

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/ATARIs/Project Directorates) and their regional and sub-stations, 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 i.e. the Hon'ble Minister of Agriculture and Farmer's Welfare.
- (e) "The Vice-President" means the Vice-President of the Indian Council of Agricultural Research i.e. the Hon'ble Minister of State in the Ministry of Agriculture and Farmer's Welfare.
- (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 Financial Advisor" means the person appointed by the Government of India to be the Financial Advisor of the Indian Council of Agricultural Research. Financial Advisor includes Additional Secretary so appointed in the Council or any other person exercising the functions of the Financial Advisor by whatever name called.
- (j) "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.

- (k) "The Constituent Units of the Society" means the Indian Council of Agricultural Research Headquarters, its research institutions (Deemed Universities/ Institutes/NRCs/Bureaux/ATARIs/ Project Directorates) and their regional and sub-stations, network projects and coordinated projects managed and administered by the Society.
- (l) "Department of Central Government" means a Ministry or Department of the Central Government as notified from time to time.
- (m) "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.
- (n) "Appropriation" means the assignment, to meet specified expenditure, of funds, included in a Primary Unit of appropriation.
- (o) "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.
- (p) "Head of Office" means an officer so declared by the competent authority.
- (q) "Head of Finance" means an officer who heads the Finance & Accounts of the Deemed Universities/ Institutes/NRCs/Bureaux/ATARIs/ Project Directorates.
- (r) "Pension Authorizing Authority" means the Finance Officer so declared by the Council to authorize pension and issue PPO/GPO.
- (s) "Drawing and Disbursing Officer" means a head of office and also any other officer equivalent to status of a Class 'A' 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.
- (t) "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.
- (u) "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.
- (v) The "Primary Unit of Appropriation" are the 12 Schemes and 1 Non-scheme of ICAR in which DARE draws Grant-in-aid from Ministry of Finance, Government of India (please see the details under Section: VIII [2])
- (w) "Secondary Unit of Appropriation" are the sub-heads of the Object Head.
- (x) "Re-appropriation" means the transfer of funds from one 'Object Head' to another.
- (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.

- (bb) "Miscellaneous Expenditure" means all contingent expenditure of miscellaneous nature which is not covered under specific accounting heads adopted by the ICAR.
- (cc) "Government" means the Central Government.
- (dd) "Treasury Rules" means the Treasury Rules of the Central Government.
- (ee) "General Financial Rules" means the General Financial Rules of Central Government.
- (ff) "Accredited Bank" in relation to the Council means the SBI or any other Bank as per Rules & Bye Laws of the Society.
- (gg) "Cadre" - Cadre means the strength of a service or a part of a service sanctioned as a separate unit.
- (hh) "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.
- (ii) "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.
- (jj) 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 involve 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.
- (kk) 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.
- (ll) 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.
- (mm) 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).

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 Government, Central Government Treasury Rules and Receipts and Payments Rules etc.

4. Powers of the Society

The Indian Council of Agricultural Research is a society registered under the Societies Registration Act 1860. As per 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 there under

Schedules I to X indicate the extent of powers vested in the Director General, the Secretary and other officers in the ICAR Headquarters, the Directors of the ICAR Institutes/NRC/ATARIs/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 12th January 2011) (**Appendix: I**)

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

7. Authorities of the Society

The followings are the authorities of the Society:

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

SECTION II

(Refer Rules & Bye-Laws of ICAR)

1. Powers of the President

- (a) The President shall exercise such powers for the conduct of the Society as may be vested in him by the Society. In addition, the President shall have powers to:
- (i) Review periodically the work and progress of the Society,
 - (ii) Appoint committees or commissions to enquire into the report on the affairs of the Society and pass such orders thereon as he considers proper.
- (b) In the application of various Rules and Regulations of the Government of India, as amended or altered or modified from time to time and applicable to the Society, the powers vested in the President of India shall be exercised by the President of the Society.
- (c) Sanction of the President shall be required for creation of any post the grade pay of which exceeds Level 15 of the 7th CPC.
- (d) The composition of Committees, Boards or other such Bodies for promotion, selection, recruitment and other matters-incident thereto or connected therewith for various posts under the Council-shall be made with the approval of the President.
- (e) The President shall preside over all meetings of the Society. In his absence the Vice President shall preside over the meetings of the Society.
- (f) The President shall be the appointing authority in respect of:
- (i) All categories of posts included in the Agricultural Research Service (ARS),
 - (ii) All Technical posts in the Level 12 and above as per the 7th CPC.
 - (iii) All Administrative posts in the Level 12 and above as per the 7th CPC.

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.

2. Powers of the Vice-President

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

3. 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 as per the prescribed periodicity.
 - 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 and 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 (xi) above under the Society, and to issue such direction to them as it may deem fit and necessary; and
- xiii) Delegate such administrative, financial and other powers to the Director General, Secretary and any other Officer of the Council, as it may consider necessary and proper.
 - (a) The Governing Body may delegate to the Directors of the Institutes, Bureaux, National Research Centers (NRCs), Project Directorates (PDs), Directorates, ATARIs etc. all powers for their functioning.
 - (b) The Indian Agricultural Research Institute (IARI) New Delhi, the Indian Veterinary Research Institute (IVRI), Bareilly the National Dairy Research Institute (NDRI), Karnal and the Central Institute of Fisheries Education (CIFE), Mumbai, which are deemed Universities under the University Grants Commission Act 1956, and such other Institutes as may be declared Deemed Universities, may be delegated enhanced powers beyond those contemplated in (c) above in view of their special status. [Rule 39(b) of Rules & Bye-Laws of ICAR]
 - (c) 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 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.
- (d) To approve the Annual Accounts of the Funds of the Society so compiled and presented before its submission for Audit.
- (e) To constitute a Finance Sub-Committee and an Administrative Sub-Committee which would discharge all such responsibilities on behalf of the Governing Body of the Society in financial and administrative matters respectively and any other responsibility as assigned to it by the Governing Body of the Society. (Order No.: 14(1)/2013-Gov. Cell, dated: 06th August 2013) (**Appendix: II**)

4. 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) of Rules & Bye-Laws of ICAR]
- (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] of Rules & Bye-Laws of ICAR).
- (f) The Director General shall exercise the powers delegated to him under the Rules and Bye-laws of the Council as well as those powers which are exercisable by a Ministry/Department of the Government of India, 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.
- (h) The Director General may, subject to such conditions and monetary limits as he may consider necessary to impose, delegate the power to write off losses, to the Secretary/Deputy Director Generals, other officers of and under the Council and the Grantee Institutions.
- (i) The Director General shall have full power for condemnation of motor vehicles and motorcycles subject to the ceilings, time and procedure prescribed by the Government of India.

- (j) The Director General may offer a fellowship to any highly qualified scientist for a period not exceeding 3 years for conducting research in any scientific field in accordance with the quantum of fellowship and cognation matters prescribed by the Governing Body (Bye-laws 27 of Rules & Bye-Laws of ICAR]).
- (k) 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.
- (l) 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.
- (m) 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 Rule 309 and 310 of the General Financial Rules (GFR).

5. Powers of the Secretary, ICAR

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

- (f) The Secretary shall have the power to file and defend suits or other proceedings by or against the Council and to compromise, settle or refer to arbitration to any dispute relating to the Council.

6. Residuary Financial Powers

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

SECTION III

1) Powers of the Officers at ICAR Headquarters

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

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

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

3) 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 EFC/SFC and Annual Plan,
- (ii) periodical review of progress of development schemes,
- (iii) consideration of proposal for annual budget,
- (iv) consideration of items of expenditure which are beyond the powers of the Directors of the Institute,
- (v) policy issues relating to the Institute, including the rights and obligations of staff,
- (vi) consideration of action taken on the recommendations of the Grievance Cell and the Institute Joint Council,
- (vii) any other items as may be desired by the Director or other members of the Committee or as may be required to be considered as per delegation of powers as per directions of the Governing Body whether contained in any manual, orders issued, resolution passed, or other instructions approved by the Governing Body, and

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

4) Powers of Joint Director (RMP only) of National Institutes/Deemed Universities

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

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-V.**

6) Powers of Project Coordinators:

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

7) Powers of Head of Office

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

8) 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 (where the strength of scientists working is not less than 10) has been given in **Schedule-VIII.**

9) Powers delegated to Principal Investigators of Externally Funded Projects funded by (i) National and International agencies, (ii) Projects funded by the Private Sector, (iii) Consultancy Projects (Training, Consultancy, Contract Research & Contract Services etc.), (iv) ICAR projects such as Revolving Fund Scheme.

Extent of powers delegated to the Principal Investigators of Externally Funded Projects has been given in **Schedule-IX.**

10) Powers of National Coordinator under NASF & PIs of NASF Projects

Extent of powers delegated to the National Coordinator under NASF and Principal Investigators of NASF Projects has been given in **Schedule- X& X (A).**

SECTION IV

1. Creation of Posts:

- i) Subject to provisions of Delegation of Financial Powers Rules issued by the G.O.I. and Council's instructions issued from time to time and notwithstanding anything contained in this delegation of powers, no post shall be created:
 - (a) In any constituent unit of the Council unless there exists in that unit or in any other unit of equal status, a post of similar character on a rate or scale of pay which has already been approved by the Council.
 - (b) In contravention any constituent unit of the Council unless there exists in that unit or in any other unit of equal status, a post of similar character on a rate or scale of pay which has already been approved by the Council,
 - (c) Unless funds to meet the cost of the post, if temporary, can be found by valid appropriation or re-appropriation from within the provision placed at the disposal of the authority concerned,
 - (d) Permanently, unless permanent recurring saving is available to meet its cost.
- ii) 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, as per the provision of DFPR.
- iii) 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, in accordance with the provision of DFPR.
- iv) 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 DFPR.
- v) The Director General, 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 and Govt of India decisions). Instructions

contained in the 'Compendium of instructions for Creation, Revival, Continuation and Transfer of Posts' issued by Department of Expenditure, Ministry of Finance, Government of India vide O.M. No. 7(1) E-Coord.-1/2017, dated: 12th April 2017, as amended from time to time (*ICAR F. No.: 41[2]/2005-Per. IV, dated: 26th May 2017*). (**Appendix: III**)

2. Abolition of Posts:

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

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

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

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

Section V

1. General Limitations on powers to sanction expenditure

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

2. Primary Unit of Appropriation and Secondary Unit of Appropriation of Budget

(A) Primary Unit of Appropriation” is the 12 Schemes and 1 Non-scheme of ICAR in which DARE draws Grant-in-aid from the Ministry of Finance, Government of India in Public Financial Management System (PFMS). These are also called Major Heads/Budget Line which is as under:

- (i) Crop Science
- (ii) Horticulture Science
- (iii) Animal Science
- (iv) Fishery
- (v) Agriculture Engineering
- (vi) Agriculture Economics, Statistics and Management
- (vii) Agriculture Extension
- (viii) Agriculture Education
- (ix) NASF
- (x) CRA-National Innovations on Climate Resilient Agriculture
- (xi) National Agricultural Higher Education Project (NAHEP)
- (xii) Natural Resource Management
- (xiii) ICAR Headquarters (Non Scheme)

(a) Grant in Aid under the above Major Heads is allocated in the following Minor Heads

- (i) North-East Component (NEH)
- (ii) Tribal Sub-Plan (TSP)
- (iii) Scheduled Caste Sub-Plan (SCSP)
- (iv) Other than NEH, TSP and SCSP

(b) Grant in Aid under the above Minor Heads is allocated under all or any of the following Object Head. The Object Head represent the Primary Unit of appropriation.

- (i) Grant in Aid – Capital
- (ii) Grant in Aid – Salary
- (iii) Grant in Aid – General

(B) “Secondary Unit of Appropriation” is the sub-heads of the Object Head. These are enumerated below.

(I) 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

(II) Grants-in-Aid for Salary

Establishment Expenses: Salaries

- 1) Establishment Charges
- 2) Wages
- 3) Overtime Allowance

(III) 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

(Reference F. No.: 10(6)/2004-Budget, dated: 27th August 2010 as amendment to Bye-Laws 8 of ICAR as approved by the Governing body of ICAR in its 215th Meeting held on 15th December 2009 in exercise to its powers under Rule 40.)

3. 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 Byelaws of the Council.
- (c) 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.
- (d) The Director General shall have, in respect of Government of India Grants, full power to re-appropriate funds within a Major Head, provided that the total sanctioned Budget Estimate within the “Object Head” of 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*.
- (e) The Secretary, the Directors of the Institutes/Bureaux/NRC/ATARIs 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 Go/ICAR may prescribe from time to time and subject to EFC/SFC provisions.
- (f) The Directors of the Institutes/Bureaux/NRC/ATARIs or Project Directorate or any other officer empowered by the Governing Body, will not re-appropriate funds from one Secondary Unit to another i.e. from “Grants-in Aid Capital” to “Grants in Aid Salaries” or “Grants in Aid General”, and *vice-versa*. No appropriation may be done from “Grant-in-aid-Salaries” to any other sub-head in “Grants-in-aid for Creation of Capital” or “Grant-in-aid General” and *vice-versa*.

No re-appropriation may be done from “Pension & Other Retirement Benefits” to any other sub-heads in “Grant-in-aid-Salaries” or “Grant-in-aid General”.

No re-appropriation may be done to/from “Travelling Allowance” under revenue.

- (g) 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 the MoF.
- (h) No re-appropriation shall be made so as to augment the provision under Secondary Unit “Overtime Allowance (OTA)”, without the previous consent of the MoF.
- (i) Re-appropriation of funds from the head “Salary” to any other head of account is not permitted, without the previous consent of MoF.
- (j) Re-appropriation are to be generally undertaken mid-year based on revised estimates, or towards the close of the financial year to allow for adjustments before the close of the financial year by the Controlling Officer.
- (k) The financial limits of re-appropriation are with reference to the primary unit of appropriation to which the fund is proposed “to” be re-appropriated.
- (l) Whenever any re-appropriation is sanctioned, the sanction order should be communicated to Principal CCA/CCA/CA of the Ministry/Department concerned.
- (m) The re-appropriation should only be undertaken in multiples of rupees in thousands.
- (n) The provision of this rule shall have effect in relation to one financial year.
- (o) The following re-appropriation or augmentations require the approval of the Parliament through a Supplementary Demand of Grants:
 - i. From one section of grant to another section of a grant.
 - ii. To augment the original budget allocation under a Grant/Appropriation.
 - iii. From one Demand/Appropriation to another Demand/appropriation.
 - iv. To meet expenditure on a New Services (NS) or New Instrument of Services (NIS)
- (p) Budget provisions under the Minor Heads relating to Scheduled Caste Sub-component and Tribal Sub-component, cannot be re-appropriated to any other head/other purpose.

Provided that, re-appropriation to the same Minor Head from one Scheme/Sub-Scheme to another Scheme/Sub-Scheme i.e. from SCSP to SCSP and TSP to TSP within the same grant and section is permissible.

4. Financial powers of the Autonomous bodies- Restrictions regarding

Refer O.M. No. 9(4) E-Coord. 184, dated: 15th October 1984 by Department of Expenditure, Ministry of Finance, Government of India (**Appendix IV**).

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

5. Exercising delegated powers in respect of “past cases”

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

6. Powers to Sanction Excess Expenditure

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

7. Re-delegation of Powers

The Director General, the Secretary, Indian Council of Agricultural Research/ Directors of the Research Institutes, Bureaux, NRCs, ATARIs and Project Directorates and such other officers may re-delegate their powers to the subordinate authorities under them to the extent considered necessary for the day to day working of the Office/Institute/ Bureaux/NRC/ATARIs/Project Directorate etc subject to the observance of the Rules and Orders issued by the Government of India/Council from time to time regarding re-delegation of powers to subordinate authorities and also subject to condition that overall responsibility will rest with them. An authority may re-delegate powers not exceeding those vested in that authority. Delegated powers cannot be further re-re-delegated. Powers regarding creation of posts, appointments, disciplinary powers, power to suspend lien, power to grant higher initial pay, Power to sanction advances from the provident Fund to the officers and staff on notional foreign service, power to write off losses, power to sanction pension and other statutory powers derived directly or indirectly from the Fundamental and

Supplementary Rules, General Financial Rules, Delegation of Financial Powers Rules, Rules and Bye-laws of the Council and other Rules and Regulations may not be re-delegated to the subordinate authorities.

Head of Office

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

8. Remission of disallowances by Audit and writing off of overpayment made to ICAR employees

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

9. Insurance of Council's property

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

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

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

Instructions

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

10. General Directions

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

Schedule I

Powers of the Officers at ICAR Headquarters

Powers vested under the Bye Laws					Powers delegated by the Governing Body or otherwise (as on 30.11.2020)								
S. No.	Nature of power	Bye-law No./FR/SR	Director General	Secretary	DDG	Secretary	ADG	Other Scientific or Technical Officers of the level of ADG or above & Director (DKMA)	Sr. Director (Admn.)/ Director (GAC)/ DS (GAC)	Dir. (Fin.)/ Dir. (P)/ Dy. Dir./ Dy. Secy.	US/ Sr. F&AO/ &LA	F&AO	Remarks/ Guiding instructions
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Sanction of New Scheme (Central Sector Scheme)	6	Scheme/Sub-Schemes will be initiated with the prior 'in-principle' approval of the Department of Expenditure. This will, however, not apply to the announcements made in the Budget Speech for any given year.	--	--	--	--	--	--	--	--	--	The power is exercised by Director General ICAR as Secretary (DARE) in accordance with the MoF instructions related to appraisal and approval of Schemes. (O.M. No.: 24(35)/ PF-II/2012, dated: 05 th August 2016).
2.	Sanction of additional grant for approved Schemes (Central Sector Scheme)	7	Up to 20% increase in cost due to statutory levies, exchange rate variation, and price escalation within the approved time cycle.	--	--	--	--	--	--	--	--	--	This is subject to the concurrence of the Financial Advisor. Cost increase beyond 20% and for reasons other than those mentioned in column 4 will be processed as per the instructions for RCE as indicated in instructions of MoF. (O.M. No.:

													24(35)/ PF-II/2012, dated: 05 th August 2016).
3. (i)	Schemes for organizing training programmes within the country for various clients in India & abroad;	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	Revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 th June .2014) &
3 (ii)	Consultancy projects with Foreign agencies/ Multi-National Companies/ National agencies	Rule 38 (b) (14)	Full, in excess of Rs. 2.50 crores	--	Beyond Rs. 50.00 lakh and not exceeding Rs. 2.50 crores with National Agencies only.	--	--	--	--	--	--	--	circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt. III), dated 21 st September 2014 and effective from 1 st October 2014.
3 (iii)	Contract research projects involving national/foreign clients and also multi institutional projects	Rule 38 (b) (14)	Full, in excess of Rs. 2.50 crores	--	Beyond Rs. 50.00 lakh and not exceeding Rs. 2.50 crores	--	--	--	--	--	--	--	-do-

					with National Agencies only.								
3 (iv)	Contract services involving national/foreign clients and also multi institutional programmes/ ICAR Headquarters.	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	-do-
3 (v)	To formulate, amend, modify or repeal rules, guidelines on training, consultancy, contract research and contract service.	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	-do-
3 (vi)	To approve participation of ICAR Institutes in the training programme to be organized outside the country by FAO, UNDP, and WHO etc. or under Bilateral	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	-do-

