

SCHEDULE VII**DELEGATION OF POWERS TO JOINT DIRECTORS OF NATIONAL INSTITUTES/DEEMED UNIVERSITIES**

S.No.	Nature of Power	Extent of Power Joint Director of out station	Joint Directors at Hqrs.	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 powers for 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 subject to following GOI/ICAR instructions issued from time to time.		
2	Power to sanction annual increment (FR 24)	Full powers 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 (FR 71)	Full, if he is empowered to grant leave	-do-	
4	Power to sanction Casual Leave	Full, including for himself	-do-	
5	Power to sanction Earner Leave (SR 206 & 208)	Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved.	-do-	
6	Power to extend leave (FR 73)	Full powers, provided original leave was sanctioned by the Joint Director and the employee on his return will be under his administrative control	-do-	
7	Power to decide the shortest of two or more routes (SR 30(B))	Full Powers for Journeys within their jurisdiction	-do-	
8	Power to allow mileage allowance to be calculated by route other than the shortest or cheapest (SR 31)	Full powers for journeys within their jurisdiction, provided that the selection of such route is in the interest of the Council. T.A. by longer route is not admissible in cases where the journey can not be performed by the shortest route due to non-availability of reserved accommodation of the entitled class by that route	-do-	
9	Power to sanction of refund of cancellation charges on air ticket	Full, subject to the conditions imposed by GOI/ICAR form time to time.	As in col. 3	

10	Power to prescribe Hqrs. of the Council's employees (SR 59)	Full powers in respect of officials under his administrative control	-do-
11	Power to decide whether a particular absence is absence on duty (SR 62)	Full powers	-do-
12	Power to restrict the frequency and duration of Journeys (SR 63)	Full powers in respect of staff under his administrative control	-do-
13	Power to permit recovery of T.A. for a Journey to attend an examination other than those mentioned in SR 130 & 131 (SR 132)	Full power in the case of departmental examination	-do-
14	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 powers, provided T.A. may not be granted for a Journey while proceeding on leave or while returning from leave	-do-
15	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 powers	-do-
16	Power to sponsor candidate for short term training course and count the period spent on training as duty	Full, subject to conditions laid down in GOI, Mini of Finance, Memo No.F. (71)Estt. III/60 dated 2.12.60 as modified from time to time	-do-
	Power decide the rates of T.A. admissible to a Council's employee deputed to undergo a course of training (SR 164)	Full to the extent and subject to the conditions prescribed by GOI/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 (SR 213)	Full powers	-do-
18	Power to grant maternity leave (SR 267)	Full power subject to provisions of SR 267	-do-
19	Power to grant hospital leave (SR 269)	Full powers	-do-
20	To sanction tour programme & counter signature of T.A. bills	Full powers for all excluding himself	-do-

21	Power to sanction Reimbursement of cancellation charges on unused railway tickets	Full powers	As in col. 3	
22	Power to incur contingent expenditure in general		-do-	
I	Purchase of Bicycle	Full	-do-	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical, provided budget provisions exists for the purchase and also subject to any other restrictions imposed by GOI/ICAR
II	Conveyance hire	To the extent mentioned in Col. 4 against item 3 of Annexure to Schedule V of DFP Rules 1978	-do-	
III	Electricity, Gas and Water charges	Full		
IV	Fixture and Furniture purchase	Rs.50, 000/- on each occasion		Subject to provision of Funds & observance of the required rules and procedures
V	Freight charges	Full		
VI	Demurrage/wharfage charge	Full powers (each case exceeding Rs.1000/- should be reported to the Council explaining the circumstances necessitating payment of demurrage/wharfage for ratification by Council).		
VII	Hire of the furniture, electric fans, heaters, table fans, coolers, clocks & call bells	Full		
VIII	Maintenance, upkeep and repairs of motor vehicles	Full	-do-	
IX	Municipal or cantonment rates and taxes	Full	-do-	The expenditure shall be incurred

