

**HANDBOOK ON  
DELEGATION OF POWERS  
IN  
INDIAN COUNCIL OF AGRICULTURAL RESEARCH**



**3<sup>rd</sup> Revised Edition  
(Updated up to March 2023)**

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
NEW DELHI**

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सत्यमेव जयते

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DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION (DARE)

AND

INDIAN COUNCIL OF AGRICULTURAL RESEARCH (ICAR)

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## Message

It gives me immense pleasure to share with you the much-awaited compilation "Handbook on Delegation of Powers in the Indian Council of Agricultural Research (ICAR)". The compilation was last brought out in 1995 and since then Indian Council of Agricultural Research (ICAR) has undergone a sea change not only in its mandate but also in expansion of its horizon and reach. This has resulted in decentralization of authority with an aim to achieve greater results in research. Over the last three decades plenty of orders and instructions have been issued delegating powers to various authorities. In several cases these powers were enhanced with an aim to facilitate decision making at field levels to extend greater functional autonomy to authorities down the line, in consonance with their role and responsibilities. However, these orders and instructions lay scattered and this is indeed a satisfying effort at compiling and further updating the extent of powers delegated to various authorities in ICAR. An effort has been made to further delegate powers to the senior administrative and finance heads after the cadre review to offload the burden from the shoulder of Scientist especially those in the Research Management Position (RMPs) and relieving them from the administrative chores so that they may focus on research mandate of the ICAR with greater commitment and give quality time to research. I hope this compilation will serve the purpose of a useful reference text in further facilitating the process of decision making in ICAR and help the organization achieve its mandate. Delegation leads to responsibility and I expect that this sense of responsibility will help in creating leaders at all levels which is so essential for building an organization and the nation in the process.

(Himanshu Pathak)

24<sup>th</sup> March, 2023

New Delhi



संजय गर्ग  
**SANJAY GARG**

अपर सचिव, डेयर एवं सचिव, आई.सी.ए.आर.  
ADDITIONAL SECRETARY, DARE &  
SECRETARY, ICAR

भारत सरकार

कृषि एवं किसान कल्याण मंत्रालय

कृषि अनुसंधान एवं शिक्षा विभाग

कृषि भवन, नई दिल्ली-110001

GOVERNMENT OF INDIA

MINISTRY OF AGRICULTURE AND FARMERS' WELFARE

DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION

KRISHI BHAWAN, NEW DELHI- 110001

### MESSAGE

It is a matter of great satisfaction to present the "Handbook on Delegation of Powers in the Indian Council of Agricultural Research (ICAR)" before you. Delegation and decentralization are important management tools which help in extending greater functional autonomy in an autonomous organization like ICAR. ICAR is the pioneer institution in the Government of India in the field of agricultural research and development with a pan India network. A need was felt to revisit the delegation of powers to authorities at horizontal levels across the length and breadth of the nation to facilitate decision making process. Research requires a totally different temperament and therefore it is essential that powers to be delegated at various levels so as to facilitate fast disposal of task and help the organization to achieve its mandate comprehensively and effectively. It has been my endeavour to facilitate this process of decision making and this updated compilation will help achieve the objective. I am sure that this will help in accelerated decision and saving of precious time.

  
(SANJAY GARG)

New Delhi

Dated: 24<sup>th</sup> March, 2023



अलका अरोड़ा

**ALKA ARORA**

अपर सचिव एवं वित्तीय सलाहकार

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कृषि एवं किसान कल्याण मंत्रालय

कृषि भवन, नई दिल्ली - 110001

Government of India

Department of Agricultural Research & Education and

Indian Council of Agricultural Research

Ministry of Agriculture & Farmer's Welfare

Krishi Bhawan, New Delhi- 110001



### **MESSAGE**

Changing economic scenario requires exercise of powers in sync with the objectives of the Ministry/Department as per the financial rules/regulations. Today, administration is guided by the policy of 'less government, more governance', therefore decentralization of powers at various levels will ensure greater synergy between administration and finance that would go a long way in harnessing the talent and expertise in ICAR for an effectual performance and decision making. There is an urgent need to update the Delegation of Powers in ICAR-since no updation has happened for more than two decades and this has led to longer channels and delays during decision making process thus hampering the zeal and efficacy of work force. Finance wing continues to ensure greater financial efficiency, effective use of scarce resources and strict adherence to rules and regulations and their comments aid the administration in arriving at a decision ensuring that the goals and objectives of the organization are met. Considering that powers are now being delegated on a wider scale down the hierarchy, the roles and responsibilities of finance have also increased commensurate to it. The administration and finance need to act in perfect synergy to help achieve the goals and objectives of ICAR. To that end this manual shall serve the purpose of a useful reference guide to the authorities for attaining the aforementioned goals.

**Alka Arora**

Addl. Secretary & Financial Advisor

DARE/ICAR

31<sup>st</sup> March 2023.





**Indian Council of Agricultural Research  
Department of Agricultural Research & Education  
Ministry of Agriculture & Farmers' Welfare  
Krishi Bhawan, New Delhi -110001**



**FOREWORD**

This is the third edition of Delegation of Powers in the ICAR. The first edition of Delegation of Powers was brought out in 1978. The second edition was brought out in 1995. Over the period, ICAR has grown in strength and spread its network to different parts of the country. There have been substantial changes in the rules and regulations of Government of India. In order to ensure smooth and efficient functioning of the organization these needs to be captured and compiled. Further, the delegation of power needs to be aligned with the changes which took place over the years. In this third edition of Delegation of Powers, all changes made up to March, 2023 have been incorporated. Further, the Delegation of Powers in several cases have been revised, keeping in view the various changes that have taken place and orders/instructions issued to this effect. Delegation has also been proposed for the newly promoted administrative and finance heads in ICAR Hqrs/Institutes in the scale of Joint Secretary after the cadre review. The whole exercise has undergone rigorous review and re-examination at highest level. I am grateful to the support and sound advice received from senior authorities i.e. Secretary DARE & Director General, ICAR, Secretary, ICAR and Financial Advisor, DARE/ICAR. The team consisting of Shri Rajesh Sahay, Director (Finance), Shri Avesh Yadav, Comptroller, NDRI, Karnal, Shri Rajneesh Kumar Singh, Comptroller, CIFE, Mumbai, Shri Manish Wadhera, Deputy Director (Finance), Shri Saurabh Muni, Deputy Director (Finance) and Shri Amitabh Singh, Senior Finance & Accounts Officer have done a highly commendable job in accomplishing this arduous assignment. I hope that this updated edition of the Delegation of Powers would be very useful to the ICAR functionaries spread across the country.

**(G. P. Sharma)  
Joint Secretary (Finance)**

Dated: 31<sup>st</sup> March, 2023



## INTRODUCTORY NOTE

The third edition of the compilation 'Handbook of Delegation of Powers in ICAR' is in your hands. Since the time the last edition of the compilation was published in 1995, Indian Council of Agricultural Research has undergone a sea change. Accordingly, a committee was constituted to compile, review, re-examine and update the extent of delegation of powers to various authorities in ICAR. The committee was headed by Shri Rajesh Sahay, Director (Finance) as the Chairman and other senior officials of Internal Finance Division of ICAR namely Shri Avesh Yadav, Comptroller, Shri Rajneesh Kumar Singh, Comptroller, Shri Manish Wadhera, Deputy Director- Finance, Shri Suresh Kumar Sharma, Deputy Director- Finance, Shri Saurabh Muni, Deputy Director- Finance, and Shri Amitabh Singh, Senior Finance & Accounts Officer as members during the course of revision.

After the initial work of compiling all existing orders/instructions was over, the Committee carried out a review of redundant and archaic powers which were no longer in practice and recommended their weeding out. This was in line with the present government's initiative to weed out all archaic rules and laws. Accordingly, all such powers and activities which had become redundant over the last three decades were weeded out.

In the next stage the Committee reviewed the extent of existing powers and recommended enhancement wherever it felt that such an enhancement was necessary to reduce operational constraints and facilitate quicker disposal of work thereby achieving the mandated objective of the organization comprehensively and effectively.

Further, acknowledging the recent developments in the administrative set-up in ICAR after the cadre review of the Administrative Cadre, the Committee also recommended delegation of powers to the newly created senior positions in the Administrative Cadre to utilize their experience in quick disposal of routine administrative work of the ICAR units without bringing all routine and petty administrative matters for consideration before the personnel holding Research Management Positions (RMP) thus relieving scientific resources from assignments of a non-scientific nature as far as possible.

At the penultimate stage the whole compilation was peer reviewed by senior officials at Council and finally the matter was also reviewed by Secretary, ICAR and Additional Secretary & Financial Advisor, DARE/ICAR and their valuable inputs were incorporated in the final version.

The extent of powers delegated in this compilation must be read with the orders/instructions/ceilings issued by Ministry of Finance, Department of Personnel & Training and other Departments of the Government of India, from time to time. While utmost care was taken to keep the compilation within the framework of these orders/instructions, nonetheless in case of any deviation, the orders/instructions issued by the Government of India shall prevail.

## **About ICAR**

The Indian Council of Agricultural Research (ICAR) is an autonomous organization under the Department of Agricultural Research and Education (DARE), Ministry of Agriculture and Farmer's Welfare, Government of India. Formerly known as Imperial Council of Agricultural Research, it was established on 16 July 1929 as a registered society under the Societies Registration Act, 1860 in pursuance of the report of the Royal Commission on Agriculture. The ICAR has its headquarters at New Delhi.

The Council is the apex body for coordinating, guiding and managing research and education in agriculture including horticulture, fisheries and animal sciences in the entire country. ICAR comprises of Deemed Universities (DUs), Research Institutes, National Research Centers, National Bureaux and Directorates/Project Directorates and Agricultural Technology Application Research Institute (ATARIs). Recruitment to Group 'A' posts in ICAR is made through Agricultural Scientists Recruitment Board which is an independent Autonomous Body under Department of Agricultural Research and Education (DARE).

## **Memorandum of Association of the ICAR**

- 1) The name of the Society is the Indian Council of Agricultural Research.
- 2) The objects for which the Indian Council of Agricultural Research is established are:
  - (a) To undertake, aid, promote, and co-ordinate agricultural and animal husbandry education, research and its application in practice, development and marketing in India and its Protectorates and any other areas in or in relation to which the Government of India has and exercises any jurisdiction by treaty, agreement, grant usage, sufferance or other lawful means by all means calculated to increase secure its adoption in every day practice.
  - (b) To act as a clearing house of information not only in regard to research but also in regard to agricultural and veterinary matters generally.
  - (c) For the purpose; of the Society to draw and accept and make and endorse discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.
  - (d) To invest the funds of, or money entrusted to, the Society upon such securities or in such manner as may be determined from time to time by the Governing Body, and from time to time to sell or transpose such investments.
  - (e) To purchase, take on lease, accept as a gift or otherwise acquire, any land or building, wherever situated in India which may be necessary or convenient for the Society.
  - (f) To construct or alter any building which may be necessary for the Society.
  - (g) To sell, lease, exchange, and otherwise transfer all or any portion of the properties of the Society.
  - (h) To establish and maintain a research and reference library in pursuance of the objects of the Society with reading and writing rooms and to furnish the same with books, reviews, magazines, newspapers and other publications.

- (i) To do all other such things as the Society may consider necessary, incidental or conducive to attainment of the above objects. The Governing Body of the Society shall be the body constituted to be the Governing Body under the Rules and Regulations of the said Society.
- 3) The income and property of the Society, however, derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any person claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other persons in return for any service rendered to the Society.
- 4) If on the winding up or dissolution of the society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to, or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Government of India may determine.

### **Mandate of ICAR**

- Plan, Undertake, Coordinate and Promote Research and Technology Development for Sustainable Agriculture.
- Aid, Impart and Coordinate Agricultural Education to enable Quality Human Resource Development.
- Frontline Extension for technology application, adoption, knowledge management and capacity development for agri-based rural development.
- Policy, Cooperation and Consultancy in Agricultural Research, Education & Extension.

**Certificate of Registration of Societies**  
**ACT XXI of 1860**

I hereby certify that The Imperial Council of Agricultural Research has this day been registered under, the Provisions of the Societies Registration Act, XXI of 1860.

Given under my hand at Shimla this Sixteenth day of July one thousand nine hundred and twenty-nine.

Registration fee Rs. 50/-

Sd/  
**Registrar of Joint Stock Companies**  
**Punjab**

**Seal**

**In the office of the Registrar of firms and societies,**  
**Punjab, Chandigarh**

In the matter of Imperial Council of Agricultural Research

I do hereby certify that under the provisions of the Societies Registration Act, 1860 the name of the "Imperial Council of Agricultural Research" has this day been changed to "Indian Council of Agricultural Research" by virtue of the resolution passed on 30.1.76 and 2.4.1976. Dated this 5th day of May, One thousand Nine hundred and seventy-six.

Sd/-  
**Registrar of Firms and Societies**  
**Punjab**

**Seal**



### RESOLUTION

The first Joint Indo-American Team (1955), after examining the activities and responsibilities of the Indian Council of Agricultural Research came to the conclusion that its leadership in coordinating agricultural research, was ineffective, and accordingly recommended that "the development of the Council into a well-rounded staff of specialists in the major problem fields to serve as a Senior Council of Special consultants or advisers under the Vice-President of the Council". The team also recommended a closer working relationship between the Indian Council of Agricultural Research and the Central Research Institutes, in which the later would function as an operating wing of the Council. The Second Joint Indo-American Team (1959), realizing the prevalent diversity of research responsibilities, reiterated the recommendations of the First Team in even stronger terms. They recommended that in the interest of consolidating the Central Agricultural Research Programme and assuring adequate coordination, all the Research Institutes and Commodity Committees should be brought under the full technical and administrative control of the Indian Council of Agricultural Research. The Agricultural Research Review Team, appointed in 1963, has strongly supported the above recommendations.

2. After a very careful examination of the various recommendations made by the above Expert Team, the Government of India decided to reorganize the Indian Council of Agricultural Research as a fully autonomous organization and bring under the full administrative and technical control of the reorganized Council all the Research Institutions and Laboratories now under the administrative control of the Ministry of Food, Agriculture, Community Development & Cooperation. The reorganized Council having already come into existence, the Government of India have now decided to transfer the full administrative control of the following Research Institutes, including their Regional and Sub-stations etc. to the Indian Council of Agricultural Research Society, with effect from the dates indicated there against: -

- |  |   |                          |
|--|---|--------------------------|
| i) Indian Agricultural Research Institute            | } | 1st April, 1966          |
| ii) Indian Veterinary Research Institute             |   |                          |
| iii) Central Rice Research Institute                 |   |                          |
| iv) Central Potato Research Institute                |   |                          |
| v) National Dairy Research Institute                 |   |                          |
| vi) Central Arid Zone Research Institute             |   |                          |
| vii) Indian Grass-land and Fodder Research Institute |   |                          |
| viii) Central Sheep and Wool Research Institute      |   |                          |
| ix) Central Tuber Crops Research Institute           |   |                          |
| x) Sugarcane Breeding Institute                      | } | To be Specified<br>later |
| xi) Indian Institute of Sugarcane Research           |   |                          |
| xii) Central Inland Fisheries Research Institute     |   |                          |
| xiii) Central Marine Fisheries Research Institute    |   |                          |
| xiv) Central Institute of Fisheries Technology       |   |                          |

3. Government have decided to transfer all moveable and immovable property, assets including claims and actionable claims and debts and liabilities of the Institute mentioned in para 2 above to the Indian Council of Agricultural Research by a formal deed or deeds of transfer to be executed later. The nature and the form of the deeds would be determined later.

4. The Government of India will give requisite annual grants in aid to the Indian Council of Agricultural Research for financing the activities of the various Institutes mentioned in paragraph 2 above.

### **ORDER**

Ordered that a copy of the Resolution be communicated to all State Governments, Administrations of Union Territories and Ministries of the Government of India, Planning Commission, Cabinet Secretariat, Prime Minister's Secretariat, Lok Sabha Secretariat and Rajya Sabha Secretariat.

2. Ordered also that the Resolution be published in the Gazette of India for general information.

Sd/-  
B.P. Pal  
Additional Secretary to the Government of India

## **SECTION I**

### **1. Title**

This compilation may be called the “**Handbook on Delegation of Powers in the Indian Council of Agricultural Research (ICAR)**”.

### **2 Extent of Application**

This handbook contains details of powers which have been delegated to various authorities and Officers in the ICAR under its Rules and Bye-laws or otherwise. Their scope and application extend to the Headquarters of the Council and all its constituent units, viz. research institutions (Deemed Universities/ Institutes/National Research Centres (NRCs)/Bureaus/Agricultural Technology Application Research Institutes (ATARIs)/Project Directorates) and their regional and sub-stations, Network Projects and Coordinated Projects managed and administered by the Council.

### **3. Definitions**

In these rules, unless the context otherwise requires:

- (a) "**The Society**" means the Indian Council of Agricultural Research, a Society registered under the Societies' Registration Act, 1860.
- (b) "**The Council**" means the Indian Council of Agricultural Research.
- (c) "**The Governing Body**" means the body constituted under Rule 35 of the Rules of the Indian Council of Agricultural Research as the Governing Body of the Society.
- (d) "**The President**" means the President of the Indian Council of Agricultural Research i.e. the Hon'ble Minister of Agriculture and Farmers' Welfare.
- (e) "**The Senior Vice-President**" means the Senior Vice-President of the Indian Council of Agricultural Research i.e. the Hon'ble Minister of Fisheries, Animal Husbandry and Dairying. (Office Order No.: 5 (2)/2020 Gov. Cell, dated: 14<sup>th</sup> October 2020 and 15<sup>th</sup> January, 2021)
- (f) "**The Vice-President**" means the Vice-President of the Indian Council of Agricultural Research i.e. The Hon'ble Minister of State in the Ministry of Agriculture and Farmers' Welfare.
- (g) "**The Director-General**" means the person appointed by the Government of India to be the Director General (DG) of the Indian Council of Agricultural Research.
- (h) "**The Member, Finance**" means the Officer nominated by the Government of India in the Ministry of Finance to act as a Member of the Governing Body.
- (i) "**The Secretary**" means the person appointed by the Government of India to be the Secretary of the Indian Council of Agricultural Research. Secretary includes Additional Secretary so appointed in the Council or any other person exercising the functions of the Secretary by whatever name called.
- (j) "**The Financial Advisor**" means the person appointed by the Government of India to be the Financial Advisor of the Department of Agricultural Research and Education (DARE)/Indian Council of Agricultural Research. Financial Advisor includes Additional Secretary/Joint Secretary so appointed in the Council or any other person exercising the functions of the Financial Advisor by whatever name called.

- (k) **"Deputy Director General"** means the Deputy Director General in Council heading the Subject Matter Division (SMDs).
- (l) **"Assistant Director General"** means the Assistant Director General in the Subject Matter Divisions (SMDs)
- (m) **"Joint Secretary"** means the Joint Secretary in Indian Council of Agricultural Research (ICAR) and posted at Council Headquarters.
- (n) **"The Director"**, in reference to Schedule II of this document, means a person appointed under the provision of the Rules and Bye-laws of the Council to be the Director of an Institute of the Indian Council of Agricultural Research.
- (o) **"Joint Director"** means a person appointed as Joint Director of an institute of the Indian Council of Agricultural Research.
- (p) **"Project Coordinator"** means a person appointed as Project Coordinator of the All India Coordinated Research Projects (AICRPs)/ All India Network Project (AINP)
- (q) **"Head of the Division"** means a person appointed to Head a Scientific Division in an institute of the Indian Council of Agricultural Research.
- (r) **"Head of Regional Station"** means a person appointed to head the regional station/centre of an institute in Indian Council of Agricultural Research.
- (s) **"Principal Investigator"** means the lead researcher for the Externally Aided Research Project in an institute in the Indian Council of Agricultural Research.
- (t) **"The Constituent Units of the Society"** means the Indian Council of Agricultural Research Headquarters Unit, its research institutions (Deemed Universities/ Institutes/NRCs/Bureaux/ATARIs/ Project Directorates) and their regional and sub-stations, network projects and coordinated projects managed and administered by the Society.
- (u) **"Department of Central Government"** means a Ministry/Department of the Central Government as notified from time to time.
- (v) **"Financial Year"** means the year beginning on the 1<sup>st</sup> of April and ending on the 31<sup>st</sup> of March. Wherever the word "year" appears in this compendium it means the financial year unless and otherwise specified.
- (w) **"Appropriation"** means the assignment, to meet specified expenditure.
- (x) **"Head of the Department"** under the ICAR means an Officer who has already been so declared by the competent authority or whom the Director General may, by order, specify as Head of the Department.
- (y) **"Head of Office"** means an officer so declared by the competent authority.
- (z) **"Head of Finance"** means an officer who heads the Finance & Accounts of the Deemed Universities/ Institutes/NRCs/Bureaux/ATARIs/ Project Directorates and Joint Secretary (Finance) ICAR for ICAR Headquarters unit.
- (aa) **"Pension Authorizing Authority"** means the Finance Officer of the Pension Authorising Unit (PAU) so declared by the Council to authorize pension and issue PPO/GPO.
- (bb) **"Drawing and Disbursing Officer"** means a head of office and also any other officer equivalent to status of Group A/B officer (Not below Level 7 of 7<sup>th</sup> CPC) so designated by the Head of Department to draw bills and make payments on behalf of the Council's Headquarter/Institute. This term shall also include a Head of Department where he himself discharges such function.

- (cc) "**Controlling Officer**" means an officer entrusted by Director General/the Head of Department with the responsibility of controlling the incurring of expenditure and/or the collection of revenue.
- (dd) "**Competent Authority**" means, in respect of the power to be exercised under any of these rules, the President or such other authorities of the Society to which the power is delegated by or under these rules, or any general or special orders issued by the Council.
- (ee) "**Recurring Expenditure**" means expenditure which is incurred at regular intervals.
- (ff) "**Non-recurring Expenditure**" means expenditure other than recurring expenditure.
- (gg) "**Contingent Expenditure**" means and includes all incidental and other expenditure which are contingent in nature.
- (hh) "**Government**" means the Government of India.
- (ii) "**Treasury Rules**" means the Treasury Rules of the Government of India.
- (jj) "**General Financial Rules**" means the General Financial Rules of Government of India.
- (kk) "**DFPR**" means Delegation of Financial Powers in Government of India
- (ll) "**Accredited Bank**" in relation to the Council means the State Bank of India or any other Scheduled Commercial Bank including those held under Central Nodal Agency (CNA) / State Nodal Agency (SNA) for operation of Zero Balance Subsidiary Account (ZBSA) and the TSA account with Reserve Bank of India.
- (mm) "**Cadre**" - Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
- (nn) "**Capital Expenditure**"- means a significant expenditure incurred with the object of acquiring tangible assets of a permanent nature (for use in the organization and not for sale in the ordinary course of business) or enhancing the utility of existing assets.
- (oo) "**Revenue Expenditure**"- includes the charges on maintenance, repair, upkeep and working expenses, which are required to maintain the assets in a running order as also all other expenses incurred for the day to day running of the organization, including establishment and administrative expenses.
- (pp) **Clarification regarding-'per annum in each case' and 'each case in respect of non-recurring contingent expenditure'** – 'Per annum in each case' in respect of recurring contingent expenditure means 'each type of expenditure' e.g. if a subordinate authority is empowered to incur expenditure on repairs up to Rs. 1,000/- per annum in each case, it would be competent for it to incur expenditure on repairs on any number of occasions during the year but subject to a limit of Rs. 1,000/- for that year.  
 'Each case in respect of non-recurring contingent expenditure' means 'on each occasion'. If on a particular occasion, number of articles of furniture is to be purchased, the powers of the sanctioning authority should be reckoned with reference to the total value of articles of furniture to be purchased on that occasion, and not with reference to individual articles like tables, chairs, racks, etc. constituting the furniture. Thus, subordinate authority empowered to incur expenditure on the purchase of furniture to the extent of Rs.1, 000/- in each case, would be competent to purchase various articles of furniture not exceeding Rs.1, 000/- in value on each occasion. (O. M. No.: F.1(44)-E. II (A)/65 dated: 5<sup>th</sup> November 1965, DFPR)
- (qq) A purely "**Temporary structure**": - means a structure, the life of which is not more than two years (Note-2 & explanation 'below Rule-24 of DFP Rules, Government of India).



The terms and expressions used in this delegation but not defined shall have the same meaning as assigned to them under the provisions of Rules and Bye-laws of the Council, General Financial Rules, Fundamental and Supplementary Rules, Delegation of Financial Power Rules of the Government of India, Central Government Treasury Rules and Receipts and Payments Rules etc.

