

Chapter 18

DELEGATION OF POWERS

18.1. To GOVERNING COUNCIL & EXECUTIVE COMMITTEE

Sl. No.	Powers	Governing Council (GC)	Executive Committee (EC)
1.	To receive financial contributions from abroad	Full Powers subject to approval of Administrative Ministry.	-
2.	Approval for deputation / training abroad in respect of Executive Director	Chairman, GC with approval of Govt. of India	-
3.	Signing of MOUs / Contract agreement with foreign parties for achievement of objectives of the society	Full Powers subject to approval of Govt.	-
4.	Procurement of land and construction of buildings	Full Powers subject to approval of Govt.	
5.	Creation of posts	Full powers provided the post created is approved either in SFC / EFC / PIB or by the Govt. of India	-
6.	Abolition of Post	Full Powers	-
7.	Appointment Executive Director / Director in scale of pay Rs 18,400-22,400 and Registrar	Full Powers. Appointments against posts in pay scales the maximum of which is Rs. 22,400/- and above will need prior approval of Govt. of India	-
8.	To make appointments against other sanctioned posts	Full Powers. Appointments against posts in pay scales the maximum of which is Rs. 22,400/- and above will need prior approval of Govt. of India	-
9.	To approve scale at which honorarium is paid to visiting professionals and members of Committees who are not employees of the Society.	-	Full Powers
10.	To approve consolidated remuneration payable to research personnel engaged for duration of project	-	Full powers within policy guidelines issued by Government.
11.	Amend provisions under Policy Manual relating to extending monetary benefits to employees	Full powers with prior approval by Administrative Ministry.	-

Sl. No.	Powers	Governing Council (GC)	Executive Committee (EC)
12.	Amend provisions under Policy Manual relating to administrative procedure excluding delegation of powers	-	Full powers
13.	Opening new Laboratories or offices of the Society at new locations	Full powers with prior approval by Government of India	-
14.	Accord approval for taking up an activity not commensurate to the objects of the Society	Full powers with prior approval by Government of India	-
15.	To approve budgets for sponsored projects.	-	Full powers
16.	Printing charges above Rs 20 lakhs.	-	Full powers
17.	Recurring contingent expenditure not specifically mentioned above.	-	Full powers
18.	Re-appropriation of funds within each category viz. Capital, Revenue	-	Full powers
19.	Declare stores including office equipments as unserviceable and to approve their mode of disposal.	-	Full powers
20.	Write-off of loss on account of disposal of unserviceable/ obsolete materials, stores, furniture, equipment etc., where original value of each item exceeds Rs. 50 lakhs.	Full powers on the recommendations of EC	Full Powers up to Rs 1 crore
21.	Write off irrecoverable loss due to theft, frauds or negligence of individuals, where original value of each item exceeds Rs. 10,000/-	Full powers on the recommendations of EC	Full powers up to Rs.50,000/-
22.	Write off of loss not due to theft, fraud or negligence of individuals where original value of each item exceeds Rs. 2 lakhs.	Full powers on the recommendations of EC	Up to Rs 1 crore
23.	Waiving recoveries of overpayments amounting to above Rs.25,000/- to a member of the staff not detected within 24 months of payment.	Full powers on the recommendations of EC	Up to Rs.50,000/-
24.	To depute employees for training in India for a period exceeding 1 year	-	Full powers
25.	Administrative approval for works (civil/electrical) included in the Budget above Rs. 50 lakhs in each case	Full powers	Up to Rs 3.0 crores
26.	Works - Technical sanctions to detailed estimates:	Full powers	Full powers
27.	Works - Excess over administrative approval	Full powers	Up to limits for original approval
28.	Works - Excess over estimate beyond 30% of project cost	Full powers	Up to limits for original approval

