

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

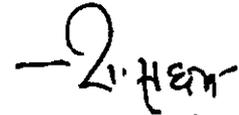
F.No.6(1)/2007-CDN (A&A)

Dated the 30th Sept, 2013

SUB: Draft Delegation of Financial Powers in ICAR for review/comments/inputs: Reg.

The Delegation of Financial Powers Rules in ICAR was under review by the constituted committee approved by the Competent Authority. Accordingly, the Committee has now prepared the draft Delegation of Financial Powers Rules (DFPR). In order to save time, draft DFPR, ICAR has been uploaded on ICAR Website i.e. www.icar.org.in for review/comments/inputs.

All SMDs are therefore requested to furnish their comments & may be sent to Finance Wing within the stipulated time i.e. 15 days from issue of this letter.



30/09/2013
(Rajesh Sahay)

Sr. Finance & Accounts Officer

Distribution:

1. All DDGs
2. ADG (PIM)
3. Chairman, ASRB
4. ND, NAIP/NC, NFBSFARA/PD, DKMA
5. Director (A)/Director (P)/Director (W)
6. DS (GAC)/DS (A)
7. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS & FA, DARE/ICAR
8. Shri Hans Raj, Information System Officer, DKMA, KAB-I for placing the Draft Delegation of Financial Powers Rules of ICAR on ICAR Web-site please.
9. Guard Copy
10. Spare Copies (5)

DELEGATION OF POWERS
IN
INDIAN COUNCIL OF AGRICULTURAL RESEARCH

3rd Revised Edition
(Updated up to 31st August 2013)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NEW DELHI

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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 this period, the 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. In this third edition of Delegation of Powers, all changes made up to 31st August 2013 have been incorporated. Further, the Delegation of Powers in several cases have been revised, keeping in view the various changes that have taken place. I hope that this updated edition of the Delegation of Powers would be useful to the ICAR functionaries spread across the country.

(P.K. Pujari)

Date: 25.09.2013

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, 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 4 deemed universities, 47 institutes, 17 National Research Centers, 6 National Bureaux and 25 Directorates/Project Directorates. Moreover, ICAR has its own recruitment board namely Agricultural Scientists Recruitment Board.

Memorandum of Association of the ICAR

(i) The name of the Society is the Indian Council of Agricultural Research.

(ii) 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.

(iii) 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.

(ii)

(iv) 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.

(v) 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.

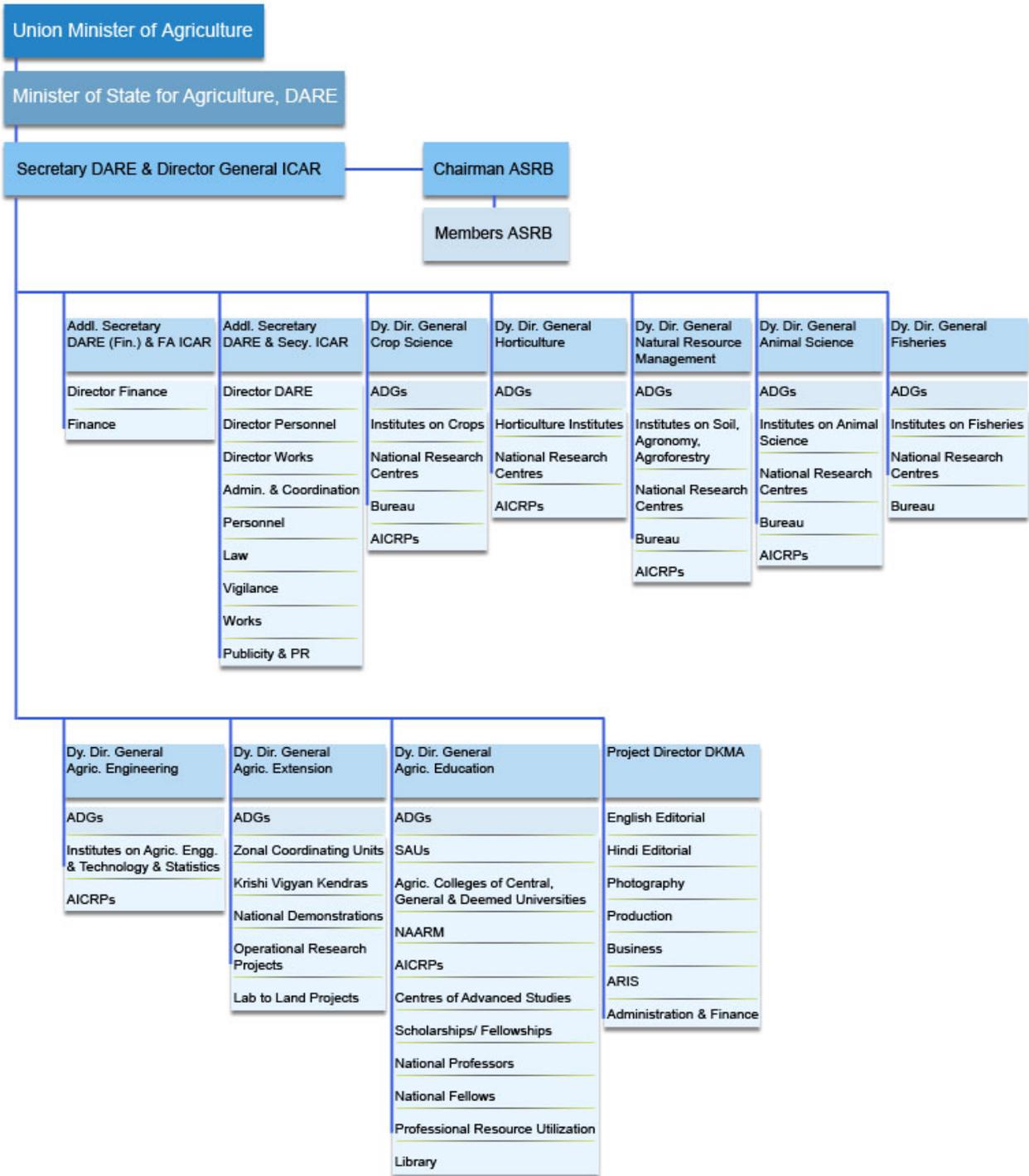
Mandate of ICAR

- To plan, undertake, aid, promote and co-ordinate education, research and its application in agriculture, agroforestry, animal husbandry, fisheries, home science and allied sciences
- To act as a clearing house of research and general information relating to agriculture, animal husbandry, home science and allied sciences, and fisheries through its publications and information system; and instituting and promoting transfer of technology programmes
- To provide, undertake and promote consultancy services in the fields of education, research, training and dissemination of information in agriculture, agro-forestry, animal husbandry, fisheries, home science and allied sciences
- To look into the problems relating to broader areas of rural development concerning agriculture, including postharvest technology by developing co-operative programmes with other organizations such as the Indian Council of Social Science Research, Council of Scientific and Industrial Research, Bhabha Atomic Research Centre and the universities
- To do other things considered necessary to attain the objectives of the Society

Organization and Organogram:

- Union Minister of Agriculture is the ex-officio President of the ICAR Society.
- Secretary, Department of Agricultural Research and Education, Ministry of Agriculture, Government of India and Director General, ICAR is the Principal Executive Officer of the Council.
- Governing Body is the policy-making authority.
- Agricultural Scientists' Recruitment Board.
- Deputy Directors-General (8)
- Additional Secretary (DARE) and Secretary (ICAR)
- Additional Secretary and Financial Advisor
- National Director, National Agricultural Innovation Project
- Directorate of Knowledge Management in Agriculture
- Assistant Directors-General (24)

(iii)



(iv)

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 Simla 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

(v)

(To be published in the Gazette of India, Part I Section 1)
No. 2-34/65-Reorgn (CC)
Government of India
Ministry of Food, Agriculture, Community Development & Cooperation

New Delhi, the 30th March, 1966

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
- 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

1st April, 1966

- x) Sugarcane Breeding Institute

- | | | |
|-------|---|-----------------|
| xi) | Indian Institute of Sugarcane Research | |
| xii) | Central Inland Fisheries Research Institute | To be Specified |
| xiii) | Central Marine Fisheries Research Institute | later |
| 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 other 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/NRCs/Bureaux/ZPDs/Directorates/PDs) and their regional and sub-stations, Agricultural Scientists' Recruitment Board, Network Projects and Coordinated Projects managed and administered by the Council.

3. Definitions

1. 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.
 - (e) "The Vice-President" means the Vice-President of the Indian Council of Agricultural Research.
 - (f) "The Director-General" means the person appointed by the Government of India to be the Director General of the Indian Council of Agricultural Research.
 - (g) "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.
 - (h) "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.
 - (i) "The Director" means a person appointed under the provision of these Rules and Bye-laws of the Council to be the Director of an Institute of the Indian Council of Agricultural Research.
 - (j) "The Chairman" means the person appointed by the President with the approval of the Government of India to be the Chairman of the Agricultural Scientists' Recruitment Board.
 - (k) "The Constituent Units of the Society" means the Indian Council of Agricultural Research Headquarters, its research institutions (deemed universities/ Institutes/NRCs/Bureaux/ZPDs/ Directorates/PDs) and their regional and sub-stations, network projects and coordinated projects managed and administered by the Society.
 - (l) "The Agricultural Scientists' Recruitment Board" means the Board constituted under Rule 25 of the Rules and Bye-laws of the ICAR.
 - (m) “Department of Central Government” means a Ministry or Department of the Central Government as notified from time to time.

- (n) "Financial Year" means the year beginning on the 1st of April and ending on the 31st of March. Wherever the word "year" appears in this compendium it means the financial year unless and otherwise specified.
- (o) "Appropriation" means the assignment, to meet specified expenditure, of funds, included in a Primary Unit of appropriation.
- (p) "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.
- (q) "Head of Office" means an officer so declared by the competent authority.
- (r) "Drawing and Disbursing Officer" means a head of office and also any other officer equivalent to status of a gazetted officer 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.
- (s) "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.
- (t) "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.

(u) **Major Heads:**

- 1) Crop Sciences Institutes; Research and Education Schemes
- 2) Horticulture Institutes; Research and Education Schemes
- 3) ICAR Headquarters, Administration including ASRB, DKMA, IPR Management and Consortia Research Platforms
- 4) NRM including Agroforestry Institutes; Research and Education Schemes
- 5) Soil & Water Conservation Research Institute
- 6) Climate Resilient Agriculture initiative
- 7) Animal Husbandry Institutes; Research and Education Schemes
- 8) Agriculture Extension Institutes; Research and Education Schemes
- 9) Agricultural Education Institutes; Research and Education Schemes
- 10) Fisheries Research Institutes; Research and Education Schemes
- 11) Agricultural Economics and Statistics Institutes; Research and Education Schemes
- 12) Agricultural Engineering Institutes; Research and Education Schemes
- 13) Externally Aided Projects/Schemes
- 14) Projects/Schemes other than (13) above
- 15) New Initiatives.

(v) **"Primary Units of Appropriation" ordinarily are:**

- (i) ICAR Headquarters Administration
- (ii) Agricultural Scientists Recruitment Board (ASRB)
- (iii) Research Institutes, Project Directorates, National Research Centre, National Bureaux, Laboratories
- (iv) Each Project falling under the All India Coordinated Research Project
- (v) Projects other than (iv) above
- (vi) Education
- (vii) Fellowship and Scholarship

(w) **Secondary Units of Appropriation are:**

Grants-in-Aid for “Creation of Capital Assets”:

- 1) Works
 - A. Land
 - B. Building
 - i. Office building
 - ii. Residential building
 - iii. Minor Works
- 2) Equipment
- 3) Information Technology
- 4) Library Books and Journals
- 5) Vehicles & Vessels
- 6) Livestock
- 7) Furniture & fixtures
- 8) Others

Grants-in-Aid for “Salaries”:

- A) Establishment Expenses
 - A) Salaries
 - i. Establishment Charges
 - ii. Wages
 - iii. Overtime Allowance

Grants-in-Aid for “General”:

- 1) Pension & Other Retirement Benefits
- 2) Traveling Allowance
 - A. Domestic TA / Transfer TA
 - B. Foreign TA
- 3) Research & Operational Expenses
 - A. Research Expenses
 - B. Operational Expenses
- 4) Administrative Expenses
 - A. Infrastructure
 - B. Communication
 - C. Repairs & Maintenance
 - i. Equipment, Vehicles & Others
 - ii. Office building
 - iii. Residential building
 - iv. Minor Works
 - D. Others (excluding TA)
- 5) Miscellaneous Expenses
 - A. HRD

- B. Other Items (Fellowships, Scholarships etc.)
- C. Publicity & Exhibitions
- D. Guest House – Maintenance
- E. Other Miscellaneous

6) Loans & Advances

- (x) "Re-appropriation" means the transfer of funds from one unit of appropriation to another such unit.
- (y) "Recurring Expenditure" means expenditure which is incurred at periodic intervals.
- (z) "Non-recurring Expenditure" means expenditure other than recurring expenditure.
- (aa) "Contingent Expenditure" means and includes all incidental and other expenditure including expenditure on stores, which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, industrial installation, store depot and the like, but does not include any expenditure which has been specifically classified as falling under some other head of expenditure such as "Works", "Tools and Plant" etc.
- (ab) "Miscellaneous Expenditure" means all contingent expenditure of miscellaneous nature which are not covered under specific accounting heads adopted by the ICAR.
- (ac) "Government" means the Central Government.
- (ad) "Treasury Rules" means the Treasury Rules of the Central Government.
- (ae) "General Financial Rules" means the General Financial rules of Central Govt.
- (af) "Accredited Bank" in relation to the Council means the SBI or any other Bank as per Rules & Bye Laws of the Society.
- (ag) "Cadre" - Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
- (ah) "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.
- (ai) "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.
- (aj) Principles for allocation of expenditure between capital and Revenue: - The following are the main principles governing the allocation of expenditure between Revenue and capital:
 - a. Capital shall bear all charges for the first construction and equipment of a project as well as charges for intermediate maintenance of the work while not yet opened for service. It shall also bear charges for such further additions and improvements, which enhance the useful life of the asset, as may be sanctioned under rules made by competent authority.
 - b. Subject to Clause (c) below, revenue shall bear subsequent charges for maintenance and all working expenses. These embrace all expenditure on the working and upkeep of the project and also on renewals and replacements and additions, improvements or extensions that are revenue in nature as per rules made by Government.
 - c. In the case of works of renewal and replacement, which partake expenditure both of a capital and revenue nature, the allocation of expenditure shall be regulated by the broad principle that Revenue should pay or provide a fund for the adequate replacement of all wastage or depreciation of property originally provided out of

capital grants. Only the cost of genuine improvements, which enhance the useful life of the asset, whether determined by prescribed rules or formulae, or under special orders of Government, may be debited to Capital. Where under special orders of Government, a Depreciation or Renewals Reserve Fund is established for renewing assets of any commercial department or undertaking, the distribution of expenditure on renewals and replacements between Capital and the Fund shall be so regulated as to guard against overcapitalization on the one hand and excessive withdrawals from the Fund on the other.

- d. Expenditure on account of reparation of damage caused by extraordinary calamities such as flood, fire, earthquake, enemy action, etc., shall be charged to Capital, or to Revenue, or divided between them, depending upon whether such expenditure results in creation/acquisition of new assets or whether it is only for restoring the condition of the existing assets, as may be determined by Government according to the circumstance of each case.

(ak) 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.

(al) Supplementary Grant: If savings are not available within the grant to which the payment is required to be debited, or if the expenditure is on "New service" or "New instrument of service" not provided in the budget, necessary Supplementary Grant or Appropriation in accordance with Article 115(1) of the constitution should be obtained before payment is authorized.

(am) 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 1978).

3(A) 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 and Central Govt. 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 Rules 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 XIV indicate the extent of powers vested in the Director General, the Secretary and other officers in the ICAR Headquarters, the Chairman/Secretary, ASRB, the Directors of the ICAR Institutes/NRC/ZPD/Directorates/PD/Project Coordinators/head of Divisions and the Board of Management/Institute Management Committees 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 12.03. 2011)

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.

7. Authorities of the Society

The followings are the authorities of the Society:

- (i) President
- (ii) Vice President
- (iii) Governing Body
- (iv) Director General
- (v) Secretary
- (vi) Chairman, ASRB
- (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

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 the grade pay of which exceeds Rs. 10,000/-.
- (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 as prescribed in consultation with the Agricultural Scientists' Recruitment Board with the approval of the President.
- (e) The President shall preside over all meetings of the Society. In his absence the 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,
 - (ii) All technical posts grade pay exceeding Rs. 6,600/- respectively.
 - (iii) All administrative posts carrying grade pay exceeding Rs. 6,600/- respectively.

2. Delegation of Powers by the President

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

3. Powers of the Vice-President

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

SECTION III

1. 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, 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 for the Council as a whole with the appointment for individual or group of disciplines for each institute for a period of five years at a time;
 - (vii) prescribe the ratio of posts in different grades or groups of grades in scientific and technical posts; constitute with the approval of the President an Agricultural Research Service;
 - (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 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 12 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, NRCs, PD, Directorate, ZPD etc. all powers for their functioning.
- (d) The Indian Agricultural Research Institute New Delhi, the Indian Veterinary Research Institute, Bareilly the National Dairy Research Institute, Karnal and the Central Institute of Fisheries Education 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 (c) above in view of their special status. [Rules 39(b)]
- (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 Committee which would discharge all such responsibilities on behalf of the Governing Body of the Society as assigned to it by the Governing Body of the Society. (Order No.: 14(1)/2013-Gov. Cell, dated: 06.08.2013)

2. Residuary Financial Powers

The financial powers which have not been delegated to any other authority vest in the Governing Body of the Council.

3. Financial powers of the Autonomous bodies- Restrictions regarding

Refer O.M. No. 9(4) E-Coord. /84 DOE, MOF, GOI, dt. 15-10-1984 (Appendix 1)

SECTION IV

1. Powers of the Director-General

- (a) Subject to any order that may be passed by the Government of India, the 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)]
- (e) In respect of the Government of India Grants, the Director-General shall have full power to re-appropriate funds at any time from one Primary Unit of appropriation to another, within the same major head, and provided that the total sanctioned Budget Estimates within the major head is not thereby exceeded. No re-appropriation shall be made from the head "Grants in Aid Salaries" to "Grants in Aid Capital" and/or "Grants in Aid General" and vice versa. (Bye Law 8(h)).
- (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, subject to such restriction as imposed by the Government of India from time to time.
- (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.

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.

- (h) The Director General shall have full power for condemnation of motor vehicles and motorcycles subject to the ceilings, time and procedure prescribed by the Government of India.
- (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)

- (j) The Director General shall have the powers to accord administrative approval and issue expenditure sanction in respect of works costing above Rs. 300.00 lakh.
- (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 Finance Ministry may be obtained for any sale/grant/assignment/allocation/or disposal in any form as contained in GFR 278 and 279.

(2) Powers of the Deputy Directors General and other officers in the Council

The Deputy Directors General 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**.

(3) Powers of the Secretary

- (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/ZPD 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.

SECTION V

1. Powers of Chairman and the Secretary of Agricultural Scientists' Recruitment Board

Powers delegated to the Chairman and the Secretary of ASRB as approved by the Governing Body at its meeting held on 16 January 1975 with subsequent amendments /enhancements/delegation from time to time are given in **Schedule II**.

SECTION VI

1) Powers of the Directors of the Institutes/National Research Centres/Project Directorates

Each Director in respect of the concerned Institute/NRCs/PD or Project Directorate 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/PD or Project Directorate 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 III**. The powers detailed in this schedule however do not in any way restrict their powers as enjoyed by them as Head of the Department.

2) Powers of the Zonal Project Director

Extent of powers delegated to the Project Zonal Coordinators has been given in **Schedule III**.

3) Powers of the Board of Management/Institute Management Committees of the ICAR

The powers and functions of the BoM/IMC shall include:

- (i) consideration of proposals for Five-Year Plan 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
- (viii) powers delegated by the Governing Body to enable the/ BoM/Management Committees of the ICAR institutes are given in **Schedule IV**.

4) Powers of 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-V**.

5) Powers of Joint Directors (RMP only) of other Institutes and Head of Regional Stations

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

6) Powers of Principal Investigators of the Ad-hoc Schemes

Extent of powers delegated to the Principal Investigators of the Ad-hoc Schemes has been given in **Schedule-VII**.

7) Powers of Project Coordinators:

Extent of powers delegated to the Principal Investigators of the Ad-hoc Schemes has been given in **Schedule- VIII**.

8) Powers of Head of Office

Extent of powers delegated to the Head of Office has been given in **Schedule-IX**.

9) Powers of Heads of Division (where the strength of the scientists working is not less than 10)

Extent of powers delegated to the Heads of Divisions has been given in **Schedule-X**.

10) Powers which may be delegated to Principal Investigators of Externally Funded Projects from: (Schedule-XI)

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

11) Powers of National Coordinator under NFBFSARA & PIs of NFBFSARA Projects (Schedule-XII & XII A)

12) Powers of ND and NCs under NAIP and CPI and CCPI of NAIP projects/Consortium (Schedule-XIII & XIII A)

13) Powers of PIs of NICRA Projects (Schedule-XIV)

SECTION VII

Creation of Posts:

- 1) Subject to provisions of Rule 11 of the Delegation of Financial Powers Rules 1978 and G.O.I 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.

- 2) The power conferred on an authority to create a permanent post may be exercised in creating similar supernumerary post for the purpose of accommodating lien of a Government Servant who, though entitled to hold a lien against regular permanent post, cannot be so accommodated because of non-availability of such a post. The supernumerary post shall be created only if another vacant permanent post is not available to provide lien for the Government Servant concerned and it shall remain operative only until he is absorbed in a regular permanent post. (DFPR Rule 11[2])

- 3) The power conferred on an authority to create a permanent or temporary post shall not, unless otherwise directed by the President, be exercised so as to add such posts to any service or cadre unless that service or cadre is under the control of that authority. (DFPR Rule 11[3])

- 4) Where the prescribed scale of a post carries a special pay and the post is of a class distinguished from an ad-hoc, isolated or an individual post, DG may create the post subject to the provisions of the Rule 11 under DFPR 1978. (DFPR GID [2] under Rule 1)

- 5) The DG, ICAR will be competent to sanction the continuance of a post sanctioned initially with the concurrence of the Finance Ministry provided (i) the period for which the post is continued together with the period for which it was created initially with the concurrence of the Ministry of Finance does not exceed the period for which the administrative authority concerned can create a post in the same class, and (ii) all the circumstances justifying the original sanction continue to exist. (DFPR GID [2] under Rule 11)

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.

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

Schedules I to XIV 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 VIII

1. General Limitations on powers to sanction expenditure

- (a) 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.
- (b) A sanction to expenditure will not become operative unless funds are made available to meet the expenditure by valid appropriation or re-appropriation.
- (c) 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.
- (d) The Governing Body shall have full powers to sanction expenditure on any service up to any amount included in the sanctioned budget.
- (e) 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.
- (f) The Secretary in respect of the Indian Council of Agricultural Research Headquarters and the Institutes/ Institute/Bureaux/NRC/ZPD or Project Directorate etc and the Director in respect of concerned Institute 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.
- (g) In exceptional cases, the Director General may empower in writing a Director of an Institute/Bureaux/NRC/ZPD or Project Directorate to exercise, in addition to all the powers exercisable by him in respect of the concerned Institute/Bureaux/NRC/ZPD or Project Directorate all such powers in respect of any other Institute/ Institute/Bureaux/NRC/ZPD 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.

2. General restrictions on Appropriations and Re-appropriations

- (a) 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.
- (b) The funds of the Society shall not be appropriated or re-appropriated to meet expenditure, which has not been sanctioned by the authority competent to sanction it under the Bye laws of the Council.
- (c) No re-appropriation shall be done from funds provided under the 'Plan' heads to 'Non Plan' heads both under Revenue and under Capital heads without the approval of the Govt. of India. Savings in the funds provided in the Revenue Section are not available for re-appropriation to meet additional requirements in the Capital Section

or vice versa.

- (d) No re-appropriation shall be done from one major head to another major head out of the grant given by the Government of India without the approval of the Government of India.
- (e) The Director General shall have, in respect of Government of India Grants, full power to re-appropriate funds at any time from one primary Unit of appropriation to another, within the same major head, provided that the total sanctioned Budget Estimate within the major head is not thereby exceeded. No re-appropriation shall be made from the head “Grants in Aid Salaries” to “Grants in Aid Capital” and/or “Grants in Aid General” and vice versa.
- (f) In respect of Agricultural Produce Cess Funds, the Director-General shall have full powers to re-appropriate funds from one unit to another.
- (g) The Secretary, the Directors of the Institutes/ Institute/Bureaux/NRC/ZPD or Project Directorate or any other officer empowered by the Governing Body, re-appropriate funds from one Secondary Unit to another, within the same ‘Grants in Aid’ component i.e. Grants-in Aid Capital” Grants in Aid Salaries” and Grants in Aid General” before the close of the financial year to which the appropriation relates subject to the guidelines and restrictions as the GoI /ICAR may prescribe from time to time.
- (h) The funds allotted by the Governing body for a scheme as Grants-in-Aid out of the Agricultural Produce Cess Fund accumulations shall be resumed if the scheme is postponed or abandoned. In that event the Director General shall be competent to allot to the extent the funds required, thus to resume any scheme/schemes approved by the Governing Body.
- (i) No re-appropriation shall be made from the provision made for any specified new item of expenditure in a Grant or Appropriation for another purpose without the previous consent of MoF.
- (j) No re-appropriation shall be made so as to augment the provision under secondary unit “overtime allowance”, without the previous consent of MoF.
- (k) Re-appropriation of funds from the head “Salary” to any other head of account is not permitted, without the previous consent of MoF.