**4. Powers of the Society**

The Indian Council of Agricultural Research is a society registered under the Societies Registration Act, 1860. As per Rule 16 of the Rules and Bye Laws of the Society, the ICAR shall have, subject to such restrictions as the Government of India may impose and subject to such guidelines as the Government of India may issue from time to time, in this behalf, full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objects enunciated in the Memorandum of the Association of the Society.

**5. Powers vested under the Rules and Bye Laws and those delegated thereunder**

Schedules (I to VII) indicate the extent of powers vested in the Director General, the Secretary and other officers in the ICAR Headquarters, the Directors of the ICAR Institutes/NRC/Bureaus/ATARIs/Directorates/ Project Directorate (PD)/Project Coordinators/Head of Divisions and the Board of Management (BoM)/Institute Management Committees (IMC) of the ICAR and also powers delegated to various authorities. Unless otherwise provided by any general or special rule or order, it shall be within the competence of an authority to exercise the powers delegated.

**6. Inter-departmental correspondence and meetings, outside ICAR**

*(F.No.10 (3)/2011 WS dated 12<sup>th</sup> January 2011) (**Appendix: I**)*

It needs to be understood that commitments can be given, or positions taken, on behalf of ICAR only by Director General, ICAR/Secretary ICAR. Therefore, it is essential that no officer of ICAR should normally correspond with other Departments/Ministries directly, especially if such correspondence is directly or indirectly likely to impinge on any policy issue, or give any commitment or take any position on behalf of ICAR.

**7. Authorities of the Society**

The followings are the authorities of the Society:

- (i) President
- (ii) Senior Vice-President
- (iii) Vice President
- (iv) Governing Body
- (v) Director General
- (vi) Secretary
- (vii) Director (DARE)
- (viii) Such other persons/bodies, committees or panels as may/shall be constituted or appointed by the Government of India, the Society or the Governing Body.

## **SECTION II**

*(Refer Rules & Bye-Laws of ICAR)*

### **1. Powers of the President**

- (a) The President shall exercise such powers for the conduct of the Society as may be vested in him by the Society. In addition, the President shall have powers to:
  - (i) Review periodically the work and progress of the Society,
  - (ii) Appoint committees or commissions to enquire into the report on the affairs of the Society and pass such orders thereon as he considers proper.
- (b) In the application of various Rules and Regulations of the Government of India, as amended or altered or modified from time to time and applicable to the Society, the powers vested in the President of India shall be exercised by the President of the Society.
- (c) Sanction of the President shall be required for creation of any post as per the extant orders and instructions of Government of India and the DFPR.
- (d) The composition of Committees, Boards or other such Bodies for promotion, selection, recruitment and other matters-incidental thereto or connected therewith for various posts under the Council, shall be made with the approval of the President.
- (e) The President shall preside over all meetings of the Society. In his absence, the Senior Vice President shall preside over the meetings of the Society.
- (f) The President shall be the appointing authority in respect of:
  - (i) All categories of posts included in the Agricultural Research Service (ARS),
  - (ii) All Administrative posts in the Level 14 and above as per the 7<sup>th</sup> CPC.

### **Delegation of Powers by the President**

The President may, in writing, delegate such of his powers as he may consider necessary to the Senior Vice- President, Vice-President, the Director-General, the Secretary and Directors of the Institutes or to other officers of the Council.

### **2. Powers of Senior Vice-President**

The Vice-President shall exercise those powers which may specifically be delegated to him by the President.

### **3. Powers of the Vice-President**

The Vice-President shall exercise those powers which may specifically be delegated to him by the President.

#### **4. Powers of the Governing Body**

- (a) The Governing Body shall exercise all executive and financial powers of the Society including those vested in or conferred or to be conferred on it by or under any statute subject nevertheless in respect of expenditure to such limitations as the Government of India from time to time may impose.
- (b) In particular, and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the Power, subject to the provisions of these Rules and Byelaws framed there under to:
  - i) consider the annual and supplementary budgets placed before it by the Secretary, from time to time, and pass them with such modifications as may be deemed necessary;
  - ii) establish, maintain, amalgamate and/or close institutions, offices and/or hostels, etc.;
  - iii) encourage the pursuit of learning particularly relating to agriculture and animal sciences and for the purpose found scholarships, prizes, medals, etc. and certificates and other academic titles;
  - iv) create posts, subject to the norms for creation of posts in the Government of India as per the extant orders/instructions, categorize posts and personnel in the Council;
  - v) determine the conditions of service of the employees of the Council, fix their remuneration and define their duties;
  - vi) prescribe the cadre strength of Scientists of the Council as a whole with the appointment for individual or group of disciplines for each institute as per the prescribed periodicity.
  - vii) prescribe the ratio of posts in different grades or groups of grades in Scientific and Technical Cadres; constituted with the approval of the President.
  - viii) lay down the principles and procedures whereby in the initial constitution of the cadre, the existing Scientists of the Council may be encadred having due regard to the necessity for maintaining a high standard of efficiency commensurate with better pay scales and prospects of advancement;
  - ix) enter into arrangement with the Government of India (GoI) and through the Government with foreign and international agencies and organizations, the State Governments and other public or private bodies or organizations or individuals for securing and/or accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions provided that such terms and conditions shall not be contrary to or inconsistent with objects of the Society, or the policy of the Government of India;

- x) takeover, acquire (by purchase, gift, exchange, lease or hire or otherwise from Government of India and through the Government from foreign and international agencies and organizations, the State Governments and other public or private bodies or organizations or individuals, institutions, libraries, laboratories), museums, collections, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions where under it is concluded, is inconsistent with the objects of the Society or the policy of the Government of India;
  - xi) appoint Boards, Committees, Sub-Committees and Panels consisting of persons who may or may not be members of the Governing Body or employees of the Council, for such purposes and periods and with such powers and on such terms as it may deem fit;
  - xii) dissolve and/or substitute all or any Board, Committee, Sub-Committee or Panel functioning or setup under Sub-Rule (xi) above under the Society, and to issue such direction to them as it may deem fit and necessary; and
  - xiii) delegate such administrative, financial and other powers to the Director General, Secretary and any other Officer of the Council, as it may consider necessary and proper.
- (c) The Governing Body may delegate to the Directors of the Institutes, Bureaux, National Research Centers (NRCs), Project Directorates (PDs), Directorates, ATARIs etc. all powers for their functioning.
- (d) The Indian Agricultural Research Institute (IARI) New Delhi, the Indian Veterinary Research Institute (IVRI), Bareilly, the National Dairy Research Institute (NDRI), Karnal and the Central Institute of Fisheries Education (CIFE), Mumbai, which are deemed Universities under the University Grants Commission Act 1956, and such other Institutes as may be declared Deemed Universities, may be delegated enhanced powers beyond those contemplated in (a) above in view of their special status. [Rule 39(b) of Rules & Bye-Laws of ICAR]
- (e) Subject to the provisions of the Rules and Bye-laws and with the approval of the Government of India, the Governing Body shall have the power to frame, amend or repeal Bye-laws for the administration and management of the affairs and funds of the Society and, in particular, to provide for the following matters:
- (i) preparation and sanction of budget estimates, sanctioning expenditure, execution of contracts, investment of funds of the Society, purchase, sale or change of such investments and maintenance of accounts and their audit.
  - (ii) Procedure for recruitment and training, examination, assessment, clearance of probation, confirmation and promotion of personnel to and in the service of the Council.

- (iii) Terms and tenures of appointments and assignments, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Council.
- (iv) Terms and conditions governing:
  - (a) grants of scholarships, fellowships, etc.,
  - (b) deputations within the country and abroad,
  - (c) Grants-in-aid for research schemes and projects and
  - (d) establishment of research centres.
- (v) Such other matters as may be necessary or incidental to the administration of the affairs and funds of the Society.
- (f) To approve the Annual Accounts of the Funds of the Society so compiled and presented before its submission for Audit.
- (g) To constitute a Finance Sub-Committee and an Administrative Sub-Committee which would discharge all such responsibilities on behalf of the Governing Body of the Society in financial and administrative matters respectively and any other responsibility as assigned to it by the Governing Body of the Society. (Order No.: 14(1)/2013-Gov. Cell, dated: 06<sup>th</sup> August 2013) (**Appendix: II**)

## **5. Powers of the Director-General**

- (a) Subject to any order that may be passed by the Government of India, the President, the Senior Vice-President, the Vice-President and decisions of the Governing Body, the Director-General as Principal Executive Officer of the Society shall be responsible for:
  - (i) the proper administration of the affairs and funds of the Society;
  - (ii) prescribing the duties of all employees of the Council;
  - (iii) exercising supervision and disciplinary control over the work and conduct of all employees of the Council;
  - (iv) coordinating and exercising general supervision over all research activities in agriculture and animal husbandry and other activities of the Council; and
  - (v) advising the Government of India, State Governments and the Administrations of the Union Territories on all matters connected with agriculture and animal husbandry referred to him.
- (b) Subject to these Rules and Bye-laws, the Director-General shall, in respect of matters under his charge, have the same powers as a Secretary to the Government of India.
- (c) The Director-General may, in writing, delegate such of his powers as he may consider necessary to any officer of the Council.
- (d) The Director-General shall have full power to appropriate sums provided in the sanctioned estimates during the financial year, to meet expenditure on each item up to the amount provided for in the sanctioned estimates. Any unspent balance shall lapse and shall not be



available for utilization in the following year. [Bye Law 8 (c) of Rules & Bye-Laws of ICAR]

- (e) The Director-General, as the Secretary, DARE, shall have, in respect of the Government of India Grants, power to re-appropriate funds as per the orders and instructions contained in the DFPR and as per the latest orders and instructions on the subject issued by the Ministry of Finance. (Bye Law 8[h] of Rules & Bye-Laws of ICAR).
- (f) The Director General shall exercise the powers delegated to him under the Rules and Bye-laws of the Council as well as those powers which are exercisable by a Ministry/Department of the Government of India including creation of any post in a scale of pay as per the extant orders and instructions of Government of India and the DFPR.
- (g) The Director General shall exercise the power to write off losses in respect of the funds of the Council to the extent such power is being exercised by a Ministry/Department of the Government of India.
- (h) The Director General may, subject to such conditions and monetary limits as he may consider necessary to impose, delegate the power to write off losses, to the Secretary/Deputy Director Generals, other officers of and under the Council and the Grantee Institutions.
- (i) The Director General may offer a fellowship to any highly qualified scientist for a period not exceeding 3 years for conducting research in any scientific field in accordance with the quantum of fellowship and cognation matters prescribed by the Governing Body (Bye-laws 27 of Rules & Bye-Laws of ICAR).
- (j) The Director General shall have the powers to accord administrative approval and issue expenditure sanction in respect of works costing above Rs. 10 crores.
- (k) All purchases, sales or alterations of investments shall be effected on the authority of the Director General and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Council's fund shall be executed by the Secretary or any other officer authorized by the Secretary.
- (l) Property owned by the Council, which is no longer required by the Council may be disposed of by the Director General, provided that the disposal of immovable property shall be made with the prior approval of the Governing Body keeping in view the instructions issued by the Government of India from time to time. Express approval of Ministry of Finance may be obtained for any sale/grant/assignment/allocation/or disposal in any form as contained in Rule 309 and 310 of the General Financial Rules (GFR), 2017 and extant orders and instructions issued by the Ministry of Finance.

## **6. Powers of the Secretary, ICAR**

- (a) The Secretary shall exercise all administrative and financial powers as have been conferred on him under the Rules of the ICAR, those of the “Head of the Department”, under the various rules and regulations of the Government of India and such of the powers as may be delegated to him from time to time.
- (b) The Secretary shall or any member of the Governing Body, if so authorized by a resolution passed in that behalf by the Governing Body, may execute all contract deeds and other instruments on behalf of the Society or Governing Body.
- (c) For the purpose of Section 6 of the Societies Registration Act (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Society. The Secretary may authorize any other officer of the Society in writing to sign and verify pleadings on his behalf.
- (d) The Secretary may, in writing, delegate such of his powers as he may consider necessary to any officer subordinate to him.
- (e) In respect of the ICAR headquarters and the Institutes/Bureaux/NRC/PDs/ATARIs etc., the Secretary shall exercise all the powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India as amended from time to time and applicable *mutatis-mutandis* to the Council till such time the Council frames and enforces its own Rules and Regulations in this behalf.
- (f) The Secretary shall have the power to file and defend suits or other proceedings by or against the Council and to compromise, settle or refer to arbitration to any dispute relating to the Council.

## **7. Residuary Financial Powers**

The financial powers not delegated to any authority indicated herein shall vest with the Governing Body of the Council.

## **SECTION III**

### **1) Delegation of Powers to Officers at ICAR Headquarters**

The Deputy Directors General (DDG) and other officers in and under the ICAR shall exercise such powers as have been delegated or which may be delegated to them under the Rules and Bye-laws of the Council. The powers delegated so far are detailed in **Schedule I**.

Further, powers delegated to Deputy Director General (Education), ICAR specifically for conducting of All India Combined Entrance Examination for Under Graduate and Post Graduate Courses under Revolving Fund Scheme in addition to the existing delegated powers to the DDGs is detailed as **Annexure I to Schedule I**.

Delegation of Powers to Project Director, Directorate of Knowledge Management (DKMA), ICAR is detailed as **Annexure II to Schedule I**.

Delegation of Powers to ADG, National Agricultural Science Funds (NASF) (Formerly National Fund for Basic, Strategic and Frontier Application Research in Agriculture (NFBSFARA), ICAR) **Annexure III(A) to Schedule I**

Delegation of Powers to Principal Investigators (PI) and Cooperating Centre Principal Investigators (CCPI) of the projects operating under the National Agricultural Science Fund (NASF) **Annexure III(B) to Schedule I**

### **2) Delegation of Powers to the Directors of the Institutes/National Research Centres/Project Directorates/ATARIs**

Each Director in respect of the concerned Institute/NRCs/PD/ATARIs shall exercise all the powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India, as amended from time to time and applicable mutatis-mutandis to the Society. In addition, the Directors of the Institutes/ /NRCs/PDs/ATARIs shall exercise such powers for their functioning as are delegated to them by the Governing Body or any authority of the ICAR. The powers delegated to the Directors of Research Institutes are detailed in **Schedule II**. The powers detailed in this schedule however do not in any way restrict their powers as enjoyed by them as Head of the Department.

### **3) Delegation of Powers to the Board of Management/Institute Management Committees of the ICAR**

The BoM/IMC shall exercise powers as enumerated in Rule 67 of the Rules & Bye Laws of ICAR which *inter-alia* include the following:

- (i) consideration of proposals for Expenditure Finance Committee (EFC)/ Standing Finance Committee (SFC) and Annual Plan,
- (ii) periodical review of progress of development schemes,
- (iii) consideration of proposal for annual budget,

- (iv) consideration of items of expenditure which are beyond the powers of the Directors of the Institute,
- (v) policy issues relating to the Institute, including the rights and obligations of staff,
- (vi) consideration of action taken on the recommendations of the Grievance Cell and the Institute Joint Council,
- (vii) any other items as may be desired by the Director or other members of the Committee or as may be required to be considered as per delegation of powers as per directions of the Governing Body whether contained in any manual, orders issued, resolution passed, or other instructions approved by the Governing Body, and

Extent of powers delegated by the Governing Body to the BoM/Institute Management Committee (IMC) of the ICAR institutes is given in **Schedule III**.

**4) Powers of**

**(i) Joint Director (RMP only) of National Institutes/Deemed Universities**

Extent of powers delegated to the Joint Directors of National Institutes having status of Deemed Universities has been given in **Schedule-IV**.

**(ii) Joint Directors (RMP only) of other Institutes and Head of Regional Stations of ICAR Institutes other than National Institutes**

Extent of powers delegated to Joint Directors (RMP only)/Heads of Regional Stations/Research Centres of institutes (other than National Institutes) where the strength of Scientists is not less than ten has been given in **Schedule-IV**.

**(iii) Project Coordinators:**

Extent of powers delegated to the Project Coordinators has been given in **Schedule-IV**.

**(iv) Heads of Division**

Extent of powers delegated to the Heads of Divisions (where the strength of scientists working is not less than 10) has been given in **Schedule-IV**

**5) Delegation of Powers to Joint Director (Admn)/ Senior Comptroller, Senior Registrar, & CAO (Senior Grade)/Comptroller.**

**6) Delegation of Powers to Head of Office.**

**7) Delegation of Powers to Principal Investigators of Externally Funded Projects funded by**

- (i) National and International Agencies
- (ii) Projects funded by Private Sectors
- (iii) ICAR Projects such as Revolving Fund Scheme
- (iv) Consultancy Projects (Training, Consultancy and Contract Research etc.)

## **SECTION IV**

### **1. Creation of Posts:**

Subject to provisions of DFPR issued by the GoI and Council's instructions issued from time to time and notwithstanding anything contained in this delegation of powers, no post shall be created:

- (a) In any constituent unit of the Council unless there exists in that unit or in any other unit of equal status, a post of similar character on a rate or scale of pay which has already been approved by the Council,
- (b) In contravention any constituent unit of the Council unless there exists in that unit or in any other unit of equal status, a post of similar character on a rate or scale of pay which has already been approved by the Council,
- (c) Unless funds to meet the cost of the post, if temporary, can be found by valid appropriation or re-appropriation from within the provision placed at the disposal of the authority concerned,
- (d) Permanently, unless permanent recurring saving is available to meet its cost,
- (e) Instructions contained in the 'Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts' issued by Department of Expenditure, Ministry of Finance, Government of India vide O.M. No. 7(1) E-Coord. -1/2017, dated: 12<sup>th</sup> April 2017, as amended from time to time (*ICAR F. No.: 41[2]/2005-Per. IV, dated: 26<sup>th</sup> May 2017*). (**Appendix: III**)

### **2. Abolition of Posts:**

An authority may sanction the abolition of a post for which it is competent to create subject to GoI/Council's instructions issued from time to time.

### **3. Powers vested under the Bye-laws of the Council or Delegated thereunder and under various other rules:**

Schedules I to X detail all those powers which are vested in the President, Director-General, Secretary of the Indian Council of Agricultural Research and Directors of the Research Institutes under the Bye-laws of the Council and those delegated to Secretary and other officers under the Indian Council of Agricultural Research thereunder. All the officers concerned empowered to incur contingent expenditure or miscellaneous expenditure shall exercise such powers subject to the conditions and restrictions imposed in similar cases by the Government of India from time to time.

Unless otherwise provided by any general or special rule or order, it shall be within the competence of an authority to exercise the powers delegated to another authority subordinate to it.

## **SECTION V**

### **1. General Limitations on powers to sanction expenditure**

- i. No expenditure from the funds of the Society shall be incurred without the sanction of the authority competent under the Bye-laws of the Council.
- ii. A sanction to expenditure will become operative after funds are made available to meet the expenditure by valid appropriation or re-appropriation.
- iii. The powers regarding sanction of expenditure shall be exercised after strictly following the guidelines or restrictions which have been or which may be imposed by the Government of India/Council from time to time.
- iv. The Governing Body shall have full powers to sanction expenditure on any service up to any amount included in the sanctioned budget.
- v. The Director General shall exercise the powers delegated to him under the rules and Bye-laws of the Society as well as those powers which are exercisable by a Ministry/ Department of the Government of India subject to such restriction as imposed by the Government of India from time to time.
- vi. The Secretary in respect of the Indian Council of Agricultural Research Headquarters and the Director in respect of concerned Institute /Bureaux/NRC/ATARIs or Project Directorate etc shall exercise all powers of the Head of the Department for the purpose of various rules and regulations of the Government of India, as amended from time to time and applicable *mutatis mutandis* to the Society till such time the Council frames and enforces its own regulations in this behalf. In addition, the Secretary/ Director shall exercise all the powers specifically delegated to them under the Rules and Bye-laws of the Council or which may hereinafter be delegated to them by the Governing Body.
- vii. In exceptional cases, the Director General may empower in writing a Director of an Institute/Bureaux/NRC/ATARIs or Project Directorate to exercise, in addition to all the powers exercisable by him in respect of the concerned Institute/Bureaux/NRC/ATARIs or Project Directorate all such powers in respect of any other Institute/Institute/Bureaux/NRC/ATARIs or Project Directorate also. In cases where powers are to be exercised by the Directors in consultation and with the approval of the Institute Management Committee, no such powers shall be exercised without such consultation and approval of IMC.

## **2. Financial powers of the Autonomous bodies- Restrictions regarding**

It has been laid down by the Ministry of Finance that the Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Govt. of India should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of post, revision of pay and allowances of their staff and similar establishment expenditure and provide for prior approval of the Central Government in specific cases. With the view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, instructions issued by the Department of Expenditure, Ministry of Finance, Government of India vide O.M. No. 9(4) E-Coord. 184, dated: 15<sup>th</sup> October, 1984 may be adhered to. (**Appendix IV**).

Further assignments handled by Internal Financial Advisors and the level of financial concurrence to financial proposals pertaining to ICAR are appended as **Appendix: V**.

## **3. Exercising delegated powers in respect of “past cases”**

Whenever powers are delegated to any authority under these rules, that authority should be deemed to be competent to exercise those powers in respect of past cases also. The term “past cases” means a case which has not been finalized until the date of the said delegation, although it occurred prior to that date. On the other hand, expenditure already incurred by an authority in excess of its powers should be treated as irregular expenditure and should be regularized by the issue of an ex-post-facto sanction as per the DFPR in Government of India.

## **4. Powers to sanction Excess Expenditure**

Expenditure in excess of the net appropriation for the year requires the sanction of the Governing body.

## **5. Re-delegation of Powers**

The Director General, the Secretary, Indian Council of Agricultural Research/ Directors of the Research Institutes, Bureaux, NRCs, ATARIs and Project Directorates and such other officers may re-delegate their powers to the subordinate authorities under them to the extent considered necessary for the day to day working of the Office/Institute/Bureaux/NRC/ATARIs/Project Directorate etc., subject to the observance of the Rules and Orders issued by the Government of India/Council from time to time regarding re-delegation of powers to subordinate authorities and also subject to condition that overall responsibility will rest with them. An authority may re-delegate powers not exceeding those vested in that authority. Further powers shall not be delegated to Officers below Level 7 in institutes of ICAR. Delegated powers cannot be further re-re-delegated. Powers regarding creation of posts, appointments, disciplinary powers, power to suspend lien, power to grant higher initial pay, Power to sanction advances from the provident

Fund to the officers and staff on notional foreign service, power to write off losses, power to sanction pension and other statutory powers derived directly or indirectly from the Fundamental and Supplementary Rules, General Financial Rules, Delegation of Financial Powers Rules, Rules and Bye-laws of the Council and other Rules and Regulations may not be re-delegated to the subordinate authorities.

### **Head of Office**

The Director General/Secretary, ICAR has the power to declare any officer of Group B or above as the Head of an Office. Similarly, the Director of an Institute, NRC, Laboratories or Project Directorate has the power to declare a similar officer under him as the Head of Office. However, it is not permissible to declare more than one officer as Head of Office in respect of the same establishment/ Office.

### **6. Remission of disallowances by Audit and writing off of overpayment made to ICAR employees**

The remission of disallowances by audit and writing off of overpayments made to the employees by competent authorities shall be in accordance with the provisions of the DFPR in GoI and instructions issued thereunder.

### **7. Insurance of Council's property**

ICAR, being funded by Govt. of India, follows the Govt. of India instructions for insurance of properties. As such the property, both movable and immovable shall not be insured and no subordinate authority shall undertake any liability or incur any expenditure in connection with the insurance of such property without the previous consent of the Finance Ministry and approval of the Director General, ICAR except in the cases mentioned below:

- (a) Heads of Department shall be competent to incur expenditure on the insurance of materials and equipment received on loan or as aid from Foreign Government or international or other organizations if, according to the terms of contracts or agreements entered into with the Foreign Government or international or other organizations concerned, insurance of such materials and equipment is necessary.
- (b) Where booking of goods by rail or road, an enhanced risk rate is provided, additional charges above those prescribed for booking of goods at owner's risk rate, being in the nature of insurance charges, the Head of Department shall be competent to incur such additional expenditure for bookings of goods for carriage at such enhanced rates.

*Note: Where insurance is to be effected it shall be with a nationalized insurance organization and follow the procedure that may be laid down by the Finance Ministry from time to time.*



**Instructions**

In relaxation of the above general rule, the Head of Department may incur expenditure on insurance not exceeding Rs. 20,000 in each case, of all costly extremely delicate, highly sensitive, sophisticated equipment of fragile nature for which insurance is considered absolutely necessary. The vehicles used for purposes connected with any commercial enterprise may be ensured against third party risks.

