges for the electric energy and water where no meters are provided (SR-325&334)		-do-	
29. Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters (SR-325& 334)		-do-	
30. Power to appoint a Council's employee to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory allowance to be drawn (FR 49)		Full powers provided he is empowered to appoint a Council's servant permanently to each of the posts concerned	
31. Power of Re-deployment of a post within the Institute		Full	0/0 No-6-1/2004-Cdn (A&A) dated 31.3.05
32. Power to retain a Council's employee other		Full powers in the case of employees of non-Gazetted	Full, if he is empowered to grant leave The powers delegated against items 14, 15 & 16

1
2
than ministerial servants, in service after the age of 60 years (FR 56(a))

3
status provided the extensions are limited to the period of one year at a time. This is subject to orders issued by Ministry of Home Affairs from time to time

4
will be exercised subject to observance of the procedure and restrictions contained in Govt. of India, Min. of Home Affairs O.M.No. 26/11/68-Esst. (B) dated 17.6.69 and such other restrictions as are imposed from time to time

33. Power to forward the applications of officers of combined cadres of Admn & Finance & Accounts officer

Full

Subject to the condition that the application be forwarded for direct recruitment posts on permanent absorption basis only for the outside organizations. The intimation will be sent to council (ICAR No.33 (9)/2004-Esst-1 dt. 3.3.05

34. Power to require a medical certificate of fitness before return from leave

Full, if he is empowered to grant leave

35. Power to sanction casual leave

Full, including for himself

36. Power to sanction Earned Leave, Half pay leave commuted leave, Leave not due, Extraordinary leave, Maternity leave, Hospital leave, Seamen's, Sick leave, Special Disability leave.

Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved in respect of posts, which the Director is not competent to fill up. (This includes sanctioning of study leave and extra ordinary leave for pursuing higher studies. The exercise of this power will be subject to observance of FR, SR (Leave Rules) and all relevant rules of Govt. of India/ Council in this regard) (Order dt. 4.2.93). If the Govt servant is in foreign service the authority which sanctioned the transfer to foreign service

37. Power to extend leave

Full powers, provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.

38. Power to sanction transfer to foreign service in India (FR110(c))

Full powers in the case of employees for whom Director is the appointing authority

39. Power to fix pay in foreign service

Full powers subject to observance of rules and orders issued by Ministry of

1
Also see
SR No. 111
2

40. Power to sanction the undertaking of work for which a fee is offered and the acceptance of fee (SR 11)

3

Finance/Home Affairs
Up to a maximum of Rs 3000-00 in each case except in their own cases for which Council's approval is necessary. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year
Full powers in consultation with FAO

4

Subject to the conditions laid down (SR11&12)

not clear

41. Power to declare the grade in which a part time or fee paid employee shall rank

42. Power to decide the shortest of two or more routes (SR 30(b))

Full powers for journeys within their jurisdiction

43. Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest (SR 31)

Full powers for journeys within their jurisdiction, provided that the selection of such route is in the interest of the Council

TA by longer route is not admissible in cases where the journey cannot be performed by the shortest route due to non-availability of reserved accommodation of the entitled class by that route

44. Power to decide in cases of doubt or hardship, the class of steamer accommodation to which a Council's employee is entitled (SR 42)

Full

45. Power to sanction travel by air to Non-entitled officials (SR 48(b) (ii))

The Directors of IARI, IVRI and NDRI and deemed universities will have full power. The Director of other Institutes will have power in respect of tour journeys on the routes for which general permission is granted by orders issued by Govt. from time to time. This power may be exercised in respect of the officers of the grade for whom the general permission is given Order dt. 4.2.93 No. 6-2/90 Cdn (A&A) As per 0/0 No. 6-1/204-Cdn (A&A) dated 15.06.5 Directors of all Institutes located in N.E. and to the Director CARI and also Director of Institutes in relation to the staff working at the Regional station at Lakhsadweep have been

ICAR 0/0 No-6-1/2004-Cdn(A&A) dated 9.3.2004

- 1 2 3 4
46. Power to sanction air travel in r/o Non-official members by economy class
47. Power to sanction of refund of cancellation charges on air (including himself)
48. Power to prescribe Headquarters of the. Institutes employees (SR 59)
49. Power to define the limits of Institutes employees' sphere of duty (SR 60)
50. Power to decide whether a particular absence is absence on duty (SR 62)
51. Power to restrict the frequency and duration of journeys (SR 63)
52. Power to permit the recovery of the actual cost of conveying camp equipment, etc. and to limit the number or weight (SR 81(a) & (b))
53. Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only (SR81(c))
54. Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters (SR91)
55. Power to allow free-
- delegated powers to grant Air Travel to non-entitled officers on emergency/ health ground
- Directors can sanction air travel in r/o Non-official members who are attending sub- committee meetings/ panels etc subject to fulfillment of rules & orders issued from time to time by economy class and subject to the conditions laid down in ICAR circular No. 10-4/89-Cdn (A&A) dt. 26.6.90
- Full, subject to the conditions mentioned in Govt. of India/Min. ticket ' of Finance OM No. 19028/5/76 EIV-(B) dt. 21.1.77.ICAR ' order dt. 30.1.87
- Full powers
- Full powers
- Full powers
- Full powers
- Full powers
- Full powers
- Full powers
- Full powers in case of the
- (0/0 No-6-3/98-Cdn (A&A) pt dt. 14.2.2002

1 passage to a person joining a post by sea (SR 108)

3 persons appointed by the Director

2 56. Power to extend the time limits of six months and one month within which the members of the family of Council's employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116(b)(iii))

Full powers

57. Power to prescribe the scale of tents to be carried at Council's expense on transfer (SR116(c))

Full powers

58. Power to disallow TA for journey to attend an obligatory examination if the Director considers that the candidate has culpably neglected the duty of preparing for it (Proviso 2(i) to SR 130)

Full powers

59. Power to permit recovery of TA for a journey to attend an examination other than those mentioned in SR130 &131 (SR 132)

Full power in the case of departmental examination

60. Power to sanction TA as for a journey on tour to a Govt. servant who is required while on leave in India to perform any Council's/public duty at a place other than one where he is spending his leave (SR 135)

Full powers, provided TA may not be granted for a journey while proceeding on leave or while returning from leave

61. Power to sanction TA as on tour to an employee who proceeds on regular leave from a tour station and resumes duty at another tour station or who proceeds on regular leave from HQ and resumes duty at a tour station after the expiry of regular leave (SR-135)

Full power

Provided that T.A. is granted from the place where E.L. is spent to the place of tour limited to that admissible between HQ/tour station and the other tour station.

62. Power to sanction T.A. as on tour to an employee who proceeds on regular leave while on tour and returning direct to HQ on the expiry of leave (SR-135)

Full powers

Provided leave is taken due to reasons beyond the control of the employee such as his own illness/or serious illness/ death in family and the period of leave is kept to minimum called for in such situations. The T.A. admissible will be that from the place

where leave is spent, or the tour station from where he proceeds on leave, to HQ whichever is less.

63. Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension (SR 160(b))

Full powers

~~64.~~ To organize training programs and fix fee and sanction honorarium

To Directors of Deemed Universities & National Institutes

Not for private sector. The honorarium may be regulated as per Johl committee guidelines issued by council 0/0 6-1/2004 Cdn (A&A) dt. 9.3.2004

65. (a) Power to sponsor candidate for short term training course and count the period spent on training as duty

Full, subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. F. (71) Estt.III/60 dated 2.12.60 as modified from time to time

b) Power to decide the rates of TA admissible to a Council's employee deputed to undergo a course of training (SR 164)

Full to the extent and subject to the conditions prescribed by Govt. of India/ ICAR from time to time

In the case of Directors themselves, the power will be exercised by DG, ICAR

66. Power to fix amount of hire charges when a Council's employee is provided with means of locomotion at the expense of Central/ State/Public Sector Undertaking, etc. but pay all cost of its use or propulsion (SR 183)

Full Power

~~67.~~ Power to grant TA or actual travelling, hotel and carriage expenses instead of T.A, to persons not in council's service attending commissions of enquiries etc or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong for purposes of grant of T.A (SR-190 (a)& (b))

Full powers

~~68.~~ Power to delegate the power conferred upon them under SR-190 (a) & (b) to the person presiding over the commission etc. (SR-190 (c))