	Agreement.												
3 (vii)	Sanction of Honorarium to Directors of the Institutes where he himself is the Course Director.	Rule 38 (b) (14)	Full, in excess of Rs. 1.00 lakh during a financial year in case of Director of an institute and Rs. 10 lakh during a financial year in respect to Scientist of Institute.	--	--	--	--	--	--	--	--	--	-do-
3 (viii)	To fix charges/rates; prescribed procedure their review in consultation with Financial Advisor (DARE).	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	-do-
3 (ix)	To lay down principles and guidelines for sharing of fee etc; utilization of funds generated by the institutes and to lay down the policy for licensing of intellectual property and sharing of rights/income.	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	-do-
3 (x)	To create staff welfare funds at Headquarters &	Rule 38 (b) (14)	Full	--	--	--	--	--	--	--	--	--	-do-

	institutes.												
4.	Appropriation of funds	8 (c)	Full up to the amount provided for in the sanctioned estimates.	--	--	--	--	--	--	--	--	--	
5.	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 and general restriction on Appropriation and Re-appropriation as mentioned in Section V.	--	--	--	--	--	--	--	--	--	
6.	Approval of Revolving Fund Schemes in ICAR.		Full.	--	--	--	--	--	--	--	--	--	
7.	Powers exercisable by a Ministry/Department of the Government of India under various rules and regulations of the Government of India.	9 (f)	Full.	--	--	--	--	--	--	--	--	--	As per the DPFR.
8.	Execution of Works.		Full powers for all cases exceeding Rs. 3.00 Crores	--	Up to Rs. 3.00 Crores in respect to	--	--	--	--	--	--	--	F. No.: 3(14)/2007-EC, dated: 26 th June 2018, issued by Director (Works)

					Institutes under the SMD.								
9.	Powers of the 'Head of Department' under various rules and regulations of the Government of India.	9 (g)	--	Full.	--	--	--	--	--	--	--	--	
10.	Expenditure sanction of a Miscellaneous & contingent nature.		Full	Power to the extent delegated to 'Head of Department' as in DARE	Power at par with Head of Department in respect to their Division .*	Full subject to the note in Schedule V of D.F.P. Rules	(a) Recurring up to Rs. 1.00 lakh per annum in each case	--	--	(a) Recurring: Rs. 5.00 lakh per annum in each case.	(a) Recurring: Rs. 500/- per annum in each case--	--	*Office Order No.: 6(3)/89 CDN (A&A) dated: 29 th July 1992 (for DDG) F. No.: 6-1/2007-CDN (A&A), dated: 21 st November 2011
							(b) Non - Recurring up to Rs. 1.50 lakh per annum in each case	--	--	(b)Rs. 3.00 lakh in each case	(b) Non-recurring: Rs. 1000/- per annum in each case.	--	F. No.: 6-1/2007-CDN (A&A), dated: 21 st November 2011.
11.	Powers to act as disciplinary authority.	Rule 20	Full powers In respect of DDG, Directors with pre revised pay scale of Rs. 2,10,000/- (fixed) per month, ADG, Directors of institutes/Joint Directors/Project	Full powers In respect of Principal Scientist, Scientist (Selection Grade)/Seni or Scientist, Scientist (Sr. Scale),	--	--	--	--	--	--	--	--	

			Directors (NRC/PD) in the Level of Pay 14.	Scientist, Technical posts in Level of Pay 13 and above, Administrative posts (Director and Deputy Secretary)									
12.	Sanctioning of advances for authorized contingent expenditure.		Full/	To the extent power for sanction of expenditure has been delegated.	To the extent power for sanction of expenditure has been delegated.	To the extent power for sanction of expenditure has been delegated.	To the extent power for sanction of expenditure has been delegated.	--	--	To the extent power for sanction of expenditure has been delegated.	--	--	For other authorities same as for sanction of expenditure subject to provisions in GFR.
13.	Miscellaneous expenditure of unusual character. Expenditure on entertainment of VIPs and gifts to high dignitaries.	9 (c)	Same as delegated to Ministries of Government of India subject to DFP Rules and order issued by GOI/ICAR from time to time.	--	--	--	--	--	--	--	--	--	Council's economy circular No. 2-2/2009-Gen Admn. Dated: 25 th March 2010.
14.	Write off losses	11 (a) & 43	Powers to the extent delegated to a Ministries /Department of the Government of India provided all cases involving write off of Rs. 1.00 lakh and	Powers to the extent delegated to 'Head of Department.'	--	--	--	--	--	* Rs. 1000/- in each case for irrevocable loss of stores or of public money	--	--	As per DFPR. * F. No.: 6-1/2007-CDN (A&A), dated: 21 st November 2011.

			above in the previous year ending 31 st Dec. are reported to Governing Body at its meeting convened for the budget estimates.							including loss of stamps not due to negligence. This is subject to concurrence at Dir (F) level.			
15.	Execution of contracts.	12 (a) & Rule 23 (b)	Same powers as Secretary as per DFPR.	All contracts deeds and other instruments on behalf of the Society and the Governing Body beyond 5.00 lakh	--	--	--	--	--	Up to Rs. 5.00 lakh for Dir/ DS(GAC) & Dir/ DS(P)*	All contract involving consideration up to Rs. 50,000/-.	--	* Vide Office Order no.: 6-1/2007 dated: 21 st November 2011
16.	Executing Deeds of Agreement in respect of IPR of Council.	Rule-23 (b)	--	Full powers	--	--	ADG (IPR) Full powers	--	--	--	--	--	Office Order No. 6-2/2001-CDN (A&A) dated: 24 th October 2002 with regard to ADG (IP&TM)
17.	Approval of the form of contracts.	12 (a)	--	Full subject to the contracts being drawn up under legal advice.	--	--	--	--	--	--	--	--	
18.	Signing of agreements creating obligation of any nature on the	44	Full	Full	--	--	--	--	--	--	--	--	

	Society.												
19.	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 instructions.	--	--	Rs. 10,000/- in each case.	--	Rs. 25,000/- in each case, subject to provisions of GFR and GOI.*	--	--	*Office Order no.: 6-1/2007 dated: 21 st November 2011.
20.	File and defend suits or other proceedings.	13	--	Full for or against the Society	--	--	--	--	--	--	--	--	
21. (i)	Engagements of ICAR's empanelled Advocates at approved rates for all the cases before Courts/Tribunals /Commissions/Judicial/Quasi-Judicial Authorities/Forums and other professional legal services i.e. written legal opinion, drafting legal notice/reply to legal notice and drafting, vetting of agreement, Deed, Memorandum of Understanding (MoU), and		--	--	--	--	--	--	--	--	Legal Advisor, ICAR		Office Order No.: F. 7-13/2017-Estt.I, dated: 28 th March 2017. The exercise of power is subject to the condition that Legal Advisor should keep in view the number of cases already entrusted to a particular empanelled advocate, efficacy of the advocate and availability of consultation etc. He is also required to submit to Secretary the monthly progress report in each case in the first week of month every month.

	similar documents except the Supreme Court cases												
21 (ii)	To sign the Vakalatnama and to verify and sign pleading on behalf of ICAR	Rule 23 (c) & (d)	--	--	--	--	--	--	--	Dir.(P)/ Dir. (A). In the absence of LA only.	LA,ICAR	--	Subject to the conditions contained in ICAR Office Order No. F. 7-2/ 94- Estt.I dated: 7 th August 2006 & 15 th February 2010.
22.	To compromise, settle or refer to arbitration.	13	--	Full about any dispute relating to the Society	--	--	--	--	--	--	--	--	
23.	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.	--	--	--	--	--	--	--	--	
24.	Appointment to posts.	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 Headquarter sQ.	--	--	--	--	--	--	--	--	

25.	Appointment of Eminent Scientists.	26	Full with the concurrence of the ASRB and approval of the President	--	--	--	--	--	--	--	--	--	
26.	Grant of Fellowships.	27	Full, for a period not exceeding 3 years on fellowship and other conditions as prescribed by the GB	--	--	--	--	--	--	--	--	--	
27.	Communication of sanctions, orders, etc of competent authority.	41	Full	Full	Full in respect to their SMD.	Full	--	--	--	--	--	--	
28.	Authentication of order under CCS (CCA) & CCS (Conduct) Rules.	42	Full	Full	--	--	--	Full	--	Full	--	--	
29.	Grant of all kind of leave to Officers and establishment in the service of the Society.		The powers vested in the Ministries of the GOI.	The powers vested in the Head of the Department.	Full powers in respect of officers and staff for their respective SMDs.*	--	--	--	--	Grant of leave to officers up to the rank of US. **	Grant of leave to officers up to the rank of SO. **	Grant of leave to employees corresponding to non-gazetted level. **	*Full in respect of their Division vide Office Order No.: 6(3)/89-CDN (A&A), dated: 29 th July 1992. ** Office Order no.: 6-2/2001-CDN (A&A), dated: 21 st September 2001.
30.	Sanction of undertaking of work for which a fee is offered and the	SR 11	Full powers.	--	--	Full powers up to a maximum of Rs. 2,500/- in each case. In	--	--	--	--	--	--	

	acceptance of a fee.					the case of recurring fees the limits applies to the total of recurring payments made to an individual in a year.							
31. (i)	Sanction of undertaking of work for which an honorarium is offered and the grant of acceptance of honorarium.	FR 46 (b)/FR 47/FR 11	Full powers up to a maximum of Rs. 5000 in 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.	--	--	--	--	--	--	
31. (ii)	Honorarium to Non-officials members.		Full.	--	--	--	--	--	--	--	--	--	Subject to approved rates, as revised from time to time. (Office Order No.: FIN/10/1/2013-CDN (A&A) dated 19 th July 2017)
32.	Participation in exhibitions and demonstration of research activity.	9(f)	Full powers	--	*Full in respect of their Divisions which	--	--	--	Full up to Rs.5.00 lakh in each case to the extent already	--	--	--	* Office Order No.: 6(3)/89-CDN (A&A), dated: 29 th July 1992. Approved by

					should include participation in seminars, workshops, conferences, Krishi Vigyan Melas etc held in country.				delegated to Directors of ICAR Institutes following GFR procedure.				Governing Body at its meeting held on 25 th October 1967. Delegated to Sr. director vide Office Order No.: 6-1/2007-CDN (A&A), dated: 24 th September 2015.
33.	Condemnation Replacement of vehicles of AICRP at universities.		Full Powers.	--	--	--	--	--	--	--	--	--	Office Order No.: Fin/6/1/2016, CDN (A&A), dated: 3 rd September 2019.
34.	Passing of bills for payment of grants-in-aid for schemes already sanctioned by competent authority.		--	--	--	--	--	--	--	Full	Full	Full	Office Order no.: 6-2/2001-CDN (A&A), dated: 21 st September 2001.
35.	Sanction of tours.	9(f) & 9(g)	Full in respect of Secretary, Financial Advisor, Deputy Director Generals, National Directors and Assistant Director Generals who report directly to Director General.	--	Full, in respect to PA attached to him, ADG and Scientific officers at	Full in respect of Director(P) /Director (A)/ Director (W)/DS/US and personal staff attached to him.	Full in respect of PS attached to him	Full in respect of PS attached to him	--	Officers of lower rank than US and all staff in non-gazetted scale of pay.	--	--	Office Order No.: 6-2/2001-CDN (A&A) dated 21 st September 2001 & F. No. FIN/6/1/2007-CDN (A&A) dated 14 th August 2015 & 4 th September 2015. Office Order No.: 38(5)/2010-P-IV

					Council Hqrs working in the SMD.									dated: 21 st May 2010.
36.	Sanctioning of TA advances for approved tours	9(f) & 9(g)	Full	--	Full in respect of self, Personal Assistant attached to him, ADG and Scientific Officers at the Council's HQ working in the SMD.	Full	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 Approved by Governing Body in its meeting held on 25 th October 1967.
37.	Drawal of POL advance and to take staff outside Delhi for official purpose for self and officers of the SMDs		--	--	Full.	--	--	--	--	--	--	--		Office Order No.: FIN/6/1/2007-CDN (A&A) dated 14 th August .2015 & 4 th September 2015 and subject to the conditions laid down under Supplementary Rules (SR-46)
38.	Grant of permission for holding of seminars at the institute level subject to the		--	--	Full.	--	--	--	--	--	--	--		Office Order No.: FIN/6/1/2007-CDN (A&A) dated 14 th August .2015 & 4 th September 2015.

	limits of expenditure and number of participants prescribed under ICAR/GoI norms.												
39.	Approval to the proceedings of meetings of BOM and IMC/RAC of the institute including Deemed University.		--	--	Full.	--	--	--	--	--	--	--	Office Order No.: FIN/6/1/2007-CDN (A&A) dated 14 th August 2015 & 4 th September 2015.
40.	Sanction of Air-travel to non-entitled officers.	9(f) & SR 48-B (ii)	Full	Full	*Full within their respective SMDs and Institutes there in emergent and exceptional circumstances. Reasons and justifications to be recorded.	--	--	--	--	--	--	--	*Office Order No.: 7-1/2010-CDN (A&A) dated: 10 th June 2010. This is subject to the condition that permission being given by any of the above only in emergent and truly exceptional circumstances, for reasons and justification to be recorded in writing in detail.
41.	To sanction reimbursement												Reimbursement is subject to the

(i)	of cancellation charges on Unused railway tickets (excluding reservation charges)		Full	--	*Full in respect of officers and staff working in their Division .	Full	--	--	--	In respect of officers below the rank of Dy. Secy. And non-officials	--	--	production of a certificate from the controlling officer to the effect that the journey has to be cancelled solely due to unavoidable officials reasons
41 (ii)	To sanction reimbursement of cancellation charges on (ii) on air tickets		Full	--	*Full in respect of officers and staff working in their Division .	Full, in respect of Dir. (P)/(A)/ (F) and DS	--	--	--	Full to Dir.(P)/(A) / (F) and DS concerned	--	--	* Office Order No.: 6(3)/89-CDN (A&A), dated: 29 th July 1992.
42.	To frame recruitment rules for the posts up to Group C in the Council.	Under Rule 73	Full	--	--	--	--	--	--	--	--	--	Subject to DoPT Guidelines.
43.	Acceptance of grants from Govt/Semi-Govt organization.	38 (b) (10)	Full										
44.	Powers of the Ministry/ Department of Government of India.		Full	--	--	Full	--	--	--	--	--	--	Delegated as per DFPR to Secretary, ICAR vide Office Order no.: 6(2)/84-CDN (A&A) dated: 24 th October 1985.
45.	Expenditure on		Full	--	Full.	Full.	--	--	--	--	--	--	Expenditure

	transport of the participants attending the workshops, symposia etc.												ceilings in respect to each participant to be adhered to.
46.	Expenditure on items of the stationery, typing, cyclostyling and all other identical items for holding workshop		Full	--	Full.	Full.	--	--	--	--	--	--	Expenditure ceilings in respect to each participant to be adhered to.
47.	Expenditure on refreshment including workshop		Full	Full.	Full, where the total number of participants is not more than 75.	Full	--	--	--	Dir.(F) /DS GAC) up to the limit of power of the Heads of Department for Recurring/ Non-recurring expenditure for entertainment (light refreshment)	--	--	Office Order No.: 6-2/2001-CDN (A&A) dated: 12 th August 2004. This is Subject to limits/norms prescribed in DFPR and ceiling of expenditure communicated vide F. No.: 12(4)/2007-CDN (A&A), dated: 29 th September 2015.
48.	To sanction expenditure of lunch for scientific Panel meeting etc.		Full	--	Full	--	*ADG (CSC) ADG (TC) ADG (P) for 'serving tea and for hosting/arra	--	--	--	--	--	* Office Order No.: 6-2/2001-CDN (A&A) dated: 05 th March 2002 & 03 rd April 2002. Subject to observance of all

							nging the lunch to the participant's						procedural, codal & other formalities and rules & instructions issued from time to time by GoI/ICAR for serving hosting arranging the lunch to the participant.
49.	Nomination of Scientists of Council for IMC of institute	Rule 66 (a)(6)	Full.	--	--	--	--	--	--	--	--	--	
50.	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										As per Rule 22 of DFPR.
51.	Reimbursement of conveyance charges												Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001, and as per the ceiling prescribed for various Divisions.
(i)	Group C & D		--	--	--	--	Full	Full	--	Full	Full		
(ii)	Group A & B		--	--	--	--	Full	Full	--	Full	--		
52.	Passing of bills for pay, TA and other allowances for headquarters staff.		--	--	--	--	--	--	--	--	Full	Full	Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001, DDO/SF&AO/F&AO.
53.	Passing of bills		--	--	--	--	--	--	--	--	Full	Full	Office Order No.:

	for contingent expenditure already sanctioned.												6-2/2001-CDN (A&A) dated: 21 st September 2001, DDO/SF&AO/F&AO.
54.	Passing of bills in respect of petrol/ Diesel, Lubricants etc. in respect of ICAR HQ and KAB, Pusa		--	--	--	--	--	--	--	Full, Dy. Secretary concerned.	Full	Full	Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001, DDO/SF&AO/F&AO.
55.	Authorizing book adjustment		--	--	--	--	--	--	--	--	Full	Full	
56.	Attesting entries in Cash Book		--	--	--	--	--	--	--	--	Full	Full	
57.	Checking monthly Cash balance		--	--	--	--	--	--	--	--	Full	Full	
58.	Passing and counter signing non-official and officials (where TA is payable for meetings convened by the Council)		--	--	--	--	--	--	--	--	Full	Full	Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001, DDO/SF&AO/F&AO.
59.	To forego recovery of irregular expenditure in an individual case in respect of items for the check and audit of which Dir.(Fin) is responsible		--	--	--	--	--	--	--	Dir.(F) Up to Rs. 2500/-	DD (F) up to Rs. 1000/- Sr. F. &A.O. Up to Rs. 500/-	--	In the event of irregularity being such as is likely to recur, the Council's servant responsible being told that the expenditure was irregular even if no recovery is made from

													him.(Reference: Para 30.2.5 of ICAR Audit Manual, 2016 Edition)
60.	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 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.