**8. General Directions**

The powers delegated are subject to Budget provisions and observance of procedures and other general directions in General Financial Rules, Fundamental Rules, Supplementary Rules, Delegation of Financial Powers and orders issued by the Govt. of India/Council from time to time including economy instructions.

## Schedule I

### Delegation of Powers to Officers at the Headquarters of the Council

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye-law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Sanction of New Scheme (Central Sector Scheme)	6	Scheme/Sub-Schemes will be initiated with the prior 'in-principle' approval of the Department of Expenditure. This will, however, not apply to the announcements made in the Budget Speech for any given year.	--	--	--	--	--	--	--	--	The power is exercised by Director General ICAR as Secretary (DARE) in accordance with the MoF instructions related to appraisal and approval of Schemes. (O.M. No.: 24(35)/ PF-II/2012, dated: 05 <sup>th</sup> August 2016) and subsequent instructions issued from time to time.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
2.	Sanction of additional grant for approved Schemes (Central Sector Scheme)	7	Up to 20% increase in cost due to statutory levies, exchange rate variation, and price escalation within the approved time cycle.	--	--	--	--	--	--	--	--	This is subject to the concurrence of the Financial Advisor. Cost increase beyond 20% and for reasons other than those mentioned in column 4 will be processed as per the instructions for RCE as indicated in instructions of MoF. (O.M. No.: 24(35)/ PF-II/2012, dated: 05 <sup>th</sup> August 2016) and subsequent instructions issued from time to time.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
3. (i)	Schemes for organizing training programs within the country for various clients in India & abroad	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	Revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 <sup>th</sup> June, 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt. III), dated 21 <sup>st</sup> September, 2014 and effective from 1 <sup>st</sup> October, 2014.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
3 (ii)	Consultancy projects with Foreign Agencies/ Multi-National Companies/ National Agencies	Rule 38 (b) (14)	Full	--	Beyond Rs. 50.00 lakh and not exceeding Rs. 2.50 crores with National Agencies only.	--	--	--	--	--	--	-do-
3(iii)	Contract research projects involving national/foreign clients and also multi institutional projects	Rule 38 (b) (14)	Full	--	Beyond Rs. 50.00 lakh and not exceeding Rs. 250 crores with National Agencies only.	--	--	--	--	--	--	-do-
3. (iv)	Contract services involving national/foreign clients and also multi institutional programmes/	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	-do-

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	ICAR Headquarters											
3. (v)	To formulate, amend, modify or repeal guidelines on training, consultancy, contract research and contract service	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	-do-
3. (vi)	To approve participation of ICAR Institutes in the training programme to be organized outside the country by FAO, UNDP, and WHO etc. or under Bilateral Agreement	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	-do-

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
3. (vii)	Sanction of Honorarium to Directors of the Institutes where he himself is the Course Director	Rule 38 (b) (14)	Full, in excess of Rs. 1.00 lakh during a financial year in case of Director of an institute and Rs. 10 lakhs during a financial year in respect to Scientist of Institute.	--	--	--	--	--	--	--	--	-do-
3. (viii)	To fix charges/rates; prescribe procedure for their review in consultation with Financial Advisor (DARE)	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	-do-
3. (ix)	To lay down principles and guidelines for sharing of fee etc; utilization of funds generated by the institutes	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	-do-

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	and to lay down the policy for licensing of intellectual property and sharing of rights/income											
3. (x)	To create Staff Welfare Funds at Headquarters & institutes	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	-do-
4.	Appropriation/ re-appropriation of funds	8 (c)	Full, up to the amount provided for in the sanctioned estimates.	--	--	--	--	--	--	--	--	Subject to the instructions issued by the Ministry of Finance from time to time.
5.	Approval of Revolving Fund Schemes in ICAR		Full	--	--	--	--	--	--	--	--	



			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
6.	Powers exercisable by a Ministry/ Department of the Government of India under various rules and regulations of the Government of India	9 (f)	Full	--	--	--	--	--	--	--	--	As per the DFPR in the Government of India.
7.	Execution of Works		Full	--	--	Up to Rs. 10.00 cr	--	--	--	--	--	Subject to the condition that the work is approved in the SFC/EFC, budget provision for the item is available and observance of the rules and instructions issued on the subject including technical vetting by the competently

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
												qualified authority.
8.	Expenditure sanction of a Miscellaneous & contingent nature  (a) Recurring		Full	Power to the extent delegated to 'Head of Department' as in Ministries/ Department.	--	Full powers above Rs 10 lakh subject to the note in Schedule V of D.F.P. Rules	--	(a) Recurring: From Rs 5 lakh and up to Rs. 10.00 lakh per annum in each case	(a) Recurring: Up to Rs 5 lakh per annum per in each case.	--	--	Clarification as per Govt. of India decision Sch. V of DFPR:

8.	(b) Non-recurring		Full	Power to the extent delegated to 'Head of Department' as in Ministries/ Department.	--	Full powers above Rs 10 lakh subject to the note in Schedule V of D.F.P. Rules	--	(b) Non - Recurring from Rs 5 lakh and up to Rs. 10.00 lakh per annum in each case.	(b) Non - Recurring: Up to Rs 5 lakh per annum in each case.	--	--	Clarification as per Govt. of India decision Sch. V of DFPR.
9.	Sanctioning of advances for authorized		Full	To the extent power for sanction of	To the extent power for sanction of	To the extent power for	To the extent power	To the extent power for sanction of	To the extent power for sanction of	--	--	For other authorities same as for sanction of

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	contingent expenditure			expenditure has been delegated.	expenditure has been delegated.	sanction of expenditure has been delegated.	for sanction of expendit ure has been delegated	expenditure has been delegated.	expenditure has been delegated.			expenditure subject to provisions in GFR.
10.	Miscellaneous expenditure of unusual character (See Rule 13 of DFPR, GoI/ Schedule VI)	9 (c)	Full	--	--	Full	--	--	--	--	--	
11.	Write off losses	11 (a) & 43	Powers to the extent delegated to Ministries /Department of the Government of India provided all cases involving write off of Rs. 1.00 lakh and above in the previous year ending 31 <sup>st</sup> Dec. are reported to	Powers to the extent delegated to 'Head of Department.'	--	--	--	Rs. 1000/- in each case for irrevocable loss of stores or of public money including loss of stamps not due to negligence.		--	--	As per DFPR.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
			Governing Body at its meeting convened for the budget estimates.									
12.	Signing of agreements creating obligation of any nature on the Society	44	Full	Full	--	--	--	--	--	--	--	
13.	Disposal of moveable property	12 (b)	Full Subject to provisions of GFR and GoI.	Full Subject to provisions of GFR and GoI.	--	--	--	Up to Rs. 5 lakhs in each case	Rs. 2 lakhs in each case	--	--	
14.	Investment of funds	14	Full powers to invest in such manner as may be prescribed by the Govt. of India.	Execution and custody of contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments.	--	--	--	--	--	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
15.	Appointing Authorities for posts	B. L. 25	All posts in Pay Level – 12 and 13 in combined cadre of Administration & Finance.  All posts in Pay Level – 13 in other Administrative cadre in Official Language, Stenographic and Legal cadre.	All posts in Pay Level – 10 and 11 in combined cadre of Administration & Finance. Headquarters.  All posts in Pay Level – 12 in other Administrative cadre in Official Language, Stenographic and Legal cadre.  All posts in the Pay Level – 12 in Technical cadre.	--	--	--	<b>Jt Secy (A)</b> All Group B posts of Administration & Finance at ICAR Headquarters in Pay Level 5 to Pay Level 9.  All posts in OL cadre, Stenographer cadre and Legal cadre from Pay Level 4 to Pay Level 11.  <b><u>Jt. Secy (TS)</u></b> All posts in the Pay Level 10 and Pay Level-11 in the Technical	<b>Dy. Secy (A)</b> All posts up to the Pay Level - 4 in Group B & C of Administration at ICAR Headquarters.  <b><u>Dy. Secy (TS)</u></b> All posts up to the Pay Level – 4 in the Technical Cadre at ICAR Headquarters.	--	--	In the event designated appointing authority is not in position, the powers delegated herein shall be exercised by the authority to which the appointing authority is immediately subordinate.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
								cadre in ICAR.  All posts from Pay Level 5 to Pay Level 9 in Technical cadre at ICAR Headquarters.				
16.	Appointment of Eminent Scientists	B. L. 26	Full with the concurrence of the ASRB and approval of the President.	--	--	--	--	--	--	--	--	
17.	Grant of Fellowships	B.L. 27	Full, for a period not exceeding 3 years on fellowship and other conditions as prescribed by the Governing Body.	--	--	--	--	--	--	--	--	
18.	Communication of sanctions, orders, etc. of	B.L. 41	Full	Full	Full in respect to their SMD*.	Full	--	--	Full in respect to their respective sections.	Full in respect to their respective	--	*O/O No.: 6(3)/89- CDN(A&A),

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	competent authority									e sections.		dated: 29 <sup>th</sup> July 1992.
19.	Authentication of order under CCS (CCA) & CCS (Conduct) Rules	B.L. 42	Full	Full	--	--	--	Full	Full	US (Vig) & US (DA&A)	--	
20.	Grant of all kinds of leave to Officers and establishment in the service of the Society	B. L. 9(G)	The powers vested to the Secretary in the Ministries of the GOI.	The powers vested in the Head of the Department.	Full powers in respect of officers and staff for their respective SMDs.	Officers of the rank of Joint secretary and Director. AS&FA with regard to JS (F) & Dir(F)	--	Officers of the rank of DS and US  JS(Fin) – officers of the rank DDF and SFAO	Officers below the rank of US	--	--	However, Casual Leaves will be approved by the immediate supervisor.
21.	Sanction of undertaking of work for which a fee is offered and the acceptance of a fee	SR 11	Full	--	--	Full powers up to a maximum of Rs. 2,500/- in each case. In the case of	--	--	--	--	--	



			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
						recurring fees, the limits apply to the total of recurring payments made to an individual in a year. (Subject to orders and instruction s by governmen t of India issued from time to time						

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
22.	Sanction of undertaking of work for which an honorarium is offered and the grant of acceptance of honorarium	FR 46 (b)/ FR 47/ FR 11	Full powers up to a maximum of Rs. 5000 in each case. In the case of recurring honoraria, this limit applies to the total of the recurring payments to be made to an individual in a year.	--	--	Up to a maximum of Rs. 2,500/- in each case. In the case of recurring fees, the limits apply to the total of recurring payments made to an individual in a year.	--	--	--	--	--	Subject to revision of ceilings by government of India from time to time
23. (i)	Honorarium to Non-official members		Full	--	--	Full powers including exceptional/ special cases not covered under guidelines.	--	Full	--	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
23. (ii)	Organizing/ Participation in Exhibitions, Seminars, Workshops, Conferences, Krishi Vigyan Melas etc and demonstration of research activity, (This include entire expenses related to the event including food, transport, hiring and other logistics etc.)		Full	--	Full in respect of their Divisions which should include participation in seminars, workshops, conference, Krishi Vigyan Melas etc held in country.	Full	--	Full up to Rs.5.00 lakh in each case	Full up to Rs.2.00 lakh per annum  *Dir (OL) with regard to Hindi Meetings, workshops/annual awards to incumbents	--	--	*Subject to ceilings fixed by MoF/GoI from time to time. Ceiling of Rs 200 per participant towards expenditure on transport of the participants and Rs 200 per participant towards expenditure on items of the stationery, typing, cyclostyling and all other identical items for holding workshop.
24.	Expenditure on transport of the participants attending the		Full	--	Full	Full	--	--	--	--	--	Subject to ceiling of Rs 200 per participant.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
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1	2	3	4	5	6	7	8	9	10	11	12	13
	workshops, symposia etc.											
25.	Expenditure on items of the stationery, typing, cyclostyling and all other identical items for holding workshop		Full.	--	Full under their SMD.	Full.	--	--	--	--	--	Rs. 200 per head for the entire duration of workshop for meetings. Expenditure ceilings in respect to each participant to be adhered to. (This ceiling/limit does not apply with regard to expenditure during AGM/ Governing Body Meeting / Foundation day, for which the DG will have full power as per Sch VI DFPR)

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
26.	Expenditure on refreshment/entertainment		Full	Full	Full	Full	--	Full	--	--	--	Subject to limits/norms prescribed in DFPR and ceiling of expenditure communicated vide F. No.: 12(4)/2007-CDN (A&A), dated: 29 <sup>th</sup> September 2015.
27.	To sanction expenditure on lunch for scientific Panel meeting etc.		Full	--	Full	--	ADG (TC) for 'serving tea and for hosting/arranging the lunch to the participants.	--	--	--	--	Subject to observance of all procedural, codal & other formalities and rules & instructions issued from time to time by GoI/ICAR for serving hosting arranging the lunch to the participant.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
28 (a)	Purchase of vehicle in replacement of the condemned vehicle		Full	--	--	--	--	--	--	--	--	Subject to the concurrence of AS&FA, DARE/ICAR
28(b)	Premature condemnation and disposal of damaged vehicle.		Full.	--	--	--	--	--	--	--	--	Subject to the concurrence of AS&FA, DARE/ICAR and approval of Department of Expenditure.
28(c)	Condemnation Replacement of vehicles of AICRP at universities		Full	--	Full	--	--	--	--	--	--	Updated orders & instructions of MOF to be followed.
29.	Sanction of tours		Full, in respect of Secretary, Financial Advisor, Deputy Director Generals, National Directors and Assistant Director Generals who	--	Full, in respect to Self *, PA attached to him, Director of the concerned SMD, ADG and	Full, in respect of JS (Except JS (Finance) whose tour will be sanctioned	Full, in respect of PS attached to him.	Full, in respect of all officers/staff working under him.	--	--	--	*Subject to duration mentioned in Fin 6/1/2007-cdn A&A dated 5-3-2021

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
			report directly to Director General.		Scientific officers at Council's Hqrs working in the SMD.	by FA, DARE)						
30.	Sanctioning of TA advances for approved tours	9(f) & 9(g)	Full	--	Full, in respect to PA attached to him, Director of the concerned SMD, ADG and Scientific officers at Council Hqrs working in the respective SMD.	Full in respect to JS and Director (Except JS (Fin)) whose tour will be sanctioned by FA DARE)	Full in respect to PS attache d to him.	Full, in respect of all officers/staff working under him.	--	--	--	
31.	Sanction of Air-travel to	9(f) & SR 48- B (ii)	Full	Full	Full, within their respective	--	--	--	--	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	non-entitled officers.				SMDs and Institutes there in emergent and exceptional circumstances. Reasons and justifications to be recorded.							
32.	To sanction reimbursement of cancellation charges on: Unused railway tickets (excluding reservation charges)		Full	--	Full in respect of officers and staff working in their Division.	Full	--	Full in respect of officers up to the level of Director	Full in respect of officers up to the level of US/SFAO	--	--	Reimbursement is subject to the production of a certificate from the controlling officer to the effect that the journey has to be cancelled solely due to unavoidable officials' reasons



			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
33. (i)	To sanction reimbursement of cancellation charges on air tickets		Full	--	Full in respect of officers and staff working in their Division.	Full	--	Full in respect of officers up to the level of Director	Full in respect of officers up to the level of US/SFAO	--	--	
33. (ii)	To frame recruitment rules for the posts up to Group C in the Council.	Under Rule 73	Full	--	--	--	--	--	--	--	--	Subject to DoPT Guidelines.
34.	Acceptance of grants from Govt/Semi-Govt organization.	38 (b) (10)	Full	--	--	--	--	--	--	--	--	
35.	Powers of the Ministry/ Department of Government of India.		Full	--	--	Full	--	--	--	--	--	Delegated as per DFPR to Secretary, ICAR vide Office Order no.: 6(2)/84-CDN (A&A) dated: 24 <sup>th</sup> October, 1985.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
36.	Nomination of Scientists of Council for IMC of institute	Rule 66 (a)(6)	Full	--	--	--	--	--	--	--	--	
37.	Purchase of commodities not intended for consumption but for sale or issue and fixation of prices in respect of direct trading operations of Council.		Up to Rs. 1.00 crore & if the value exceeds Rs. 1 crore, with the concurrence of MoF									As per Rule 22 of DFPR.
38.	Sanctioning of honorarium to the members of the Judging Committee appointed by the Council for evaluation of		Full	--	--	--	--	--	Full, Provided the Constitution of the Committee and the rate of Honorarium proposed has been approved	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	the work of the candidates for making selection for awards and prizes instituted by the Council								by D.G., ICAR.			
39.	Powers of the 'Head of Department' under various rules and regulations of the Government of India	9 (g)	--	Full	--	--	--	--	--	--	--	
40.	Executing Deeds of Agreement in respect of IPR of Council	Rule-23 (b)	--	Full	--	--	ADG (IPTM) Full powers	--	--	--	--	
41.	Approval of the form of contracts	12 (a)	--	Full	--	--	--	--	--	--	--	Subject to the contracts being drawn up under legal advice.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
42.	File and defend suits or other proceedings	13	--	Full for or against the Society	--	--	--	--	--	--	--	
43.	To compromise, settle or refer to arbitration	13	--	Full, about any dispute relating to the Society	--	--	--	--	--	--	--	
44.	Drawal of POL advance and to take staff outside Delhi for official purpose for self and officers of the SMDs		--	--	Full	--	--	--	--	--	--	
45.	Grant of permission for holding of seminars at the institute level subject to the limits of expenditure and number of participants prescribed		--	--	Full	--	--	--	--	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	under ICAR/GoI norms.											
46.	Approval to the proceedings of meetings of BOM and IMC/RAC of the institute including Deemed University.		--	--	Full	--	--	--	--	--	--	
47.	Exercise of powers in respect of the institutes and coordinated projects falling within the purview of the Director General at the Headquarters of the Council.		--	--	Full powers, as detailed in Office Order No.: 7-2/77-Estt.I dated: 14 <sup>th</sup> March 1977, with subsequent amendments issued from time to time. (Appendix VI C).	--	--	--	--	--	--	Each DDG will exercise these powers with respect to those institutes and coordinated projects only which have been allocated to him. The mechanism of review of AICRP Projects as per F. No.:

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
												Fin/22/15/2013/ CDN (A&A), dated: 4 <sup>th</sup> September 2014 may be adhered to.
48.	Engagements of ICAR's empanelled Advocates at approved rates for all the cases before Courts/Tribunals /Commissions/J udicial/Quasi- Judicial Authorities/Foru ms and other professional legal services i.e. written legal opinion, drafting legal notice/reply to legal notice and		--	--	---	Full	--	--		Legal Advisor, ICAR, excludin g Supreme Court.		The exercise of power is subject to the condition that Legal Advisor should keep in view the number of cases already entrusted to a particular empanelled advocate, efficacy of the advocate and availability of consultation etc. He is also required to submit to Secretary the monthly

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye-law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	drafting, vetting of agreement, Deed, Memorandum of Understanding (MoU), and similar documents											progress report in each case in the first week of month every month.
49.	Annual contract for all kinds of outsourcing of services viz- (i) Cleaning & Housekeeping (ii) Catering & Housekeeping (iii) Horticultural works (iv) Annual Repair and Maintenance (Civil) (v) Annual Repair and		--		--	For the contracts above Rs 15.00 lakh each case	--	Up to Rs. 15.00 lakh in each case in case of services procured either on Gem or from outside. *In case of ARMO from CPWD Rs 20.00 lac in each case	Up to Rs. 5.00 lakh in each case in case of services procured on Gem.	--	--	*Subject to Identification of works by the “Works Committee”

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	Maintenance (Electrical) (vi) Hiring of Taxis (vii) Providing manpower (viii) (ix) Pest Control (x) Flower arrangement (xi) Other Auxiliary Contracts other than Security Services.											
50.	Annual contract for Security Services.		--	--	--	Full	--	Full power to the extent delegated to Director of ICAR institutes.		--	--	
51.	Local purchase of stationery, stores and other consumables in		--	--	--	Full	--	Full	Director/ DS (GAC) Rs. 2 lakhs in each case.	--	--	



			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	respect of the Council's Headquarters.											
52.	Maintenance, upkeep and repair of Motor vehicles		--	--	--	Full	--	Full		--	--	
53.	Purchase of computer and its peripherals, printers, UPS, computer stationary and repair/Annual maintenance contract for computers/lapt ops, IT items, etc.		--	--	--	Full	--	Rs 5.00 lakh to 10.00 lakh in each case	Director/ DS (GAC) Rs 5.00 lakh in each case	--	--	This is subject to IFD concurrence. Administrative Approval before tender for the purchase will be taken from Secretary, ICAR.
54.	Procurement of all office equipment including intercom equipment, calculators,		--	--	--	Full	--	Rs 5.00 lakh to 10.00 lakh in each case	Director/ DS (GAC) Up to Rs 5.00 lakh in each case	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	tape recorders, photocopiers, fax machines, copying machine etc. excluding computers of all kinds.											
55.	To sanction air-travel to non-officials attending the meeting of the Council.		--	--	--	Full	--	--	--			
56.	Grant of 'No Objection Certificate' for obtaining a private passport for visiting foreign countries on private purpose.		--	--	--	In respect to all officers in Pay Matrix Level- 14 and above and also officers drawing fixed pay.	--	In respect to all officers within the Pay Level - 11 to pay level 13	In respect to all officers up to Pay Level - 10			
57.	To sanction expenditure on		--	--	--	Full	--	Full	Full	--	--	Subject to the condition that the

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	advertisement through Central Bureau of Communicatio n (CBC)											decision to get the particular matter advertised has been taken at appropriate level.
58.	All establishment matters related to the Administrative cadre (this include pay fixation, release of annual increments, LTC, etc)		--	--	--	Full	--	JS (Admn) for officers up to the level of Director	Director for officers up to the level of Deputy Secretary/ DD level	--	--	
59.	Transfer of ICAR employee from one institute/Hqrs. to another institute/Hqrs.		--	--	--	Full for Group B & C	--	--	--	--	--	DG for Group “A”

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	against vacant positions											
60.	Power to sanction study leave to officers of combined cadre of Administration and Finance		--	--	--	Full	--	--	--	--	--	Proposals for pursuing course(s) in India requiring study leave of more than 30 days duration may be sent to the Council for examination and the final decision will be taken by Secretary, ICAR in the matter.
61	The powers of Controlling Officers to have effective control over Travelling Allowance claims.		--	--	--	--	All officers & staff working in Scheme Sections	--	All officers working in respective unit	--	--	DDGs, ADGs JS, Director, Dy. Secy/Dy. Dir. (Finance) at ICAR HQ will be their own controlling officers.
62	Grant of NoC/Permissio						ADG (IR)					This is subject to usual clearances

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	n to the various institutes of ICAR in the matter of hosting foreign nationals for doing research work under various fellowship granted to them by Indian/Foreign Agencies.											and recommendation s of the DDG concerned. ADG (IR) shall put up a monthly position to Secretary, DARE & Director General ICAR on NoC/Permission for his information. (Office Order No.: D-06/29/2019-IC. I, dated: 06 <sup>th</sup> September 2019.
63.  (i)	Reimbursement of conveyance charges: Group C		--	--	--	--	--	Full	Full	Full		
(ii)	Group A & B		--	--	--	--	--	Full	Full	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
64.	To forego recovery of irregular expenditure in an individual case in respect of items for the check and audit of which JS (Fin) is responsible		--	--	--	--	--	JS(F) Up to Rs. 5000/-	Dir.(F) Up to Rs. 2500/- / DD (F) up to Rs. 1000/-.	Sr. F. & A.O. Up to Rs. 500/-	F. & A.O. Up to Rs. 500/-	
65.	To forego recovery in respect of items placed under objection not because the whole or any portion of the expenditure is unjustifiable in itself but because it is not exactly by rule; or the		--	--	--	--	--	JS. (F) up to Rs. 1000 in each case --	Dir. (F) up to Rs. 500 in each case DDF up to Rs 250 in each case	Sr FAO up to Rs 100 in each case	FAO up to Rs 100 in each case	Subject to the following conditions: (i) the expenditure must not be a recurring nature, (ii) where the objection is based on insufficiency of sanction, the concerned official must satisfy himself

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	authority for its insufficient, or fool proof, such as in afforded by sub vouchers, that it has not been produced in respect of item for the check and audit of which JS (Fin) is responsible.											that the authority empowered to sanction the expenditure would accord sanction if required to do so; and (iii) where the objection is based on insufficiency of proof of payment, the C.A must satisfy himself the undue trouble would be caused by the insistence on submission of fool proof and that there is no reason to doubt that the charges has actually been paid.