Full power

69. Power to declare who

Full powers, provided that

- 1
- 2
- 3
- 4
- should be controlling officers (SR 191) the Director may not declare a Council's employee to be his own controlling officer
70. Power to make rules for the guidance of controlling officers (SR 195) Full powers
71. Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of and employee of non-gazetted status to return to duty (Rule 19 of CCS (Leave) Rules) Full powers
72. Power to grant leave to a Council's employee in respect of whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty (Rule-20 of FR, SR-Part-111-L.Rules) Full powers where the Directors are empowered to grant leave The enhanced powers -will be exercised by the Directors with the concurrence of the Managing Committee
73. Power to sanction study leave to the officers of combined code of Admn & Finance working at their Institutes *Code* Full powers Subject to the condition that no substitute is asked for from the council (O/O 6-3/98-Cdn (A&A) Pt dated 4.10.02
74. Power to extend joining time on certain conditions within a conditions within a maximum of 30 days (Rule-4 (5) CCS (Joining Time) Rules) Full powers
75. To sanction tour programme and counter-signature of TA bills Full powers for all including self. Only the tour programme of the Directors should be sent to DG, DDG and Secretary, ICAR, by name. Normally tour should be arranged for ten days in a month and within their jurisdiction. In case of tour more than 10 days in a month prior approval of DDG is needed.
76. Power to sanction reimbursement of cancellation charges on unused railway tickets Full powers
77. Authorizing the Institute employee to proceed on duty to any part of India. Full powers

78. Powers to abolish a post	Full in respect of posts for which Director has power for creation	
79. Power to make appointments	Full in respect of Group C and D posts. In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose. The Directors of National Institutes are appointing authority upto T-9 in Tech. Category	The power is subject to the Recruitment Rules and the Byelaws of the ICAR and also subject to the availability of such posts 0/0 No-6-1/2004 Cdn (A&A) dt 9-3-2004
80. Approval of Tech. Assessment Committee proceedings.	Director of National Institutes upto T-9 & others upto T-5	0/0 No. 6-1/2004 Cdn (A&A) dt 9.3.2004
81. Tech. Assessment Committees DPC'S nomination of chairman & Members	-do-	-do-
82. Power to make officiating appointment to a vacant post (including those in continuous chain of vacancies) each of one month or more	Full. To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the Council/ MOF/DOPT from time to time	
83. Power to make ad-hoc appointments	Up to one year	Council vide letter No. 10-38/79 Per. IV dt. 28.1.80 has issued further instructions that no appointments on ad-hoc basis should be made by the Director of the Institute. Ad-hoc appointment <u>can</u> be made only with prior approval of the Council. (vide O/O No. 6-2/90-Cdn (A&A) dt. 28,5.93) 0/0 6-1/2004-Cdn (A&A) dt 9.3.04
84. Powers to declare the completion of probation period	Full powers in r/o posts for which the Director is the appointing authority under intimation to council	
85. Disciplinary powers	According to Classification Control and Appeal Rules 1965 as applicable to ICAR	
II Power under Delegation of Financial Powers Rules 1978 & General Financial Rules as amended from time to time		
86. Re-appropriation of funds	Full powers within the heads specified in the Budget Book subject to: i) General restrictions and Rule 8 of Delegation of Financial Power Rules 1978 ii) No re-appropriation shall be made to augment the provision under such heads	Subject to Bye-Laws of the ICAR

of accounts where a maximum limit of power has been prescribed

iii) Re-appropriation of funds from one head of account to another head of account as mentioned in the Budget Book would require the approval of Institute Management Committee

iv) Power for re-appropriation of funds from Plan to Non-Plan and vice versa would require the approval of DG/ Secretary, DARE

Note 1: Re-appropriation of funds to augment the provisions of TA is not permitted.

Note 2: Re-appropriation of funds from the head Salary to any other head of account is not permitted w.e.f.

1.4.1995

[OM F. 1(ii) EII (A)/94 dt. 24.2.1995 of MOF (DOE)].

Note 3: Funds shall not be re-appropriated to meet expenditure, which has not been sanctioned by an authority competent to sanction it. Funds shall not be re-appropriated to meet expenditure on-a-new service, not contemplated in the budget of the Institute. The power will further be subject to observance of the other instructions issued by the Govt. of India/ Council from time to time on the subject

(O.O. dated 30.1.87 and No. 6-5/86-Cdn (A&A) dt. 4.2.92

87. Power to incur contingent expenditure in general

Powers under item 65 and sub items (I) to (XXV) there under are to be exercised subject to the provisions of sub-rule (5) of Rule 10 of the DFP Rules 1978 as modified from time to time and subject also to the (i)

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			availability of funds by valid appropriation or re-appropriation within sanctioned budget, (ii) observance of procedure and other directions contained in Central Govt. Compilation GFR (1963) and other existing rules and orders or those issued from time to time (Order dt. 4.2.93) (Also see Annexure 9 to this Schedule).
i) Bicycle		Full	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical, provided budget provision exists for the purchase
ii) Conveyance hire		To the extent mentioned in Column (4) against item 3 of Schedule V of DFP Rules 1978 (item 3 of Annexure to Schedule V of DFP Rules 1978)	
iii) Electricity, gas and water charges		Full	
iv) Fixtures and furniture purchase and repairs		Full	Subject to provision of funds and observance of the required rules and procedures
v) (a) Freight charges (b) Demurrage/ warfare charges		Full	Expenditure on airlifting of stores should be resorted to only in rare cases of extreme urgency. In order to see that this condition is not violated reasons for air-lifting of stores should specifically be recorded and periodical return sent to the Council every six months in September and March (ICAR O.M.No. 4(2)/69 Rcorgn (F&A)/Cdn (A&A) dated 29.5.70)
vi) Hire of office furniture, electric fans, heaters, table fans, coolers, clocks and call-bells		Full	
vii) Legal charges for law suits to which Council is a party		(a) Full powers subject to previous consent of the Council where fee is to be paid in excess of the Schedule of fee laid down in column 4 against item 11 of Annexure to Schedule V of DFP Rules 1978 as revised from time to time	Legal advice may be obtained in advance
a) Fees to barristers, pleaders, arbitrators and umpires b) Other legal charges for law suit or prosecution cases as well as for arbitration cases		(b) Full powers subject to previous consent of the Council	

viii) Maintenance, upkeep and repairs of motor vehicles	Full	
ix) Municipal or/ cantonment rates and taxes	Full	The expenditure shall be incurred keeping in view the principles laid down in the Rules for the payment of municipal rates and taxes given in Appendix to DFP Rules 1978
x) Petty works and repairs	Rs 3 lakhs in each case	0/0 No 2(6) 90-Cdn (A&A) dt 9.2.95
a) Execution of petty works and special repairs to buildings owned by Council/ Institute including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations		The Director will have power to execute original works and special repairs from any agency of their choice even in places where CPWD has its own formations but subject to the conditions and guidelines prescribed by the GOI/Council from time to time. The petty original works shall also be treated as assets (ICAR circular dt 26.11.02 refers)
b) Maintenance and ordinary repairs of office buildings and staff quarters, etc.	Full	Subject to the condition and guidelines issue from time to time by ICAR (circular dt 26.11.02 refers) that the cost of such repairs should be limited to the percentage fixed by CPWD from time to time
c) Repairs and alterations to hired and requisitioned buildings	(i) Rs. 30,000-00 in each case (ii) Rs 50,000 per annum non-recurring and Rs 6000-00 per annum recurring	Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released the Council/ Institute should have the right to remove any installation or material added to the building
xi) Posts and Telegraphs charges including commission on Money Orders, etc.	Full	
xii) Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications	
xiii) Purchase of books, periodicals and official publications	Full	Subject to any limitations prescribed by the Council
xiv) Rent for ordinary office accommodation	Rs 30,000 p.a. at Bombay, Calcutta and Madras. Rs24,000p.a. at other places (<i>vide</i> order dt. 12.9.83)	(i) Assistance of appropriate local authority such as the PWD or Rent Control Authority may be taken and a certificate of reasonableness of rent obtained before fixing rate (ii) Private accommodation should normally be hired for office/laboratory purposes only (iii) Out houses, if any; which form the part of accommodation-hired should be utilized for storage of stationery, forms, old records

or for any other appropriate purpose. Where this is not possible these should be let out to Class IV staff and rent recovered from them under the rules in force

(iv) Accommodation should not be hired for a period exceeding 5 years at a time

(v) Lease deeds should be got executed in respect of hired building
0/0 No. 6-3/98 Cdn (A&A) Pt dated 19.12.02

xv) Payment of lease rent in accordance with the terms of the lease agreement

Full

xvi) Repairs to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.

Full

xvii) Staff paid from contingencies

Full

Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf
Subject to availability of funds for this purpose.

xviii) a) Local purchase of stationery stores

Full Powers subject to availability of funds and also, observance of the prescribed procedure

b) Local purchase of rubber stamps and office seals

Full

To avoid the possibility of counter feiting of stamps and seals by a dealer purchases shall be made with caution and from firms of repute only.

xvix) a) Purchase of working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.

Full

Subject to availability of budget provision and approval of equipments in the EFC etc.