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. (DFPR GID 2 under Rule 13)

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, Zonal Project Directorates, 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/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. 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 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 Rule 17 of DFPR, 1978, 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 DG, ICAR except in the cases mentioned below:

- (a) HOD 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 HoD shall be competent to incur such additional expenditure for bookings 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 HoD's 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, FRSR, Delegation of Financial Powers, 1978 and orders issued by the Govt. of India/Council from time to time including economy measures.

Schedule I												
Powers of the officers at Headquarters of the Council												
Powers vested under the Bye laws				Powers delegated by the Governing Body or otherwise (as on 31.08.2013)								
S. No.	Nature of power	Bye-law No.	Director General	Secretary	DDG	Secretary	ADG	Other Scientific or technical officers of the level of ADG or above & Dir. (DKMA)	Dir. (Fin.) Dir. (P) /Dir.(A) Dy. Dir. Dy. Secy.	US/ Sr. F&AO, Controller of Examination ASRB & LA	F&AO	Restrictions imposed
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Sanction of new scheme	6	Up to the cost of Rs. 50,000/- provided that		As in col. 4 in respect of scheme concerning their Divisions							
			(i) Funds are available by re-appropriation or otherwise;									
			(ii) The scheme is considered urgent and its sanction cannot be deferred to the next meeting of the SFC and GB;									
			(iii) The sanction does not exceed one year									
2.	Sanction of additional grant for approved schemes	7	Up to Rs. 20,000/- where cost of the approved scheme is Rs. 1 lakh or less, up to Rs. 50,000 where cost of the approved scheme exceeds		As in col.4 in respect of scheme concerning their Divisions							

			Rs. 1.00 lakh Subject, in either case, to a maximum of 25% of the original grant sanctioned for entire period of the scheme.									
3.	Sanction an extension of the scheme	7(2)	For not more than six months on existing basis subject to the ratification by SFC/GB and that the total period of the schemes as a result of extension does not exceed the overall prescribe period of 5 years									Subject to Rules and guidelines issued by the Council in this behalf
4.	(i) Schemes for organizing training programmes within the country for various clients in India & abroad; (ii) Consultancy projects with Foreign agencies/Multi-National Companies/ National agencies		Full Up to Rs. 1.00 crore									Subject to Rules and guidelines issued by the Council in this behalf O.O. No. 1/1/95-PInG (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003

<p>(iii) Contract research projects involving national/foreign clients and also multi institutional projects</p> <p>(iv) Contract services involving national/foreign clients and also multi institutional programmes/ ICAR HQ.</p>		<p>Full</p> <p>Full</p>									<p>Subject to Rules and guidelines issued by the Council in this behalf O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003.</p>
<p>(v) To formulate, amend, modify or repeal rules, guidelines on training, consultancy, contract research and contract service.</p>		<p>Full</p>									<p>Subject to Rules and guidelines issued by the Council in this behalf O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003.</p>
<p>(vi) To approve participation of ICAR Institutes in the training programme to</p>		<p>Full</p>									<p>O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-</p>

be organized outside the country by FAO, UNDP, WHO etc. or under Bilateral Agreement.												03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003.
(vii) Sanction of Honorarium to Directors of the Institutes where he himself is the Course Director.		Full		Full, in case Directors of all Institutes other than National Institutes within the concerned SMD.								O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003.
(viii) To fix charges/rates; prescribed procedure their review in consultation with FA (DARE).		Full										Subject to Rules and guidelines issued by the Council in this behalf O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003
(ix) To lay down principles and guidelines for sharing of fee etc; utilization of funds		Full										Subject to Rules and guidelines issued by the Council in this behalf

	generated by the institutes and to lay down the policy for licensing of intellectual property and sharing of rights/income.											O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003.
	(x) To create staff welfare funds at HQ & institutes.		Full									Subject to Rules and guidelines issued by the Council in this behalf O.O. No. 1/1/95-Plng (Pt. IV) dt. 21-02-97, 25-02-97 & 17-03-1998 O.M. No. 10-1/2002.Cdn (A&A) dt. 25-06-2003.
5.	Appropriation of funds	8 (c)	Full up to the amount provided for in the sanctioned estimates.									
6.	Re-appropriation of funds from one primary unit to another.	8 (h) & 8 (i)	Full Subject to general restriction on Appropriation and Re-appropriation as mentioned in Section VIII.									

7.	Re-appropriation of funds from one secondary unit to another within a primary unit.	8(j)	Full subject to restrictions imposed by the GOI/ICAR from time to time	Full subject to restrictions imposed by the GOI/ICAR from time to time								
8.	Allotment of funds resumed due to indefinite postponement or abandonment of schemes.	8 (k)	Full to the extent required to any schemes (s) approved by the Governing Body		Full in respect of their SMD subject to instructions issued by the GOI/ICAR from time to time. or DDG in r/o schemes costing up to Rs. 50.00 lakhs							
9.	Approval of Revolving Fund Schemes.		Full									
10.	Creation of posts or change in nomenclature of the post.	9 (g)	Powers as delegated to the Ministries of the Govt. of India for posts Grade Pay of which does not exceed Rs. 10000	Power for posts as delegated to a Head of Dept. in the Govt. of India, viz. in respect of permanent and temporary posts in Group C for any specified period								Subject to the conditions laid down in Delegation of Financial powers Rules and rules of the Govt. of India as amended from time to time.
11.	i) Powers exercisable by a	9 (f)	Full powers including creation of									

	Ministry/Dept. of the Govt. of India under various rules and regulations of the Govt. of India. ii) Execution of Works.		any post Grade Pay of which does not exceed Rs. 10,000/- Full									Subject to observance of codal formalities
12.	Powers of the 'Head of Dept.' under various rules and regulations of the Govt. of India.	9 (g)		Full								
13.	Expenditure sanction of a Misc. & contingent nature.		Full	Power to the extent delegated to 'Head of Department' as in DARE	As in col. No. 5 vide O.O. No. 6(3)/89 CDN (A&A) dt. 29.7.1992 in respect of his Division	Full subject to the note in Schedule V of D.F.P. Rules 1978		(a) Recurring up to Rs. 1.00 lakh per annum in each case Rs. 5.00 lakh for Dir./DS(GAC)& Dir./DS(P)		(a) Recurring up to Rs. 10,000 per annum in each case	(a) Recurring up to Rs. 10,000 per annum in each case	0/06-1/2007-CDN (A&A) dt. 21.11.2011
								(b) Non - Recurring up to Rs. 1.50 lakh p.a. in each case Rs. 3.00 lakh in each case		(b) Non recurring up to Rs. 1.50 lakh p.a. in each case subject to the	(b) Non-recurring up to Rs. 20,000 p.a. in each case	0/06-1/2007-CDN (A&A) dt. 21.11.2011.

								for Dir/DS(GAC)& Dir/DS(P)		delegation of F.P. rules 1978		
								Subject to the Note under Schedule V to the DFPR 1978				
14	Powers to act as disciplinary authority.	Rule 20	Full powers In respect of DDG, Directors with pre revised pay scale of Rs. 25000 fixed per month, ADG, Directors of institutes/Joint Directors/Project Directors (NRC/PD) with pre revised pay scale of Rs. 16400-22,400/- p.m.	Full powers In respect of Principal Scientist, Scientist (Selection Grade)/Senior Scientist, Scientist (Sr. Scale), Scientist, Technical posts carrying the pay scale the maximum of which exceeds Rs. 16,500/- (pre revised), Administrative posts (Director and Deputy Secretary)								
15.	Sanctioning of advances for authorized contingent expenditure.		Full	(For other authorities same as for sanction of expenditure subject to provisions in GFR)								

16.	Misc. expenditure of unusual character. Expenditure on entertainment of VIPs and gifts to high dignitaries.	9 (c)	Same as delegated to Ministries of Govt. of India subject to DFP Rules and order issued by GOI/ICAR from time to time.							Powers of Head of Dept. for recurring/ non-recurring expenditure on entertainment (light refreshment) etc have been delegated to the Director (Fin) & Dy. Secy. (GAC) at ICAR HQ subject to the limits/ norms rated prescribed in schedule VI of Delegation of Powers and instruction issued by GOI/ICAR from time to time.			O.O. 6-2/2001-CDN (A&A). 12.8.04 & Council's economy circular No. 2-2/2009-Gen Admn. dt. 25-03-2010.
17.	Write off losses	11 (a) & 43	Powers to the extent delegated to a Min./Dept. of the Govt. of India provided all cases involving write off of Rs. 1.00 lakh and above in	Powers to the extent delegated to 'Head of Dept.'									

			the previous year ending 31 st Dec. are reported to GB as its meeting convened for the budget estimates.									
18.	Execution of contracts.	12 (a) 22 (b)	Same powers as Secretary to GOI vide Rule	All contracts deeds and other instruments on behalf of the Society and the Governing Body beyond 5.00 lakh					All contracts involving consideration up to Rs. 2.00 lakh (vide O.O. 26.11.91) Up to Rs. 5.00 lakh for Dir/DS(GA C) & Dir/DS(P) (vide O.O. 6-1/2007 dt. 21.11.2011)	All contract involving consideration up to Rs. 50,000/-.		
19.	Executing Deeds of Agreement in respect of IPR of Council.	Rule-23		Full powers			ADG (IPR) Full powers			ICAR No. 6-2/2001-CDN (A&A) dt. 24.10.2002		
20.	Approval of the form of contracts.	12 (a)		Full subject to the contracts being drawn up under legal advice.								
21.	Disposal of moveable property.	12 (b)	Full Subject to provisions of GFR and GOI.	Full Subject to provisions of GFR and GOI.	Full Subject to provisions of GFR and GOI.			Rs. 10,000/- in each case.	Rs. 5,000/- in each case Subject to provisions of GFR and GO.I.			

	arbitration.			the Society								
25.	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.								
26.	Appointment to posts.	B.L. 25	Officers and scientists up to the rank of Directors in ICAR & other than DDG, ADG & Director Institutes.	All posts equivalent to Jr. Class I and Class II posts at the ICAR HQ.				All posts equivalent to Jr. Class I and Class II posts at the ICAR HQ.			Reorgn (Adm) dt. 22.12.75 Delegated by President, ICAR vide O.O. No. 39-7/91-Vig dt. 7.3.1991.	
27.	Redeployment of a post from one institute to another institute.		Full									Vide O.O. 41 (2)/2005 per IV dt. 19.07.2005.
28.	Appointment of Eminent Scientists.	B.L. 26	Full with the concurrence of the ASRB and approval of the President									
29.	Grant of Fellowships.	B.L. 27	Full, for a period not exceeding 3 years on fellowship and other conditions as prescribed by the GB									
30.	Communication of sanctions, orders, etc of competent	B.L. 41	Full	Full	Full in respect of their Division w. e. f. 29.07.1992	Full						

	authority.											
31.	Authentication of order under CCS (CCA) & CCS (Conduct) Rules.	B.L. 42	Full	Full				Full	Full			
32.	Signing of agreements creating obligation of any nature on the Society.	B.L. 44	Full	Full								
33.	Grant of all kind of leave to Officers and establishment in the service of the Society.	BL 9 (e) and (g)	The powers vested in the Ministries of the GOI.	The powers vested in the Head of the Department.	DDG/ND US (Tech) DS(A) US(A) DS(A) Dir. (P) Secy Dir. (Fin)							
34.	Sanction of undertaking of work for which a fee is offered and the acceptance of a fee.	B.L. 9(f) SR 11	Full powers.		Full powers up to a maximum of Rs. 2,500/- in each case. In the case of recurring fees the limits applies to the total of recurring payments made to an individual in a year							

35.	Sanction of undertaking of work for which an honorarium is offered and the grant of acceptance of honorarium. Honorarium to Non-officials members.	B.L. 9(f) FR 47	Full powers up to a maximum of Rs. 5000 in the 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 Full Subject to approved rates vide O.O. No. 20(7)/98-Cdn (A&A) dt. 03-09-2003 and O.O. No. 10(3)/97-Cdn (A&A) dt. 17-09-2009, 26.12.2012	Full powers up to a maximum of Rs. 5,000/- in the 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 applies to the total of recurring payments made to an individual in a year.						
36.	Participation in exhibitions and demonstration of research activity.	B.L. 9(f) Also approved by GB at its meeting held on 25.10.67.	Full powers		Full in respect of their Divisions (O.O. dt. 29.07.1992)				Up to Rs. 4,000/- in each case			
37.	Condemnation Replacement of vehicles of AICRP at universities.				DDG concerned subject to fulfillment of prescribed norms & established procedure							O/O 6(3)-89-CDN (A&A) dt. 01.02.1995

38.	Passing of bills for payment of grants-in-aid for schemes already sanctioned by competent authority.					Full			Full	Full	Full	
39.	Sanction of tours.	9(f) & 9(g)	DG-Full in respect of Secy, FA, DDGs, ND and ADGs who report directly to DG, DDG/ND-All officers & staff working under them Secy-ADG's who report directly & Dir.(P)/FA, Dir.(F) ADG-Officers & staff working under ADG except SMD staff & officers OSD (P&I) officer & staff in DPA, Dir. (Fin) Officers & staff working in Fin. Div. DS/DD-officers staff working under them other than above Dir.(OL) for his Div.	Full in respect of Director (P)/ Director (F)/ Director(A) DS/US and personal staff attached to them	Full, in respect of PS attached to him, ADG and Section Officers working in the SMDs		Full in respect of PS attached to him	Full in respect of PS attached to him				O/O No. 6-2/2001-CDN (A&A) dated 21.6.2005 & O.O No. 38(5)/2010-P-IV dt. 21-05-2010 Copy attached at appendix S. No.:4(3)
40.	Sanctioning of TA advances for approved tours	9(f) & 9(g) Approved by GB at its meeting held on 25.10.67	Full	Full	Full in respect of self, Personal Assistant attached to him, ADG and Scientific Officers at the Council's HQ		Full in respect of Personal Assistant attached to him	Full in respect of Personal Assistant attached to him				Tour programme of PAs to be approved separately from those officers to whom they are attached

					working in the division							
41.	Sanction of Air-travel to non-entitled officers.	9(f) & SR 48-B (ii)	Full	Full	Full within their respective SMDs and Institutes thereunder in emergent and exceptional circumstances. Reasons and justifications to be recorded.							O.O 7-1/2010-CDN (A&A) Dt. 10.06.2010.
42.	To sanction reimbursement of cancellation charges on (i) unused railway tickets (excluding reservation charges) (ii) on air tickets		Full	Full	Full in respect of officers and staff working in their Division (O.O. dt. 29.7.92) Full in respect of officers and staff working in their Division (O.O. dt. 29.7.92)	Full			In respect of officers below the rank of Dy. Secy. And non-officials Fill to Dir.(P)/(A)/(F) and DS concerned			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 official reasons
43.	Reimbursement of conveyance charges Group C & D Group A & B						Full	Full		Full to US		O/O No. 6-2/2001-CDN (A&A) dt. 21.9.2001

44.	Passing of bills for pay, TA and other allowances for headquarters staff.									Full	Full	
45.	(i) Passing of bills for contingent expenditure already sanctioned.									Full	Full	
	(ii) Passing of bills in respect of petrol/ Diesel, Lubricants etc. in respect of ICAR HQ and KAB, Pusa								Full, Dy. Secretary concerned.			
46.	Authorizing book adjustment									Full	Full	
47.	Attesting entries in Cash Book									Full	Full	
48.	Checking monthly Cash balance									Full	Full	
49.	Passing and counter signing non-official and officials (where TA is payable for meetings convened by the Council)									Full	Full	
50.	To forego recovery of irregular expenditure in an individual								Dir.(F) Up to Rs. 100/-	DD(F) & Sr. Accts Officer up to Rs. 50/-	F&AO Up to Rs. 25/-	In the event of irregularity being such as is likely

	case in respect of items for the check and audit of which Dir.(Fin) is responsible												to recur, the Council's servant responsible being told that the expenditure was irregular even if no recovery is made from him.
51.	(a) 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 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 Dir. (Fin) is responsible								Dir. (F) 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 Dir. (Fin) must satisfy himself that the authority empowered to sanction the expenditure would				

	(b)To write off expenditure placed under objection which has for any reason become irrecoverable.								accord sanction if required to do so; and (iii) where the objection is based on insufficiency of proof of payment the Dir. (Fin) 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			
52.	Acceptance of Life Insurance Policies financed from								Dir. (Fin) up to Rs. 500/- in each case			
									Dir. (Fin) Full			

	CP/GP fund of the Council's employees as its headquarters and assigned to ICAR.											
53.	Exercise of powers in respect of the institutes and coordinated projects falling within the purview of the DG at the HQ of the Council.				As detailed in O.O. No. 7-2/77-Estt.I dt. 14.3.1977 (Annexure I)							Each DDG will exercise these powers with respect to those institutes and coordinated projects only which have been allocated to him
54.	License fee paid by the Council to the Dte. of Estates in respect of residential accommodation allotted as per rules fixed by the Dte. from time to time, in terms of orders published by Ministry of Works & Housing.	BL 9(i)							Full			
55.	Ground rent to be paid by the Council to DDA	9(i)							Full			

	in respect of the land already acquired through that authority strictly as per terms and conditions											
56.	Rent to be paid by the Council for buildings hired for office purposes for a fixed period	9(i)							Full			
57.	Rental call Telegram/telex charges payable to P&T Department as per their rates sent for official purpose								Full			
58.	Expenditure on liveries for class C & D employees subject to the condition that the scale of liveries and the rate of purchase are in accordance with the appropriate rules governing them								Full			
59.	Grant of honorarium to stenographers								DS (A) Full subject to that the			

	for taking verbatim proceedings of the Committees of ICAR as per rates approved by Govt. of India from time to time.								employment to the concerned stenographers is in accordance with the orders contained in O.O. No. 27-1/81-Estt-II dt. 11.8.1981			
60.	Grant of honorarium to class D employees for performing the duties of staff car driver/ dispatch rider/ gestetner operator as per rates and rule approved by the Council/ Govt. of India from time to time.								Full			
61.	Repair/ maintenance charges of Gestetner machines, typewriters, Telex/Cooler/ AC as per rates contract approved by the Govt. of India/								Full			

	Council from time to time.											
62.	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			
63.	Expenditure on re-caning of chairs as per rates approved by the Govt. of India from time to time.	9 (i)							Full			
64.	Powers of the Ministry/ Department of Govt. of India.		Full (Delegated to Secy due to the pressure of work of routine nature with DG, ICAR)			Full						O/O No. 6(2)/84-CDN (A&A) dt. 24.10.1985
65.	Expenditure on transport of the participants attending the workshops, symposia etc.		Rs. 40/- per head for the entire duration of workshop		Rs. 40/- per head for the entire duration of workshop.							
66.	Expenditure on items of the stationery, typing, cyclostyling and		Rs. 40/- per delegate		Rs. 40/- per delegate							

	all other identical items for holding workshop											
67.	Expenditure on refreshment including workshop		Full		Rs. 5/- per head per session in addition to the inaugural session, extra provision at the rate of Rs. 5/- per other invitees. Total number should be restricted to 75.	Full			Dir.(F) /DS GAC up to the limit of power of the HOD for the light refreshment			O.O. No. 6-2/2001-CDN (A&A) dt. 12.08.2004
68.	To sanction expenditure of lunch for scientific Panel meeting etc. (maximum limit Rs. 150/- per day)		Full		All DDGs Cost of refreshment/ lunch should not exceed Rs. 150 per head		ADG (CSC) ADG (TC) ADG (P) Subject to observance of all procedural, codal & other formalities and rules & instructions issued from time to time by GOI/ICAR for serving tea and for hosting arranging the lunch					O.O. No. 6-2/2001-CDN (A&A) dt. 05.03.2002 & 03-04-2002.

							to the participant s					
69.	To sanction honorarium to the paper setters in connection with the Junior Fellowship Examination conducted by the ICAR.	9 (i)			DDG (Edn) Full, subject to the condition that: (i) Amount of honorarium shall not exceed Rs. 150 per question paper (ii) The work of securing the question paper has been awarded with the approval of the competent authority.							
70.	Write off irrecoverable losses of stores or public money including loss of stamps not due to negligence.								Dy. Secy. Rs. 500/- in each case Dir./DS(GA C) and Dir./DS(P) Rs. 1,000/- in each case subject to prior concurrence of Finance Division			
71.	Purchase of postage stamps	9 (i)							Full			

72.	Purchase of Franks								Full			
73.	Payment of committed nature of expenditure such as electricity bills, water charges, postage etc in respect of ICAR Staff Qrts and ICAR Bhavan at New Delhi.								Full, D.S. (GAC) DS (Edn)			O/O No. 6(1)/99-CDN (A&A) dt. 23.12.1999
74.	Payment of Telephone charges.									Full to US (GAC)	Subject to Rules & instruction of GOI/ ICAR	O/O No. 6-2/2001-CDN (A&A) dt. 21.9.2001
75.	Repair of office equipment.									Full to US (GAC)	Subject to Rules & instruction of GOI/ ICAR	O/O No. 6-2/2001-CDN (A&A) dt. 21.9.2001
76.	Expenditure on liveries.									US (GAC)	Subject to the condition that the scale of liveries and rate/ agency of purchase are in accordance with appropriate rules	O/O No. 6-2/2001-CDN (A&A) dt. 21.9.2001

	honorarium to the Supervisors, Invigilators at the approved rates in connection with the award of Jr. Fellowship Examination conducted by the Council.				Full							
81.	Sanction for local purchase of stationery in respect of the Council's HQ.						Beyond Rs. 25,000/- up to Rs. 50,000/- per annum.		DS up to Rs. 25,000/- per annum Dir./DS (GAC) Dir./DS(P) Rs. 50,000/- per annum.			Subject to provision of GFR & GOI instructions from time to time.
82.	Acceptance of bank guarantee of Nationalized Banks furnished by the private book sellers for purchase of ICAR publications.						Dir (DKMA) up to Rs. 2.00 lakhs					
83.	Sanctioning of honorarium to the members of the Judging Committee appointed by the Council for evaluation of the work of the candidates for		Full				As per orders issued specifically for any ADG		All Dy. Secys. Full subject to the condition: (i) That the rates of honorarium have been approved by			

	making selection for awards and prizes instituted by the Council.								DG, ICAR (ii) The member of the Judging Committee have been appointed with the approval of the Competent authority.			
84.	To sanction expenditure of miscellaneous and contingent nature (conveyance charges).						As per orders issued specifically for any ADG.		As per the ceiling fixed for various Divisions.			
85.	Purchase of consumables once rate is finalized till validity of the rate contract and to finalize rate contract of consumables.	23(a)							Powers vested in the Secretary to be exercised by the DS (GAC).			O.O. No.6-2/210-CDN (A&A) dt. 28.05.2010.
86.	Grant of advance of medical treatment and reimbursement of medical claim in r/o employees of ICAR HQ including reimbursement of medical claim								DS (Cash)			No. 3(1)/2001-Per.IV dated 22.4.2004.

	in emergency cases.											
87.	Nomination of the Scientists of Council's Institutes to Management Committee on behalf of GB.	66 (a) (6)	Full									
88.	To sanction expenditure for fair typing of the manuscript.							Dir. (DKMA) @ Rs. 5/page of 250 words including cost of stationery in connection with Council's publications as laid down in ICAR O.O. No. 25(7)/90-Pub.II dated 26.7.1994.				
89.	To sanction honorarium to the authors of Council's books at approved rates.							Dir. (DKMA) Full, subject to the condition that the assignment of work to the authors have been approved by the competent				

								authorities and prior concurrence of Finance Division is obtained.				
90.	To frame recruitment rules for the posts up to Group C in the Council.	Under Rule 73	Full									Subject to DOPT Guidelines.
91.	Acceptance of grants from Govt/Semi-Govt organization.	38 (b) (10)	Full									
92.	To sanction expenditure on printing of publications of ICAR including periodicals and magazines.							Dir. (DKMA) 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.				
93.	To sanction honorarium for getting the Council's translation work done.							Full, Dir. (DKMA) subject to the conditions: (i) That's 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.				
94.	To sanction honorarium for evaluation of answer books of the candidates appearing in the Jr. Fellowship Examination conducted by the Council.				DDG (Edn.) Full subject the condition that: (i) The work of evaluation of answer books has been awarded with the approval of the competent authority and (ii) the rates have been							

					approved by the competent authority for such work from time to time.							
95.	To sanction expenditure towards payment in respect of ICAR group Insurance Scheme to LIC of India, New Delhi.								Dir. (Per.) Full.			
96.	To sanction expenditure on advertisement through Directorate of Audio & Visual Publicity.						Full, ADG (Edn.)	Full	Dir. (P)/ (F)/(A) /DS (GAC) (GAC)			Subject to the condition that the decision to get the particular matter advertised has been taken at appropriate level.
97.	Exercising the powers under Rule 18 of the CCS (Conduct) Rules, 1964.				Posts equivalent to the rank of DS & above.				DS (A)/Dir. (F) Posts up to the rank of US.			
98.	To sanction honorarium for getting manuscripts edited and proof read by External							Dir. (DKMA) Full, subject to the condition that:				