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
66.	To write off expenditure placed under objection which has for any reason become irrecoverable.		--	--	--	--	--	JS (Fin) up to Rs. 1000/- in each case	Dir. (Fin) up to Rs. 500/- in each case	--	--	
67.	Write off irrecoverable losses of stores or public money including loss of stamps not due to negligence.		--	--	--	--	--	Rs 2000/- in each case	Rs. 1000/- in each case.	--	--	This is subject to prior concurrence of Finance Division
68.	All establishment matters related to the Technical cadre (this include pay fixation, release of annual		--	--	--	--	--	Full				



			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	increments, LTC, etc.)											
69.	Sanction of Annual CGHS contribution		--	--	--	--	--	Full	--	--	--	
70.	Stores required for the working of an establishment, instruments, equipment, apparatus like air conditioner, refrigerator, hot cases, room heaters, cooler etc.		--	--	--	Full	--	Full	--	--	--	F. No. FIN/6/1/2007- CDN(A&A) dated 24 <sup>th</sup> September, 2015. Subject to procurement from GeM/provisions of GFR and subject also to the concurrence of IFD at ICAR Headquarters.
71.	To sign the Vakalatnama and to verify and sign pleading on behalf of ICAR	Rule 23 (c) & (d)	--	Full	--	--	--	--	1. Director (Legal) 2. Dir.(P) /Dir. (A), in the absence of Dir (L)/LA only.	LA, ICAR	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
72.	Passing of bills for payment of grants-in-aid for schemes already sanctioned by competent authority.		--	--	--	--	--	--	Full	Full	Full	
73.	Passing of bills in respect of petrol/ Diesel, Lubricants etc. in respect of ICAR Hqrs. and KAB, Pusa		--	--	--	--	--	--	Full, Dy. Secretary concerned.	Full	Full	
74.	License fee paid by the Council to the Directorate of Estates in respect of residential accommodation allotted as per rules fixed by the	9(i)	--	--	--	--	--	--	Full	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	Directorate from time to time, in terms of orders published by Ministry of & Housing. & Urban Development											
75.	Ground rent to be paid by the Council to DDA in respect of the land already acquired through that authority strictly as per terms and conditions	9(i)	--	--	--	--	--	--	Full	--	--	
76.	Rent to be paid by the Council for buildings hired for office	9(i)	--	--	--	--	--	--	Full	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	purposes for a fixed period											
77.	Sanction for payment of amount due to the beneficiaries of deceased employees strictly in accordance with the rules governing the Scheme under ICAR Group Insurance.		--	--	--	--	--	--	Full	--	--	
78.	Payment of electricity bills, water charges, etc., in respect of ICAR Staff Quarters and ICAR Bhavan at New Delhi.		--	--	--	--	--	--	Full	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
79.	Payment of property tax to NDMC/MCD in r/o ICAR staff quarters and ICAR Bhavan at New Delhi.		--	--	--	--	--	--	Full	--	--	
80. (i)	Execution of Indent, contracts and purchases. (Rule 21 of DFPR of GoI)	12 (a) & Rule 23 (b)	Same powers as Secretary as per DFPR in Government of India.	Full.	--	--	--	Up to Rs. 30.00 lakh	Up to Rs. 15 lakhs	All contracts involving consideration up to Rs. 1.00 lakh	--	
(ii)	Grant of advance for medical treatment and reimbursement of medical claim in respect to employees of ICAR Headquarters including		--	--	--	--	--	--	Full	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	reimbursement of medical claim in emergency cases.											
81. (i)	Medical Advance and reimbursement of medical claims in respect to ICAR pensioners		--	--	--	--	--	--	Full	--	--	Office Order No.: 3(1)/2001—Per. IV, dated: 11 <sup>th</sup> February 2016.
(ii)	To sanction expenditure towards payment in respect of ICAR Group Insurance Scheme to LIC of India, New Delhi		--	--	--	--	--	--	Full	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
82.	Passing of bills for pay, TA and other allowances for headquarters staff		--	--	--	--	--	--	--	Full	Full	
83.	Passing of bills for contingent expenditure already sanctioned.		--	--	--	--	--	--	--	Full	Full	
84.	Authorizing book adjustment		--	--	--	--	--	--	--	Full	Full	
85.	Attesting entries in Cash Book and Subsidiary Cash Book		--	--	--	--	--	--	--	Full	Full	
86.	Checking monthly Cash balance		--	--	--	--	--	--	--	Full	Full	
87.	Passing and counter signing of TA bills of non-official		--	--	--	--	--	--	--	Full	Full	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	and officials (where TA is payable for meetings convened by the Council)											
88.	Expenditure on Dress Allowance to common categories of Group 'C' and erstwhile Group 'D' employees.		--	--	--	--	--	--	--	US (GAC), Full	--	F. No.: GAC-21- 35/2017-CDN, dated: 23 <sup>rd</sup> October 2017 endorsing therein DoPT F. No.: 14/4/2015- JCA-2, dated: 31 <sup>st</sup> August 2017.
89.	Purchase of postage stamps, postal charges, internet charges etc.	9 (i)	--	--	--	--	--	--	--	Full	--	
90.	Purchase of Franks		--	--	--	--	--	--	--	Full	--	
91.	Payment of Telephone		--	--	--	--	--	--	--	Full	--	Subject to norms and ceilings



			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	charges including Rent									US (GAC)		prescribed by MoF instructions.
92.	Repair of office equipment.		--	--	--	--	--	--	--	Full US (GAC)	--	Subject to norms and ceilings prescribed by MoF.
93.	Passing of bills for contingent expenditure.		--	--	--	--	--	--	--	SFAO/ DDO Full powers	FAO/DDO Full powers	
94.	Forwarding applications for employment in or outside organizations Departments in respect to: (i) US/DS level officers at Headquarters& combined cadre or A.O.'s & F.&A.O.'s		--	--	--	--	--	Full	--	--	--	

			Power vested by Bye-Laws of ICAR		Power delegated by the Governing Body or otherwise (31.03.2023)							
S. No.	Nature of power	Bye- law No./FR /SR	Director General	Secretary	DDG	Secretary	ADG	Joint Secretary	Director /Deputy Secretary	US/ Sr. F&AO/ LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13
	(ii) Group 'B' & 'C' officials of HQ											
95.	Communicatio n of sanction where the proposal has sanction has already been accorded by the competent administrative authority		--	--	--	--	--	--	--	Respective Under Secretary		

## **Annexure I to Schedule I**

**Delegation of Powers to Deputy Director General (Education), ICAR specifically for conducting of All India Combined Entrance Examination for Under Graduate and Post Graduate Courses under Revolving Fund Scheme in Addition to the Existing Delegated Powers to the DDGs**

<b>S. No.</b>	<b>Nature of Power</b>	<b>Extent of Delegation of Powers</b>	<b>Remarks</b>
1.	Purchase of equipment/Non-consumable stores as provided in the Revolving Fund Scheme (RFS).	Full	Subject to observance of provisions of RFS guidelines of ICAR.
2.	a) Power to incur recurring contingent expenditure in general for Examination under Revolving Fund. b) To award job on consolidated basis in connection with Examination under Revolving Fund. c) Hiring of vehicles	Full	Subject to observance of Rules, codal formalities, orders, instructions of GoI/ICAR in this regard from time to time. Vehicles may be hired during the period of examination only, if genuinely needed.
3.	Purchase of Stationery for holding of All India Entrance Examination under Revolving Fund Scheme	Up to Rs. 3.00 lakh in respect of each examination.	Subject to observance of rules and codal formalities like limitation of tenders/ financial concurrence and orders/ instructions issued by GoI/ ICAR from time to time.
4.	Sanction of Departmental/Contingent advance in connection with Holding of All India Entrance Examination under Revolving Fund Scheme	Up to Rs. 3.00 lakh in each case.	Subject to observance of rules and codal formalities like limitation of tenders/ financial concurrence and orders/ instructions issued by GoI/ ICAR from time to time.
5.	To sanction honorarium to the members of the Selection Committee in connection with Post-Doctoral/Sr. Fellowship at the approved rates. (Bye-laws 9[i])	Full	Subject to prescribed ceilings.
6.	Proposals for the release of funds in respect to various Schemes of Education Division  A. National Talent Scholarship Schemes B. Rural Awareness Work Experience Scheme C. International Fellowship Scheme D. Centre for Advance Faculty & Training (CAFT) E. Emeritus Scientist Scheme F. Senior Research Fellowship G. Junior Research Fellowship H. Short Courses/Summer/Winter School I. Scholarship to Under Graduate Students (Merit-Cum-Mean Scholarship) J. Scholarship to Under Graduate Students- Post Matriculation Scholarship K. Fellowship for Veterinary Graduates /Internship	Full	Subject to concurrence of AS & FA, DARE/ICAR

## **Annexure II to Schedule I**

### **Delegation of Powers to Project Director, Directorate of Knowledge Management (DKMA), ICAR**

*The powers delegated to the Directors of ICAR institutes (Schedule II), except the power to make appointments will also be exercised by Director (DKMA). (F No. 4-21/89-Per III dated 3<sup>rd</sup> Oct 2001. In addition, Director (DKMA) will exercise the following powers subject to orders and instructions issued by GOI and ICAR from time to time:*

<b>S. No.</b>	<b>Nature of Power</b>	<b>Extent of Power</b>	<b>Remarks</b>
1.	To sanction expenditure for fair typing of the manuscript.	Full	At the prescribed rates including cost of stationery in connection with Council's publications as per the instructions issued by ICAR from time to time.
2.	To sanction honorarium to the authors of Council's books at approved rates.	Full	Subject to the condition that the assignment of work to the authors has been approved by the competent authorities and prior concurrence of Finance Division is obtained.
3.	To sanction expenditure on printing of publications of ICAR including periodicals and magazines.	Full	Subject to the conditions: (i) That the rates have been approved by the competent authority, (ii) That the press should be among the ones which have been approved for the purpose by the competent authority for such jobs, and (iii) Issue of sanction will be subject to availability of funds in the budget.
4.	To sanction honorarium for getting the Council's translation work done.	Full	Subject to the condition that: (i) the names of translators have been approved by the competent authority; and (ii) That the rates have been approved by the Council from time to time.
5.	To sanction honorarium for getting manuscripts edited and proof read by External Editors/ Proof Readers.	Full	Subject to the condition that: (i) External Editors/ Proof Readers are on the approved panel of the Council (ii) Rates are approved by the Council from time to time.
6.	To sanction expenditure on advertisement through Central Bureau of Communication (CBC) (erst Directorate of Audio & Visual Publicity.)	Full	Subject to the condition that the decision to get the particular matter advertised has been taken at appropriate level.
7.	Sanction of Honorarium for Getting manuscripts edited and proof read by External Editors/Proof Readers.	Full	Subject to the condition that (i) External Editors/ Proof Readers are on the approved panel of the Council (ii) Rates are approved by the Council from time to time.

8.	Sanction of Payment to outside editors, proof readers, translators for services/laser typesetting work, binding work etc. out sourced by DKMA	Full	Subject to the rate contracts approved by Secretary, ICAR from time to time.
9.	Acceptance of bank guarantee of Nationalized banks furnished by the private book sellers for purchase of ICAR publications	Full	
10.	Passing of Bills for Contingent expenditure for which sanction has been accorded by the Project Director, DKMA	Concerned DKMA In-charge	(Under Secretary/ Chief Production Officer/ Business Manager and Chief Editors)
11.	Sanction of expenditure for participation in fair, exhibition/advertising charges etc.	Up to Rs 9.50 lakhs in each case for Regional Exhibition	Subject to the recommendation of the Committee constituted for the purpose.
12.	Sanction for production of documentary and other Audio-video films on different technologies.	Full	
13.	Video capsules for mass awareness for telecast on AIR/Doordarshan	Full	Subject to subscription rate finalized by the National Steering Committee/ National Negotiation Committee and duly concurred by FA and approved by DG, ICAR
14.	Authentication of order under CCS (CCA) & CCS (Conduct) Rules.	Full	

## **Annexure III (A) to Schedule I**

### **Delegation of Powers to ADG, National Agricultural Science Funds (NASF) (Formerly National Fund for Basic, Strategic and Frontier Application Research in Agriculture (NFBSFARA), ICAR**

<b>S. No.</b>	<b>Nature of Powers</b>	<b>Extent of Powers</b>
1.	Grant of special pay to LDC/UDC/Assistant 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 and SR and other conditions laid down by the Government of India, Ministry of Finance and rates prescribed for the purpose from time to time.
2.	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 recurring honorarium this limit applies to the total of the recurring payment made to an individual in 1-year <i>vide</i> Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 <sup>th</sup> January 1987.
3.	Power to require a medical certificate of fitness before return from leave.	Full, if he is empowered to grant leave.
4.	Power to sanction Causal Leave.	Full, including for self.
5.	Power to sanction Earned Leave. (CCS [Leave] Rules, 1972)	Full power to grant leave including special disability leave, expecting for himself provided no officiating arrangements are involved in respect of posts which the National Coordinator is not competent to fill up. The exercise of this power will be subject to observance of all relevant rules of Government of India/ Council in this regard <i>vide</i> Office Order No.: 6-2/90-CDN (A&A) dated 04 <sup>th</sup> February 1993.
6.	Power to extend leave. (CCS [Leave] Rules, 1972)	Full powers, provided the original leave was sanctioned by the National Coordinator, and the employee on his return will be under his administrative control.
7.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of fee. (SR 11)	Full, subject to the conditions mentioned in Government of India <i>vide</i> Ministry of Finance O.M. No. 19028/5/76 E IV (S) dated: 21 <sup>st</sup> January 1977 endorsed by ICAR <i>vide</i> Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 <sup>th</sup> January 1987.
8.	Power to decide the shortest of 2 or more routes. (SR 30 [b])	Full power 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.
9.	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest. (SR 31)	Full power
10.	Power to decide in cases of doubt or hardship, the class of steamer	Full powers. This power may be exercised in respect of the officers of the grade for whom the general permission

	accommodation to which a Council's employee is entitled. (SR 42)	is given <i>vide</i> Office Order No. 6-2/90-CDN (A&A) dated 04 <sup>th</sup> February 1993.
11.	Power to sanction travel by air. [SR 48 (b) (ii)]	Full powers. This power may be exercised in respect of the officers of the grade entitled for travel by air.
12.	Power sanction of refund of cancellation charges on air/rail ticket (including self).	Full, subject to the conditions mentioned in Government of India <i>vide</i> Ministry of Finance O.M. No. 19028/5/76 E IV (S) dated: 21 <sup>st</sup> January 1977 endorsed by ICAR <i>vide</i> Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 <sup>th</sup> January 1987.
13.	Power to prescribe Headquarters of the Council's employees. (SR 59).	Full powers.
14.	Power to define the Limits of Council's employee's sphere of duty. (SR 60)	Full powers.
15.	Power to decide whether a particular absence is absence of duty. (SR 62)	Full powers.
16.	Power to restrict the frequency and duration of Journeys. (SR 63)	Full powers.
17.	Power to grant exemptions from the rule limiting a halt on tour to 10 days. (SR 73)	Full to the extent and subject to the conditions prescribed by Government of India/ICAR from time to time.
18.	Power to allow free passage to a person joining a post by sea. (SR 108)	Full powers to those persons appointed by the National Coordinator.
19.	Power to extent the time limits of 6 months and 1 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.
20.	Power to sanction Travelling Allowance (TA) as for journey on tour to a Government 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, subject to the GoI/ICAR instructions on the subject issued from time to time.
21.	Power to sponsor candidate for short-term training course and count the period spent on training as duty.	Full, subject to the GoI/ICAR instructions on the subject issued from time to time.
22.	Power to make rules for the guidance of controlling officer. [SR 195 (e) ]	Full powers.
23.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of end employee of non-gazetted status to return to duty (CCS [Leave] Rules, 1972)	Full powers.
24.	Power to grant leave to a Council's employee in r/o whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty. (SR 233)	Full powers where the National Coordinator is empowered to grant leave. The enhanced powers will be exercised by the National Coordinator with the concurrence of the Managing Committee.
25.	Power to grant maternity/paternity leave. (CCS [Leave] Rules, 1972)	Full powers.
26.	Power to Work Related Illness & Injury Leave (WRIIL).	Full powers.

	(CCS [Leave] Rules, 1972)	
27.	Power to permit the calculation of joining time by a route other than that which travelers ordinarily use. (SR 296)	Full powers.
28.	Power to extend joining time on certain conditions within a maximum of 30 days. (SR 302)	Full powers.
29.	Power to sanction tour programme (within India) and counter-signature of TA bills.	Full powers for all including self. Only the tour programme of the National Coordinator should be sent to Director General, ICAR by name. Normally tour should be arranged within their jurisdiction.
30.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full powers.
31.	Authorization of a Council employee to proceed on duty to any part of India.	Full powers.
32.	Power to incur contingent expenditure in general.	Subject to the provision of the DFP Rules as modified from time to time (i) observance of procedures and other directions contained in Central Government Compilation GFR and other existing rules and orders or those issued from time to time.
	(i) Bicycle	Full powers. The supplies shall be obtained through GeM provided budget provision existed for the purchase.
	(ii) Conveyance hire.	To the extent mentioned in DFP Rules.
	(iii) Electricity gas and water charges.	Full powers.
	(iv) Fixtures and furniture purchase and repairs.	Full powers.
	(v) Specific Charges: (a) Freight charges  (b) Demurrage/wharfage charges	Full powers.  Full powers (each case exceeding Rs 1,000/- should be reported to the Council). Expenditure on air-lifting of stores should be resorted to only in rare cases of extreme urgency. To see that this condition is not violated reasons for air-lifting of stores should specially be recorded and a periodical return sent to the Council every 6 months in September and March.
	(vi) Legal Service related: (a) Legal charges for Law suits to which Council is a party  (b) Fees to barristers, pleaders arbitrators and umpires.  (c) Other legal charges for lawsuit or prosecution cases as well as for arbitration cases.	Full powers subject to the previous consent of the Council where fee is to be paid in excess to the schedule of fee laid down in DFP Rules as revised from time to time. Legal advice may be obtained in advance.  Full powers subject to the previous consent of the Council.  Full powers subject to the previous consent of the Council.
	(vii) Maintenance, upkeep and repairs of motor vehicle	Full powers.



	(viii) Municipal or / cantonment rates and taxes	Full powers.
	(ix) Postal and internet charges and charges including commission on money orders, etc	Full powers.
	(x) Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications
	(xi) Purchase of books, periodicals and officials' publications	Full powers, subject to budgetary provision and any limitations prescribed by the Council.
	(xii) Repairs to plant and machinery equipment, tractors pumping set, sea/ river craft etc	Full powers.
	(xiii) Staff paid from contingencies	Full powers. Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf
	(xiv) (a) Local purchase of Stationery stores. (b) Local purchase of rubber stamps and office seals.	Full powers. Full powers.
	(xv) General procurement: (a) Purchase of working stores, chemicals, tools, plants and equipment/computers insecticides, fertilizers etc. (b) Stores required for works	Full powers, subject to availability of budget provision and approval of equipment in the EFC.  The administrative approval of a Competent Authority for execution of works carries within the sanction of incurring expenditure on purchase of stores required for the work.
	(xvi) Telephone charges.	Full powers, subject to observance of restrictions in DFP Rules as amended from time to time and those contained in MoF. O.M. No. 16(6)-E (Coord)/67 dated: 09 <sup>th</sup> August, 1967 and 06 <sup>th</sup> November, 1968 and such other orders as are issued from time to time.
	(xvii) Indents, contracts and purchase (DFP Rules)	Full powers, subject to condition under GFR 2017.
	(xviii) Advertisement charges.	Full powers, subject to observance of rules.
	(xix) (a) Writing off losses.	(a) Up to Rs. 10,000/- for losses of stores not due to theft, fraud or negligence, (b) Up to Rs 2,500/- in other cases. Powers may be exercised subject to the conditions laid down by Government of India and other orders issued by Government of India/ ICAR on the subject from time to time.
	(b) Declaration and disposal of obsolete surplus and unserviceable store	Full powers in respect of items originally sanctioned by the same authority.
	(xx) Petty works repairs.	Full powers up to Rs. 3.00 lakh in each case.
33.	Power to declare a Group 'A' or Group 'B' Officer to be Head of Office for the purpose of relevant Rules or Drawing and Disbursing Officer as per DFP Rules.	Full powers. It is not permissible to declare more than one officer as Head of Office in r/o same establishments unless the two establishments are distinctly separate from one another

34.	Expenditure on refreshment /entertainment.	Up to Rs. 25,000/- per annum subject to expenditure ceilings as prescribed by ICAR from time to time.
35.	Investigation of arrear claims.	Powers may be exercised subject to provisions of the GFR 2017 and orders issued by the Government of India/Council from time to time.
36.	Grant of permanent advances/cash imprest.	Full powers, subject to the instructions issued by GoI/ICAR from time to time.
37.	To execute contracts, deeds and other instruments for and on behalf of the ICAR.	Power as delegated by ICAR and amended time to time.
38.	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Power as delegated by ICAR and amended time to time.
39.	Grants of advance of TA on transfer.	Full powers, subject to the provision of TA Rules.
40.	Grant of advance in connection with tours.	Full powers, subject to the provision of TA Rules.
41.	Grant of advance in connection with Leave Travel Concession.	Full powers, subject to the provision of LTC Rules.
42.	Advance to employees for various department purposes.	Full powers, subject to the provision of GFR 2017.
43.	Grant of temporary advances including special advances from Provident Fund.	To the extent the National Director is competent to sanction expenditure for the purpose subject to the provision of GFR 2017. Full powers except for self. In case of ADG, the Secretary, ICAR is the Competent Authority to sanction General Provident Fund advance/final withdrawal for special reasons as admissible under GPF Rules/ CPF Rules.
44.	Advance payment to (i) Firms with whom annual contracts for servicing of air conditioners, water coolers, computers and other costly equipment etc. are entered into (ii) To Firms including Central / State Government / Government run organization for supply of stores etc.	Full powers, subject to the provision of GFR 2017.
45.	Grant of advance to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees.	Full powers including gazetted status employee also after following Government of India instructions issued from time to time. <i>vide</i> Office Order No.: 6-2/90-CDN (A&A) dated 04 <sup>th</sup> February 1993 and as per immediate relief guidelines.
46.	Reimbursement of medical expenses as admissible under Central Service (Medical attendance) Rules including counter signature of medical bills.	Full powers, National Coordinator will exercise the powers of Controlling Officer/ Head of Department in respect of Officers/ staff under his administrative control for the purpose of Central Services (Medical attendance) Rules, 1944, as applicable to the Council's employees.  National Coordinator can countersign his own medical bills provided the claim is covered by rules and orders on the subject. As regard reimbursement of medical expenses in relaxation of Medical attendance rules, he may not exercise the power in his own case.

47.	Control of staff cars and vehicle etc.	Full powers, subject to staff car rules, and rules and orders issue for control, maintenance and operation of motor vehicle etc. (For the purpose of staff car rules, ADG, NASF will exercise the powers of a Head of Department)
48.	Grant of Leave Travel Concession.	Full powers as of Head of Department/ Controlling officer for the purpose of application of Leave Travel Concession Rules to Officers / Staff under his administrative control except self.
49.	Permission to officers to attend conferences within the country connected with agricultural matter	Full powers.
50.	Grant of overtime allowance.	Full powers, subject to conditions laid by the Government of India/ ICAR from time to time and subject to budgetary limits.
51.	Power to sanction expenditure on insurance Power to get insured during rail transit such of the equipment as are costly and are of fragile and delicate nature and where the Railways do not accept any risk or responsibility for losses due to breakage in transit.	Full powers, subject to instruction issued by ICAR from time to time.
	Power to sanction expenditure on the insurance of motor vehicle under Motor Vehicle Act. 1939 and to pay Road Tax, wherever livable.	Full powers, subject to instruction issued by ICAR from time to time.
52.	Maintenance of Electronic computer and the computer Laboratory.	Full powers.
53.	Approval for holding of workshop, symposia, conferences, meetings and sanction of expenditure to be incurred.	Full, subject to provision of fund under the head in the approved/ sanctioned project. Number of participants in the meeting workshops should not exceed 50. The norms for expenditure in workshops/meetings/conferences will be in accordance with the following ICAR norms.
54.	Staff paid from contingencies	Full powers subject to orders and instructions issued by GOI/ICAR from time to time
55.	Engaging Research Associate/Research Fellows on contract basis.	Full powers subject to sanction of posts by Competent Authority.
56.	Engaging Chartered Accountant/Firm of CA(s) as Auditor to audit project accounts and sanction for payment of remuneration.	Full powers subject to observance to all rules/orders/guidelines on the subject.
57.	Sanction for hiring of Indian Consultants/ Consultancy agencies for implementation of NASF.	Full powers subject to concurrence of Financial Advisor
58.	Nomination of employees for training in India.	Full powers.
59.	Installation of new telephone connection.	Full powers as per ICAR norms.
60.	Sanction of TA/DA/Honorarium to non-official members of the Research Programme Committee, Project Management Committee, Consortium	Full powers subject to prescribed rules/ orders/ guidelines.