(b) Maintenance contracts for computer/laboratory equipments

Full

Subject to rules & instructions issued from time to time & Budgetary provision (0/0-6(3) Cdn (A&A) dt 13.5.98

c) Stores required for works

The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of stores required for the work

d) Emergency nature of purchase (contingent in nature)

Full, if items are already approved or are of contingent nature. In special emergency instances purchases can be made and ex-post-facto sanction may be obtained

0/0 6-1/2004-Cdn (A&A) dt 9.3.2004

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xx) Supply of uniforms, badges and other articles of clothing etc. and washing allowance

Full

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The issue of uniforms and payment of washing allowance should be regulated in accordance with the Rules and Orders issued by Ministry of Home Affairs/Fin./ICAR from time to time

xxi) Telephone charges

Full powers, subject to observance of restrictions in col. 3 of Annexure to Schedule V of DFP Rules, 1978 as amended from time to time and such other orders as are issued from time to time. The powers do not include installation of new telephones (*vide* O.O. dt. 30.1.87)

xxii) Typewriters, calculating machines

Full

Subject to general or special orders issued by the Council from time to time

xxiii) Indents, contracts and purchase (Rule 13 of DFP Rules, 1978)

Full powers to place indents on the Chief Controller of Printing and Stationery, DGS&D and other Central/State Govt./Autonomous organizations as pre-deposit parties for procurement of working stores, equipment tools, plants, insecticides, fertilizers, chemicals etc. and to sanction expenditure in case of miscellaneous contracts such as handling contracts, leases etc. subject to the procedures and guideline issued by Govt. of India/ICAR from time to time

xxiv) Sanctioning expenditure on security job.

Full to the Directors of National Institutes and upto 12.50 lakh PA to other (*vide* 0/0 No.6-3/98 Cdn (A&A) pt dt 30.11.06) Institutes (upto Rs. 10.00 lakh to other upto 29.11.06) subject to observance of instructions issued by GOI/ICAR from time to time and budgetary provisions & availability of funds and if needed the agreements may be got vetted by Legal Advisor. The Institutes having

0/0 6(3) 98-Cdn (A&A) dt 17.7.2001 & 0/0 dt 3.3.2000 (upto Rs. 20.00 lakh p.a. to National Institutes & Rs. 1.50 p.a. to other *vide* 0/0 dt 13.12.96)

	sanctioned strength of watch & ward staff/ Group 'D' staff and also having labourers of temporary status for the job are, however, required to obtain prior approval of the council with detailed justification & subject to the recommendations of Institutes Management Committee		i) 0/06/3/98-Cdn dt 13.5.98 ii) 6-3/98-Cdn (A&A) 3.3.2000 and dt 17.7.2001 iii) 6-3/98-Cdn (A&A) Pt dt 30.11.06
xxv) Advertisement charges	Up to the limit of budget provision		
xxvi) a) Writing off losses	Up to Rs 1,00,000.00 for losses of stores not due to theft, fraud or negligence. Rs 20,000 in other cases (For losses exceeding Rs. 1,00,000 the details may be sent to ICAR for placing before GB.		0/0 2-1/2000-Cdn (A&A) dt 25.7.01 Powers may be exercised subject to the conditions laid down in GFR and procedure laid down by/Govt. of India and other orders issued by Govt. of India/ICAR on the subject from time to time
b) Deficiency and depreciation in the value of stores	Full for which they are competent to sanction purchase.		0/0 6-3/98-Cdn (A&A) pt dated 17.4.01
c) Declaration and disposal of obsolete, surplus and unserviceable stores	Full for which they are competent to sanction purchase. By public auction, subject to the provisions of GFR, DFP Rules, 1978 and orders issued by Min. of Finance/ICAR from time to time in general or for particular class of stores		Enhanced from Rs 5,000 (<i>vide</i> O.O.dt. 4.8.83) 0/0 No. 6-3/98-Cdn (A&A) pt dated 17.4.2001
xxvii) Storing of potato seed material	Full		To Director, CPRI only (<i>vide</i> ICAR letter No. 24-58/77-E.E Vdt. 6.10.77)
xxviii) Consultancy by nomination (GFR-176)	Full		Subject to GOI/ICAR instructions & budget provision & the procedure (GFR-176) in consultation with F.A.
xxix) Outsourcing of Services (GFR-178 & 184)	Full		Subject to the instructions and procedure prescribed by GOI/Council & subject to budget provision in consultation with F.A.
88. Power to declare any Group 'A' or Group 'B' Officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer <i>vide</i> Rule 10-A of DFP Rule, 1978	Full		It is not permissible to declare more than one officer as Head of Office in respect of same establishment unless the two establishments are distinctly separate from one another
89. Expenditure on entertainment and light refreshment	Up to Rs 2.00 lakh (Rs 50,000 from 17.7.01) per		Subject to restrictions/ norms/ceilings laid down by the Min./Council from time to

	annum in respect of the National Institutes & Rs. 1.00 lakh in others	time are followed & budget exist. 0/0 dt 9.3.04
90. Gift to high dignitaries	Upto Rs. 5000-00 in each case subject to GOI/ICAR instructions/norms	0/0 6-1/2004-cdn (A&A) dt 9.3.04
91. To sanction Misc expenditure of unusual character	Upto Rs. 5000-00 in each case subject to Govt of India/ICAR instruction on this regard and subject to budget provision for the purpose exists.	
92. Alteration of date of birth in respect of staff equivalent to non-gazetted staff (Rule 79 <i>ibid</i>)	Full, in case of a bonafide clerical error	
93. Power to relax the age limit for initial appointment to posts for which Director is the appointing authority (Section I-Appendix 3 of FR and SR Vol. II)	Full, subject to orders issued by Ministry of Home Affairs	See items 1 in Schedule VI also.
94. Investigation of arrear claims	Up to six years of its becoming due	Powers may be exercised subject to provisions of the GFR and orders issued by the Govt. of India/Council from time to time
95. Grant of permanent advances/cash Imprest (Rules 291 of GFR)	Full, subject to the procedure for regulating cash imprest circulated <i>vide</i> Council's letter No. 1(11)/68-A/cs. II dated 5468 as amended/supplemented from time to time	
96. To execute contracts, Deeds, and other instruments for and on behalf of the ICAR	Powers as delegated <i>vide</i> Council's Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
97. Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof	Powers as delegated <i>vide</i> Council's Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
98. Grants-in-aid to Staff Clubs etc.	Full	The rate of grants-in-aid will be in accordance with the orders/instructions of the Govt. of India issued from time to time (<i>vide</i> O.O. dt. 4.2.93)
99. Power to accord administrative approval of works	Up to Rs 25.00 lakhs Subject to the conditions that: i) Specific Provision exists	(Upto Rs. 20.00 lakh <i>vide</i> 0/0 dt 9.2.95 & with approval of Management Committee upto 50.00 lakh)

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in the budget for the items of work, and

ii) Plans and estimates are approved by competent authority, i.e. Director (Works)

iii) Tenders invited and processed in accordance with the GFR'S/ICAR instructions and a work order issued.

iv) Prior approval of Management Committees where cost of the individual work exceeds 25.00 lakh but upto Rs. 75.00 lakh is obtained (*vide* O.O. F-3 (25/2002-E 26.11.2002).

v) The guidelines issued by ICAR vide circular dt 26.11.02 are followed.

In respect of works costing Rs. 75.00 lakhs and above the Adm Approval & expenditure sanctions will have to be obtained from DG/ICAR. However Full powers have been delegated to the Directors of National Institutes subject to the condition that the work has been approved by the EFC, budget provision for the said item is available and observance of other rules and orders/instructions issued on the subject including technical vetting by competent authority (0/0 6-1/2004-Cdn(A&A)dated 9.3.04) The repair works estimated to cost upto Rs. Ten lakhs may be directly executed after following the procedure prescribed by ICAR and in GFR-132. Repairs costing above Rs. 10.00 lakh and original works costing upto Rs. ten lakh may be assigned to any public works organization as defined in GFR 126 (2)