	Editors/ Proof Readers.							(i) External Editors/ Proof Readers are on the approved panel of the Council (ii) Rates are approved by the Council from time to time				
99.	Passing of bills for contingent expenditure for which sanction has already been accorded by the Dir. (DKMA).										Business Manager and all SOs in Pub. Divisions.	
100.	Sanction of additional grants required to meet extra expenditure on account of revision of pay & allowances in respect of All India Coordinated Research Projects.				Full, subject to the condition that the liability is met by adjustments from the sanctioned outlay of other Projects of the Division and also subject to intimation of the diversion to ADG (DKMA).		Full, subject to the condition that the additional liability could be met out of the savings in the particular project.					
101.	Sanction of additional fund required due to higher cost to						Full, subject to the condition					

	the sanctioned items in respect of All India Coordinated Research Projects.						that the amount required in met out of the Project's savings.					
102.	The powers of Controlling Officers to have effective control over TA claims.						All officers & staff working in Scheme Sections.		Dir. (F) All officers & staff working in Finance.	All officers & staff working in Estt. Sections/ wing.		Dy. Secy., DDGs, Director & ADGs at ICAR HQ will be their own controlling officers.
103.	To sign the Vakalatnama and verify and sign pleadings on behalf of ICAR in the Courts of Law in Legal matters.	Rule 23 (c) and (d)								Legal Advisor In absence of LA Dir.(P)/ Dir.(A)		subject to the conditions mentioned in O/O No. 7-2/94-Estt.I dated 15.02.2010
104.	To sanction air-travel to non-officials attending the meeting of the Council.					Full						
105.	Grant of 'No Objection Certificate' for obtaining a private passport for visiting foreign countries					All officers drawing Grade Pay up to Rs. 10,000/- and also officers drawing			Director In r/o all officers drawing Grade Pay up to Rs. 8,700/-	US In r/o All staff drawing Grade pay up to Rs. 2,400/-		O/O No. 6-2/2001-CDN (A&A) dated 21.09.2001

	on private purpose.					fixed pay band of Rs. 75,000/-				DS/DD In r/o all officers drawing Grade pay up to Rs. 5,400/-		
106.	Holding of All India Entrance Examination under Revolving fund scheme purchase of stationery contingent advance.				DDG (Edn.) Purchase of stationery Rs. 3.00 lakh (total) Contingent Advance 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/ Council from time to time	O/O No. 6-1/98-CDN (A&A) dated 27.5.2004
107.	Sanctioning the expenditure relating to the work of Hindi Meetings/ workshops etc. including the Annual awards to the incumbents.								Director (OL) to the extent already sanctioned by the competent authority and at par with Dy. Directors/ Dy. Secretaries			O/O No. 6-2/2001-CDN (A&A) dated 13.12.2004.

									at HQ			
108.	Sanctioning of computer advance to the HQ employees in relaxation of minimum basic pay.								Directors (Per.) ICAR			Subject to observance of conditions laid down in the Council's letter No. PA/US (Cash)/ 2002 dated 27.6.2002 & 8.7.2002 O.O. No. PA/US (Cash)/ 2002 dated 11.11.2002
109.	Forwarding applications for employment in or outside organizations Departments in r/o (i) US/DS level officers at HQ & combined cadre or AI's & FAO's (ii) Group 'B' & 'C' officials of HQ (iii) Group 'D' staff at ICAR HQUS (A)								Full Dir. (P) Full, DS (A)			O.O. No. 6-2/2001 CDN (A&A) dt. 20-08-2001

110.	Power to incurring contingent expenditure in general for Examination under Revolving Fund.				Full to DDG (Edn.)							O/O No. 6(1)/98-CDN (A&A) dated 20.5.99
111.	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 values exceeds Rs. one crore with the concurrence of MOF									Subject to provisions of Rule-22 of DFPR 1978

Annexure 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

(O.O. No. 6(1)/98-CDN (A&A) dt. 20-05-1999 and 27-05-2004)

S. No.	Nature of Power	Extent of Delegation of Powers	Remarks
1.	Approval of Tour Programme and sanction of TA advance to staff and officers deputed for examination work	Tour programme of the staff deputed for examination duty is to be approved by the controlling officer concerned and the payment of TA advance and settlement of TA shall be made from RFS by the Education Division.	All expenditure for conducting the examination is to be debited to the Revolving Fund which has created for this purpose.
2.	Purchase of equipment/ Non-consumable stores as provided	Full if it is provided in the RFS scheme	Subject to observance of provisions of RFS guidelines of ICAR.
3.	a) Power to incur recurring contingent expenditure in general for exam work b) To award job on consolidated basis in connection with examination work c) Hiring of vehicles	Full	Subject to observance of Rules, codal formalities, orders, instructions of GOI/Council in this regard from time to time. Vehicles may be hired during the period of examination only.
4.	Purchase of Stationery	Up to Rs. 3.00 lakh in respect of each examination	Subject to observance of Rules, codal formalities, orders, instructions of GOI/Council in this regard from time to time.
5.	Sanction of Departmental/Contingent advance in connection with examination	Up to Rs. 3.00 lakh in each case	Subject to observance of Rules, codal formalities, orders, instructions of GOI /Council in this regard from time to time.
6.	Sanction of remuneration/honorarium to staff members	Subject to ceiling fixed by the GOI from time to time for such work	Subject to observance of rules, codal formalities, orders/ instructions issued by the GOI/ Council from time to time.

Schedule-I-A
IMMEDIATE
Indian Council of Agricultural Research
Krishi Bhawan: New Delhi

No.6 (6)/2000-WS

Dated the 17th October, 2001

Office Memorandum

Subject: Review of Brochure containing the levels of final disposal and channels of submission of different types of cases in the Indian Council of agricultural Research Headquarters.

- 1 A Brochure containing the levels of final disposal and channels of submission of different types of cases in the Department of Agricultural Research & Education and Indian Council of Agricultural Research was circulated vide circular No. 6-15/87-WS dated 14th March, 1989. A review of the brochure was undertaken keeping in view the structural changes at the ICAR Headquarters since then.
2. The competent authority has now approved final level of disposal of various items of work at the ICAR Headquarters as per enclosed statement.
3. While disposing of the cases in accordance with the levels specified in the enclosed statement, the concerned officers/sections would, no doubt, keep in view the requirements laid down in the relevant rules, regulations and other instructions issued by the government/ICAR from time to time and also the need for consulting the Ministries of Finance, Law and other Ministries/Departments etc., wherever required.
4. This supersedes earlier instructions on the subject in respect of the items covered herein.
5. Hindi version will follow.

Sd/-
(Vikram Singh)
Under Secretary (Work Study)

Distribution:

All Officers/Sections of ICAR in Krishi Bhavan/KAB-I/KAB-II (including ASRB & NAIP).

Level of disposal of various items of works at ICAR Headquarters

S. No.	Items of work	Staff covered	Level of final disposal	Remarks
1	2	3	4	5
1.	To sanction annual increments	All Staff	Concerned S.O.	
2.	Appointment of LDC/UDC/Assistant to perform duties of Cashier	All concerned staff	DS (A)	
3.	Grant of special pay to LDC/UDC/ Assistant appointed to perform the duties of Cashier	All concerned staff	DS (A)	
4.	Permission for acquisition & disposal of property under Rule 18 of CCS (Conduct) Rules, 1964	(a) Scientific staff	Director (P)	
		(b) Technical staff		
		(i) Officers drawing GP up to Rs. 5,400/-	US (T)	
		(ii) Officers drawing GP above Rs. 5,400/- and up to Rs. 6,600/-	DS (A)	
		(iii) Officers drawing GP above Rs. 6,600/-	DS (P)	
		(c) Administrative		
		(i) Officers drawing GP up to Rs. 4,800/-	DS (A)	
		(ii) Officers drawing GP above Rs. 4,800/- & up to Rs. 6,600/-	DS (A)	
		(iii) Officers drawing GP above Rs. 6,600/- and up to Rs.7,600/-	Director (P)	
		(iv) Officers drawing GP above Rs.7,600/-	Secretary	
5.	Forwarding of applications to ASRB/UPSC/Outside agencies	(a) Scientific staff		
		(i) Scientist drawing RGP up to Rs. 6,000/-	DS(P)	
		(ii) Scientists drawing RGP above Rs. 6,000/- and up to Rs. 8,000/-	Dir (P)	
		(iii) Scientist drawing RGP above Rs. 8,000/-	Secretary	
		(b) Technical staff		
		(i) Officers drawing GP up to Rs. 5,400/-	US (Tech.)	
		(ii) Officers drawing GP above Rs. 5,400/- and up to Rs. 6,600/-	DS (A)	
		(iii) Officers drawing GP above Rs. 6,600/-	Dir. (P)	
		(c) Admn. Staff		
		(i) Officers drawing GP up to Rs. 4,800/-	DS (A)	
		(ii) Officers drawing GP above Rs. 4,800/- & up to Rs. 6,600/-	DS (A)	
		(iii) Officers drawing GP above Rs. 6,600/- and up to Rs.7,600/-	Dir. (P)	
		(iv) Officers drawing GP above Rs.7,600/-	Secy.	
		(d) Group D	DS (A)	
6.	Special increment for sterilization	All concerned staff	US/DS of concerned Estt. Sec/ DS (P)	Subject to concurrence of Finance
7.	To allow joining time pay and credit of un-availed portion of joining time into leave account	All concerned staff	US/DS of concerned Estt. Sec/DS (P)/	Subject to provision of CCS (JT) Rules
8.	Fixation of pay	All staff	US/DS of concerned	Subject to concurrence of

			Estt.Sec/DS (P)	Finance
9.	To allow provisional pay	(a) Scientific staff (b) Other than scientific staff	DS (P)/ DS (A)	
10.	To sign the application for commutation of pension received from pensioners & and acknowledgement of the receipt	All Staff	US/DS of concerned Estt. Sec./DS (P)/	
11.	Grant of Special Leave to the Officer/staff	Scientific staff Other than scientific staff	DS (P)/ DS (A)	Subject to observance of relevant rules
12.	To sanction Casual Leave and Restricted Holidays	All concerned staff	Immediate Supervisory officer	Subject to observance of relevant rules
13.	Countersignature of cards for becoming Members of various Libraries for borrowing books/Journals	All concerned staff	Concerned SO	
14.	Forwarding of assessment/review proposals of scientific/ technical staff	Scientist/technical staff	Concerned DS (P)/ US (T)	
15.	Acceptance of surety bond to be executed by a Council's employee handling cash, stores etc.	All concerned staff	DS (A)	
16.	Issue of various certificates viz. Income certificates, NOC, experience etc.	All concerned staff	Concerned SO/US	
17.	Medical examination of new recruits	(a) Scientific staff (b) Technical staff (c) Administrative and Group 'D' staff	DS (P)/US (P)/ US (T) DS (A)	
18.	Verification of Character & Antecedents of new recruits	(a) Scientific staff (b) Technical staff (c) Administrative and Group 'D' staff	DS (P)/ US (T) DS (A)	
19.	Extension of joining time for new recruits	(a) Scientific staff (b) Technical staff (c) Administrative and Group 'D' staff	DS (P)/ US (T) DS (A)	
20.	Sanction of honorarium	All concerned staff	Secretary, ICAR	
21.	Sanction for acceptance of honorarium/fees	Scientific staff	Secy., ICAR	
		(a) Up to ADG	D.G. ICAR	
		(b) DDG		
		Technical staff		
		(i) Officers drawing GP up to Rs. 5,400/-	US (T)	
		(ii) Officers drawing GP above Rs. 5,400/- and up to Rs. 6,600/-	DS (A)	
		(iii) Officers drawing GP above Rs. 6,600/-	Dir (P)	
		Administrative staff		
		(a) Officers drawing GP up to Rs. 4,200/-,	DS (A)	
		(b) Officers drawing GP above Rs. 4,200/- and up to Rs.6,600/-	DS (A)	
		(c) Officers drawing GP above Rs. 6,600/- and up to Rs.7,600/-	Dir. (P)	
		(d) Officers drawing GP above Rs. 7,600/-	Secretary	
		Supporting staff	DS (A)	

22.	Deputation on training/Refresher Course within the country	(a) All administrative/technical/supporting staff and Scientists up to the level of Principal Scientist	Dir. (P)	
		(b) ADG	Secy., ICAR	
		(c) DDG	DG, ICAR	
23.	Engagement of casual labourers	All concerned Staff	Secy, ICAR	
24.	Payment of wages of casual labourers engaged with the approval of secy.		DS (A)	
25.	Issue/renewal/ amendment/Changes in CGHS cards	All concerned staff	Concerned SO	
26.	Payment to CGHS Directorate for CGHS facilities	All concerned staff	DS (A)	
27.	Acceptance of nomination forms pertaining to GPF/RG/DG/GSLIS etc.	All staff	US/DS of concerned Estt. Sec./DS (P)/	
28.	Payment of leave encashment on retirement	All staff	By officers who have been authorized to sanction leave to such officer (HPL/EL)	
29.	Sanction of expenditure for renewal of CCHS cards for pensioners	All staff	DS (A)	
30.	Forwarding of APAR for reporting/reviewing	All staff	Concerned SO	
31.	Study leave	Scientific		
		(a) Scientists drawing RGP up to Rs. 8,000/-	Director (P)	
		(b) Scientists drawing RGP above Rs. 8,000/-	Secy.	
		Technical		
		(a) Technical personnel drawing scale of pay up to Rs. 5,400/-	DS (A)	
		(b) Technical personnel Drawing GP above Rs. 5,400/-	Dir (P)	
		Administrative		
		(a) Personnel drawing GP Rs. 5,400/-	DS (A)	
		(b) Personnel drawing GP above Rs. 5,400/- and up to Rs. 7,600/-	Dir (A)	
32.	Permission for undergoing course of studies before or after office hours	(c) Personnel drawing GP above Rs. 7,600/-	Secretary	
		Scientific		
		(a) Scientists drawing RGP up to Rs. 8,000/-	Dir. (P)	
		(b) Scientists drawing RGP above Rs. 8,000/-	Secretary	
		Technical		
		(a) Personnel drawing GP up to Rs.5,400/-	DS (A)	
		(b) Personnel drawing GP above Rs.5,400/- and up to Rs. 6,600/-	DS (A)	
		(c) Technical personnel drawing GP above Rs. 6,600/-	Dir. (A)	
		Administrative		
(a) Personnel drawing GP up to Rs. 5,400/-	DS (A)			
(b) Personnel drawing GP above Rs. 5,400/- and up to Rs. 6,600/-	DS (A)			

		(c) Personnel drawing GP above Rs. 6,600/- and up to Rs. 7,600/-	Dir. (A)	
		(d) Personnel drawing GP above Rs. 7,600/-	Secretary	
33.	Clarification of Technical Service rules		DS (A)	
34.	Issuance of No Demand Certificate	All concerned staff	S.O. of concerned Estt. Section	
35.	Permission for taking medical treatment from CGHS recognized hospitals	All concerned staff	DS (A)	
36.	Counting of past service of personnel who put in services elsewhere before joining ICAR	All concerned staff	DS (P)/DS/US of concerned Estt. Section/ Personnel Section	The amount to be obtained from outside agency will be calculated by concerned cash section and same will be got vetted by IFD before acceptance by the concerned DS(P)/DS(A)
37.	Discharge of pro-rata pensionary liability in respect of ICAR personnel absorbed elsewhere	All concerned staff	DS (P)/DS/US of concerned Estt. / Personnel Section	The amount to be discharged will be calculated by concerned cash section and same will be sanctioned by the concerned DS (P)/DS/US with the concurrence of IFD.
38.	Discharge of LS/PC	All concerned staff	US (Cash)	Subject to observance of relevant Rules
39.	Investigation of arrear claims	All concerned staff	US (Cash)	Subject to provision of GFRs and orders issued by GOI/ICAR from time to time.
40.	Extension of number of installments up to 25 for repayment of cycle advance	All concerned staff	Under Secy. (Cash)	Subject to GFRs
41.	Countersignature of TA bills	All staff	US (Cash)	Subject to tour report having been countersigned

				by the officer who approved the tour programme.
42.	Grant of advance in connection with LTC	For all staff	US (Cash)	
43.	Grant of advance for purchase	(i) Officers drawing GP up to Rs. 5,400/-	DS (GAC)	Subject to GFRs
		(ii) Officers drawing GP above Rs. 5,400/-	Dir. (P)	
44.	Grant of advance for the purchase of Table Fan	All concerned staff	US (Cash)	Subject to GFRs
45.	Grant of advance of pay and TA on transfer	All concerned staff	US (Cash)	All concerned staff.
46.	Grant of advances in connection with tour	All staff	US (Cash)	Subject to approval of tour programme by the competent authority and the GFRs
47.	Grant of TA	All staff	Dir. (P)	
48.	Grant of GPF advances from the provident fund	(a) Group 'B', 'C', and 'D'	US (Cash)	Subject to observance of GPF (CS) Rules, 1960
		(b) Group 'A' officers drawing GP up to Rs. 6,600/-	DS (GAC)	
		(c) Officers drawing GP above Rs. 6,600/-	DIR (P)	
49.	Final withdrawal including part final withdrawal from P.F.	(d) Group 'B', 'C', and 'D'	US (Cash)	Subject to observance of GPF (CS) Rules, 1960
		(e) Group 'A' officers drawing GP up to Rs. 6,600/-	DS (GAC)	
		(f) Officers drawing GP above Rs. 6,600/-	Dir. (P)	
50.	Grant of Advance in lieu of leave salary	All concerned staff	Dir. (P)	Subject to GFRs
51.	Grant of interest free advances	All concerned staff	US (Cash)	Subject to GFRs
52.	Grant of advance to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employee	All concerned staff	US (Cash)	Subject to GFRs
53.	Power to sanction reimbursement of cancellation charges of unused Railways tickets	All concerned staff	US (Cash)	Subject to Cancellation/alteration of tour programme having been approved by the authority competent to approve the tour
54.	Maintenance/upkeep and repairs of Motor vehicles		US (E-V)	Subject to observance of relevant rules
55.	Repairs & Maintenance of quarters		DS (GAC)	Subject to observance of relevant rules

56.	Allotment of quarters		DS (GAC)	Subject to the approval of Allotment committee
57.	Service contract		DS (GAC)	Subject to observance of relevant rules.
58.	Reimbursement of medical expenditure incurred for availing medical treatment under emergency circumstances from Private Hospital	All concerned staff	Dir. (P)	Subject to observance of relevant rules
59.	Advance for medical treatment in private/CGHS recognized Hospitals as per entitlement under CGHS/CS (MA) Rules	All concerned staff	DS / U.S. (Cash)	
60.	Legal charges for law suits to which Council is a party	In all cases	Director (P)	
61.	Signing and Verifying pleadings on behalf of Secy. ICAR in the courts of law in legal matter	In all cases	Legal Adviser	
62.	Advertisement charges		DS (A)/DS (GAC)	
63.	Expenditure on entertainment and light refreshment	(a) Up to Rs. 5.00 per head for one meeting subject to Rs.5,000.00 per annum	US (Cash)	Subject to relevant rules/guidelines in the matter issued by Govt. Of India/ICAR from time to time
		(b) Cases not covered by (a) above	Dir. (P)	
64.	Court cases	In all cases	Secretary	

Schedule-I-A (Part-II)
Indian Council of Agricultural Research
Krishi Bhawan: New Delhi

D.P. Yadav
Dy. Director (Finance)

DO.No.20-5/2002-Cdn (A&A)

Dated the 12.06.2002

Dear Shri Singh,

Kindly refer to you D.O. letter No.6-11/2001-W.S. dated 10th Jan.,2002 regarding **“Level of Disposal of Work in the Finance Division”** I am sending herewith a statement showing Level of Disposal of Work in the Finance Division duly approved by director (Finance), ICAR.

With Regards,

Yours sincerely,

SD/-
(*D.P. Yadav)
Dy. Director (finance)

Shri Sodhi Singh
Dy. Secretary (P&A)
I.C.A.R.
Krishi Bhawan,
New Delhi

Level of disposal of Work in the Finance Division

S. No.	Items of work	Level of disposal
1	To exercise judicious scrutiny of all financial sanctions	Branch Officer of the concerned section
2.	Checking of pay fixation cases	Branch Officer of Audit-II section
3.	Pre-audit of all payments from the funds of the Council and recording pay orders on the bills	Branch Officer of the concerned section.
4.	To prepare cheques for all payments from the Bank Account.	Branch Officer of Accounts-I Sec.
5.	Maintaining of main cash book in respect of all receipts deposited in the bank account for payments or withdrawal made therefrom.	Officer of Audit-III section for G.P.F. Branch Officer of Accounts-I and Audit-III sections
6.	To watch adjustment/clearance of all advances, deposits and remittance transactions.	Branch Officer of the concerned section
7.	To maintain classified abstracts of receipt and payment and to render monthly accounts and Annual Accounts	Branch Officer Accounts-I & II sections.
8.	To prepare consolidated annual accounts of the Council	Branch Officer of Accounts-II section.
9.	Checking of comparative statement of tenders/quotations for works and supplies	Branch Officer of Audit-I section.
10.	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 Audit-I section
11.	To advise on all financial matters which may be referred on which and may come to his notice during the course of scrutiny of sanctions/orders/bills etc.	Branch officer of the concerned sections.
12.	To deal with the audit reports of statutory audit reports of statutory auditors on the accounts of the ICAR Hqrs. /Instts. and to settle the objections expeditiously in consultation with the SMD.	Branch Officer of I.U.
13.	To watch receipt and audited statement of accounts and Utilization Certificates in respect of grants-in-aid.	Branch officer of G.A. Section.
14.	Release of grant in respect of Ad-hoc Schemes	Branch Officer of G.A. Section.
15.	Release of grants of Plan schemes being operated at various SAUs and other Depts.	Branch Officer of G.A. Section.
16.	Scrutiny of audit certificates and acceptance there of	Branch Officer of G.A. Section
17.	Preparation of B.E. & R.E. for A.P. Cess fund Scheme	Branch Officer of grants Sections.
18.	Preparation of B.E. & R.E. for A.P. Cess fund Scheme	Branch Officer of G.A. Section
19.	Opening of current bank account for the ICAR Hqrs. Research Institutes in the branches of SBI and other nationalized banks.	Action to be initiated by Branch Officer of Accounts-I section and file will go up to the Secretary, ICAR
20.	Authorization of officers of the ICAR to operate the accounts	Action to be initiated by Branch Officer of Accounts-I section and file will go up to the Secretary, ICAR
21.	Investments, re-investments and encashment of Council's fund in Govt. loans, TDRS.	Actin to be initiated by Branch Officer of accounts-I section and file will go up to the Secretary, ICAR
22.	Remittance of funds to ICAR Instts/NRCs/ etc. under Plan and Non-Plan	Branch Officer of Accounts I Section on release of funds by the Budget section.
23.	Remittance of TA/DA to non-official members.	Branch Officer of Audit-III
24.	Cancellation of Demand Draft and obtaining fresh one in lieu thereof	Branch Officer of Accounts- I Section. In case of GPF, Audit III section
25.	Coordination of information/figures in respect of A.P. Cess collection and refunds received from collectorates of customs house and central Excise reconciliation of figures of Cess collections/refunds with those received from Dept. Of revenue, Ministry of Finance	Branch Officer of Accounts-I section

26.	Withdrawal of funds from Govt. of India pertaining to A.P. Cess	Branch Officer of Accounts-I with the approval of F.A.
27.	Drawl of funds from Govt. of India pertaining to Non-Plan and other Plan schemes.	Branch Officer of Budget sec. after approval of F.A.
28.	Remittance of funds to the implementing agency which has been received from foreign agencies (Deposit Schemes)	Branch Officer of Accounts-I section.
29.	Review of monthly accounts received from various Institutes and posting of these accounts in the classified abstracts/Detail Book.	Branch Officer of Accounts-II section.
30.	Preparation of unspent balance statement in connection withdrawal from Govt. of India	Branch Officer of Accounts-II section.
31.	Maintenance of P.F. account of Hqrs. Staff	Branch Officer of Audit-III
32.	Maintenance and preparation of consolidated P.F. monthly and annual accounts of ICAR Instts. And Hqrs. And monitoring the discrepancies.	Branch Officer of Audit-III
33.	Scrutiny of budget proposal of ICAR (Plan & Non-Plan) and the clearance from Min. of Finance	Branch Officer of Budget section in case of Non Plan and ADG (PIM) in case of Plan
34.	Clarification/advice on financial accounting matters.	Branch Officer of Cdn. (A&A) with the approval of Director (Fin.)/F.A.
35.	Maintenance and update of delegation of Administrative and Financial powers book, Audit Manual	Branch Officer of Cdn (A&A) with the approval of Director (Finance)/F.A.
36.	Internal Audit of ICAR Instts. And submission of inspecting report and its persuasion till final settlement.	Branch Officer of Inspection Unit.
37.	All cases of financial concurrence.	The cases under normal rules or where the scheme has already been sanctioned and concurrence is needed for the sanctioned item within budget provision may be cleared by the concerned Branch Officer. In other cases the concurrence up to Rs.5.00 lakhs may be accorded by Director (F) and more than this amount the concurrence may be accorded by F.A.
38.	Matters relating to authorization of superannuation/retiring/invalid/family pension	Branch Officer of Pension Section.
39.	Payment of pensions and other retirement benefits	Branch Officer of Pension Section.
40.	Preparation of bank reconciliation statement relating to pension	Branch Officer of Pension Section.

