

Schedule-V**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN: NEW DELHI 1.****F.No 6(1)/95-Cdn(A&A)****Dated the 12th May, 95**

To

**All Zonal Co-ordinators of the ICAR Research Institutes/Project
Directorates/ National Research Centres.****Sub: Delegation of powers to the Zonal Co-ordinators of the ICAR Research
Institutes/Project Directorates/National Research Centres-Enhancement thereon.**

Sir,

I am directed to state that the powers of the Zonal Coordinators of the I.C.A.R. Research Institutes, under various items have been reviewed and the Director General, Indian Council of Agricultural Research under the provisions of Bye-law 9(i) of the Bye-Laws of the I.C.A.R. has been pleased to approve enhancement/ amendment of the Delegation of Powers to the Zonal Co-ordinating Units of the various Institutes/Project Directorates/National Research Centres, in respect of the items as per details given in the ANNEXURE.

These orders will take effect from the date of issue.

The exercise of all these enhancement/amendment of the powers will, however, continue to be governed by the procedural and other instructions issued by the Government of India/Council from time to time, like general economy instructions, ban on creation of posts, ban on filling up of vacancies etc.

The receipt of this letter may please be acknowledged.

Yours faithfully,**(T.V.ABARI)
DY. DIRECTOR (FINNANCE)****Encl: as above.**

Copy to: -

1. PS to DG, ICAR/PS to Secretary, ICAR/PS to FA(DARE)
2. All ICAR Institutes/Project Directorates/N.R.C.
3. All Sections in the ICAR including K.A.B.
4. All Officers in the ICAR including K.A.B.
5. PS to DY. Director (Finance), ICAR.
6. Guard file.
7. Spare copies-25.

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

No. 6-4/99-Cdn. (A&A)

Dated the 16th Feb., 2000

OFFICE ORDER

Director-General, I.C.A.R. has been pleased to approve the following enhancement of delegated powers to the Zonal Co-ordinators which are ICAR Hqrs. Based.

Sl. No.	Items	Extent of power already delegated	Extent to which Enhancement of Delegation of powers agreed to.	Remarks.
1	Grant of special pay to LDC/UDC/ASSTT Appointed to perform the duties of Cashier.	NIL	Full powers including allowing special pay for a period of 30 days and above subject to the provisions in FR & SR and other conditions laid down by the Govt. of India, Ministry of Fin., and rates prescribed for the purpose from time to time.	
2	Power to fix the pay and allowances of a Council's servant treated as on duty (FR-20)	NIL	Full powers for all employees posted at the Zonal Co-ordinator Until unless otherwise directed irrespective of the fact Whether Zonal Coordinator is empowered to make substantive appointment to the post or not subject to following Govt. of India/ICAR instructions issued from time to time.	
3	Power to Sanction annual increments (FR-24)	NIL	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.	
4	Power to require a medical certificate of fitness before return from leave (FR-7)	NIL	Full for the employees working under him for whom he is empowered to grant leave.	
5	Power to sanction casual leave.	NIL	Full, including for himself. However, a copy of	

			his own application should be sent to the Council for information.	
6	Power to sanction earned leave (SR-206 & 208)	As per delegation of powers under Govt. of India.	Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved in respect of posts which the Zonal Coordinator 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 all relevant rules of Govt. of India/Council in this regard)	
7	Power to extend leave (FR-73)	NIL	Full powers provided the original leave was sanctioned by the Zonal Coordinator and the employee on his return will be under his administrative control.	
8	Power to decide the shortest of two or more routes (SR 30b)	NIL	Full powers for journeys within their jurisdiction.	
9	Power to allow mileage allowance to be calculated by routes. Power to decide shortest of two or more routes (SR-30(b) other than the shortest or cheapest (SR-31	NIL	Full powers for journeys within their jurisdiction, provided that the selection of such route is in the interest of the council.	TA by longer route is not admissible in cases where the journey cannot be performed by the shortest route due to non availability of reserved accommodation of the entitled class by that route.
10	Power to decide in cases of doubt or hardship the class of	NIL	FULL	

	steamer accommodation to which a Council's employee is entitled (SR-42)			
11	Power to sanction of refund of cancellation charges on air tickets (including him self)	NIL	Full, subject to the conditions mentioned in Govt. of India/Min. of Fin. O.M. No. 19028/5/76 EIV(B) DT. 21.1.77.ICAR ORDER DATED 30.1.87.	
12	Power to grant of maternity leave (SR 247	NIL	Full powers for all employees working under him subject to provision or SR-267	
13	Power to extend joining time on certain conditions within a maximum of 30 days	NIL	Full powers subject to Govt. of India/ICAR instructions issued from time to time.	
14	To sanction tour programme and counter-sign. Of T.A. bills.	Full	Full powers for all including self with in the Zone as per entitlement. However, his own tour programme should be sent to DDG(AE) ICAR, for information if within zonal and for approval if it is outside his zone.	
15	Power to sanction reimbursement of cancellation charges on unused railway tickets.	NIL	Full powers subject to Council's/ Govt of India instructions.	
16	Power to incur contingent expenditure in general	Full As per powers delegated under Govt. of India.		Powers under this item and sub-item (I) to (XI) there-under are to be exercised subject to the provisions of sub-rule (5) of Rule 10 of the DFP Rules 1978 as modified from