100. Grant of advances for purchase of conveyance (Rules 15-30 of GFRs part-II)	Full powers to grant advances excepting himself and subject to the conditions laid down in the GFRs and availability of funds	
101. Exemption of ICAR employees from payment of cost of stamp duty and reimbursement of mortgage deed in r/o Motor car/Scooter Advance	ICAR employees are equated with central Govt employees.	0/0 9-12/90-Cdn (A&A) dt 24.5.04
102. Extension of number of installments up to 25 for repayment of cycle advances (Proviso (ii) to GFR-15)	Full	
103. Grant of Advances on first appointment and in connection with Deputation and leave Ex-India (GFR-44-45)	Full	Subject to the provision of GFR
104. Grant of advances for Purchases of warm clothing and table fan (GFR 33.)	Full	Subject to the provisions of GFRs
105. Grant of advance of pay and TA on transfer (GFR-39)	Full	Subject to the provisions of the GFRs
106. Grant of advances in connection with tours (GFRs 48)	Full	Subject to the provisions of GFR
107. Grant of advance in connection with leave travel concession	Full	Subject to the provisions of GFR -52
108. Grant of advances in connection with festivals (GFR-53-62)	Full	Subject to GFR provision
109. Grant of advances in connection with natural calamities (GFR-64)	Full	Subject to the provisions of GFRs
110. Advances in connection with law suits to which Council is a party (GFR-72)	Full	Subject to the provisions of GFR and Legal Advice being obtained in advance
111. Advances to employees for various deptt. Purposes (GFR-75)	To the extent the Director is competent to sanction expenditure for the purpose	Subject to the provision of GFR
112. Grant of temporary advances including special advances from Provident Fund	Full powers including self.	As admissible under GPF Rules/ CPF Rules 0/0 6-3/98-Cdn (A&A) pl dt 6.9.2003
113. Advance payment where necessary to: (i) Firms with	A) In respect of Govt. Departments. Govt-run	Subject to GFR provisions and instructions issued by GOI/ICAR from time to time.

whom annual contracts for servicing of air conditioners, water coolers, type writers etc. are entered into.
(ii) Firms including Central/State Govts. Govt.-run organization for supply of stores (GFR-159)

organizations-upto 40% of the contract value
B) In case of others- subject to the fulfillment of conditions laid down in M.O. Fin. Memo. No.F. 11(11)-E. II (A)/68dated 20.12.68.as amended from time to time 30% of the contract value. For maintenance contract-upto amount payable for six smonths

114. Grant of advance in lieu of leave salary (GFR-76-77)

Full

Subject to provisions of GFR'S

115. Grant of House Building Advances

Full, subject to availability of fund and fulfillment of all the conditions prescribed under the HBA Rules (*vide* O.O. dt 30.1.1987)

Vetting of documents to be done at the institute and in case of doubt loan document ought to be verified by the legal cell of ICAR HQ.

~~116.~~ Exemption for payment of stamp duty and reimbursement of registration fee levied on documents relating to execution of mortgage deeds in r/o HBA

Full subject of the condition that the ICAR employees will be treated at par with central Govt employees. Where stamp duty is charged from central Govt/employees for deeds under HBA scheme the ICAR employees are not entitled for reimbursement of cost. Where central Govt employees are exempted & ICAR employees have been charged they would get the reimbursement on production of proper proof etc.

0/0 No. 9-12/90-Cdn (A&A) dt 6-2-01

117. Grant of advances to the family of an employee left in indigent circumstances upon the death of the employees (GFR-79)

Full powers after following Govt. of India instructions issued from time to time

Subject to the provision in GFR's

~~118.~~ TA to the family of deceased employee (GFR-82)

Full

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119. Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules, 1944 including counter signature of medical bills

Full, Directors will exercise the powers of Controlling Officer/ Head of Deptt. in respect of officers/staff under his administrative control for the purpose of Central Services (Medical

Director can countersign his own medical bills provided the claim is covered by Rules and Orders on the subject. As regards reimbursement of medical expenses in relaxation of Medical Attendance Rules, he may not exercise the power in his own case

	Attendance) Rules, 1944 as applicable to the Council's employees	
120. Reimbursement of medical expenditure incurred in the medical treatment in emergency cases in respect of the employees of the ICAR Institutes	Full powers to the Directors of the ICAR Institutes	ICAR circular No. 3(1)/2001-per-IV dt 12.7.01
121. Permission for indoor hospitalization treatment to CGHS beneficiaries when the CGHS specialist/specialist of a Govt Hospital refers them for such a treatment and reimbursement of the medical claims there of in r/o the ICAR Institutes where CGHS facilities are available.	-do-	-do-
122. Reimbursement of medical claim of CGHS beneficiaries of ICAR Institutes taking treatment in the recognized hospitals with the prior permission of the CGHS/Govt Hospitals/Officers authorized by the Institute	-do-	-do-
123. Reimbursement of medical claim in r/o serving employees of ICAR Institutes where CGHS facilities are available and where prior permission of CGHS dispensary/Govt Hospital has been taken	-do-	-do-
124. Medical reimbursement cases of the Directors of ICAR Institutes.	Full powers provided the claim is covered by CS (MA) Rules. In cases where any relaxation in CS (MA) rules involving their medical reimbursement is required the matter will continue to be settled at ICAR HQ by concerned SMD in consultation with Internal finance. Division of the Council	-do- & ICAR circular of even No. dt 8.7.02
125. Grant of Medical Advance to the employees of the ICAR Institutes	Full powers including him self in accordance with section 2 under CS(MA) Rules subject to fulfillment	ICAR No 3(1)/2001-per-IV dt 8.7.2002

	of other terms and conditions for sanction of advances.	
126. Grant of concession to persons proceeding to Pasteur Institute for Antirabic treatment	Full, as admissible under Rules	
127. Sale and transfer of motor vehicles purchased with the advance from the Council	Full, subject to the provisions of GFRs	
128. Control of staff cars and Vehicles etc. of the Institute	Full	Subject to Staff Car Rules, and Rules and Orders issued for control, maintenance and operation of motor vehicles etc. (For the purpose of Staff Car Rules, Director will exercise the powers of a Head of Deptt.) ICAR No-12-4/98-Cdn(A&A) dt 10.11.2000 and dated 17.6.03
129. Use of official vehicle for outstation tours	Upto 500 kms one way	
130. Grant of leave travel concession	Director will exercise full powers of Head of Deptt./ Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except Director himself	
131. Sanction of advance/part/Final withdrawal <u>including</u> from Provident Fund	Full, including self subject to GPF/CPF Rules and Orders issued from time to time	0/0 No 6-3/98-Cdn(A&A) pt dated 16.9.2003
132. Sanction of pension to Council's employees provisionally	Full, in respect of officers/staff retiring from a post irrespective of whether the Director is competent to fill the post vacated by the retiring officer/staff, except for himself provided Govt. of India instructions issued from time to time are followed	vide O.O. dl. 4.2.93
133. Participation in exhibitions and demonstrations of research activity	Upto Rs. 1,00,000-00 (akh) in each case and full to the Directors of National Institutes. These powers will continue to be governed by procedural, codal and other instructions issued from time to time by GOI/ICAR including general economy instructions etc (6-3/98-Cdn(A&A) pt dated 3.3.03	Subject to budgetary provision and availability of funds. For organizing exhibitions the M & I unit at ICAR HQ will provide necessary support to the Institutes to develop concepts exhibits, samples etc. The M & I unit at HQ will create own empanelment of Reputed and Talented film makers in order to ensure production of high quality films through out sourcing and has to undertake the task of production of video footages & for production of inhouse

	& (6-1/2004-Cdn (A&A) dt 9.3.2004)	video film and also for media mediated information dissemination (ICAR No. 2(2)/2005-W.S. dt 7-9-2005
134. Sale of produce	Full by tender and/or auction as may be considered convenient and to the best advantage of the Council subject to: i) Disposal by single tender or negotiation upto a ceiling limit of Rs 5,000 in each case ii) Report to DC at the end of season of quantities produced/ disposed of and prices obtained. Subject also to the conditions that sale will be regulated as per General or Special Orders issued by the Council	Subject to observance of the procedure outlined in ICAR letter No. 8(9)/69-Reorgn (F&A) Cdn (A&A) dated 15.10.1975 (Annexed)
135 Fixation and revision of rates for service rendered by Institute to outside Institutes and parties of bullock carts, threshers etc.	Full	
136. Power to fix rates of seeds, plants and other products of the institute	Full, the fixation of rates may be done on the recommendations of a Committee to be constituted by the Director for the purpose. The Committee may take into account among other factors, previous years rates, market rates etc. and general or special Orders, if any, issued by the Govt. of India/ICAR	
137. Power to fix the rent for auditorium and community centres etc.	Full	
138. Power to declare specific Scientific and Technical posts as outside the Purview of the Reservation Orders	Subject to Council's Office Order No. 2-40/66-Rcorgn (Admn) dated 11.2.70 and orders/instructions issued by Govt. of India/ICAR on the subject from time to time	
139. De-reservation of temporary posts on the ground of non-availability of candidates of reserved community	-do	
140. Permission to officers to attend conferences connected	Full	Subject to ICAR instructions