Sl. No.	Powers	Governing Council (GC)	Executive Committee (EC)
29.	Administrative approval for Purchase of Plant/equipment/ contract above Rs.50 lakhs in core projects	Full Powers	Upto Rs.3.00 crore
30.	Administrative approval for purchase/contract against single tender against Open/Global tender, Proprietary item or specified brand goods	Full Powers	Upto Rs.50 lakhs
31.	Approve emergent purchases including civil & electrical	Full Powers	Upto Rs.1.00 crore
32.	Grant of extension of time of contracts, including reduction, waiver of penalties stipulated in the contract.	Full powers	Up to Rs 3 crores
33.	Grant of higher pay / additional increments on appointment as per rules	Full powers	-
34.	Approve Policy for selection of users for sharing the facilities of the Society	Full powers	Full powers
35.	Authorise drawal of funds from the Corpus Fund	Full powers	Full powers
36.	Authorise borrowing of funds from other agencies.	Full powers	-
37.	Approve general guidelines to fix charges for services rendered by the Society including manpower charges, usage charges of facility created by the Society, methodology for arriving at project cost, terms and conditions for transfer of technologies, rate at which royalty to be collected etc.	Full powers	Full powers
38.	Approve guidelines to set up joint ventures, alliances and such other mechanisms as to fully exploit and develop markets for technologies/ products developed by the Society	Full powers	-
39.	Approve guidelines to Institute stipends, scholarships, associate-ships and fellowships to outstanding students and researchers in the areas of interest to the Society.	Full powers	-

Sl. No.	Powers	Governing Council (GC)	Executive Committee (EC)
40.	Approve proposal to install and operate pilot, proto-type or semi-scale units to develop and prove a particular invention or innovation and ensure production from such inventions or innovations, to sell or otherwise dispose of the products of such inventions on payment or otherwise	Full powers	-
41.	Approve proposal to Promote and assist ancillary research centers in the country in the development of systems, sub-systems, equipment and software to build an appropriate technological and application base in the country	-	Full powers
42.	Approve guidelines to provide maximum incentives for individual inventors, and to scientific and technological community, to undertake large scale and rapid commercialization, at home and abroad with regard to Patents, Copyrights and other forms of Intellectual Property	Full powers	-
43.	Approve proposal to borrow or raise money or to receive money on deposit, at interest or otherwise towards furthering the objects of the Society.	Full powers	-
44.	Approve guidelines to establish and maintain pension, provident and other funds through appropriate mechanism as required for the purposes of the Society	Full powers	-
45.	Approve guidelines to issue exclusive or non-exclusive licences to industries or any other users on such terms and conditions regarding the payment of premium, royalties, share of profits and / or any other basis considered advisable, to develop products, and ensure commercial production of the products.	Full powers	-
46.	Approve guidelines to Encourage and attract competent people from within the country as well as expatriate Indians abroad and others to consult and participate in the activities of the Society.	Full powers	-

Sl. No.	Powers	Governing Council (GC)	Executive Committee (EC)
47.	Approve procedures to facilitate and enable smooth functioning of the Society and its various activities including matters relating to HRD, finance, purchase, administration, etc.	Full Powers	Full powers

Note : (i) The Chairman of the Governing Council / Executive Committee may, in emergent cases or under special circumstances exercise the powers of the Council / Committee, in consultation with one or more members of the Governing Council / Committee and in consultation with Finance Member of the Council / Committee. In case of matters involving finances and all other such cases shall be reported by the Chairman to the Governing Council / Committee in its next meeting.

(ii) Chairman of the Governing Council will be appointing authority for appointment of Executive Director, Director and other Executives in the scale of pay Rs.18400-22400 and Registrar.

(iii) The Powers delegated to the Executive Committee shall be exercised in conformity with the rules/ procedures formulated by the Society, and subject to budget provision, availability of funds and following normal purchase/stores procedures and administrative procedures.

DELEGATION OF POWERS

18.2. To EXECUTIVE DIRECTOR / DIRECTORS

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
Administration and Establishment:			
Creation of Posts			
1.	Creation of posts equivalent to Group A posts in Government	Subject to prior approval by Government of India	-
2.	Creation of posts equivalent to Group B, C, D posts in Government	Full powers provided the post created is approved either in SFC / EFC / PIB or by the Government of India	-
3.	Powers to create temporary Group B, C & D posts.	Full Powers for duration of the project subject to a maximum period of 24 months. The posts created will be co-terminus with the project	-
4.	Powers to create temporary posts on consolidated pay in connection with self-supporting projects co-terminus with the project duration	Full Powers	-
5	Abolition of Post	Full Powers in respect of posts created under own powers	-
Appointments			
6.	To make appointments against sanctioned posts in Group A and B	Full Powers except appointment of Director/Executives in scale of pay Rs 18,400-22,400/- and Registrar.	-
7.	To make appointments against sanctioned posts equivalent to Group C & D	Full powers	Full powers with prior approval of Executive Director