61.	To write off expenditure placed under objection which has for any reason become irrecoverable.		--	--	--	--	--	--	--	Dir. (Fin) up to Rs. 500/- in each case	--	--	
62.	Exercise of powers in respect of the institutes and coordinated projects falling within the purview of the Director General at the Headquarters of the Council.		--	--	Full powers, as detailed in Office Order No.: 7-2/77-Esst.I dated: 14 th March 1977, with subsequent amendments issued from time to time. (Annexure I).	--	--	--	--	--	--	--	Each DDG will exercise these powers with respect to those institutes and coordinated projects only which have been allocated to him. The mechanism of review of AICRP Projects as per F. No.: Fin/22/15/2013/CDN (A&A), dated: 4 th September 2014 may be adhered to.
63.	License fee paid by the Council to the Directorate of Estates in respect of residential accommodation	9(i)	--	--	--	--	--	--	--	Full.	--	--	

	allotted as per rules fixed by the Directorate from time to time, in terms of orders published by Ministry of & Housing.& Urban Development												
64.	Ground rent to be paid by the Council to DDA in respect of the land already acquired through that authority strictly as per terms and conditions	9(i)	--	--	--	--	--	--	--	Full.	--	--	
65.	Rent to be paid by the Council for buildings hired for office purposes for a fixed period	9(i)	--	--	--	--	--	--	--	Full.	--	--	
66.	Rental call Telegram/telex charges payable to P&T Department as per their rates sent for official purpose		--	--	--	--	--	--	--	--	US (GAC) Full.	--	Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001, and as per DFPR and MoF instructions on the subject.
67.	Expenditure on Uniform Allowance to common		--	--	--	--	--	--	--	--	US (GAC) Full.	--	F. No.: GAC-21-35/2017-CDN, dated: 23 rd October 2017 endorsing

	categories of Group 'C' & 'D' and erstwhile Group 'D' employees.												therein DoPT F. No.: 14/4/2015-JCA-2, dated: 31 st August 2017.
68.	Grant of honorarium to stenographers for taking verbatim proceedings of the Committees of ICAR as per rates approved by Govt. of India from time to time.		--	--	--	--	--	--	--	DS (A) Full.	--	--	Subject to condition that the employment to the concerned stenographers is in accordance with the orders contained in Office Order No. 27-1/81-Estt-II dated: 11 th August 1981
69.	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.	--	--	
70.	Repair/ maintenance charges of Gestetner machines, typewriters, Telex/Cooler/		--	--	--	--	--	--	--	Full.	--	--	

	AC as per rates contract approved by the Govt. of India/ Council from time to time.												
71.	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.	--	--	
72.	Expenditure on re-caning of chairs as per rates approved by the Govt. of India from time to time.	9 (i)	--	--	--	--	--	--	--	Full.	--	--	
73.	Write off irrecoverable losses of stores or public money including loss of stamps not due to negligence.		--	--	--	--	--	--	--	Director/Dy. Secy. (GAC)/Director (P)/dy. Secy (P) Rs. 1000/- in each case.	--	--	Office Order No.: 6-1/2007-CDN (A&A), dated: 21 st November 2011. This is subject to prior concurrence of Finance Division at the level of Director (Finance)
74.	Purchase of postage stamps	9 (i)	--	--	--	--	--	--	--	Full	--	--	

75.	Purchase of Franks		--	--	--	--	--	--	--	Full	--	--	
76.	Payment of electricity bills, water charges, etc in respect of ICAR Staff Qrts and ICAR Bhavan at New Delhi.		--	--	--	--	--	--	--	Full. Dy. Secy. (Admn)/ D.S. (GAC) DS (Edn)*	--	--	* Office Order No.: 6(1)/99-CDN (A&A) dated: 23 rd December 1999.
77.	Payment of Telephone charges.		--	--	--	--	--	--	--	Full US (GAC)	--	--	Subject to Rules & instruction of GoI/ ICAR Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001.
78.	Repair of office equipment.		--	--	--	--	--	--	--	Full US (GAC)	--	--	Subject to Rules & instruction of GoI/ ICAR Office Order No.: 6-2/2001-CDN (A&A) dated: 21 st September 2001.
79.	Payment of property tax to NDMC/MCD in r/o ICAR staff quarters and ICAR Bhavan at New Delhi.		--	--	--	--	--	--	--	Full DS (GAC)	--	--	
80.	Annual contract for all kinds of outsourcing of services viz- (i) Cleaning & Housekeeping (ii) Catering &		--	--	--	--	--	--	Up to Rs 10.00 lakhs in each case	--	--	--	F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015. Extended to DS (GAC) vide Office Order No.:

	Housekeeping (iii) Horticultural works (iv) Annual Repair and Maintenance (Civil) (v) Annual Repair and Maintenance (Electrical) (vi) Hiring of Taxis (vii) Providing manpower (viii) Supply of bottled mineral water (ix) Pest Control (x) Flower arrangement (xi) Other Auxiliary Contracts other than Security Services.													GAC/3/5/2014- GA, dated: 8 th January 2016 and endorsed by GB as communicated vide Office Order No.: Fin/6/1/2007-CDN (A&A), dated: 12 th May 2016.
81.	Annual contract for Security Services.		--	--	--	--	--	--	Full power to the extent delegated to Director of ICAR institutes.	--	--	--	F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015.	
82.	Sanction for local purchase of stationery in respect of the Council's		--	--	--	--	--	--	*Full.	Rs. 50,000/- per annum subject to provision	--	--	*F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015, subject to provision	

	Headquarters.									of GFR and GoI instructions from time to time (F. No.: 6-1/2007-CDN (A&A), dated: 21 st November 2011)..			of funds and observance of rules as per GFR. Extended to DS (GAC) vide Office Order No.: GAC/3/5/2014-GA, dated: 8 th January 2016 and endorsed by GB as communicated vide Office Order No.: Fin/6/1/2007-CDN (A&A), dated: 12 th May 2016.
83.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells etc.		--	--	--	--	--	--	Full.	--	--	--	-do-
84.	Motor vehicles: maintenance, upkeep and repair of vehicles		--	--	--	--	--	--	Full.	--	--	--	F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015. Subject to repair of vehicles from Government / Authorized Service station of the manufacturer as per instructions contained in Staff Car Rules.
85.	Stores required for the working of an establishment, instruments,		--	--	--	--	--	--	Full.	--	--	--	F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015. Subject to

	equipment, apparatus like air conditioner, refrigerator, hot cases, room heaters, cooler etc.												procurement from GeM/provisions of GFR and subject also to the concurrence of IFD at ICAR Headquarters.
86.	Purchase of computer and its peripherals, printers, UPS, computer stationary and repair/Annual maintenance contract for computers/laptops, IT items, etc.		--	--	--	--	--	--	Full.	--	--	--	F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015. Subject to procurement from GeM/provisions of GFR. Full powers for AMC from manufacturers or repairs entered into following laid down tendering procedure. This is subject to IFD concurrence. Administrative Approval before tender for the purchase will be taken from Secretary, ICAR.
87.	Procurement of all office equipment including intercom equipment, calculators, tape		--	--	--	--	--	--	Full.	--	--	--	F. No. FIN/6/1/2007-CDN (A&A) dated 24 th September 2015. Subject to procurement from GeM/provisions of

	recorders, photocopiers, fax machines, copying machine etc. excluding computers of all kinds.												GFR and subject also to the concurrence of IFD at ICAR Headquarters.
88.	Sanctioning of honorarium to the members of the Judging Committee appointed by the Council for evaluation of the work of the candidates for making selection for awards and prizes instituted by the Council.		Full	--	--	--	--	--	--	All Dy. Secretary Full	--	--	This is subject to the condition: (i) That the rates of honorarium have been approved by Director General, ICAR (ii) (ii) The member of the Judging Committee has been appointed with the approval of the competent authority.
89.	To sanction expenditure of miscellaneous and contingent nature (conveyance charges).		--	--	--	--	--	As per orders specifically for any ADG.	--	Full for employee in Group 'A' & 'B'	Full for employee in Group 'C' & 'D'	--	F. No.: 6-2/2001-CDN (A&A), dated: 21 st September 2001.
90.	Purchase of consumables once rate is	Rule 23(a)	--	--	--	Full.	--	--	--	Powers vested in the	--	--	Office Order No.: 6-2/210-CDN (A&A) dated: 28 th

	finalized till validity of the rate contract and to finalize rate contract of consumables.									Secretary delegated to the DS (GAC).			May 2010.
91.	Grant of advance for medical treatment and reimbursement of medical claim in respect to employees of ICAR Headquarters including reimbursement of medical claim in emergency cases.		--	--	--	--	--	--	--	DS (GAC)/ DS (Cash)	--	--	Office Order No.: No. 3(1)/2001-Per.IV dated: 12 th July 200. Powers extended to DS (CASH) vide Office Order No.: and 22 nd April 2004. Ceilings of expenditure have been prescribed by Ministry of Health and Family Welfare by Office Order No.: S 11011/20/2014-CGHS (P)/EHSS, dated: 23 rd November 2016.
	Medical Advance and reimbursement of medical claims in respect to ICAR pensioners									DS (Cash)			Office Order No.: 3(1)/2001—Per. IV, dated: 11 th February 2016.
92.	To sanction expenditure for fair typing of the manuscript.		--	--	--	--	--	Director (DKMA). Full.	--	--	--	--	At the prescribed rates including cost of stationery in connection with Council's publications as per

													the instructions issued by ICAR from time to time.
93.	To sanction honorarium to the authors of Council's books at approved rates.		--	--	--	--	--	Director (DKMA) Full.	--	--	--	--	Subject to the condition that the assignment of work to the authors has been approved by the competent authorities and prior concurrence of Finance Division is obtained.
94.	To sanction expenditure on printing of publications of ICAR including periodicals and magazines.		--	--	--	--	--	Director (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.
95.	To sanction honorarium for		--	--	--	--	--	Director (DKMA) Full.	--	--	--	--	Subject to the condition that:

	getting the Council's translation work done.													(i) the names of translators have been approved by the competent authority; and (ii) That the rates have been approved by the Council from time to time.
96.	To sanction honorarium for getting manuscripts edited and proof read by External Editors/ Proof Readers.		--	--	--	--	--	Director (DKMA) Full.	--	--	--	--	--	Subject to the condition that: (i) External Editors/ Proof Readers are on the approved panel of the Council; (ii) Rates are approved by the Council from time to time.
97.	Passing of bills for contingent expenditure for which sanction has already been accorded by the Dir. (DKMA).		--	--	--	--	--	--	--	--	--	--	--	Business Manager and all SOs in Publication Divisions.
98.	To sanction expenditure towards payment in respect of ICAR Group Insurance		--	--	--	--	--	--	--	Director (Per.) Full.	--	--	--	

	Scheme to LIC of India, New Delhi.												
99.	To sanction expenditure on advertisement through Directorate of Audio & Visual Publicity.		--	--	--	--	Full, ADG (Edn.)	Full	--	Director (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.
100.	Exercising the powers under Rule 18 of the CCS (Conduct) Rules, 1964, regarding intimation/permission for expenditure incurred on repair/construction of immovable property.		--	--	Posts equivalent to the rank of DS & above.	--	--	--	--	DS (A)/Dir. (F) Posts up to the rank of US.	--	--	
101.	The powers of Controlling Officers to have effective control over Travelling Allowance claims.		--	--	--	--	All officers & staff working in Scheme Sections.	--	--	Dir. (F) All officers & staff working in Finance.	All officers & staff working in Establishment Sections.	--	DDGs, ADGs Director, Dy. Secy/Dy. Dir. (Finance) at ICAR HQ will be their own controlling officers.
102.	To sanction air-travel to non-officials attending the meeting of the Council.		--	--	--	Full	--	--	--	--	--	--	
103.	Grant of 'No Objection		--	--	--	All officers up to Pay	--	--	--	Director In respect	US In respect	--	Office Order No.: 6-2/2001-CDN

	Certificate' for obtaining a private passport for visiting foreign countries on private purpose.					Matrix Level-14 (Grade Pay up to Rs. 10,000/-) and also officers drawing fixed pay.				to all officers up to the Pay Matrix Level -13 (Grade Pay up to Rs. 8,700/-) DS/DD In respect to all officers up to the Pay Matrix Level-10 (Grade pay up to Rs. 5,400/-)	to all employee up to the Pay Matrix Level-4 (Grade Pay: Rs. 2,400/-)		(A&A) dated 21 st September 2001
104.	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/ Deputy Secretaries at Hqrs.	--	--	Office Order No.: 6-2/2001-CDN (A&A) dated 13 th December 2004.
105.	Forwarding applications for employment in or outside		--	--	--	--	--	--	--	Full Dir. (P)	--	--	Office Order No.: 6-2/2001 CDN (A&A) dated: 20 th August 2001.

	<p>organizations Departments in respect to</p> <p>(i) US/DS level officers at Headquarters & combined cadre or A.O.'s & F.& A.O.'s</p> <p>(ii) Group 'B' & 'C' officials of HQ</p> <p>(iii) Group 'D' staff at ICAR Headquarters(A)</p>								Full, DS (A)			
106.	<p>Grant of NoC/Permission to the various institutes of ICAR in the matter of hosting foreign nationals for doing research work under various fellowship granted to them by Indian/Foreign Agencies.</p>						ADG (IR)					<p>This is subject to usual clearances and recommendations of the DDG concerned. ADG (IR) shall put up a monthly position to Secretary, DARE & Director General ICAR on NoC/Permission for his information. (Office Order No.: D-06/29/2019-IC. I, dated: 06th September 2019.</p>

(Note: The level of disposal in Administration and Finance at ICAR Headquarters is annexed as Appendix: VI)

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

(Office Order No.: No.6 (1)/98-CDN (A&A) dt. 20th May 1999 and 27th May 2004 and 6(1)/2007-CDN (A&A), dated: 19th December 2016)

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 Revolving Fund Scheme (RFS).	Subject to observance of provisions of RFS guidelines of ICAR.
3.	a) Power to incur recurring contingent expenditure in general for Examination under Revolving Fund. b) To award job on consolidated basis in connection with Examination under Revolving Fund. c) Hiring of vehicles	Full.	Subject to observance of Rules, codal formalities, orders, instructions of GoI/ICAR in this regard from time to time. Vehicles may be hired during the period of examination only, if genuinely needed.
4.	Purchase of Stationery for holding of All India Entrance Examination under Revolving Fund Scheme	Up to Rs. 3.00 lakh in respect of each examination.	Subject to observance of rules and codal formalities like limitation of tenders/ financial concurrence and orders/ instructions issued by GoI/ ICAR from time to time.
5.	Sanction of Departmental/Contingent advance in connection with Holding of All India Entrance Examination under Revolving Fund Scheme	Up to Rs. 3.00 lakh in each case.	Subject to observance of rules and codal formalities like limitation of tenders/ financial concurrence and orders/ instructions issued by GoI/ ICAR from time

			to time.
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/ICAR from time to time.
7.	To sanction honorarium to the paper setters in connection with the Junior Fellowship Examination conducted by the ICAR.	Full.	Subject to the prescribed ceiling and that the work of securing the question paper has been awarded with the approval of the competent authority.
8.	To sanction honorarium to the members of the Selection Committee in connection with Post-Doctoral/Sr. Fellowship at the approved rates. (Bye-laws 9[i])	Full.	Subject to prescribed ceilings.
9.	To sanction honorarium to the Supervisors, Invigilators at the approved rates in connection with the award of Jr. Fellowship Examination conducted by the Council. (Bye-laws 9[i])	Full.	Subject to prescribed ceilings.
10.	To sanction honorarium for evaluation of answer books of the candidates appearing in the Jr. Fellowship Examination conducted by the Council.	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.

Schedule II

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

(ICAR letter F No.: (4)175-CDN (A&A) dated: 1st April 1977 and modified vide Office Order No.: 6-2/90-CDN (A&A) dated: 04th February 1993, 28th May 1993 and 29th March 1994, Office Order No.: 6-3/92-CDN (A&A) dated: 28th July 1992 and Office Order No. : 6-1/2004-CDN (A&A) dated: 09th March 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.	Office Order no.: 6-2/90-CDN (A&A), dated: 04 th February 1993. This is 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.	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.
3.	Condoning of unauthorized absence for purpose of pension	Full.	Subject to GoI/ICAR instructions from time to time.
4.	Power to transfer a lien (FR 14-B)	Full.	Provided that the Director is authorized to make appointments to both the posts concerned.
5.	Power to transfer an employee/scientist from one post to another within the institute (FR-15)	Full.	
6.	Power to fix the pay and allowances and grant personal pay of a	Full.	Office Order no.: 6-2/90-CDN (A&A), dated: 04 th February 1993. For all

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	Council's servant treated as on duty (FR-20)		employees posted at the Institute unless otherwise directed irrespective of the fact whether Director is empowered to make substantive appointment to the post or not subject to following FR'S, GoI/ ICAR instructions issued from time to time.
7.	Power to sanction annual increment. (FR-24)	Full.	To sanction normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.
8.	Power to issue declaration for the purpose of grant of promotion under next below rule. (FR-22 [ii])	Full.	In respect of posts for which the Director is appointing authority.
9.	Power to reduce the pay of an officiating employee. (FR-35)	Full.	If he is empowered to make an officiating appointment to the post concerned.
10.	Power to sanction transfer to foreign service in India. (FR-110[c])	Full.	In case of employees for whom Director is the appointing authority.
11.	Power to fix pay in foreign Service. (FR 114)	Full.	Subject to observance of Rules and orders issued by the MoF/DoPT.
12.	Power to decide date of reversion of employee returning after leave from foreign service.	Full.	
13.	Power to allow an employee to count extraordinary leave for increments. (FR 26)	Full.	Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January 1987. In cases where Director is the competent authority to sanction extraordinary leave.
14.	Grant of NPA to the eligible officers of the	Full.	Office Order No.: 6(2)/90-CDN (A&A) Pt I dated:

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	Institute.		23 rd February 1996 and in accordance with the instructions issued by the Council from time to time.
15.	Power to sanction undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium. (FR 46[b])	Up to a maximum of Rs 2,500 in each case. (Excluding self)	Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January 1987. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year. Subject to other conditions prescribed by GoI/Council from time to time.
16.	To sanction grant and permit acceptance of honorarium at the rates prescribed under “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service).”	Full, except for self.	As per revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 th June .2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 st September 2014 and effective from 1 st October 2014.
17.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee. (SR 11)	Full.	In the case of recurring fees this limit applies to the total of recurring payments made to an individual in a year.
18.	Power to allot residence/to suspend the allotment of a residence and power to direct that an officer on leave shall be considered to be in occupation of a residence (SR- 312,313) power to permit an officer to store furniture etc. in a residence	Full.	Subject to the provisions of the Allotment Rules.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	during temporary absence. (SR-316)		
19.	Power to estimate probable cost of maintenance and repairs of leased residences (SR-321 &330) and of Council's residences. (SR- 322&331)	Full.	Subject to guidelines issued from time to time on the subject.
20.	Power to determine rent for certain Services & the estimated capital cost. (SR325&334)	Full.	Subject to ICAR guidelines.
21.	Power to determine charges for electric energy and water & meters & to fix charges for the electric energy and water where no meters are provided. (SR325& 334)	Full.	Subject to ICAR guidelines.
22.	Power to group a number of residences for purposes of assessment of charges for electric energy, water and meters. (SR-325& 334)	Full.	Office Order No.: GAC-13/15/2019-E&M, dated: 06 th September 2019 and other guidelines/ instructions issued from time to time.
23.	Power to appoint a Council's employee to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory allowance to be drawn. (FR 49)	Full.	Provided he is empowered to appoint a Council's servant permanently to each of the posts concerned.
24.	Power to require a medical certificate of fitness before return from leave.	Full, if the Director is empowered to grant leave.	
25.	Power to sanction Casual Leave.	Full powers, excepting self.	In case of Director of institute, the concerned DDG. (Office Order No.:

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			13 (1)/2010-Estt.I, dated: 22 nd March 2011)
26.	Power to sanction Earned Leave, Half pay Leave, Commuted Leave, Leave not due, Extraordinary Leave, Maternity Leave, Paternity Leave, Work Related Illness & Injury Leave (WRIIL), Child Care Leave, Child Adoption Leave (including staff of the PCU-AICRP)	Full powers, excepting self.	Office Order no.: 6-2/90-CDN (A&A), dated: 04 th February 1993. Provided no officiating arrangements are involved in respect of posts, which the Director is not competent to fill up. (This includes sanctioning of Study Leave and Extra ordinary Leave for pursuing higher studies. The exercise of this power will be subject to observance of FR, SR (Leave Rules) and all relevant rules of Govt. of India/ Council in this regard)
27.	Power to extend leave.	Full.	Provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.
28.	Power to decide the shortest of two or more routes (SR 30[b])	Full.	For journeys within their jurisdiction.
29.	Power to allow mileage allowance to be calculated by a route other than the shortest or cheapest (SR 31)	Full, for journeys within their jurisdiction.	Subject to the provisions of Go/ICAR instructions issued from time to time.
30.	Power to decide in cases of doubt or hardship, the class of steamer accommodation to Which a Council's employee is entitled. (SR 42)	Full.	
31.	Power to sanction travel by air to Non-entitled officials. (SR 48[b] [ii])	Full.	Office Order No.:6-1/2004-CDN (A&A) dated: 09 th March 2004 and subject to the conditions laid down in Office Order No.: 6-3/98-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(i) National Institutes		CDN (A&A), dated: 14 th February 2002.
	(ii) Other ICAR Institutes	Full in respect to- (i) Directors of all ICAR institutes located in North-East India; (ii) Director of CIARI, Port Blair; (iii) Director, CPCRI, Kasaragod for the staff working at the Regional Station at Lakshadweep.	Office Order No.: 6-1/2004-CDN (A&A), dated: 15 th June 2005, subject to the condition that grant of air-travel to non-entitled officers is accorded on emergency/health grounds. (As per approval of the Governing Body in its meeting held on 25 th May 2005)
32.	Power to sanction air travel in respect to Non-official members by economy class.	Full.	Office Order No.: 6-3/98-CDN (A&A), dated: 14 th February 2002 and subject to conditions laid down in F. No.: 10-4/89-CDN (A&A), dated: 26 th June 1990. The entitlement is governed by GoI instructions endorsed by ICAR from time to time. (Order No.: 22(1)/2016-CDN (A&A), dated: 3 rd October 2017, endorsing OM No.: 19047/1/2016-E. IV, dated: 14 th September 2017)
33.	Power to sanction of refund of cancellation charges on air tickets (including self)	Full.	
34.	Power to prescribe Headquarters of the Institutes employees. (SR 59)	Full.	
35.	Power to define the limits of Institutes employees' sphere of duty. (SR 60)	Full.	
36.	Power to decide whether a particular	Full.	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	absence is absence on duty. (SR 62)		
37.	Power to restrict the frequency and duration of journeys. (SR 63)	Full.	
38.	Power to permit Council's employee to recover in addition to mileage allowance or daily allowance or both, the actual cost or part of the actual cost of transporting them and/or to limit the number or weight. (SR 81[a] & [b])	Full.	
39.	Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only. (SR81[c])	Full	Subject to the condition that this should not exceed the scheduled rates, if any.
40.	Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters. (SR 91)	Full.	This is subject to the condition as laid down under (a), (b), (c) under SR 91 and provisions of SR 90.
41.	Power to allow free passage to a person joining a post by sea. (SR 108)	Full.	
42.	Power to extend the time limits of six months and one month within which the members of the family of Council's employee may be treated as accompanying him in individual cases attendant with special circumstances. (SR 116[b][iii])	Full.	In case of the staff appointed by the Director

