



फ़ैक्स संदेश संख्या 1152/भा.क.अ.प. मुख्या.
दिनांक 25/2/2014
पृष्ठों की संख्या 10

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F.No. FIN/07/01/2010-CDN (A&A)

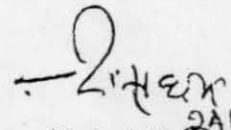
Dated the 24th Feb, 2014

OFFICE ORDER

This has reference to the powers delegated by the Governing Body/Secretary, DARE & DG, ICAR to various authorities in ICAR to sanction air travel to non-entitled officers, as below:

- i. **Deputy Director Generals:** Under Schedule-I of the Delegation of Powers (2nd Revised Edition dated: 31.05.1995), full powers to sanction air-travel to non-entitled officers has been delegated to DDG [Bye-laws 9(f) & S.R.48 b (ii)]. Further communicated vide Circular No.07/01/2010-CDN (A&A) dated the 10th June, 2010.
- ii. **Directors of National Institutes having Deemed University status:** Powers to sanction air travel to non-entitled/ non-officials have been delegated vide Council's O.O.6-1/2004-CDN (A&A) dated the 9th March, 2004.
- iii. **Directors of all ICAR Institutes located in North-East region & Director, CARI, Port Blair:** Powers to sanction air travel to non-entitled officers on emergency/health ground have been delegated vide Council's O.O.6-1/2004-CDN (A&A) dated the 15th June 2005.
- iv. **Director, CPCRI Kasargod:** Power to sanction air travel to non-entitled officials was delegated to Director, CPCRI in respect to officials working at its regional station at Lakshadweep, vide Office Order No.7/1/2010-CDN (A & A) dated 3rd Sept, 2010.

2. As per SR 48-B (4) [G.I., M.F., O.M. No. 10(4)-E. (Co-ord.)/85, dated the 8th June, 1988)] the power to sanction Air-travel to non-entitled officials have been delegated to Secretary of the Administrative Department. In case of ICAR, the power has been delegated by the Governing Body as mentioned above in para (1). It is expected that the authorities to whom the powers for sanctioning air travel for non-entitled category staff has been delegated may exercise this discretionary power with utmost care and caution only in emergent and truly exceptional circumstances for reasons and justification to be recorded in writing in detail. This should not be permitted in a routine manner for journey which could have been foreseen or on the pretext of saving time.


(Rajesh Sahay) 24/2/2014

Sr. Finance & Accts. Officer

Distribution:

1. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, New Delhi
2. All DDGs

Contd...2/-

2/10

- 2 -

3. Director, IARI, IVRI, NDRI, CIFE
4. The Directors of ICAR Institutes located in North East
5. The Director, CARI, Port Blair
6. The Director, CPCRI, Kasaragod
7. ADG (CDN)/ADG (PIM)/PD, DKMA
8. Director (A)/Director (P)/DS (GAC)
9. US (Cash)
10. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Additional Secretary, DARE & Secretary, ICAR/PPS to AS & FA, DARE/ICAR
11. Shri Hans Raj, Information System Officer, DKMA, KAB-I for placing the above Office Order on ICAR Web-Site.
12. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad.
13. Guard file
14. Spare copies (10).

2nd Revised Edition
(Corrected upto 31st May, 1995)

Schedule I

Powers of the Officers at the Headquarters of the Council

S. No.	Nature of Power	Powers vested under the Bye-laws			Powers delegated by the Governing Body or otherwise (position as on 31.3.1995)							
		Bye-law No.	Director-General	Secretary	Dy DG	Secretary	ADG	Other scientific or technical officers of the level of ADG or above	Dy Dir Dy Secy Dir.(Fin) Dir.(P) Dir (P&I)	US/Sr. Accounts Officer, Controller of Exam, ASRB & LA	Finance and Acct. Officer	Restrictions imposed
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Sanction of a new scheme	6	Up to the cost of Rs 50,000/- provided that: i) Funds are available by reappropriation or otherwise; ii) the scheme is considered urgent and its sanction cannot be deferred to the next meeting of the SEC and G.B; iii) the period of sanction does not exceed one year.		As in col. 4 in respect of schemes concerning their Divisions -do-							
2	Sanction of additional grant for approved schemes	7	Up to Rs 20,000 where cost of the approved scheme is Rs 1 lakh or less; up to Rs 50,000 where cost of the approved scheme exceeds Rs 1 lakh.		-do-							

DELEGATION OF POWERS

(2)

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DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
					(O.O. No. 6(3)/89-Cdn (A&A) dt. 29.7.92 and O.O. 6(3)89-Cdn (A&A) dt. 20.12.1989)				the rank of US			
✓ 32.	Sanctioning of T.A. advances for approved tours	9(f) & 9(g) Approved by G.B. at its meeting held on 25.10.1967			Full in respect of self, Personal Asstt. attached to him, ADG and Scientific Officers at the Council's Headquarters working in the Divisions		Full in respect of Personal Asstt. attached to him	Full in respect of Personal Asstt. attached to him	Full, to Dir. Fin. including for self except for DDGs			Tour programmes of PAs to be approved separately from those of the Officers
→ 33.	Sanction of Air-travel to non-entitled Officers	9(f) & S.R. 48-B(ii)	Full		Full							
✓ 34.	To sanction re-imbursment of cancellation charges on (i) unused railway tickets (excluding reservation charges)				Full in respect of officers and staff working in their Division (O.O. dt. 29.7.92)	Full			In respect of officers below the rank of Dy. Secy. and non-officials			Re-imbursment is subject to the production of a certificate from the Controlling Officer to the effect that the journey had to be cancelled solely due to unavoidable

5/10

NDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN; NEW DELHI.