Annexure 1 to Schedule I
Indian Council of Agricultural Research
Krishi Bhawan: New Delhi

No.7-2177.Esst.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 Co-ordinated 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 CRs of the Directors of the Institutes.
4. To serve as the reviewing Officer in respect of CRs 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

Schedule II

**Powers delegated to the Chairman/Secretary of Agricultural Scientists' Recruitment Board
(Approved by GB at its meeting held on 16 January 1975 with all subsequent delegations)**

S. No.	Nature of power	Extend of power delegated to	
		The Chairman ASRB	The Secretary, ASRB
1.	Power as exercisable by the Head of Department.	Full	O.O. 10(4)/89 CDN (A&A) dt. 24-01-1995
2.	Expenditure sanction of a miscellaneous & contingent nature.	(a) Recurring up to Rs. 1,000/- per annum in each case.	(a) Recurring up to Rs. 500 per annum in each case.
3.	Sanctioning of advances for authorized contingent expenditure.	(b) Non-recurring up to Rs. 5,000/- in each case.	(b) Non-recurring up to Rs. 3,000/- in each case.
4.	Write-off losses	(i) Rs. 1,000/- in each case of losses of stores or funds of the Society not due to theft, fraud or negligence. (ii) Rs. 1,000/- for other cases in each case.	
5.	Grant of leave to officers and other staff in the service of the ASRB.	The powers vested in the Head of Department	Grant of leave to officers equivalent to Class II Gazetted Officers and below
6.	Sanction of undertaking of work for which fee is offered and the acceptance of a fee.	Full power up to a maximum of Rs. 1,200/- in each case. In the case of recurring fees the limit applies to the total of recurring payments made to an individual in a year.	
7.	Sanction to the undertaking of work for which an honorarium is offered and the grant of acceptance of an honorarium.	Up to a maximum of Rs. 2,500/- in each case. In the case of recurring honoraria this limit applies to the total of recurring payments to be made to an individual in a year.	
8.	Sanctioning of tours.	Full in respect of members of ASRB, Secretary and Under Secretary, ASRB PS including self.	Officers of lower rank than Under Secretary and all gazetted scale of pay
9.	Sanctioning of TA	Same powers as for	

	advances for approved tours.	sanctioning tours	
10.	Passing of Bills for pay, TA & other allowances for Headquarters staff.	Full	Full
11.	Passing of bills for Contingent expenditure already sanctioned.	Full	Full
12.	Passing and countersigning TA bills of non-officials and officials. (where TA is payable for meeting convened by ASRB)	Full	Full
13.	To sanction air-travel to non-officials/ advisers on the selection committees. (where TA is payable for meetings convened by ASRB)	Authorized to allow air-travel to non-official advisers subject to the conditions prescribed by ICAR from time to time.	
14.	To sanction road mileage on higher rates to non-official/official advisers. (where TA is payable for meeting convened by ASRB)	Full powers in respect of non-official/official advisers on the Selection Committee constituted by the ASRB to the extent permissible in accordance with guidelines contained in ICAR circular No. IO-8/83-Cdn (A&A) dated 13.7.1983 as amended from time to time.	
15.	To make payment of honorarium to non-official/ official advisers, as per norms followed by the UPSC.	Full powers subject to the conditions that the honorarium is paid to the non-official/ official advisers on the Selection Committee of the ASRB as per norms and rates prescribed by the ICAR from time to time.	
16.	To decide rates of remuneration to paper setters, evaluators, etc. in connection with exams conducted by ASRB.	Full powers provided the rates prescribed do not exceed the rates prescribed by the UPSC for the similar purpose from time to time.	
17.	Conveyance hire in respect	Full powers to the extent	

	of employees working in ASRB.	mentioned in column 4 against item 3 of Schedule V of Govt. of India Delegation of Financial Powers Rules 1978.	
18.	Local purchase of stationery stores.	Full subject to Budgetary provisions and office procedure for purchases after observing all the rules.	
19.	Local purchase of rubber stamps, office seals.	Full.	
20.	Hire of type-writers, calculating machines and duplicating machines.	Full powers provided non-availability of the machines has been certified by the concerned Deputy Secretary at ICAR Headquarters that the machines are not available and the same are to be hired by strictly following the general or special orders issued by the Council/ Govt. of India from time to time.	
21.	Power to sanction reimbursement of cancellation charges on unused (i) Railway ticket and (ii) Air ticket in respect of official/non-official advisers on the Selection Committee	Full powers subject to observing guide lines/instructions of the Council/Govt. of India.	
22.	Power to incur expenditure of contingent and miscellaneous nature.	Full powers subject to observance of instructions of the Council/Govt. of India on each item of expenditure.	
23.	Power to purchase stores	Full powers provided the purchase is made as per budget provisions and by following the prescribed procedure of	

		the Council/Govt. of India and all the articles are entered in the stock register as per established procedure.	
24.	Engagement of casual labourers for job contract.	Full, provided non-availability of casual labourers is certified by the Dy. Secretary concerned at ICAR Hqrs and that necessity, the number of labourers, and the period for their engagement is decided with prior approval of the Council.	
25.	Power to incur expenditure on serving light refreshment.	Full powers subject to conditions that the expenditure is incurred within the rates prescribed by the Council from time to time and that the light refreshment is served in accordance with instructions in vogue from time to time.	
26.	Powers to the rate of remuneration of paper setters, evaluators, etc. in connection with examinations conducted by ASRB.	-	Full powers provided the rates have been approved by Chairman, ASRB, and that the work was assigned with the approval of the competent authority.
27.	To sanction expenditure on advertisements through Directorate of Audio and Visual Publicity.	-	Full subject to the conditions that the decision to get the particular matter advertised has been taken at appropriate levels.
28.	To allow non-official members to travel in AC-I Class.	Full	Delegated by DO ICAR vide O.O. No.6 (2)9 I-Cdn (A&A) dt. 19.12.1994.
29.	To sanction Air Travel to non-official members who are attending the Boards meetings by economy class/ private Airlines	Full Subject to fulfillment of GOI/ Council's instructions (ICAR No. 6-2/2004/CDN (A&A) dt. 31.03.2005.	

30.	To permit air travel to non-entitled officers of ASRB.	Full Delegated by DO ICAR vide O/O No. 62/97 Cdn (A&A) dt. 19.11.2001.	.
31.	Sanctioning expenditure on repairs and renovations works.	Up to Rs. 75.00 Lakh	Subject to the budgetary provisions and general instructions/ conditions issued from time to time by GOI/ICAR. The proposals for such works costing more than Rs. 5.00 lakh be got vetted by the Director (Works) (ICAR O/O 6-2/2004-Cdn (A&A) dt. 24.03.04.
32.	Reimbursement of medical expenses of employees of ASRB.	Full	ICAR O.O. F. No. 10-4/89 CDN dt. 14-09-1995

Schedule III

Powers delegated to the Directors of Research Institutes/Laboratories Zonal Project Directors and other field officers declared as Heads of Departments vide ICAR letter F No. (4)175-Cdn (A&A) dt. 1.4.1977 and modified vide Order No. 6-2/90-Cdn (A&A) dt. 4.2.1993, 28.5.1993 and 29.3.1994, O.O. No.6-3/92-Cdn A&A) dt.28.7 .1992, O.O. No. 6-1/2004-CDN(A&A) dt 09-03-2004)

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
I Powers under Fundamental Rules and Supplementary Rules:			
1.	Grant of special pay to LDC/UDC/Assistant appointed to perform the duties of Cashier	Full powers including allowing special pay for above.	Subject to the provisions in FR & SR and other conditions laid down by the Govt. of India, Ministry of Finance, and rates prescribed for the purpose from time to time.
2.	Power to dispense with medical certificate of fitness before appointment to Council's Service In individual cases (FR10)	Full in the case of employees for whom Director is the appointing authority.	
3.	Power to suspend a lien (FR 14)	Full	Provided the Director is authorized to make appointment to the post on which the lien is held.
4.	Condoning of unauthorized absence for purpose of pension	Full	Subject to GOI/ICAR instructions from time to time.
5.	Power to transfer a lien (FR 14-B)	Full	Provided that the Director is authorized to make appointments to both the posts concerned.
6.	Power to transfer an employee/scientist from one post to another within the institute (FR-15)	Full	
7.	Power to fix the pay and allowances and grant personal pay of a Council's servant treated as on duty (FR-9 & FR-20)	Full	For all employees posted at the Institute unless otherwise directed irrespective of the fact whether Director is empowered to make

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			substantive appointment to the post or not subject to following FR'S, GOI/ ICAR instructions issued from time to time.
8.	Power to appoint an employee to officiate in a vacant post (FR-9 (19))	Full	In cases where Director is competent to make a substantive appointment to the post.
9.	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.
10.	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.
11.	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.
12.	Power to sanction transfer to foreign service in India (FR-110(c))	Full	In case of employees for whom Director is the appointing authority.
13.	Power to fix pay in foreign Service) (FR 114)	Full	Subject to observance of Rules and orders issued by the MOF/MHA/DOPT.
14.	Power to decide date of reversion of employee returning after leave from foreign service	Full	
15.	Power to allow an employee to count extraordinary leave for increments (FR 26)	Full	in cases where Director is the competent authority to sanction extraordinary leave (Order dt. 30.1.87)
16.	Grant of NPA to the eligible officers of the Institute	Full	In accordance with the instructions issued by the Council from time to time. (O.O. No. 6(2)/90Cdn (A&A) Pt I dt. 23.02.1996)

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
17.	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)	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.
18.	To sanction grant and permit acceptance of honorarium at the rates prescribed under Johl Committee	Full (Excluding self)	As per Johl Committee guidelines.
19.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee (SR 11)	Full Up to the maximum of Rs. 3000 in each case.	In the case of recurring fees this limit applies to the total of recurring payments made to an individual in a year.
20.	Power to allot residence/to suspend the allotment of a residence and power to direct that an officer on leave shall be considered to be in occupation of a residence (SR- 312,313) power to permit an officer to store furniture etc. in a residence during temporary absence (SR-316)	Full	Subject to the provisions of the Allotment Rules.
21.	Power to estimate probable cost of maintenance and repairs of leased residences (SR-3 21 &3 3 0) and of Council's residences (SR- 322&331)	Full	Subject to guidelines issued from time to time on the subject.
22.	Power to determine rent for certain Services & the estimated capital cost (SR325&334)	Full	Subject to ICAR guidelines.
23.	Power to determine charges for electric energy and water &	Full	Subject to ICAR guidelines.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	meters & to fix charges for the electric energy and water where no meters are provided. (SR325& 334)		
24.	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters. (SR-325& 334)	Full	Subject to ICAR guidelines.
25.	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.
26.	Power of Re-deployment of a post within the Institute.	Full	O.O. No-41(2)/2005 Per. IV dated 19.7.05 & O.O. No. 6-1/2004 CDN (A&A) dt. 31-03-2005
27.	Power to forward the applications of officers of combined cadres of AO & F&AO.	Full	
28.	Power to require a medical certificate of fitness before return from leave.	Full, if the Director is empowered to grant leave.	
29.	Power to sanction casual leave.	Full, including for self.	
30.	Power to sanction Earned Leave, Half pay leave, Commuted leave, Leave not due, Extraordinary leave, Maternity leave, Paternity leave, Hospital leave, Seamen's, Sick leave, Special Disability	Full powers excepting for self.	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

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	leave, Child Care leave. (including staff of the PCU-AICRP)		of this power will be subject to observance of FR, SR (Leave Rules) and all relevant rules of Govt. of India/ Council in this regard) (Order dt. 4.2.93).
31.	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.
32.	Power to decide the shortest of two or more routes [SR 30(b)]	Full	For journeys within their jurisdiction.
33.	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.	Subject to the provisions of GOI/ICAR instructions issued from time to time.
34.	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	
35.	Power to sanction travel by air to Non-entitled officials [SR 48(b) (ii)]	Full To the Directors of IARI, IVRI, NDRI and CIFE \ and to the Directors of all Institutes located in N.E.H. Regions and to the Director, CARI, Port Blair and CPCRI, Kasaragod for the staff working at the Regional Station at Lakshadweep on emergency/ health grounds	ICAR No-6-1/2004-Cdn (A&A) dated 9.3.2004
36.	Power to sanction air travel in r/o Non-official members by economy class	Full	Subject to fulfilment of rules & orders issued from time to time and subject to the conditions laid down in ICAR circular No. 104189-Cdn (A&A) dt. 26.6.90

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			(O.O No-6-3198-Cdn (A&A) pt dt 14.2.2002
37.	Power to sanction of refund of cancellation charges on air tickets (including himself)	Full	
38.	Power to prescribe Headquarters of the Institutes employees (SR 59)	Full	
39.	Power to define the limits of Institutes employees' sphere of duty (SR 60)	Full	
40.	Power to decide whether a particular absence is absence on duty (SR 62)	Full	
41.	Power to restrict the frequency and duration of journeys (SR 63)	Full	
42.	Power to permit the recovery of the actual cost of conveying camp equipment, etc. and to limit the number or weight [SR 81(a) & (b)]	Full	
43.	Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only [SR81(c)]	Full powers	
44.	Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters (SR 91)	Full	
45.	Power to allow free passage to a person joining a post by sea (SR 108)	Full	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
46.	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
47.	Power to prescribe the scale of Full powers tents to be carried at Council's expense on transfer [SR 116(c)]	Full	
48.	Power to disallow TA for Full powers 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	
49.	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
50.	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
51.	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.
52.	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	
53.	Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension. (SR J 60(b))	Full	
54.	To organize training programs and fix fee and sanction honorarium.	Full to Directors of National Institutes having status of Deemed Universities.	Not for private sector. The honorarium may be regulated as per Johl committee guidelines issued by the Council O.O. No. 6-1/2004 Cdn (A&A) dt. 09.03.2004.
55.	(a) Power to sponsor candidate for short term training course and count the period spent on training as duty.	Full	Subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. F. (71) Estt. III /60 dated 02.12.1960 as modified from time to time.
	(b) Power to decide the rates of TA admissible to a Council's employee deputed to undergo a course of training. (SR 164)	Full, In the case of Directors themselves, the power will be exercised by DG, ICAR.	Subject to the conditions prescribed by Govt. of India/ICAR from time to time.
56.	Power to fix amount of hire charges when a	Full	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	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)		
57.	Power to grant TA or actual travelling, hotel and carriage expenses instead of T.A, to persons not in council's service attending commissions of enquiries etc. or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to belong for purposes of grant of T.A. (SR190 (a) & (b)	Full	
58.	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	
59.	Power to declare who should be controlling officers. (SR 191)	Full	Provided that the Director may not declare a Council's employee to be his own controlling officer except as permitted under TA Rules.
60.	Power to make rules for the guidance of controlling officers. (SR 195)	Full	
61.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of and	Full	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	employee of non-gazetted status to return to duty. (Rule 19 of CCS (Leave) Rules)		
62.	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 FR., SR Part- 111-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 BOM/IMC.
63.	Power to sanction study leave to the officers of combined cadre of Admn. & Finance working at their Institutes	Full	Subject to the condition that no substitute is asked for from the council (0/0 6-3/98-Cdn (A&A) Pt dated 04.10.2002
64.	Power to extend joining time on certain conditions within a maximum of 30 days (Rule-4 {5) CCS (Joining Time) Rules.	Full	
65.	To sanction tour programme and countersignature of TA bills.	Full For all including self. Only the tour programme of the Directors should be sent to the concerned DDG by email only. In case of tour more than 7 /10 days in a month prior approval of the DDG will be required.	Provisions mentioned in the O.O. No. 38(5)/2010 Per. IV dt. 21-05-2010 may be complied with.
66.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full	
67.	Authorizing the Institute employee to proceed on duty to any part of India.	Full	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
68.	Powers to abolish a post.	Full, in respect of posts for which Director has power for creation.	
69.	Power to make appointments.	Full up to the grade to which the Director is appointing authority In respect of Group C and D posts. In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose. The Directors of National Institutes having deemed Universities status are appointing authority up to T-9 in Technical Category.	The power is subject to the Recruitment Rules and the Byelaws of the ICAR and also subject to the availability of such posts O.O. No-6-1/2004 Cdn (A&A) dt 09.03.2004.
70.	Approval of Technical Assessment Committee proceedings.	Director of National Institutes having deemed Universities status up to T-9 & others up to T-5.	O/O No. 6-1/2004 Cdn (A&A) dt 09.03.2004.
71.	Technical Assessment Committees DPC'S nomination of chairman & Members.	Director of National Institutes having deemed Universities status up to T-9 & others up to T-5.	O/O No. 6-1/2004 Cdn (A&A) dt 09.03.2004.
72.	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.	
73.	Power to make ad-hoc appointments.	Up to one year, Only with prior approval of the Council.	(vide O/O No. 6-2/90-Cdn (A&A) dt. 28.05.1993.
74.	Powers to declare the completion of probation period.	Full in r/o posts for which the Director is appointing authority under intimation to council.	
75.	Disciplinary powers	According to Classification Control and Appeal Rules	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		1965 as applicable to ICAR.	
76.	Filling of the vacant posts.	Full in r/o posts for which the Director is appointing authority.	Subject to observance of Rules and Regulations laid down by MoF/DoPT.
II Power under Delegation of Financial Powers Rules 1978 & General Financial Rules as amended 0from time to time			
77.	Re-appropriation of funds	<p>Units are allowed to re-appropriate the allocations based on the actual requirements as per the Rules and procedures prescribed in GFR 2005.</p> <p>a) No re-appropriation may be done from “Grants-in Aid for Creation of Capital Assets” to “Grants –in –Aid Salaries” or “Grants in Aid General” and vice versa.</p> <p>b) No re-appropriation may be done from “Grants –in –Aid Salaries” to any other sub-head in “Grants in Aid General” and vice versa.</p> <p>c) No re-appropriation may be done from “Pension and Other Retirement Benefits” under “Grants in Aid General “ to any other sub-head in “Grants –in Aid General”</p> <p>d) No re-appropriation may be done to/from “Grants in Aid General” Travelling Allowance” in the Revenue Section from/to any other</p>	<p>1) Subject to Bye-laws of ICAR</p> <p>2) Council’s Letter No.: 1(1)/2013-Budget dt. 22-01-2013</p> <p>Note: Any such re-appropriation made by the units is required to be communicated to Budget Section by 31st March of the financial year.</p>

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		<p>“Grants in Aid General” sub-head.</p> <p>e) The re-appropriation of funds are allowed in the following cases only:</p> <p>(1) Within various sub-heads under Revenue - Research & Operational Expenses.</p> <p>(2) Within various sub-heads in Revenue-Administrative Expenses (Except Infra-structure)</p> <p>(3) Within Various sub-heads in Revenue-Misc. Expenses except other items (Fellowships, Scholarships etc.)</p> <p>Note 1: Funds shall not be re-appropriated to meet expenditure, which has not been sanctioned by an authority competent to sanction it. Funds shall not be re-appropriated to meet expenditure on-a-new service, not contemplated in the budget of the Institute. The power will further be subject to observance of the other instructions issued by the Govt. of India/Council from time to time on the subject (O.O. dated 30.1.87 and No. 6-5/ 86-Cdn (A&A) dt. 04.02.1992</p> <p>Note 2: Re- appropriation of funds from Plan to Non-Plan and vice versa is not</p>	

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
			allowed.	
78.	Power to incur contingent expenditure in general			Powers under item 65 and sub items (1) to (XXV) there under are to be exercised subject to the provisions of Schedule V of Rule 13 of the DFP Rules 1978 as modified from time to time and subject also to the (i) availability of funds by valid appropriation or re- appropriation within sanctioned budget, (ii) observance of procedure and other directions contained in Central Govt. Compilation GFR 2005 and other existing rules and orders or those issued from time to time (Order dt. 04.02.1993) (Also see Annexure 9 to this Schedule).
	(i)	Bicycle	Full	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical.
	(ii)	Conveyance hire	Full	To the extent mentioned in Schedule 5 of DFPR 1978. (Item 3 of Annexure to Schedule 5)
	(iii)	Electricity, gas and water charges	Full	
	(iv)	Fixtures and Furniture purchase and repairs	Full	Subject to provisions of funds and observance of the required rules and procedures
	(v)	(a) Freight charges (b) Demurrage/ wharf-age	Full Full powers (each case exceeding Rs. 1000 should be reported to the Council)	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

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		charges		air-lifting of stores should specifically be recorded and periodical return sent to the Council every six months in September and March (ICAR O.M. No. 4(2)/69 Reorgn (F&A)/Cdn (A&A) dated 29.05.1970)
	(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 Fees to Barristers, Pleaders, Arbitrators and umpires Other legal charges for law suit or prosecution cases as well as for arbitration cases	Full Full Full	Subject to previous consent of the Council where fees is to be paid in excess of the rates mentioned in the Council's Order 2(7)/99-Law dt. 14.06.2010.
	(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 1978
	(x)	Petty works and repairs (a) Execution of petty works and special repairs to	Rs. 10.00 lakh in each case.	O.O. No 3(14)/2007-EC dt 05.12.2011. The Director will have power to execute any repairs or small works either departmentally or

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		buildings owned by Council/Institute including sanitary fittings, water supply and electric installations in such building and repairs to such installations.		through any outside agency. In case where in-house engineering expertise is available, subject to that item under Petty Original Works, be taken after ensuring allocation of funds under Capital head. The petty original works shall also be treated as assets. (Refer to ICAR circular dt 26.11.2002 and provisions of GFR 2005)
		(b) Maintenance and ordinary repairs of office building and staff quarters, etc.	Full	Subject to the condition and guidelines issue from time to time by ICAR (circular dt 26.11.2002 refers) that the cost of such repairs should be limited to the percentage fixed by CPWD from time to time and provisions of GFR 2005)
		(c) Repairs and alterations to hired and requisitioned buildings.	Non-recurring Rs. 30,000/- in each case Rs. 50,000/- per annum Recurring Rs. 6,000/- per annum O.O. No. 6(6)/2010-CDN (A&A) dt. 13.01.2011	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.
	(xi)	Posts and Telegraphs charges including commission on Money Orders, etc	Full	
	(xii)	Printing and binding.	Full powers	Subject to the availability of funds
	(xiii)	Purchase of books, periodicals and official publications.	Full	Subject to any limitations prescribed by the Council
	(xiv)	Rent for ordinary office	Rs. 5,000/- per month subject to existing terms and	(i) Assistance of appropriate local

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		accommodation.	conditions O.O. 6(3)/98-Cdn (A&A) Pt. 13.05.1998	<p>authority such as the PWD or Rent Control Authority may be taken and a certificate of reasonable- ness 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, old records or for any other appropriate purpose. Where this is not possible these should be let out to Class IV staff and rent recovered from them under the rules in force.</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>
	(xv)	Payment of lease rent in accordance with the terms of the lease agreement.	Full	O/O No. 6-3/98 Cdn (A&A) Pt dated 19.12.2002
	(xvi)	Repairs to plant and machinery equipment, tractors, pumping set, sea/ river crafts etc.	Full	
	(xvii)	Staff paid from	Full	Remuneration of such staff

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		contingencies.		should be regulated in accordance with general or special orders issued on this behalf.
	(xviii)	a) Local purchase of stationery stores.	Full	Subject to observance of the prescribed procedure.
		b) Local purchase of rubber stamps and office seals.	Full	To avoid the possibility of counterfeiting of stamps and seals by a dealer purchases shall be made with caution and from firms of repute only.
	(xix)	(a) Purchase of working stores, chemicals, tools, plants and equipment, insecticides, fertilizers etc.	Full	Subject to availability of budget provision and approval of equipment in the SFC/EFC/Budget etc.
		(b) Maintenance contracts for computer/ laboratory equipment.	Full	Subject to rules & instructions issued from time to time & Budgetary provisions (O/O 6(3)/Cdn (A&A) dt. 13.05.1998.
		(c) Stores required for works emergency nature of purchase. (contingent in nature)	The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of stores required for the work.	
		(d) Emergency nature of purchase (contingent in nature)	Full, if items are already approved or are of contingent nature. In special emergency instances purchases can be made and ex- post-facto sanction may be obtained.	
	(xx)	Supply of uniforms, badges Full and other	Full	The issue of uniforms and payment of washing allowance should be

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		articles of clothing etc. and washing allowance.		regulated in accordance with the Rules and Orders issued by Ministry of Home Affairs/Fin./ ICAR from time to time.
	(xxi)	Telephone charges.	Full powers, subject to observance of restrictions in col. 3 of Annexure to Schedule V of DFP Rules, 1978 as amended from time to time and such other orders as are issued from time to time. The powers do not include installation of new telephones (vide O.O. dt. 30.01.1987)	
	(xxii)	Typewriters, calculating Full Machines.	Full	Subject to general or special orders issued by the Council from time to time
	(xxiii)	Indents, contracts and purchase (Rule 13 of DFP Rules, 1978)	Full powers to place indents on the Chief Controller of Printing and Stationery, DGS&D and other Central/State Govt. Autonomous organizations as pre-deposit parties for procurement of working stores, equipment tools, plants, insecticides, fertilizers, chemicals etc. and to sanction expenditure in case of miscellaneous contracts such as handling contracts, leases etc.	Subject to the procedures and guideline issued by Govt. of India/ICAR from time to time.
	(xxiv)	Sanctioning expenditure on security job.	Full to the Directors of National Institutes having status of Deemed Universities (vide O.O. No.6-1/2004 Cdn (A&A) dt 09.03.2004) Up to 25.00 lakh p.a. to Directors of other Institutes (vide O.O. No.6-3/98 Cdn (A&A) Vol. II dt 14.06.	Subject to observance of instructions issued by GOI/ ICAR from time to time and budgetary provisions and availability of funds and if needed the agreements may be got vetted by Legal Advisor. The Institutes having sanctioned strength of