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
8.	To make appointments against temporary posts of research personnel sanctioned on consolidated pay in connection with self-supporting projects	Full Powers. The appointments will be co-terminus with the project.	Full Powers for appointment as per approved scheme. The appointments will be co-terminus with the project. Appointment of same person on another project shall need approval of Executive Director
9.	To make short term contract appointments on consolidated pay in connection with self-supporting projects.	Full Powers. The appointments will be co-terminus with the project. Appointment of same person on another project shall need approval of Executive Committee.	Upto a maximum period of one year. The appointments will be co-terminus with the project. Appointment of same person on another project shall need approval of Executive Director.
10	Probation declaration	Full powers	Full powers in respect of Gr. C & D staff
11.	Promotions	Full Powers as per rules.	-
12.	Acceptance of resignation	Full Powers	Full Powers in respect of Gr. C & D staff
13.	Termination of Services	Full powers	Full powers in respect of Gr. C & D staff
14.	Disciplinary powers	As per Byelaws	As per Byelaws
15.	Transfer of employees amongst other Laboratories	Full powers as per Redeployment Policy	-
16.	Grant of advance increments on appointment	Full Powers	-
17.	Fixation of Pay	Full powers as per rules	Full Powers in respect of Gr. C & D staff
18.	Leave	Full powers	Full powers except study leave and sabbatical leave
19.	TA/ DA	Full powers	Full powers
20.	Approval of tours within India	Full powers	Full powers except for self tour

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
21.	Approval of travel by higher class of accommodation than normal entitlement	Full powers	Full powers; except for self
22.	To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	Full powers subject to the condition that variation is not in excess of 25% of normal entitlement	Full powers subject to the condition that variation is not in excess of 10% of normal entitlement except for self
23.	To sanction OTA to employees of the Society	Full powers	-
24.	To sanction LTC / medical reimbursement claims	Full powers	Full powers
25.	To sanction honorarium to visiting professionals and members of Committees who are not employees of the Society.	Full powers as per Policy manual	Full powers as per Policy manual
26.	To admit claim on account of TA/ LTC / Medical reimbursement submitted after the stipulated period	Full powers upto a maximum period of 3 months	Full powers upto a maximum period of 3 months except self; for self beyond one month Executive Director
27.	To sanction all advances	Full powers	-
28.	To sanction reimbursement of conveyance hire charges incurred for official purposes	Full powers	Full powers
29.	Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc	Full powers as per guidelines to be issued by the Executive Committee	Full powers as per guidelines
30.	To approve budgets for sponsored/grant-in-aid/consultancy/technical services projects, except with private agencies	Full powers	-
31.	To approve budgets for sponsored/ consultancy/technical services projects projects, with private agencies	Rs 2 crore provided value addition is more than 50% of project cost. Cases beyond should be approved by EC.	-
32.	News papers, periodicals and magazines	Full powers	Full powers
33.	Postage, telegrams, telephones	Full powers	Full powers