				keeping in view the principles laid down in the rules for the payment of municipal rates and taxes given in Appendix to DFO Rules 1978 Subject to provision of funds and observance of the normal rules and procedures.
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 lakhs in each case		
	(b) Maintenance and ordinary repairs of office buildings and staff quarters etc	Full		-do-
	(c) Repairs/alteration to hired and requisitioned buildings	Full	-----	-do-
		Rs.5, 000/- pr annum non-recurring and Rs.1000/- per annum recurring		
XI	Posts and telegraphs charges including commissions on orders etc	Full		-do-
XII	Purchase of books, periodicals and officials publication	Upto Rs.10, 000/- in a year		
XIII	Repairs of Plant and Machinery including fixture & furniture	Full		
XIV	Staff paid from contingencies	Full		-do- Subject to instructions/orders issued by GOI/Council Full powers for local purchase on account of delay
XV	Local purchase of stationery stores	Full		

				or/and non-supply of stationery stores by Chief Controller of Printing and Stationery of Govt. of India subject to availability of funds and also observance of the purchase procedure.
XVI	Local purchase of rubber stamps and office seals	Full	-do-	
XVII	Purchases working stores, chemicals, tools, plants and equipments insecticides, fertilizers etc.	Upto Rs.3-00 lakhs		Subject to observance of normal purchase procedure.
XVII	Supply of uniforms, budget and other articles of clothing etc. and washing allowance	Full	-do-	Subject to livery rules applicable
XIX	Telephone charges	Full		
XX	Repairs of Typewriters, calculating machines	Full	-do-	Subject to general or special orders issued by the council Hqrs. time to time
XXI	Indents, contracts and purchase (Rule 13 of DFP Rules 1978)	Upto Rs.50, 000/-	As in col. 3	Subject to observance of the codal formalities and requirements
23	Advertisement charges	Full	-do-	
24	Writing of loses	Upto Rs.5, 000/-	Upto Rs.5, 000/-	Subject to observance of the formalities and provisions on the subject in AFR, DFP Rules, ICAR Audit Manual, etc
25	Deficiency and depreciation in the value of stores	Upto Rs.2, 500/-	Upto Rs.2, 500/-	-do-
26	Declaration and disposal of obsolete, surplus and	Full	As in col. 3	-do-

	unserviceable stores			
27	Storing of potato seed material	Full	-do-	
28	Expenditure on entertainment	Upto Rs.1, 000/- per annum	-do-	Subject to restrictions laid down by the GOI/Council from time to time.
29	Extension of number of installments upto 25 for repayment of cycle advances	Full	-do-	
30	Grants of advances for purchases of warm clothing and table fan	Full	-do-	Subject to G.F.R.'S
31	Grant of Advance of pay and T.A. on transfer	Full	-do-	-do-
32	Grant of advance in connection with tours	Full	-do-	-do-
33	Grant of advance in connection with LTC	Full	-do-	-do-
34	Grant of advances in connection with festivals	Full	-do-	-do-
35	Grant of advances in connection with natural calamities	Full	-do-	-do-
36	Advance payment to firms with whom annual contracts for servicing of air conditioners, water coolers, typewriters, etc. are entered into	Upto the limit prescribed in the GFRs or any orders issued by Council	-do-	-do-
37	Grant of advance in lieu of leave salary	Full	As in col. 3	
38	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		
39	Reimbursement of medical expenses as admissible under CS (Medical Attendance Rules, 1944 including counter signature of medical bills)	Full	as in col. 3	
40	Control of staff cars and vehicles etc. of the Institute	Full	-do-	
41	Grant of Leave Travel Concession	Full	-do-	
42	Sale of produce	Full	-do-	Subject to observance of guidelines issued by ICAR (See Annexure 7 of Schedule III of Delegation of

43	Power to get insured during rail transit such of the equipments 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	-do-
	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever inevitable		
44	Maintenance of Computer and the Computer Laboratory	Full Upto Rs.25, 000/- in each case per annum	-do- -do-

F. No.- Circulated vide Council's Circular No- (6)/95-Cdn (A&A) dated 21.5.96. The exercise of powers will continue to be governed by the various provisions, orders and instructions issued by the GOI/ICAR such as general economy instructions ban on recruitment, creation of posts, filing up of vacancies etc.