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
43.	Power to prescribe the scale of tents to be carried at Council's expense on transfer [SR 116(c)]	Full.	
44.	Power to disallow TA for journey to attend an obligatory examination if the Director considers that the candidate has culpably neglected the duty of preparing for it (Proviso 2[i] to SR 130)	Full.	
45.	Power to permit recovery of TA for a journey to attend an examination other than those mentioned in SR 130 & 131. (SR 132)	Full.	In the case of departmental examination.
46.	Power to sanction TA as for a journey on tour to a Govt. servant who is required while on leave in India to perform any Council's/public duty at a place other than one where he is spending his leave. (SR 135)	Full.	Provided TA may not be granted for a journey while proceeding on leave or while returning from leave.
47.	Power to sanction TA as on tour to an employee who proceeds on regular leave from a tour station and resumes duty at another tour station or who proceeds on regular leave from HQ and resumes duty at a tour station after the expiry of regular leave. (SR-135)	Full.	Provided that T.A. is granted from the place where E.L. is spent to the place of tour limited to that admissible between HQ/tour station and the other tour station.
48.	Power to sanction TA as on tour to an employee who proceeds on regular leave while on -tour and returning direct to HQ	Full.	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	on the expiry of leave. (SR-135)		
49.	Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension. (SR 160[b])	Full.	
50.	(a) Power to sponsor candidate for short term training course and count the period spent on training as duty.	Full.	Subject to instructions issued by GoI/ICAR 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 Director General, ICAR.	Subject to the conditions prescribed by Govt. of India/ICAR from time to time.
51.	Power to fix amount of hire charges when a Council's employee is provided with means of locomotion at the expense of Central/ State/ Public Sector Undertaking, etc. but pay all cost of its use or propulsion. (SR 183)	Full.	
52.	Power to grant TA or actual travelling, hotel and carriage expenses instead of T.A, to persons not in Council's service attending Commission of Inquiry etc. or performing public duties in an honorary capacity, and to declare the grade to which such persons shall be considered to	Full.	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	belong for purposes of grant of T.A. (SR190 [a]& [b])		
53.	Power to delegate the power conferred upon them under SR-190 (a) & (b) to the person presiding over the commission etc. (SR-190 (c))	Full.	
54.	Power to declare who should be Controlling Officers. (SR 191)	Full.	Provided that the Director may not declare a Council's employee to be his own Controlling Officer except as permitted under TA Rules.
55.	Power to make rules for the guidance of Controlling Officers. (SR 195)	Full.	
56.	Power to accept a certificate signed by Competent Medical Authority mentioned in Rules as evidence of the fitness of an employee of non-gazetted status to return to duty. (Rule 19 of CCS [Leave] Rules)	Full.	
57.	Power to grant leave to a Council's employee in respect of whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit (i.e. to return to duty. (Rule 20 of CCS [Leave] Rules)	Full, where the Directors are empowered to grant leave.	The enhanced powers will be exercised by the Directors with the concurrence of the Board of Management (BoM)/ Institute Management Committee (IMC).
58.	Power to sanction study leave to the officers of combined cadre of Administrative and Finance working at their Institutes.	Full.	Office Order No.: 6-3/98-CDN (A&A) Pt dated 04 th October 2002. This is subject to the condition that no substitute is asked for from the Council.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
59.	Power to extend joining time on certain conditions within a maximum of 30 days (Rule-4 [5] of CCS [Joining Time] Rules).	Full.	
60.	To sanction tour programme and countersignature of TA bills.	Full. In case of Director of institute 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 Office Order No.: 38(5)/2010 Per. IV dated: 21 st May 2010 and modification dated: 16 th September 2015 and F. No.: FIN/6/1/2007-CDN (A&A) dated 14 th August 2015 may be complied with.
61.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full.	
62.	Authorizing the Institute employee to proceed on duty to any part of India.	Full.	
63.	Power to make appointments. (a) Administrative	Full up to the grade to which the Director is Appointing Authority. In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose.	The power is subject to the Recruitment Rules and the Byelaws of the ICAR and also subject to the availability of such posts.
	(b) SSS/MTS	Full up to the grade to which the Director is Appointing Authority.	
	(c) Technical	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	
			Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 th September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 th September 2018.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
64.	Powers delegated in respect to Technical Cadre employees:		
	(i) Approval of Technical Assessment Committee proceedings.	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 th September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 th September 2018.
	(ii) Technical Assessment Committees DPC'S nomination of Chairman & Members.	Full powers up to Technician (T-1) to Technical Officer (T-5) at ICAR Institutes.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 06 th September 2018 and Office Order No.: TS-19(11)/2010-Estt.IV (ii), 07 th September 2018.
	(iii) Appointment/ pre-appointment formalities	Full powers to the Directors of the institutes for carrying out the formalities. Offer Memorandum and appointment letter to be issued with the approval of the Appointing Authority.	Office Order No.: TS-19(11)/2010-Estt.IV, dated: 15 th April 2019.
	(iv) Completion of probation and confirmation	Full powers to the Directors of the institutes for convening the meeting for probation clearance and confirmation. The proceedings are to be sent to the Council for approval of the Appointing Authority.	-do-
	(v) Constitution of Assessment Committees for promotion under TSR	Full powers to the Directors of the institutes. Rule 6.10 and 6.11 of Technical Services Rules (TSR) to be followed.	-do-
	(vi) Convening of meetings of the Assessment Committees for promotion	Full powers to the Directors of the institutes. Recommendations to be forwarded to the Council for the approval of the Appointing Authority.	-do-
	(vii) Training	Full powers to the Directors of the institutes.	-do-

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(viii) Sanctioning of LTC advances/grant of leave encashment	Full powers to the appropriate officer/head of Office at the institutes, as nominated by the Directors of the institutes.	-do-
	(ix) Intra-institutional transfer	Full powers to the Directors of the institutes, within the Council's intra-institutional transfer guidelines.	Office Order No.: 19(11)/2016-Estt.IV dated 06 th September 2016.
	(x) Inter-institutional transfer	Full powers to the Directors of the institutes,	As per the Council's inter-institutional transfer guidelines issued (Office Order No.: TS 19(01)/2002-Estt. IV dated 26 th August 2016, 29 th August 2017 and 12 th September 2018.
	(xi) Sanctioning of all types of leaves including leaves for going abroad (personal ground) and study leave	Full powers to the Directors of the institutes. Vigilance clearance for ex-India leave to be obtained from the Council.	
	(xii) Forwardal of applications for deputation/Direct Recruitment on selection basis, within/outside the country and any further extension	Full Powers to the directors of the institutes. Relieving upon selection through the Technical Services Division with the approval of the Appointing Authority. For any period of stay outside the country or employment in any foreign institution, necessary clearances are to be obtained from DARE/SMD/Vigilance Division of the Council.	Withdrawn in respect to technical employees vide Office Order No.: TS-19(4)/2019-Estt.IV, 31 st October
	(xiii) Issuing of 'NOC' for applying for Fresh passport/renewal of passport	Full powers to the Directors of the institutes. Vigilance clearance to be obtained from ICAR Headquarters. Specific approval from Director of the institute is required while undertaking any journey abroad on	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		personal ground.	
	(xiv) Pay fixation on account of promotion/granting annual increment.	Full powers to the Directors of the institutes.	
	(xv) Consideration of cases under Rule FR 56(j) and rule 48 of CCS (Pension Rules), 1972.	Full powers to the Directors of the institutes for convening the meeting of the prescribed committee. The recommendations of the committee are to be sent to the Council for the approval of the Appointing Authority.	
65.	Power to make officiating appointment to a vacant post (including those in continuous chain of vacancies) each of one month or more.	Full.	To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the Council/MoF/DoPT from time to time.
66.	Alteration of date of birth in respect of staff equivalent to non-gazetted staff (FR 56, Note 6 & GIO [1]).	Full, in case of a bonafide clerical error.	
67.	Powers to declare the completion of probation period.	Full in respect to posts for which the Director is appointing authority under intimation to council.	
68.	Disciplinary powers.	Full.	Subject to the conditions laid down in Central civil Services (Classification Control and Appeal) Rules 1965 as applicable in ICAR.
69.	Filling of the vacant posts.	Full in respect to 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 & General Financial Rules as amended from time to time			
70.	Re-appropriation of	Units are allowed to re-	1) Subject to Bye-laws of

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	funds.	<p>appropriate the allocations based on the actual requirements as per the Rules and procedures prescribed in GFR 2017.</p> <p>(a) No re-appropriation of funds will be made from one Secondary Unit of Appropriation to another i.e. from “Grants-in Aid Capital” to “ Grants in Aid Salaries” or “Grants in Aid General”, and <i>vice-versa</i>.</p> <p>(b) No appropriation may be done from “Grant-in-aid-Salaries” to any other sub-head in “Grants-in-aid for Creation of Capital” or “Grant-in-aid General” and <i>vice-versa</i>.</p> <p>(c) No re-appropriation may be done from “Pension & Other Retirement Benefits” to any other sub-heads in “Grant-in-aid-Salaries” or “Grant-in-aid General”.</p> <p>(d) No re-appropriation may be done to/from “Travelling Allowance” under revenue.</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.</p> <p>Note 2: Funds shall not be</p>	<p>ICAR.</p> <p>2) Council’s Letter No.: 1(18)/2018-Budget dated: 30th January 2019 and subsequent instructions issued from time to time.</p>

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
		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.	
71.	Power to incur contingent expenditure in general.		Powers under item 71 and sub items (i) to (xxix) there under are to be exercised subject to the provisions of Schedule V of Rule 13 of the DFP Rules as modified from time to time and is subject to- (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 2017 and other existing rules and orders or those issued from time to time.
	(i) Bicycle	Full.	The supplies shall be obtained through GeM.
	(ii) Conveyance hire	Full.	To the extent mentioned in DFPR.
	(iii) Electricity, gas and water charges.	Full.	
	(iv) Fixtures and Furniture purchase and repairs.	Full.	Subject to provisions of funds and observance of the required rules and procedures

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
	(v)	(a) Freight charges.	Full.	This is subject to Go/ICAR instructions issued from time to time. Expenditure on airlifting of stores should be resorted to only in rare cases of extreme urgency. In order to see that this condition is not violated, reasons for air-lifting of stores should specifically be recorded and periodical return sent to the Council every six months in September and March.
		(b) Demurrage/wharf-age charges.	Full powers (each case exceeding Rs. 1000 should be reported to the Council)	
	(vi)	Hire of office furniture, Full electric fans, heaters, table fans, coolers, clocks and call-bells.	Full.	
	(vii)	Legal charges for law suits to which Council is a party.	Full.	Where fees are to be paid in excess of the rates notified by Council from time to time, prior approval of Council shall be obtained by institute.
		Fees to Barristers, Pleaders, Arbitrators and umpires.	Full.	
		Other legal charges for law suit or prosecution cases as well as for arbitration case	Full.	
	(viii)	Maintenance, up-keep and repairs of motor vehicles.	Full.	
	(ix)	Municipal or/cantonment rates and taxes.	Full.	The expenditure shall be incurred keeping in view the principles laid down in the rules for the payment of municipal rates and taxes

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			given in Appendix to DFPR.
	(x) Petty repair works and maintenance of buildings & fixtures as defined in Rule 130 of GFR, 2017, including maintenance and ordinary repairs of office building and staff quarters, etc.	Rs. 25.00 lakh in each case for carrying out original works / special repair / minor works (under capital head either departmentally or through any outside agency. Rs 50.00 in each case for carrying out repair and maintenance works (other than capital grants) either departmentally or through any outside agency.	Office Order No.: 3(14)/2007-EC dated: 01 st June 2020 read with original orders dated 26 th June 2018 and 05 th December 2011. These powers are subject to availability of funds, approval of Plans and Estimates from in-house engineering expert and concurrence of F&AO/Sr.F&AO at Institute level without sending the proposal to Director (Works) for technical vetting. In case where in-house engineering expertise is not available with the institute the services of the qualified engineer in relevant field not below the level of T-5 available in adjoining ICAR institutes could be availed. However, if the estimates have been obtained from CPWD / Public Works Organisations defined as per GFR Rules 133 (1) and 133 (2), no vetting of the estimates of Director (Works), ICAR would be required. All civil works in ICAR shall be executed as per the “Manual on Policies and Procedures for Procurement of Works” issued by the MoF, GoI and GFR 2017.
	(xi) Repairs and	<u>Non-recurring</u>	Office Order No.:

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
		alterations to hired and requisitioned buildings.	Rs. 30,000/- in each case Rs. 50,000/- per annum <i>Recurring</i> Rs. 6,000/- per annum	6(6)/2010-CDN (A&A) dated: 13 th January 2011. Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released the Council/ Institute should have the right to remove any installation or material added to the building.
	(xii)	Posts and Telegraphs charges including commission on Money Orders, etc.	Full.	
	(xiii)	Printing and binding.	Full.	Subject to the availability of funds and guidelines issued by GoI / ICAR from time to time.
	(xiv)	Purchase of books, periodicals and official publications.	Full	Subject to any limitations prescribed by the Council
	(xv)	Rent for hiring of ordinary office accommodation.	Rs. 5,000/- per month subject to existing terms and conditions.	Office Order No.: 6(3)/98-CDN (A&A) Pt. dated: 13 th May 1998. This is subject to the following conditions: (i) Assistance of appropriate local authority such as the PWD or Rent Control Authority may be taken and a certificate of reasonableness of rent obtained before fixing rate. (ii) Private accommodation should normally be hired for office/laboratory purposes only. (iii) Out houses, if any; which form the part of

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
				<p>accommodation-hired should be utilized for storage of stationery, forms, and old records or for any other appropriate purpose. Where this is not possible these should be let out to SSS/MTS staff and rent recovered from them under the rules in force.</p> <p>(iv) Accommodation should not be hired for a period exceeding 5 years at a time.</p> <p>(v) Lease deeds should be got executed in respect of hired building.</p>
	(xvi)	Payment of lease rent in accordance with the terms of the lease agreement.	Full.	Office Order No.: 6-3/98 CDN (A&A) Pt dated 19 th December 2002.
	(xvii)	Repairs to plant and machinery equipment, tractors, pumping set, sea/ river crafts etc.	Full.	
	(xviii)	Staff paid from contingencies.	Full.	Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf.
	(xix)	(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.

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
	(xx)	(a) Purchase of working stores, chemicals, tools, plants and equipment (including office equipment), Laptops, insecticides, fertilizers etc.	Full.	Subject to availability of budget provision and approval of equipment in the SFC/EFC/Budget etc. Office Order No.: Fin/22/10/2009-CDN (A&A), dated: 27 th February, 2017, with regard to procurement of Laptop may be adhered to.
		(b) Maintenance contracts for computer/ laboratory equipment.	Full	Office Order No.: .O. 6(3)/98-CDN (A&A) Pt. dated: 13 th May 1998. This is subject to rules & instructions issued from time to time & Budgetary provisions.
		(c) Stores required for works.	The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of stores required for the work.	
		(d) Emergency nature of purchase (contingent in nature)	Full, if items are already approved or are of contingent nature. In special emergency instances purchases can be made and ex- post-facto sanction may be obtained.	
	(xxi)	Telephone charges.	Full.	Exercise of this power is subject to observance of restrictions laid down in DFP Rules, as amended from time to time and such other orders as are issued by GoI/ ICAR from time to time.
	(xxii)	Typewriters, Calculating Machines.	Full	Subject to general or special orders issued by the Council from time to time.

S. No.	Nature of power		Extent of power	Remarks
1	2		3	4
	(xxiii)	Indents, contracts and purchase (DFP Rules)	Full.	Subject to the procedures and guideline issued by GoI/ICAR from time to time.
	(xxiv)	Sanctioning expenditure on Security job. (i) National Institutes.	Full.	Office Order No.: 6-1/2004 CDN (A&A) dated: 09 th March 2004.
		(ii) Other ICAR Institutes	Up to 60.00 lakh per annum.	Office Order No.: 6-3/98-CDN (A&A) dated: 21 st February 2019. This is subject to condition that: (i) The procedure prescribed by the Government of India/ICAR from time to time may be followed strictly before awarding the contract and if needed, the agreement may be got vetted by Legal Advisor. (ii) The Institutes having sanctioned strength of watch & ward staff/Group 'D' staff and also having labourers of temporary status for the job are, however, required to obtain prior approval of the Council with detailed justification & subject to the recommendations of Institutes Management Committee. (iii) This is also subject to budgetary provision and availability of funds and general economy instructions

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			<p>issued by Government of India/ICAR from time to time.</p> <p>(iv) Minimum wages are incurred and no security points/persons of security should be enhanced.</p> <p>(v) Latest technology may also be adopted to enhance security in more effective way.</p>
	(xxv) Advertisement charges	Full.	Office Order No.: 22(22)/2010-CDN (A&A), dated: 19 th August 2010 and subsequent guidelines issued from time to time.
	(xxvi) (a) Writing off losses.	Up to Rs 1.00 lakh for losses of stores not due to theft, fraud or negligence. Rs 20,000/- in other cases. (For losses exceeding Rs. 1.00 lakh the details may be sent to ICAR for placing before Governing Body).	Office Order No.: 2-1/2000-CDN (A&A) dated: 25 th July 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/ICAR on the subject from time to time.
	(b) Deficiency and depreciation in the value of stores.	Full for which they are competent to sanction purchase.	Office Order No.: 6-3/98-CDN (A&A) pt dated 17 th April 2001.
	(c) Declaration and disposal of obsolete, surplus and unserviceable stores.	Full for which they are competent to sanction purchase.	Office Order No.: 6-3/98-CDN (A&A) pt dated 17 th April 2001. This will be subject to following the procedure prescribed by Government of India/ICAR from time to time on the subject.
	(xxvi) Storing of potato seed material.	Full.	Delegated to Director, CPRI vide ICAR letter No. 24-58177-E.E V. dated: 06 th October 1977.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	(xxvi) Consultancy by nomination. (GFR-194).	Full.	Subject to instructions contained in GFR 2017 (Rule 194) and procedure laid down in "Manual for Procurement of Consultancy and Other Services-2017" issued by MoF and implemented in ICAR.
	(xxix) Outsourcing of Services. (GFR-197 to 206).	Full.	Subject to instructions contained in GFR 2017 (Rule 197 to 206) and procedure laid down in "Manual for Procurement of Consultancy and Other Services-2017" issued by MoF and implemented in ICAR.
72.	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-AofDFP Rules.	Full.	It is not permissible to declare more than one officer as Head of Office in respect of same establishment unless the two establishments are distinctly separate from one another.
73.	Expenditure on entertainment and light refreshment.		Office Order No.: Fin/6/1/2004-CDN (A&A), dated: 21 st December 2016. This is subject to restrictions/ norms/ceilings laid down by GoI/ICAR from time to time.
	(i) National Institutes	Up to Rs 3.00 lakh per annum.	
	Other ICAR Institutes		
	(A) Institute where staff strength is greater than or equal to 300.	Up to Rs 2.00 lakh per annum	
	(B) Institutes where staff strength is greater than or equal to 200 but less than 300.	Up to Rs 1.50 lakh per annum	
	(C) Institutes where staff strength is less than	Up to Rs 1.00 lakh per annum	