6-1/2004-Cdn.(A&A)

Dated the 9th March, 2004.

OFFICE ORDER

The question of enhancing the delegation of powers to the Directors of National Institutes having deemed university status has been under active consideration of the Council for quite some time. It has been decided with the approval of the G.B. to delegate full powers as detailed below to the Directors of National Institutes of ICAR, which have deemed university status.

Item No.	Nature of power.	Remarks/conditions.
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Administrative

1.	To organize training programmes and fix fee and sanction honoraria.	Not for private sector. The honorarium may be regulated as per Johl Committee guidelines issued by the Council.
2.	Air Travel permission for non-entitled/non-officials.	Subject to fulfillment of conditions of O.O. 6-3/98-Cdn.(A&A)pt. dated 14.2.02 and availability of budget.
3	Appointing authority for all technical category.	Up to T-9
4.	Technical Assessment Committees Proceedings - approval.	Up to T-9
5.	Transfer of staff and scientist.	Full
6.	Leave for going abroad.	Full
7.	Forwardal of applications.	Full, except for Director himself.
8.	Technical Assessment Committees DPCs - nomination of Chairman and members.	Full
9.	Filling the vacant posts.	Subject to observance of rules and regulations laid down by MOF and DOPT.
10.	Honorarium/LTC to Directors.	Subject to observance of rules and regulations.
11.	Security arrangements.	Subject to observance of rules and regulations and availability of budget grant.
12.	Participation in exhibitions/extension activities.	Full subject to observance of rules and regulations and availability of budget provision.
13.	Training to newly recruited administrative staff.	Full
14.	Powers to declare the completion of probation of the staff.	Full powers in respect of posts for which the Director is the appointing authority, under intimation to Council..

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Financial Powers

15.	Capital expenses.	Full powers for works subject to the condition that the work has been approved by the EFC, budget provision for the item is available and observance of other rules and instructions issued on the subject including technical vetting by competent authority.
16.	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.
17.	Gift to high dignitaries.	Up to Rs.5000/- in each case subject to Govt. of India/ICAR instructions/norms.
18.	To sanction grant and permit acceptance of honorarium at the rates prescribed under Johl Committee.	Full. As per Johl Committee guidelines.
19.	To sanction miscellaneous expenditure of unusual character.	Up to Rs.5000/- in each case provided budget provision for the purpose exists and instructions on the subject are followed.
20.	Entertainment including Lunch/refreshment.	Up to Rs.2.00 lakhs per annum provided MOF instructions are followed and budget is available.
21.	To repair fishing vessels.	Full subject to the condition that all rules and instructions on this account are followed and budget provision for this purpose exists.
22.	Premature condemnation and disposal of damaged vehicles.	Full subject to observance of existing rules and procedures.

Distribution:-

1. Director, IARI, New Delhi.
2. Director, IVRI, Izatnagar.
3. Director, NDRI, Karnal.
4. Director, CIFE, Mumbai.
5. All DDGs., ICAR.
6. CF&AO/Sr.FAO/FAO of the above mentioned Institutes/Deemed Universities.
7. Sr.PPS to D.G., ICAR.
8. PPS to Secretary/PS to FA, DARE/ICAR.
9. Under Secretaries(CS)/AS/Fy.
10. Guard file.
11. Spare copies (25)

(B.D. Jangira)
Director (Fin.)

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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI

F.No. 6-1/2004-Cdn(A&A)

Dated 15-6-05

OFFICE ORDER

Governing Body in its meeting held on 25th May 2005 has approved the delegation of power to the Directors of all ICAR Institutes located in North East and to the Director, CARI, Port Blair for grant of Air Travel to non-entitled Officers on emergency / health ground. It has also been decided to delegate these powers to Directors of Institutes in relation to the staff working at the regional station at Lakshadweep.

Radhey Sham

(Radhey Sham)

Dy. Director (Finance)

Distribution :-

1. All Directors of ICAR Research Institutes / PDs/NRCs/Bureaux.
2. All Finance and Accounts Officers of ICAR Research Institutes/NRCs/PDs/Bureaux.
3. All Officers/Sections in ICAR , Krishi Bhawan including KAB-i&II.
4. N.D., NATP/D.D.G.(Education)/Director (DIPA).
5. Sr. P.P.S. to D.G./P.P.S. to Secy., ICAR.
6. P.P.S. to Chairman, ASRB.
7. P.S. to A.S. & F.A., ICAR/DARE.
8. Secretary(staff side), CJSC/Secretary(staff side), HJSC, ICAR.
9. Guard file.
10. Spare Copies (30).