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
			2012)	watch & ward staff/Group 'D' staff and also having labourers of temporary status for the job are, however, required to obtain prior approval of the Council with detailed justification & subject to the recommendations of Institutes Management Committee.
	(xxv)	Advertisement charges	Full	O.O. 2-1/2000-Cdn (A&A) dt. 25.07.2001
	(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 GB. O.O. 2-1/2000-Cdn (A&A) dt. 25.07.2001	Powers may be exercised subject to the conditions laid down in GFR and procedure laid down by/ Govt. of India and other orders issued by Govt. of India/CAR on the subject from time to time.
		(b) Deficiency and depreciation in the value of stores	Full for which they are competent to sanction purchase.	O.O. No. 6-3/98-Cdn (A&A) pt dated 17.04.2001.
		(c) Declaration and disposal of obsolete, surplus and unserviceable stores	Full for which they are competent to sanction purchase. By public auction/Tender subject to the provisions of GFR, DFPR, 1978 and orders issued by Min. of Finance/ ICAR from time to time in general or for particular class of stores	Vide O.O. No. 6-3/98-CDN (A&A) dated 17.04.2001.
	(xxvi)	Storing of potato seed material.	Full	To Director, CPRI only (vide ICAR letter No. 24-58177-E.E V dt. 6.10.1977)
	(xxvi)	Consultancy by nomination. (GFR-176).	Full	Subject to GOI/ICAR instructions & budget provision & the procedure. (GFR-176) and instructions

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
				contained in ICAR F. No.: 17(1)/2010-Estt-II, dated: 11.06.2010.
	(xxix)	Outsourcing of Services. (GFR-178 & 184).	Full	Subject to the instructions and procedure prescribed by GOI/Council and instructions contained in ICAR F. No.: 17(1)/2010-Estt-II, dated: 11.06.2010. & subject to budget provision in consultation with F.A.
79.	Power to declare any Group 'A' or Group 'B' Officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer vide Rule 10-A of DFP Rule, 1978.		Full	It is not permissible to declare more than one officer as Head of Office in respect of same establishment unless the two establishments are distinctly separate from one another.
80.	Expenditure on entertainment and light refreshment.		Up to Rs 2.00 lakh per annum in respect of the Directors of National Institutes having deemed University status. Rs. 15,000/- in respect of Directors of all other Institutes	Subject to restrictions/norms/ceilings laid down by the MoF/Council from time to time. O.O. No. 6-1/2004 Cdn. (A &A) dt. 09.03.2004. O.O. No. 6-3/1998 Cdn. (A &A) dt. 13.05.1998.
81.	Gift to high dignitaries		Up to Rs. 5,000/- in each case in respect of Directors of National Institutes having deemed University status. O.O. No. 6-1/2004 Cdn. (A&A) dt. 09.03.2004. Rs. 500-700/- in respect of Directors of all other Institutes.	Subject to economy instructions issued by the MoF/ICAR from time to time. ICAR economy circular 2/2010 (F. No.: 2-2/2009-G.A., dated: 25.03.2010.
82.	To sanction Miscellaneous expenditure of unusual		Up to Rs. 5,000/- in each case in respect of Directors of National Institutes having	Subject to Govt of India/ICAR instructions

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	character.	deemed University status. O.O. No. 6-1/2004 Cdn. (A&A) dt. 09.03.2004. Rs. 1,500/- in each case in respect of Directors of all other Institutes with the approval of IMC.	See item Schedule VI of DFPR 1978. O.O. No. 6-5/98 Cdn. (A&A) dt. 03.04.2001.
83.	Alteration of date of birth in respect of staff equivalent to non- gazetted staff (GFR256).	Full, in case of a bona fide clerical error.	
84.	Power to relax the age limit for initial appointment to posts for which Director is the appointing authority. (Section I-Appendix 3 of FR and SR Vol. II).	Up to one year with the approval of BOM/IMC.	
85.	Investigation of arrear claims. (GFR 264).	Full	Subject to provisions of GFR 264 to 266 and instructions issued by the GOI/ICAR from time to time.
86.	Grant of permanent advances/cash Imprest. (Rules 291 of GFR).	Full	As per provisions of GFR 2005.
87.	To execute Contracts, Deeds, and other instruments for and on behalf of the ICAR.	Full	Powers as delegated vide Council's Office Order No. 4(7)1 68-Reorgn (F&A) dated 23.11.1968.
88.	Furnishing of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof. (GFR 275)	Full	Subject to provisions of GFR 275.
89.	Grants-in-aid to Staff Clubs etc. GFR 215(1)	Full	The rate of grants-in-aid will be in accordance with the orders/instructions of the Govt. of India issued from time to time. (vide O.O. dt 04.02.1993)

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
90.	Power to accord administrative approval of works.	<p><u>Directors of National Institutes having status of deemed universities</u></p> <p>Full</p> <p>O.O. No. 6-1/2004 Cdn (A&A) dt. 09.03.2004</p> <p><u>Directors of other Institutes</u></p> <p>a) Up to Rs 50.00 lakh</p> <p>b) Up to Rs. 150.00 lakh with the approval of IMC</p> <p>c) Works above Rs. 150 lakh up to Rs. 300 lakh with the approval of the DDG of the concerned SMD.</p> <p>d) Works above Rs. 300 lakh approval of the DG ICAR</p> <p>Subject to provisions of GFR123 to 134 and instructions issued by the Council from time to time.</p>	<p>All civil works in ICAR shall be executed as per the Manual on Policies and procedures for procurement of works issued by MOF which is available on the website of MOF.</p> <p>These powers will be subject to approval of works in the EFC of the Institute, availability of funds, approval of Plans and estimates by the competent authority and concurrence internal finance at Institute level and FA (DARE)/ICAR. In case of sanction by the DDG's/DG, ICAR.</p> <p>O.O. No. 3(14)/2007-EC dt. 05.12.2011.</p>
91.	Grant of advances for purchase of Conveyance. (Rule 15 of GFR Part-II)	Full except for self.	subject to the conditions laid down in the GFRs and availability of funds O.O. No. 9-12/90-Cdn (A&A) dt. 24.05.2004.
92.	Exemption of ICAR employees from payment of cost of stamp duty and reimbursement of mortgage deed in r/o Motor Car/Scooter Advance/ HBA.	Full	ICAR employees are equated with Central Government employees.
93.	Extension of number of	Full	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	installments up to 25 for repayment of cycle advances. (Rule 15 of GFR Part II).		
94.	Grant of Advances on first appointment and in connection with deputation and leave ex-India. (Rule 44 and 45 of GFR Part II).	Full	Subject to the provisions of GFR 2005.
95.	Grant of advances for Purchases of warm clothing. (Rule 33 of GFR Part II)	Full	Subject to the provisions of GFR 2005.
96.	Grant of advance of Pay and TA on transfer and Retirement. (Rule 39 of GFR Part II).	Full	Subject to the provisions of GFR 2005.
97.	Grant of advances in connection with tours (Rule 48 of GFR Part II)	Full	Subject to the provisions of GFR 2005.
98.	Grant of advance in connection with LTC. (Rule 52 of GFR Part II)	Full	Subject to the provisions of GFR 2005.
99.	Grant of advances in connection with festivals. (Rule 52 of GFR Part II).	Full	Subject to provisions of GFR 2005.
100.	Grant of advances in Full connection with natural calamities. (Rule 64 of GFR Part II).	Full	Subject to the provisions of GFR 2005.
101.	Advances in connection with law suits to which Council is a party. (Rule 72 of GFR Part II).	Full	Subject to the provisions of GFR and Legal Advice being obtained in advance
102.	Advances to employees for special departmental purposes. (Rule 75 of GFR Part II).	To the extent the Director is competent to sanction expenditure for the purpose.	Subject to the provisions of GFR 2005.
103.	Grant of Advance in lieu of leave salary.	Full	Subject to the provisions of GFR 2005.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(Rule 76 of GFR Part II)		
104.	Grant of Advance to the family of Government servant. (Rule 79 of GFR Part II)	Full	Subject to the provisions of GFR 2005.
105.	Grant of TA Advance to the family of Government servant (Rule 82 of GFR Part II)	Full	Subject to the provisions of GFR 2005.
106.	Grant of Advance to Government servant in connection with legal proceedings (Rule 84 of GFR Part II)	Full	Subject to the provisions of GFR 2005.
107.	Grant of HBA (Rule 86 of GFR Part II)	Full	Subject to the provisions of GFR and HBA Rules.
108.	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 (GFR 159)	As per provisions of GFR 159.	Subject to GFR provisions and instructions issued by GOI/ICAR from time to time.
109.	Exemption for payment of stamp duty and reimbursement of registration fee levied on documents relating to execution of mortgage deeds in respect of HBA.	Full subject to the condition that the ICAR employees will be treated at par with central Govt employees.	Where stamp duty is charged from Central Govt employees for deeds under HBA scheme the ICAR employees are not entitled for reimbursement of cost. Where Central Govt employees are exempted & ICAR employees have been charged they would get the reimbursement on production of proper proof etc. O.O. No. 9-12/90-Cdn (A&A) dt 06.02.2001.
110.	Reimbursement of	Full	Director can countersign

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	medical expenses as admissible under Central Services (Medical Attendance) Rules, 1944 including counter signature of medical bills.	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.	his own medical bills provided the claim is covered by Rules and Orders on the subject. As regards reimbursement of medical expenses in relaxation of Medical Attendance Rules, he may not exercise the power in his own case.
111.	Reimbursement of medical expenditure incurred in the medical treatment in emergency cases in respect of the employees of the ICAR Institutes.	Full	ICAR circular O.O. No. 3(1)/2001/Per- IV dt 12.07.2001.
112.	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	ICAR circular O.O. No. 3(1)/2001/Per- IV dt 12.07.2001.
113.	Reimbursement of medical claim of CGHS beneficiaries of ICAR Institutes taking treatment in the recognized hospitals with the prior permission of the CGHS/Govt Hospitals/ Officers authorized by the Institute.	Full	Treatment in these hospitals will be taken with the prior permission of CGHS dispensaries/ Govt. Hospitals. ICAR circular O.O. No. 3(1)/2001/Per- IV dt 12.07.2001.
114.	Reimbursement of medical claim in respect of serving employees of	Full	Subject to the fulfillment of the conditions contained in MOHFW letter NO. D-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	ICAR Institutes where CGHS facilities are available and where prior permission of CGHS dispensary/Govt Hospital has been taken.		12015/21/96-CGHS (P) dt. 08.11.1996 ICAR circular O.O. No. 3(1)/2001/Per- IV dt 12.07.2001.
115.	Medical reimbursement cases of the Directors of ICAR Institutes.	Full powers provided the claim is covered by CS (MA) Rules. In cases where any relaxation in CS (MA) rules involving their medical reimbursement is required the matter will continue to be settled at ICAR HQ by concerned SMD in consultation with Internal Finance Division of the Council.	ICAR circular No. 3(1)/2001-per- IV dt 12.07.2001 & ICAR circular of even No. dt 08.07.2002.
116.	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.	ICAR No. 3(1)2001-Per-IV dt 08.07.2002.
117.	Grant of concession to persons proceeding to Pasteur Institute for Anti rabbis' treatment.	Full as admissible under Rules.	
118.	Sale and transfer of motor vehicles purchased with the advance from the Council.	Full subject to the provisions of GFRs.	
119.	Control of staff cars and Vehicles etc. of the Institute.	Full	Subject to Staff Car Rules, and Rules and Orders issued for control, maintenance and operation of motor vehicles etc. (For the purpose of Staff Car Rules, Director will exercise the powers of a Head of Dept.) ICAR No-12-4/98-CDN (A&A) dt

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			10.11.2000 and dated 17.06.2003.
120.	Grant of leave travel concession.	Director will exercise full powers of Head of Dept. /Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except Director himself. However Director of the National Institutes having status if deemed Universities may sanction LTC in their own cases also.	O.O. No. 6-1/2004 CDN (A&A) dt. 09.03.2004
121.	Sanction of advances/ Part/ Final withdrawal from GPF.	Full, including self	subject to GPF Rules O.O. No 6-3/98-CDN (A&A) pt dated 16.09.2003
122.	Sanction of pension to Council's employees provisionally.	Full, in respect of officers/staff retiring from a post irrespective of whether the Director is competent to fill the post vacated by the retiring officer/staff, except for himself provided Govt. of India instructions issued from time to time are followed.	Vide O.O. No. dt. 04.02.1993
123.	Participation in exhibitions and demonstrations of research activity.	<u>Directors of National Institutes having status of deemed universities</u> Full (6-1/2004-Cdn (A&A) dt 09.03.2004)- <u>Directors of other Institutes</u> Up to Rs. 1.00 lakh in each case O.O. No. 6-3/98-Cdn(A&A) pt dated 03.03.2003	For organizing exhibitions the M & I unit at ICAR HQ will provide necessary support to the Institutes to develop concepts exhibits, samples etc. The M & I unit at HQ will create own empanelment of Reputed and Talented film makers in order to ensure production of high quality films through outsourcing and has to undertake the task of production of video footages and for production of in-house video film and

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			also for media mediated information dissemination. (ICAR No. 2(2)/2005-W.S. dt. 07.09.2005.
124.	Sale of produce.	Full	a) Subject to provisions of GFR b) Subject to observance of the procedure outlined in ICAR letter No. 8(9)/69-Reorgn (F&A) Cdn (A&A) dt. 15.10.1975 (Annexed)
125.	Fixation and revision of rates for services rendered by Institute to outside Institutes and parties of bullock carts, threshers etc.	Full	
126.	Power to fix rates of seeds, plants and other products of the institute.	Full	The fixation of rates may be done on the recommendations of a Committee to be constituted by the Director for the purpose. The Committee may take into account among other factors, previous year's rates, market rates etc. and general or special Orders, if any, issued by the Govt. of India/ICAR.
127.	Power to fix the rent for auditorium and community centers etc.	Full	
128.	Permission to officers to attend conferences connected with agricultural matters.	Full	Subject to ICAR instructions
129.	Training to newly recruited admn staff	Full to the Directors of the National Institutes having status of the deemed universities	O.O. No 6-1/2004-Cdn (A&A) dt 09.03.2004
130.	Power to send samples of products or of culture	Full	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	or of organism free of charge to other Institute		
131.	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.
132.	Power to sanction expenditure on insurance.	As per Rule15 of DFPR 1978.	
	(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.	As per Rule15 of DFPR 1978	Subject to instruction in Council letter No. 5(9)/68-Reorgn (F&A) dated 11.10.1968 modified from time to time
	(ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever applicable.	As per Rule15 of DFPR 1978.	Subject to the provisions contained in Council's letter No. 15(2)/69-Reorgn (F&A) dated 27.10.1969 modified from time to time.
133.	Power to sanction expenditure on part-time lectures.	In case of IARI, IVRI, NDRI, IASRI, CIFE and NAARM only Full in respect of lectures in foreign languages to Ph. D students.	Order dt. 04.02.1993.
134.	To sanction study and educational tours of PG students.	Full In case of IARI, IVRI, NDRI, IASRI, CIFE and NAARM only.	Order dt. 04.02.1993
135.	Sanction of Fellowships to M.Sc. and Ph. D students.	Full for Directors, IARI, IVRI, NDRI, IASRI, CIFE and NAARM only.	Order dt. 04.02.1993

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
136.	Creation of special posts for the University side such as Warden, Prefects, Hostel staff, Mess staff, etc.	Full for Director, IARI IVRI, NDRI, CIFE NAARM and IASRI in respect of Trainees' Hostels only subject to Compliance with instructions on Creating post issued by Govt. of India/ICAR from time to time.	Subject to compliance with instructions on creating posts issued by the GOI/ICAR from time to time. Order dt. 04.02.1993
137.	Sanction of IASRI, Fellowship to the trainees of various courses at IASRI.	Full for Director, IASRI only.	Subject to the budget provision and usual conditions.
138.	Permission for availing of facilities for the use of the computer Centre at IASRI.	Full for Director, IASRI only.	
139.	Maintenance of Electronic Computer and the Computer Laboratory.	Full	O.O. NO. 6(3)/98 Cdn (A&A) Pt. dt. 13.05.1998
140.	Powers for sanctioning cost of repairs of fishing vessels Powers for sanctioning cost of repairs of fishing vessels and dry docking hire charges.	<u>National Institutes having status of deemed universities</u> Full <u>Directors of other Fisheries Institutes</u> Up to Rs. 10.00 lakh p. a. in each case of fishing vessel of 15 m OAL and above. Rs. 5.00 lakh p.a. in each vessel of below 15 m OAL. O.O. No. 6(5)/98-Cdn (A&A) dt. 01.02.2012.	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) O.O. No. 6- 1/2004-Cdn (A&A) dt 09.03.2004.
141.	Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, except himself after obtaining vigilance clearance subject to the observance of the conditions laid down in letter No.7-10/82-IC I dt. 16.7.1982	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
142.	Extension of joining time in the case of employees of CARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at Kolkata/Chennai on delayed sailing of the ship.	Full to the Director, CARI, Port Blair	
143.	To sanction air-travel between Port Blair and Kolkata or between Port Blair and Chennai to Group A, B, & C officers of CARI, Port Blair, while availing LTC/Free Sea Passage.	Full to the Director, CARI, Port Blair.	
144.	Grant of leave ex-India to Officers/ Scientists.	Full	Subject to the conditions laid down in the Min. of Finance O.M. No. 19036/7/75-E. IV (8) dt. 05.08.1976.
145.	Purchase of vehicle in replacement of the condemned vehicle.	Full	<ol style="list-style-type: none"> 1. Subject to economy instructions issued by the GOI from time to time. 2. Approval of the condemnation of the vehicle by the Institute Management Committee is obtained in each case. 3. The vehicle to be purchased is to replace a condemned vehicle which would have been acquired initially after obtaining due sanctions. 4. The type of vehicle to be purchased is to be the same as the one which has been condemned. 5. There should be a

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			specific provision in the Budget for the purchase of vehicles replacement. 6. The fund should be available during the financial year. O.O. No. 6(3)/92 Cdn (A&A) dt. 28.07.1992
146.	Premature condemnation and disposal of damaged vehicle.	Full for the Directors of the National Institutes having deemed universities status.	Subject to the existing rules and procedure O.O. No. 6-1/2004-Cdn (A&A) dt. 09.03.2004.
147.	Norms of expenditure to be followed on holding of Workshops, Symposia, Conference etc.	Full Subject to observance of monetary limits of POL Rs. 40 per delegate, stationery Rs. 40 per head including honorarium to the typist.	Subject to economy instructions of the Govt. of India/Council issued from time to time.
148.	Forwardal of Applications of the employees.	Full for Directors of National Institutes except for Director himself.	O/O No.: 6-\ I2004-Cdn(A&A) dt 09.03.2004
149.	To file patent Applications at the respective Patent office in whose jurisdiction the Institute is located.	Full	O/O No. 6(2) 200\ -Cdn (A&A) dated 01.12.2005
150.	Powers in regard to all forms of Intellectual property as per ICAR guidelines operative wef. 02.10.2006.	Full	O/O No.: 6-2/200 I-Cdn (A&A), dt. 09.10.2006
151.	Powers of grant of Advance for purchase of computer in relaxation of rules	Full	Subject to observance of condition laid down in Council's letters No-PA/US(Cash) 2002 dt 27.06.2002 & 08.07.2002 (010 No PA/US (Cash/2002 dt 11.01.2002) (i) O.O. No-I (1)/95-PIng (pt iv)dt 25.02.1997) (ii) O.O. No. 1(1)/95-plng (v) dt 17.03.1998 and GFR 2005.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
152.	<p>a) Powers to approve schemes for imparting training within the country for Indian clientele in India.</p> <p>b) Consultancy projects with national agencies.</p> <p>c) Contract Research projects with national agencies.</p> <p>d) Contract services and charges thereto.</p>	<p>Full</p> <p>i) Full up to Rs. 25.00 lakh ii) Up to 50 lakh with the approval of IMC/BoM.</p> <p>i) Full up to Rs. 10.00 lakh ii) Up to Rs. 25.00 lakh with the approval of the IMC/BoM</p> <p>Full</p>	<p>All these powers are subject to rules and guidelines on the subject issued by the Council from time to time.</p> <p>In case Director himself is a Consultant depending upon the limit either it will be approved by the IMC/BoM or the DG ICAR or the GB.</p> <p>If the service is required to be rendered by two Institutes the approval of both the Directors would be necessary. In case of Multi Institutional programme/ICAR HQ, approval of the DG, ICAR will be essential.</p>
153.	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 res.service.	Full except self.	
154.	To fix rates for hiring, usage of equipment, farm, machinery, and computer or for rendering other services including contract service.	Full	Subject to rules and guidelines on the subject issued by the Council from time to time.

Annexure 1 to Schedule III

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

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

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

(a) In institutes carrying on educational activities and having a Hostel/Co-operative messes/ Canteens attached with the Institutes, requirements of these shall be met before the produce is distributed to other members of the staff. Similarly the requirement of Guest House/Scientists' Home (like the Visiting Scientists' Hostel at the Institute) shall also be given preference.

(b) If possible the produce shall be sold to the staff according to their requirements. However, if the quantity available is not sufficient to meet full demand of all, the Director shall ensure that the produce is distributed equitably among the staff so that all categories of staff get reasonable share.

(c) The price of the commodity shall be decided by the Price Fixation Committee taking into consideration the prevailing rates as certified by the Civil Supplies Department. The price so fixed shall be reviewed quarterly in consultation with the Civil Supplies Department of the State concerned.

(d) If any surplus produce is left over, after meeting the demand of the staff, the balance shall be disposed of through public auction.

(e) In respect of commodities under statutory rationing the Director shall ensure that the rules of the Civil Supplies Department are adhered to strictly.

Schedule IV

Delegation of Powers to the Management Committees of ICAR Institutes

(O.O. F. No. 5(4)/87-CDN dt. 28.07.1988)

S. No.	Nature of Power	Extent of Power of the Management Committee
I. <u>Administrative</u>		
1.	Appointment to the posts for which the Director is the appointing authority like T-6, Security Officer etc.	The cases of appointment which have to be referred to ICAR Headquarters may be approved by the Management Committee.
	(i) Relaxation of age.	Relaxation of age up to one year
2.	Constitution of DPC/ Selection Committee.	Full, as per guidelines issued by the Council from time to time. Provision of D.G's nominee in such committees is dispensed with.
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
6.	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.
II. <u>Financial</u>		
7.	Works (Plan)	a) Finalization of Annual Plan for works prioritization including a realistic estimation of the cost. The Management Committee would examine each item of 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 works would be undertaken according to the priorities decided by the Management Committee.

b) To approve works up to Rs. 150.00 lakh.

- | | | |
|-----|---|---|
| 8. | To approve the proposals for import of foreign equipment's and opening letters of credit including customs clearance. | Full powers subject to the instructions issued by the Government of India/ICAR from time to time and the provisions of GFR, and availability of funds. |
| 9. | Acquisition of Land. | Full powers up to Rs. 30 lakh subject to provision in the Annual Plan and availability of funds. |
| 10. | Rent for hiring office accommodation. | Up to Rs. 20,000/-(vide F. No. 6-5/98-CDN (A&A) dt 09.04.2001) per month subject to certificate from the competent authority or the reasonableness of rent, i.e. CPWD/Rent Controller/State Public Works Department. |
| 11. | Purchase of stores/equipment etc. | Full powers for direct purchase from the dealers approved by the DGS&D at the rate contract price subject to proper inspection and warranty |
| 12. | Expenditure on VIPs and high dignitaries: | |
| | (i) Entertainment including lunch/dinner. | Rs. 25,000/- per annum |
| | (ii) Gift to high dignitaries | (a) up to Rs. 1,500/- in each case for other institutes. |
| 13. | Miscellaneous expenditure of unusual character. | Rs. 1,500/- in each case (vide F. No. 6-5/98-CDN (A&A) dt 09.04.2001) |
| 14. | Participation in exhibitions and demonstrations of research Activity. | Up to Rs 1.50 lakh in each case in case of other institutes. |
| 15. | Writing-off losses. | (i) Up to Rs. 5.00 lakh in case of losses of stores not due to theft, fraud or negligence including Livestock.
ii) Up to Rs. 50,000/- in other cases.
iii) Powers as at (i) and (ii) above 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 and in each case involving write off of loss of Rs 1.00 lakh and above 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.