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	200.		
74.	Gift to High dignitaries. (i) National Institutes	Up to Rs. 5,000/- in each case.	Office Order No.: 6-1/2004 CDN (A&A) dated: 09 th March 2004. This is subject to economy instructions issued by the MoF/ICAR from time to time.
	(ii) Other ICAR Institutes	Rs. 500-700/- in respect of Directors of all other Institutes.	ICAR economy circular 2/2010 (F. No.: 2-2/2009-G.A., dated: 25 th March 2010).
75.	To sanction miscellaneous expenditure of unusual character. (i) National Institutes	Up to Rs. 5,000/- in each case.	Office Order No.: 6-1/2004 CDN (A&A) dated: 09 th March 2004. This is subject to Government of India/ICAR instructions/DFPR.
	(ii) Other ICAR Institutes	Rs.1, 500/- in each case with the approval of IMC.	Office Order No.: 6-5/98 CDN (A&A) dated: 09 th April 2001.
76.	Investigation of arrear claims.	Full.	As per provisions of GFR 2017.
77.	Grant of permanent advances/cash Imprest.	Full.	As per provisions of GFR 2017.
78.	To execute Contracts, Deeds, and other instruments for and on behalf of the ICAR.	Full.	Powers to be exercised as per the DFPR.
79.	Furnishing of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Full.	As per provisions of GFR 2017.
80.	Grants-in-aid to Staff Clubs etc.	Full.	Office Order No.: 6-2/90-CDN (A&A), dated: 04 th February 1993. This is subject to the provisions of GFR 2017. The rate of grants-in-aid will be in accordance with the orders/instructions of the Govt. of India issued from time to time.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
81.	Power to accord administrative approval of Civil Works. (i) National Institutes.	Full.	Office Order No.: 6-1/2004 CDN (A&A) dated: 09 th March 2004.
	(ii) Directors of other ICAR Institutes	a) Up to Rs 100.00 lakh without approval of the IMC. b) Works above Rs 100.00 lakhs up to Rs. 200.00 lakh with the approval of IMC c) Works above Rs. 200.00 lakh up to Rs. 500.00 lakh with the approval of the DDG of the concerned SMD after financial concurrence from FA, DARE / ICAR. d) Works above Rs. 500.00 lakh approval of the Director General, ICAR through Secretary, ICAR after financial concurrence from FA, DARE/ICAR.	Office Order No.: 3(14)/2007-EC dated: 01 st June 2020 read with order dated 26 th June 2018. All civil works in ICAR shall be executed as per the 'Manual on Policies and Procedures for Procurement of Works' and provisions of GFR 2017 issued by MoF implemented in ICAR 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 Financial Advisor, DARE/ICAR, in case of sanction by the DDG's/DG, ICAR. The respective SMDs will submit the work proposal costing more than Rs 500 lakhs to Secretary, ICAR for getting approval from the DG, ICAR.
82.	Exemption of ICAR employees from payment of cost of stamp duty and reimbursement of mortgage deed in respect of Motor Car/Scooter Advance/	Full	Office Order No. 9-12/90-CDN (A&A) dated: 06 th February 2001. ICAR employees are equated with Central Government employees for exemption or otherwise.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	HBA.		
83.	Grant of Advance of Travelling Allowance on transfer.	Full.	
84.	Grant of advances in connection with tours.	Full.	
85.	Grant of advance in connection with LTC.	Full.	
86.	Grant of Advance to the family of Government servant.	Full.	As per the instructions issued on the subject by MoF, GoI/ICAR from time to time.
87.	Grant of TA Advance to the family of Government servant.	Full.	As per the instructions issued on the subject by MoF, GoI/ICAR from time to time.
88.	Grant of House Building Advance. (HBA)	Full.	Subject to the instructions issued by GoI from time to time and HBA Rules.
89.	Grant of Computer Advance.	Full.	Subject to the instructions issued by GoI from time to time.
90.	Advance payment where necessary to (i) Firms with whom annual contracts for servicing of air conditioners, water coolers, type writers etc. are entered into. (ii) Firms including Central/ State Govt/ Govt run organizations for supply of stores.	Full.	Subject to provisions of GFR 2017 and instructions issued by GoI/ICAR from time to time.
91.	Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules, 1944 including counter signature of	Full Directors will exercise the powers of Controlling Officer/ Head of Dept. in respect of officers/staff under his administrative	Office Order No.: 3(1)/2001/Per- IV dated: 12 th July 2001. Director can countersign his own medical bills provided the claim is covered by Rules and

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	medical bills.	control for the purpose of Central Services (Medical Attendance) Rules, 1944 as applicable to the Council's employees.	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.
92.	Reimbursement of medical expenditure incurred in the medical treatment in emergency cases in respect of the employees of the ICAR Institutes.	Full.	
93.	Permission for indoor hospitalization treatment to CGHS beneficiaries when the CGHS Specialist/ Specialist of a Govt Hospital refers them for such a treatment and reimbursement of the medical claims thereof in respect of the ICAR Institutes where CGHS facilities are available.	Full.	Office Order No.: 3(1)/2001/Per- IV dated: 12 th July 2001.
94.	Reimbursement of medical claim of CGHS beneficiaries of ICAR Institutes taking treatment in the recognized hospitals with the prior permission of the CGHS/Government Hospitals/ Officers authorized by the Institute.	Full	Office Order No.: 3(1)/2001/Per- IV dated: 12 th July 2001. Treatment in these hospitals will be taken with the prior permission of CGHS dispensaries/ Govt. Hospitals.
95.	Reimbursement of medical claim in respect of serving employees of ICAR Institutes where CGHS facilities are available and where	Full	Office Order No.: 3(1)/2001/Per- IV dated: 12 th July 2001. This is 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
	prior permission of CGHS dispensary/Govt Hospital has been taken.		12015/21/96-CGHS (P) dated: 08 th November 1996.
96.	Medical reimbursement cases of the Directors of ICAR Institutes.	Full powers provided the claim is covered by CS (MA) Rules. In cases where any relaxation in CS (MA) rules involving their medical reimbursement is required the matter will continue to be settled at ICAR Headquarters by concerned SMD in consultation with Internal Finance Division of the Council.	Office Order No.: 3(1)/2001-Per- IV, dated: 12 th July 2001 and dated: 08 th July 2002.
97.	Grant of Medical Advance to the employees of the ICAR Institutes.	Full powers including himself, in accordance with Section 2 under CS (MA) Rules subject to fulfillment of other terms and conditions for sanction of advances.	Office Order No.: 3(1)/2001-Per- IV, dated: 08 th July 2002.
98.	Sale and transfer of motor vehicles purchased with the advance from the Council.	Full subject to the provisions of GFRs.	
99.	Control of staff cars and vehicles etc. of the Institute.	Full	Office Order No.: 12-4/98-CDN (A&A) dated: 10 th November 2000 and dated 17 th June 2003. This is 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 Department)
100.	Grant of Leave Travel Concession (LTC) and sanction of Leave Encashment during	Full including self.	Office Order No.: 6-1/2004-CDN (A&A), dated: 09 th March 2004. As per the

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	LTC. (i) National Institutes		orders/instructions issued by MoF, GoI/ICAR from time to time.
	(ii) Other ICAR Institutes	Director will exercise full powers of Head of Department /Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except self.	
101.	Sanction of Advances/Part/ Final withdrawal from GPF.	Full, including self.	Office Order No.: 6-3/98-CDN (A&A) pt dated 16 th September 2003, subject to GPF Rules.
102.	Sanction of pension to Council's employees provisionally.	Full, in respect of officers/staff retiring from a post irrespective of whether the Director is competent to fill the post vacated by the retiring officer/staff, except Self, provided Government of India instructions issued from time to time are followed.	Office Order No.: .6(5)/86, CDN (A&A), dated: 04 th February 1993.
103.	Participation in exhibitions and demonstrations of research activity. (i) National Institutes	Full.	Office Order No.: 6-1/2004-CDN (A&A) dated: 09 th March 2004.
	(ii) Directors of other Institutes	Up to Rs. 5.00 lakh in each case.	Office Order No.: 6-3/98-CDN (A&A)(Vol. II) dated 09 th September 2019. For organizing exhibitions the M & I unit at ICAR Headquarters will provide necessary support to the Institutes to develop concepts exhibits, samples etc. The M & I unit at ICAR Headquarters will

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			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 also for media mediated information dissemination. (Office Order No.: 2(2)/2005-W.S. dated: 07 th September 2005.
104.	Sale of farm produce.	Full	a) Subject to provisions of GFR, 2017. b) Subject to observance of the procedure outlined in ICAR letter No. 8(9)/69-Reorgn (F&A) CDN (A&A) dated: 15 th October 1975.
105.	Fixation and revision of rates for services rendered by Institute to outside Institutes/ Agencies.	Full.	The fixation of rates may be done on the recommendations of a Committee to be constituted by the Director for the purpose. The Committee may take into account among other factors, previous year's rates, market rates etc. and general or special orders, if any, issued by the Government of India/ICAR.
106.	Power to fix rates of seeds, plants and other products of the institute.	Full.	
107.	Power to fix the rent for auditorium and community centers etc.	Full.	
108.	Permission to officers to attend conferences connected with agricultural matters.	Full.	Subject to ICAR instructions.
109.	Training to staff including newly		

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	recruited staff. (i) National Institutes	Full.	Office Order No.: 6-1/2004-CDN (A&A) dated: 09 th March 2004.
	(ii) Other ICAR Institutes	Full.	As per the HRM Guidelines of ICAR.
110.	Power to send samples of products or of culture or of organism free of charge to other Institute	Full.	
111.	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.
112.	Power to sanction expenditure on insurance. (i) Power to get insured during transit such of the equipment as are very costly and are of fragile and delicate nature and where the Railways do not accept insured during rail transit such of the equipment any risk or responsibility for losses due to breakage in transit.	Full.	This is subject to instructions contained in DFPR and orders/instructions issued by Council 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.	Full.	This is subject to instructions contained in DFPR and orders/instructions issued by Council from time to time.
113.	Power to sanction expenditure on part-time lectures in respect to National Institutes.	Full in respect of lectures in foreign languages to Ph.D students.	Office Order No.: .6(5)/86, CDN (A&A), dated: 04 th February 1993.
114.	To sanction study and educational tours of PG students in respect to	Full.	Office Order No.: .6(5)/86, CDN (A&A), dated: 04 th February 1993.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	National Institutes.		
115.	Sanction of Fellowships to M.Sc. and Ph. D students in respect to National Institutes.	Full.	Office Order No.: .6(5)/86, CDN (A&A), dated: 04 th February 1993.
116.	Creation of special posts for the University side such as Warden, Prefects, Hostel staff, Mess staff, etc., in respect to National Institutes and IASRI.	Full in respect of Trainees' Hostels only	Office Order No.: .6(5)/86, CDN (A&A), dated: 04 th February 1993. Subject to compliance with instructions on creating posts issued by the GoI/ICAR from time to time.
117.	Sanction of IASRI, Fellowship to the trainees of various courses at ICAR-IASRI.	Full for Director, IASRI only.	Subject to the budget provision and usual conditions.
118.	Permission for availing of facilities for the use of the computer Centre at IASRI.	Full for Director, ICAR-IASRI.	
119.	Maintenance of Electronic Computer and the Computer Laboratory.	Full	Office Order No.: 6(3)/98 CDN (A&A) Pt. dated: 13 th May 1998.
120.	Powers for sanctioning cost of repairs of fishing vessels and dry docking hire charges.		
	(i) National Institutes	Full.	Office Order No.: 6-1/2004-CDN (A&A) dated: 09 th March 2004.
	(ii) Other Fisheries Institutes	Up to Rs. 10.00 lakh per annum in each case of fishing vessel of 15 meters OAL (Over-all length) and above. Rs. 5.00 lakh per annum in each vessel of below 15 meters OAL (Over-all length).	Office Order No.: 6(5)/98-CDN (A&A) dated: 01 st February 2012. This is subject to the condition that essentiality of repairs and its satisfactory completion by a recognized workshop is certified by the Mercantile Marine Departments and that all rules and instructions on this account are followed and budget provision exists

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			for this purpose.
121.	Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, except Self.	Subject to obtaining vigilance clearance and observance of the conditions/instructions issued by GoI/ICAR from time to time. Letter No.7-10/82-IC I dated: 16th July 1982.
122.	Extension of joining time in the case of employees of CIARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at Kolkata/Chennai on delayed sailing of the ship.	Full to the Director, CIARI, Port Blair.	
123.	To sanction air-travel between Port Blair and Kolkata or between Port Blair and Chennai to Group A, B, & C officers of CIARI, Port Blair, while availing LTC/Free Sea Passage.	Full to the Director, CIARI, Port Blair.	
124.	Grant of leave ex-India to Officers/ Scientists.	Full.	Subject to the instructions issued by MoF, GoI/ICAR from time to time.
125.	Purchase of vehicle in replacement of the condemned vehicle.	Full.	Office Order No.: Fin/6/1/2016-CDN (A&A), dated: 3 rd September 2019, 30 th September 2019 and 07 th October 2019. This is- 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.

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
			<p>3. The vehicle to be purchased is to replace a condemned vehicle which would have been acquired initially after obtaining due sanctions.</p> <p>4. The type of vehicle to be purchased is to be the same as the one which has been condemned.</p> <p>5. There should be a specific provision in the Budget for the purchase of vehicles replacement.</p> <p>6. The fund should be available during the financial year.</p>
126.	Premature condemnation and disposal of damaged vehicle, in respect to National Institutes.	Full.	Office Order No.: 6-1/2004-CDN (A&A) dated: 09 th March 2004. This is subject to the existing rules and procedure.
127.	Norms of expenditure to be followed on holding of Workshops, Symposia, Conference etc.	Full.	Subject to economy instructions of the Government of India/Council issued from time to time.
128.	To file patent applications at the respective patent office in whose jurisdiction the Institute is located.	Full	Office Order No.: 6(2) 2001-CDN (A&A) dated: 01 st December 2005.
129.	Powers with regard to filing applications for all forms of Intellectual Property Rights as per ICAR guidelines.	Full	Office Order No.: 6-2/2001-CDN (A&A), dated: 09 th October 2006.
130.	a) Powers to approve Schemes for imparting training within the country for	Full	Revised "ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
	Indian clientele in India.		Contract Service)” approved by Governing Body (25 th June 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 st September 2014 and effective from 1 st October 2014.
	b) Consultancy projects with national agencies. (i) National Institutes	Up to Rs. 250.00 lakh.	
	(ii) Other ICAR Institutes	Up to Rs. 50.00 lakh	
	c) Contract Research projects with national agencies. (i) National Institutes.	Up to Rs. 250.00 lakh.	
	(ii) Other ICAR Institutes.	Up to Rs. 50.00 lakh	
	(d) Contract services and charges thereto for Indian clientele.	Full	
131.	To sanction fees/honorarium to the staff of the Institute or other ICAR Institutes or any other officer from outside the ICAR system associated with the consultancy/ training or contract research service.	Full except self.	Revised “ICAR Rules and Guidelines for Professional Service Functions (Training, Consultancy, Contract Research and Contract Service)” approved by Governing Body (25 th June 2014) & circulated vide F. No.: IP&TM-1-6/2005-Policy (Pt.III), dated 21 st September 2014 and effective from 1 st October 2014.
132.	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.

Schedule III

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

(Office Order No. 5(4)/87-CDN [A&A] dated: 28th July 1988)

S. No.	Nature of Power	Extent of Power	Remarks/ Guiding instructions
(I)	Administrative		
1.	Appointment to the posts for which the Director is the appointing authority.	The cases of appointment which have to be referred to ICAR Headquarters maybe approved by the Management Committee.	
2.	Constitution of Departmental Promotion Committee (DPC)/ Selection Committee at institute level.	Full.	Subject to the guidelines issued by the Council from time to time.
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.	This is subject to GoI/ICAR Instructions issued from time to time.
5.	Recommendations of the QRT/or any other Task Force/Appraisal Team etc	Acceptance by the Management Committee for implementation and follow-	Cases where policy decision is required should be submitted to

	relating to the Institute.	up action.	ICAR Headquarters by the Management Committee.
(II)	Financial		
6.	Works (Plan)	Up to Rs. 200.00 lakh in each case.	Finalizations of Annual Plan for Civil Works as per EFC/SFC sanction, prioritization including a realistic estimation of the cost. The Management Committee would examine each item of Civil Works; consider their priority according to the need of the Institute with reference to the justification given by the administrative authority of the Institute. The Civil Works would be undertaken according to the priorities decided by the Institute Management Committee. (Office Order – 3(14)/2007-EC Dated 01 st June 2020)
7.	To approve the proposals for import of foreign equipment's and opening Letters of Credit (L/C) including customs clearance.	Full.	This is subject to the instructions issued by the Government of India/ICAR from time to time and the provisions of GFR, and provision of equipment in EFC/SFC and availability of funds.
8.	Acquisition of Land.	Up to Rs. 30.00 lakh.	This is subject to provision in the EFC/SFC /Annual Plan and availability of funds.
9.	Rent for hiring office accommodation.	Up to Rs. 20,000/-	Office Order No.: 6-5/98-CDN (A&A) dated: 09 th April 2001,

			per month subject to certificate from the competent authority or the reasonableness of rent, i.e. CPWD/Rent Controller/State Public Works Department.
10.	Purchase of stores/equipment etc.	Full.	Subject to EFC/SFC provisions and availability of funds.
11.	Gift to high dignitaries	Up to Rs. 1,000/- in each case.	
12.	Miscellaneous expenditure of unusual character.	Rs. 1,500/- in each case.	Office Order No.: 6-5/98-CDN (A&A) dated: 09 th April 2001.
15.	Writing-off losses.	Up to Rs. 5.00 lakh in case of losses of stores not due to theft, fraud or negligence including Livestock.	Powers may be exercised subject to the conditions laid down in the GFR and procedure laid down by Government of India/ICAR on the subject from time to time. Each case involving write off of loss of Rs 1.00 lakh and above due to theft, burglary, fire or fraud may be intimated to the Council for reporting to Governing Body in terms of Bye-laws 11(a) of the Bye-laws of the ICAR.
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/DFPR and orders issued by the Government of India/ICAR from time to time.
18.	Condemnation of vehicles	Full.	Subject to fulfillment of conditions laid down in DFPR.
19.	To examine and approve the list of equipment for a	Full.	Office Order No.: F. No. 6-4/92 CDN (A&A)

	particular year out of the list approved by the SFC/EFC for the entire Plan period.		dated: 06 th August 1992.
20.	Engagement of Part time Doctor	Full.	Office Order No.: 3(23)/82-Per. IV, dated: 05 th April 1988 and subject to condition prescribed thereof. This is subject also to observance of codal formalities and ceilings prescribed by ICAR from time to time.

