INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN: NEW DELHI

F.No.6-2/2001-CDN (A&A)

Dated the 9th Aug. 2011.

OFFICE ORDER

SUB: The existing Delegation of Powers to Project Coordinators: Reg.

The Council has delegated various powers to Project Coordinators vide O.O.6-2/90-CDN (A&A)/part dated 15th June, 1993 and 30th July, 1993, O.O.6-2/90-CDN (A&A)/part. I 26th March, 1996, F. No. 6(1)/95-CDN (A&A) dated the 21st May, 1996 and F.No.6-2/2001-CDN (A&A) dated the 28th July, 2008 from time to time. It is reiterated that these orders are still valid and may be adhered to.

Devendra Kumar)
Director (Fin.)

Distribution:

I ICAR Research Institutes etc:

- 1. The Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates/National Research Centres and Bureaux.
- 2. Project Coordinators/Coordinated Research Projects/Zonal Coordinators.
- 3. The Finance & Accounts Officers of all Research Institutes, Project Directorates, National Research Centres and Bureaux.

II ICAR Headquarters:

- 1. All Officers/Section, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, Pusa, New Delhi.
- 2. ADG (CDN)/ADG (PIM)/PD, DKMA
- 3. Director (A)
- 4. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PS to AS&FA, DARE/ICAR
 - Sh. Hans Raj, Information System Officer, DKMA, KAB-I for placing the above Office Memoranda on ICAR Web-site.
- 6. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad
- 7. Guard file.
- 8. Spare copies (10).

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As per the existing provision under (1)b or the office order No.F.6-2/9-Cdn(& A)/Part dated 15th Tune, 93 read with r.D. .R. letter of even number dated the 30th July, 93, the Project Coordinators were empowered "to sanction all kinds of leave, except Study Leave which will be sanctioned by the I.D. .R. Headquarters to the staff of the Coordinating Unit'. This provision was subsequently incorporated in the latest edition of 'Delegation of Powers' (Pages 106 to 109). But, as per the A.R.S. Study Leave Regulations, 1991, circulated vide I.C.A.R. letter No.2.3-21/81-Per.IV dated 17.2.92, the competent authority for sanctioning Study Leave in the case of Scientists posted in the Institute is the Director of the Institute.

In view of the discrepancy, Director General, I.C.A.R. has been pleased to approve the modification of clause (b) under (1) "Administrative Powers" contained in the Office Order of 15th June, 93 mentioned above. Accordingly, this clause may be treated as amended to read as follows: "To sanction all kinds of leave to the stable of the Coordinating Unit, except Study Leave which will be sanctioned by the Director of the Institute".

The amendment may be noted in the Delegation of Powers as well.

DY. DIRECTOR (FINTHCE)

DISTRIBUTIOM :

- 1. To the Directors of Institutes (NRCs, Project Stes. etc.)
- 2. To all the Project Coordinators.
- 3. All Sections/Officers in the H.D.rs. including K.A.B., New Delhi.
- 4. The Pinance & Accounts Officers of all Research Institute, Project Directorates and Mational Research Centres.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN: NEW DELHI

No. 6(1)/95-Cdn(Λ&Λ)

Dated the 21st May, 1996

То

The Directors of all Research Institutes/ National Research Centres/Project Directors/ Project Coordinators etc.

Subject:

Delegation of Powers - further orders

The need for delegating powers to Joint Directors, Heads of Divisions and Project Coordinators had been under consideration of the Council quite for some time. Accordingly, after careful examination of the issue by a committee, the Director General, I.C.A.R. has been pleased to approve further delegation of powers in continuation of the 'Delegation of Powers' circulated vide I.C.A.R. letter No. 6(1)/95-Cdn(A&A), dated 21.11.95. The powers now delegated to (1) The Joint Directors of National Institutes/Deemed Universities, (2) The Joint Directors/Heads of Regional Station/Research Centres of Institutes other than National Institutes, (3) The Project Coordinators and (4) The Heads of Divisions are contained in the enclosed Schedules VII to X respectively.

The exercise of the powers as contained in the Schedules mentioned above will continue to be governed by the various provisions, orders and instructions issued by the Government of India/I.C.A.R., such as general economy instructions, ban on recruitment, creation of posts, filling up of vacancies, etc.

Receipt of this letter along with the enclosures may kindly be acknowledged.