16. Deficiency and depreciation in the value of Stores Up to Rs. 5,000/- in each case
17. Declaration and disposal of obsolete surplus stores Full, subject to the provisions of GFR and stores Government of India Delegation of Powers Rules, 1978 and orders issued by the Government of India/ICAR from time to time.
18. Condemnation of vehicles Full powers subject to fulfillment of conditions laid down in the Schedule VII of Government of India, DFP Rules, 1978.
19. 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 powers F. No. 6-4/92 Cdn (A&A) dt 6.8.92 and 6- 2/93-Cdn (A&A) dt 10.08.1993 and 31.08.2005
20. To scrutinize and approve any substitution of item in the light of Research required within the overall budgetary provisions of non-recurring contingency of the Institute/PD/NRC Full, subject to the condition that only the item having a direct relationship with the actions/activities envisaged in the approved SFC/EFC Memo may be considered for approval in lieu of a listed item. Also to ensure that price difference in the originally listed item and the proposed one to be purchased as a substitute is not unreasonable. However this power is to be exercised when there is compelling justification. (0/0 No-62/ 93-Cdn (A&A) dt 31.08.2005
21. i) To approve consultancy projects from National agencies Up to Rs. 50.00 lakh. Subject to Rules and Guidelines issued by the council (0.0. No. 1(1)/95-Plng(v) dt 17.03.1998
 ii) Contract Research projects from National agencies Up to Rs. 25.00 lakh. Subject to Rules and Guidelines issued by the council (0.0. No. 1(1)/95-Plng(iv) dt 25.02.1997
22. Engagement of Part time Doctor Full. Subject to observance of codal formalities and ICAR Guidelines including ceilings on remuneration to be paid per month.

**Indian Council of Agricultural Research
Krishi Bhavan: New Delhi**

No 6 (1)/95-Cdn (A&A)

Dated the 21st May, 1996

To

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, ICAR has been pleased to approve further delegation of powers in continuation of the 'Delegation of Powers' circulated vide ICAR letter No. 6(1)/95-Cdn (A&A), dated 2 1.11.95. The powers now delegated to (1) The Joint Directors of National Institutes/Deemed University. (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 Division 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! ICAR 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,
Sd/
(T.V. ASARI)
Deputy Director (Finance)

End: As above

Schedule V

Delegation of Powers to Joint Directors of National Institutes having status of Deemed Universities (O.O. 6(1)/95-CDN (A&A) dt. 21.05.1996)

S. No.	Nature of Power	Extent of Power Joint Director of out station	Joint Directors at Hqrs.	Remarks
1	2	3	4	5
1.	Power to fix the pay allowances of a Council's servant posted as on duty. (FR 20)	Full powers for all employees posted under him unless otherwise directed, in respective 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 increment.	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 certificate of fitness before return from leave.	Full, if he is empowered to grant leave.	As in Col. 3	
4.	Power to sanction Casual Leave.	Full, including self.	As in Col.3	
5.	Power to sanction Earned Leave.	Full powers to grant leave including special disability leave, excepting for self, provided no officiating arrangements are involved.	As in Col.3	
6.	Power to extend leave.	Full powers, provided original leave was sanctioned by the Joint Director and the employee on his return will be under his	As in Col. 3	

		administrative control.		
7.	Power to decide the shortest of two or more routes.	Full powers 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 powers for journeys within their jurisdiction provided that the selection of such route is in the interest the Council.	A in Col. 3	T.A. 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 sanction of refund of cancellation charges on air ticket.	Full	As in Col. 3	subject to the conditions imposed by GOI/ICAR form time to time
10.	Power to prescribe Hqrs. Of the Council's employees.	Full powers 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	As in Col. 3	
12.	Power to restrict the frequency and duration of journeys.	Full powers in respect of staff under his administrative control	As in Col. 3	
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 power in the case of departmental examination.	As in Col. 3	
14.	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	Full provided T.A. may not be granted for a Journey while proceeding on leave or while returning from leave.	As in Col. 3	

	spending his leave.			
15.	Power to allow the actual cost of a Journey to appear before a medical board, preliminary to voluntary retirement or invalid pension.	Full	As in Col. 3	
16. a)	Power to sponsor candidate for short term training course and count the period spent on training as duty.	Full	As in Col. 3	Subject to conditions laid down in GOI, MoF Memo No. F (71) Estt. 111/60 dated 02.12.60 as modified from time to time.
b)	Power decide the rates of T.A. admissible to a Council's employee deputed to undergo a course of training.	Full, to the extent and subject to the conditions prescribed by GOI/ICAR from time to time.		
17.	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	As in Col.3	
18.	Power to grant maternity leave.	Full	As in Col. 3	Subject to provisions of rule.
19.	Power to grant hospital leave.	Full	As in Col. 3	
20.	To sanction tour programme and counter signature of T.A. bills.	Full for all excluding self.	As in Col. 3	
21.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full	As in Col. 3	
22.	Power to incur contingent expenditure in general.			
i.	Purchase of Bicycle.	Full	As in Col.3	The supplies shall be obtained

				through DGS&D of against the rate contract where practicable and/or economical, provided budget provisions exist for the purchase and also subject to any other restriction imposed by GOI/CAR.
ii.	Conveyance hire.	To the extent mentioned in Col.4 against item 3 of Annexure to Schedule V of DFP Rules 1978.	As in Col. 3	
iii.	Electricity, Gas and Water charges	Full	-	
iv.	Fixture and Furniture purchase	Rs. 50,000/- on each occasion	-	Subject to provision of Funds and observance of the required rules and procedures
v.	Freight charges.	Full	-	
vi.	Demurrage/wharfage charge.	Full powers (each case exceeding of Rs. 1,000/- should be reported to the Council explaining the circumstances necessitating payment of demurrage/wharfage for ratification by Council.	-	
vii.	Hiring of the furniture, electric fans, heaters, table fans, coolers, clocks & call bells.	Full	-	
viii.	Maintenance, upkeep and repairs of motor vehicles.	Full	As in Col. 3	
ix.	Municipal or cantonment rates and	Full	As in Col. 3	The expenditure shall be incurred

	taxes.			keeping in view the principles laid down in the rules for the payment of municipal rates and taxes given in Appendix to DFP Rules 1978.
x.	Petty works and repairs.			
	(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. 3.00 lakhs in each case.	-	Subject to provision of funds and observance of the normal rules and procedures.
	(b) Maintenance and ordinary repairs of office buildings and staff quarters etc.	Full	-	Subject to provision of funds and observance of the normal rules and procedures.
	(c) Repairs/alteration to hired and requisitioned buildings.	Rs. 5,000/- per annum non-recurring and Rs. 1000/- per annum recurring.	-	Subject to provision of funds and observance of the normal rules and procedures.
xi.	Posts and telegraphs charges including commissions on money orders etc.	Full	As in Col. 3	
xii.	Purchase of books, periodicals and officials publication.	Up to Rs. 10,000/- in a year.	-	
xiii.	Repairs of Plant and Machinery including fixture & furniture.	Full	-	
xiv.	Staff paid from contingencies.	Full	As in Col. 3	Subject to instructions/orders issued by GOI/Council.
xv.	Local purchase of stationery stores.	Full	-	

xvi.	Local purchase of rubber stamps and office seals.	Full	As in Col. 3	
xvii.	Purchases working stores, chemicals, tools, plants and equipment insecticides, fertilizers etc.	Up to Rs. 3.00 lakh	-	Subject to observance of normal purchase procedure O.O. No. 64/95-CDN (A&A) dt. 15-10-2004.
xviii.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance.	Full	As in Col. 3	Subject to livery rules applicable
xix.	Telephone charges.	Full	-	Subject to instructions issued by the Council from time to time.
xx.	Repairs of Typewriters, calculating machines.	Full	As in Col. 3	Subject to general or special orders issued by the Council Hqrs. time to time.
xxi.	Indents, contracts and purchase (Rule 13 of DFP Rules 1978)	Up to Rs. 50,000/-	As in Col. 3	Subject to observance of the codal formalities and requirements
23.	Advertisement charges	Full	As in Col. 3	
24.	Writing of loses	Up to Rs. 5,000/-	As in Col. 3	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.	Up to Rs. 2,500/-	As in Col. 3	Subject to observance of the formalities and provisions on the subject in GFR, DFP Rules, ICAR Audit Manual etc.
26.	Declaration and disposal of obsolete, surplus and unserviceable stores.	Full	As in Col. 3	Subject to observance of the formalities and provisions on the

				subject in GFR, DFP Rules, ICAR Audit Manual etc.
27.	Storing of potato seed material.	Full (only for CPRI Shimla)	As in Col. 3	
28.	Expenditure on entertainment.	Up to Rs. 1,000/- per annum.	As in Col. 3	Subject to restrictions laid down by the GOI/Council from time to time.
29.	Extension of number of installments up to 25 for repayment of cycle advances.	Full	As in Col. 3	
30.	Grants of advances for purchases of warm clothing and table fan.	Full	As in Col. 3	Subject to provisions of GFR Part II.
31.	Grant of Advance of Pay and T.A. on Transfer.	Full	As in Col. 3	Subject to provisions of GFR Part II.
32.	Grant of advance in connection with tours.	Full	As in Col. 3	Subject to provisions of GFR Part II.
33.	Grant of advance in connection with LTC.	Full	As in Col. 3	Subject to provisions of GFR Part II.
34.	Grant of advances in connection with festivals.	Full	As in Col. 3	Subject to provisions of GFR Part II
35.	Grant of advances in connection with natural calamities.	Full	As in Col. 3	Subject to provisions of GFR Part II.
36.	Advance payment to firms with whom annual contracts for servicing of air conditioners, water coolers, typewriters, etc. are entered into.	Up to the limit prescribed in the GFR 159 or any orders issued by Council.	As in Col. 3	Subject to provisions of GFR 159.
37.	Grant of advance in lieu of leave salary.	Full	As in Col. 3	Subject to provisions of GFR Part II.
38.	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent	Full	–	Subject to provisions of GFR Part II.

	circumstances upon the death of the employees.			
39.	Reimbursement of medical expenses as admissible under CS (Medical Attendance) Rules, 1944, including counter signature of medical bills.	Full	As in Col. 3	
40.	Control of staff cars and vehicles etc. of the Institute.	Full	As in Col. 3	
41.	Grant of Leave Travel Concession.	Full	As in Col. 3	Subject to provisions of GFR Part II.
42.	Sale of produce.	Full	As in Col. 3	Subject to observance of guidelines issued by ICAR (See Annexure 7 of Schedule III of Delegation of Powers of ICAR).
43. a)	Power to get insured during rail transit such of equipment 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	As in Col. 3	
b)	Power to sanction expenditure on the insurance of motor vehicle under Motor Vehicles Act, 1939 and to pay Road Tax, wherever inevitable.	Full	-	
44.	Maintenance of Computer and the Computer Laboratory.	Up to Rs. 25,000/- in each case per annum.	As in Col. 3	

Note: The exercise of powers will continue to be governed by the various provisions, orders and instructions issued by the GOI/Council such as general economy instructions, ban on recruitment, creation of posts, filling up of the vacancies etc.

Schedule VI

Delegation of powers to Joint Directors/Heads of Regional Stations/Research Centres of Institutes/other than National Institutes where the strength of scientists is not less than 10.

(F. No. Circulated vide Council's circular No. 6(1)/95-Cdn. (A&A) dated 21.5.1996)

S. No.	Nature of Power	Extent of Power	Remarks
1	2	3	4
1.	Power to sanction annual increment.	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of competent authority is necessary.	
2.	Power to require a medical certificate of fitness before return from leave.	Full, if he is empowered to grant leave.	
3.	Power to sanction Casual Leave.	Full, including himself/herself.	
4.	Power to sanction Earned Leave.	Full powers to grant leave including special disability leave, excepting for himself/herself provided no officiating arrangements are involved.	
5.	Power to extend leave.	Full powers, provided the Joint Director/Head of Regional Station/Research Centre provided the employee on his/her return after originally sanctioned leave will be under his administrative control.	
6.	Power to sanction of refund of cancellation charges on air ticket.	Full, subject to the conditions mentioned in GOI/Ministry of Finance OM No. 19028/5/761: IV (B) dated 21.01.1977 and ICAR order dated 30.01.1987.	
7.	Power to restrict the frequency and duration of Journeys.	Full power in respect of staff under his/her administrative control.	
8.	Power to permit recovery of T.A. for a Journey to attend an	Full powers in the case of departmental examination	

	examination other than those mentioned in SR 130 to 132.		
9.	Power to allow the actual cost of the journey to appear before a medical board and preliminary to voluntary retirement on 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 123)	Full	
11.	Power to grant maternity leave. (SR 213)	Full	Powers subject to provisions of SR 267.
12.	Power to grant hospital leave. (SR 269)	Full	
13.	To sanction tour programme & counter signature of T.A. bills.	Full excluding for self.	
14.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full	
15.	Power to incur contingent expenditure in general		
i.	Bicycle	Full	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical, provided budget provisions exist for the purchase.
ii.	Conveyance hire	To the extent mentioned in Col. 4 against Item 3 of Annexure to Schedule V of DFP Rules 1978.	
iii.	Electricity, Gas and Water charges.	Full	
iv.	Fixture and Furniture purchase.	Rs. 10,000/- on each occasion.	Subject to provision of funds and observance of the existing rules and procedures.
v.	Freight charges.	Full	
vi.	Maintenance, upkeep and repairs	Up to Rs. 2,000/-	

	of motor vehicles.		
vii.	Municipal or cantonment rates and taxes.	Full	The expenditure shall be incurred keeping in view the principles laid down in the rules for the payment of municipal rates and taxes given in Appendix to DFP Rules 1978.
viii.	Post and telegraph charges including commissions on money orders etc.	Full	
ix.	Purchase of books, periodicals and officials publications.	Up to Rs. 10,000/- p.a.	
x.	Repairs of Plant and Machinery including fixture & furniture.	Up to Rs. 20,000/- p.a.	
xi.	Staff paid from contingencies.	Full	Subject to order/ instructions issued by GOI/Council.
xii.	Local purchase of stationery stores.	Rs. 10,000/- per annum	
xiii.	Local purchase of rubber stamps and office seals.	Full	
xiv.	Purchases of working stores, chemicals, tools, plants and equipment, insecticides, fertilizers etc.	Up to Rs. 1.00 lakh per annum.	Subject to observance of normal rules and procedures.
xv.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance.	Full	Subject to scales prescribed in Livery Rules.
xvi.	Telephone charges.	Full	Subject to ICAR instructions
xvii.	Repairs of typewriters, calculating machines.	Full	
xviii.	Indents, contracts and purchase (Rule 13 of DFP Rules 1978)	Up to of Rs. 25,000/-	
xix.	Storing of potato seed material.	Full	(only for CPRI Shimla)
16.	Extension of number of installments up to 25 for repayment of cycle advances.	Full	
17.	Grants for purchases of warm clothing.	Full	
18.	Grant of Advance of Pay and T.A. on transfer.	Full	

19.	Grant of advances in connection with tours.	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/Council.
23.	Grant of advance in lieu of leave salary	Full	
24.	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of an employee.	Full	
25.	Reimbursement of medical expenditure as admissible under CS (Medical Attendance) Rules, 1944, including counter signature of medical bills.	Full	
26.	Maintenance of staff cars and vehicles etc.	Up to Rs. 25,000/- p.a.	
27.	Grant of Leave Travel Concession.	Full	
28.	Sale of produce	Full	Subject to observance of guidelines issued by Council. (See Annexure 7 to Schedule III)
29.	(i) Power to get insured during rail transit such of the equipment 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, 1988 and to pay Road Tax, wherever applicable.	Full Subject to provisions in the DFP Rules 1978.	
30.	Maintenance of Computer and Computer Laboratory.	Up to Rs. 25,000 in each case per annum.	

The exercise of above powers will continue to be governed by the various provisions, orders and instructions issued by the GOI/ICAR including general economy instructions.

Schedule-VII

F.No.19(3)/96-CSE

Dated the 23rd May, 1996

Subject: Delegation of Powers to the Principal Investigators of the Ad-hoc Schemes

The Indian Council of Agricultural Research (ICAR) sponsors and supports a large number of short term result oriented ad-hoc schemes which aim to at filling critical gaps in the scientific field and in the resolution of problems limiting production in Agriculture, Animal Husbandry, Fisheries etc. These schemes are undertaken by ICAR Institutes, State Agricultural Universities and other Universities/Organization capable of undertaking research in the above areas. The Council meets 100% expenses of the scheme from the A.P. Cess Fund.

Having regard to the need for speedy attainment of objectives in a time bound manner, particularly in such ad-hoc schemes, the Council is pleased to delegate the powers equivalent to those delegated to the heads of the divisions to the Principal Investigators of the ad-hoc scheme as presented in the Schedule of Delegation of Powers with immediate effect. These delegated powers will be exclusively exercised in respect of the specific ad-hoc schemes only sanctioned by the Council to the Principal Investigators.

The Principal Investigators will also have powers to appoint Research Associates provided in the scheme as well as engaging contract labour on contractual basis for specific job, in consultation with administrative wing of the Institute, keeping in view the latest instructions of the Govt./ICAR on the subject and within budgeted provisions.

Sd/- (G.S. Sahni)
Secretary

Schedule VIII

Powers to be Delegated to the Project Coordinators

(Vide F. No. 06(1)/95-CDN (A&A) dated 21-05-1996)

Administrative Powers

- a. To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the Coordinating Unit.
- b. 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
- c. Power of sanctioning of tour up to 7/10 days at a time with intimation to the controlling authority including concerned Deputy Director-General/Assistant Director-General at the ICAR Headquarters.
- d. To sanction tour of all categories of staff attached to the Coordinating unit up to 10 days at a time.

Financial Powers

S. No.	Nature of Power	Extent of Power to be delegated	Remarks
1	To strike of Stores rendered unserviceable through normal wear and tear.	Up to Rs. 25,000/- in each case.	Subject to observance of requirements under GFR's DFPR's
2	To write off losses	Up to Rs. 5,000/- for losses of stores not due to theft, fraud or negligence and 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.	Subject to observance of requirements under GFRs, DFPRs
3	To dispose of crops at the prevailing market rate.	Up to Rs. 50,000/- in each case per year.	
4.	To supply seeds free of cost for full experimental purposes.	Full	
5	Purchase of stores, chemicals, tools, plants and equipment, insecticides, fertilizers etc.	Up to Rs. 1.00 lakh in each item per annum.	Subject to observance of normal rules and procedures.
6	Purchase of books, publications and reprints of scientific papers.	Up to Rs. 50,000/- in each case per year.	

7	Printing and binding.	Full	
8	To incur recurring expenditure on maintenance and repair of motor vehicles etc.	Up to Rs. 10,000/- in each case per year.	
9	Repair of scientific instruments, laboratory equipment, agricultural implements & machinery.	Up to Rs. 10,000/- in each case per year.	
10.	Repair of bicycles locally.	Up to Rs. 100/- in each case per annum.	
11	Repair of typewriters and other office machines.	Full	
12	Postal, Telegram charges and commission on money orders if unavoidable and in considered necessary in public interest for bona fide official purpose	Full	
13	Purchase of stationery stores. (local purchase)	Up to Rs. 25,000/- per year.	
14	Ordinary contingencies which do not require special sanction.	Full	
15	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the coordinating unit.	Full	
16	Sanctioning advances for LTC to staff of the coordinating unit.	Full except for Self, subject to the provisions of Rule 52 of GFR Part II	
17	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring team members, QRT members, special invitees for workshop/meeting etc.	Full, Subject to the provisions of Rule 48 to 51 and 85 of GFR Part II and other orders issued by the Council time to time.	
18	Payment of wages of daily paid labour, semi-skilled and skilled labourers.	Full, subject to provisions of funds and observance of GOI/ICAR orders/instructions on the subject.	
19	Sanction of registration charges at Symposia/seminars.	Full as per ICAR norms.	
20	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.	
21	Payment of charges on postage, telegrams, telex, fax, water, electricity, telephone bills etc.	Full	
22	Advances		
	(A) Interest bearing advances		
	(i) Cycle Advance	Full Subject to the provisions of Rule 15 & 31 of GFR Part II.	
	(B) Non-interest bearing advances		
	(i) Festival advance.	Full Subject to the provisions of Rule 53 of GFR Part II.	
	(ii) Warm clothing advance.	Full Subject to the provisions of Rule 33 to 37 of GFR Part II.	
	(iii) Pay and TA advance at the time of transfer and retirement.	Full excluding himself. Subject to the provisions of Rule 39 to 43 of GFR part II.	
	(iii) Grant of advance in lieu of leave salary.	Full except himself Subject to the provisions of Rule 76 to 78 of GFR Part II.	
	(v) Grant of advance to meet travelling expenses to families of Council's employee who die while in service.	Full Subject to the provisions of Rule 82 of GFR Part II.	
23	Drawal and Disbursement of funds.	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.	
25	Equipment (annual maintenance contract)	Full, up to Rs. 25,000/- per annum.	
26	On farm Research/ Demonstrations/Field activities and programme.	Full	
27	Refreshment/entertainment charges during official meeting etc.	Rs. 5,000/- p.a.	Subject to observance of economy instruction issued from time to

			time.
28	Power to sponsor the staff for short term training etc.	Full	subject to conditions laid down in Govt. of India, Ministry of Finance, Memo No. F (71) Estt. III/60 dated 2.12.60 as modified from time to time in respect of staff working under him
29	Maintenance of Computer Laboratory.	Up to Rs. 25,000/- in each case.	
30	Power to sanction expenditure on insurance.	Full	
	(i) Power to get insured during transit such of the equipment as very costly and fragile.	Subject to following the instructions of GOI/ICAR issued from time to time.	
	(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 cancellation was for official reasons.	
32	Power to sanction imprest.	Up to Rs. 5,000/-	Subject to observance of norms of imprest.
33	Filing applications for registration of extant varieties of their respective crops as authorized signatories of the applicant ICAR.	Full (through Director NBPGR, New Delhi in accordance with chapter 6 of the ICAR guidelines on IPMT)	Vide letter F. No. 6-2/2001-CDN (A&A) dt. 28.07.2008
34	Release of funds to AICRP Centres/Participating Centres	Full	

Schedule IX
Powers to the Head of Office

S. No.	Nature of Power	Extent of Power	Remarks
1.	Advance for the purchase of bicycle.	Full	Subject to observance of Rule 15(2) & 31 of GFR Part II.
2.	Advance for the purchase of Warm Clothing	Full	Subject to observance of Rule 33 of GFR Part II.
3.	Advance for purchase of Table fan	Full	Subject to observance of Rule 39 of GFR Part II.
4.	Advance of Pay & T.A. in connection with the Transfer.	Full	Subject to observance of Rule 39 of GFR Part II.
5.	Powers of Sanctioning Advance in connection with Tour.	Full	Subject to observance of Rule 48 of GFR Part II.
6.	LTC Advance.	Full	Subject to observance of Rule 52 of GFR Part II.
7.	Festival Advance.	Full	Subject to observance of Rule 53 of GFR Part II.
8.	Advance in connection with visits of Hill Station.	Full	Subject to observance of Rule 63 of GFR Part II.
9.	Advance in connection with Natural Calamities.	Full	Subject to observance of Rule 64 of GFR Part II.
10.	Advance to a Government servant in connection with a law suit to which Government is a party.	Full	Subject to observance of Rule 72 to 75 of GFR Part II.
11.	Advance in lieu of Leave Salary.	Full	Subject to observance of Rule 76 of GFR Part II.
12.	Advance to the families of employees who die while in service.	Full	Subject to observance of Rule 79 of GFR Part II.
13.	TA to the family of deceased employee.	Full	Subject to observance of Rule 82 of GFR Part II.
14.	Contingent Advance to Government servant for contingent and miscellaneous purpose.	Full	Subject to observance of Rule 292 of GFR Part I
15.	Settlement permission case and post facto approval to reimbursement in relaxation of Rules in emergent cases under CGHS/CS (MA) Rules.	Up to Rs. 2000 for treatment in OPD and up to Rs. 5000 for treatment of IPD	Limited to prescribed rate list of nearest CGHS covered city or actual whichever is lower for CS (MA) beneficiaries and as per package rates for CGHS beneficiaries. (F. No. 21-44/2011-CDN dt. 17.11.2011

Above powers may be exercised subject to the fulfillment of provisions of various rules and other instructions issued by the Government of India/ICAR from time to time.

Schedule X

Delegation of powers of Heads of Divisions where the Strength of Scientists working in the Division is not less than 10

(F. No. 6(1)/95-CDN (A&A) dated 21-05-1996)

S. No.	Nature of Power	Extent of Power to be delegated	Remarks
1	2	3	4
1	Power to require a medical certificate of fitness before return from leave. (FR71)	Full.	If he is empowered to grant leave.
2	Power to sanction Casual Leave	Full, in respect of personnel working under his/her administrative control excluding self.	
3	Power to sanction Earned Leave. (SR 206 & 208)	Full in respect of personnel working under his/her administrative control and in cases where no officiating arrangement will be required.	
4	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/her administrative control.	
5	Power to restrict the frequency and duration of journeys. (SR 63)	Full	
6	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	
7	Power to grant maternity leave. (FR 267)	Full	Subject to provisions of SR 267.
8	Power to grant hospital leave. (SR 269)	Full	
9	To sanction tour programme and counter signature of TA bills.	Full, for all staff working under him excluding self.	
10	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full, for all staff working under him excluding self.	
11	Printing and binding	Up to Rs. 30,000/- p.a.	Subject to

			availability of funds in the sanctioned budget for printing of publication.
12	Local purchase of stationery stores.	Up to Rs. 10,000/-p.a. for local purchase on account of delay or/ and non-supply of stationery 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 funds.
13	Local purchase of rubber stamps and office seals.	Full	Subject to availability of funds.
14	Purchase of working stores, chemicals, glassware, tools, plant and equipment, insecticides, including consumables for research work.	Rs. 1, 00,000/- in each case per annum.	Subject to availability of funds.
15	Maintenance of Computer and the computer laboratory.	Up to Rs. 25,000/- p.a. including cost of stores, and other material required for maintenance.	