with agricultural matter		
141. Newly recruited admn staff	Full	0/0 6-1/2004-Cdn (A&A) dt 9.3.2004
142. Power to send samples of products or of culture or of organism free of charge to other Institute	Full	
143. Grant of overtime allowance	Full, subject to conditions laid down by the Govt. of India/ICAR from time to time and subject to budgetary limits	The ceiling of Basic pay of Rs. 2200/- (Pre-revision) for eligibility of OTA shall equally apply to the Drivers/staff car Drivers.
144. Power to sanction expenditure on insurance	Full	Subject to instruction in Council letter No. 5(9)/68-Reorgn (F&A) dated 11.10.1968 modified from time to time
i) Power to get as are very costly and are of fragile and delicate nature and where the Railways do not accept insured during rail transit such of the equipments any risk or responsibility for losses due to breakage in transit		
ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever livable	Full	Subject to the provisions contained in Council's letter No. 15(2)/69-Reorgn (F&A) dated 27.10.1969 modified from time to time
145. Power to sanction expenditure on part-time lectures	In case of IARI, IVRI, NDRI, IASRI, CIFE and NAARM only Full in respect of lectures in foreign languages to Ph.D. students (order dt. 4.2.93)	Order dt. 4.2.93
146. To sanction study and educational tours of PG students	Full for Directors, IARI, IVRI, NDRI IASRI CIFE and NAARM only	Order dt. 4.2.93
147. Sanction of IARI Fellowships to M.Sc. and Ph.D students	Full for Director, IARI	
148. Creation of special posts for the University side such as Warden, Prefects, Hostel staff, Mess staff, etc.	Full for Directors IARI, IVRI, NDRI, CIFE and NAARM, IASRI in respect of Trainees' Hostel only subject to Compliance with instructions on Creating post issued by Govt. of India/ICAR from time to time (order dl 4.2.93)	
149. Sanction of IASRI	Full for Director, IASRI	Subject to the budget provision and usual

Fellowship to the trainees of various courses at IASRI	only	conditions
150. Permission for availing of facilities for the use of the computer centre	Full for Director, IASRI only	
151. Maintenance of Electronic Computer and the Computer Laboratory	Full	Subject to availability of funds in the sanctioned budget and following the procedure for such maintenance etc.
152. Powers for sanctioning cost of repairs of fishing vessels and dry locking hire charges	Full (Upto Rs. 3.00 lakh p.a from 11.10.99 vide order dt 11.10.99)	Subject to the condition that essentiality of repairs and its satisfactory completion by a recognized workshop is certified by the Mercantile Marine Departments and that all rules and instructions on this account are followed and budget provision exists for this purpose 0/0 6-1/2004-Cdn (A&A) dt 9.3.04
153. Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, ^{2204/99} accepting himself after obtaining vigilance clearance subject to the observations of the conditions laid down in letter No.7-10/82-ICI dt. 16.7.82	
154. Extension of joining time in the case of employees of CARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at Calcutta/Madras on delayed sailing of the ship	Full to the Director, CARI, Port Blair	
155. To sanction air-travel between Port Blair and Calcutta or between Port Blair and Madras to Group A,B, & officers of CARI, Port Blair, while availing LTC/Free Sea Passage	Full to the Director, CARI, Port Blair	
156. Grant of leave ex-India to Officers/ Scientists	Full, subject to the conditions laid down in the Min. of Finance O.M. No. 19036/7/75-E.IV(B) dt. 5.8.76	
157. Purchase of vehicle in replacement of the condemned vehicle	As per O.O. No. 6(3)/92 Cdn (A&A) dt. 28.7.92 (attached as an annexure)	
158. Premature condemnation & disposal of damaged vehicle	Full	Subject to the existing rules & procedure 0/0 dt 9.3.04
159. Norms of expenditure to be followed on holding of Workshops, Symposia,	POL Rs 40 per delegate, stationery Rs 40 per head including honorarium to the	This will be the maximum limit and also subject to availability of sanctioned budget provision and the economy instructions of

Conference etc.	typist	the Govt. of India/Council issued from time to time. The other terms and conditions mentioned in O.O No. 20-9/81 Cdn. (A&A) dt. 27.5.82 will continue to be followed except that expenditure on refreshment would be at the rate of Rs 3.50 per head per session, (<i>vide</i> O.O No. 6-2/90 Cdn (A&A) dt. 29.3.94)
160. Forwardal of Applications of the employees	Full for Directors of National Institutes except for Director himself.	0/0 6-1/2004-Cdn(A&A) dt 9.3.2004
161. To file patent Applications at the respective Patent office in whose jurisdiction the Institute is located	Full	0/0 No. 6(2) 2001-Cdn (A&A) dated 1.12.05
162. Powers in regard to all forms of Intellectual property as per ICAR guidelines operative wef. 2.10.2006	Full	0/0 6-2/2001-Cdn (A&A) dt 9.10.06
163. Powers of grant of Advance for purchase of computer in relaxation of rules	Full	Sanction of computer Advance to the employee in relaxation of minimum basic pay subject to observance of condition laid down in council's letters No-PA/US(cash) 2002 dt 27.6.02 & 8.7.2002 (0/0 No PA/US (cash/2002 dt 11.1.2002) (i) (0/0 No-1(1)/95-Plng (pt iv)dt 25.2.97) (ii) (0/0 No. 1(1)/95-plng (v) dt 17.3.98
164. Powers to approve schemes for imparting training within the country for various clients in India and abroad, rendering individual and institutional consultancy both national and international as well as contract service and for undertaking contract research with outside organizations-		
(i) For consultancy projects with national agencies upto Rs. 25.00 lakh & Rs. 50.00 lakh with the approval of M.C.	→	
(ii) To approve contract research & contract service projects upto Rs. 10 lakhs and Rs. 25.00 lakh with the approval of Management Committee.	→	
(iii) To sanction fees/honorarium to the staff of the Institute or other ICAR Institute (S) or any other	Full	

officer (S) from outside the ICAR system associated with the consultancy/training or contract research or service
 (iv) To fix rates for hiring usage of equipment farm machinery, computer or for rendering other services including contract service

Full

All the above powers at S(i) to (iv) are subject to rules and guidelines on the subject issued by the council

165. Condemnation of motor vehicles and motor cycles

Full subject to the following---

(a) The lives of various types of vehicles in terms of distance run (in kilometers) and length of use (in years) whichever is reached later have been fixed as under--

<u>Type of vehicles</u>	<u>Kilometers</u>	<u>Years</u>
(i) Heavy commercial motor vehicles	4,00,000	10
(ii) Motor vehicles fitted with engines upto 20hp (RAC)	1,50,000	6 ½
(iii) Motor cycles fitted with engines of 3.5 hp (RAC) or above	1,20,000	7
(iv) Motor cycles fitted with engines of less than 3.5 hp (RAC)	1,20,000	6

(b) The life of a tractor shall be taken as 10,000 hours or 10 years whichever is reached later

(c) A vehicle should be condemned only after a certificate has been obtained from one of the following authorities, to the effect that the vehicle is not fit for any further economical use--

- (i) An electrical & Mechanical workshop of the National Airports Authority
- (ii) The workshop of a state Road Transport corporation
- (iii) At locations where workshops mentioned at (i) & (ii) are not available.

Transport workshops under
the central or state Govt
Departments

Note-it should be ensured
that both condemned and
prematurely condemned
vehicles are disposed of as
per the procedure within a
period of three months from
the date of placing of an
order with the manufacturer
for replacement of vehicles.

Footnote bellow Schedule-III

Any action/decision taken by the Director exceeding the powers delegated to him or deviating from the normal procedure and rules will be viewed seriously. (Office Order No.F. 22(15)-96-Cdn (A&A) dt 9-7-96)

Annexure 1 to Schedule III**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

F.No. 6(3)AJ2-Cdn (A&A)

Dated the 28th July 1992

OFFICE ORDER

The question of delegation of powers to the Directors of Research Institutes for the purchase of vehicle in replacement of the condemned vehicle had been under consideration at Headquarters for some time past. The Director-General, Indian Council of Agricultural Research, is now pleased to delegate the powers for the purchase of vehicles in replacement of the condemned vehicle to the Directors of ICAR Research Institutes/Project Directorates/National Research Centres subject to the following conditions apart from Government of India's instructions issued from time to time.

1. Approval of the condemnation of the vehicle by the Institute Management Committee be obtained in each case;
2. The vehicle to be purchased is to replace a condemned vehicle which would have been acquired initially after obtaining due sanctions;
3. The type of vehicle to be purchased is to be the same as the one which has been condemned;
4. There should be a specific provision in the Budget for the purchase of vehicles replacement;
5. The fund should be available during the financial year.

