

FINANCE DIV. → No 53(2)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI: 110 001.

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

Dated: 24th September 2015

OFFICE ORDER

The Governing Body in its 234th Meeting held on 26th June 2015, has approved to delegate the following enhanced financial powers to Senior Director (Administration) /Director (General Administration and Coordination) at Headquarters:

(A) POWERS DELEGATED TO DIRECTOR (GAC), ICAR

Sr. No	Item	Present Position	Powers Delegated in DoAC to Director(GAC) / DS(GAC)	As per Office Order of DoAC	Extent of power approved for delegation by GB in 234 th meeting
1.	Local Purchase of Stationery Stores and other consumables	Up to Rs. 50,000/- per annum following GFR procedure	Full powers delegated.	F. No. 15-4/2008-GA dated 3 rd May, 2014	Full Powers to Director (GAC). Purchase may be effected from Chief Controller of Printing & Stationery, Gol failing which to be procured following GFR procedure of tendering.
2.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells etc.	Not specified	Full powers delegated.	F. No. 15-4/2008-GA dated 3 rd May, 2014	Full powers to Director (GAC) subject to provision of funds following GFR procedure.
3.	Motor vehicles: maintenance, upkeep and repair of vehicles	Not Delegated.	Full powers delegated.	F.No. 15-4/2008-GA dated 3 rd May, 2014.	Full powers to Director (GAC) subject to repair of vehicles from Government / Authorized Service station of the manufacturer as per instructions contained in Staff Car Rules.
4.	Stores required for the working of an establishment & instruments, equipment, apparatus like air	(i) Recurring expenditure up to Rs. 5.00 lakh per annum in each case. (ii) Non-recurring expenditure up to Rs. 3.00 lakh p.a. in each case.	Full powers delegated.	F. No. 15-4/2008-GA dated 3 rd May, 2014.	Full powers to Director (GAC) subject to procurement as per DGS&D Rate Contract /provisions laid down in GFR. This is subject to IFD concurrence.

	conditioner, refrigerator, hot cases, room heaters, cooler etc.	This is subject to the concurrence by IFD.			
5.	Purchase of computer and its peripherals, printers, UPS, computer stationary and repair/Annual maintenance contract for computers/laptops, IT items, etc.	Full Powers for an amount up to Rs. 3.00 lakh p.a. in each case of non-recurring expenditure and Rs.5.00 lakh per annum in each case of maintenance contract. This is further through tender procedure/DGS &D and after the prior concurrence of IFD.	Full powers delegated	F. No. 15-4/2008-GA dated 3 rd May, 2014.	Full powers to Director (GAC) subject to purchase on approved Rate Contract of DGS&D/as per instructions contained in 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.
6.	Procurement of all office equipment including intercom equipment, calculators, tape recorders, photocopiers, fax machines, copying machine etc. excluding computers of all kinds.	(i) Contract value up to Rs.5.00 lakh per annum in each case for maintenance and up-gradation. (ii) Non-recurring expenditure on procurement of office equipment of the value up to Rs. 3.00 lakh p.a. in each case. This is subject to the concurrence by IFD.	Full powers delegated	F. No. 15-4/2008-GA dated 3 rd May, 2014.	Full powers to Director (GAC) subject to purchase on approved Rate Contract of DGS&D/ as per instructions contained in GFR for procurement following tendering process.

The powers of incurring expenditure shall be subject to the rules and financial limits being in accordance with provisions of GFR and DFRs general and/or special orders/instructions issued by GOI from time to time and economy and other instructions issued from time to time, fiscal codes and procedures and limit being within budgetary allocation for each financial year and further subject to stipulations made by Ministry of Finance, Department of Expenditure O.M. No. 1/7/E.II (A)/2008 dated 30.05.2008.


266

(B) POWERS DELEGATED TO SENIOR DIRECTOR (ADMN)ICAR

Sr. No	Item	Present Position	Power Delegated in DOAC to Director (GAC)/DS(GAC)	As Per Office Order of DOAC	Extent of power approved for delegation by GB in 234 th meeting
1.	Annual contract for all kinds of outsourcing of services viz- (j) Cleaning and Housekeeping (ji) Catering and Housekeeping (i ii) 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.	All Contract involving consideration up to Rs.5.00 Lakhs	Full Powers delegated to JS		Powers to Sr. Director (Admn) up to Rs.10 Lakhs in each case to the extent already delegated to Directors of ICAR Institutes. This is to be executed in accordance with the instructions of GFR and Manual on Policies and procedures for works issued by MoF
2.	Organizing Workshop/Conferences/Exhibition	Not Delegated	Full powers delegated	F.No.15/4/2008-GA dated 3 rd May,2014	Powers to Sr. Director (Admn) up to Rs.1.00 lakh in each case to the extent already delegated to Directors of ICAR Institutes following GFR procedure.
3.	Annual contract for Security Services.	Full powers for the contract value up to Rs.5.00 lakhs p.a.	Full powers delegated to JS.		Full Powers to Sr. Director (Admn) at par with powers delegated to directors of ICAR Institutes up to Rs.25.00 Lakhs, subject to observance of procedure prescribed by the GOI/ICAR from time to time.

The powers of incurring expenditure shall be subject to the rules and financial limits being in accordance with provisions of GFR and DFRs general and/or special orders/instructions issued by GOI from time to time and economy and other instructions issued from time to time, fiscal codes and procedures and limits

being within budgetary allocation for each financial year and further subject to stipulations made by Ministry of Finance, Department of Expenditure O.M. No. 1/7/E.II(A)/2008 dated 30.05.2008.



(S. K. Pathak)
Deputy Director (Finance)

Distribution:

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including KAB I & II, NASC, Pusa, New Delhi.
2. Sr. Director (Admn)
3. Director (A)/Director (P)/Director (GAC)
4. Sr. PPS to Secretary, DARE & DG, ICAR
5. PPS to AS&FA
6. PPS to AS DARE & Secretary, ICAR.
7. Sri Hans Raj for uploading on ICAR website.
8. Secretary, (Staff side).
9. Guard File.
10. Spare copies (10)