				time to time and subject also to the (i) availability of funds by valid appropriation or expropriation within sanctioned budget, and (ii) observance of procedure and other directions contained in central Govt. Compilation GFR (1963) and other existing rules and orders or those issued from time to time, (order dated 4.2.93).
i	Electricity, gas and water charges.	NIL	Full	-do-
ii	Fixtures type-writers, Computers equipments and furniture repairs maintenance.	As per delegation of powers under Govt. of India	Full	Subject to provision of funds observance of the required Rules and procedures.
iii	Legal charges for law suits to which Council is a party.	NIL	As per norms decided by them Council.	Legal advice may be obtained in advance.
(a)	Fees to barristers, pleaders arbitrators and umpires.		(a) Full powers subject to previous consent of the Council where fee is to be paid in excess of the Schedule of fee laid down in column 4 against item 11 of Ann. to Schedule-V of DFP Rules 1978 as revised from time to time.	

	(b) Other legal charges for law suit or prosecution cases as well as for arbitration cases.		(b) Full powers subject to previous consent of the Council.	
iv	Maintenance, upkeep and repairs of motor vehicles	Upto Rs.10,000 in each cases through authorized dealer.		Power delegated is upto Rs.10,000 in each case.
v	Municipal or/cantonment rates and taxes.	NIL	Full, within the budget	The expenditure shall be incurred keeping in view the principals laid down in the Rules for the payment of municipal rates and taxes given in App. To DPF Rules, 1978.
vi	Posts and telegraphs charges including commission on Money orders etc.	Full	Full with in the budget.	
vii	Printing & binding	NIL	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications and also subject to Govt. of India/ICAR instructions.	

Vii	Purchase of working stores, chemical tools plants and equipments, insecticides, fertilizers etc.	Upto Rs.20,000/- in each case.	Full	Subject to availability of budget provision and approval of equipments in the EFC etc.
Ix	Supply of uniforms, badges and other articles of clothing etc. and washing allowance.		Full within the budget as per norms instructions etc.	
x	Telephone charges excluding new installation.	As per delegation of powers under Govt. of India.	Full powers, subject to observance of restrictions in col. IV of Ann. To schedule V of DFP Rules, 1978 as amended from time to time and those contained in Min. of Fin. O.M. 16-6—E (Coord)/67 dated 9.8.67 and 6.11.68 and such other orders as are issued from time to time. The powers do not included installation of new telephones (Vide o.o. dated 30.1.87)	
xi	Advertisement charges	NIL	Full for approved items of advertisement.	
17	Expenditure on entertainment and light refreshment.	NIL	Upto Rs. 950/- per annum and subject to Rs.5.00/- per head and restrictions laid down by the Min./Council from time to time.	Subject to restrictions laid down by the Min. of Fin. /Council from time to time.
18	To execute contracts, Deeds and other instruments for and on behalf of the ICAR.	NIL	Powers as delegated Vide Council's O.O. order No. 4-7/68-Reorgn (F&A) dated 23.11.68	

19	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof.	NIL	Powers as delegated Vide Council's O.O. No. 4-7/68-reorgn (F&A) dated 23.11.68	
20	Grant of advances for purchase of conveyance (Rules 191,210, 211 and 214 of GFR)	NIL	Full powers to grant advances excepting himself and subject to the conditions laid down in the GFRS and availability of funds.	
21	Extension of number of installments upto 25 for repayment of cycle advances (Proviso (ii) to GFR 212)	NIL	Full	
22	Grant of advance pay and TA on transfer (GFR-222)	NIL	Full	Subject to the provisions of Rules 223 to 226 of GFR.
23	Grant of advance in connection with tours (GFRs-231 to 232.	Full	Full	Subject to the provisions of GFR 231 to 234
24	Grant of advance in connection with leave travel concession.	NIL	Full	Subject to the provisions of GFR-235.
25	Grant of advance in connection with festivals.	A per delegation of powers under Govt. of India.	Full	Subject to the provision of GFR 236 to 246
26	Grant of advance in connection with lawsuits to which Council is a party.	NIL	Full	Subject to the provisions of GFR 256-257 and Legal Advice being obtained in advance.
27	Grant of advance to employee for various deptt. Purchases.	NIL	To the extent the Zonal Co-ordinator is competent to sanction expenditure for the purpose.	Subject to GFR 258.
28	Grant of temp.	As per	Full powers except for self. In	As admissible