	Advisory Committee, Consortium Implementation Committee, Technical Advisory Groups and other non-official members invited to Workshops, Working Groups, Committees in connection with the work of the project	
61.	Civil works including renovation and remodeling.	Up to Rs. 10.00 lakhs.
62.	Participation in exhibition and demonstrations of research activity.	Rs. 1,00,000/- in each case of participation subject to budget provision.

### **Annexure III(B) to Schedule I**

#### **Delegation of Powers to Principal Investigators (PI) and Cooperating Centre Principal Investigators (CCPI) of the projects operating under the National Agricultural Science Fund (NASF)**

*(Formerly National Fund for Basic, Strategic and Frontier Application Research in Agriculture [NFBSFARA])*

<b>S. No.</b>	<b>Nature of Power</b>	<b>Extent of Power to PIs/CCPIs</b>	<b>Remarks</b>
1.	Sanctioning tour programme and counter signature of TA bills	Full power including for self. However, the CPIs/CCPIs will submit tour reports to his/ her higher official	With sufficient prior information to the Controlling Officer, submit tour report to his/her higher official
2.	Sanctioning tour advances for self, and other staff	Subject to the rules of the institution concerned in case of public organizations if not over-ridden by NASF directives. For non-public institutions the GOI/ICAR/ NASF Rules will be followed.	The adjustment of account bills to be submitted within 30 days in each case
3.	Power to restrict the frequency and duration of Journeys (SR 63)	Full powers including for self	-
4.	Sanctioning reimbursement of cancellation charges on unused railway tickets/ air tickets	Full powers for all staff working under him/her excluding self	The cancellation should with information to the controlling officer and should be justified and in public interest
5.	Expenditure on holding workshops, meetings/ conferences / deputation on short duration need based trainings in India (This include entire expenses related to the event including food, transport, hiring and other logistics) etc.)	Full, subject to provision of fund under the head in the approved/ sanctioned project	Number of participants in the meeting workshops should not exceed 20. The norms for expenditure in workshops/meetings/conferences will be in accordance with the following ICAR norms.
6.	Sanction of registration charges at Symposia/ seminars at national level	Full only if the topic is related to the sanctioned project and it is organized by a private institution.	-
7.	Recurring contingent charges for management and operating laboratories and farms including purchase of working stores, chemicals, glassware, tools, plants and equipment, insecticides,	Rs.1.00 lakh in each case subject to provision of fund under the head in the sanctioned project	Subject to adherence to the prescribed procedure.

	including consumables for research work.		
8.	Capital expenditure on equipment's and works.	Full to the limit of sanctioned quantity/ budget for each approved item.	According to prescribed procedure.
9.	Conveyance hire.	Full powers	According to prescribed procedure.
10.	Purchase of annuals publications and reprints of scientific papers.	Up to Rs. 10,000/- per annum.	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure
11.	Printing and binding.	Up to Rs. 20,000/- per annum.	-do-
12.	a) Local purchase of stationary stores.  b) Local purchase of rubber stamps and office seals.	Up to Rs. 25,000 per annum subject to observance to prescribed procedures.  Full powers.	-do-  -do-
13.	To incur recurring expenditure on maintenance and repair of scientific instruments, laboratory equipment's, agricultural implements and machinery being used for the project.	Up to Rs. 1.00 lakh per annum.	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure. Proposals beyond Rs.1 lakh may be approved by the Advisory Committee up to a ceiling of Rs. 1.50 lakh.
14.	Repair of office machines.	Full powers.	-do-
15.	Maintenance of computer and peripherals.	Up to Rs. 25,000/- per annum including cost of stores, and other materials required for maintenance	-do-
16.	Payment of charges on postage (excluding private courier), fax, telephone bills internet use, cell phone etc.	The reimbursement of calls to PIs/C CPIs will be made as per rules.	Subject to the availability of funds and the adherence to rules and procedures.
17.	Freight Charges.	Full power subject to this being part of the supply order relating to project work.	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure
18.	Sanctioning casual leave.	Full, excluding self.	
19.	Contractual staff & help (casual labour/ data collectors etc.) approved in the project.	Job should be out sourced through job contractors.	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure.
20.	Engagement of RA/ SRF on Contract Basis, approved in the project.	Full powers.	Subject to provision of the position in the approved project and availability of funds and following a transparent competitive process. The cost of advertisement should be minimal and effective use of institution should be made for this purpose

For sanctioning leave other than casual leave, the PI/CPI can recommend only in respect of supporting personnel (non-gazetted) working under his/ her administrative control. However, sanction of leave will be made by the Head of Division/Department to whom powers of sanction are vested. The leave for scientific staff will be granted as per the institutional norms.

These powers will apply to PIs and CPIs of Projects under NASF. The powers will be exercised subject to remarks given against each item and also subject to fulfillment of the following requirements.

- (i) Expenditure is incurred only for bona-fide NASF purpose as per the approved project
- (ii) The necessary funds sanctioned to meet the expenditure for a particular item is available in the sanction project budget
- (iii) No additional manpower will be provided to project implementing centers for running project.
- (iv) Expenditure proposals involving amounts in excess of the powers of the PI/CCPI etc. may be submitted to the competent authority concerned for sanction in the respective institutions.
- (v) All contractual staff are co-terminus with the project or as per the terms and conditions of the job contract and there is absolutely no liability to ICAR or hiring institution whatsoever.

The above delegation of powers is subject to the condition that the exercise of powers will not contradict any GoI/ICAR/NASF norms & rules

## **Schedule II**

### **Delegation of Powers to the Directors of Research Institute/National Research Centers (NRCs) /Project Directorates (PDs) /Agricultural Technology Application Research Institutes (ATARIs) declared as Heads of Departments**

<b>S. No.</b>	<b>Nature of power</b>	<b>Extent of power</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>I. Powers under Fundamental Rules and Supplementary Rules:</b>			
1.	Grant of special pay to LDC/UDC/Assistant appointed to perform the duties of Cashier.	Full powers, including allowing special pay for above.	-
2.	Power to dispense with medical certificate of fitness before appointment to Council's Service In individual cases (FR10)	Full in the case of employees for whom Director is the appointing authority.	-
3.	Condoning of unauthorized absence for purpose of pension	Full	-
4.	Power to transfer a lien (FR 14-B)	Full	Provided that the Director is authorized to make appointments to both the posts concerned.
5. (i)	Power to transfer a Scientist/Technical from one post to another within the institute (FR-15)	Full	-
(ii)	Power to transfer an Administrative staff for whom Director is the appointing authority, from one post to another within the institute.	Full	-
6.	Power to fix the pay and allowances and grant personal pay of a Council's servant treated as on duty (FR-20)	Full	Office Order no.: 6-2/90-CDN (A&A), dated: 04 <sup>th</sup> February 1993. 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, Gol/ ICAR instructions issued from time to time.
7.	Power to sanction annual increment. (FR-24)	Full	To sanction normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.
8.	Power to issue declaration for the purpose of grant of promotion under next below rule. (FR-22 [ii])	Full	In respect of posts for which the Director is appointing authority.



<b>S. No.</b>	<b>Nature of power</b>	<b>Extent of power</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
9.	Power to reduce the pay of an officiating employee. (FR-35)	Full	If he is empowered to make an officiating appointment to the post concerned.
10.	Power to sanction transfer to foreign service in India. (FR-110[c])	Full	In case of employees for whom Director is the appointing authority.
11.	Power to fix pay in foreign Service. (FR 114)	Full	-
12.	Power to decide date of reversion of employee returning after leave from foreign service.	Full	-
13.	Power to allow an employee to count extraordinary leave for increments. (FR 26)	Full	Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 <sup>th</sup> January, 1987. In cases where Director is the competent authority to sanction extraordinary leave.
14.	Grant of NPA to the eligible officers of the Institute.	Full	Office Order No.: 6(2)/90-CDN (A&A) Pt I dated: 23 <sup>rd</sup> February, 1996 and in accordance with the instructions issued by the Council from time to time.
15.	Power to sanction undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium. (FR 46[b])	Up to a maximum of Rs 2,500 in each case. (Excluding self)	Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 <sup>th</sup> January 1987. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year. Subject to other conditions prescribed by GoI/Council from time to time.
16.	To sanction grant and permit acceptance of honorarium at the rates prescribed under “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service).”	Full, except for self.	As per revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 <sup>th</sup> June .2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 <sup>st</sup> September 2014 and effective from 1 <sup>st</sup> October 2014.
17.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee. (SR 11)	Full	In the case of recurring fees this limit applies to the total of recurring payments made to an individual in a year.
18.	Power to allot residence/to suspend the allotment of a residence and power to direct that an officer on leave shall	Full	-

<b>S. No.</b>	<b>Nature of power</b>	<b>Extent of power</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	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)		
19.	Power to estimate probable cost of maintenance and repairs of leased residences (SR-321 &330) and of Council's residences. (SR- 322&331)	Full	-
20.	Power to determine rent for certain Services & the estimated capital cost. (SR325&334)	Full	-
21.	Power to determine charges for electric energy and water & meters & to fix charges for the electric energy and water where no meters are provided. (SR325& 334)	Full	-
22.	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters. (SR-325& 334)	Full	Office Order No.: GAC-13/15/2019-E&M, dated: 06 <sup>th</sup> September 2019 and other guidelines/ instructions issued from time to time.
23.	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	Provided he is empowered to appoint a Council's servant permanently to each of the posts concerned.
24.	Power to require a medical certificate of fitness before return from leave.	Full, if the Director is empowered to grant leave.	-
25.	Power to sanction Casual Leave.	Full powers, excepting self.	In case of Director of institute, the concerned DDG. (Office Order No.: 13 (1)/2010-Estt.I, dated: 22 <sup>nd</sup> March 2011)
26.	Power to sanction Earned Leave, Half pay Leave, Commuted Leave, leave not due, Extraordinary Leave, Maternity Leave, Paternity Leave, Work Related Illness & Injury Leave (WRIL), Child Care Leave, Child Adoption Leave (including staff of the PCU-AICRP)	Full powers, excepting self.	Office Order no.: 6-2/90-CDN (A&A), dated: 04 <sup>th</sup> February 1993. 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

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			rules of Govt. of India/ Council in this regard)
27.	Power to extend leave.	Full	Provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.
28.	Power to decide the shortest of two or more routes (SR 30[b])	Full	-
29.	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest (SR 31)	Full, for journeys within their jurisdiction.	-
30.	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	-
31.	Power to sanction travel by air to Non-entitled officials. (SR 48[b] [ii])  (i) National Institutes	Full	-
	(ii) Other ICAR Institutes	Full in respect to- (i) Directors of all ICAR institutes located in North-East India; (ii) Director of CIARI, Port Blair; (iii) Director, CPCRI, Kasaragod for the staff working at the Regional Station at Lakshadweep.	Office Order No.: 6-1/2004-CDN (A&A), dated: 15 <sup>th</sup> June 2005, subject to the condition that grant of air-travel to non-entitled officers is accorded on emergency/health grounds. (As per approval of the Governing Body in its meeting held on 25 <sup>th</sup> May 2005)
32.	Power to sanction air travel in respect to Non-official members.	Full	
33.	Power to sanction of refund of cancellation charges on air tickets (including self)	Full	
34.	Power to prescribe Headquarters of the Institutes employees. (SR 59)	Full	
35.	Power to define the limits of Institutes employees' sphere of duty. (SR 60)	Full	
36.	Power to decide whether a particular absence is absence on duty. (SR 62)	Full.	
37.	Power to restrict the frequency and duration of journeys. (SR 63)	Full.	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
38.	Power to permit Council's employee to recover in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them and/or to limit the number or weight. (SR 81[a]&[b])	Full.	
39.	Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only. (SR81[c])	Full	Subject to the condition that this should not exceed the scheduled rates, if any.
40.	Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters. (SR 91)	Full.	This is subject to the condition as laid down under (a), (b), (c) under SR 91 and provisions of SR 90.
41.	Power to allow free passage to a person joining a post by sea. (SR 108)	Full.	
42.	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.	In case of the staff appointed by the Director
43.	Power to prescribe the scale of tents to be carried at Council's expense on transfer [SR 116(c)]	Full	-
44.	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	-
45.	Power to permit recovery of TA for a journey to attend an examination other than those mentioned in SR 130 & 131. (SR 132)	Full	In the case of departmental examination.
46.	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	Provided TA may not be granted for a journey while proceeding on leave or while returning from leave.
47.	Power to sanction TA as on tour to an employee who proceeds on regular	Full	Provided that T.A. is granted from the place where E.L. is spent to the

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	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)		place of tour limited to that admissible between HQ/tour station and the other tour station.
48.	Power to sanction TA 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	-
49.	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	-
50.	(a) Power to sponsor candidate for short term training course and count the period spent on training as duty.	Full	-
	(b) Power to decide the rates of TA admissible to a Council's employee deputed to undergo a course of training. (SR 164)	Full. In the case of Directors themselves, the power will be exercised by Director General, ICAR.	-
51.	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	-
52.	Power to grant TA or actual travelling, hotel and carriage expenses instead of T.A, to persons not in Council's service attending Commission of Inquiry 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. (SR190 [a]&[b])	Full	-
53.	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	-
54.	Power to declare who should be Controlling Officers. (SR 191)	Full	Provided that the Director may not declare a Council's employee to be

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			his own Controlling Officer except as permitted under TA Rules.
55.	Power to make rules for the guidance of Controlling Officers. (SR 195)	Full	-
56.	Power to accept a certificate signed by Competent Medical Authority mentioned in Rules as evidence of the fitness of an employee of non-gazetted status to return to duty. (Rule 19 of CCS [Leave] Rules)	Full	-
57.	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 (i.e. to return to duty. (Rule 20 of CCS [Leave] Rules)	Full, where the Directors are empowered to grant leave.	The enhanced powers will be exercised by the Directors with the concurrence of the Board of Management (BoM)/ Institute Management Committee (IMC).
58.	Power to sanction study leave to the officers of the combined cadre of Administration and Finance working at their Institute.	Full (upto 30 days)	In respect of officers of combined cadre of Administration and Finance, proposal for pursuing any course(s) in India requiring study leave upto 30 days only may be examined at the Institute level as per Rules and the Director will be competent to take final decision on the same. Proposals of study leave of more than 30 days duration may be sent to the Council.
59.	Power to extend joining time on certain conditions within a maximum of 30 days (Rule-4 [5] of CCS [Joining Time] Rules).	Full	-
60.	To sanction tour program and countersignature of TA bills.	Full	As per the instructions contained in Office Order F. No.: FIN/6/1/2007-CDN (A&A) dated 5 <sup>th</sup> March 2021 may be complied with.
61.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full	-
62.	Authorizing the Institute employee to proceed on duty to any part of India.	Full	-
63.	Power to make appointments.  (a) Administrative	Full up to the grade to which the Director is Appointing Authority.	The power is subject to the Recruitment Rules and the Bye-laws of the ICAR and also subject to the availability of such posts.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose.	
	(b) SSS/MTS	Full, up to the grade to which the Director is Appointing Authority.	-
	(c) Technical	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	-
64.	Powers delegated in respect to Technical Cadre employees:	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 <sup>th</sup> September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 <sup>th</sup> September 2018.
	(i) Approval of Technical Assessment Committee proceedings.		
	(ii) Technical Assessment Committees DPC'S nomination of Chair- man & Members.	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 <sup>th</sup> September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 <sup>th</sup> September 2018.
	(iii) Appointment/ pre-appointment formalities	Full powers to the Directors of the institutes for carrying out the formalities. Offer Memorandum and appointment letter to be issued with the approval of the Appointing Authority.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 15 <sup>th</sup> April 2019.
	(iv) Completion of probation and confirmation	Full powers to the Directors of the institutes for convening the meeting for probation clearance and confirmation. The proceedings are to be sent to the Council for approval of the Appointing Authority.	-do-
	(v) Constitution of Assessment Committees for promotion under TSR	Full powers to the Directors of the institutes. Rule 6.10 and 6.11 of Technical Services Rules (TSR) to be followed.	-do-

<b>S. No.</b>	<b>Nature of power</b>	<b>Extent of power</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	(vi) Convening of meetings of the Assessment Committees for promotion	Full powers to the Directors of the institutes. Recommendations to be forwarded to the Council for the approval of the Appointing Authority.	-do-
	(vii) Training	Full powers to the Directors of the institutes.	-do-
	(viii) Sanctioning of LTC advances/grant of leave encashment	Full powers to the appropriate officer/head of Office at the institutes, as nominated by the Directors of the institutes.	-do-
	(ix) Intra-institutional transfer	Full powers to the Directors of the institutes, within the Council's intra-institutional transfer guidelines.	Office Order No.: 19(11)/2016-Estt.IV dated 06 <sup>th</sup> September 2016.
	(x) Sanctioning of all types of leaves including leaves for going abroad (personal ground) and study leave	Full powers to the Directors of the institutes. Vigilance clearance for ex-India leave to be obtained from the Council.	
	(xi) Forwardal of applications for deputation/Direct Recruitment on selection basis, within/outside the country and any further extension	Full Powers to the Directors of the institutes. Relieving upon selection through the Technical Services Division with the approval of the Appointing Authority. For any period of stay outside the country or employment in any foreign institution, necessary clearances are to be obtained from DARE/SMD/Vigilance Division of the Council.	Regulated as per Office Order No.: TS-19(4)/2019-Estt.IV, 31 <sup>st</sup> October, 2019
	(xii) Issuing of 'NOC' for applying for Fresh passport/renewal of passport	Full powers to the Directors of the institutes. Vigilance clearance to be obtained from ICAR Headquarters. Specific approval from Director of the institute is required while undertaking any journey abroad on personal ground.	



S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(xiii) Pay fixation on account of promotion/granting annual increment.	Full powers to the Directors of the institutes.	
	(xiv) Consideration of cases under Rule FR 56(j) and rule 48 of CCS (Pension Rules), 1972.	Full powers to the Directors of the institutes for convening the meeting of the prescribed committee. The recommendations of the committee are to be sent to the Council for the approval of the Appointing Authority.	
65.	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.
66.	Alteration of date of birth in respect of staff equivalent to non-gazetted staff (FR 56, Note 6 & GIO [1]).	Full, in case of a bonafide clerical error.	
67.	Powers to declare the completion of probation period.	Full in respect to posts for which the Director is appointing authority under intimation to council.	
68.	Disciplinary powers.	Full	In respect to those posts for which the Director is the Appointing Authority.
69.	Filling of the vacant posts.	Full in respect to posts for which the Director is appointing authority.	-
<b>II Power under Delegation of Financial Powers Rules &amp; General Financial Rules as amended from time to time</b>			
70.	Re-appropriation of funds.	Full, to the extent as per the orders and instructions issued by Ministry of Finance/ ICAR from time to time.	As per the latest Budget Circular issued by Council every year.
71.	Power to incur contingent expenditure in general.		Powers under item 71 are to be exercised subject to the provisions of Schedule V of Rule 13 of the DFP Rules as modified from time to time and is subject to

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
				observance of procedure and other directions contained in Central Govt. Compilation GFR 2017 and other existing rules and orders or those issued from time to time.
	(i)	Bicycle	Full.	The supplies shall be obtained through GeM.
	(ii)	Conveyance hire	Full.	To the extent mentioned in DFPR.
	(iii)	Electricity, gas and water charges.	Full.	-
	(iv)	Fixtures and Furniture purchase and repairs.	Full.	
	(v)	(a) Freight charges.	Full.	This is subject to GoI/CAR instructions issued from time to time. 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.
		(b) Demurrage/ wharf-age charges.	Full powers (each case exceeding Rs. 1000 should be reported to the Council)	
	(vi)	Hire of office furniture, Full electric fans, heaters, table fans, coolers, clocks and call-bells.	Full	
	(vii)	Legal charges for law suits to which Council is a party.	Full	Where fees are to be paid in excess of the rates notified by Council from time to time, prior approval of Council shall be obtained by institute.
		Fees to Barristers, Pleaders, Arbitrators and umpires.	Full	
		Other legal charges for law suit or prosecution cases as well as for arbitration case	Full	
	(viii)	Maintenance, up-keep 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 DFPR.
	(x)	Petty repair works and maintenance of buildings & fixtures as defined in Rule 130 of GFR, 2017, including	Rs. 25.00 lakh in each case for carrying out original works/special repair/minor works (under capital head	Office Order No.: 3(14)/2007-EC dated: 01 <sup>st</sup> June 2020 read with original orders dated 26 <sup>th</sup> June 2018 and 05 <sup>th</sup> December 2011.

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		<p>maintenance and ordinary repairs of office building and staff quarters, etc.</p> <p>either departmentally or through any outside agency.</p> <p>Rs 50.00 lakh in each case for carrying out repair and maintenance works (other than capital grants) either departmentally or through any outside agency.</p>		<p>These powers are subject to availability of funds, approval of Plans and Estimates from in-house engineering expert and concurrence of the institute finance at Institute level without sending the proposal to Director (Works) for technical vetting. In case where in-house engineering expertise is not available with the institute the services of the qualified engineer in relevant field not below the level of T-5 available in adjoining ICAR institutes could be availed. However, if the estimates have been obtained from CPWD / Public Works Organisations defined as per GFR Rules 133 (1) and 133 (2), no vetting of the estimates of Director (Works), ICAR would be required. All civil works in ICAR shall be executed as per the “Manual on Policies and Procedures for Procurement of Works” issued by the MoF, GoI and GFR 2017.</p>
	(xi)	Repairs and alterations to hired and requisitioned buildings.	<p><u>Non-recurring</u> Rs. 30,000/- in each case Rs. 50,000/- per annum</p> <p><u>Recurring</u> Rs. 6,000/- per annum</p>	Office Order No.: 6(6)/2010-CDN (A&A) dated: 13 <sup>th</sup> January 2011. 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.
	(xii)	Posts and Telegraphs charges including commission on Money Orders, etc.	Full	-
	(xiii)	Printing and binding.	Full	-
	(xiv)	Purchase of books, periodicals and official publications.	Full	-
	(xv)	Rent for hiring of ordinary office accommodation.	Rs. 5,000/- per month subject to existing terms and conditions.	<p>This is subject to the following conditions:</p> <p>(i) Assistance of appropriate local authority such as the PWD or Rent Control Authority may be taken and a</p>

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
				<p>certificate of reasonableness of rent obtained before fixing rate.</p> <p>(ii) Private accommodation should normally be hired for office/laboratory purposes only.</p> <p>(iii) Out houses, if any; which form the part of accommodation-hired should be utilized for storage of stationery, forms, and old records or for any other appropriate purpose. Where this is not possible these should be let out to SSS/MTS staff and rent recovered from them under the rules in force.</p> <p>(iv) Accommodation should not be hired for a period exceeding 5 years at a time.</p> <p>(v) Lease deeds should be got executed in respect of hired building.</p>
	(xvi)	Payment of lease rent in accordance with the terms of the lease agreement.	Full	-
	(xvii)	Repairs to plant and machinery equipment, tractors, pumping set, sea/ river crafts etc.	Full	-
	(xviii)	Staff paid from contingencies.	Full	-
	(xix)	(a) Local purchase of stationery stores.	Full	-
		(b) Local purchase of rubber stamps and office seals.	Full	-
	(xx)	(a) Purchase of working stores, chemicals, tools, plants and scientific equipment (including imported equipment), office equipment), Laptops, insecticides, fertilizers etc.	Full	-
		(b) Maintenance contracts for computer/ laboratory equipment.	Full	-
		(c) Stores required for works.	Full	The administrative approval of a Competent Authority for