Yours faithfully,

(T.V. ASARI) Deputy Director (Finance)

Encl: As above



F.No.6-2/2001-CDN (A&A)

Dated the 28th July, 2008.

To,

The Directors of all the 1CAR Institutes/ NRCs/ PDs/ Bureaux and Zonal Coordinators/ Project Coordinators

Sub: Delegation of Powers to Project Coordinators with regard to filing the applications for registration of extant varieties through Director, NBPGR, New Delhi.

Sir.

In continuation to Office Order of even number dated 9.10.2006 authorizing the Directors of ICAR Institute/NRCs/ Bureaux/ PDs/ ZC Units to exercise the powers in regard to all forms of intellectual Property covered in the ICAR Guidelines on 'Intellectual Property Portrolio Management and Technology transfer/commercialization', the Project Coordinators are also hereby authorized to prepare and file applications for registration of Extant Varieties of their respective crops as Authorized Signatories of the Applicant, 'Indian Council Agricultural Research' through Director, NBPGR, New Delhi in accordance with Chapter 6 of the ICAR Guidelines for Intellectual Property Management and Technology Transfer /Commercialization, which are effective in the Council since 2nd October, 2006.

Yours faithfully,

Hetainat

(H.C.Pathak)

Director(Fin.)

Copy to:

- 1. All Dy. Director General, ICAR
- 2. ND, NAIP
- 3. CF&AOs/SF&AOs/F&AOs/AF&AOs of all the ICAR Institutes/ NRCs/ PDs/ Bureaux/ ZC Units/PC Units
- 4. All Officers at ICAR Hqrs/ KAB- I & II/ IA-I, II, III, IV V & VI Sections.
- 5. Sr. PPS to Secretary(D) & DG, ICAR/PPS to AS(D) & Secretary, ICAR/PS to AS&FA (DARE/ICAR) / PS to Chairman, ASRB/ Director (DIPA)
- 6. Shri Hans Raj, Information System Officer, (DIPA) KAB-I for placing the letter on ICAR Web-Site.
- 7. Secretary (Staff Side), CJSC, NRCIPM, Pusa, New Delhi.
- 8. Guard file.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAWAN : NEW DELHI-1.

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

Dated the 30th July,93.

To

The Project Co-ordinators

Subject: Delegation of Administrative and Financial Powers to the Project Coordinators.

Sir,

I am directed to refer to the Council's Office Order of even number dated the 15th June, 1993 (Copy enclosed) on the subject mentioned above and to say that it has been decided that the Administrative and Financial Powers delegated to the Project Co-ordinators of Crop Sciences will also be exercised by the remaining Project Co-ordinators of all other Divisions of the Council.

Yours faithfully,

(B.L. JANGIRA)
DY. DIRECTOR (FINANCE)

Copy to:

1. Directors of all Research Institutes/Project Directorates/N.R.C. under the ICAR.

Chief Accounts Officers/Finance & Accounts Officers of 2. all ICAR Research Institutes/Project Directorates/ Mational Research Centres including H. Grs., and ICAR Dhaven, Pusa, New Delhi-110012.

PS to DG, ICAR/PS to FA(DARE)/PS to Secretary/ All DDGs., ICAR. 3.

all Sections/Officers in the H.Qrs. including KAB, Mew Delhi.

All Sections/Officers of DARE.

AFC Section, ICAR with reference to their note dated. 12.07.1993.
R.C. Cell, ICAR.
Guard file.

Spare Copies-25.

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI 3HAWAN: NEW DELHI-1.

F. No. 52/90-Cdn(A&A)/Part.

Dated the 15th June :93.

OFFICE ORDER On the recommendations of the Group discussion on Management of change in All India Co-ordinated Crop Improvement Projects and also the meeting of Senior Officers of the ICAR held on 9th October, 1992, it has been decided with the approval of the Director-General, Indian Council of Agricultural Research to delegate the following Administrative and Financial Powers to the Froject Co-ordinators of Crop Sciences:

1) ADMINISTRATIVE POWERS:

- To act as Member of the Selection Committee/Depart mental Promotion Committee for recruitment/promotion of staff in the Co-ordinating Unit.
- To sanction all kinds of leave, except study leave, which will be sanctioned by the ICAR Headquarters to b. the staff of the Coordinating Unit.
- Fower of self sanctioning of tour upto 10 days at a time, with intimation to the controlling authority including concerned Deputy Director General/ Assistant Director General at the ICAR Headquarters.
- To sanction tour of all categories of staff attached to the Coordinating unit up to 10 days at a time.