Sd/-**Director (Finance)**

Annexure 2 to Schedule III**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

F. No. 18-7/83-Cdn. (A&A)

Dated the 4th August 1983

To

The Directors of all Research Institutes

Subject:- Enhancement of delegation of powers to Directors of the Research Institutes

Sir,

I am to say that with a view to speeding up procurement of stores required at the Research Institutes, the Council has been considering enhancement of powers of the Director of the Research Institutes for some time past. It has now been decided to delegate enhanced powers to the Directors of Research Institutes as indicated below:

1. Local purchase of stationery stores

Up to Rs.50,000 per annum in cases of delay or/and non-supply of stationery stores by Chief Controller of Printing and Stationery, Govt. of India, subject to availability of funds and that requirement of stationery is assessed by the Institute as per the yardsticks laid down by Chief Controller of Printing and Stationery from time to time

This is applicable in case of Institutes other than IARI, IVRI and NDRI

Direct cash purchase of spare parts without inviting quotations in emergency cases, breakdown of equipment machinery vehicles (other than staff car), Research Vessels where in the absence of immediate replacement of spare parts, the result of research experiment will be lost or production will be lost or the vehicles will be stranded

Up to Rs 2,000 on each occasion subject to the conditions that the purchase is made from the local market through Purchase Committee in which the Accounts Officer should essentially be one of the members.

Declaration and disposal of obsolete surplus and unserviceable stores

By public auction up to Rs 25,000 in each case subject to the provision of General Financial Rules, Govt. of India, Delegation of Powers Rules 1978 and

orders issued by Min. of Fin./ ICAR from time to time in general of the Particular class of stores

2. The following clarifications/instructions on the stores purchase procedure are also issued

i) Purchase by inviting tender from a single firm

Single tender system would arise only in cases of articles which are specifically of a proprietary nature, i.e. produced by only one firm. In each such case prior written approval of Director should be obtained besides ensuring that exact definition of proprietary nature of item is adopted as per the practice prevalent in the DGS&D

ii) Purchase through negotiations

Only incases where open tenders have been invited negotiations, if found necessary, should be held in the presence of the Members of the Purchase Committee with all the tenderers who should be asked to bring down the rates to the desired level. Such negotiations should be conducted in such a manner that reduced rates quoted by a tenderer are kept evidential from other tenderers

iii) Purchase by visiting the market

The purchase of stores by a Committee by visiting the market is not permissible under the rules. However in exceptional cases like: (i) emergent purchases mentioned in paras 1,2above, and (ii)purchase of livestock or any other item of similar nature where it is certified that purchase through quotation/tenders is not possible, the purchase may be made by deputing the Purchase Committee. Such a certificate should be given by an officer at a senior level who will be held responsible for the correctness of the same. For conducting such purchases the said Committee will invariably associate one officer representing the Suite Govt. or Agricultural University of the State where the purchase is made or a

Sister Institute other than the one for which purchase is intended

iv) Cash payment where the purchase is made by Purchase Committee by visiting *major*

The payment through Purchase Committee in case of direct purchases should be made through cheques or bank draft as far as possible. However, where cash payment is unavoidable receipt should be obtained from the party concerned and counter signed by all the Members of the Purchase Committee including representative of State Government/Agricultural University, etc.

v) Maintenance of a list of registered suppliers

Each Institute shall maintain a list of registered supplies which should be updated periodically. Only those suppliers should be enrolled who have a Registered Sales Tax Number

3. These orders will take effect from the date of issue

4. Receipt of this letter may be acknowledged

Yours faithfully,

**Sd/-
Director (Finance)**

Annexure 3 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI 110 001

F. No. 6(2)/90-Cdn (A&A)/Part

Dated the 19th December 1994

OFFICE ORDER

The following decisions have been taken in the 163rd SFC/GB meeting held on 5th & 6th October 1993.

1. Hospitality expenses for foreign delegation on lunch/dinner.

Hosting of working lunch/dinner has to be carefully assessed and should be approved at the level of Dy. Director-General with proper need-based decision. Where such exigencies exist and approval of Dy. Director-General concerned is obtained and expenditure may be incurred up to Rs.50 per head for such hospitalities connected with the official transaction of business. The existing norms of Rs.25 per head for refreshment at meetings will however continue as per present orders.

2. Temporary advance out of cash imprest.

Looking into the urgent requirement of scientists for temporary advance for carrying out their experiments, the ceiling of Rs 500 has been raised to Rs 2,000 with the condition that the imprest account shall be submitted by the Officer concerned within 10 days lest it be recovered from the salary at the end of the month.

The exercise of all these enhancement/amended powers will continue to be governed by the procedural and other instructions issued by the Government of India/Council from time to time, like general economy instructions etc.

Sd/-
Dy. Director (Finance)

Annexure 4 to Schedule III
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 6-2/90-Cdn (A&A)/Part

Dated the 29th March 1994

OFFICE ORDER

On the basis of the discussions/decisions taken in the Directors Meeting held on 5th & 6th October 1993, it has been decided with the approval of the Director-General, ICAR to delegate the following powers to the Directors of all ICAR Research Institutes/Project Directorates/National Research Centres:-

S.No.	Nature of power	Enhancement/amendment of the Delegation of Powers to the Directors of ICAR Research Institutes
1	Local purchase of stationery (Schedule III-item No.71 (XVII)a)	Full powers on the lines delegated to the Stores National Instts. and deemed Universities for purchase on account of delay or/and non-Supply of stationery stores by chief Controller of Printing and Stationery, Govt. of India subject to availability of funds and observance of th Prescribed procedure
2	Norms of expenditure to be followed on holding of symposia, Conferences etc	POL: Rs 40 per delegate (enhanced from Rs. 20 at present) Stationery: Rs 40 per head Workshops, (Including honorarium to the typist enhanced from Rs 20 at present). This will be the maximum limit and also subject to availability of sanctioned Budget provision and the economy instructions of the Govt. of India/Council issued from time to time. The other terms and conditions mentioned in office order no. 20-9/81-Cdn (A&A) dt. 27. 5.82 will continue to be followed except that exp. on refreshment would be at the rate of Rs 3-50 per head per session.
3.	Expenditure on entertainment& light refreshment (Schedule II-Item 73)	Upto Rs 5,000 per annum in respect of all Institutes subject to Rs 3-50 per head for one meeting and the instructions/restrictions one meeting and the instructions/restrictions of the Govt. of India/Council issued from time to time

These orders will take effect from the date of issue.

4. The exercise of all these enhancement /amendment of powers will continue to be governed by the procedural and other instructions issued by the Govt. of India/Council from time to time, like general economy instructions etc.

Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)

Annexure 5 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 10-38/79-Per.IV**Dated the 28th January 1980**

To

The Directors/Project Directors of all the Research Institutes

Subject: Ad-hoc appointments—Need for avoiding the same

Sir,

The copy of the Department of Personnel and Administrative Reforms O.M. No. 39021/35/78-py p Estt. (B), dated the 15th November 1979 on the subject cited above is enclosed for your information and guidance. In view of the spirit of this circular, it has been decided that no appointment on ad hoc basis should be made by the Directors of the Institutes. In cases where ad-hoc appointments are to be resorted to for unavoidable reasons, the matter should be referred to the Council with full justifications and ad-hoc appointments made only with the prior approval of the Council.

Yours faithfully,

Sd/-
(P.V. HARIHARASANKARAN)
Secretary

Annexure 6 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 6-2/90-Cdn (A&A)/Part I.**Dated the 28th May 1993**

To

The Directors of all ICAR Research Institutes/Project Directorates/National Research Centres.

Subject: Delegation of powers to the Directors of Research Institutes etc.—Enhancement thereon.

Sir,

In continuation of the Council's letter of even number dated 4th February 1993, I am directed to refer to item No. 68 of Schedule III of Delegation of Powers in ICAR regarding ad-hoc appointments by Directors up to one year and to state that the Council vide letter No. 10-38/79-Per. IV dated the 28th January 1980 (copy enclosed) has issued further instructions stating that no appointment on ad-hoc basis should be made by the Directors of the Institutes. However, in cases where ad-hoc appointments are to be resorted to for unavoidable reasons, the matter should be referred to the Council with full justifications and ad-hoc appointments made only with the prior approval of the Council.

In view of the position stated above, the delegation of powers on the said item may please be treated to have been amended to this extent.