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
				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 instant purchases can be made and ex-post-facto sanction may be obtained.
	(xxi)	Telephone charges	Full	-
	(xxii)	Typewriters, Calculating Machines	Full	-
	(xxiii)	Indents, contracts and purchase (DFP Rules)	Full	-
	(xxiv)	Sanctioning expenditure on Security job	Full	-
	(xxv)	Advertisement charges	Full	-
	(xxvi)	(a) Writing off losses	Up to Rs 1.00 lakh for losses of stores not due to theft, fraud or negligence. Rs 20,000/- in other cases. (For losses exceeding Rs. 1.00 lakh, the details may be sent to ICAR for placing before Governing Body).	-
		(b) Deficiency and depreciation in the value of stores.	Full for which they are competent to sanction purchase.	-
		(c) Declaration and disposal of obsolete, surplus and unserviceable stores.	Full for which they are competent to sanction purchase.	-
	(xxvii)	Storing of seed material.	Full.	-
	(xxviii)	Consultancy by nomination	Full.	-
	(xxix)	Outsourcing of Services.	Full.	-
72.	Power to declare a Group 'A' or Group 'B' Officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer vide Rule 10-A of DFP Rules in GoI.		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.
73.	Expenditure on refreshment/entertainment.			
	National Institutes		5 lacs per annum	
	Other ICAR Institutes			
	(A) Institute where staff strength is greater than or equal to 300.		Up to Rs. 3.50 lakh p.a.	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(B) Institutes where staff strength is greater than or equal to 200 but less than 300.	Up to Rs. 2.50 lakh p.a.	-
	(C) Institutes where staff strength is less than 200.	Up to Rs. 2.00 lakh p.a.	-
74.	Gift to High dignitaries. (i) National Institutes	Up to Rs. 5,000/- in each case.	-
	(ii) Other ICAR Institutes	Rs. 2500/- in each case	-
75.	To sanction miscellaneous expenditure of unusual character. (i) National Institutes	Up to Rs. 5,000/- in each case.	-
	(ii) Other ICAR Institutes	Rs. 1,500/- in each case with the approval of IMC.	-
76.	Investigation of arrear claims.	Full	-
77.	Grant of permanent advances/cash Imprest.	Full	-
78.	To execute Contracts, Deeds, and other instruments for and on behalf of the ICAR.	Full	-
79.	Furnishing of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Full	-
80.	Grants-in-aid to Staff Clubs etc.	Full	-
81.	Power to accord administrative approval of Civil Works. (i) National Institutes	Full	-
	(ii) Directors of other ICAR Institutes	a) Up to Rs 100.00 lakh without approval of the IMC. b) Works above Rs 100.00 lakhs up to Rs. 200.00 lakh with the approval of IMC c) Works above Rs. 200.00 lakh up to Rs. 1000.00 lakh with the approval of the Secretary, ICAR after financial concurrence from FA, DARE / ICAR. d) Works above Rs. 1000.00 lakh approval of	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		the Director General, ICAR through Secretary, ICAR after financial concurrence from FA, DARE/ICAR.	
82.	Exemption of ICAR employees from payment of cost of stamp duty and reimbursement of mortgage deed in respect of /HBA.	Full	Office Order No. 9-12/90-CDN (A&A) dated: 06 <sup>th</sup> February 2001.ICAR employees are equated with Central Government employees for exemption or otherwise.
83.	Grant of Advance of Travelling Allowance on transfer.	Full	-
84.	Grant of advances in connection with tours.	Full	-
85.	Grant of advance in connection with LTC.	Full	-
86.	Grant of Advance to the family of Government servant equivalent to non gazetted status left in indigent circumstances upon the death of an employee	Full	-
87.	Grant of TA Advance to the family of Government servant.	Full	-
88.	Grant of House Building Advance. (HBA)	Full	-
89.	Grant of Computer Advance.	Full	-
90.	Advance payment where necessary to (i) Firms with whom annual contracts for servicing of air conditioners, water coolers, type writers etc. are entered into. (ii) Firms including Central/ State Govt/ Govt run organizations for supply of stores.	Full	-
91.	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 Dept. in respect of officers/staff under his administrative control for the purpose of Central Services (Medical Attendance) Rules, 1944 as applicable to the Council's employees.	-
92.	Reimbursement of medical expenditure incurred in the medical	Full.	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	treatment in emergency cases in respect of the employees of the ICAR Institutes.		
93.	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 thereof in respect of the ICAR Institutes where CGHS facilities are available.	Full.	-
94.	Reimbursement of medical claim of CGHS beneficiaries of ICAR Institutes taking treatment in the recognized hospitals with the prior permission of the CGHS/Government Hospitals/ Officers authorized by the Institute.	Full	Treatment in these hospitals will be taken with the prior permission of CGHS dispensaries / Govt. Hospitals.
95.	Reimbursement of medical claim in respect of serving employees of ICAR Institutes where CGHS facilities are available and where prior permission of CGHS dispensary/Govt Hospital has been taken.	Full	This is subject to the fulfillment of the conditions contained in MOHFW letter No.: D-12015/21/96-CGHS (P) dated 08 <sup>th</sup> November 1996
96.	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 Headquarters by concerned SMD in consultation with Internal Finance Division of the Council.	Office Order No.: 3(1)/2001-Per-IV, dated: 12 <sup>th</sup> July 2001 and dated: 08 <sup>th</sup> July 2002.
97.	Grant of Medical Advance to the employees of the ICAR Institutes.	Full powers including himself, in accordance with Section 2 under CS (MA) Rules subject to fulfillment of other terms and conditions for sanction of advances.	Office Order No.: 3(1)/2001-Per-IV, dated: 08 <sup>th</sup> July 2002.
98.	Permission for indoor treatment of serving employees and dependents,	Full	-



S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	reimbursement of medical claims in approved hospitals.		
99.	Sale and transfer of motor vehicles purchased with the advance from the Council.	Full	
100.	Control of staff cars and vehicles etc. of the Institute.	Full	
101.	Grant of Leave Travel Concession (LTC) and sanction of Leave Encashment during LTC. (i) National Institutes	Full including self.	Office Order No.: 6-1/2004-CDN (A&A), dated: 09 <sup>th</sup> March 2004. As per the orders/instructions issued by MoF, GoI/ICAR from time to time.
	(ii) Other ICAR Institutes	Full excluding self	Director will exercise full powers of Head of Department /Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control <b>except self</b> .
102.	Sanction of Advances/ Part/ Final withdrawal from GPF.	Full, including self.	
103.	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 self.	
104.	Organizing/Participation in exhibitions, seminars, workshops, conference, Krishi Vigyan Melas / AICRP annual workshop etc. and demonstration of research activity (This includes entire expenses related to the event including food, transport, hiring and other logistics) etc.) (i)National Institutes	Full.	Office Order No.: 6-1/2004-CDN (A&A) dated: 09 <sup>th</sup> March 2004.  Norms of expenditure may be observed as per the economy instructions of GOI/Council issued from time to time
	(ii)Directors of other Institutes	Up to Rs. 5.00 lakh in each case.	For organizing exhibitions, the M & I unit at ICAR Headquarters will provide necessary support to the Institutes to develop concepts exhibits, samples etc. The M & I unit at ICAR Headquarters will create own empanelment of reputed and talented film makers in order to ensure production of high-quality films through

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			outsourcing and has to undertake the task of production of video footages and for production of in-house video film and also for media mediated information dissemination. (Office Order No.: 2(2)/2005-W.S. dated: 07 <sup>th</sup> September 2005.
105.	Sale of farm produce.	Full	-
106.	Fixation and revision of rates for services rendered by Institute to outside Institutes/ Agencies.	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 consider among other factors, previous year's rates, market rates etc. and general or special orders, if any, issued by the Government of India/ICAR.
107.	Power to fix rates of seeds, plants and other products of the institute.	Full.	
108.	Power to fix the rent for auditorium and community centers etc.	Full.	-
109.	Permission to officers to attend conferences connected with agricultural matters.	Full.	-
110.	Training to staff including newly recruited staff. (i) National Institutes	Full.	-
	(ii) Other ICAR Institutes	Full.	-
111.	Power to send samples of products or of culture or of organism free of charge to other Institute	Full.	-
112.	Grant of Overtime Allowance.	Full.	Subject to the provisions of the OTA Rules and order issued by the GOI/ICAR issued from time to time.
113.	Power to sanction expenditure on insurance. (i) Power to get insured during transit such of the equipment 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 equipment any risk or responsibility for losses due to breakage in transit.	Full	-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever applicable.	Full	-
114.	Power to sanction expenditure on part-time lectures in foreign languages to Ph.D students.	Directors of IVRI, NDRI, IARI, IASRI, CIFE & NAARM <b>Only</b> .  Full	-
115.	To sanction study and educational tours of PG students.	Directors of IVRI, NDRI, IARI, IASRI, CIFE & NAARM <b>Only</b> Full	-
116.	Sanction of Fellowships to M.Sc. and Ph. D students.	Directors of IVRI, NDRI, IARI, IASRI, CIFE & NAARM <b>Only</b> Full	-
117.	Assigning additional responsibility of the University for Warden, Prefects, Hostel staff, Mess staff, etc.,	Directors of <u>IVRI, NDRI, IARI, IASRI, CIFE &amp; NAARM</u> <b>Only</b> Full in respect of Trainee's Hostel Only.	-
118.	Sanction of IASRI, Fellowship to the trainees of various courses at ICAR-IASRI.	Full for Director, IASRI only.	-
119.	Permission for availing of facilities for the use of the computer Centre at IASRI.	Full for Director, ICAR-IASRI.	-
120.	Maintenance of Electronic Computer and the Computer Laboratory.	Full	-
121.	Powers for sanctioning cost of repairs of fishing vessels and dry-docking hire charges.		-
	(i) National Institutes	Full.	
	(ii) Other Fisheries Institutes	Up to Rs. 10.00 lakh per annum in each case of fishing vessel of 15 meters OAL (Over-all length) and above.  Rs. 5.00 lakh per annum in each vessel of below 15 meters OAL (Over-all length).	This is 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.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
122.	Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, except Self.	-
123.	Extension of joining time in the case of employees of CIARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at Kolkata/Chennai on delayed sailing of the ship.	Full to the Director, CIARI, Port Blair.	-
124.	To sanction air-travel between Port Blair and Kolkata or between Port Blair and Chennai to Group A, B, & C officers of CIARI, Port Blair, while availing LTC/Free Sea Passage.	Full to the Director, CIARI, Port Blair.	-
125.	Grant of leave ex-India to Officers/ Scientists.	Full	-
126.	Purchase of vehicle in replacement of the condemned vehicle.	Full	With the concurrence of AS&FA, DARE/ICAR and approval of Director General, ICAR.
127.	Premature condemnation and disposal of damaged vehicle	Full	Subject to the concurrence of AS&FA, DARE/ICAR and approval of Department of Expenditure.
128.	To file patent applications at the respective patent office in whose jurisdiction the Institute is located.	Full	-
129.	Powers with regard to filing applications for all forms of Intellectual Property Rights as per ICAR guidelines.	Full	-
130.	a) Powers to approve Schemes for imparting training within the country for Indian clientele in India.	Full	Revised "ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)" approved by Governing Body (25 <sup>th</sup> June 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 <sup>st</sup> September 2014 and effective from 1 <sup>st</sup> October 2014.
	b) Consultancy projects with national agencies.		
	(i) National Institutes	Up to Rs. 250.00 lakh.	
	(ii) Other ICAR Institutes	Up to Rs. 50.00 lakh	
	c) Contract Research projects with national agencies.		
	(i) National Institutes.	Up to Rs. 250.00 lakh.	

<b>S. No.</b>	<b>Nature of power</b>	<b>Extent of power</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	(ii) Other ICAR Institutes.	Up to Rs. 50.00 lakh	
	(d) Contract services and charges thereto for Indian clientele.	Full	
131.	To sanction fees/honorarium to the staff of the Institute or other ICAR Institutes or any other officer from outside the ICAR system associated with the consultancy/ training or contract research service.	Full except self.	Revised "ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)" approved by Governing Body (25 <sup>th</sup> June 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt. III), dated 21 <sup>st</sup> September 2014 and effective from 1 <sup>st</sup> October 2014.
132.	To fix rates for hiring, usage of equipment, farm, machinery, and computer or for rendering other services including contract service.	Full	-

### **Schedule III**

#### **Delegation of Powers to the Board of Management (BoM) Institute Management Committees (IMC) of ICAR Institutes**

<b>S. No.</b>	<b>Nature of Power</b>	<b>Extent of Power</b>	<b>Remarks/ Guiding instructions</b>
<b>(I)</b>	<b>Administrative</b>		
1.	Constitution of Departmental Promotion Committee (DPC)/ Selection Committee at institute level.	Full.	-
2.	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 (i.e. to return to duty. (Rule 20 of CCS [Leave] Rules)	The enhanced powers will be exercised by the Directors with the concurrence of the Board of Management (BoM)/ Institute Management Committee (IMC).	
3.	Follow-up action on settlement of audit objections.	The Management Committee will consider action taken in each meeting and give directions for settlement of audit objections.	-
4.	Relaxation in the eases of the allotment of residential accommodation at the Institute.	Full.	-
5.	Recommendations of the QRT/or any other Task Force/Appraisal Team etc relating to the Institute.	Acceptance by the Management Committee for implementation and follow-up action.	Cases where policy decision is required should be submitted to ICAR Headquarters by the Management Committee.
<b>(II)</b>	<b>Financial</b>		
6.	Works	Rs. 100 Lakh to Rs. 200 Lakh in each case.	Finalizations of Annual Plan for Civil Works as per EFC/SFC sanction, prioritization including a realistic estimation of the cost. The Management Committee would examine each item of Civil Works; consider their priority according to the need of the Institute with reference to the justification given by the administrative authority of the Institute. The Civil Works would be undertaken according to the priorities decided by the Institute Management Committee. (Office Order – 3(14)/2007-EC Dated 01 <sup>st</sup> June 2020)

7.	Acquisition of Land.	Up to Rs. 30.00 lakh.	-
8.	Gift to high dignitaries	Up to Rs. 5,000/- in each case.	-
9.	Miscellaneous expenditure of unusual character.	Rs. 1,500/- in each case.	Office Order No.: 6-5/98-CDN (A&A) dated: 09 <sup>th</sup> April 2001.
10.	Writing-off losses.	Up to Rs. 5.00 lakh in case of losses of stores not due to theft, fraud or negligence including Livestock.	Powers may be exercised subject to the conditions laid down in the GFR and procedure laid down by Government of India/ICAR on the subject from time to time. Each case involving write off of loss of Rs 1.00 lakh and above due to theft, burglary, fire or fraud may be intimated to the Council for reporting to Governing Body in terms of Bye-laws 11(a) of the Bye-laws of the ICAR.
11.	Condemnation of vehicles	Full.	-
12.(i)	To examine and approve the list of equipment for a particular year out of the list approved by the SFC/EFC for the entire Plan period.	Full.	-
12 (ii)	To scrutinize and recommend any substitution of item in the light of research requirements within the overall budget provision of non-recurring contingencies of the institute.	Full.	-
13.	Engagement of Part-time Doctor	Full.	-
14.	Medical facilities for the ICAR employees – Recognition of private hospitals/doctors for medical attendance /treatment.	Full	-

## **Schedule IV**

**Delegation of Powers to Joint Directors of National Institutes (Out station/HQ)/Deemed Universities/Heads of Regional Stations/Research Centers of ICAR institutes/Other than National Institutes where strength of scientist is not less than ten/Project Co-ordinator and Heads of Division**

<b>S. No.</b>	<b>Nature of Power</b>	<b>Joint Director of National Institutes/Deemed Universities</b>		<b>Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute</b>	<b>Project Co-Ordinator</b>	<b>Heads of Division</b>
		<b>Joint Director (Out station)</b>	<b>Joint Director (HQ)</b>			
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
1.	Power to fix the pay allowances of a Council's servant posted as on duty. (FR 20)	Full, in respect to all employees posted under him unless otherwise directed, irrespective of the fact whether he is empowered to make substantive appointment to the post or not.	---	---	---	---
2.	Power to sanction annual increment.	Full, to allow normal increments unless there is an order to withhold the same for which sanction of competent authority is necessary.	As in Col.3	Full	---	---
3.	Power to require a medical certificate of fitness before return from leave.	Full, if he is empowered to grant leave.	As in Col. 3	Full, if he is empowered to grant leave.	---	Full, if he is empowered to grant leave.



S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
4.	Power to sanction Casual Leave.	Full, including self.	As in Col.3	Full including self	To sanction all kinds of leave, except study leave, to the staff of the coordinating Unit will be sanctioned by the Director of the concerned Institute  <i>Office Order No.: 6-2/90-CDN (A&amp;A), dated: 15<sup>th</sup> June 1993</i>	Full in respect of staff working under his supervision, excluding self
5.	Power to sanction Earned Leave.	Full, to grant leave including WRIL, excepting for self, provided no officiating arrangements are involved.	As in Col.3	Full		Full in respect of staff working under his supervision and in cases where no officiating arrangement will be required, excluding self
6.	Power to extend leave.	Full, provided original leave were sanctioned by the Joint Director and the employee on his return will be under his administrative control.	As in Col. 3	Full		Full powers, provided the original leave was sanctioned by the HOD and the employee on his return will be under his/her admin control
7.	Power to decide the shortest of two or more routes.	Full, for journeys within their jurisdiction.	As in Col. 3	---	---	---
8.	Power to allow mileage allowance to be calculated by route other than the shortest or cheapest.	Full, for journeys within their jurisdiction provided that the selection of such route is in the interest the Council.	As in Col. 3	---	---	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
9.	Power to sanction of refund of cancellation charges on air /railway ticket.	Full	Full	Full	Full power if cancellation was on official reasons	---
10.	Power to prescribe Headquarters of the Council's employees.	Full, in respect of officials under his administrative control.	As in Col. 3	---	---	
11.	Power to decide whether a particular absence is absence on duty.	Full.	Full	---	---	
12.	Power to restrict the frequency and duration of journeys.	Full, in respect of staff under his administrative control	As in Col. 3	Full power in respect of staff under his/her administrative control	---	Full
13.	Power to permit recovery of T.A. for a journey to attend an examination other than those mentioned in SR 130, 131 and 132.	Full, in the case of departmental examination.	As in Col. 3	Full, in the case of departmental examination.	---	
14.	Power to sanction TA as for a journey on tour to a Government 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.	Full, provided T.A. may not be granted for a journey while proceeding on leave or while returning from leave.	As in Col. 3	---	---	---
15.	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring	---	---	---	Full	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
	team members, QRT members, special invitees for workshop/meeting etc.					
16.	Power to allow the actual cost of a Journey to appear before a medical board, preliminary to voluntary retirement or invalid pension.	Full	Full	Full	---	---
17.	Power to sponsor candidate for short term training course and count the period spent on training as duty.	Full	Full		Full	---
18.	Power to decide the rates of T.A. admissible to a Council's employee deputed to undergo a course of training.	Full	---	---	---	---
19.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non gazetted status to return to duty.	Full	Full	Full	---	Full
20.	Power to grant maternity/paternity leave.	Full	Full	Full	---	Full
21.	Power to grant hospital leave.	Full	Full		---	
22.	To sanction tour programme and counter signature of T.A. bills.	Full, for staff under his administrative control, excluding self.	Full, for staff under his administrative control, excluding self.	Full, excluding self	---	Full, excluding self

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
23.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full	Full	---	---	Full
24.	Purchase of bicycle	Full	Full	Full	---	---
25.	Conveyances hire.	To the extent mentioned in DFPR.	To the extent mentioned in DFPR	To the extent mentioned in DFPR.	---	---
26.	Electricity, Gas and Water charges	Full	---	Full	---	---
27.	Fixture and Furniture purchase	Rs. 50,000/- on each occasion.	---	Rs. 25,000/- on each occasion.	---	---
28.	Freight charges.	Full	---	Full	---	---
29.	Demurrage/wharf age charge.	Up to Rs. 1,000/- in each case.	---		---	---
30.	Maintenance, upkeep and repairs of motor vehicles.	Full	Full	Up to Rs. 5,000/-	To incur recurring expenditure on maintenance and repair of motor vehicles etc. Up to Rs. 10,000/- in each case per year.	---
31.	Municipal or cantonment rates and taxes.	Full	Full	Full	---	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
32.	Petty works and repairs. (a) Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply & electric installations in such building and repairs to such installations.	Rs. 5.00 lakh in each case.	---	---	---	---
	(b) Maintenance and ordinary repairs of office buildings and staff quarters etc.	Full.	---	---	---	---
	(c) Repairs/alteration to hired and requisitioned buildings.	Rs. 10,000/- per annum non-recurring and Rs. 5000/- per annum recurring.	---	---	---	---
33.	Repair of scientific instruments, laboratory equipment, agricultural implements & machinery.	---	---	---	Up to Rs. 10,000/- in each case per year.	---
34.	Repair of bicycles locally.	---	---	---	Up to Rs. 500/- in each case per annum	---
35.	Postal and internet charges, telephone charges and charges including commission on money orders, etc	Full.	Full.	Full	Full (including fax, water, electricity)	---
36.	Purchase of books, periodicals and official publication.	Up to Rs. 10,000/- in a year.	-	Up to Rs. 10,000/- in a year.		---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
37.	Purchase of books, publications and reprints of scientific papers.	---	---	---	Up to Rs. 50,000/- in each case per year.	---
38.	Repairs of Plant and Machinery including fixture & furniture.	Full	---	Up to Rs. 20,000/- in a year.	---	---
39.	Staff paid from contingencies.	Full	Full	Full	Full	---
40.	Local purchase of stationery stores.	Full	---	Rs. 25,000/- per annum	Full	Up to Rs. 25,000/-per annum for local purchase, subject to observance of the prescribed procedure.
41.	Local purchase of rubber stamps and office seals.	Full	Full	Full		Full
42.	Purchases working stores, chemicals, tools, plants and equipment fertilizers, insecticides etc.	Up to Rs. 3.00 lakh in each item per annum	---	Up to Rs. 3.00 lakh in each item per annum.  Subject to observance of normal rules and procedures.	Up to Rs. 3.00 lakh in each item per annum.	Rs. 1, 00,000/- in each case per annum.
43.	Telephone charges.	Full	---	Full	---	---
44.	Indents, contracts and purchase.	Up to Rs. 50,000/-	As in Col. 3	Upto Rs 25,000	---	---
45.	Advertisement charges	Full	Full	---	---	---
46.	Writing of loses	Up to Rs. 5,000/-	As in Col. 3	---	---	---
47.	Deficiency and depreciation in the value of stores.	Up to Rs. 2,500/-	As in Col. 3	---	---	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
48.	Declaration and disposal of obsolete, surplus and unserviceable stores.	Full	Full	---	---	---
49.	Storing of seed material.	Full	As in Col. 3	Full	---	---
50.	Expenditure on refreshment /entertainment.	Up to Rs. 12,000/- per annum	As in Col. 3	---	Rs 25,000/- per annum	---
51.	Grant of Advance T.A. on Transfer.	Full.	Full.	Full	Full excluding self (including TA on retirement)	---
52.	Grant of advance in connection with tours.	Full.	Full.	Full	---	---
53.	Grant of advance in connection with LTC.	Full	Full	Full	Full, to the staff of the co ordinating unit, excluding self	---
54.	Advance payment to firms with whom annual contracts for servicing of air conditioners, water coolers, , computers etc. are entered into.	Up to the limit prescribed in the GFR 2017, instructions issued by ICAR from time to time.	Up to the limit prescribed in the GFR 2017, instructions issued by ICAR from time to time.	---	Full (Equipment AMC)	---
55.	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees.	Full	---	Full	Full	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
56.	Reimbursement of medical expenses as admissible under CS (Medical Attendance) Rules including counter signature of medical bills.	Full	Full	Full		---
57.	Control of staff cars and vehicles etc.	Full	Full	---	---	---
58.	Grant of Leave Travel Concession.	Full	Full	---	---	---
59.	Sale of produce.	Full	Full	Full		---
60.	Power to get insured during rail transit of such equipment which are very costly and are of fragile and delicate nature and where the Railways do not accept any risk or responsibility for losses due to breakage in transit.	Full	Full	Full	Full	---
61.	Power to sanction expenditure on the insurance of motor vehicle under Motor Vehicles Act, 1939 and to pay Road Tax, wherever inevitable.	Full	---	Full	Full	---
62.	Maintenance of Computer and the Computer Laboratory.	Up to Rs. 25,000/- in each case per annum.	As in Col. 3	Up to Rs. 25,000/- in each case per annum.	Up to Rs. 25,000/- in each case. Per annum	Upto Rs. 25,000/- per annum including cost of stores and other material required for maintenance.
63.	Maintenance of staff cars and vehicles etc	---	---	Upto Rs 25,000 per annum	---	---