2) FINANCIAL POWERS

Nature of Power Estent of Power delegated

1. To strike off stores ren- Up to N.25000/- in each case. dered unserviousle through dered unservicable through normal wear and tear.

2. To write off losses.

Up to 10.1,500/- in each case per year.

3. To dispose of crops at the Up to R. 15,000/- in each prevailing market rate case per year.

A Company of the Comp To supply seeds free of Full cost for experimental purposes.

- 5. Purchase of stores Up to %.20,000 in each case
- Purchase of books, publi- Upto Ns. 20,000/- in each case. cations and reprints of scientific papers.
- To incur recurring expen- Upto Ns. 10,000/- in each case diture on maintenance & through authorised dealer repair of motor vehicles. etc.
- 8. Repairs to scientific instruments, laboratory equipments, agricultural Implements and machinery.
- Upto is. 10,000/- in each case.
- Repair of bicycles locally Upto to No. 100/- per bicycle 9. (average) per year.
- 10. Repairing of typewriters Full. and other office machines.
- 11. Commission on money orders (to remit the dues of Full. suppliers, contractors, etc., by money orders if such remittance is unavoidable and is considered necessary in the public interest).
- We so a. 5,000 per year. 12. Furchase of stationery stores (local purchase)

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Ordinary contingencies which do not require indi. e mist action

> oning. - single

Nature of Power Item No. Extent of Power deleg

Full.

- ls:25,000/- per Sanctioning power for stationery items.
- 16., Sanctioning of general provident Fund (GPF) advance and withdrawal to the staff of the Coordinating unit. . Full.
- 17. Sanctioning tour advances for self, other staff of the coordinating unit and monitoring team members.
- 18. Payment of wages of daily Full. paid labour, semi-skilled and skilled labour
- 19. Sanction of registration Full as per ICAR norms. charges at Symposia/ seminars.
- 20. Samotion for payment of Up to 13.2,500/- per year. honorarium
- 21. Payment of charges on postage, telegrams, Telex, FAX and water, electricity, Pull. telephone bills etc.

The above delegation of powers is subject to the condition that (a) the exercise of such delegated powers would be subject to the Government of India/Council's instructions/ orders issued from time to time (b) a review is made after one or two years of the actual exercise of the powers.

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DISTRIBUTION:

- 1. Project Co-ordinators of Crop Sciences, All India Coordinated Research Projects.
- 2. Directors of all ICAR Reearch Institutes.
- 3. Chief Accounts Officers/Finance & Accounts Officers; of all ICAR Research Institutes/Project Directorates/NRCs including H.Qrs. & ICAR Bhawan, KAB, New Delhi-110012.
- 4. PS to DG, ICAR/PS to FA (D.RI)/PS to Secretary/All/DDGs, ICAR.
- 5. All Sections/Officers in the H.Qrs including KAB, New Delhi-110012.
- 6. All Sections/Officers of DARE.
- 7. R.C. Cell, ICAR.
- 8. Guard File.
- 9. Spare Copies-25.

SCHEDULE VII

DELEGATION OF POWERS TO JOINT DIRECTORS OF NATIONAL INSTITUTES/LEEMED UNIVERSITIES

			Extent of Power			
S.No	Nature o. "wer	i.	Joint Director of out station	int Directors at Hqrs.	Kemarks	`;
	2		. 3	4	5	
	Power to fix the pay allowance posted as on duty (FR 20)	es of a . *incil Hervant	Full powers for 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 subject to following GOI/ICAR instructions issued from time to time			
2.	Power to sanction annual incre	eament (FR 24)	Full powers 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		
3.	Power to require a medical ce return from leave (FR 71)	enificate of fitne s before	Full, if he is empowered to grant leave	· d o -		
4.	Power to sanction Casual Lea	ve	Full, including for himself	- do -		
5.	Power to sanction Earner Lea	ive (SR 206 & 18)	Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved.	- do -		
6.	Power to extend leave (FR 73	3)	Full powers, provided original leave was sanctioned by the Joint Director and the employee on his return will be under his administrative control	- do -		
7.	Power to decide the shortest (30(B))	of two or more outes (SR	Full powers for Journeys within their jurisdiction	- do -		
8.	Power to allow mileage allow route other than the shortest	-	Full powers for Journeys within their jurisdiction, provided that the selection of such route is in the interest of the Council. T.A. by longer route is not admissible in cases where the Journey can not be performed by the shortest route due to non-availability of reserved accommodation of the entitled class by that route	· do -		