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
34.	Photographic charges including purchase of photographic materials	Full powers	Full powers
35.	Binding of books and records	Full powers	Full powers
36.	Taking on lease / rent building for Society's use and residential purposes of employees of the Society	Full powers	-
37.	Payment of license fees and taxes	Full powers	Full powers
38.	Insurance, service contracts of equipments	Full powers	Full powers
39.	Hiring of furniture, PCs or any type of equipment for official purposes	Full powers	Full powers
40.	Employment of casual labour	Full powers subject to the condition that the same person shall not be engaged for more than 30 days at a stretch and not more than 180 days in a year.	Full powers subject to the condition that the same person shall not be engaged for more than 30 days at a stretch and not more than 180 days in a year.
41.	Engage Facilitation trainees as per approved scheme of the Society	Full powers subject to the condition that total number of trainees engaged shall be a maximum of 25% of the strength of regular employees in the particular cadre.	Full powers subject to the condition that total number of trainees engaged shall be a maximum of 25% of the strength of regular employees in the particular cadre.
42.	Extension period of engagement of Facilitation trainees beyond two years	Upto a maximum of 2 years beyond initial 2 years	-
43.	Legal expenses	Full powers	Full powers
44.	Repairs and maintenance of furniture, equipment, vehicles, buildings, campus	Full powers	Full powers
45.	Recurring contingent expenditure not specifically mentioned above	Full powers	Full powers
Other Financial Powers			
46.	Declare stores including office equipments, materials, furniture etc. as unserviceable and to approve their mode of disposal and Write-off where original value of each item is upto Rs.50 lakhs	Upto Rs.50 lakhs	Upto Rs.5 lakhs

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
47.	Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers where original value of each item does not exceed Rs. 10,000/-. Cases beyond with approval of EC. All cases to be reported to EC.	Full powers where original value of each item does not exceed Rs. 5,000/-. All cases to be reported to EC.
48.	Write off of loss not due to theft, fraud or negligence of individuals.	Full powers where original value of each item does not exceed Rs. 2 lakhs. Cases beyond with approval of EC. All cases to be reported to EC.	Full powers where original value of each item does not exceed Rs. 50,000/- All cases to be reported to EC.
49.	Waiving recoveries of overpayments to a member of the staff not detected within 24 months of payment.	Upto Rs.25,000/-. All cases to be reported to EC	Upto Rs.5000/- All cases to be reported to EC
50.	To approve budgets for national management development programmes, conferences and seminars and reappropriation within the budget. For international programmes, conferences etc.	Full powers With the approval of Government	- -
51.	To sanction recoupable permanent advance (Imprest) Temporary Advance	Full powers	Full powers
52.	To dispose of usufructs of the campus	Full powers	Full powers
53.	To draw bills on account of pay, TA, contingencies and other expenditure of the Society	Full powers	Full powers
54.	To approve and sign draft annual accounts of the Society for submission to audit and the audited annual accounts, after approval by GC, for submission to parliament.	Full powers	Full powers
55.	To execute all agreements, contracts etc on behalf of the Society except those between himself / herself and the Society	Full powers	Full powers
56.	To invest the funds of the Society in any public financial institution, any other Government securities on short term/long term basis	Full powers with in the overall guidelines laid down by Govt. / GC	-

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
57.	To delegate any or all the powers to the next junior during leave / deputation in India or abroad	Full powers	Full powers with approval of Executive Director
Miscellaneous items			
58.	To depute employees to attend training, seminars / conferences in India for a period not exceeding 1 year	Full powers. Cases beyond with approval of EC.	-
59.	To depute employees to attend seminars, conferences, training programmes, etc. abroad.	Full powers as per the guidelines on the subject approved by EC	-
60.	To sanction expenditure in connection with Annual Day functions, including prizes and awards to students	Full powers	Full powers with approval of Executive Director
61.	To execute agreements, contracts etc. on behalf of the Society within India.	Full powers	Full powers provided there is no variation to standard format.
62.	Sanction expenditure towards running canteen within the premises	Limited to maximum expenditure of Rs 4,000/- per annum per employee.	-
63.	Sanction financial assistance for Recreation Club of employees	Limited to maximum of Rs 180/- per annum per employee towards recurring expenses and initial grant of Rs 100/- per employee towards capital expenditure which may be supplemented by 10% of initial grant every year.	-
64.	Sanction of expenditure towards providing PBX, direct phones at office / residence, and mobile phones	Full powers within the approved guidelines	Full powers within the approved guidelines
65.	Sanction of leased accommodation facility	Full powers	Full powers for employees within approved guidelines
66.	Approve deputation of employees to other organizations	Full powers within approved guidelines	-
67.	Approve nomination of employees to committees constituted by other organizations	Full powers	Full powers in respect of attending selection committees, DPC's, tender evaluation committees except as a standing member of any committee/Board.
68.	Procurement of vehicles against replacement	Full powers	-
69.	Condemnation of vehicles	Full powers	-