Note: **ICAR O.O. No. 6(1)/95-CDN(A&A) (Pt.I) dated 12-03-2013**

- 1) It is once again emphasized that Head of Divisions should exercise powers delegated to them in letter and spirit without referring the file to the Director of the institute/ higher authorities.
- 2) Finance & Accounts Officers of the Institutes are also directed to see that delegated powers are exercised by Head of divisions

SCHEDULE – XI

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAWAN: NEW DELHI

OFFICE ORDER

F. No. 6(1)/06-CDN (A&A)

Dated the 14th March 2013

With a view to facilitate smooth functioning of Externally Funded Projects from (i) National and International Agencies; (ii) Projects funded by the Private Sector; (iii) Consultancy Projects (training, consultancy, contract research, etc.); (iv) ICAR projects such as Revolving Fund Schemes and NICRA, Director of the Institutes/Bureaux /NRCs/Directorates and Project Directorates may delegate the following powers to Principal Investigators(PIs):

- | | |
|--|-------------|
| (i) Engagement of approved staff approved under the project - | Full Powers |
| (ii) Procurement of goods/equipment approved under the project - | Full Powers |
| (iii) Management of consultancies, approved under the Project - | Full Powers |
| (iv) Civil/Electrical Works (Capital items) approved under the project- | Full Powers |
| (v) Management of project staff including their TA/DA and Leave (including self).* | |
- However, PIs would have to inform the Director of the Institute in his/her own case of TA/Leave.

2. 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.

3. Directors of the Institutes will monitor physical and financial progress/achievement of the Projects during the Annual IRC Meetings.

Sd/-
(Devendra Kumar)
Director (Finance)

* Management of project staff including their TA/DA and Leave (excluding self) as per corrigendum issued vide O.O. No. even number dt. 15.03.2013.

SCHEDULE – XII

Delegation of Powers to National Coordinator, National Fund for Basic, Strategic and Frontier Application Research in Agriculture (NFBSFARA), ICAR

The Director-General, ICAR has been pleased to delegate the following powers to National Coordinator, National Fund for Basic, Strategic and Frontier Application Research in Agriculture (NFBSFARA), ICAR with immediate effect.

S. No.	Nature of Powers	Extent of Powers
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> Order dated 30.1.1987.
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 (SR 206 and 208)	Full power to grant leave including special disability leave, excepting 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> Order dated: 04.02.1993.
6	Power to extend leave (FR 73)	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 21.1.1977, ICAR Order dated 30.01.1987.
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 accommodation to which a Council's employee is entitled (SR 42)	Full powers. This power may be exercised in respect of the officers of the grade for whom the general permission is given <i>vide</i> Office Order No. 6-2/90-Cdn (A&A) dated 4.2.1993.
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 for whom the general permission is given <i>vide</i> Office Order No. 6-2/90-Cdn (A&A) dated 4.2.1993.
12.	Power sanction of refund of cancellation charges on air/rail ticket (including himself).	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 21.1.1977, ICAR Order dated 30.1.1987.
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 NC.
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 conditions laid down in Government of India, <i>vide</i> Ministry of Finance Memo No. F. (71) Estt. III/ 60 dated 2.12.1960 as modified from time to time.
21.	Power to sponsor candidate for short-term training course and count the	Full, subject to conditions laid down in Government of India, <i>vide</i> Ministry of Finance

	period spent on training as duty	Memo No. F. (71) Estt. III/ 60 dated 2.12.1960 as modified 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 (SR 213)	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 (SR 267)	Full powers.
26.	Power to grant hospital leave (SR 269)	Full powers.
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 DG, 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 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 sub-rule (5) of Rule 10 of the DFP Rules 1978 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 DGS&D or against the rate contract where practicable and / or economical provided budget provision existed for the purchase.
	(ii) Conveyance hire	To the extent mentioned in column (4) against item 3 of Schedule V of DFP Rules 1978 (item 3 of annexure to Schedule V of DFP Rules 1978).

	(iii) Electricity gas and water charges	Full powers.
	(iv) Fixtures and furniture purchase and repairs	Full powers.
	(v) (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 scores should specially be recorded and a periodical return sent to the Council every 6 months in September and March.
	(vi) Hire of office furniture, electric-fans, heaters, table-fans, coolers, clocks and call-bell	Full powers.
	(vii) Legal charges for Law suits to which Council's is a party (a) Fees to barristers, pleaders arbitrators and umpires. (b) 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 column against item no.: 11 of Annexure to Schedule 5 of DFP Rules 1978 as revised from time to time. Legal advice may be obtained in advance. Full powers subject to the previous consent of the Council.
	(viii) Maintenance, upkeep and repairs of motor vehicle	Full powers.
	(ix) Municipal or / cantonment rates and taxes	Full powers.
	(x) Posts and telegraphs charges including commission on money orders, etc	Full powers.
	(xi) Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications
	(xii) Purchase of books, periodicals and officials publications	Full powers, subject to budgetary provision and any limitations prescribed by the Council.
	(xiii) Repairs to plant and machinery equipment, tractors pumping set, sea/ river craft etc	Full powers.
	(xiv) Staff paid from contingencies	Full powers. Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf
	(xv) (a) Local purchase of Stationery	Full powers.

	stores. (b) Local purchase of rubber stamps and office seals.	Full powers.
	(xvi) (a) Purchase of working stores, chemicals, tools, plants and equipments/computers insecticides, fertilizers etc. (b) Stores required for works.	Full powers, subject to availability of budget provision and approval of equipment's in the EFC etc The administrative approval of a Competent Authority for execution of works carries with in the sanction of incurring expenditure on purchase of stores required for the work.
	(xvii) Supply of uniforms, badges and other articles of clothing etc. and washing allowance.	Full powers. The issue of uniforms and payment of washing allowance should be regulated in accordance with the Rules and orders issued by Ministry of Home Affairs/Finance/ICAR from time to time.
	(xviii) Telephone charges.	Full powers, subject to observance of restrictions in col. IV of Annexure to Schedule V of DFP Rules, 1978 as amended from time to time and those contained in M.O.F. O.M. No. 16(6)-E (Coord)/67 dated: 09.08.1967 and 06.11.1968 and such other orders as are issued from time to time.
	(xix) Calculating machines	
	(xx) Indents, contracts and purchase (Rules 13 of DFP Rules, 1978)	Full powers, subject to condition under GFR 2005.
	(xxi) Advertisement charges.	Full powers, subject to observance of rules.
	(xxii) (a) Writing off losses.	Up to Rs 10,000/- for losses of stores not due to theft, fraud or negligence, 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.
	(xxiii) Petty works repairs.	Full powers up to Rs 3.00 lakh in each case.
33.	Power to declare any Group 'A' or Group 'B' Officer to be Head of an Officer for the purpose of relevant Rules or Drawing and Disbursing Officer vide Rule 10-A of DFP Rule dated 1978.	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 entertainment and light refreshment.	Up to Rs 15,000/- per annum subject to Rs 5/- per head subject to restriction laid down by the Ministry / Council from time to time. Total number should be restricted to 75.
35.	Investigation of arrear claims.	Up to 6 years of it's becoming due. Powers may be exercised subject to provisions of the GFR 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 procedure for regulating cash imprest circulated <i>vide</i> Council's letter No. 1 (11)/68-A/cs. II dated 5.4.1968 as amended/supplemented from time to time.
37.	To execute contracts, deeds and other instruments for and on behalf of the ICAR.	Power as delegated <i>vide</i> Council's Office Order No. 4(7)/1968-Reorgn (F&A) dated 23.11.1968 and amended time to time.
38.	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Powers as delegated <i>vide</i> Council's Office order No.4 (7)/68-Reorgn (F&A) dated 23.11.1968.
39.	Grants of advance of pay and TA on transfer.	Full powers, subject to the provision of GFR 2005.
40.	Grant of advance in connection with tours.	Full powers, subject to the provision of GFR 2005.
41.	Grant of advance in connection with leave travel concession.	Full powers, subject to the provision of GFR 2005.
42.	Grant of advance in connection with festivals.	Full powers, subject to the provision of GFR 2005.
43.	Grant of advances in connection with natural calamities.	Full powers, subject to the provision of GFR 2005.
44.	Advance to employees for various department purposes.	Full powers, subject to the provision of GFR 2005.
45.	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 2005. Full powers except for self. In case of National Coordinator, 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.
46.	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 2005.
47.	Grant of advance in lieu of Leave salary	Full powers, subject to the provision of GFR 2005.
48.	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> O.O. No. dated 04.02.1993 and as per immediate relief guidelines.

49.	Reimbursement of medical expenses as admissible under Central Service (Medical attendance) Rules, 1944 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.
50.	Sale and transfer of motor vehicle purchased with the advance from the Council.	Full powers, subject to the provisions of GFR 2005.
51.	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, National Coordinator, NFBSFARA will exercise the powers of a Head of Department)
52.	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 himself.
53.	Permission to officers to attend conferences connected with agricultural matter.	Full powers.
54.	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.
55.	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. 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 in Council letter No.5 (9)/ 68- Reorgn (F&A) dated 11.10.1968 modified from time to time. Full powers, subject to the provisions contained in Council's Letter no. 15(2)/69-Reorgn (F&A) dated 27.10.1969 modified from time to time.
56.	Maintenance of Electronic computer and the computer Laboratory.	Full powers.
57.	Approval for holding of workshop, symposia, conferences, meetings and	Full powers for expenditure up to 75 participants in each case. POL @ Rs 40 per delegate, and

	sanction of expenditure to be incurred.	stationery @ Rs 40 per head including honorarium to the typist. This will be the maximum limit and also subject to availability of sanctioned budget provision and the economy instructions of the Government of India / Council issued from time to time. The other terms and conditions mentioned in O.O. No. 20-9/81-Cdn (A&A) dated 27.05.1982 will continue to be followed refreshment would be @ Rs 5.00 per head per session. (vide O.O. No. 6-2/90-Cdn (A&A) dated 29.03.1994.
58.	Sanction for serving of refreshment, working lunch, dinner at meetings, workshops, seminars, symposia etc.	Full Powers for expenditure up to 75 participants in each case provided Ministry of Finance instructions are followed.
59.	Contractual appointments/arrangements.	Full powers subject to sanction of posts by Competent Authority.
60.	Engaging Research Associate/Research Fellows on contract basis.	Full powers subject to sanction of posts by Competent Authority.
61.	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.
62.	Sanction for hiring of Indian Consultants/ Consultancy agencies for implementation of NFBSFARA.	Full powers, however, concurrence of FA for amount exceeding Rs 5.00 lakh in each case will be taken.
63.	Nomination of employees for training in India.	Full powers.
64.	Installation of new telephone connection.	Full powers as per ICAR norms.
65.	Sanction of TA/DA to non-official members of the Research Programme Committee, Project Management Committee, Consortium 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	Full powers subject to prescribed rules/ orders/ guidelines.
66.	Civil works including renovation and remodeling.	Up to Rs 10.00 lakhs.
67.	The power to incur expenditure for serving of mineral water in workshops/seminars and important official meetings.	Full powers.
68.	Participation in exhibition and demonstrations of research activity.	Rs 1, 00,000/- in each case of participation subject to budget provision.
69.	Re-appropriation of funds.	Full powers subject to guidelines under DFP rules 1978 (Except salary and TA grant) within the approved budget of each project.

Schedule: XII-A

Delegation of Powers to Principal Investigators (PI) and Cooperating Centre Principal Investigators (CCPI) of the projects operating under the National Fund for Basic, Strategic and Frontier Application Research in Agriculture (NFBSFARA)

In this Document wherever “Prescribed Procedure” is written it means, “Subject to the rules and procedures of the institution concerned in case of public institutions if those rules and procedures with respect to the concerned issue are not expressly overridden by NFBSFARA directives. For non-public institutions the GOI/ICAR/NFBSFARA rules and procedures have to be followed. The non-public organizations may seek the help and advice of the Finance and Procurement officers of the nearest ICAR institute. In the Procurement Committees Constituted for processing goods/services under the NFBSFARA project such non-public institutions, the finance officer from the nearest ICAR institute may be kept as a member. If necessary the secretariat of NFBSFARA may also provide guidance in this matter.

Sl. No.	Nature of Power	Extent of Power to PIs/ CCPIs	Remarks
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 overridden by NFBSFARA directives. For non-public institutions the GOI/ICAR/NFBSFARA 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	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. Lunch per head: 150 maximum Tea (per session). Rs. 5/- Stationary (per participant) Rs. 40/- POL (per participant) Rs. 40/- Miscellanies Expenditure

			Rs.1,500/-
6.	Sanction of registration charges at Symposia/ seminars at national level	Full only if the topic is related to the sanction 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, including consumables for research work	Rs.1 lakh in each case subject to provision of fund under the head in the sanctioned project	According to prescribed procedure.
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	-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 lakh per annum	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure. Beyond Rs.1 lakh, Advisory Committee can approve up to Rs. 1.50 lakh.
14.	Repair of office machines	Full	-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), telegrams, telex,	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

	fax, telephone bills internet use, cell phone etc.		
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 for himself/ her 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	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 NFBSFARA. 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 bonafide NFBSFARA 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 centres 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/NFBSFARA norms & rules

Schedule: XIII

Powers of the National Director, National Agricultural Innovation Project, ICAR, delegated by the Director-General, ICAR with immediate effect.

S. No.	Nature of Powers	Extent of Powers
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> Order dated 30.1.1987.
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 (SR 206 and 208)	Full power to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved in respect of posts which the National Director 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> Order dated: 04.02.1993.
6	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by the National Director, 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 21.1.1977, ICAR Order dated 30.01.1987.
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 accommodation to which a Council's employee is entitled (SR 42)	Full powers. This power may be exercised in respect of the officers of the grade for whom the general permission is given <i>vide</i> Office Order No. 6-2/90-Cdn (A&A) dated 4.2.1993.
11.	Power to sanction travel by air [SR 48]	Full powers. This power may be exercised in

	(b) (ii)]	respect of the officers of the grade for whom the general permission is given <i>vide</i> Office Order No. 6-2/90-Cdn (A&A) dated 4.2.1993.
12.	Power sanction of refund of cancellation charges on air/rail ticket (including himself).	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 21.1.1977, ICAR Order dated 30.1.1987.
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).	
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 conditions laid down in Government of India, <i>vide</i> Ministry of Finance Memo No. F. (71) Estt. III/ 60 dated 2.12.1960 as modified 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 conditions laid down in Government of India, <i>vide</i> Ministry of Finance Memo No. F. (71) Estt. III/ 60 dated 2.12.1960 as modified 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 (SR 213)	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 Director is empowered to grant leave. The enhanced powers will be exercised by the National Director with the concurrence of the Managing Committee.

25.	Power to grant maternity/paternity leave (SR 267)	Full powers.
26.	Power to grant hospital leave (SR 269)	Full powers.
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 Director should be sent to DG, 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 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 sub-rule (5) of Rule 10 of the DFP Rules 1978 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 DGS&D or against the rate contract where practicable and / or economical provided budget provision existed for the purchase
	(ii) Conveyance hire	To the extent mentioned in column (4) against item 3 of Schedule V of DFP Rules 1978 (item 3 of annexure to Schedule V of DFP Rules 1978).
	(iii) Electricity gas and water charges	Full powers.
	(iv) Fixtures and furniture purchase and repairs	Full powers.
	(v) (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 scores should specially be recorded and a periodical return sent to the Council every 6 months in September and March
	(vi) Hire of office furniture, electric-fans, heaters, table-fans, coolers, clocks and call-bell	Full powers.
	(vii) Legal charges for Law suits to	

	<p>which Council's is a party</p> <p>(c) Fees to barristers, pleaders arbitrators and umpires.</p> <p>(d) Other legal charges for lawsuit or prosecution cases as well as for arbitration cases.</p>	
	(viii) Maintenance, upkeep and repairs of motor vehicle	Full powers.
	(ix) Municipal or / cantonment rates and taxes	Full powers.
	(x) Posts and telegraphs charges including commission on money orders, etc	Full powers.
	(xi) Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications
	(xii) Purchase of books, periodicals and officials publications	Full powers, subject to budgetary provision and any limitations prescribed by the Council.
	(xiii) Repairs to plant and machinery equipment, tractors pumping set, sea/ river craft etc	Full powers.
	(xiv) Staff paid from contingencies	Full powers. Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf
	(xv) (a) Local purchase of Stationery stores. (b) Local purchase of rubber stamps and office seals.	Full powers. Full powers.
	(xvi) (a) Purchase of working stores, chemicals, tools, plants and equipments/computers insecticides, fertilizers etc. (b) Stores required for works.	Full powers, subject to availability of budget provision and approval of equipment's in the EFC etc The administrative approval of a Competent Authority for execution of works carries with in the sanction of incurring expenditure on purchase of stores required for the work.
	(xvii) Supply of uniforms, badges and other articles of clothing etc. and washing allowance.	Full powers. The issue of uniforms and payment of washing allowance should be regulated in accordance with the Rules and orders issued by Ministry of Home Affairs/Finance/ICAR from time to time.
	(xviii) Telephone charges.	Full powers, subject to observance of restrictions in col. IV of Annexure to Schedule V of DFP Rules, 1978 as amended from time to time and those contained in M.O.F. O.M. No. 16(6)-E (Coord)/67 dated: 09.08.1967 and 06.11.1968 and such other orders as are issued from time to time.
	(xix) Calculating machines	
	(xx) Indents, contracts and purchase	Full powers, subject to condition under GFR 2005.

	(Rules 13 of DFP Rules, 1978)	
	(xxi) Advertisement charges.	Full powers, subject to observance of rules.
	(xxii) (a) Writing off losses.	Up to Rs 10,000/- for losses of stores not due to theft, fraud or negligence, 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.
	(xxiii) Petty works repairs.	Full powers up to Rs 3.00 lakh in each case.
33.	Power to declare any Group 'A' or Group 'B' Officer to be Head of an Officer for the purpose of relevant Rules or Drawing and Disbursing Officer vide Rule 10-A of DFP Rule dated 1978.	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 entertainment and light refreshment.	Up to Rs 15,000/- per annum subject to Rs 5/- per head subject to restriction laid down by the Ministry / Council from time to time. Total number should be restricted to 75.
35.	Investigation of arrear claims.	Up to 6 years of it's becoming due. Powers may be exercised subject to provisions of the GFR 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 procedure for regulating cash imprest circulated vide Council's letter No. 1 (11)/68-A/cs. II dated 5.4.1968 as amended/supplemented from time to time
37.	To execute contracts, deeds and other instruments for and on behalf of the ICAR.	Power as delegated vide Council's Office Order No. 4(7)/1968-Reorgn (F&A) dated 23.11.1968 and amended time to time.
38.	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Powers as delegated vide Council's Office order No.4 (7)/68-Reorgn (F&A) dated 23.11.1968.
39.	Grants of advance of pay and TA on transfer.	Full powers, subject to the provision of GFR 2005.
40.	Grant of advance in connection with tours.	Full powers, subject to the provision of GFR 2005.
41.	Grant of advance in connection with leave travel concession.	Full powers, subject to the provision of GFR 2005.
42.	Grant of advance in connection with festivals.	Full powers, subject to the provision of GFR 2005.
43.	Grant of advances in connection with natural calamities.	Full powers, subject to the provision of GFR 2005.
44.	Advance to employees for various department purposes.	Full powers, subject to the provision of GFR 2005.
45.	Grant of temporary advances including	To the extent the National Director is competent to

	special advances from Provident Fund.	sanction expenditure for the purpose subject to the provision of GFR 2005. Full powers except for self. In case of National Director, 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.
46.	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 2005.
47.	Grant of advance in lieu of Leave salary	Full powers, subject to the provision of GFR 2005.
48.	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> O.O. No. dated 04.02.1993 and as per immediate relief guidelines.
49.	Reimbursement of medical expenses as admissible under Central Service (Medical attendance) Rules, 1944 including counter signature of medical bills.	Full powers, National Director 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 Director 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.
50.	Sale and transfer of motor vehicle purchased with the advance from the Council.	Full powers, subject to the provisions of GFR 2005.
51.	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, National Director, NAIP will exercise the powers of a Head of Department)
52.	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 himself.
53.	Permission to officers to attend conferences connected with agricultural matter.	Full powers.
54.	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.
55.	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. 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 in Council letter No.5 (9)/ 68- Reorgn (F&A) dated 11.10.1968 modified from time to time. Full powers, subject to the provisions contained in Council's Letter no. 15(2)/69-Reorgn (F&A) dated 27.10.1969 modified from time to time.
56.	Maintenance of Electronic computer and the computer Laboratory.	Full powers.
57.	Approval for holding of workshop, symposia, conferences, meetings and sanction of expenditure to be incurred.	Full powers for expenditure up to 75 participants in each case. POL @ Rs 40 per delegate, and stationery @ Rs 40 per head including honorarium to the typist. This will be the maximum limit and also subject to availability of sanctioned budget provision and the economy instructions of the Government of India / Council issued from time to time. The other terms and conditions mentioned in O.O. No. 20-9/81-Cdn (A&A) dated 27.05.1982 will continue to be followed refreshment would be @ Rs 5.00 per head per session. (vide O.O. No. 6-2/90-Cdn (A&A) dated 29.03.1994.
58.	Sanction for serving of refreshment, working lunch, dinner at meetings, workshops, seminars, symposia etc.	Full Powers for expenditure upto 75 participants in each case provided Ministry of Finance instructions are followed.
59.	Contractual appointments/arrangements.	Full powers subject to sanction of posts by Competent Authority.
60.	Engaging Research Associate/Research Fellows on contract basis.	Full powers subject to sanction of posts by Competent Authority.
61.	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.
62.	Sanction for hiring of Indian Consultants/ Consultancy agencies for implementation of NAIP.	Full powers, however, concurrence of FA for amount exceeding Rs 5.00 lakh in each case will be taken.
63.	Nomination of employees for training in India.	Full powers.
64.	Installation of new telephone connection.	Full powers as per ICAR norms.
65.	Sanction of TA/DA to non-official members of the Research Programme Committee, Project Management Committee, Consortium Advisory Committee, Consortium Implementation	Full powers subject to prescribed rules/ orders/ guidelines.

	Committee, Technical Advisory Groups and other non-official members invited to Workshops, Working Groups, Committees in connection with the work of the project	
66.	Civil works including renovation and remodeling.	Up to Rs 10.00 lakhs.
67.	The power to incur expenditure for serving of mineral water in workshops/seminars and important official meetings.	Full powers.
68.	Participation in exhibition and demonstrations of research activity.	Rs 1, 00,000/- in each case of participation subject to budget provision.
69.	Re-appropriation of funds.	Full powers subject to guidelines under DFP rules 1978 (Except salary and TA grant) within the approved budget of each project.

The above delegation of powers are subject to the condition that the exercise of such delegated powers would be subject to the Government of India/Council's instructions/orders issued from time to time and also the World Bank guidelines.

Schedule: XIII A

Delegation of Powers to CPI, CoPIs, CACs and CICs under NAIP

The PMC approved the following delegation of powers to Consortium Principal Investigators (CPIs) & Consortium Partner Principal Investigators (Co-PIs) during the meeting held on **February 19, 2007**

S. No.	Nature of Power	Extent of Power to CPIs/ Co-PIs under NAIP	Remarks
1.	Sanctioning tour programme and counter signature of TA bills	Full power including for self. However, the CPIs/Co-PIs will Submit tour reports to his/ her higher Official.	With information to the Controlling Officer.
2.	Sanctioning tour advances for self, other staff.	Full, subject to the provisions of GFR 231 to 234.	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 for 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 be justified and in public interest.
5.	Expenditure on holding workshops, meetings/ conferences / deputation on short duration need based trainings in India.	Full, subject to provision of fund under the head in the approved/ sanctioned project and compliance with ICAR norms.	Subject to adherence to ICAR/ GOI/ World Bank norms. Number of participants should not exceed 50.
6.	Sanction of registration chargers at Symposia/ seminars at national level.	Full in the case of such chargers relating to the approved/ sanctioned project.	Subject to GOI/ ICAR norms/ instructions.
7.	Recurring contingent charges for management and operating laboratories and farms including purchase of working stores, chemicals, glasswares, tools, plants and equipment, insecticides, including consumables for research work.	Rs.1 lakh in each case subject to provision of fund under the head in the approved/ sanctioned project.	Subject to provisions of World Bank procedure.
8.	Capital expenditure on equipment's and works.	Full to the limit of sanctioned quantity/ budget for each approved item Follow the World Bank procedure.	