	2	3	-}	5	
	Power to sanction of refund of cancellation charges on air ticket	Full, subject to the conditions mentioned in GOI/Ministry of Finance OM No. 19028/5/76E; IV-(B) dated 21.1.77 ICAR order dated 30.1.87	As in col. 3		
).	Power to prescribe Hqrs of the Council's employees (SR 59)	Full powers in respect of officials under his administrative control	· do -		
	Power to decide whether a particular absence is absence on duty (SR 62)	Full powers	· do -		
	Power to restrict the frequency and duration o. Journeys (SR 63)	Full powers in respect of staff under his administrative control	- d o -		
•	Power to permit recovery of T.A. for a Journey to attend an examination other than those mentioned in SR 130 & 131 (SR 132)	Full power in the case of departmental examination	- do -		
ı	Power to sanction TA as for a Journey on tour to a Govt Servant who is required while on leave in India to perform any Council's/Public duty at a place other than one where he is spending his leave (SR 135)	Full powers, provided T.A. may not be granted for a Journey while proceeding on leave or while returning from leave	- do -		
5	Power to allow the actual cost of a Journey to appear before a medical board, preliminary to voluntary retirement or invalid pension (SR 160(B))	Full powers	- do -		
5	Power to sponsor candidate for short term training course and count the period spent on training as duty	Full, subject to conditions laid down in GOI, Mini of Finance, Memo No.F. (71)Estt. III/60 dated 2.12.60 as modified fro time to time	- do -		
	Power to decide the rates of T.A. admissible to a Council's employee deputed to undergo a course of training (SR 164)	Full to the extent and subject to the conditions prescribed by GOI/ICAR from time to time	- do -		
7	Power to accept a certificate signed by any reg stered Medical practitioner as evidence of the fitness of an employee of non-gazetted status to return to duty (SR 213)	Full powers	- do -		
8.	Power to grant maternity leave (SR 267)	Full powers subject to provisions of SR 267	· 4o -		
9.	Power to grant hospital leave (SR 269)	Full powers	- do -		
20.	To sanction tour programme & counter signature of T.A. bills	Full powers for all excluding himself	- do -		

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(a)	Petty works and repairs Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply & electric installations in such buildings and repairs to such installations	Rs. 3 lakhs in each case	,	Subject to provision of funds and observance of the normal rules and procedures.
	Maintenance and ordinary repairs of office buildings and staff quarters etc.	·Full		- do -
(c)	Repairs/alteration to hired and requisitioned buildings	Rs. 5,000/- per annum non-recurring and Rs. 1000/- per annum recurring		
	Posts and telegraphs charges including commissions on Monday orders etc	Full	do -	
XII	Purchase of books, periodicals and officials publications	Upto Rs. 10,000/- in a year		
XIII	Repairs of Plant and Machinery including fixture & furniture	full		
XIV	Staff paid from contingencies	fuli	do -	Subject to instructions/orders issued by GOI/Council.
xv	Local purchase of stationery stores	full		Full powers for local purchase on account of delay or and non-supply stationery stores by Chief Controller of Printring and Stationery of Govt. of India subject to availability of funds and also observance of the purchase procedure.
XVI	Local purchase of rubber stamps and office seals	full	do ·	
XVII	Purchases working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.	Upto Rs. 3.00 lakhs		Subject to observance of normal purchase procedure
X∨III	Supply of uniforms, badges and other a acles of clothing etc. and washing allowance	full	du	subject to livery rules applicable
XIX	Telephone charges	full	7 7	
xx	Repairs of Typewriters, calculating machines	full	- do -	Subject to general or special orders issued by the Council Hqrs. time to time