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
70.	Administrative approval for civil works (from non-plan)	Up to Rs 5 lakhs. Cases beyond with approval of EC.	Up to Rs 50,000/-
71.	Certify bills for payment	Full powers	Full powers
72.	Award contracts towards hiring of services for Pantry / Canteen / Security Services / Clearing Services etc. as part of outsourced activities	Full powers	-
Purchases			
73.	Approve lowest technically suitable offer where more than one valid tender have been received (including electrical, civil & horticulture work).	Upto Rs 50 lakhs. Cases beyond with approval of EC.	Upto Rs 5 lakhs for indigenous item/ Rs.7.5 lakhs for imported item
74.	Approve technically suitable offer where only one valid tender has been received (including electrical, civil & horticulture work).	Upto Rs 5 lakhs Cases beyond with approval of EC.	Upto Rs 50,000/-
75.	Approve Supply orders against Rate / Running Contracts	Upto Rs 50 lakhs. Cases beyond with approval of EC.	Upto Rs 5 lakhs
76.	Approve Supply orders against DGS&D Rate contracts	Upto Rs 50 lakhs. Cases beyond with approval of EC.	Upto Rs 5 lakhs
77.	Approve Single Tender against limited tender / Single quotation in respect of proprietary items or specified brand goods or specialist works in case of electrical, civil etc	Upto Rs 5 lakhs. Cases beyond with approval of EC.	Upto Rs 50,000/-
78.	Approve Emergent Purchases / work (including electrical, civil & horticulture work).	Upto Rs 10 lakhs. Cases beyond with approval of EC.	Upto Rs 25,000/-
79.	In respect of Sponsored Projects: Purchase of technical stores like capital equipment, raw materials, components, other consumables and semi-consumables including fabrication of equipment	Full powers subject to ceiling indicated in the project cost and subject to approval of such projects by the Competent Authority.	Full powers subject to ceiling indicated in the project cost and subject to approval of such projects by the Competent Authority.

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
80.	Approve Amendment to Purchase Orders not involving any financial implications (including electrical, civil & horticulture work).	Full powers upto the financial limits for original approval	Full powers upto the financial limits for original approval
81.	Amendments to Purchase Orders involving financial implications due to change in statutory levies, upward revision of prices, increase in quantity, change in terms of payment, change in specifications, change in delivery terms, modification of agreed terms & conditions etc.	Full powers upto the financial limits for original approval	Full powers upto the financial limits for original approval
82.	Repairs & maintenance of Centre's campus	Upto Rs 50 lakhs. Cases beyond with approval of EC	Upto Rs 5 lakhs
83.	Telephonic quotation including web based purchases	Upto Rs 1 lakhs. Cases beyond with approval of EC.	Upto Rs 25,000/-
84.	Cash purchases	Upto Rs 1 lakhs. Cases beyond with approval of EC.	Upto Rs 10,000/-
85.	Purchase of scientific & Technical books, periodical, Journals	Full powers as per Purchase Procedure	Upto Rs.25,000/- as per purchase procedure
86.	Refund of Security Deposit / EMD and Caution Money Deposits	Full powers upto the financial limits for original approval	Full powers upto the financial limits for original approval
87.	Insurance, freight charges etc.	Full powers	Full powers
88.	Payment of Demurrage/ Wharfage charges	Full powers	Full powers upto a maximum of 10% of order value.
89.	Entering into AMC of equipments	Full powers	Full powers subject to AMC charges falling within 10% of the procurement value subject to financial limits of original approval.
90.	Waiver of terms of contracts, reduction / waiver of penalties stipulated in the contract. Reasons to be recorded in writing.	Full powers upto the financial limits for original approval.	Full powers upto the financial limits for original approval.