S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
64.	Ordinary contingencies which do not require special sanction.	---	---	---	Full	---
65.	Drawal and disbursement of funds	---	---	---	As exercised by DDO	---
66.	To strike of Stores rendered unserviceable through normal wear and tear.	---	---	---	Up to Rs. 25,000/- in each case.	---
67.	To write off losses	---	---	---	Up to Rs. 5,000/- for losses of stores not due to theft, fraud or negligence.  Up to Rs. 1,250/- in other cases subject to the conditions laid down in GFR & procedure laid down by GOI and other orders issued by GOI/ICAR on the subject from time to time.	---
68.	To dispose of crops at the prevailing market rate.	---	---	---	Up to Rs. 50,000/- in each case per year.	---
69.	To supply seeds free of cost for full experimental purposes.	---	---	---	Full.	---
70.	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring	---	---	---	Full.	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
	team members, QRT members, special invitees for workshop/meeting etc.					
71.	Sanction of registration charges at Symposia/seminars.	---	---	---	Full as per ICAR norms.	---
72.	Sanction for payment of honorarium.	---	---	---	Full powers up to 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.	---
73.	Powers to make appointments of the staff under the coordinating unit.	---	---	---	Full, as in the case of Director.	---
74.	On farm Research/Demonstrations/Field activities and programme.	---	---	---	Full	---
75.	Power to sanction imprest.	---	---	---	Up to Rs. 5,000/-	---
76.	Filing applications for registration of extant varieties of their respective crops as authorized signatories of the applicant ICAR.	---	---	---	Full.	---
77.	Release of funds to AICRP Centers/Participating Centers	---	---	---	Full.	---
78.	To act as Member of the Selection Committee/Departmental Promotion	---	---	---	Full	---

S. No.	Nature of Power	Joint Director of National Institutes/Deemed Universities		Joint Director (other than National Institutes)/ Head of Regional Station/Research Center of ICAR institute	Project Co-Ordinator	Heads of Division
		Joint Director (Out station)	Joint Director (HQ)			
1	2	3	4	5	6	7
	Committee for recruitment/promotion of staff in the Coordinating Unit.					
79.	To sanction all kinds of leave, except study leave, to the staff of the coordinating Unit.	---	---	---	Full	---
80.	Power of sanctioning of tour with intimation to the controlling authority including concerned Deputy Director-General/Assistant Director-General at the ICAR Headquarters subject to duration mentioned in Fin 6/1/2007-cdn A&A dated 5-3-2021	---	---	---	Full, subject to duration mentioned in Fin 6/1/2007-cdn A&A dated: 5-3-2021.	---
81.	To sanction tour of all categories of staff attached to the Coordinating unit up to 10 days at a time.	---	---	---	Full	---

## **Schedule V**

### **Delegation of Powers to Joint Director (Admin)/ Senior Registrar/ Senior Comptroller and CAO (Senior Grade)/Comptroller**

<b>S. No.</b>	<b>Nature of Power</b>	<b>Joint Director (Admn.) /Senior Registrar</b>	<b>Senior Comptroller</b>	<b>CAO (Senior Grade)</b>	<b>Comptroller</b>
1.	Expenditure sanction of a Miscellaneous & contingent nature.	Recurring: Rs. 2.00 lakh per annum Non-Recurring Rs. 2.00 lakh per annum	--	Recurring: Rs. 1.00 lakh per annum Non-Recurring Rs. 1.00 lakh per annum	--
2.	Sanctioning of advances for authorized contingent expenditure.	To the extent power for sanction of expenditure has been delegated.	--	To the extent power for sanction of expenditure has been delegated.	--
3.	Write off losses	--	Up to Rs. 1000/- in each case for irrevocable loss of stores or of public money including loss of stamps not due to negligence.		Up to Rs. 500/- in each case for irrevocable loss of stores or of public money including loss of stamps not due to negligence.
4.	Execution of contracts.	Up to Rs. 2.00 lakh	--	Up to Rs. 1.00 lakh	--
5.	Communication of sanctions, orders, etc of competent authority.	Full to the extent of powers delegated.	--	Full to the extent of powers delegated.	--
6.	Authentication of order under CCS (CCA) & CCS (Conduct) Rules.	Full	--	Full	--
7.	Grant of all kind of leave to Officers and establishment in the service of the Society.	Grant of leave to officers working under his/her supervision	Grant of leave to officers working under his/her supervision	Grant of leave to officers working under his/her supervision.	Grant of leave to officers working under his/her supervision
8.	Organizing/Participation in administrative meetings, seminars, conference etc	Full up to Rs.1.00 lakh in each case following GFR procedure.	--	Full up to Rs.50.00 thousand in each case following GFR procedure.	--

<b>S. No.</b>	<b>Nature of Power</b>	<b>Joint Director (Admn.) /Senior Registrar</b>	<b>Senior Comptroller</b>	<b>CAO (Senior Grade)</b>	<b>Comptroller</b>
9.	Sanction of tours.	Full in respect of officers working under his/her supervision except self	Full in respect of officers working under his/her supervision except self	Full in respect of officers working under his/her supervision except self	Full in respect of officers working under his/her supervision except self
10.	Sanctioning of TA advances for approved tours	Full, in respect to self and officers working under their supervision	Full, in respect to self and officers working under their supervision	Full, in respect to self and officers working under their supervision	Full, in respect to self and officers working under their supervision
11.	To sanction reimbursement of cancellation charges on Unused railway (excluding reservation charges) /air tickets	Full in respect of officers working under their supervision	Full in respect of officers working under their supervision	Full in respect of officers working under their supervision	Full in respect of officers working under their supervision
12.	Expenditure on refreshment / entertainment	Rs 20,000 per annum	--	Rs 10,000 per annum	--
13.	Reimbursement of conveyance charges	Full	--	Full	--
14.	Annual contract for all kinds of outsourcing of services viz- (i) Cleaning & Housekeeping (ii) Catering & Housekeeping (iii) Horticultural works (iv) Annual Repair and Maintenance (Civil) (v) Annual Repair and Maintenance (Electrical) (vi) Hiring of Taxis (vii) Providing manpower (viii) Supply of bottled mineral water (ix) Pest Control (x) Flower arrangement (xi) Other Auxiliary Contracts other than Security Services.	Up to Rs. 10.00 lakh in case of services procured on Gem.  *In case of ARMO from CPWD Rs 20.00 lakh in each case.  *Up to Rs 2.00 lakh in each case for services procured from other sources	--	Up to Rs. 5.00 lakh in case of services procured on GeM. *In case of ARMO from CPWD Rs 10.00 lakh in each case.  *Up to Rs 1.00 lakh in each case for services procured from other sources	--
15.	Local purchase of stationery, stores and other consumables in respect of the institute's Headquarters.	Rs. 2 lakh per annum.	--	Rs. 1 lakh per annum.	--
16.	Maintenance, upkeep and repair of Motor vehicles:	Rs. 1 lakh per annum.	--	Rs. 50,000 per annum.	--

<b>S. No.</b>	<b>Nature of Power</b>	<b>Joint Director (Admn.) /Senior Registrar</b>	<b>Senior Comptroller</b>	<b>CAO (Senior Grade)</b>	<b>Comptroller</b>
17.	Stores required for the working of an establishment, instruments, equipment, apparatus like air conditioner, refrigerator, hot cases, room heaters, cooler etc.	Rs. 2 lakh per annum.	--	Rs. 1 lakh per annum.	--
18.	Purchase of computer and its peripherals, printers, UPS, computer stationary and repair/Annual maintenance contract for computers/laptops, IT items, intercom equipment, calculators, tape recorders, photocopiers, fax machines, copying machine etc.	Rs 5 lakh per annum.	--	Rs. 2 lakh per annum.	--
19.	To sanction expenditure on advertisement through Central Bureau of Communication (CBC) (erst Directorate of Audio & Visual Publicity.)	Full	--	Full	--
20.	Grant of 'No Objection Certificate' for obtaining a private passport for visiting foreign countries on private purpose.	In respect to all officers working under his/her supervision		In respect to all officers working under his/her supervision	
21.	Sanction of Advance for - (i) T.A. in connection with Transfer (ii) Advance in connection with Tour (iii) LTC Advance (iv) GPF Advance cases only	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC. Subject to observance of GFR provisions.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC. Subject to observance of GFR provisions.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC. Subject to observance of GFR provisions.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC. Subject to observance of GFR provisions.
22.	Settlement permission case and post facto approval to medical reimbursement in relaxation of Rules in emergent cases under CGHS/CS (MA) Rules.	Up to Rs. 2,000 for each treatment in OPD and up to Rs. 10,000 for treatment of IPD. Reimbursement limited to prescribed rate as per the CS (MA) Rules, 1944.	--	Up to Rs. 1,000 for each treatment in OPD and up to Rs 5,000 for treatment of IPD. Reimbursement limited to prescribed rate as per the CS (MA) Rules, 1944.	--
23.	Countersignature of TA/TTA/LTC/Medical Bills	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	--	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	--

<b>S. No.</b>	<b>Nature of Power</b>	<b>Joint Director (Admn.) /Senior Registrar</b>	<b>Senior Comptroller</b>	<b>CAO (Senior Grade)</b>	<b>Comptroller</b>
24.	Sanction of Casual Leave/Earned Leave /Medical Leave/Half Pay Leave/Compensatory Leave/ paternity / maternity/CCL / WRRIL to staff.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.
25.	Power to draw annual increment to staff.	Full	Full	Full	Full
26.	Sanction / grant of Children Education Allowance to staff	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.		Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	
27.	Dress Allowance	Full	--	Full	--
28.	Sanction of reimbursement of Newspaper expenditure to staff	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	--	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	--
29.	Sanction of Electricity Bills / Telephone Bills / Municipal charges of the Establishment	Rs 10 lakh per annum (In case of delayed payment, the matter will be put up to Director for approval.)	--	Rs 5 lakh per annum (In case of delayed payment, the matter will be put up to Director for approval.)	--
30.	Repairs and maintenance of - (i) Computer and its peripherals, printers, UPS, laptops, IT items, etc required for the working of an establishments (ii) Intercom equipment, Photocopiers, fax machine etc (iii) Air conditioner, refrigerator, hot cases, room heaters, Water coolers/purifiers etc.	Rs 2 lakh per annum after following codal formalities as required under GFR.	--	Rs 1 lakh per annum after following codal formalities as required under GFR.	--
31.	Procurement of items from Office Contingency.	Recurring: Up to Rs. 25,000 in each case.	--	Recurring: Up to Rs. 15,000 in each case.	--
32.	Procurement of reference book for office use.	Up to Rs 10,000 per annum	--	Up to Rs 5,000 per annum	--

<b>S. No.</b>	<b>Nature of Power</b>	<b>Joint Director (Admn.) /Senior Registrar</b>	<b>Senior Comptroller</b>	<b>CAO (Senior Grade)</b>	<b>Comptroller</b>
33.	Expenditure on freight & forwarding charges /clearing and warehousing charges / customs / airport to the institute	Rs. 10,000 on each case Subject to the availability of funds and the adherence to rules and procedures.	--	Rs. 5,000 on each case Subject to the availability of funds and the adherence to rules and procedures.	--
34.	Payment of charges on postage, fax, telephone bills internet use, cell phone etc.	Rs. 10,000 on each case Subject to the availability of funds and the adherence to rules and procedures.	--	Rs. 5,000 on each case Subject to the availability of funds and the adherence to rules and procedures.	--
35.	Repair and Maintenance of office vehicle	Rs. 10,000 on each case Subject to Staff Car Rules and ARC having been approved by the Director of the institute and the repairs are of routine nature not involving major overhauling.	--	Rs. 5,000 on each case Subject to Staff Car Rules and ARC having been approved by the Director of the institute and the repairs are of routine nature not involving major overhauling.	--



## **Schedule VI**

### **Powers to the Head of Office**

- *The senior most available administrative officer in or above level 7 at the institute shall act as the Head of Office of the institute.*
- *He/she will be responsible for and act as I/C Admin, DDO, Guest house, Security, Estate and maintenance, vehicle, utilities and housekeeping, purchase and stores etc of the institute. However, where other administrative personnel in the rank of level 7 and above are available in the Institute, the aforesaid duties may be further assigned to such administrative personnel.*
- *Any deviation of assigning above administrative duties and responsibilities to non-administrative personnel at the institute can be made with the prior approval of Secretary, ICAR.*
- *Above powers may be exercised subject to the fulfilment of provisions of various rules and other instructions issued by the Government of India/ICAR from time to time.*

Sl. No.	Nature of Power	Extent of Power	Remarks
1.	Sanction of Advance for - (v) T.A. in connection with Transfer (vi) Advance in connection with Tour (vii) LTC Advance (viii) GPF Advance cases only	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Subject to observance of GFR provisions.
2.	Settlement permission case and post facto approval to medical reimbursement in relaxation of Rules in emergent cases under CGHS/CS (MA) Rules.	Up to Rs. 2,000 for each treatment in OPD and up to Rs 10,000 for treatment of IPD	Reimbursement limited to prescribed rate as per the CS (MA) Rules, 1944.
3.	Countersignature of TA/TTA/LTC/Medical Bills	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Subject to observance of TA/LTC Rules.
4.	Sanction of Casual Leave/Earned Leave /Medical Leave/Half Pay Leave/Compensatory Leave/ paternity / maternity/CCL / WRRIL to staff.	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Subject to the CCS (Leave) Rules, 1972.
5.	Power to draw annual increment to staff.	Full.	Powers as per instructions contained in FRSR.
6.	Sanction / grant of Children Education Allowance to staff	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Subject to MoF/ICAR instructions.

7.	Dress Allowance	Full	
8.	Entertainment/Refreshment	Rs 12,000 per annum	
9.	Sanction of reimbursement of Newspaper expenditure to staff	Full, in respect to employees up to a Level below the Level of HOO as per Levels of 7 <sup>th</sup> CPC.	Subject to MoF/ICAR instructions.
10.	Sanction of Electricity Bills / Telephone Bills / Municipal charges of the Establishment	Full.	In case of delayed payment, the matter will be put up to Director for approval.
11.	Maintenance, upkeep and repair of vehicles	Rs 10,000 on each case	Subject to Staff Car Rules and ARC having been approved by the Director of the institute and the repairs are of routine nature not involving major overhauling.
12.	Repairs and maintenance of - (i) Computer and its peripherals, printers, UPS, laptops, IT items, etc required for the working of an establishments (ii) Intercom equipment, Photocopiers, fax machine etc (iii) Air conditioner, refrigerator, hot cases, room heaters, Water coolers/purifiers etc.	Full.	Against AMC approved by the Director of the institute, finalized after following codal formalities as required under GFR.
13.	Procurement of items from Office Contingency.	Recurring: Up to Rs. 25,000 in each case.	Subject to procurement is made through GeM and as per GFR instructions.
14.	Procurement of reference book for office use.	Up to Rs. 12,000 per annum	
15.	Expenditure on freight & forwarding charges /clearing and warehousing charges / customs / airport to the institute	Full	
16.	Payment of charges on postage, fax, telephone bills internet use, cell phone etc.	Full	Subject to the availability of funds and the adherence to rules and procedures.

## **Schedule VII**

### **Delegation of Powers to Principal Investigators of Externally Funded Projects funded by**

- (i) National and International Agencies**
- (ii) Projects funded by the Private Sector**
- (iii) ICAR projects such as Revolving Fund Scheme**
- (iv) Consultancy projects (Training, Consultancy and Contract Research etc.)**

<b>S. No.</b>	<b>Nature of Power</b>	<b>Extent of Powers</b>	<b>Remarks</b>
1.	Engagement of approved staff approved under the project	Full powers	--
2.	Procurement of goods/equipment approved under the project	Full Powers	--
3.	Management of Consultancies, approved under the Project	Full Powers	--
4.	Management of project staff including their TA/DA and Leave (including self).	PIs may sanction the TA advance after approval of the tour by the Director, and counter sign the TA bill while passing of TA claims by the Audit.	Approval of Director may be obtained for the tours by PIs, Co-PIs and other permanent staff members.
5.	Hiring of Vehicle	Full.	Hiring of vehicle can be done as per rate contract of Institute or after following codal formalities, subject to availability of funds.
6.	Recruitment of SRF/RA under the Project	Recruitment of SRF/RA etc to be done after following all codal formalities with PI of the project in general act as the Chairman of the Selection Committee.	Approval to the recruitment of SRF/RA should be obtained by the P.I. of the Project from the Director of Institute.

**Note:**

- 1. The PIs would follow all the codal formalities and procedures at the ICAR Institutes and process all proposals through administration and finance & audit wings of the Institute.*
- 2. Directors of the Institute to monitor physical and financial progress/achievement of the projects during the Annual IRC Meetings and any other times felt necessary.*
- 3. These powers can be exercised only subject to availability of budget in the concerned project.*
- 4. For any item other than those listed above, approval of the Directors may be obtained.*

## **APPENDIX: I**

### **INDIAN COUNCIL OF AGRICULTURAL RESEARCH** **KRISHI BHAVAN: NEW DELHI**

F. No.: 10(3)/2011 W.S.

Dated the 12<sup>th</sup> January, 2011

#### **Administrative Circular -3/2011**

Sub: Inter-departmental correspondence and meetings, outside ICAR

Instructions have been issued in the past, several times, regarding correspondence by officers of the ICAR with Ministries/ Departments/ Organisations outside ICAR.

- I. It needs to be understood that commitments can be given, or positions taken, on behalf of ICAR only by DG/ Secretary, ICAR. Therefore, it is essential that no officer of ICAR should normally correspond with other Departments/ Ministries directly, especially if such correspondence is directly or indirectly likely to impinge on any policy issue, or give any commitment or take any position on behalf of ICAR.
- II. Regarding tour programmes, attention is invited to Economy Circular No.28(5)/2010-Per.IV, dated the 21<sup>st</sup> May, 2010. It has been brought to notice that several Directors are still not complying either with the 7/10 day maximum of absences from Hqrs. (including journey time), or of seeking prior approval of the concerned DDGs before proceeding on tour in case of exceeding the limits. Directors are once again requested to comply with these instructions strictly. DDGs are being requested to bring any violations to the notice of Secretary, ICAR for further appropriate action.

The above instructions need to be complied with strictly and are issued with the approval of Secretary DARE & DG, ICAR.

(RAJIV MEHRISHI)  
Additional Secretary, DARE & Secretary, ICAR

**APPENDIX: II**  
**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAVAN: NEW DELHI**

F. No.: 14(1)/2013-Gov.Cell

Dated: 6<sup>th</sup> August, 2013

**OFFICE ORDER**

Subject: Constitution of sub-committee(s) of the Governing Body on Administration and Finance

The Governing Body at its 26<sup>th</sup> Meeting, inter-alia, decided that all issues pertaining to (i) Administration & Establishment and (ii) Finance & Accounts could be initially scrutinized by a sub-committee of the Governing Body and the recommendations of the sub-committee(s) be placed for final approval of the Governing Body.

This issue was further discussed in the 227<sup>th</sup> Meeting of the Governing Body held on 28<sup>th</sup> June, 2013 and the GB approved constituting the following two sub-committee(s):-

I. Sub-committee on Administration-

I.	Secretary, ICAR	-	Chairman
II.	Dr. A.K. Srivastava	-	Member
III.	Dr. B.S. Dhillon	-	Member
IV.	Dr. Ramesh Chand	-	Member
V.	Director (Administration)	-	Convener

II. Sub-committee on Finance & Accounts-

(i)	AS&FA (DARE)	-	Chairman
(ii)	Shri Sudhir Bhargava	-	Member
(iii)	Dr. K.E. Lawande	-	Member
(iv)	Dr. P.S. Minhas	-	Member
(v)	Director (Finance)	-	Convener

The above-mentioned sub-committees(s) will consider all proposals concerning (i) recruitment rules, service matters and all other related Establishment matters and (ii) financial matters such as Budget, Accounts, Audit Report and all other related matters respectively. The issues considered along with the recommendations of the sub-committee(s) will be placed as an Agenda item for approval of the Governing Body.

The sub-committee(s) will meet as often as necessary, but not more than four times in a financial year. The meetings will be called / convened by the respective Divisions viz. Establishment and Finance in the ICAR. Three members will constitute the quorum.

The tenure of the Members of the sub-committee will be co-terminus with their tenure in the Governing Body. On expiry of term of Member(s), the Director General, ICAR, being the Chairman of the Governing Body, will nominate new Member(s) from amongst the Members of the Governing Body.

TA and DA in respect of non-official Members will be met by the ICAR in accordance with relevant rules.

This issues with the approval of the Competent Authority and comes into force with immediate effect.

(J. RAVI)  
Director(P)

### **APPENDIX: III**

#### **INDIAN COUNCIL OF AGRICULTURAL RESEARCH Krishi Bhawan, Dr, Rajendra Prasad Road, New Delhi – 110 001**

F. No.: 41(2)/2005-Per.IV

Dated: 26<sup>th</sup> May, 2017

#### **Office Order**

The issue of re-deployment/transfer/diversion/adjustment/up-gradation/re-designation of various positions in ICAR has been deliberated upon by the Governing Body in its 239<sup>th</sup> meeting and it has been noticed that a post is sanctioned with the approval of the Competent Authority/Ministry of Finance for a specific purpose and for a particular place/institute. As per the relevant guidelines of the MoF, a post sanctioned for a specific purpose in an Organization could not be redeployed / diverted for another purpose. The cases of transfer / redeployment/up-gradation/diversion/adjustment/re-designating of posts would amount to creation of new post with simultaneous abolition of adjusting post and prior approval of MoF is required for the same as per prescribed procedure. The GB has recommended and approved by the President, ICAR and Minister of Agriculture & Farmers Welfare that ICAR should follow the procedure laid down by Ministry of Finance, Government of India.

Accordingly, in supersession of all earlier orders on the subject, henceforth, all cases of redeployment/transfer/diversions/adjustment/ up gradation/ re-designation of posts shall be done only with prior approval of MoF, in accordance with the guidelines of Govt. of India issued vide O.M. No F-14(14)-E(Coord)/77 dated 25.10.1977 and OM No. 7(1) E. Co-ord.-1/2017 dated 12.04.2017, as amended from time to time.

(Sujit K. Mitra)  
Director (Personnel)

## **APPENDIX: IV**

**F. No. 8(4) E-Coord.184  
Government of India  
Ministry of Finance  
Department of Expenditure**

New Delhi, the 15th October 1984

### **OFFICE MEMORANDUM**

**Subject: Financial powers of Autonomous Bodies-restrictions regarding**

The Rules and Bye-laws of autonomous bodies which are fully or partly funded by the Govt. of India should invariably incorporate restrictive clauses relating to the Powers of the Governing Bodies of such organizations in matters of creation of post, revision of pay and allowances of their staff and similar establishment expenditure and provide for prior approval of the Central Government in specific cases. It has come to the notice that this has not been done in a number of cases resulting the Governing Bodies of some Autonomous Organizations taking decisions on the above matters, which do not conform, to the general pattern of the Central Government.

2. With the view to ensuring that the provisions relating to the powers of the Governing Bodies in such matters having financial implications are properly exercised, Ministries/ Departments are requested to take following action:

- (i) A clause may be incorporated in the relevant Rules/Bye-laws/Regulations of the autonomous bodies that proposals relating to employment structure i.e. adoption of pay scales, allowances and revision thereof and creation of posts above a specified pay level would need the prior approval of the Govt. of India in consultation with the Ministry of Finance, Department of Expenditure.
- (ii) In the case of larger autonomous bodies, a suitable clause may be incorporated in the relevant Rules Bye-laws/Regulations that a representative of the Ministry of Finance/ Integrated Finance Division of the Ministry concerned should be nominated to the Executive Council of the Autonomous Organization. The choice of the nominee would be made in consultation with the Ministry of Finance; and
- (iii) In the autonomous organizations referred to in (ii) above, a provision would also be made if the Rules/Bye-laws/Regulations that in the event of disagreement between representative of the Ministry of Finance and the Chairman of the Governing Body of the Autonomous Organization on the financial matter beyond the delegated powers of the Ministry/Department of the Govt. of India the matter may be referred to the Minister of administrative Ministry concerned and the Finance Minister for a decision.
- (iv) Ministries/Departments are requested to take immediate action to incorporate the necessary amendments suggested in the proceeding para in the Rules/Bye-Laws/ Regulations of the Autonomous Organizations under their administrative control under intimation to this Ministry. They are also requested to ensure that before a new autonomous body is formed, the Rules/Bye-laws/Regulations concerning financial matters are finalized in consultation with this Ministry.