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1	2	3	4	5
XXI	Indents, contracts and purchase (Rule 13 of DFP Rules 1978)	upto Rs. 50,000/-	as ir col. 3	Subject to observance of the codal formalities and requirements
23.	Advertisement charges	full	- do -	4.
24	Writing of losses	upto Rs. 5000/-	uptc Rs. 5000/-	Subject to observance of the formalities and provisions on the subject in GFR, DFP Rules, ICAR Audit Manual, etc.
25.	Deficiency and depreciation in the value of stores	upto Rs. 2500/-	uptc Rs. 2500/-	- do -
26.	Declaration and disposal of obsolete, surplus and unserviceable stores	ស់រ	as i.: col 3	- do -
27.	Storing of potato seed material	full	- dc -	
28.	Expenditure on entertainment	upto Rs. 1000/- per annum	-	Subject to restrictions laid down by the Ministry/Council from time to time.
29.	Extension of number of instalments upto 25 for repayment of cycle advances	full	- dc -	
30.	Grants of advances for purchases of warm clothing and table fan (GFR 216, 221, 4))	full	- (0 -	
31.	Grant of Advance of pay and T.A. on transfer (GFR 222)	full .	- d a -	
32.	Grant of advances in connection with tours (GFR 231 to 232)	full	- dr -	
33.	Grant of advance in connection with LTC	full	- d e -	Subject to the provisions of GFR 235
34.	Grant of advances in connection with festivals	full	- d s	
35.	Grant of advances in connection with natural calamities	full .	- d u -	Subject to provisions in the GFRs.
36.	Advance payment to firms with whom annual contracts for servicing of air conditionsrs, water coolers, typewriters, etc. are entered into	Upto the limit prescribed in the GFRs or any orders issued by Council	- do -	

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SCHEDULE VIII

DELEGATION OF POWERS TO JOINT DIRECTORS/HEADS OF REGIONAL STATIOINS/RESEARCH CENTRES OF INSTITUTES THAN NATIONAL INSTITUTES WHERE THE STRENGTH OF SCIENTISTS IS NOT LESS THAN TEN

N.No.	Nature of P wer	Extent of Power		Remarks	• :
1	2	3	4440	4	
1.	Power to sanction annual increament (FR 24)	Full powers to allow normal incremis an order to withhold the same for competent authority is necessary	or which problem		
2.	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant le	cave		
3.	Power to sanction Casual Leave	Full, including for himself			
4.	Power to sanction Earned Leave (SR 206 & 208)	Full powers to grant leave includin leave, excepting for himself provid arrangements are involved.	The Marian State of the Control of t		
5	Power to extend leave (FR 73)	Full powers, provided original lead by the Joint Direct/Head of Region Centre and the employee on his re- his administrative control.	nal States Res		
6	Power to sanction of refund of cancellation charges on air ticket	Full, subject to the conditions men GOI/Ministry of Finance OM No. (B) dated 21.1.77 ICAR order date	19028/VAL TV-		
7	Power to restrict the frequency and duration of Journeys (SR 63)	Full powers in respect of all und administrative control	der his		
8	Power to permit recovery of T.A. for a Journey to attend an examination other than those mentioned in SR 130 & 131 (SR 132)	Full power in the case of departme	cntal c		
9	Power to allow the actual cost of the Journey to appear before a medical board, preliminary to voluntary retirement or invalid pension. SR 160(B))	Full powers			
10	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 (SR 213).	Full powers			

7		2	3	15 7 7 1
ı		<u> </u>		
11		Power to grant maternity Dave (SR 213)	Full powers subject to provisions of SR 267	
12.		Power to grant hospital leave (SR 269)	Full powers	
13.		To sanction tour programme & counter signature of T.A. bills	Full powers for all excluding hims-lf	
14.		Power to sanction Reimbursement of cancellation charges on unused railway tickets	Full power	
15.		Power to incur contingent expenditure in general		
	1	Hicycle	Full .	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical, provided budget provisions exists for the purchase
	II	Conveyance hire	To the extent mentioned in Col. 4 against h of Annexure to Schedule V of DFP Rules 1	
	111	Electricity, Gas and Water charges	Full	
	īv	Fixture and Furniture purchase	Rs. 10,000/- on each occasion	Subject to provision of Funds & observance of the require rules and procedures
	v	Freight charges	Full	***
	VI	Maintenance, upkeep and repairs of motor vehicles	Upto Rs. 2000/-	
	VII	Municipal or contonment rates and taxes .	Full	The expenditure shall be incurred keeping in view the principles laid down in the rules for the payment of municipal rates and taxes given in Appendix to DFP Rules 1978
	VIII	Posts and telegraphs charges including commissions on Money orders etc	Full	
1	ΙX	Purchase of books, periodicals and officials publications	Upto Rs. 10,000/- p.a.	