Schedule IV

Delegation of Powers to Joint Directors of National Institutes/Deemed Universities (Office Order No.: 6(1)/95-CDN (A&A) dated: 21st May 1996)

S. No.	Nature of Power	Extent of Power Joint Director (Out Station)	Joint Directors (Headquarters)	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, in respect to all employees posted under him unless otherwise directed, irrespective of the fact whether he is empowered to make substantive appointment to the post or not.		This is subject to the Go/ICAR instructions issued from time to time.
2.	Power to sanction annual increment.	Full, to allow normal increments unless there is an order to withhold the same for which sanction of competent authority is necessary.	As in Col.3	
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, to grant leave including WRIL, excepting for self, provided no officiating arrangements are involved.	As in Col.3	
6.	Power to extend leave.	Full, provided original leave were sanctioned by the Joint Director and the employee on his return will be under his administrative control.	As in Col. 3	
7.	Power to decide the shortest of two or more routes.	Full, for journeys within their jurisdiction.	As in Col. 3	

8.	Power to allow mileage allowance to be calculated by route other than the shortest or cheapest.	Full, for journeys within their jurisdiction provided that the selection of such route is in the interest the Council.	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 from time to time.
10.	Power to prescribe Headquarters of the Council's employees.	Full, in respect of officials under his administrative control.	As in Col. 3	
11.	Power to decide whether a particular absence is absence on duty.	Full.	As in Col. 3	
12.	Power to restrict the frequency and duration of journeys.	Full, 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, in the case of departmental examination.	As in Col. 3	
14.	Power to sanction TA as for a journey on tour to a Government Servant who is required while on leave in India to perform any Council's/Public duty at a place other than one where he is spending his leave.	Full, provided T.A. may not be granted for a journey while proceeding on leave or while returning from leave.	As in Col. 3	
15.	Power to allow the actual cost of a Journey to appear before a medical	Full.	As in Col. 3	

	board, preliminary to voluntary retirement or invalid pension.			
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 instructions issued by ICAR from time to time.
b)	Power to 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 Go/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 staff under his administrative control, 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.			The supplies shall be obtained through GeM, subject to budget provisions.
i.	Purchase of Bicycle.	Full.	As in Col.3	
ii.	Conveyances hire.	To the extent mentioned in DFPR.	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/wharf age charge.	Up to Rs. 1,000/- in each case.	-	Each case exceeding of Rs. 1,000/- should be reported to the Council explaining the circumstances necessitating payment of demurrage/wharf age 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 taxes.	Full.	As in Col. 3	This is subject to the municipal rates and taxes given in DFPR.
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 lakh 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	Rs. 5,000/- per annum non-recurring and Rs. 1000/- per annum	-	Subject to provision of funds and observance of the

	buildings.	recurring.		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 fertilizers, insecticides etc.	Up to Rs. 3.00 lakh	-	Subject to observance of normal purchase procedure.
xviii.	Telephone charges.	Full.	-	Subject to instructions issued by the Council from time to time.
xix.	Repairs of Typewriters, calculating machines.	Full.	As in Col. 3	Subject to general or special orders issued by ICAR time to time.
xx.	Indents, contracts and purchase.	Up to Rs. 50,000/-	As in Col. 3	Subject to instructions of DFPR and observance of the codal formalities.
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.	As in Col. 3	Only for CPRI Shimla.
28.	Expenditure on entertainment.	Up to Rs. 1,000/- per annum.	As in Col. 3	Subject to restrictions laid down by the GoI/Council.
29.	Grant of Advance T.A. on Transfer.	Full.	As in Col. 3	As per the instructions issued on the subject by GoI, MoF/ICAR.
30.	Grant of advance in connection with tours.	Full.	As in Col. 3	As per the instructions issued on the subject by GoI, MoF/ICAR.
31.	Grant of advance in connection with LTC.	Full.	As in Col. 3	As per the instructions issued on the subject by GoI, MoF/ICAR.
33.	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 2017, instructions issued by ICAR from time to time.	As in Col. 3	Subject to provisions of GFR 2017.
34.	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees.	Full.	–	As per the instructions issued on the subject by GoI, MoF/ICAR.

35.	Reimbursement of medical expenses as admissible under CS (Medical Attendance) Rules, 1944, including counter signature of medical bills.	Full.	As in Col. 3	
36.	Control of staff cars and vehicles etc. of the Institute.	Full.	As in Col. 3	
37.	Grant of Leave Travel Concession.	Full.	As in Col. 3	Subject to provisions of LTC Rules.
38.	Sale of produce.	Full.	As in Col. 3	Subject to observance of ICAR guidelines.
39. 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.	-	
40.	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 Government of India/Council such as general economy instructions, ban on recruitment, creation of posts, filling up of the vacancies etc.

Schedule V

Delegation of powers to Joint Directors/Heads of Regional Stations/Research Centers of Institutes/other than National Institutes (Where the strength of scientists is not less than 10.)

(Office Order No.: 6(1)/95-CDN. (A&A) dated 21st May 1996)

S. No.	Nature of Power	Extent of Power	Remarks
1	2	3	4
1.	Power to sanction annual increment. (FR 24)	Full.	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. (CCS [Leave] Rules, 1972).	Full, if he is empowered to grant leave.	
3.	Power to sanction Casual Leave.	Full, including self.	
4.	Power to sanction Earned Leave. (Rule 26 of CCS [Leave] Rules, 1972)	Full.	Including WRIL, excepting for himself/herself provided no officiating arrangements are involved.
5.	Power to extend leave. (CCS [Leave] Rules, 1972)	Full.	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 instructions issued by ICAR from time to time.
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 examination other than those	Full powers in the case of departmental examination.	

	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.	
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.	Full.	As per the CCS (Leave) Rules, 1972.
11.	Power to grant maternity leave.	Full.	Subject to provisions Rule 43 of CCS (Leave) Rules, 1972.
12.	Power to grant Work Related Illness and Injury Leave (WRIL)	Full.	Subject to provisions of CCS (Leave) Rules 1972.
13.	To sanction tour programme & counter signature of T.A. bills.	Full, excluding 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 GeM, subject to budget provisions.
ii.	Conveyance hire	To the extent mentioned in DFPR.	
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 of motor vehicles.	Up to Rs. 2,000/-	
vii.	Municipal or cantonment rates and taxes.	Full	This is subject to the municipal rates and taxes given in

			DFPR.
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/- per annum.	
x.	Repairs of Plant and Machinery including fixture & furniture.	Up to Rs. 20,000/- per annum.	
xi.	Staff paid from contingencies.	Full.	Subject to order/ instructions issued by GoI/ICAR.
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.	Telephone charges.	Full.	Subject to ICAR instructions
xvi.	Repairs of typewriters, calculating machines.	Full.	
xvii.	Indents, contracts and purchase.	Up to of Rs. 25,000/-	As per provisions of DFPR.
xviii.	Storing of potato seed material.	Full.	Only for CPRI Shimla
16.	Grant of Advance of T.A. on transfer.	Full.	
17.	Grant of advances in connection with tours.	Full.	
18.	Grant of Leave Travel Concession.	Full	
19.	Grant of advance in connection with LTC.	Full.	
20.	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.	
21.	Reimbursement of medical expenditure as admissible under CS (Medical Attendance) Rules, 1944, including counter signature of	Full.	

	medical bills.		
22.	Maintenance of staff cars and vehicles etc.	Up to Rs. 25,000/- per annum.	
23.	Sale of produce	Full.	Subject to observance of ICAR guidelines.
24.	(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.
25.	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 VI

Powers to be Delegated to the Project Coordinators

(Office Order No.: 6-2/90-CDN (A&A), dated: 15th June 1993 & 30th July 1993, further enhanced vide Office Order No.: 6(1)/95-CDN. (A&A) dated 21st May 1996)

(I)	Administrative Powers		Remarks
1.	To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the Coordinating Unit.		Decision taken in the 'Group Discussion Meeting of AICRP and subsequently approved by Director General, ICAR.
2.	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		
3.	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.		
4.	To sanction tour of all categories of staff attached to the Coordinating unit up to 10 days at a time.		
(II)	Financial Powers		
	Nature of Power	Extent of Power to be delegated	Remarks
1.	To strike of Stores rendered unserviceable through normal wear and tear.	Upto 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. 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	Up to Rs. 50,000/- in	

	and reprints of scientific papers.	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 bonafide 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 excluding Self.	
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 TA Rules and instructions issued by ICAR from 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 Go/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.	(i) Payment of TA advances at the time of transfer and retirement.	Full, excluding self.	
	(ii) Grant of advance to meet travelling expenses to families of Council's employee who die while in service.	Full.	
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.	Subject to the instructions related to appointments issued by ICAR from time to time.
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/- per annum.	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 instructions issued by ICAR 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.	Full.	Subject to following the instructions of Go/ICAR issued from time to time.
	(ii) Power to sanction	Full. (Third party only)	

	expenditure on the insurance of Motor Vehicles.		
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.	Office Order No.: 6-2/2001-CDN (A&A) dated: 28 th July 2008, through Director NBPGR, New Delhi in accordance with chapter 6 of the ICAR guidelines on Intellectual Property & Technology Management.
34.	Release of funds to AICRP Centers/Participating Centers	Full.	D. O. No.: 22(11)/96-CDN (A&A)-I, dated: 28 th June 1996.

Schedule VII

Powers to the Head of Office

Sl. No.	Nature of Power	Extent of Power	Remarks
1.	Sanction of Advance for - (i) T.A. in connection with Transfer (ii) Advance in connection with Tour (iii) LTC Advance (iv) GPF Advance cases only	Full, in respect of employees up to the Level of 6 as per 7 th CPC.	Subject to observance of GFR provisions.
2.	Settlement permission case and post facto approval to medical reimbursement in relaxation of Rules in emergent cases under CGHS/CS (MA) Rules.	Up to Rs. 2,000 for each treatment in OPD and up to Rs. 5,000 for treatment of IPD	Reimbursement limited to prescribed rate as per the CS (MA) Rules, 1944.
3.	Countersignature of TA/TTA/LTC/Medical Bills	Full, in respect of employees up to the Level 6 as per 7 th CPC.	Subject to observance of TA/LTC Rules.
4.	Sanction of Casual Leave/Earned Leave /Medical Leave/Half Pay Leave/Compensatory Leave to staff.	Full, in respect of employees up to the Level 6 as per 7 th CPC.	Subject to the CCS (Leave) Rules, 1972.
5.	Power to draw annual increment to staff.	Full.	Powers as per instructions contained in FRSR.
6.	Sanction / grant of Children Education Allowance to staff	Full, in respect of employees up to the Level 6 as per 7 th CPC.	Subject to MoF/ICAR instructions.
7.	Sanction of reimbursement of Newspaper expenditure to staff	Full, in respect of employees up to the Level 6 as per 7 th CPC.	Subject to MoF/ICAR instructions.
8.	Sanction of Electricity Bills / Telephone Bills / Municipal charges of the Establishment	Full.	In case of delayed payment the matter will be put up to Director for approval.
9.	Maintenance, upkeep and repair of vehicles	Full.	Subject to Staff Car Rules and ARC having been approved by the Director of the institute and the repairs are of routine nature not involving major overhauling.

10.	Repairs and maintenance of - (i) Computer and its peripherals, printers, UPS, laptops, IT items, etc required for the working of an establishments (ii) Intercom equipment, Photocopiers, fax machine etc (iii) Air conditioner, refrigerator, hot cases, room heaters, Water coolers/purifiers etc.	Full.	Against AMC approved by the Director of the institute, finalized after following codal formalities as required under GFR.
11.	Procurement of items from Office Contingency.	Recurring: Up to Rs. 25,000 in each case.	Subject to procurement is made through GeM and as per GFR instructions.

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 VIII

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

(Office Order No.: 6(1)/95-CDN. (A&A) dated 21st May 1996)

S. No.	Nature of Power	Extent of Power delegated	Remarks
1	2	3	4
1.	Power to require a medical certificate of fitness before return from leave. (CCS [Leave] Rules, 1972)	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. (Rule 26 of CCS [Leave Rules], 1972)	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. (CCS [Leave Rules], 1972)	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.	Full.	Subject to provisions of CCS (Leave Rules) 1972.
7.	Power to grant maternity leave. (Rule 43 of CCS [Leave Rules], 1972)	Full.	Subject to provisions of (CCS [Leave Rules], 1972).
8.	Power to grant Work Related Illness & Injury Leave (WRILL).	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	Full, for all staff working under him excluding self.	

	charges on unused railway tickets.		
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/-per annum for local purchase, subject to 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.	Office Order No.: 64/95-CDN (A&A) dated: 15 th October 2004. Subject to availability of funds.
15.	Maintenance of Computer and the computer laboratory.	Up to Rs. 25,000/- per annum including cost of stores and other material required for maintenance.	

Note:

- 1) 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.

(Reference Office Order No.: ICAR Office Order No.: 6(1)/95-CDN (A&A) (Pt.I) dated 12th March 2013)

SCHEDULE – IX

Powers delegated to Principal Investigators of Externally Funded Projects funded by

(i) National and International Agencies

(ii) Projects funded by the Private Sector

(iii) ICAR projects such as Revolving Fund Scheme & NICRA

(iv) Consultancy projects (Training, Consultancy and Contract Research etc.)

(Reference Office Order No.: 6[01]/06/CDN [A&A], dated: 14th March 2013, dated: 15th March 2013 and revised vide Office Order No.: 6 [1]2006-CDN [A&A], dated: 25th January 2018)

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

Note:

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

SCHEDULE – X

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

(Office Order No.: 6(1)/2006-CDN (A&A), dated: 28th December 2011)

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> Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January 1987.
3	Power to require a medical certificate of fitness before return from leave.	Full, if he is empowered to grant leave.
4	Power to sanction Causal Leave.	Full, including for self.
5	Power to sanction Earned Leave. (CCS [Leave] Rules, 1972)	Full power to grant leave including special disability leave, 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> Office Order No.: 6-2/90-CDN (A&A) dated 04 th February 1993.
6	Power to extend leave. (CCS [Leave] Rules, 1972)	Full powers, provided the original leave was sanctioned by the National Coordinator, and the employee on his return will be under his administrative control.
7.	Power to sanction the undertaking of work for which a fee is offered and the acceptance of fee. (SR 11)	Full, subject to the conditions mentioned in Government of India <i>vide</i> Ministry of Finance O.M. No. 19028/5/76 E IV (S) dated: 21 st January 1977 endorsed by ICAR <i>vide</i> Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January 1987.
8.	Power to decide the shortest of	Full power for journeys within their jurisdiction,

	2 or more routes. (SR 30 [b])	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 04 th February 1993.
11.	Power to sanction travel by air. [SR 48 (b) (ii)]	Full powers. This power may be exercised in respect of the officers of the grade entitled for travel by air.
12.	Power sanction of refund of cancellation charges on air/rail ticket (including self).	Full, subject to the conditions mentioned in Government of India <i>vide</i> Ministry of Finance O.M. No. 19028/5/76 E IV (S) dated: 21 st January 1977 endorsed by ICAR <i>vide</i> Office Order No.: 6 (5)/86-CDN (A&A), dated: 30 th January 1987.
13.	Power to prescribe Headquarters of the Council's employees. (SR 59).	Full powers.
14.	Power to define the Limits of Council's employee's sphere of duty. (SR 60)	Full powers.
15.	Power to decide whether a particular absence is absence of duty. (SR 62)	Full powers.
16.	Power to restrict the frequency and duration of Journeys. (SR 63)	Full powers.
17.	Power to grant exemptions from the rule limiting a halt on tour to 10 days. (SR 73)	Full to the extent and subject to the conditions prescribed by Government of India/ICAR from time to time.
18.	Power to allow free passage to a person joining a post by sea. (SR 108)	Full powers to those persons appointed by the National Coordinator.
19.	Power to extent the time limits of 6 months and 1 month within which the members of the family of Council's employee may be treated as accompanying him in individual cases	Full powers.

	attendant with special circumstances. [SR 116 (b) (iii)]	
20.	Power to sanction Travelling Allowance (TA) as for journey on tour to a Government servant who is required while on leave in India to perform any Council's/public duty at a place other than one where he is spending his leave. (SR 135)	Full, subject to the GoI/ICAR instructions on the subject issued from time to time.
21.	Power to sponsor candidate for short-term training course and count the period spent on training as duty.	Full, subject to the GoI/ICAR instructions on the subject issued from time to time.
22.	Power to make rules for the guidance of controlling officer. [SR 195 (e)]	Full powers.
23.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of end employee of non-gazetted status to return to duty (CCS [Leave] Rules, 1972)	Full powers.
24.	Power to grant leave to a Council's employee in r/o whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty. (SR 233)	Full powers where the National Coordinator is empowered to grant leave. The enhanced powers will be exercised by the National Coordinator with the concurrence of the Managing Committee.
25.	Power to grant maternity/paternity leave. (CCS [Leave] Rules, 1972)	Full powers.
26.	Power to Work Related Illness & Injury Leave (WRIL). (CCS [Leave] Rules, 1972)	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 Director General, ICAR by name. Normally

		tour should be arranged within their jurisdiction.
30.	Power to sanction reimbursement of cancellation charges on unused railway tickets.	Full powers.
31.	Authorization a Council employee to proceed on duty to any part of India.	Full powers.
32.	Power to incur contingent expenditure in general.	Subject to the provision of the DFP Rules as modified from time to time (i) observance of procedures and other directions contained in Central Government Compilation GFR and other existing rules and orders or those issued from time to time.
	(i) Bicycle	Full powers. The supplies shall be obtained through GeM provided budget provision existed for the purchase.
	(ii) Conveyance hire.	To the extent mentioned in DFP Rules.
	(iii) Electricity gas and water charges.	Full powers.
	(iv) Fixtures and furniture purchase and repairs.	Full powers.
	(v) Specific Charges: (a) Freight charges (b) Demurrage/wharfage charges	Full powers. Full powers (each case exceeding Rs 1,000/- should be reported to the Council). Expenditure on air-lifting of stores should be resorted to only in rare cases of extreme urgency. To see that this condition is not violated reasons for air-lifting of 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 Service related: (a) Legal charges for Law suits to which Council is a party (b) Fees to barristers, pleaders arbitrators and umpires.	Full powers subject to the previous consent of the Council where fee is to be paid in excess to the schedule of fee laid down in DFP Rules as revised from time to time. Legal advice may be obtained in advance. Full powers subject to the previous consent of the Council.

	(c) Other legal charges for lawsuit or prosecution cases as well as for arbitration cases.	Full powers subject to the previous consent of the Council.
	(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) General procurement: (a) Purchase of working stores, chemicals, tools, plants and equipment/computers insecticides, fertilizers etc. (b) Stores required for works.	Full powers, subject to availability of budget provision and approval of equipment's in the EFC etc The administrative approval of a Competent Authority for execution of works carries within the sanction of incurring expenditure on purchase of stores required for the work.
	(xviii) Telephone charges.	Full powers, subject to observance of restrictions in DFP Rules as amended from time to time and those contained in M.O.F. O.M. No. 16(6)-E (Coord)/67 dated: 09 th August 1967 and 06 th November 1968 and such other orders as are issued from time to

		time.
	(xix) Calculating machines	Full Powers.
	(xx) Indents, contracts and purchase (DFP Rules)	Full powers, subject to condition under GFR 2017.
	(xxi) Advertisement charges.	Full powers, subject to observance of rules.
	(xxii) (a) Writing off losses.	(a) Up to Rs 10,000/- for losses of stores not due to theft, fraud or negligence, (b) Up to Rs 2,500/- in other cases. Powers may be exercised subject to the conditions laid down by Government of India and other orders issued by Government of India/ ICAR on the subject from time to time.
	(b) Declaration and disposal of obsolete surplus and unserviceable store	Full powers in respect of items originally sanctioned by the same authority.
	(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 as per DFP Rules.	Full powers. It is not permissible to declare more than one officer as Head of Office in r/o same establishments unless the two establishments are distinctly separate from one another
34.	Expenditure on entertainment and light refreshment.	Up to Rs 15,000/- per annum subject to expenditure ceilings as prescribed by ICAR from time to time. Total number of participants should be restricted to 75.
35.	Investigation of arrear claims.	Powers may be exercised subject to provisions of the GFR 2017 and orders issued by the Government of India/Council from time to time.
36.	Grant of permanent advances/cash imprest.	Full powers, subject to the instructions issued by GoI/ICAR from time to time.
37.	To execute contracts, deeds and other instruments for and on behalf of the ICAR.	Power as delegated by ICAR and amended time to time.
38.	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	Power as delegated by ICAR and amended time to time.
39.	Grants of advance of TA on transfer.	Full powers, subject to the provision of TA Rules.
40.	Grant of advance in connection with tours.	Full powers, subject to the provision of TA Rules.
41.	Grant of advance in connection with Leave Travel Concession.	Full powers, subject to the provision of LTC Rules.
42.	Advance to employees for various department purposes.	Full powers, subject to the provision of GFR 2017.