	Advances including spl. Advances from P.F.	delegation of powers under Govt. of India.	case of Zonal Coordinator, Secretary, ICAR is the competent authority to sanction G.P. Fund advances/final Withdrawal for special reasons.	under GPF/CPF Rules.
29	Advance payment to: (i) Firms with whom annual contracts for servicing of air conditioner water coolers, computers, Photocopies, type-writers etc. are entered into; (ii) Firms including Central/State Govt. run organization for supply of stores.	NIL	Full powers in respect of Govt. Deptts., Govt. run organizations subject to GFRs.	Subject to provisions of GFR and Council's instructions.
30	Grant of advance in lieu of leave salary (GFR 259 to 261)	Full	Full	Subject to provisions of GFR 259-261
31	Grant of HBA	NIL	Full, subject to availability of fund and fulfillment of all the conditions prescribed under the HBA Rules (Vide O.O. dated 30.1.97)	Full, subject to availability of fund and fulfillment of all the conditions prescribed under the HBA Rules (Vide O.O. dated 30.1.97)
32	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees.	NIL	Full powers after following Govt. of India, ICAR instructions issued from time to time.	Full powers after following Govt. of India, ICAR instructions issued from time to time.
33	Reimbursement of medical expenses as admissible under Central Services (medical Attendance)	NIL	Full. Zonal Coordinator will exercise the powers of the HOD in respect of officers/staff under his administrative control for the purpose of Central Services	Zonal Coordinator can countersign this own

	Rules 1944 including counter signature of medical bills.		(Medical Attendance) Rules 1944 as applicable to the Council's employees.	medical bill provided the claim is covered by Rules and Orders on the subject. As regards
34	Control of staff cars and vehicles etc. of the Insttt.	NIL	Full, subject to Staff Car Rules, and Rules and orders issued for control, maintenance and operation of motor vehicles etc. (For the purpose of Staff Car Rules, Zonal Coordinator will exercise the powers of Head of Deptt.	
35	Grant of leave travel concession.	As per delegation of powers under Govt. of India	Zonal Coordinator will exercise full powers of Head of Deptt./Controlling Officer for the purpose of application of Leave Travel Concession Rules to officers/staff under his administrative control except himself.	
36	Final withdrawal including part final withdrawal from Provident Fund	NIL	Zonal Coordinator himself subject to GPF/CPF Rules and Orders issued from time to time.	
37	Grant of overtime allowance.	NIL	Full, subject to conditions laid by the Govt. of India/ICAR from time to time and subject to budgetary limits.	
38	Power to sanction expenditure on the insurance of motor vehicles under motor vehicles Act. 1939 and to pay Road Tax wherever livable	NIL	Full	Subject to the provisions confirmed in council's letter No. 15269-Reorgn. (F&A) dated 27.10.69 modified from time to time
39	To act a head of Zonal Coordinating Unit of the ICAR and function as DDO for	Full		

	the Zonal Coordinating Unit.			
40	To write off stores rendered unserviceable through normal wear and tear.	-	Unto Rs.10,000 for losses of stores not due to theft, fraud or negligence. Rs.2,500 in other cases (for losses exceeding Rs. 10,000 items 17 in Schedule VI may be seen)	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.
(a)			Upto a value of Rs.2,500 in each case.	
(b)	Deficiency and depreciation in the value of stores.		By public auction up to Rs. 25,000 in each case subject to the provisions of GFR, DFP Rules, 1978 and orders issued by Min. of Fin./ICAR from time to time in general or for particular class of stores.	
(c)	Declaration and disposal of obsolete surplus and unserviceable stores.			
41	Purchase of stationery stores (local purchase	Upto Rs. 25000/- per year.	Upto Rs. 25000/- per year subject of rules and procedures.	

Sd/-
B.L. JANGIRA
Director (Fin.)

DISTRIBUTION: -

1. The Directors/Project Directors/Ut. Directors of all ICAR Research Institutes, Project Directorates, Bureaux and National Research Centres.
2. All Zonal Coordinators/Project Coordinators.

3. The Finance & Accounts Officers of all Research Institutes, Project Directorates, Bureaux and National Research Centres.
4. All Sections/Officers, ICAR, Krishi Bhavan including Krishi Anusandhan Bhavan, New Delhi.
5. Sr. P.P.S to Director General/P.S. to Secretary, ICAR, P.S. to Financial Adviser (DARE) and P.P.S. to Chairman, A.S.R.B.
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