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Ī		2	3	4
	х	Repairs of Plant and Machinery including fixture & furniture	Upto Rs.20,000/-p.a.	
	ΧI	Staff paid from contingencies	full subject to order/instructions issued by GOI/Council	
	XII	Local purchase of stationery stores	Rs. 10,000/-	
	XIII	Local purchase of rubber stamps and office seals	full	
	XIV	Purchases working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.	Upto Rs.1.00 lakhs subject to observance crules and procudure.	of second in
	xv	Supply of unitorms, badges and other articles of clothing etc. and washing allowance	full subject to scales prescribed in livery ru	les.
	XVI	Telephone charges	full	
	x∨ıı	Repairs to Typewriters, calculating machines	full	
	X∨III	Indents, contracts and perchase (Rule 13 of DFP Rules 1978)	upto of Rs. 25,000/-	
1	XIX	Storing of potato seed material	fuli	
	16	Extension of number of instalments upto 25 for repayment of cycle advances	fuli ·	
	17	Grants for purchases of warm clothing and table fan (GFR 216, 221(A))	full	
	18.	Grant of Advance of pay and T.A. on transfer (GFR 222)	ſuli	
	19.	Grant of advances in connection with tours (GFR 231 to 232)	full	
	20.	Grant of advance in connection with LTC	full	
	21.	Grant of advances in connection with festivals	full	
	22.	Grant of advances in connection with natural calamities	full subject to orders of GOI/C1 neil	
, .	23.	Grant of advance in lieu of leave salary (GFR 259-261)	full	

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1		2	3	\$ 42.4
24.		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	
25.		Reimbursement of medical expenses as admissible under CS(Medical Attendance Rules, 1944 including counter signature of medical bills)	full	
26.		Maintenance of staff cars and vehicles etc.	Upto Rs.25,000 p.a.	
27.		Grant of Leave Travel Concession	full	read death
28.		Sale of produce	full subject to observance of guidelines is Council(See item 99 of Schedule 'II and a to Schedule III of Delegation of Powers in	Annexure 7
29.	(i)	Power to get insured during rail transit such of the equipments as 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 ,	
	(ii)	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable	full subject to provisions in the DFP Rule	cs [978
30.		Maintenance of Computer and Computer laboratory	Upto Rs: 25,000 in each case pe annum	

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SCHEDULE IX

ENHANCED/ADDITIONAL POWERS TO BE DELEGATED TO THE PROJECT COORDINATORS

			XV.	
S.No	Nature of Power	Extent of Power to be delegated		Remarks .
ī	2	3	15	4
1.	To strike off stores rendered unserviceable through normal wear and tear	Upto Rs. 25,000 in each case		Subject to observance of requirements under GFRs, DFPRs
2	To write off losses '	Upto Rs. 5,000/- for losses of st to theft, fraud or negligence and 1250/- in other cases—subject to t laid down in GFR & precedure le	topto Recognitions the conditions tid down by	
		GOI and other orders is used by (the subject from time to time	OVICAR OR	
3.	To dispose of crops at the prevailing market rate	upto Rs. 50,000/- in each case po	r year	
4.	To supply seeds free of cost for full experimental purposes	Full	128. 14	1
5.	Puchase of stores	Upto Rs. 50,000/- in e⊣ch case p	er year	Subject to observance of normal rules and procedures
6.	Princhase of a walve publications and reprints of scientific papers	Upto Rs. 50,000/- in each case p	cr year	ł
7.	Pro g and binding	Full, Subject to availability of fu	ads.	
8.	ecur recurring expenditure on maintenance and repair of motor	Upto Rs. 10,000/- in each case p	ar year	
9.	eientific instruments, laboratory equipments, agricultural at a machinery	Upto Rs. 10,000/ in each case p	a year	
10.	Repair of Leveles locally	Upto Rs. 100/- in each case per p		
11.	Repair of typewriters and other office machines	Full		
12.	Postal, Telepram charges and Commission on money orders if unavoidable and is considered necessary in public interest for bonafide office, purpose.	Full		
13.	furchase of stationary stores (local purchase)	Upto Rs. 25,000/- per year		
. 14.	Ordinary contingencies which do not require special sanction	Full		