43.	Grant of temporary advances including special advances from Provident Fund.	To the extent the National Director is competent to sanction expenditure for the purpose subject to the provision of GFR 2017. Full powers except for self. In case of 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.
44.	Advance payment to (i) Firms with whom annual contracts for servicing of air conditioners, water coolers, computers and other costly equipment etc. are entered into (ii) To Firms including Central / State Government / Government run organization for supply of stores etc.	Full powers, subject to the provision of GFR 2017.
45.	Grant of advance to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees.	Full powers including gazetted status employee also after following Government of India instructions issued from time to time. <i>vide</i> Office Order No.: 6-2/90-CDN (A&A) dated 04 th February 1993 and as per immediate relief guidelines.
46.	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.
47.	Control of staff cars and vehicle etc.	Full powers, subject to staff car rules, and rules and orders issue for control, maintenance and operation of motor vehicle etc. (For the purpose of staff car rules, National Coordinator, NASF will exercise the powers of a Head of Department)
48.	Grant of Leave Travel Concession.	Full powers as of Head of Department/ Controlling officer for the purpose of application of Leave Travel Concession Rules to Officers / Staff under his administrative control except self.
49.	Permission to officers to attend conferences connected with	Full powers.

	agricultural matter.	
50.	Grant of overtime allowance.	Full powers, subject to conditions laid by the Government of India/ ICAR from time to time and subject to budgetary limits.
51.	Power to sanction expenditure on insurance Power to get insured during rail transit such of the equipment as are costly and are of fragile and delicate nature and where the Railways do not accept any risk or responsibility for losses due to breakage in transit.	Full powers, subject to instruction issued by ICAR from time to time.
	Power to sanction expenditure on the insurance of motor vehicle under Motor Vehicle Act. 1939 and to pay Road Tax, wherever livable.	Full powers, subject to instruction issued by ICAR from time to time.
52.	Maintenance of Electronic computer and the computer Laboratory.	Full powers.
53.	Approval for holding of workshop, symposia, conferences, meetings and sanction of expenditure to be incurred.	Full powers, subject to adherence to the expenditure ceilings and economy instructions issued by ICAR from time to time.
54.	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, subject to instruction issued by ICAR from time to time.
55.	Contractual appointments/arrangements.	Full powers subject to sanction of posts by Competent Authority.
56.	Engaging Research Associate/Research Fellows on contract basis.	Full powers subject to sanction of posts by Competent Authority.
57.	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.
58.	Sanction for hiring of Indian Consultants/ Consultancy agencies for implementation of NASF.	Full powers, however, concurrence of Financial Advisor for amount exceeding Rs 5.00 lakh in each case will be taken.
59.	Nomination of employees for training in India.	Full powers.
60.	Installation of new telephone	Full powers as per ICAR norms.

	connection.	
61.	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.
62.	Civil works including renovation and remodeling.	Up to Rs 10.00 lakhs.
63.	Participation in exhibition and demonstrations of research activity.	Rs 1, 00,000/- in each case of participation subject to budget provision.
64.	Re-appropriation of funds.	Full powers subject to guidelines under DFP Rules (Except salary and TA grant) within the approved budget of each project.

Schedule: X-A

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

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

(Office Order No.: 6(1)/2006-CDN [A&A])

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 NASF directives. For non-public institutions the GOI/ICAR/ NASF Rules will be followed.	The adjustment of account bills to be submitted within 30 days in each case
3.	Power to restrict the frequency and duration of Journeys (SR 63)	Full powers including for self	-
4.	Sanctioning reimbursement of cancellation charges on unused railway tickets/ air tickets	Full powers for all staff working under him/her excluding self	The cancellation should with information to the controlling officer and should be justified and in public interest
5.	Expenditure on holding workshops, meetings/ conferences / deputation on short duration need based trainings in India	Full, subject to provision of fund under the head in the approved/ sanctioned project	Number of participants in the meeting workshops should not exceed 20. The norms for expenditure in workshops/meetings/conferences will be in accordance with the following ICAR norms.
6.	Sanction of registration charges at Symposia/ seminars at national level	Full only if the topic is related to the sanctioned project and it is organized by a private institution.	
7.	Recurring contingent	Rs.1.00 lakh in each case	Subject to adherence to the

	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.	subject to provision of fund under the head in the sanctioned project	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 powers.	-do- -do-
13.	To incur recurring expenditure on maintenance and repair of scientific instruments, laboratory equipment's, agricultural implements and machinery being used for the project.	Up to Rs. 1.00 lakh per annum.	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure. Proposals beyond Rs..001 lakh may be approved by the Advisory Committee up to a ceiling of Rs. 1.50 lakh.
14.	Repair of office machines.	Full powers.	-do-
15.	Maintenance of computer and peripherals.	Up to Rs. 25,000/- per annum including cost of stores, and other materials required for maintenance	-do-
16.	Payment of charges on postage (excluding private courier),	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.

	telegrams, telex, 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 self.	
19.	Contractual staff & help (casual labour/ data collectors etc.) approved in the project.	Job should be out sourced through job contractors.	Subject to sanctioned budget provision for the purpose and availability of funds and adherence to prescribed procedure.
20.	Engagement of RA/ SRF on Contract Basis, approved in the project.	Full powers.	Subject to provision of the position in the approved project and availability of funds and following a transparent competitive process. The cost of advertisement should be minimal and effective use of institution should be made for this purpose

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

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

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

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

APPENDIX: I

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

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

Dated the 12th January, 2011

Administrative Circular -3/2011

Sub: Inter-departmental correspondence and meetings, outside ICAR

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

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

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

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

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

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

Dated: 6th August,

OFFICE ORDER

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

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

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

- I. Sub-committee on Administration-
- | | | | |
|------|---------------------------|---|----------|
| I. | Secretary, ICAR | - | Chairman |
| II. | Dr. A.K. Srivastava | - | Member |
| III. | Dr. B.S. Dhillon | - | Member |
| IV. | Dr. Ramesh Chand | - | Member |
| V. | Director (Administration) | - | Convener |
- II. Sub-committee on Finance & Accounts-
- | | | | |
|-------|----------------------|---|----------|
| (i) | AS&FA (DARE) | - | Chairman |
| (ii) | Shri Sudhir Bhargava | - | Member |
| (iii) | Dr. K.E. Lawande | - | Member |
| (iv) | Dr. P.S. Minhas | - | Member |
| (v) | Director (Finance) | - | Convener |

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

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

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

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

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

(J. RAVI)
Director(P)

APPENDIX: III

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

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

Dated: 26th May, 2017

Office Order

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

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

(Sujit K. Mitra)
Director (Personnel)

APPENDIX: IV

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

New Delhi, the 15th October 1984

OFFICE MEMORANDUM

Subject: Financial powers of autonomous bodies-restrictions regarding

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

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

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

APPENDIX: V

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.

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

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

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

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

1. ICAR Headquarters

- (a) **General:** Financial powers delegated by the Governing Body, Director General or Secretary, ICAR to Deputy Director, Deputy Secretary, Director (F), Director (P), Director (A), Director (P&I), Legal Advisor, Under Secretary/Senior Finance & Accounts Officer/Finance & Accounts Officer may be exercised, unless stipulated otherwise, with the concurrence at the level of Director (F) in the Finance Division of ICAR Headquarter.

(Decision of the 221st Governing Body Meeting dated: 05th July, 2011, circulated vide office order no.: 6-2/2009-CDN (A&A), dated: 23rd September 2011.)

(b) **Education Division related matters**

- (i) The power of financial concurrence to the Director (Finance), ICAR with regard to the proposals pertaining to following scheme the Education Division of ICAR was delegated by Special Secretary & Financial Advisor, DARE:-
- A. National Talent Scholarship Schemes.
 - B. Rural Awareness Work Experience Scheme.
 - C. International Fellowship Scheme.
 - D. Centre for advance Faculty & Training (CAFT).
 - E. Emeritus Scientist Scheme.
 - F. Senior Research Fellowship.
 - G. Junior Research Fellowship.
 - H. Short Courses/Summer/Winter School.
 - I. Scholarship to Under Graduate Students (Merit-Cum-Mean Scholarship).

- J. Scholarship to Under Graduate Students-Post Matriculation Scholarship.
- K. Fellowship for Veterinary Graduates /Internship.

The above order will come into force with effect from 13th January 2015. During the period of absence (leave tour and training etc.) of Director (Finance), the above powers will be exercised by the Office in-Charge discharging duties of the Director (Finance).

(Reference office order no.: 3-1/2015/F&A Unit, dated: 16th January 2015.)

- (ii) Proposals for the release of funds in respect to various Schemes of Education division, which are strictly in accordance with the guidelines and check-list, will be cleared/concurred at the level of Deputy Director –Finance, in-charge of Education Division. Proposals for allocation under various schemes/re-allocation/release of funds in relaxation to the guidelines and check-list will be concurred/approved by the AS&FA, DARE. Proposals not in consonance of the guidelines/norms and check-list will be returned to the SMD with the approval of AS&FA, DARE.

(Reference office order no.: Fin/19/14/2011-CDN (A&A), dated: 10th November 2015.)

- (c) Cases other than those enumerated above shall be concurred by the Financial Advisor, DARE. The Financial Advisor, DARE shall advise the Secretary DARE & Director General ICAR on all financial matters. The Director General shall have the powers to overrule his advice by recording in writing reasons thereof. All such sanction order should record that *‘This sanction issues with the approval of the Chief Accounting Authority. The advice of the Internal Finance/Integrated Finance was conveyed vide Diary No.: _____ dated: _____’* in accordance with the instructions of Ministry of Finance O.M. No.: 1(34)/E. II (A)/2010, dated: 07th October 2010 (See Annexure-A). A Report of all such cases shall be submitted to the Governing Body/Ministry of Finance for information. *(Para 2.6 of ICAR Audit Manual, 2016)*

2. ICAR Institute

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

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

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

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

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

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

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

Dated the 26th November 1987

CIRCULAR

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

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

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

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

Sd/-
(S.S. DAWRA)
SECRETARY

DISTRIBUTION:

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

Annexure to Appendix V

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

...

North Block, New Delhi
Dated: 7th October, 2010.

OFFICE MEMORANDUM

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

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

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

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

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

Sd/-
(R.PremAnand)
Under Secretary to Govt. of India
Tel. 2309 2769

To

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

Annexure to Appendix: V

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

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

Dated the 23rd Dec, 2010

OFFICE MEMORANDUM

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

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

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

Sd/-
(RavindraPattar)
Director (Finance)

APPENDIX: VI:A

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

F. 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.
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 Section Officer	
2.	Appointment of LDC/UDC/Assistant to perform duties of Cashier	All concerned staff	Deputy Secretary (Administration)	
3.	Grant of special pay to LDC/UDC/Assistant appointed to perform the duties of Cashier	All concerned staff	Deputy Secretary (Administration)	
4.	Permission for acquisition & disposal of property under Rule 18 of CCS (Conduct) Rules, 1964	(a) Scientific staff	Director (Personnel)	
		(b) Technical staff		
		(i) Officers up to Level 10	Under Secretary (Technical)	
		(ii) Officers above Level 10 and up to Level 11	Deputy Secretary (Administration)	
		(iii) Officers above Level 11	Deputy Secretary (Personnel)	
		(c) Administrative		
		(i) Officers up to Level 9	Deputy Secretary (Administration)	
		(ii) Officers above Level 9 and up to Level 11.	Deputy Secretary (Administration)	
		(iii) Officers above Level 11 and up to Level 12	Director (Personnel)	
		(iv) Officers above Level 12	Secretary, ICAR.	
5.	Forwarding of applications to ASRB/UPSC/Outside agencies	(a) Scientific staff		
		(i) Scientist up to Level 10	Deputy Secretary (Personnel)	
		(ii) Scientists above Level 10 and up to Level 12	Director (Personnel)	
		(iii) Scientist above Level 12	Secretary, ICAR.	
		(b) Technical staff		
		(i) Officers up to Level 10	Under Secretary ((Technical)	
		(ii) Officers above Level 10 and up to Level 11	Deputy Secretary (Administration)	
		(iii) Officers above Level 11	Director (Personnel)	
		(c) Administrative Staff		
		(i) Officers up to Level 9	Deputy Secretary (Administration)	
		(ii) Officers above Level 9 and up to Level 11.	Deputy Secretary (Administration)	
		(iii) Officers above Level 11 and up to Level 12	Director (Personnel)	
		(iv) Officers above Level 12	Secretary, ICAR	
		(d) Group D	Deputy Secretary (Administration)	

6.	To allow joining time pay and credit of un-availed portion of joining time into leave account	All concerned staff	Under/Deputy Secretary of concerned Establishment Section/ Deputy Secretary (Personnel)	Subject to provision of CCS (JT) Rules
7.	Fixation of pay	All staff	Under/Deputy Secretary of concerned Establishment Section/ Deputy Secretary (Personnel)	Subject to concurrence of Finance
8.	To allow provisional pay	(a) Scientific staff	Deputy Secretary (Personnel)/	
		(b) Other than scientific staff	Deputy Secretary (Administration)	
9.	To sign the application for commutation of pension received from pensioners & and acknowledgement of the receipt	All Staff	Under/Deputy Secretary of concerned Establishment Section/ Deputy Secretary (Personnel)	
10.	Grant of Special Leave to the Officer/staff	(a) Scientific staff	Director (Personnel)	Subject to observance of relevant rules.
		(b) Other than scientific staff	Director (Administration)	
11.	To sanction Casual Leave and Restricted Holidays	All concerned staff	Immediate Supervisory officer	Subject to observance of relevant rules
12.	Countersignature of cards for becoming Members of various Libraries for borrowing books/ Journals	All concerned staff	Concerned Section Officer	
13.	Forwarding of assessment/review proposals of scientific/technical staff	(a) Scientist Staff/technical staff	Deputy Secretary (Personnel)/	
		(b) Technical Staff	Under Secretary ((Technical)	
14.	Acceptance of surety bond to be executed by a Council's employee handling cash, stores etc.	All concerned staff	Director (Administration)	
15.	Issue of various certificates viz. Income certificates, NOC, experience etc.	All concerned staff	Concerned Section Officer/ Under Secretary	
16.	Medical examination of new recruits	(a) Scientific staff	Deputy/ Under Secretary (Personnel)	
		(b) Technical staff	Under Secretary (Technical)	
		(c) Administrative and Group 'D' staff	Deputy Secretary (Administration)	
17.	Verification of Character & Antecedents of new recruits	(a) Scientific staff	Deputy Secretary (Personnel)	

		(b) Technical staff	Under Secretary (Technical)	
		(C) Administrative and Group 'D' staff	Deputy Secretary (Administration)	
18.	Extension of joining time for new recruits	(a) Scientific staff	Deputy Secretary (Personnel)	
		(b) Technical staff	Under Secretary (Technical)	
		(c) Administrative and Group 'D' staff	Deputy Secretary (Administration)	
19.	Sanction of honorarium	All concerned staff	Secretary, ICAR	
20.	Sanction for acceptance of honorarium/fees	(a) Scientific staff (i) Up to Assistant Director General	Secretary, ICAR	
		(ii) Deputy Director General (DDG)	Director General ICAR	
		(b) Technical staff		
		(i) Officers up to the Level 10	Under Secretary (Technical)	
		(ii) Officers above Level 10 and up to Level 11.	Deputy Secretary (Administration)	
		(iii) Officers above Level 11	Deputy Secretary (Personnel)	
		(C) Administrative staff		
		(i) Officers up to Level 6.	Deputy Secretary (Administration)	
		(ii) Officers above Level 6 and up to Level 11	Deputy Secretary (Administration)	
		(iii) Officers drawing above Level 11 and up to Level 12	Deputy Secretary (Personnel)	
		(iv) Officers above Level 12	Secretary, ICAR.	
		(d) Supporting staff	Deputy Secretary (Administration)	
21.	Deputation on training/Refresher Course within the country	(a) All administrative/technical/supporting staff and Scientists up to the level of Principal Scientist	Director (Personnel)	
		(b) Assistant Director General (ADG)	Secretary, ICAR	
		(c) Deputy Director General (DDG)	Director General, ICAR	
22.	Engagement of casual labours.	All concerned Staff	Secretary, ICAR	
23.	Payment of wages of casual labours engaged with the approval of Secretary.		Deputy Secretary (Administration)	
24.	Issue/renewal/amendment/Changes in CGHS cards	All concerned staff	Concerned Section Officer	
25.	Payment to CGHS Directorate for CGHS facilities	All concerned staff	Deputy Secretary (Administration)	
26.	Acceptance of nomination forms pertaining to GPF/Retirement Gratuity/Death Gratuity/GSLIS etc.	All staff	Under Secretary/ Deputy Secretary of concerned Establishment	

			Section/Deputy Secretary (Personnel)	
27.	Payment of leave encashment on retirement	All staff	By officers who have been authorized to sanction leave to such officer (HPL/EL)	
28.	Sanction of expenditure for renewal of CCHS cards for pensioners	All staff	Deputy Secretary (Administration)	
29.	Forwarding of APAR for reporting/reviewing	All staff	Concerned Section Officer	
30.	Study leave	(a) Scientific		
		(i) Scientists up to the Level of 12	Director (Personnel)	
		(ii) Scientists above the Level of 12	Secretary, ICAR.	
		(b) Technical		
		(i) Technical personnel drawing scale of pay up to Level 10	Deputy Secretary (Administration)	
		(ii) Technical personnel above Level 10	Director (Personnel)	
		(C) Administrative		
		(i) Administrative Personnel up to Level 10	Deputy Secretary (Administration)	
		(ii) Administrative Personnel above Level 10 and up to Level 12	Director (Administration)	
		(iii) Administrative Personnel above Level 12	Secretary, ICAR.	
31.	Permission for undergoing course of studies before or after office hours	(a) Scientific		
		(i) Scientists up to the Level of 12	Director (Personnel)	
		(ii) Scientists above the Level of 12.	Secretary, ICAR.	
		(b) Technical		
		(i) Officers up to Level of 10	Deputy Secretary (Administration)	
		(ii) Officers above Level 10 and up to Level 11	Deputy Secretary (Administration)	
		(iii) Officers above Level 11	Deputy Secretary (Administration)	
		(c) Administrative		
		(i) Officers up to the Level 10	Deputy Secretary (Administration)	
		(ii) Officers above Level 10 and up to Level 11	Deputy Secretary (Administration)	
		(iii) Officers above Level 11 and up to Level 12.	Deputy Secretary (Administration)	
		(iv) Officers above Level 12	Secretary, ICAR.	
32.	Clarification of Technical Service rules	All concerned Technical Staff.	Deputy Secretary (Administration)	
33.	Issuance of No Demand Certificate	All concerned staff	Section Officer of concerned Establishment Section	
34.	Permission for taking	All concerned staff	Deputy Secretary	

	medical treatment from CGHS recognized hospitals		(Administration)	
35.	Counting of past service of personnel who put in services elsewhere before joining ICAR	All concerned staff	Deputy Secretary (Personnel) / Under Secretary of concerned Establishment 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)
36.	Discharge of pro-rata pension liability in respect of ICAR personnel absorbed elsewhere	All concerned staff	Deputy Secretary (Personnel) / Under Secretary of concerned Establishment Section/ 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.
37.	Discharge of Leave Salary/Pension Contribution (LS&PC)	All concerned staff	Under Secretary (Cash)	Subject to observance of relevant Rules
38.	Investigation of arrear claims	All concerned staff	Under Secretary (Cash)	Subject to provision of GFRs and orders issued by GOI/ICAR from time to time.
39.	Countersignature of TA bills	All staff	Under Secretary (Cash)	Subject to tour report having been countersigned by the officer who approved the tour programme.
40.	Grant of advance in connection with LTC	For all staff	Under Secretary (Cash)	
41.	Grant of advance of Travelling Allowance on transfer	All concerned staff	Under Secretary (Cash)	All concerned staff.
44.	Grant of advances in connection with tour	All staff	Under Secretary (Cash)	Subject to approval of tour programme by the competent authority and the GFRs
45.	Grant of Travelling Allowance	All staff	Director (Personnel)	
46.	Grant of GPF advances from the General Provident Fund	(a) Group 'B', 'C', and 'D'	Under Secretary (Cash)	Subject to observance of GPF (CS)
		(b) Group 'A' officers up to the Level of 11	Deputy Secretary	

			(Gen. Admn. & Coordination)	Rules,1960
		(c) Officers above the Level of 11	Director (Personnel)	
47.	Final withdrawal including part final withdrawal from General Provident Funds.	(d) Group 'B', 'C', and 'D'	Under Secretary (Cash)	Subject to observance of GPF (CS) Rules, 1960
		(e) Group 'A' officers up to the Level of 11	Deputy Secretary (Gen. Admn. & Coordination)	
		(f) Officers above Level 11	Director (Personnel)	
48.	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	Under Secretary (Cash)	Subject to GFRs
49.	Power to sanction reimbursement of cancellation charges of unused Railways tickets	All concerned staff	Under Secretary (Cash)	Subject to Cancellation/ alteration of tour programme having been approved by the authority competent to approve the tour
50.	Maintenance/upkeep and repairs of Motor vehicles		Under Secretary (E-V)	Subject to observance of relevant rules
51.	Repairs & Maintenance of Residential Quarters		Deputy Secretary (Gen. Admn. & Coordination)	Subject to observance of relevant rules
52.	Allotment of Residential Quarters		Deputy Secretary (Gen. Admn. & Coordination)	Subject to the approval of Allotment committee
53.	Service contract		Deputy Secretary (Gen. Admn. & Coordination)	Subject to observance of relevant rules.
54.	Reimbursement of medical expenditure incurred for availing medical treatment under emergency circumstances from Private Hospital	All concerned staff	Director (Personnel)	Subject to observance of relevant rules
55.	Advance for medical treatment in private/CGHS recognized Hospitals as per entitlement under CGHS/CS (MA) Rules	All concerned staff	Deputy Secretary/ Under Secretary (Cash)	
56.	Legal charges for law suits to which Council is a party	In all cases	Director (Personnel)	
57.	Signing and Verifying pleadings on behalf of Secy. ICAR in the courts of law in legal matter	In all cases	Legal Adviser	
58.	Advertisement charges		Deputy Secretary	

			(Administration)/ Deputy Secretary (Gen. Admn. & Coordination)	
59.	Expenditure on entertainment and light refreshment	(a) As per the approved ceilings per head for one meeting and annual ceilings.	Under Secretary (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	Director (Personnel)	
60.	Court cases	In all cases	Secretary, ICAR	

APPENDIX: VI: B

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F. No. ADMN/6/6/2015-WS

Dated the 03rd October 2016.

