

**SCHEDULE VIII****DELEGATION OF POWERS TO JOINT DIRECTORS/HEADS OF REGIONAL STATIONS/RESEARCH CENTRES OF INSTITUTES/OTHER THAN NATIONAL INSTITUTES WHERE THE STRENGTH OF SCIENTISTS IS NOT LESS THAN TEN**

<b>S No.</b>	<b>Nature of Power</b>	<b>Extent of Power</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
1	Power to sanction annual increment	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of competent authority is necessary	
2	Power to require a medical certificate of fitness before return from leave	Full, if he is empowered to grant leave	
3	Power to sanction Casual Leave	Full, including for himself	
4	Power to sanction Earned Leave	Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved.	
5	Power to extend leave	Full powers, provided the Joint Direct/Head of Regional Station/Res. Center and the employee on his return sanctioned original leave will be under his administrative control.	
6	Power to sanction of refund of cancellation charges on air ticket	Full, subject to the conditions mentioned in GOI/Ministry of Finance OM No. 19028/5/761: IV (B) dated 21.11.77 ICAR order dated 30.1.87.	
7	Power to restrict the frequency and duration of Journeys	Full powers in respect of staff under his administrative control.	
8	Power to permit recovery of T.A. for a Journey to attend an examination other than those mentioned in SR'S	Full power in the case of departmental examination	
9	Power to allow the actual cost of the Journey to appear before a medical board, preliminary to voluntary retirement or invalid pension	Full powers	
10	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	Full powers	
11	Power to grant maternity leave	Full powers subject to provisions of SR 'S	

12	Power to grant hospital leave	Full powers	
13	To sanction tour programme & counter signature of T.A. bills	Full powers for all excluding himself	
14	Power to sanction Reimbursement of cancellation charges on unused railway tickets	Full power	
15	Power to incur contingent expenditure in general		
I	Bicycle	Full	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
II	Conveyance hire	To the extent mentioned in Col. 4 against Item No. 3 of Annexure to Schedule V of DFP Rules 1978	
III	Electricity, Gas and Water charges	Full	
IV	Fixture and Furniture purchase	Rs. 10,000/- on each occasion	Subject to provision of Funds & observance of the require rules and procedures
V	Fright charges	Full	
VI	Maintenance, upkeep and repairs of motor vehicles	Upto Rs. 2000/-	
VII	Municipal or cantonment rates and taxes	Full	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 DFP Rules 1978
VIII	Posts and telegraphs charges including commissions on Money orders etc.	Full	
IX	Purchase of books, periodicals and officials publications	Upto Rs. 10,000/- p. a.	
X	Repairs of Plant and Machinery including fixture & furniture	Upto Rs. 20,000/- p. a.	

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XI	Staff paid form contingencies	Full subject to order/instructions issued by GOI/Council
XII	Local purchase of stationery stores	Rs. 10,000/-
XIII	Local purchase of rubber stamps and office seals	Full
XIV	Purchases working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.	Upto Rs. 1.00 lakhs subject to observance of normal rules and procedure.
XV	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full subject ot scales prescribed in livery rules.
XVI	Telephone charges	Full subject ICAR instructions
XVII	Repairs to Typewriters, calculating machines	Full
XVIII	Indents, contracts and purchase (Rule 13 of DFP Rules 1978)	Upto of Rs. 25.000/-
XIX	Storing of potato seed material	Full
16	Extension of number of installments upto 25 for repayment of cycle advances	Full
17	Grants for purchases of warm clothing and table fan	Full
18	Grant of Advance of pay and T.A. on transfer	Full
19	Grant of advances in connection with tours	Full
20	Grant of advance in connection with LTC	Full
21	Grant of advances in connection with festivals	Full
22	Grant of advances in connection with natural calamities	Full subject to orders of GOI/Council
23	Grant of advance in lieu of leave salary	full

F. No. Circulated vide Council's circular NO-6 (1)/95-Cdn (A&A) dated 21.5.96. The exercise of these powers will continue to be governed by the various Provisions, Orders and instructions issued by the G.O.I./ICAR including general economy instructions, ban on recruitment, creation of posts and filling up of vacancies etc

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24.	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	
25.	Reimbursement of medical expenses as admissible under CS(Medical Attendance Rules, 1944 including counter signature of medical bills)	full	
26.	Maintenance of staff cars and vehicles etc.	Upto Rs.25,000 p.a.	
27.	Grant of Leave Travel Concession	full	
28.	Sale of produce	full subject to observance of guidelines issued by Council(See item 99 of Schedule III and Annexure 7 to Schedule III of Delegation of Powers in ICAR)	
29.	(i) 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	
	(ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable	full subject to provisions in the DFP Rules 1978	
30.	Maintenance of Computer and Computer laboratory	Upto Rs. 25,000 in each case per annum	