ı	2	3
15.	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the co-ordinating unit	Full
16.	Sanctioning advances for LTC to staff of the coordinating unit	Full excepting himsel—subject to the provisions of GFR 23
17.	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring team members, QRT members, special invities for workshop/meeting etc.	Full Subject to the provisions of GFR 231 to 234
18.	Payment of wages of daily paid labour, semi-skilled and skilled labourers	Full, Subject to provisions of funds and 15 observance of GOI/ICAR orders/instructions on the subject
19.	Sanction of registration charges at Symposia/seminars	Full as per ICAR nerms
20.	Sanction for payment of honorarium	Full powers upto R. 2500/- in each case. In the case of recurring honorainum this limit applies to the total of the recurring payments made to an individual in a year (order dt. 30.1.87)
21.	Payment of charges on postage, telegrams, telex, fax, water, electricity, telephone bills etc.	Full
22.	Advances (A) Interest bearing advances (i) Cycle advance (ii) I'an advance to Class IV employees (B) Non Interest bearing advances (i) I estival advance (ii) Warm clothing advance (iii) Pay & Travelling Allowance advance at the time of transfer and retirement (iv) Grant of advance in lieu of leave salary	Full subject to the provisions of GFRs Full subject to GFR 236 to 245 Full subject to the provisions of GFRs Full excluding him: elf. Subject to the provisions of Rules 223 to 226 of the GFRs Full except himself. Subject to provisions of
	(v) Grant of advance in field of leave salary (v) Grant of advance in meet travelling expenses to families of Council's employee who die while in service	GFR 257-261 Full
23.	Drawing and Dishursing powers (powers as DDO)	As exercised by a Drawing & Disbursing Officer. Subject to approval by the Director of the respective Institute/Vice Chancellor of the University/DDG, ICAR
24.	Powers to make appointments of the staff under the coordinating unit	Full, as in the case of Director

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SCHEDULE X

	Nature of power	Extent of power to HODs	Remarks
	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant leave	
	Power to sanction Casual Leave .	Full, excluding for himself	
	Power to sanction Earned Leave (SR 206 & 208)	Full in respect of personnel working under his administrative control and in cases where no officiating arrangement will be required	
	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by the HOD and the employee on his return will be under his administrative control	
	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
) .	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 (SR 213)	Full powers	
	Power to grant maternity leave (SR 267)	Full powers subject to provisions of SR 267	
.	Power to grant hospital leave (SR 269)	Full powers	
).	To sanction tour programme and counter signature of TA bills	Full powers for all working under him excluding self	
0.	Power to sanction reimbursement of cancellation charges on unused railway tickets	Full powers for all working under him excluding self	
11.	Printing and binding	Upto Rs. 30,000/- p.a. subject to the availatility of funds in the sanctioned budget for printing of publications	
12.	(a) Local purchase of stationery stores	Upto Rs. 10,000 p.a. for local purchase on account of delay or/and non- supply of stationary stores by Chief Controller of Printing & Stationery, Govt. of India, subject to availability of funds and also, observance of the prescribed procedure	Subject to availability of fur
13	(b) Local purchase of rubber stamps & office seals	Full	
14.	Purchase of working stores, chemicals, glasswares, tools, plant and equipments, insecticides, including consumables for research work	Rs. 50,(XX)/- in each case	Subject to availability of fur
15.	Maintenance of Computer and the computer laboratory	Upto Rs. 25,000/ p.a. including cost of st res, and other material required for maintenance.	Subject to availability of fur

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25.	Equipment (annual maintenance contract)	Full, upto Rs. 25,CX)/-	
26.	On farm Research/Demonstrations/field activities & programme	Full.	
27.	Refreshment/entertainment charges during official meeting, etc.	Rs. 5000/- p.a. as per existing norms of Rs. 3.50/- per head per session	
28.	Power to sponsor the staff for short term training etc.	Full powers subject to conditions aid down in Govt. of India, Mini. of Finance, Memo No. (71) Estt. III/60 dated 2.12.60 as modified from time to time in respect of staff working under him.	
29.	Maintenance of Computer & Computer Lab	Upto Rs. 25,000 - in each case	
30.	Power to sanction expenditure on insurance (i) Power to get insured during rail transit such of the equipments as very costly and fragile	Full Subject to following the instructions of GOI	
	(ii) Power to sanction expenditure on the insurance of Motor Vehicles	Full (Third party only)	
31	Power to sanction of reimbursement of unused rail/air tickets	Full, if the cancillation was for official reasons.	

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