OFFICER ORDER

Director-General, Indian Council of Agricultural Research has been pleased to approve the levels of final disposal in respect of the following items of work dealt with by Work Study Section:-

S. No.	Subjects	Competent Authority for final disposal	Remarks
I	II	III	IV
1	Review of Record Retention Schedule for substantive functions of the ICAR Headquarters.	Director General, ICAR	Subject to vetting from National Archives of India, New Delhi
2	Standardization of forms of communication/Forms design and control.	Director General, ICAR	-
3	Review of functions of all Sections of ICAR Headquarters.	Director General, ICAR	-
4	Review of cadre strength of dealing hands viz. Assistant/ UDC/LDC at ICAR Headquarters.	Director General, ICAR	-
5	Renaming of Sections.	Director General, ICAR	Proposal received from SMD/ Divisional Heads
6	Nomination of Departmental Security Officer for buildings of ICAR Headquarters, at KB/KAB-I&II/NASC	Secretary, ICAR	Subject to order/ Instructions of Govt. of India being followed.
7	Nomination of Nodal officers for AEBAS.	Secretary, ICAR	Subject to order/ Instructions of Govt. of India being followed.
8	Orders/Instructions for implementation of AEBAS at ICAR Headquarters /Institutes	Secretary, ICAR	Subject to order/ Instructions of Govt. of India being followed.
9	Nomination of Record Officer/Chief Record Officer under Public Records Act.	Secretary, ICAR	-
10	Preparing guidelines for entitlement of OTA hours in respect of employees of ICAR Headquarters	Director General, ICAR	-

Sd/-
Under Secretary (WS)

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

No.7-2177.Estt.I

Dated the 14.03.1977

OFFICE ORDER

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

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

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

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

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

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

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

APPENDIX: VI: D

Level of disposal of Work in the Finance Division

(Reference D.O.No.20-5/2002-CDN (A&A), Dated the 12th June 2002 of Deputy Director-Finance and 'Handbook of Work Allocation issued by Work Study Section, April 2017)

S. No.	Items of work	Level of disposal
(I)	Accounts-I Section	
1	To prepare cheques for all payments from the Bank Account.	Branch Officer of the Section.
2.	Preparation of FMS/PFMS Advice/Cheques/DDs related to pay & allowances, personal claims (medical, TA, LTC, Loans & advance), payments of contingencies/suppliers/contractual/payment of pension/pensionary benefits, all Remittances including Income Tax, GST and Statutory dues etc.	Branch Officer of the Section.
3.	Maintaining the Main Cash Book in respect of all receipts deposited in the Bank Account, payments/ withdrawal made there from.	Finance Officer and Branch Officer of the Section.
4.	To maintain classified abstracts of receipt and payment and to render monthly accounts and Annual Accounts of ICAR Headquarters Accounts and ICAR General Account (Grant Account)	Branch Officer of the Section.
5.	Opening of Current Bank Account for the ICAR Headquarters and it's Research Institutes in the branches of SBI and other nationalized banks.	Action to be initiated by Branch Officer of the Section and file will go up to the Secretary, ICAR
6.	Authorization of officers of the ICAR to operate the Current Accounts maintained with the Bank.	Action to be initiated by Branch Officer of the Section and file will go up to the Secretary, ICAR
7.	Investments, re-investments and encashment of idle funds of Council's in Government loans, TDRs.	Action to be initiated by Branch Officer of the Section and file will go up to the Secretary, ICAR.
8.	Remittance of funds/grants and foreign funds to ICAR Institutes /NRCs/ PDs/ATARIs etc and release related to Award.	Branch Officer of Accounts I Section on receipt of advice from the Budget Section.
10.	Opening FDR/STDR/CLTDs, maintenance of relevant registers/records & its monitoring.	Branch Officer of the Section.
(II)	Accounts-II Section	
11.	To prepare consolidated Annual Accounts of the	Branch Officer of the Section/

	Council.	Finance Officer consolidates the account which is submitted to Director-Finance and is approved by Director General, ICAR.
12.	Preparation of progressive monthly expenditure statement of all Institutes for review in monthly Senior Officers Committee (SOC) Meeting.	Branch Officer of the Section.
13.	Preparation of unspent balance statement in connection withdrawal from Government of India.	Branch Officer of the Section.
(III)	Audit-I Section	
14.	To exercise judicious scrutiny of all financial sanctions.	Branch Officer of the Section.
15.	Checking of comparative statement of tenders/quotations for works and supplies.	Branch Officer of the Section.
16.	To examine the forms of contracts/invitations of the tenders and when the approved form and substance of the contract require may change.	Branch Officer of the Section.
17.	To advise on all financial matters which may be referred on which and may come to his notice during scrutiny of sanctions/orders/bills etc.	Branch Officer of the Section.
(IV)	Audit-II Section	
18.	Pre-audit of all payments from the funds of the Council and recording pay orders on the bills	Branch Officer of the Section.
19.	Checking of pay fixation/revision cases	Branch Officer of the Section.
(V)	Audit-III Section	
20.	Preparation of Consolidated Annual Account of GPF including I/E Statement and Balance Sheet for ICAR as a whole.	Finance Officer consolidates the account which is submitted to Director-Finance and is approved by Director General, ICAR.
21.	Investment of General Provident Fund for earning interest.	Finance Officer puts up the proposal to the Investment Committee and on approval of the recommendations of Investment Committee proceedings by Director General, ICAR, GPF funds is invested.
22.	Maintenance of records, books transfer and correspondence with ICAR Institutes about GPF/CPF.	Branch Officer of the Section.
23.	Preparation and Reconciliation of the GPF	Branch Officer of the Section.

	monthly and Annual Accounts of General Provident Funds of ICAR based on the Main Cash Book.	
24.	Maintaining of Main Cash Book in respect of all receipts deposited in the bank account for payments or withdrawal made there from.	Finance Officer and Branch Officer of the Section.
25.	Remittance of TA/DA to non-official members.	Branch Officer of the Section.
(VI)	Budget Section	
26.	Scrutiny of budget proposal of ICAR and its Institutes and to process of their clearance from Ministry of Finance and approval of Governing Body.	Branch Officer of the Section.
27.	Drawl of funds from Government of India pertaining to Grants-in-Aid and surrender of previous year unspent balances of Grants.	Branch Officer of the Section after approval of Financial Advisor.
(VII)	Coordination (Audit & Accounts) Section	
28.	Compilation of information for Monthly D.O. format for submission to Secretary (Expenditure).	Branch Officer compiles the information and submits to AS&FA, DARE through F. &A.O. and Director-Finance for approval and onward transmission.
29.	Clarification/advice on financial accounting matters.	Branch Officer of the Section with the approval of Director (Finance)/Financial Advisor.
30.	Maintenance and update of delegation of Administrative and Financial powers book, Audit Manual.	Branch Officer of the Section with the approval of Director (Finance)/Financial Advisor.
31.	Air-travel permission for travel by private airlines.	Branch Officer puts up the proposal compiles the information and submits through F. &A.O. and Director-Finance for approval of AS&FA, DARE.
32.	Six-monthly difference of opinion between Director of the institute and Finance & Accounts Officer	Branch Officer puts up the cases received from institute through F. &A.O. and Director-Finance for information of AS&FA, DARE.
(VIII)	Finance & Accounts Unit.	
33.	Preparation of Annual Accounts of Education Division and Revolving Fund Scheme on UG/PG Examination	Branch Officer of the Section.
34.	To scrutinize the proposals for financial	Branch Officer of the Section.

	concurrence received from Agricultural Education and Agricultural Extension Division	
35.	All releases to SAUs and other institutions under Education Division.	Branch Officer of the Section.
(IX)	Internal Finance Section	
36.	All cases of financial concurrence.	Financial concurrence in respect of sanctions to be accorded by the Director General/Secretary/Deputy Director General of the ICAR etc.
(X)	Grant-in-Aid Section	
37.	To watch receipt and audited statement of accounts and Utilization Certificates in respect of grants-in-aid.	Branch Officer of the Section.
38.	Release of grant in respect of Ad-hoc Schemes	Branch Officer of the Section.
39.	Release of grants of Plan Schemes being operated at various SAUs and other Departments.	Branch Officer of the Section.
40.	Scrutiny of audit certificates and acceptance there of	Branch Officer of the Section.
41.	Concurrence/Release of Extramural Fund & Award money.	Branch Officer of the Section.
(XI)	Inspection Unit Section	
42.	Internal Inspection of ICAR Institutes and submission of Inspection Report (IR) and pursuing it till final settlement.	Branch Officer of the Section.
43.	To deal with the audit reports of statutory audit reports of statutory auditors on the accounts of the ICAR Headquarters/Institutes and to settle the objections expeditiously in consultation with the SMD.	Branch Officer of the Section.
44.	Monitoring of Advances as reported by ICAR institutes.	Branch Officer of the Section.
45.	Monitoring of updation of Asset Register Statement as reported by ICAR institutes.	Branch Officer of the Section.
(XII)	Pension Section	
46.	Matters relating to authorization of superannuation/retiring/invalid/family pension	Branch Officer of the Section.
47.	Payment of pensions and other retirement benefits	Branch Officer of the Section.
48.	Preparation of bank reconciliation statement relating to pension	Branch Officer of the Section.
49.	To watch adjustment/clearance of all advances, deposits and remittance transactions.	Branch Officer of the Section.
50.	Matters related to NPS	Branch Officer of the Section.

APPENDIX: VII

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
I	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		
II	Technical Posts								
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)	DY. SECY. ICAR	DY. SECY.	All	Secretary	Director	Director	All	DG, ICAR in case of National Instts./Secy. ICAR in all other cases
III	Administrative Post								
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	DG, ICAR	(a) DG, ICAR (b) Secy.	All (i) to (iv)	President (ICAR)	DG, ICAR	(a) DG, ICAR	(a) All (i) to (iv)	(a) President ICAR (b) DG, ICAR

	(12,000-16,500/-) (ii) Sr. Admn. Officer (10,000-15,200/-) (iii) Admn. Officer (8,000-13,500/-)		ICAR		DG, ICAR		(b) Director of Institute		
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	DG, ICAR	DG, ICAR Secy. ICAR	(i) to (iv)	President (ICAR)	DG, ICAR	(a) DG, ICAR	(a) All (i) to (iv)	President ICAR

	(6,500-10,500/-)				DG, ICAR		(b) Director of Institute		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.
IV	SSS/MTS Posts								
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

Concordance table for 5th,6th & 7th Central Pay Commission (CPC) scales

S.No.	Designation	5th CPC Scale	6th CPC Scale	7th CPC Scale
I	Scientist Cadre			
1	Deputy Director General / Director of National Institutes	Rs 25000 (Fixed)	Rs 75000 (Fixed)	Rs 210000 (Fixed)
2	Assistant Director General / Director of ICAR Institutes / Joint Director (National Institutes) / Project Director of NRC / Project Directorate / Project Coordinator / Principal Scientist	Rs 16400 - 22400	Rs 37400 - 67000 (RGP - 10000)	Research Pay Level - 14
3	Scientist (Formerly Scientist Selection Grade) with 3 years service / Senior Scientist with 3 years of service	Rs 12000 - 18300	Rs 37400 - 67000 (RGP - 9000)	Research Pay Level - 13 A
4	Scientist (Selection Grade) / Senior Scientist	Rs 12000 - 18300	Rs 15600 - 39100 (RGP - 8000)	Research Pay Level - 12
5	Scientist (Senior Scale)	Rs 10000 - 15200	Rs 15600 - 39100 (RGP - 7000)	Research Pay Level - 11
6	Scientist	Rs 8000 - 13500	Rs 15600 - 39100 (RGP - 6000)	Research Pay Level - 10
II	Technical Cadre			
	Category I			
1	Technician (T-1)	3200 - 85 - 4900	Rs 5200 - 20200 (GP - 2000)	Pay Level - 3
2	Senior Technician (T-2)	4000 - 100 - 6000	Rs 5200 - 20200 (GP - 2400)	Pay Level - 4
	Category II			
3	Technical Assistant (T-3)	4500 - 125 - 7000	Rs 5200 - 20200 (GP - 2800)	Pay Level - 5
4	Senior Technical	5500 - 175 -	Rs 9300 - 34800	Pay Level - 6

	Assistant (T-4)	9000	(GP - 4200)	
5	Technical Officer (T-5)	6500 - 200 - 10500	Rs 9300 - 34800 (GP - 4600)	Pay Level - 7
	Category III			
6	Senior Technical Officer (T-6)	8000 - 275 - 13500	Rs 15600 - 39100 (GP - 5400)	Pay Level - 10
7	Assistant Chief Technical Officer (T-7-8)	10000 - 325 - 15200	Rs 15600 - 39100 (GP - 6600)	Pay Level - 11
8	Chief Technical Officer (T-9)	12000 - 375 - 16500	Rs 15600 - 39100 (GP - 7600)	Pay Level - 12
III	Administrative Cadre			
1	Joint Secretary / Director (SD) / Senior Registrar	Rs 14300 - 22400	Rs 37400 - 67000 (GP - 10000)	Pay Level - 14
2	Director / Registrar / Comptroller	Rs 14300 - 18300	Rs 37400 - 67000 (GP - 8700)	Pay Level - 13
3	Deputy Secretary / Deputy Director / Chief Finance & Accounts Officer	Rs 12000 - 16500	Rs 15600 - 39100 (GP - 7600)	Pay Level - 12
4	Under Secretary / Senior Administrative Officer / Senior Finance & Accounts Officer	Rs 10000 - 15200	Rs 15600 - 39100 (GP - 6600)	Pay Level - 11
5	Administrative Officer / Finance & Accounts Officer	Rs 8000 - 13500	Rs 15600 - 39100 (GP - 5400)	Pay Level - 10
6	Section Officer	Rs 6500 - 10500 After 4 years Rs 8000 - 13500	Rs 9300 - 34800 (GP - 4800) After 4 years Rs 15600 - 39100 PB-3 (GP - 5400) (NFS)	Pay Level - 8 After 4 years Pay Level - 10(NFS)
7	Assistant Administrative	Rs 6500 - 10500	Rs 9300 - 34800 (GP - 4600)	Pay Level - 7

	Officer / Assistant Finance & Accounts Officer			
8	Assistant - ICAR Hqrs	Rs 5500 - 9000	Rs 9300 - 34800 (GP - 4600)	Pay Level - 7
9	Assistant - Institutes	Rs 5500 - 9000	Rs 9300 - 34800 (GP - 4200)	Pay Level - 6
10	Junior Accounts Officer	Rs 5500 - 9000	Rs 9300 - 34800 (GP - 4200)	Pay Level - 6
11	Upper Division Clerk	Rs 4000 - 6000	Rs 5200 - 20200 (GP - 2400)	Pay Level - 4
12	Lower Division Clerk	Rs 3050 - 4590	Rs 5200 - 20200 (GP - 1900)	Pay Level - 2
13	Stenographer - Grade III	Rs 4000 - 6000	Rs 5200 - 20200 (GP - 2400)	Pay Level - 4
14	Personal Assistant - ICAR Hqrs	Rs 5500 - 9000	Rs 9300 - 34800 (GP - 4600)	Pay Level - 7
15	Personal Assistant - Institutes	Rs 5500 - 9000	Rs 9300 - 34800 (GP - 4200)	Pay Level - 6
16	Private Secretary - ICAR Hqrs	Rs 6500 - 10500 After 4 years Rs 8000 - 13500	Rs 9300 - 34800 (GP - 4800) After 4 years Rs 15600 - 39100 PB-3 (GP - 5400) (NFS)	Pay Level - 8 After 4 years Pay Level - 10 (NFS)
17	Private Secretary - ICAR Institutes	Rs 6500 - 10500	Rs 9300 - 34800 (GP - 4600)	Pay Level - 7
18	Principal Private Secretary	Rs 10000 - 15200	Rs 15600 - 39100 (GP - 6600)	Pay Level - 11
19	Junior Law Officer	Rs 5500 - 9000	Rs 9300 - 34800 (GP - 4200)	Pay Level - 6
20	Assistant Legar Advisor	Rs 6500 - 10500	Rs 9300 - 34800 (GP - 4600)	Pay Level - 7
21	Law Officer	Rs 8000 - 13500	Rs 9300 - 34800 (GP - 5400)	Pay Level - 9
22	Legar Advisor	Rs 12000 - 16500	Rs 15600 - 39100 (GP - 7600)	Pay Level - 12
23	Security Supervisor	Rs 4500 - 7000	Rs 5200 - 20200 (GP - 2400)	Pay Level - 4
24	Security Officer	Rs 6500 -	Rs 9300 - 34800	Pay Level - 7

		10500	(GP - 4600)	
25	Assistant Director (OL)	Rs 6500 - 10500	Rs 15600 - 39100 (GP - 5400)	Pay Level - 10
26	Deputy Director (OL)	Rs 10000 - 15200	Rs 15600 - 39100 (GP - 6600)	Pay Level - 11
27	Director (OL)	Rs 12000 - 16500	Rs 15600 - 39100 (GP - 7600)	Pay Level - 12
28	Skilled Support Staff	Rs 2550 - 3200 Rs 2610 - 3540* Rs 2650 - 4000* Rs 2750 - 4400 * merged into one scale of Rs 2610 - 4000 at ICAR Hqrs	Rs 5200 - 20200 (GP - 1800) PB-1	Pay Level - 1

ANNEXURE TO APPENDIX VII
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: VIII

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

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

Dated the 12th Sept, 2019

OFFICE ORDER

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

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

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

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

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

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