8/10

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

F.No. 7(1)/2010-CDN (A&A)

Dated the 8th June, 2010
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CIRCULAR

With the approval of Competent Authority the following clarifications may be noted for compliance with regard to the delegation of powers.

1) **Proposal of air travel by non-entitled persons:**

Proposal for approval by air by non-entitled persons should be completely and unequivocally discouraged. However, the delegation of power in this regard is as follows:

- | | | | |
|-----|------------------------------|---|---|
| i) | Director General / Secretary | : | Full Powers |
| ii) | Deputy Director Generals | : | Full powers within their Divisions and for the Institutes in their charge |

- Subject to the 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. Further, it is clarified that giving such permission for any journey which could have been foreseen, such as hearing in a departmental enquiry or as a resource person for a training is not justified, nor can't be justified in the so-called interest of saving journey time.

2) **Payment of newspaper bills to entitled Officers:**

In order to facilitate the payment of newspaper bills to the entitled officers at dispersed locations, such reimbursements can be made from the Imprest Account of the respective SMDs.

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10/6/10

(SUNITA ARYA)
FINANCE & ACCOUNTS OFFICER

Distribution:-

1. All DDGs, ICAR, Krishi Bhavan/KAB-I/II
2. PD, DIPA

Contd...2/-

Indian Council of Agricultural Research
Krishi Bhavan : New Delhi


F.No. 7-1/2010-Cdn(A&A)

Dated the 20th August, 2010
3rd September,

OFFICE ORDER

This has reference to Circular of even number dated 10.6.10, vide which it was stated that the DDGs have full powers to grant Air Travel to non-entitled officials within their respective divisions and the Institutes under their charge.

In continuation of the above, it is further clarified that the office order No. 6-1/2004-Cdn(A&A) dated 15.6.05, vide which the powers were delegated to the Directors of all ICAR Institutes located in North East, Director, CPCRI, Kasargod for officials working at its Regional Station of Lakshadweep and also to the Director, CARI, Port Blair for grant of Air Travel to non-entitled Officers on emergency/ health grounds, stands good.


(RAVINDRA PATTAR)
Director (Fin)

Distribution

1. All DDGs
2. The Directors of ICAR Institutes located in North East
3. The Director, CARI, Port Blair
4. The Director, CPCRI, Kasargod
5. PD, DIPA

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(3) **General permission to non-entitled officers to travel by air on certain sectors no longer operative.**— Clarifications have been sought as to whether special orders issued by Ministry of Finance under SR 48-B authorizing certain categories of non-entitled officers to travel by air on specified sectors on tour / transfer are still in force. It is clarified that with the imposition of ban on air travel of non-entitled officers, all the general orders issued prior to 7th September, 1979, authorizing non-entitled officers to travel by air have ceased to be operative.

[G.L., M.F., O.M. No. 19024/4/85-E. IV, dated the 21st August, 1985.]

(4) **Air travel by non-entitled officers.**—(a) Full powers are delegated to the Secretaries of the Administrative Ministries to authorize air travel for non-entitled officers, provided the expenditure is kept within the allocation under the Head "Travelling Expenses".

[G.L., M.F., O.M. No. 10 (4)-E. (Co-ord.)/85, dated the 8th June, 1983.]

(b) *As personal staff accompanying Minister:* Reference is invited to O.M. No. F. 7 (18)-E. (Co-ord.)/79, dated the 22nd November, 1979, which provides that one member of the personal staff of Minister may be permitted to travel with the Minister on official tours by air even if the officer belongs to non-entitled category. The matter has been examined further and it has been decided that provisions of the said OM would apply irrespective of whether the Minister's tour is official or private. In other words, one member of the personal staff of Minister may be permitted to travel with him on tour (whether official or private) by air even if the officer's salary falls below the prescribed limit for the purpose of entitlement for travel by air.

[G.L., M.F., O.M. No. F. 19024/11/82-E. IV, dated the 16th September, 1982.]

While officials are entitled to various classes of Air Travel depending on seniority, etc., it is hoped that utmost economy would be observed while exercising the choice, and bookings in the First Class should be eschewed unless considered necessary for protocol purposes. In particular, in delegations led by Ministers, irrespective of entitlement, no member of the delegation should choose to travel by a class higher than the one chosen by the Minister.

[G.L., M.F., O.M. No. 7(2)/E.-Co-ord./2005, dated the 23rd November, 2005-Para. A-4.]

(c) 1. *Accompanying VIPs/Foreign delegations and included in Central Teams:* It has been decided that in so far as non-entitled officers accompanying the VIPs / Foreign delegations as a protocol requirement are concerned, the Financial Advisers may clear cases of air travel by one non-entitled officer, provided that he is the only officer accompanying the Foreign / VIP delegation. Where more than one person is required to accompany the VIPs / Foreign delegations or if a non-entitled officer is required to accompany in addition to an entitled officer, approval of Finance Ministry should be obtained.

2. As for the non-entitled officers included in the Central Teams for assessment of assistance for natural calamities like flood, drought, cyclone, etc.,