## **APPENDIX: V**

### **Assignments Handled by Internal Financial Advisors**

The Internal Financial Advisor will be in overall charge of Budget and Accounts Section in addition to the Internal Finance Section. It will be his duty-

1. To ensure that the schedule for preparation of budget is adhered to by the Ministry and the Budget is drawn up according to the instructions issued by Finance Ministry from time to time;
2. To scrutinize budget proposals thoroughly, before sending them to Ministry of Finance;
3. To see that complete departmental accounts are maintained in accordance with the requirements under the General Financial Rules. It should, in particular, be ensured that the Ministry not only maintains account of expenditure against the Grants or Appropriations directly controlled by it but also obtains figures of the expenditure incurred by the subordinate offices so that the Ministry has a complete month to month picture of the entire expenditure falling within its jurisdiction;
4. To watch and review the progress of expenditure against sanctioned grants through maintenance of necessary Control Registers and to issue timely warnings to Controlling authorities where the progress of expenditure is not even;
5. To ensure the proper maintenance of the Register of Liabilities and commitments as required under the GFRs to facilitate realistic preparation of Budget estimates. Watching of book debits and timely surrender of anticipated savings;
6. To screen the proposals for supplementary demands for grants;
7. To formulate the foreign exchange budget for the Ministry and to process individual cases for release of foreign exchange in accordance with the instructions issued by Department of Economic Affairs from time to time;
8. To advise the Administrative Ministry on all matters falling within the field of delegated powers. This includes all powers other than those devolving on a Ministry in its capacity as Head of the Office. It has to be ensured by I.F.A. that the sanction issued by Administrative Ministry in exercise of delegated powers clearly indicates that they issue after consultation with I.F.A.;
9. To identify, in particular, specific savings in cases of creation of posts and to maintain a Register for this purpose;
10. To scrutinize proposals for re-delegation of powers to subordinate authorities;
11. To keep himself closely associated with the formulation of schemes and important expenditure proposals for their initial stages;
12. To associate himself with the evaluation of progress/performance in the case of projects and other continuing schemes, and to see that the results of such evaluation studies are considered in the budget formulation;
13. To watch the settlement of audit objection, inspection reports, draft audit paras etc;
14. To ensure prompt action on Audit Reports and Appropriation Accounts, Reports of Public Accounts Committee, Estimates Committee and Committee on Public Undertakings;
15. To screen all expenditure proposals requiring to be referred to Finance Ministry for concurrence or comments;
16. To ensure regular and timely submission to Finance Ministry of Quarterly Staff Statements and other Reports and Returns required by Finance.



## **Issue of financial sanction: Prior Concurrence of Internal Finance- Level of Concurrence vis-à-vis the financial outlay of proposal**

(Reference F. No.22(36)/87-CDN (A&A) dated the 26<sup>th</sup> Nov 1987, F. No.: 6-2/2009-CDN (A&A), dated: 23<sup>rd</sup> September 2011, F. No.: 3-1/2015/F&A Unit, dated: 16<sup>th</sup> January 2015 and F. No.: Fin/6(4)/2013-IF, dated: 6<sup>th</sup> May 2015.)

**Rule 229 (viii) of Revised General Financial Rules, 2017**, related to ‘**General Principles for setting up of Autonomous Organizations**’ stipulates that: *Every autonomous organization should designate an officer at appropriate level to render financial advice whose concurrence should be obtained for sanction and incurring of expenditure. The financial limits up to which such concurrence is mandatory may be drawn up by each organization. The Chief Executive Officer of the Autonomous body will be responsible for overall financial management of the autonomous bodies”.*

Accordingly, orders and instructions have been issued from time to time defining the level of authority for seeking financial advice/concurrence. These are as under:

### **1. ICAR Headquarters**

- (a) **General:** Financial powers delegated by the Governing Body, Director General or Secretary, ICAR to Deputy Director, Deputy Secretary, Joint Secretaries, Director (F), Director (P), Director (A), Director (P&I), Legal Advisor, Under Secretary/Senior Finance & Accounts Officer/Finance & Accounts Officer may be exercised, unless stipulated otherwise, with the concurrence at the level of JS (F) in the Finance Division of ICAR Headquarter.
- (b) Cases other than those enumerated above shall be concurred by the Financial Advisor, DARE. The Financial Advisor, DARE shall advise the Secretary DARE & Director General ICAR on all financial matters. The Director General shall have the powers to overrule his advice by recording in writing reasons thereof. All such sanction order should record that ‘*This sanction issues with the approval of the Chief Accounting Authority. The advice of the Internal Finance/Integrated Finance was conveyed vide Diary No.: \_\_\_\_\_ dated: \_\_\_\_\_*’ in accordance with the instructions of Ministry of Finance O.M. No.: 1(34)/E. II(A)/2010, dated: 07<sup>th</sup> October 2010 (See Annexure-A). A Report of all such cases shall be submitted to the Governing Body/Ministry of Finance for information. (*Para 2.6 of ICAR Audit Manual, 2016*)

### **2. ICAR Institute**

- (a) Exceeding the powers delegated to Director of ICAR institutes: The following proposals having financial implications will be referred to ICAR Headquarters by ICAR Institute through their respective SMDs for seeking financial concurrence of AS&FA, DARE:
  - (i) Procurement of vehicles.
  - (ii) Execution of original Civil Works exceeding the powers delegated to Director of ICAR institutes.
  - (iii) Proposals related to execution of repair and maintenance including petty works exceeding the powers delegated to the Director of ICAR Institutes.

(Reference office order no.: Fin 6(4)/2013-IF, dated: 06<sup>th</sup> May 2015.)

- (b) Within the ambit of powers delegated to Director of ICAR Institutes: In accordance with Rule 229 (viii) of the General Financial Rules, 2017, the Finance & Accounts Officer at ICAR Institute shall, in terms of para 6.1.16 of ICAR Audit Manual, 2016, *advice on all financial matters which may be referred to him by the officers concerned or which may come to his notice in the course of scrutiny of sanctions/orders/bills etc.*

In case of a difference of opinion on the financial or accounting matter, the Finance & Accounts Officer will carry out the orders of the Director of the Institute after obtaining the order in writing. In such cases where Director overrules concerned Finance & Accounts Officer, the sanction order should record that: “The sanction issues with the approval of the Director. The advice of the Chief Accounts Officer/Accounts Officer in charge of Audit & Accounts section was conveyed vide Diary No.: \_\_\_\_\_ dated:\_\_\_\_\_.

(Annexure B: Reference: Office Order No.: 22[33]/2010-CDN [A&A], dated: 23<sup>rd</sup> December 2010.)

### Level of disposal of Work in the Finance Division

S. No.	Items of work	Level of disposal
<b>(I)</b>	<b>Accounts-I Section</b>	
1.	To prepare cheques for all payments from the Bank Account.	Branch Officer of the Section.
2.	Preparation of FMS/PFMS Advice/Cheques/DDs related to pay & allowances, personal claims (medical, TA, LTC, Loans & advance), payments of contingencies/suppliers/contractual/payment of pension/pensionary benefits, all Remittances including Income Tax, GST and Statutory dues etc.	Branch Officer of the Section.
3.	Maintaining the Main Cash Book in respect of all receipts deposited in the Bank Account, payments/ withdrawal made there from.	Finance Officer and Branch Officer of the Section.
4.	To maintain classified abstracts of receipt and payment and to render monthly accounts and Annual Accounts of ICAR Headquarters Accounts and ICAR General Account (Grant Account)	Branch Officer of the Section.
5.	Opening of Current Bank Account for the ICAR Headquarters and its Research Institutes in the branches of SBI and other nationalized banks.	Action to be initiated by Branch Officer of the Section and file will go up to the Secretary, ICAR
6.	Authorization of officers of the ICAR to operate the Current Accounts maintained with the Bank.	Action to be initiated by Branch Officer of the Section and file will go up to the Secretary, ICAR
7.	Investments, re-investments and encashment of idle funds of Council's in Government loans, TDRs.	Action to be initiated by Branch Officer of the Section and file will go up to the Secretary, ICAR.
8.	Remittance of funds/grants and foreign funds to ICAR Institutes /NRCs/ PDs/ATARIs etc and release related to Award.	Branch Officer of Accounts I Section on receipt of advice from the Budget Section.
9.	Opening FDR/STDR/CLTDs, maintenance of relevant registers/records & its monitoring.	Branch Officer of the Section.
<b>(II)</b>	<b>Accounts-II Section</b>	
10.	To prepare consolidated Annual Accounts of the Council.	Branch Officer of the Section/ Finance Officer consolidates the account which is submitted to JS (Finance) and is approved by Director General, ICAR.
11.	Preparation of progressive monthly expenditure statement of all Institutes for review in monthly Senior Officers Committee (SOC) Meeting.	Branch Officer of the Section.
12.	Preparation of unspent balance statement in connection withdrawal from Government of India.	Branch Officer of the Section.
<b>(III)</b>	<b>Audit-I Section</b>	
13.	To exercise judicious scrutiny of all financial sanctions.	Branch Officer of the Section.
14.	Checking of comparative statement of tenders/quotations for works and supplies.	Branch Officer of the Section.
15.	To examine the forms of contracts/invitations of the tenders and when the approved form and substance of the contract require may change.	Branch Officer of the Section.

16.	To advise on all financial matters which may be referred on which and may come to his notice during scrutiny of sanctions/orders/bills etc.	Branch Officer of the Section.
<b>(IV)</b>	<b>Audit-II Section</b>	
17.	Pre-audit of all payments from the funds of the Council and recording pay orders on the bills	Branch Officer of the Section.
18.	Checking of pay fixation/revision cases	Branch Officer of the Section.
<b>(V)</b>	<b>Audit-III Section</b>	
19.	Preparation of Consolidated Annual Account of GPF including I/E Statement and Balance Sheet for ICAR as a whole.	Finance Officer consolidates the account which is submitted to JS (Finance) and is approved by Director General, ICAR.
20.	Investment of General Provident Fund for earning interest.	Finance Officer puts up the proposal to the Investment Committee and on approval of the recommendations of Investment Committee proceedings by Director General, ICAR, GPF funds is invested.
21.	Maintenance of records, books transfer and correspondence with ICAR Institutes about GPF/CPF.	Branch Officer of the Section.
22.	Preparation and Reconciliation of the GPF monthly and Annual Accounts of General Provident Funds of ICAR based on the Main Cash Book.	Branch Officer of the Section.
23.	Maintaining of Main Cash Book in respect of all receipts deposited in the bank account for payments or withdrawal made there from.	Finance Officer and Branch Officer of the Section.
24.	Remittance of TA/DA to non-official members.	Branch Officer of the Section.
<b>(VI)</b>	<b>Budget Section</b>	
25.	Scrutiny of budget proposal of ICAR and its Institutes and to process of their clearance from Ministry of Finance and approval of Governing Body.	Branch Officer of the Section.
26.	Drawl of funds from Government of India pertaining to Grants-in-Aid and surrender of previous year unspent balances of Grants.	Branch Officer of the Section after approval of Financial Advisor.
<b>(VII)</b>	<b>Coordination (Audit &amp; Accounts) Section</b>	
27.	Compilation of information for Monthly D.O. format for submission to Secretary (Expenditure).	Branch Officer compiles the information and submits to AS&FA, DARE through F. & A.O. and JS (Finance) for approval and onward transmission.
28.	Clarification/advice on financial accounting matters.	Branch Officer of the Section with the approval of JS (Finance)/Financial Advisor.
29.	Maintenance and update of delegation of Administrative and Financial powers book, Audit Manual.	Branch Officer of the Section with the approval of JS (Finance)/Financial Advisor.
30.	Air-travel permission for travel by private airlines.	Branch Officer puts up the proposal compiles the information and submits through F. &A.O. and JS (Finance) for approval of AS&FA, DARE.

31.	Six-monthly difference of opinion between Director of the institute and Finance & Accounts Officer	Branch Officer puts up the cases received from institute through F. &A.O. and JS (Finance) for information of AS&FA, DARE.
<b>(VIII)</b>	<b>Finance &amp; Accounts Unit.</b>	
32.	Preparation of Annual Accounts of Education Division and Revolving Fund Scheme on UG/PG Examination	Branch Officer of the Section.
33.	To scrutinize the proposals for financial concurrence received from Agricultural Education and Agricultural Extension Division	Branch Officer of the Section.
34.	All releases to SAUs and other institutions under Education Division.	Branch Officer of the Section.
<b>(IX)</b>	<b>Internal Finance Section</b>	
35.	All cases of financial concurrence.	Financial concurrence in respect of sanctions to be accorded by the Director General/Secretary/ Deputy Director General of the ICAR etc.
<b>(X)</b>	<b>Grant-in-Aid Section</b>	
36.	To watch receipt and audited statement of accounts and Utilization Certificates in respect of grants-in-aid.	Branch Officer of the Section.
37.	Release of grant in respect of Ad-hoc Schemes	Branch Officer of the Section.
38.	Release of grants of Plan Schemes being operated at various SAUs and other Departments.	Branch Officer of the Section.
39.	Scrutiny of audit certificates and acceptance thereof	Branch Officer of the Section.
40.	Concurrence/Release of Extramural Fund & Award money.	Branch Officer of the Section.
<b>(XI)</b>	<b>Inspection Unit Section</b>	
41.	Internal Inspection of ICAR Institutes and submission of Inspection Report (IR) and pursuing it till final settlement.	Branch Officer of the Section.
42.	To deal with the audit reports of statutory audit reports of statutory auditors on the accounts of the ICAR Headquarters/Institutes and to settle the objections expeditiously in consultation with the SMD.	Branch Officer of the Section.
43.	Monitoring of Advances as reported by ICAR institutes.	Branch Officer of the Section.
44.	Monitoring of updation of Asset Register Statement as reported by ICAR institutes.	Branch Officer of the Section.
<b>(XII)</b>	<b>Pension Section</b>	
45.	Matters relating to authorization of superannuation/retiring/invalid/family pension	Branch Officer of the Section.
46.	Payment of pensions and other retirement benefits	Branch Officer of the Section.
47.	Preparation of bank reconciliation statement relating to pension	Branch Officer of the Section.
48.	To watch adjustment/clearance of all advances, deposits and remittance transactions.	Branch Officer of the Section.
49.	Matters related to NPS	Branch Officer of the Section.

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI**

F. No. 22(36)/87-cdn(A&A)

Dated the 26<sup>th</sup> November 1987

**CIRCULAR**

Subject: Procedure for referring files to the Finance Division of the Indian Council of Agricultural Research.

In order to ensure that the cases in the Indian Council of Agricultural Research Headquarters are disposed of expeditiously, it has been decided that the files to the Finance Division of the Council may be referred as per following procedure: -

- (1) Files meant to go to Finance Division may be marked directly to the officers/ Sections (who is to deal with the file) as per distribution of work. Disposal of these files will be done at the various levels in Finance division in accordance with the powers delegated to them.
- (2) Before referring a case to Finance Division for their comments, views or concurrence, the case should be examined/ by the Sections themselves first with reference to existing rules and orders. Cases should be referred to Finance Division only where concurrence is necessary or when there is a doubt. In such cases specific points on which clearance/ concurrence of Finance is needed should clearly brought out.
- (3) In cases where rules/ orders are quoted in the notes, it would be necessary to keep copies of such orders in the file for ready reference to the Senior Officers, including Secretary/ Director – General.
- (4) Precedent, wherever they exist should be quoted and, in such cases, the relevant files should be linked.
- (5) If views have been recorded by any of the officers concerned with the subject matter on behalf of the Finance Division, there is no need to refer the file again to Director (Finance) for mere confirmation of the advice already rendered. If, however, opinion of finance Division is not proposed to be accepted then the file may be referred to Director (Finance) after showing it to Deputy Director General/ADG/DS/Director concerned and indicating the reasons for disagreement.
- (6) The files/ cases where orders are clear and concurrence of the Finance Division is not specifically required as per orders on the subject, need not be referred to Finance Division. In such cases the concerned Administrative Sections will obtain approval of the competent authority without routing the file through Finance Division.
- (7) All cases requiring clarification on Rules/ orders and advice from nodal Ministries will continue to be routed through Finance Division.

All officers and Sections in the Indian Council of Agricultural Research (including ASRB, Pub. Division & Education Division) are, therefore requested to ensure that files are referred to the Finance Division only in accordance with the procedure referred to above.

Sd/-  
(S.S. DAWRA)  
SECRETARY

**DISTRIBUTION:**

All Officers & Section of the Indian Council of Agricultural Research including ASRB, Pub. Division & Education Division).

## **Annexure to Appendix V**

F.N.1(34)/E. II (A)/2010  
Ministry of Finance  
Department of Expenditure  
E.II(A) Branch

...

North Block, New Delhi  
Dated: 7<sup>th</sup> October, 2010.

### **OFFICE MEMORANDUM**

**Subject: Communication of sanction in case where the Secretary of a Ministry/Department approves a proposal by overruling the concerned Financial Adviser.**

The undersigned is directed to invite attention to the provisions of Rule 25 of the DFPR relating to 'Communication of sanctions to Audit' where it has been specified as to how the fact of consultation/concurrence of Ministry of Finance/ Internal Finance is to be incorporated in a sanction.

2. In the above context, the formulation to be used in the event the Secretary of a Ministry/Department approves a proposal by overruling the concerned Financial Adviser has been examined in this Department on a reference from a Ministry. It has been decided that in cases where the Secretary has over-ruled the concerned Financial Adviser, the corresponding clause to be added to the sanction letter should read as follows: -

***“This sanction issues with the approval of the Chief Accounting Authority. The advice of Internal Finance/Integrated Finance was conveyed vide Dy. No./UO No..... Dated.....***

3. This issues with the approval of Secretary (Expenditure).

Sd/-

(R. Prem Anand)

Under Secretary to Govt. of India

Tel. 2309 2769

To,

Financial Advisers in the Ministries/Departments of Govt. of India

## **Annexure to Appendix: V**

### **INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI**

F. No. 22(33)/2010-Cdn (A&A)

Dated the 23<sup>rd</sup> Dec, 2010

#### **OFFICE MEMORANDUM**

**Subject: Communication of sanction in case where the Director of an institute approves a proposal by overruling the concerned Accounts officer – reg.**

Reference is invited to provisions of bye-law 18 of the Rules and Bye –laws of ICAR where it has been interalia specifies “In each Institute/Laboratory of the Society, the Chief Accounts officer or Accounts officer-in-charge shall be responsible for scrutinizing the budget and all proposals involving financial implications, maintenance of accounts and its internal audit. They shall advise the Directors in all financial matters. The Director and/or the Management Committee shall have the power to over-rule his advice after recording reasons therefor. The Accounts officer concerned will send through the Director a six-monthly report of such cases to the Financial Adviser of the Society who shall examine the same and place it before the Director-General along with his comments thereon.”

2. In above context, it has been decided that in cases where Director and/or Management Committee over-rules concerned Accounts Officer or Accounts Officer-in-charge, corresponding clause to be added to sanction letter should read as follows:  
*“This sanction issues with the approval of the Director / IMC. The advice of Chief Accounts Officer / Accounts Officer-in-charge of Audit & Accounts Section was conveyed vide Dy. No..... Dated....”*
3. The Accounts Officer will still require to send through the Director a six-monthly report of such cases to the Financial Adviser of the Society who shall examine the same and place it before the Director-General along with his comments thereon.
4. This issues with the approval of AS&FA (DARE/ICAR).

Sd/-  
(Ravindra Pattar)  
Director (Finance)



**APPENDIX: VI**  
**Indian Council of Agricultural Research**  
**Krishi Bhawan: New Delhi**

No.7-2177.Estt. I

Dated the 14.03.1977

**OFFICE ORDER**

With a view to ensure speedy disposal of work at the ICAR Headquarters and to linking accountability and authority at different levels, it is proposed to assign specific powers to the various senior officers at the ICAR Headquarters. The enclosed organizational chart of the ICAR indicates the revised allocation of responsibilities to the DDGs and the Secretary, ICAR. It would be observed that a number of Institutes and Coordinated Projects have been shown under the DDGs. In respect of Institutes and Projects allocated to a DDG he shall perform the following functions:

1. To assist in the effective working of the Institute through periodic visits to the Institute and discussions with the Director and Staff Members.
2. To help in linking effectively programmes and budget. Since most Institutes are multidisciplinary in nature, the DDG who has the primary responsibility for ensuring that the investments from public funds made in the Institute yields a good return in terms of scientific work, may consult other concerned DDGs whenever necessary while taking decisions on technical matters.
3. To serve as the Reporting Officer for the APARs of the Directors of the Institutes.
4. To serve as the reviewing Officer in respect of APARs of Scientists in S-3 in the Institutes.
5. To issue sanction for creating/continuance of posts.
6. To grant leave of all kinds to Scientists other than the Directors.
7. To sanction increments.
8. To grant permission for the sale and disposal of property under Conduct Rules to the Institute and Project staff.
9. To deal with cases of fixation of pay in respect of Institute and Project staff.
10. To grant all kinds of advances, including house-building advance to Institute and project staff.
11. To grant permission to get honorarium/fee to scientists.
12. To grant permission to scientists to become members of professional agencies/bodies (Not commercial organizations)
13. To grant permission to the staff of the institute for air-travel.
14. To grant permission for taking over/handing over charge at places other than the headquarters.
15. To grant no demand and no objection certificates.
16. To pass orders regarding accommodation problems of the Institute.
17. To approve Management Committee/Proceedings and submit them to DG for information.

The Deputy Secretaries concerned shall submit files relating to these matters to the DDGs concerned and the orders of the DGS shall be final. However, where any rule or instructions are to be relaxed or discretion to be exercised, the files shall be submitted by the DDG concerned to the DG for his order, through Secretary, ICAR.

No orders regarding creating/continuance of the posts shall be passed without consultation with the Director (P) and Director (Finance). Similarly, orders regarding financial matters such as grant of advances, honorarium, fees, etc. shall be passed with the previous concurrence of director (Finance). The Deputy Secretaries shall submit such files to the DDGs in consultation with the Directors concerned.

All other files relating to the functions allocated to the secretary shall be submitted by the Deputy Secretaries and the Directors to the secretary, who will, wherever necessary, obtain the orders of the DG.

All matters in respect of IARI, IVRI, NDRI, CIFE and NAARM shall be submitted by the Deputy Secretaries and Directors concerned to the DG for orders through the Secretary in case of administrative matters and through the DDG concerned in case of technical and educational matters. Management Committee proceedings in respect of these four Institutes shall be submitted to DG by the DDG who represents ICAR Headquarters on the concerned Committee.

**Sd. /-**  
**(K.P. SINGH)**  
**Secretary, ICAR**

## **APPENDIX: VII**

### **INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN: NEW DELHI**

F. No.: Fin/6/1/2007-CDN (A&A)

Dated the 12<sup>th</sup> Sept, 2019

### **OFFICE ORDER**

Director (Fin.) has constituted a Committee with the following officers to complete the unfinished job on Delegation of Powers of ICAR:

- |      |  |   |                    |
|------|--|---|--------------------|
| i)   | Shri Rajesh Sahay<br>Deputy Director (F-II)<br>ICAR Hqrs.                | : | Chairman           |
| ii)  | Shri Rajneesh Kumar Singh<br>Deputy Director (F-III)<br>ICAR Hqrs.       | : | Member             |
| iii) | Shri Suresh Kumar Sharma<br>Finance & Accts. Officer<br>NRCPB, New Delhi | : | Member             |
| iv)  | Shri Saurabh Muni<br>Finance & Accts. Officer<br>ICAR Hqrs.              | : | Member/Coordinator |

2. The Committee will be given with specific task to:

- a) Update the "Delegation of Powers in ICAR" incorporating orders up to the date of publication.
- b) Submission of a final version after checking the existing compilation and updating it as (a) above.

3. The committee after their deliberations and meetings will give final updated documents.

Sd/-  
(Saurabh Muni)  
Finance & Accounts Officer &  
Coordinator

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI**

F. No.: Fin/6/1/2007-CDN (A&A)

Dated the 28<sup>th</sup> July, 2022

**OFFICE ORDER**

**Joint Secretary (Finance)** has constituted a Committee with the following officers to further update the “Handbook on Delegation of Powers in ICAR”:

- |      |   |   |                     |
|------|---|---|---------------------|
| i)   | Shri Rajesh Sahay<br>Director<br>ICAR Hqrs.                                 | : | Chairman            |
| ii)  | Shri Rajneesh Kumar Singh<br>Comptroller, CIFE, Mumbai                      | : | Member              |
| iii) | Shri Avesh Yadav<br>Comptroller, NDRI, Karnal                               | : | Member              |
| iv)  | Shri Manish Wadhera<br>Deputy Director-Finance                              | : | Member              |
| iv)  | Shri Amitabh Singh<br>Senior Finance &Accounts Officer<br>ICAR Headquarters | : | Member/ Coordinator |

2. The Committee will be given with specific task to:

- a) Update the “Delegation of Powers in ICAR” incorporating orders up to the date of publication.
- b) Suggest suitable enhancement and include additional authorities for the purpose of exercise of powers.
- c) Submission of a final version after checking the existing compilation and updating it as above.

3. The committee after their deliberations and meetings will give final updated documents.

Sd/-  
(Amitabh Singh)  
Senior Finance &Accounts Officer &  
Coordinator