Sl. No.	Delegated Powers	Executive Director	Directors/Heads of Laboratories in pay scale Rs 16,400-450-20,000 & above (See Note iii. below for other pay scales)
91.	Sanction secured advance to other organizations / firms / suppliers	Full powers as per purchase procedure	Full powers as per purchase procedure
92.	Sanction unsecured advance for specialist works / materials / transport or materials / other purchases.	Full powers as per purchase procedure subject to financial limits for original approval	Approval of Executive Director must be taken for making unsecured advance payments to private parties.
93.	Authorize payment to claims of Clearing Agents as per terms of appointment of Clearing Agent.	Full powers	Full powers
94.	Advertisement charges (i) Press and publicity matters (ii) Recruitment/Tender Notifications	Full powers subject to guidelines Full powers	- Full powers in case of advertisement through DAVP; Upto Rs.50,000/- otherwise
95.	Printing charges	Upto Rs 20 lakhs per annum. Cases beyond with approval of EC.	Upto Rs 5 lakhs p.a.
Planning and Execution of Works			
96.	Administrative approval for works included in the Budget.	Upto Rs. 50 lac in each case	Up to Rs. 5 lac in each case.
97.	Technical sanctions to detailed estimates:	Full powers up to the financial limits for original approval.	Full powers up to the financial limits for original approval.
98.	Excess over administrative approval	Full powers up to 30% of the financial limits for original approval	Full powers up to 10% of the financial limits for original approval
99.	Excess over estimate	Up to 30% of works cost subject to the financial limits for original approval	Up to 10% of works cost subject to the financial limits for original approval
100.	Grant of extension of time of contracts, reduction, waiver of penalties stipulated in the contract.	Full powers without reduction or waiver of penalty and up to Rs 10,000/- where extension of time is with reduction or waiver of penalties. Reasons to be recorded in writing.	Full powers without reduction or waiver of penalty
101.	Powers to sanction rates for additional/substituted items:	Full powers.	Full powers.

Note:

- i. The delegated power are to be exercised in accordance with the rules and procedures prescribed from time to time on the subject or such other direction as may be issued by the Govt. of India / Governing Council from time to time.
- ii. The Executive Director shall be the Head of Department for all purposes.
- iii. Directors (Acting) in a grade below Rs. 16,400-450-20,000 acting as Head of Laboratory will have a maximum financial sanctioning power of Rs.1 lac. Any expenditure beyond Rs 1 lac shall be referred to the Headquarters at Pune for sanction by Competent Authority.
- iv. Financial concurrence should be obtained in all cases where expenditure incurred or to be incurred is in excess of Rs. 10,000/-.
- v. The Powers delegated shall be exercised in conformity with the rules/ procedures formulated by the Society, and subject to budget provision availability of funds and following normal purchase/stores procedures and administrative procedures.
- vi. Principal Investigators of Sponsored Project can approve expenditure upto Rs.5,000/- in respect of procurement of consumables/raw-materials as approved in the Project Proposal.
- vii. Library-in-charge can purchase scientific & Tech books upto Rs.2,000/-

DELEGATION OF POWERS

18.3. To REGISTRAR, ADMINISTRATIVE OFFICERS AT LABORATORIES

Sl. No.	Delegated Powers	Registrar	Administrative Officers at Laboratories
Leave: -			
1.	Sanction leave to Group A Staff working under him except study leave & special disability leave.	Full powers upto 60 days, beyond 60 days with concurrence of the Executive Director	-
2.	Sanction leave to Group B, C & D Staff working under him except study leave & special disability leave.	Full powers upto 60 days, beyond 60 days with concurrence of the Executive Director	Full powers upto 60 days, beyond 60 days with concurrence of the Director
3.	Approve tour and sanction traveling allowance to Group B, C & D Staff working under him.	Full powers	Full powers
4.	Sanction OTA to employees of the Society, as per rules	Full Powers	Full Powers
5.	Sanction claims on account of LTC/ medical reimbursement as per rules in respect of employees	Full Powers	Full Powers
6.	To admit claims on account of TA/ LTC/ Medical reimbursement submitted after the stipulated period	Full powers up to 1 month.	Full powers up to 1 month.
7.	Sanction reimbursement of conveyance hire charges incurred for official purposes	Full Powers	Full Powers
8.	Approve purchase of stationery and other consumable stores	up to Rs. 50,000/- in each case.	up to Rs. 10,000/- in each case.
9.	Approve Purchase of books (required for Administration wing)	up to Rs. 10,000/- per annum	up to Rs. 2,000/- per annum
10.	Approve Purchase of Furniture as per Purchase Procedure	up to Rs. 25,000/- on each occasion	-
11.	Approve emergent purchases (including civil & electrical)	Upto Rs.25,000/-	-
12.	Approve purchase of stores/contracts	Upto Rs.50,000/-	Upto Rs.5000/-
13.	Approve Purchase of Electrical and other electronic equipments	Rs. 10,000/- in each case	-
14.	Approve Purchase of crockery etc. for office.	Rs. 5,000/- in each case	Rs. 5,000/- in each case
15.	POL for vehicles:	Full Powers.	Full Powers.
16.	Purchase of Newspapers and periodicals for office use	Rs. 2,000/- per month	Rs. 2,000/- per month
17.	Payment of bills on account of Postage, telegram, telephones	Full Powers	Full Powers
18.	Printing	Rs. 25,000/- in each case	-
19.	Binding of books & records:	Rs. 10,000/- per annum.	-

