

Schedule IV

Powers to Project Co-ordinators

Administrative Powers

- a. To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the Co-ordinating Unit.
- b. To sanction all kinds of leave, except study leave, which will be sanctioned by the ICAR Headquarters to the staff of the Co-ordinating Unit.
- c. Power of sanctioning of tour upto 10 days at a time, with intimation to the controlling authority including concerned Deputy Director-General/Assistant Director-General at the ICAR Headquarters.
- d. To sanction tour of all categories of staff attached to the Co-ordinating unit up to 10 days at a time.

Financial Powers

Item No.	Nature of power	Extent of power delegated
1.	To strike off stores rendered unserviceable through normal wear and tear.	Up to Rs 25,000 in each case
2.	To write off losses	Up to Rs 1,500 in each case per year
3.	To dispose off crops at the prevailing market rate	Up to Rs 15,000 in each case per year
4.	To supply seeds free of cost for experimental purposes	Full
5.	Purchase of stores	Up to Rs 20,000 in each case
6.	Purchase of books, publications and reprints of scientific papers	Up to Rs 20,000 in each case
7.	To incur recurring expenditure on maintenance & repair of motor vehicles, etc.	Up to Rs 10,000 in each case through authorized dealer
8.	Repairs to scientific instruments, laboratory equipments, agricultural Implements and machinery	Up to Rs 10,000 in each case
9.	Repair of bicycles locally	Up to Rs 100 per bicycle (average) per year

10.	Repairing of typewriters and other office machines	Full	
11.	Commission on money orders (to remit the dues of suppliers, etc., by money orders if such remittance is unavoidable and is considered necessary in the public interest).	Full	
12.	Purchase of stationery stores (local purchase)	Up to Rs 25,000 per year	
13.	Ordinary contingencies which do not require special sanction	Full	
14.	Imprest money	Rs 5,000 with sanctioning power of Rs 100-00 on a single item at a time.	
15.	Sanctioning power for stationery items	Rs 25,000 per year	
16.	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the co-ordinating unit	Full	
17.	Sanctioning tour advances for self, other staff of the co-ordinating unit and monitoring team members	Full	
18.	Payment of wages	Full	Subject to ICAR instruction issued from time to time
19.	Sanction of registration charges at symposia/ Seminars	Full as per ICAR norms	
20.	Sanction for payment of honorarium	Up to Rs 2,500 per year	
21.	Payment of charges on postage, telegrams, Telex, Fax, water, electricity, telephone bills etc.	Full	
22.	Advance		
	(A) Interest bearing advances		
	i) Cycle advance	Full	Please see note at the end
	ii) Fan advance to Class IV Employees	Full	-do-
	(B) Non-Interest bearing advances		

(i) Festival advance	Full	-do-
ii) Warm clothing advance	Full	-d-
iii) Pay and Travelling Allowance advance at the time of transfer and retirement	Full	-do-
iv) Grant of advance in lieu of leave salary	Full	-do-
v) Grant of advance to meet traveling expenses to families of Council's employee who die while in service	Full	-do-
23. Drawal and disbursement of funds	As exercised by a Drawing and Disbursing Officer	Subject to approval by the Director of the respective Institute

NOTE: The powers to be delegated are subject to Budget Provision and observance of procedure and other general directions contained in G.F. Rules etc.

NOTE: The above delegation of powers is subject to the condition that (a) exercise of such delegated powers would be subject to the Government of India/Council's instructions/ order issued from time to time and (b) a review is made after one or two years of the actual exercise of the powers.

Annexure 1 to Schedule IV

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F. No. 6-2/90-Cdn (A&A)/Part

Dated the 30th July 1993

To

The Project Co-ordinators

Subject: Delegation of Administrative and Financial Powers to the Project Co-ordinators

Sir,

I am directed to refer to the Council's Office Order of even number dated the 15th June 1993 (copy enclosed) on the subject mentioned above and to say that it has been decided that the Administrative and Financial Powers delegated to the Project Co ordinators of Crop Sciences will also be exercised by the remaining Project Co-ordinators of all other Division of the Council.

Yours faithfully,

Sd/-

(B.L. JANGIRA)
Dy. Director (Finance)