Sd/-
(B.L. JANGIRA)
Deputy Director (F)

Annexure 7 to Schedule III

Powers for Disposal of Farm Produce at the Institutes/Centres under the Council and the Procedure Therefor

ICAR letter No. 8C9V69-Reorgn (F&A) Cdn (A&A1 dated October 15.1975

In continuation of Council's letter of even No. dated the 2nd July 1971 on the subject noted above, I am directed to say that the question regarding disposal of essential commodities saccharine, wheat, milk products, potato etc. which would be required by the Institute-staff has been reviewed. It has been decided in consultation with the Financial Adviser and with the approval of the GB that the following procedure may be followed for disposal of these essential commodities at the Institutes/ Centres under the Council:

- (a) In Institutes carrying on educational activities and having a Hostel/Co-operative messes/ Canteens attached with the Institutes, requirements of these shall be met before the produce is distributed to other members of the staff. Similarly the requirement of Guest House/Scientists' Home (like the Visiting Scientists' Hostel at the Institute) shall also be given preference.
- (b) If possible the produce shall be sold to the staff according to their requirements. However, if the quantity available is not sufficient to meet full demand of all, the Director shall ensure that the produce is distributed equitably among the staff so that all categories of staff get reasonable share.
- (c) The price of the commodity shall be decided by the Price Fixation Committee taking into consideration the prevailing rates as certified by the Civil Supplies Department. The price so fixed shall be reviewed quarterly in consultation with the Civil Supplies Department of the State concerned.
- (d) If any surplus produce is left over, after meeting the demand of the staff, the balance shall be disposed of through public auction.
- (e) In respect of commodities under statutory rationing the Director shall ensure that the rules of the Civil Supplies Department are adhered to strictly.

Annexure 8 to Schedule IIIINDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

No.F. 11(4)/75-Cdn (A&A)

Dated the 1st April 1977

To

1. The Directors of all ICAR Research Institutes
2. The Project Director
ICAR Research Complex for NEH Region
Amrit Bhavan, Shillong
3. The Project Director
All-India Co-ordinated Research Project for Dryland
Agriculture, Ambrpct, Hydcrabad-13
4. The Project Director
All-India Co-ordinated Rice Improvement Project
Rasjendranagar. Hyderabad-30
5. The Officer on Special Duty
Central Staff College for Agriculture
Central Staff College for Agriculture
A.P. Agricultural University Campus
Rajendranagar, Hydcrabad-30

Subject: Delegation of Powers to the Directors of Research Institutes etc.

Sir,

In suppression of all previous orders regarding delegation of financial and administrative powers, the Directors of all Research Institutes, Project Directors of All-India Co-ordinated Research Projects on Dryland Agriculture and Rice, ICAR Research Complex for North-Eastern Region and the Officer-on-Special Duty, Central Staff College for Agriculture, will exercise the powers as indicated in the statement enclosed (with 5 spare copies), with immediate effect. It will be seen from the said statement that certain powers like (i) sanction of the undertaking of work for which a fee is offered and the acceptance of a fee, (ii) incurring contingent expenditure, viz. Demurrage, wharfage charges, repairs and alterations to hired and requisitioned buildings, rent for ordinary office accommodation, writing-off losses and sanction of local purchase of stationery etc. have been considerably enhanced.

2. Directors of the Research Institutes etc. may re-delegate their powers to the subordinate authorities under them to the extent considered necessary for the day working of the Institute/Project subject to the observance of the Rules and Orders issued by the Govt. of India/Council regarding re-delegation of powers to subordinate authorities and also subject to

the condition that overall responsibility will rest with them. For example, powers regarding creation of posts, appointments, disciplinary powers, power to suspend and transfer lien, power to grant higher initial pay, power to sanction advances from PF to the officers and staff on notional foreign service, power to sanction pension and other statutory powers derived directly or indirectly from the Fundamental & Supplementary Rules, Bye-laws and Rules of the Council and other Rules and Regulations may not be re-delegated to subordinate authorities.

The exercise of all these powers will continue to be governed by the procedural and other instructions issued by the Govt. of India/Council from time to time, like general economy instructions, ban on creation of posts, ban on filling up of vacancies etc.

The receipt of this letter may please be acknowledged.

Yours faithfully,

**Sd/-
(BALDEV RAI)
Director (Finance)**

Annexure 9 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

No.FI 8(2)/85-Cdn (A&A)**Dated the 14th June 1989**

To

The Directors of All Research Institutes/Directorates/National Research Centres etc.

Subject: Review of existing system of Store Purchase and Inventory Control at ICAR Headquarters and its Research Institutes.

Sir,

On the recommendations of the Scientific Advisory Committee to the Cabinet, the government of India in their Department of Science and Technology O.M.No. DST/17/3/1/83 dated 28.12.1983 conveyed enhanced delegation of powers to the Scientific Departments and have exempted them from the purview of DGS&D subject to the condition that the organ rations concerned would evolve suitable procedures for the exercise of enhanced powers in the matter of purchase and disposal of stores directly.

2. In this background and with a view to evolve suitable revised store purchase procedure, a Committee had been constituted under the chairmanship of Dr A.M. Michael, Director, Indian Agricultural Research Institute to look into the existing purchase procedure, to identify and specify bottlenecks, if any, in terms of delays and cost over-runs under the present system of procurement of store through DGS&D and to suggest alternative methods of store purchase and inventory control including drafting of stores and purchase manual so that it may be followed by the Council and its Institutes. The said Committee has since submitted its report and the same has been discussed and approved by the Governing Body of the Council in its meeting held during March 1989.

3. The major recommendations of the Committee as approved by the Governing Body of the Council are attached as Annexure for information, guidance and compliance by the Council and its research Institutes subject to the following conditions:

- (a) Principles laid down in General Financial Rules are followed.
- (b) Detailed specifications are prescribed for all items including sophisticated items of Stores/equipments etc. at the time of calling tenders.
- (c) Complete measures are taken for carrying out inspection of stores.

4. The detailed procedure for procurement and custody of stores based on the approval of the Governing Body will be laid down in the Stores and Purchase Manual.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(G.C. Srivastava)
Secretary

1. The Institutes will continue operating DGS&D rate contract for procurement of their supplies relating to typewriters, duplicating machines, air conditioners and furniture. For other items of stores the Institute will be free to procure on DGS&D rate running contracts directly from the contractual firms at their discretion without going for the observance of codal purchase procedure provided this is considered advisable in the larger interest of economy subject to the following conditions:-

- i) The supplies are procured on the same rates, terms and conditions as are prescribed by the DGS&D for its Direct Demanding Officers except that with regard to the requirement of pre-delivery inspections, the Institute concerned will make necessary arrangements and assume full responsibilities to ensure supplies according to the prescribed specifications. For ensuring this inspection they may utilize the services of their staff holding the requisite expertise or may obtain assistance from outside sources (other Institutes, State Government Departments, Universities or other Government Undertakings etc.) as may be locally available.
- ii) The supplying agency undertake to make the supply on our order form on the same dates, terms and conditions as applicable to DGS&D and proper contract is entered into by the concerned Institute with the supplying agency to ensure full safeguard.
- iii) The payment is made on receipt of material or on proof of despatch or otherwise in accordance with normal financial rules.
- iv) The expenditure so incurred on the purchase does not exceed the amount which would have been incurred in case the purchase would have been effected through DGS&D.

2. The Institute should conclude rate/running contracts with the leading suppliers/manufacturers themselves for items of common nature. The period of currency of such rate/running contracts should normally be for one year which can be extended for another one year by mutual agreement, provided it is considered in the interest of the Council. Adequate safeguard should also be taken while finalizing rate contracts to ensure timely supplies, quality material, pre-delivery inspection and also post-purchase maintenance wherever required.

3. Single tender system may be adopted in the case of articles which are specifically certified as of proprietary nature by the indenting authorities or when it is to the knowledge of the procuring agency that only a particular firm is the manufacturer of the stores demanded. Purchase by Brand Name cannot be termed as items of proprietary nature.

4. The system of *ab-initio* negotiations should be adopted in exceptional circumstances only, e.g.

- i) Where there is no competition.
- ii) Where the tendered rates are apparently higher as compared to the known market price.
- iii) Where it is apprehended that the suppliers have formed a pool before quoting the rates and the negotiations are likely to bring down the prices.

Negotiations should not be made with one or two firms but should be made with all the firms who have tendered their rates.

5. Purchase of stationery items may be effected either from the Central Government Employees Co-operative stores or from Super Bazaars or otherwise after following the normal purchase procedures if it is considered economical in the interest of the Council.

6. All stores and equipments before acceptance should be arranged to be inspected on receipt by an appropriate officer designated for the purpose, normally within 24 hours of the receipt of the stores. Stores such as electrical goods, mechanical instruments, refrigeration material should be inspected/functionally tested by persons of technical competence. Inspection/functional tests of sophisticated instruments should be carried out by the indenter himself with the assistance of the experts concerned. The stores of general use and repetitive nature such as vim, dusters, glasswares and stationery items should be inspected by the Stores Officer with the assistance of the officers having expertise in the field. The officers charged with the responsibility of inspection of goods should invariably record and certify all inspections and inspection reports should be countersigned by the Head of Division/Project concerned after making random checks.

7. Detailed specifications of the items required to be procured should clearly be indicated at the time of calling tenders/quotations and the lowest quote should be accepted according to those specifications only.

8. The functions of the stores relating to (i) Purchase and (ii) Custody, accounting and distribution should be dealt with by separate units/officers except in cases where it is not possible due to limited manpower.