9.	Conveyance hire	Full powers	Subject to rates approved as per procedure and availability of budget provision. In case conveyance hiring rate is not available / charges not fixed, PI can define it for his / her project with an Intimation to PIU-NAIP as soon as defined.
10.	Purchase of books, publications and reprints of scientific papers.	Up to Rs. 50,000/- 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. 50,000/- 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.	-do-
13.	To incur recurring expenditure on maintenance and repair of scientific instruments, laboratory equipments, agricultural implements and machinery being used for the project.	Up to Rs. 1.00 lakh per annum.	-do- Beyond Rs.1 lakh, the CIC will recommend and CAC can approve.
14.	Need based consultancy for specific tasks (National)	For approved consultancies in the project: Up to 1.00 lakh to CPIs Up to 3.00 lakhs to CAC	Follow World Bank Procedures (Beyond Rs. 3.00 Lakh, approval of ND to be obtained with the Concurrence of FA)
15.	Repair of office machines	Full	-do-
16.	Maintenance of computer and Peripherals.	Up to Rs. 50,000/- per annum including cost of stores, and other materials required for maintenance.	-do-
17.	Payment of chargers on postage (excluding courier), telegrams, telex, fax, telephone bills internet use, cell phone etc.	The reimbursement of calls to CPIs/ Co-PIs will be made as per rules.	Subject to the instructions issued by the GOI/Council from time to time and availability of funds and the

			adherence to rules and procedures.
18.	Freight Charges Full power subject to this being part of the supply order relating to project work.		
19.	Sanctioning casual leave	Full, excluding self.	
20.	Contractual staff & help (casual labour/ data collectors etc.) approved in the project.	Job should be out sourced through job contractors.	Subject to the instructions issued by the GOI/ Council from time to time and availability of funds and them adherence to rules and procedures.
21.	Engagement of RA/ SRF on Contract Basis, approved in the project.	Full.	Subject to provision of the position in the approved project and availability of funds.

Delegation of Powers to CIC and CAC of Consortia under NAIP Consortium Implementation Committee (CIC)

- (i) Approve re-appropriation within minor heads upto 10% of variations of the approved allocation of the sub-project. This 10% limit is applicable for the entire project period and not each time. Proposals for variations more than 10% are required to be referred to CAC with recommendations.
- (ii) Recommend to CAC for approval of expenditure on maintenance and repair of scientific equipments, laboratory equipments, agricultural implements and machinery beyond Rs.1 lakh per annum in each sub project.

Consortium Advisory Committee (CAC)

- (i) On the basis of recommendation of CIC to consider the proposals for approval to incur expenditure on maintenance and repair of scientific instruments, laboratory equipments, agricultural implements and machinery up to Rs.1.5 lakh per annum in a sub-project subject to the condition that the total budget allocation of that sub-project is not exceeded. For the cases where this limit of Rs. 1.5 lakh is exceeding, the proposals are required to be submitted to the RPC for its consideration and approval along with the recommendations of CAC.
- (ii) On the basis of recommendation of CIC, consideration and approval of the proposals of reappropriation where the variation is up to 15% of the total approved cost of the sub-project under minor heads subject to the financial rules and procedures. This 15% limit will be applicable for the entire project period and not each time. Beyond this limit the proposals are required to be sent to RPC for their consideration/ approval along with recommendations of CAC.

Schedule: XIV
Delegation of Powers to PI, NICRA

The following powers have been delegated to P.I. NICRA at CRIDA, Hyderabad

S. No.	Nature of Power	Extent of Power
1.	Management of project staff including their TA/DA and Leave (including self)	Full Powers. However, PIs would have to inform the Director of the Institute in his/her own case of TA/Leave.
2.	Engagement of approved staff under the project.	Full Powers.
3.	Procurement of goods/equipment approved under the project.	Full Powers.
4.	Management of consultancies approved under the project.	Full Powers.
5.	Civil/Electrical Works (Capital items) approved under the project.	Full Powers.

As per communication received from Sr. F. & A.O., CRIDA, Hyderabad.

Appendix-1
Govt. of India orders regarding financial powers of autonomous
bodies funded by Govt. of India
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- 2

Items of Work to be 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 taken into account 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.

Appendix - 3

DELEGATION UNDER CCS (CCA) RULES

Indian Council of Agricultural Research
Krishi Bhavan, Dr. Rajendra Prasad, New Delhi- 110 001

No. 39-4/2001-Vig.

Dated the 31st May, 2001

To

The Directors of the Research Institutes

Subject: Schedule of Disciplinary and Appellate authority for imposition of penalties on ICAR employees in terms of Central Civil Services (Classification, Control & Appeal) Rules, 1965 (as extended to ICAR employees).

Sir,

I am directed to invite a reference to the Council's letter No. 1(9)/79-Vig., dated the 28th March, 1981, notifying a comprehensive schedule of disciplinary/appellate authorities in respect of major penalties [as per CCS (CCA) rules, 1965 as extended to ICAR employees] covering various categories of posts both at the Headquarters of the Council and at the Research Institutes.

The schedule has been reviewed in the Council keeping in view the amendments made during the past years, and revised schedule has been drawn up and approved by the Competent Authority. A copy of the revised schedule is enclosed. It is requested that hereafter all disciplinary/vigilance cases may be proceeded strictly with the said schedule.

Yours faithfully,

Sd/-
(Harsh Mitter)
(Director (Vig.))

Disciplinary Authorities in ICAR

Schedule of disciplinary and appellate authorities for imposition of penalties on ICAR employees in terms of Central Civil Services (classification, control and appeal) Rules and in terms of Bye-Law 31 of the by-laws of the Indian Council of Agricultural Research

Sr. No.	Description of Service/Grade	Appointing Authority	Authorities competent to impose penalties		Appointing Authority	Appointing Authority	Authorities competent to impose penalties		Appellate Authority
			Authority	Penalties			Authority	Penalties	
1	2	3	4	5	6	7	8	9	10
	Scientific posts		Headquarters			Institute			
1.	DDG Rs. 25,000/- (Fixed)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
2.	ADG (16,400/- 22,400/-)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
3.	Directors(s) of National Institutes Rs 25,000/- (fixed)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
4.	Directors(s) of Institutes (16,000-22,400/-)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
5.	Jt. Directors (National Institutes*) (Rs. 16,400- 22,400/-)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
6.	Project Director NRC/Project Directorate (16,400-22,400/-)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
7.	Principal Scientists	President, ICAR (16,400-22,400)	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
8.	Scientist (Selection Grade)/Sr. Scientist (10,000-13,500/-)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
9.	Scientist (Sr. Scale) (10,000-15,200)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
10.	Scientist (8,000-13,500/-)	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
10.	Scientist	President, ICAR	President,	All	-	President, ICAR	President,	All	-

	(8,000-13,500/-)		ICAR				ICAR		
11.	Technical Post Post carrying pay scale the maximum of which exceeds Rs. 16,500/- per me sum	President, ICAR	President, ICAR	All	-	President, ICAR	President, ICAR	All	-
12.	Posts in Grade T-9 (12,000-15,200) & T (7-8) (10,000-15,200/-)	D.G.(ICAR)	D.G.(ICAR) SECY. ICAR	All (i) To (iv)	President (ICAR) DG, ICAR	D.G.(ICAR)	D.G.(ICAR) SECY. ICAR	(i) To (iv)	President (ICAR) DG, ICAR
13.	Posts in Grade (T-4 to T-6)	SECY. ICAR	SECY. ICAR	All	D.G.(ICAR)	Director	Director	All	DG, ICAR in case of National Instts./Secy. ICAR in all other cases
14.	Posts in Grade (T-1 to T-3) Administrative Post	DY. SECY. ICAR	DY. SECY.	All	Secretary	Director	Director	All	DG, ICAR in case of National Instts./Secy. ICAR in all other cases
15.	Posts (other than those in included in the Combined Cadre of Admn. Officer & Finance and Accounts Officers) in the pay scale the maximum of which exceeds Rs 15,200/-	President ICAR	(a) President ICAR President (b) DG, ICAR	All ICAR (i) to (iv)					
16.	Post included in the combined Cadre of Administrative officer (i) Chief Admn. Officer (12,000-16,500/-) (ii) Sr. Admn.	DG, ICAR	(a) DG, ICAR (b) Secy. ICAR	All (i) to (iv)	President (ICAR) DG, ICAR	DG, ICAR	(a) DG, ICAR (b) Director of Institute	(a) All (i) to (iv)	(a) President ICAR (b) DG, ICAR

	Officer (10,000-15,200/-) (iii) Admn. Officer (8,000-13,500/-)								
17.	Posts other than those included in the Combined Cadre of Admn. Officers & Finance and Accounts Officers in the pay scale of Rs. 8,000-13,500/- but maximum of which does not exceeds Rs. 15,200/- per men sum	DG, ICAR	(a) DG, ICAR (b) Secy. ICAR	All (i) to (iv)	President (ICAR) DG, ICAR	DG, ICAR	(a) DG, ICAR (b) Director of Institute	(a) All (i) to (iv)	President ICAR DG, ICAR
18.	Combined Cadre of Finance & Accounts Officer: Chief Finance & Accounts Officer/Dy. Director (F) (12,000-16,500/-)	DG, ICAR	(a) DG, ICAR (b) Secy. ICAR	All (i) to (iv)	President (ICAR) DG, ICAR	DG, ICAR	(a) DG, ICAR (b) Director of Institute	(a) All (i) to (iv)	President ICAR DG, ICAR
19.	Sr. Finance & Accounts Officer (10,000-15,200/-)	DG, ICAR	DG, ICAR Secy. ICAR	All (i) to (iv)	President (ICAR) DG, ICAR	DG, ICAR	(a) DG, ICAR (b) Director of Institute	(a) All (i) to (iv)	President ICAR DG, ICAR
20.	Finance & Accounts Officer (8,000-13,500/-)	DG, ICAR	DG, ICAR Secy. ICAR	All (i) to (iv)	President (ICAR) DG, ICAR	DG, ICAR	(a) DG, ICAR (b) Director of Institute	(a) All (i) to (iv)	President ICAR DG, ICAR
21.	Asstt. Finance & Accounts Officer (6,500-10,500/-)	DG, ICAR	DG, ICAR Secy. ICAR	(i) to (iv)	President (ICAR) DG, ICAR	DG, ICAR	(a) DG, ICAR (b) Director of Institute	(a) All (i) to (iv)	President ICAR DG, ICAR

22.	Administrative & Ministerial Post in the pay Scale of: (a) Rs. 8,000-13,500/- (b) Rs. 6,500-10,500/- (c) Rs 5,500-9,000/-	Secy. ICAR	Secy. ICAR	All	DG, ICAR	(a), (b) & (c) Director	Director	All	(i) DG, ICAR in cases where the Disp. Authority is in the scale of pay higher than that of Secy., ICAR (ii) Secy., ICAR in all other cases.
23.	Administrative & Ministerial post equivalent to group "C" posts.	Dy. Secy.	Dy. Secy.	All	Secy. ICAR	(a) Director in all Institute Except IARI (b) Joint Director (Admn.) for IARI	Director in all Institute Except IARI Jt. Director (A) for IARI New Delhi	All	(i) DG, ICAR in cases where the Disp. Authority is in the scale of pay higher than that of Secy., ICAR (ii) Secy., ICAR in all other cases Director IARI.
24.	Supporting Staff (Grade I to IV) (i) 2,550-3,200/- (ii) 2,610-3,540/- (iii) 2,650-4,000/- (iv) 2,750-4,400/-	Dy. Secy.	Dy. Secy.	All	Secy. ICAR	CAO for IARI CAO/Sr. A.O./A.O. at other Institute Except IARI	CAO for IARI CAO/Sr. A.O./A.O. at other Institute Except IARI	All All	Director Director
25.	All posts Equivalent to Group 'D'	Under Secy.	Under Secy.	All	Dy. Secy.	-	-	-	-

Auxiliary Post

Appointing authority for all posts categorized as auxiliary posts would be the disciplinary authority and next higher authority will be appellate authority.

Miscellaneous

If any post/grade is not specially covered in the schedule in that case appointing authority shall be the disciplinary and next higher authority will be the appellate authority.

*National Institutes, viz. IARI, IVRI, NDRI, CIFE, NAARM

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

F. No. 5(8)/2010-Vig.D

Dated, the 13th July, 2010

OFFICE ORDER

1. WHEREAS the undersigned in his capacity as the President of the ICAR Society is the disciplinary authority by virtue of being Appointing Authority in respect of the posts indicated in the annexure. As a result, the concerned employees have no opportunity to appeal against penalty imposed by the undersigned as the President of the ICAR Society in terms of bye law 31 of the society read with Rule 22 of CCS (CCA) Rules as extended to ICAR employees.
2. WHEREAS; Rule 20 of Rules & Bye-Laws of ICAR Society provides that the President, ICAR may, in writing, delegate such of his powers as he may consider necessary.
3. WHEREAS, it is considered necessary to delegate the powers of Appointing Authority, in so far as they are as Disciplinary Authority. Accordingly, in terms of the provision vide rule 20 the powers of the President, ICAR, as Disciplinary Authority in respect to the posts mentioned at S. No. 1 to 6 are hereby delegated to the Director General, ICAR and in respect to S. No. 7 to 13 to the Secretary, ICAR. The Schedule of Disciplinary Authorities, circulated vide Council letter No. 39-4/2001-Vig. Dated 31.5.2001 stands amended accordingly.

Sd/-
(Sharad Pawar)
Agricultural Minister
&
President, ICAR Society

Posts in respect of which the Hon'ble AM is the disciplinary authority by virtue of being appointing authority

SCIENTIFIC POSTS

1. Deputy Director General
2. Director of Institutes in the pre-revised pay scale of Rs.25, 000/- p. m. fixed.
3. Assistant Director General
4. Director of Institutes in the pre-revised pay scale of Rs. 16,400-22,400/-.
5. Joint Director in the pre-revised pay scale of Rs. 16,400-22,400/-.
6. Project Director (NRC/Project Directorate) in the pre-revised pay scale of Rs. 16,400-22,400/-.
7. Principal Scientist
8. Scientist (Selection Grade)/Senior Scientist
9. Scientist (Senior Scale)
10. Scientist

TECHNICAL POSTS

11. The Technical posts carrying the pay scale the maximum of which exceeds Rs. 16,500/- (pre-revised)

ADMINISTRATIVE POSTS

12. Director
13. Deputy Secretary

APPENDIX- 4

Important Circulars issued by ICAR/DARE

(1)

**Government of India
Ministry of Agriculture
Department of Agricultural, Research and Education
Krishi Bhawan, New Delhi - 1**

F. No. 12-18/92-Part.

Dated the 17th November 1992

OFFICE MEMORANDUM

Subject: Giving of gifts during tours of Parliamentary Committees

The Lok Sabha Secretariat vide their letter no. 8/1 /3/AC/92 dated the 11th November 1992 has informed this Department as under:

1. It has been noticed in the past that when Parliamentary Committee visit various places for an on-the-spot study some gifts are given by the Departments of the Government/ Public Undertakings/other Institutions or organizations to be visited and those gifts are also given to the officers of the Lok Sabha Secretariat accompanying the Committees.
2. I am to request you to inform all concerned with the tour of study group of the committee on Agriculture that costly gifts should not be given during the course of their visit to various places. The only exceptions, if any, could be small souvenirs or mementos connected with the organizations visited
3. It is requested that the above instructions may please be strictly complied with, in future.

**Sd/-
D K Reddy
Director (DARE)**

(2)
Indian Council of Agricultural Research
Krishi Bhavan: New Delhi

F.No.2-2/2009-Gen.Admn.

Dated the 25th March, 2010

Subject: **Economy Circular-2/2010**

The institutes/Project Directorates/Research Centre's are hosts to several visitors, including those who hold or attend formal meetings in the Institute/Project Directorates/Research Centre's. With regard to such visitors and such meeting, the following guidelines need to be observed:

1. Those invited for, or attending meeting, whether from DARE or the ICAR, including the DG, Secretary, and DDGs and ADGs of the ICAR, or whether from other Ministries or departments of the Govt. of India or the State Governments, there is no need to give gifts/mementos to the visitors.
2. If a bouquet is to be given, it should be a simple one rather than expensive and elaborate.
3. It is also noticed that in many of these meetings, there are relatively long inaugural and concluding sessions, consisting of welcome speeches, vote of thanks, etc. These are essentially business meetings, and any welcome or thanks-giving should be proper, but short and crisp. Elaborate inaugural or thanks-giving do not suit business meetings, and should be avoided.
4. It is noticed that institutes also have a practice of giving a gift of their own produce/product. In so far as it is a product that can be sold, such as a shawl, and has therefore a cash value, such products need not be gifted. Even agriculture premises, if need to be given, may be given in small quantities, as samples. With regard to non-perishable produce, such as wheat or rice, this can be offered for sale to such visitors at regular institute prices, and need not be gifted.
5. There would, however, be occasions when visitors are invited by institutes. A case in point is the ICAR Vichar Manch, where the speakers/performers are received as guests. Similarly, public representatives and journalists visit the institutions as also occasions such as meetings of the ICAR Society (AGM) or Governing Body. A token gift to such persons, such as a shawl produced by our institute, or a memento, is in order. Again, the cost of such a gift/memento should not exceed the region of Rs.500/- or, as the occasion demands in case of public representatives. Sometimes, we may have foreign visitors who are either on a State visit, or are important to the ICAR/Govt. of India. A memento/gift may be given to them also, the value of such gifts should be in the region of Rs.500-700.

The above guidelines need to be followed strictly not only to avoid audit objections, etc. but also to be sober and responsible with public money. In case of any doubt, on any occasion, please seek telephonically/by fax clarification from the undersigned directly.

This issues with the approval of Secretary (DARE) & DG, ICAR.

Sd/-
(RAJIV MEHRISHI)
Addl. Secretary, DARE & Secretary, ICAR

(3)

**Indian Council of Agricultural Research
Krishi Bhavan: New Delhi**

F.No.2-2/2009-Gen.Admn.

Dated the 21th May,2010

Economy Circular-2/2010

To

The Directors/Project Directors of ICAR Research Institutes/project Directorates/NRCs/Bureaux

Subject: *Tour programmers' of Research Management Scientists reg.*

I am to invite reference to para 4 of Council's letter No..12(4)/98-Cdn. (A&A), dated 10th November, 2000, according to which DDGs, ADGs, Directors, etc are expected to plan their tours outside the headquarters in such a way that their total absence from headquarters does not exceed 7 days in a month, and tours in excess of this limit can only be undertaken with the approval of the next higher authority. It has been observed that some officers are not fully complying with these instructions. In view of this and in view of certain difficulties pointed out in planning tours, the following revised instructions are issued.

1. For other than DDGs/ADGs

- (i) Directors, Project Directors of National Institutes/Centre's/Project Directorates/NRCs/Bureaux should plan their tours outside their headquarters in such a way that their total absence from headquarters including journey time does not exceed 7 working days, and including closed holidays a total of 10 days in a month in any case.
- (ii) Tour programmers' within the above limit shall not require prior approval by their respective controlling officers. The officers are required to forward their tour programmers' by e-mail only to the concerned DDGs in the SMD. No hard copies of tour programmers' are required to be sent.
- (iii) For exceeding the above limit of 7/10 days in a month, in exceptional circumstances, prior approval of the DDG will be required.
- (iv) On return from tour, the officers are expected to forward a back to office report' by e-mail only, to the authority next higher to them. No hard copies of these reports are required to be sent. However, a quarterly statement of tours undertaken must be submitted, along with highlights of salient points that need attention.

- (v) The officers are expected to indicate in tour programmers' their contact particulars besides their mobile numbers, during tour. This should also be left in their officer so that if required they can be contacted, in case their mobile phones do not work/respond.

2. For DDGs/ADG; ND,NAIP/NCs, NAIP

- (i) Tour programmers' will continue to be approved as hereto before and the time limits will also be the same, i.e., absence from headquarters including journey time shall not exceed a total of 7 working days and 10 days in a month, if closed holidays are included.
- (ii) When parliament is in session, any absence from headquarters will require prior approval of the DDGs/Secretary/DG, as the case may be.

Yours Sincerely.

Sd/-

(RAJIV MEHRISHI)
Addl. Secretary, DARE & Secretary, ICAR

(4)

**Indian Council of Agricultural Research
Krishi Bhavan: New Delhi**

F. No. 32(1)/2011-Cdn. (Tech.)

Dated 5th January, 2011

Administrative Circular *1/2011*

To,

The Directors/Project Directors of ICAR Research Institutes/project
Directorates/NRCs/Bureaux

Subject: Guidelines for conducting tests by ICAR Institutes or in the AICRPS, on behalf of private entities.

It is now well recognized that along with the ICAR, the private sector too has a role in improving productivity in the agriculture sector, including in livestock and fisheries. In the ICAR, there has been no prohibition or ban on conduct of tests for, say, hybrids or agrochemical molecules or vaccines, etc. produced by the private sector, as any improvement in any of the inputs or technologies would ultimately benefit the Indian farmer. Beside, testing by ICAR Institutions also strengthens the overall regulatory regime in the country. In the Crop Sciences Division, a testing fee has been prescribed vide their Office Order No. 4(IS)/03-CCI, dated the 13th September, 2004.

2. The issue of standardization of guidelines and the testing fee regime across the SMDs, in handling of such tests in the ICAR, is the subject-matter of this circular. In this regard, the following general guidelines are issued:

- i) Testing on behalf of private entities cannot and should not be at the expense of the research programmes, and their timelines, being conducted by the ICAR. Therefore, prior permission of the concerned DDG is essential before such a trial or testing can be undertaken by any Institute of the ICAR. In Seeking prior approval of the DDG, the Director of the Institute would have to give a certificate that the work of testing, etc. being undertaken by him is not going to interfere with the Institute's regular research programmes and targets. In other words, conducting any testing on behalf of any non-government entity, without the prior permission of the concerned DDG would be irregular.
- ii) In respect of AICRPs, undertaking such testing on behalf of non-government entities would require discussion in and approval of the annual workshop for AICRPs, which are chaired by the DDG concerned. No testing may be undertaken without discussion and approval in the annual workshop, in the presence of the concerned DDG.
- iii) Any particular testing that any Institute or project of the ICAR may take up would need to strictly comply with the national laws, especially those concerning bio-safety.
- iv) ICAR Institutes/Projects undertaking testing on behalf of private sector undertakings will charge a minimum fee, as follows:
 - (a) For evaluation of transgenic crops in the A" Indian Coordinated System, a testing fee of Rs.75, 000/- (Rupees seventy-five thousand only) per entry per location per year will be charged from private organization(s) desirous of such testing.

(b) For evaluation of hybrids in the All India Coordinated System, a testing fee of Rs.60,000/- (Rupees sixty thousand only) per entry per year will be charged to the sponsor of the entries from private organisation(s).

(c) For testing of molecules and agro-input products, a testing fee of Rs.20,000/- per molecule/location/ season will be charged from the company/ organization desirous of testing their molecules/ products in the All India Coordinated Project System.

(d) The money will be received in the office of the concerned Director/Project Director/Project Coordinator. Out of the amount received under item (i) to (iii), Rs.10,000/- per entry/location/ year under item (i) Rs.10,000/- per entry/year under item (ii) and Rs.4,000/-per molecule/location/season under item (iii) will be retained in the office of Director/Project Director/Project Coordinator to meet the expenses, and the balance money will be sent to centres of the Coordinated Project, where testing will be undertaken. The amount remaining with the Project Coordinators/Directors/Project Directors etc. will be considered as revenue generation and will be governed as per the existing guidelines of the Council.

(e) The entry fee will be collected in 2 instalments: 60% before testing is undertaken, and 40% at the time of releasing the results.

(f) The results of the entries will be withheld if the testing fee is not paid by the sponsor. It is clarified that the above is the minimum fee to be charged, and the Institute may charge higher fee in consultation with DDG concerned, in case it feels that the work/service involved is more than the fee would cover. The above instructions should be complied with strictly by all Institutes/Projects of ICAR, including deemed universities.

This issues with the approval of Secretary, DARE & DG, ICAR.

sd/-
(RAVINDRA KUMAR)
Assistant Director General (Coord.), ICAR

(5)

**Indian Council of Agricultural Research
Krishi Bhavan: New Delhi**

F. No. 38(05)/2010 –Per. IV

Dt. 17-03-2011

Subject: Economy Circular 2/2011

To

The Directors/Project Directors of ICAR Research Institutes/Project Directorates/NRCs/
Bureaux/Zonal Project Directorates.

Sir,

Vide Economy Circular 3/2010, dated the 21st May, 2010, it was brought to the attention of all ICAR employees that their total absence from Headquarters on tour cannot be more than 7 days in a month, and including closed holidays, a total of 10 days in a month.

2. Naturally, this stipulation applies to officers of ICAR Headquarters also.

3. It has been noticed that this instruction is not being complied with. It is therefore further ordered as follows:

(i) If the total number of days of tour exceeds the limits set by the Circular No: 3/2010, summarized in para (i) above, the Drawing & Disbursing Officer shall not pass the TA/DA bill of that officer, but would instead refer it to Headquarters for further directions, stating whether or not, while getting the tour programme approved, the officer brought to the notice of his or her controlling officer, that total days of absence will be more than 7/10 days and the tour programme was approved by controlling officer with this knowledge. Passing of such TA/DA bills would be considered to be a financial misdemeanor.

(ii) In ICAR Headquarters, Cash-I Section issues tickets for such journey. Cash-I Section will ensure that in future it will keep a record of the total number of days of tour of each officer from Headquarters on a monthly basis, and in case a ticket is requested for, which will imply exceeding the time limits set, then Cash-I Section shall not issue the tickets for such journeys without prior approval of either Secretary or DG, ICAR.

This issues with the approval of Secretary, DARE & DG, ICAR and needs to be strictly complied with.

Sd/-
(RAJIV MEHRISHI)
Addl. Secretary, DARE & Secretary ICAR