Sl. No.	Delegated Powers	Registrar	Administrative Officers at Laboratories
20.	Repairs to Vehicles including spare parts	Rs. 10,000/- in each case subject to annual ceiling of Rs. 20,000/-	Rs. 10,000/- in each case subject to annual ceiling of Rs. 20,000/-
21.	Repairs to furniture & equipments	Rs. 5,000/- in each case subject to annual ceiling of Rs. 1 lac.	Rs. 5,000/- in each case subject to annual ceiling of Rs. 1 lac.
22.	Repairs & maintenance of Society's campus:	Rs. 5,000/- in each case subject to annual ceiling of Rs. 1 lac.	Rs. 5,000/- in each case subject to annual ceiling of Rs. 1 lac.
23.	Legal expenses	Up to Rs. 5,000/- in each case.	Up to Rs. 5,000/- in each case.
24.	Expenditure on hospitality	Up to Rs. 3,000/- per month	Up to Rs. 3,000/- per month
25.	Employment of casual labour	Up to Rs. 5,000/- per month at approved rates, subject to the condition that the same person will not be employed for more than 30 days in a year.	Up to Rs. 5,000/- per month at approved rates, subject to the condition that the same person will not be employed for more than 30 days in a year.
26.	Refund of Security Deposit/ EMD and Caution Money Deposits	Full powers on advice of Chief Finance Officer	Full powers on advice of Finance Officer
27.	Payment of electricity & water charges/ license fee/ rent/ municipal & other taxes	Full Powers.	Full Powers.
28.	Demurrage	Up to Rs. 5000/-, not exceeding the value of the material	Up to Rs. 1000/-, not exceeding the value of the material
29.	Insurance and service contracts of equipments	Full Powers	Full Powers
30.	Certifying hire charges of vehicles at rates approved by competent authority of State Govt. or as per rate contract entered by the Centre.	Full Powers	Full Powers
31.	Hiring of equipment/ furniture	up to Rs. 5,000/- per month	up to Rs. 5,000/- per month
32.	To execute agreements, contracts etc. on behalf of the Society	Full Powers	Full Powers
33.	Any other item of contingent expenditure not otherwise provided	Rs. 10,000/- in each case.	Rs. 1,000/- in each case.
34.	Appointments of Group C and D employees, temporary staff in equivalent level, all types of apprentices / trainees on the recommendations of duly constituted selection committee.	Full powers	Full powers

Sl. No.	Delegated Powers	Registrar	Administrative Officers at Laboratories
35.	Probation - Declare satisfactory completion of probation and to extend the period of probation in respect of Group C & D officials	Full powers	-
36.	Promotions on the recommendations of the DPC as approved procedure in respect of Group C & D employees	Full powers	-
37.	Acceptance of resignation of Group C & D officials, temporary staff in equivalent levels, apprentices,	Full powers	-
38.	Termination of services of Group C & D officials, temporary staff in equivalent level on probation and apprentices.	Full powers	-
39.	Disciplinary powers	Disciplinary authority in respect of Group C and D officials	-
40.	Fixation of Pay To fix initial pay of Group C & D employees on appointment by granting not more than 5 advance increments on the recommendation of the selection committee	Full powers as per rules	Full powers as per rules
41.	Fixation of Pay on promotion of employees as per rules and with financial concurrence	Full powers as per rules	Full powers as per rules
42.	To sign offer of appointment, promotion and other communications to employees, apprentices, trainees, temporary staff	All cases	All cases except promotion orders of Group A & B staff
43.	Advise drawl of increment where all normal conditions are fulfilled	Full powers	Full powers
44.	Verify bills for purchase of air tickets, rail tickets arranged on approval of tour programme by competent authority	Full powers	Full powers
45.	Verify bills in respect of contracts for security, sanitation, cleaning, horticulture, canteen or any other outsourced facility as per contracts finalized with approval of competent authority	Full powers	Full powers