9. The above procedure is subject to the following conditions:-

- (a) Principles laid down in General Financial Rules are followed.
- (b) Detailed specifications are prescribed for all items including sophisticated items of Stores/Equipments etc. at the time of calling tenders.
- (c) Complete measures are taken for carrying out inspection of stores.

ICAR-CENTRAL SHEEP & WOOL RESEARCH INSTITUTE
AVIKANAGAR (DISTT. TONK) RAJASTHAN - 304501

F.No.8(18)E.III/84/Admin.II/ 4746

Date : 18.07.2018

Office Order

In view of restructuring the Administration -I Section by supersession of earlier order, following are the revised duties and responsibilities of various official working in the section:

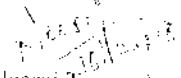
1. **Sh. Shiviji Ram Jat, AAO** - He will supervise all staff and work delegated under him and look after Land file, land related cases, Complaint File of all categories of the main institute including its subs-stations and all the administrative work reported by Sh. M.K. Sharma, Sh. Amandeep Punia, Sh. Pappu Meena and Sh. Ajay Meena and any other related work assigned by reporting office from time to time. He will report undersigned directly.
2. **Sh. K.B. Bairwa, AAO** - He will supervise of all staff and work delegated under him and look after the responsibilities of APAR related work, disciplinary action, central dispatch of the institute's dak (inward and outward) and leave of Incharges and Head of Section/Division, conduct the meeting of IMC, IJSC and any other related work assigned by reporting office from time to time. He will report undersigned directly.
3. **Sh. M.A. Khan, AAO** - He will supervise all staff and work delegated under him and look after the work of legal seat and all the administrative work reported by Sh. Rajesh, Sh. H.C. Tabiyad and Shri V.K. Verma and any work assigned from time to time by his reporting officer or higher authorities. He will report to undersigned directly. All files relating to vehicle and workshop shall also be routed through Sh. M.A. Khan.
4. **Sh. Rajesh, Assistant** - He will look after personal file, leave file, service book, study leave cases, LTC advance cases, promotion, assessment, seniority, reservation roster, establishment register of technical staff T-6 and above and any other work assigned from time to time by his reporting officer or higher authorities. He will report to Sh. M.A. Khan, AAO.
5. **Sh. H.C. Tabiyad, Assistant** - He will look after all the case of Pension of all staff and will report to Sh. M.A. Khan, AAO
6. **Sh. V.K. Verma, P.A.** - He will look after personal file, service book, leave file, LTC advance cases, promotion, assessment, recruitment, seniority, reservation roster, establishment register etc. of **Skilled Support Staff** and other assigned from time to time by his reporting officer or higher authorities, he will report to Sh. M.A. Khan, AAO.
7. **Shri Mahendra Kumar Sharma, Assistant** - He will look after personal file, Leave file, Service book, foreign deputation, study leave cases, LTC advance cases, promotion, assessment, seniority, reservation roster, establishment register of **Scientific Staff** and any other work assigned from time to time by his reporting officer or higher authorities. He will report to Sh. S.R. Jat, AAO.
8. **Sh. Amandeep Punia, Assistant** - He will look after personal file, Leave file, Service book, study leave cases, LTC advance cases, promotion, assessment, seniority, reservation roster, establishment register of **Administrative staff** and will also help in establishing E-office and any other work assigned from time to time by his reporting officer or higher authorities. He will report to Sh. S.R. Jat, AAO
9. **Sh. Pappu Meena, Assistant** - He will look after constitution of IMC, IJSC, and Miscellaneous (including substations not handled by others). Central School correspondence, ERP and PFMS cases, AIPR & all endorsement/circular file cases of admin. etc. and recruitment of RA/SRF/YP etc. through project fund and any other work assigned from time to time by his reporting officer or higher authorities. He will report to Sh. S.R. Jat, AAO
10. **Sh. Ajay Meena, Assistant** - He will look after the work of RTI, Quarter allotment, personal file, Leave file, Service book, study leave cases, LTC advance cases, promotion, assessment, seniority, reservation roster, establishment register of **Technical staff upto T-5** and recruitment of RA/SRF/YP etc. through Institute fund any other work assigned from time to time by his reporting officer or higher authorities. He will report to Sh. S.R. Jat, AAO.
11. **Sh. Kali Shankar Sharma, S.S.S** will assist and give necessary support to Sh. M.A. Khan, Sh. Rajesh, Sh. H.C. Tabiyad and Sh. V.K. Verma,
12. **Sh. Ram Prasad, S.S.S.** will look after the work of Dak & Diary Dispatch of Admn. I Section.
13. **Sh. Gopi Lal Verma, S.S.S.** will assist and give necessary support to Sh. S.R. Jat, Sh. M.K. Sharma, Sh. Amandeep Punia, Sh. Pappu Meena and Sh. Ajay Meena.
14. **Sh. Buddh Narayan Mali, S.S.S.** will assist and give necessary support to Sh. K.B. Bairwa and will look after the work of Dak & Diary Dispatch of Director Cell.

M. 18.07.18
18.07.18

The contractual staff working under G.S. Company i.e. Sh. Buddhi Prakash & Sh. Amit Kumar will assist all the above administrative staff and follow the instructions given by CAO/AO/AO.

The concerned staff may take over and hand over his charges as above and report to the undersigned at the earliest possible.

In absence of Shri S.R. Jat, AAO during leave/tour etc., Shri M.A. Khan, AAO will look after the work of supervisor of the section and vice-versa.


(Neeraj Tanwar)
Administrative Officer

Distribution : Name of the concerned Shri

CENTRAL SHEEP & WOOL RESEARCH INSTITUTE, AVIKANAGAR
AUDIT & ACCOUNTS SECTION

No. (1)/A&A/Gen/2018-19/

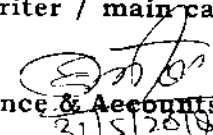
Dated: 31.05.2018

OFFICE ORDER

In supersession of all earlier office orders for the distribution of works and responsibilities of the Audit & Accounts Section, the following arrangements are made as under with immediate effect:-

01. **Sh. B.N. Meena, JAO:** -Maintenance of GPF ledgers, NPS and related correspondence including annual account and monthly account of GPF, and broad sheet of GPF. Inventory register of this section. Maintenance of record of Consumable, non-consumable and issue of No dues certificates from this section. Processing of TA, LTC, Medical bills of all officials, maintenance of circular file, Biometric attendance matters, RTI related matters, ISO matters and other works that may be assigned from time to time by Finance & Accounts Officer and Director.
02. **Shri ~~Mahendra Kumar Sharma~~ ^{OM PRAKASH BAHURE}, Assistant** – Preparation of Monthly & Annual Accounts, budget related correspondence, reply of Audit Para and related correspondence, Preparation of RE & BE. Preparation of Bank Reconciliation Statement, P – Loans advances, checking of SOEs and SOC, budget committee meeting and IMC meeting related matters & five yearly plan files etc. Maintenance of receipt registers and cash book Receipt & Payment side, Depositing of all DD/Cheque/receipt related to valuable register and cash book. Writing of cheques/issue of Payment Print Advice (PPA) of the main cash book. In addition, other work that may be assigned to him from time to time by Finance & Accounts Officer and Director.
03. **Sh. Manish Badola, Assistant** : Preparation of forwarding letters of payment of firms/contractors of whole Institute, Imprest vouchers & newspapers bills, CPWD (including maintenance of CPWD works) other Govt. Department ,Correspondence related to release of grants to Central School, Maintenance of consumable register, Scrutiny of Tuition fee, Correspondence and monthly/quarterly outstanding report of the advances. Scrutiny of contractor's bills, Consumable and non-consumable stores of Plan & Non-Plan & Plan Schemes, AC, DC bills of Main Institute and sub stations and maintenance EMD/SMD all contract/LC /purchase files, Swachchha Bharat Abhiyan matters and any other work that may be assigned to him from time to time by Finance & Accounts Officer and Director.
04. **Shri Roop Singh, Sr. Clerk.** – All pay bills and related works of Cat. A to D main institute and sub – stations. U – Remittance, GSLIS claim, Hindi related matter, write-off proposals and related correspondence, Honorarium. Maintenance of all Project files including R-Deposit and related correspondence i.e. AUC, Release of grant to AICRP centres along with AUC including Project/training. Processing of all types of bills and related correspondence of projects. Maintenance of pension files of all pensioners and Disbursement of the pension to all concerned and related correspondence and any other work that may be assigned from time to time.

All the dealing hands are requested to complete all the process of bills in FMS/MIS and take the print out of PPA and send to cheque writer / main cash book writer along with bills for further necessary action please.


Finance & Accounts Officer
31/5/2018

Distribution: All staff concerned

Copy to: PS to the Director, CSWRI, for his kind information.