Note:

- i. The delegated power are to be exercised in accordance with the rules and procedures prescribed from time to time on the subject or such other direction as may be issued by the Govt. of India / Governing Council from

time to time.

- ii. Financial concurrence should be obtained in all cases where expenditure incurred or to be incurred is in excess of Rs. 10,000/-.
- iii. The Powers delegated shall be exercised in conformity with the rules/ procedures formulated by the Society, and subject to budget provision, availability of funds and following normal purchase/stores procedures and administrative procedures.
- iv. The Registrar in the Headquarters and Administrative Officers in the Laboratories shall be Head of Office for all purpose.

DELEGATION OF POWERS

18.4. To CHIEF FINANCE OFFICER & FINANCE OFFICERS AT LABORATORIES

Sl. No.	Delegated Powers	Chief Finance Officer	Finance Officers at Laboratories
1.	Verify and pass all bills in respect of pay and allowances, TA, LTC, Medical Reimbursements, OTA, Honorarium etc. Disallowance from claims made by employees of the Society will be approved by the Finance Officer in respect of employees up to and including pay scales of Rs. 10,000 to 15,200 and the Head of Laboratory in other cases.	Full Powers	Full Powers
2.	Pay and allowances	Full powers	Full powers
3.	Power to pass for payment all claims for supplies services etc. in accordance with rules and with reference to sanction of competent authority.	Full powers	Full Powers
4.	Sanction of refund of revenue, earnest money deposit or security deposits.	Full powers	Full Powers
5.	To draw and disburse pay bills, TA bills and all other bills pertaining to establishment as well as contingents bills.	Full Powers	Full Powers
6.	Other bills	Full powers	Full Powers
7.	Investments in short term deposits in accordance with Govt. guidelines and at the highest interest rate offered by acceptable financial institutions	Full powers	Full Powers
8.	Write off of overpayments made to employees and external agencies where recovery is impossible and that the recovery will cause undue hardship	Up to Rs 1000/- in each case.	Up to Rs 1000/- in each case
9.	Sign cheques for payments to be made on behalf the Centre	Rs. 50,000/- singly and above Rs.50,000/- along with any other Officer duly empowered by the Executive Director	Rs. 10,000/- singly and above Rs. 10,000/- along with any other Officer duly empowered by the Executive Director

Note: - i) The delegated power are to be exercised in accordance with the rules and procedures prescribed from time to time and subject to such other direction as may be issued by the competent authority from time to time.

- ii) Officers shall exercise financial powers only where specific allocation of funds is available.
- iii) As regards procurement, recommendations of Standing Purchase Committee are required where order value is above Rs 50,000/- before placement of Purchase Orders.
- iv) Wherever no rules are available or where there is ambiguity in interpretation of the Rules, specific provision under the Govt. Rules shall be followed.
- v) In cases where a claim pertains to the official himself who is delegated the powers, approval of the next higher authority to be obtained.
- vi) The accounts of the Society shall be open for inspection/ special audit by the Administrative Ministry.
- vii) Chief Finance Officer of C-MET and the Finance Officers in Laboratories shall be personally responsible if a payment has been made with approval of an authority who is not delegated the powers to approve the particular proposal.
- viii) Chief Finance Officer of C-MET and the Finance Officers in Laboratories shall bring to the notice of the competent authority, defects in approvals, if any given without prior financial concurrence and merely because an approval has been given by the competent authority, Chief Finance Officer of C-MET and the Finance Officers in Laboratories shall not be absolved of their responsibility for irregular payments.

