

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN: NEW DELHI

F. No. 6(1)/95-CDN (A&A) (Pt. I)

Dated the 12th March, 2013

To

The Directors/Joint Directors/Project Directors of all Research Institutes/Project Directorates/National Research Centres and Bureaux.

SUB: Delegation of Powers to Heads of Divisions: Reg.

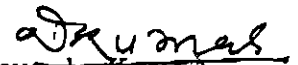
Sir,

I am to refer to Council's letter No.6(1)/95-CDN (A&A) dated 21st May, 1996 on the subject cited above and to say that powers have been delegated vide Schedule -X to Heads of Divisions (copy enclosed). It has been brought to the notice of Director General, ICAR that delegated powers are not being exercised at many Institutes. It is a matter of serious concern and against the spirit of the delegation of powers. Therefore, it is once again emphasized that delegated powers should be exercised in letter and spirit without referring the file to Director of the Institute/higher authorities.

2. Finance and Accts. Officers of the Institutes are also directed to see that delegated powers are exercised by the Heads of Divisions.

Yours faithfully,

Encl: As above


(Devendra Kumar)
Director (Finance)

Copy to:

1. The Finance & Accts. Officers of all Research Institutes/Project Directorates/National Research Centres and Bureaux.
2. All Officers/Sections, ICAR, Krishi Bhavan, New Delhi including Krishi Anusandhan Bhavan I & II, NASC, New Delhi
3. Sr. PPS to Secretary, DARE & DG, ICAR/PPS to Secretary, ICAR/PPS to AS & FA, DARE/ICAR
4. Shri Hans Raj, Information System Officer, DKMA, KAB-I for placing the above Officer Order on ICAR Web-Site.
5. Secretary (Staff Side), CJSC, NRC on Meat, Hyderabad
6. Guard file
7. Spare Copies (10)

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN : NEW DELHI

No. 6(1)/95-Cdn(A&A)

Dated the 21st May, 1996

To

The Directors of all Research Institutes/
National Research Centres/Project Directors/
Project Coordinators etc.

Subject: Delegation of Powers - further orders

The need for delegating powers to Joint Directors, Heads of Divisions and Project Coordinators had been under consideration of the Council quite for some time. Accordingly, after careful examination of the issue by a committee, the Director General, I.C.A.R. has been pleased to approve further delegation of powers in continuation of the 'Delegation of Powers' circulated vide I.C.A.R. letter No. 6(1)/95-Cdn(A&A), dated 21.11.95. The powers now delegated to (1) The Joint Directors of National Institutes/Deemed Universities, (2) The Joint Directors/Heads of Regional Station/Research Centres of Institutes other than National Institutes, (3) The Project Coordinators and (4) The Heads of Divisions are contained in the enclosed Schedules VII to X respectively.

The exercise of the powers as contained in the Schedules mentioned above will continue to be governed by the various provisions, orders and instructions issued by the Government of India/I.C.A.R. such as general economy instructions, ban on recruitment, creation of posts, filling up of vacancies, etc.

Receipt of this letter alongwith the enclosures may kindly be acknowledged.

Yours faithfully,



(T.V. ASARI)
Deputy Director (Finance)

Encl: As above

SCHEDULE X

DELEGATION OF POWERS TO HEADS OF DIVISION WHERE THE STRENGTH OF SCIENTISTS WORKING IN THE DIVISION IS NOT LESS THAN TEN

S.	Nature of power	Extent of power to HODs	Remarks
1.	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant leave	
2.	Power to sanction Casual Leave	Full, excluding for himself	
3.	Power to sanction Earned Leave (SR 206 & 208)	Full in respect of personnel working under his administrative control and in cases where no officiating arrangement will be required	
4.	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by the HOD and the employee on his return will be under his administrative control	
5.	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
6.	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	
7.	Power to grant maternity leave (SR 267)	Full powers subject to provisions of SR 267	
8.	Power to grant hospital leave (SR 269)	Full powers	
9.	To sanction tour programme and counter signature of TA bills	Full powers for all working under him excluding self	
10.	Power to sanction reimbursement of cancellation charges on unused railway tickets	Full powers for all working under him excluding self	
11.	Printing and binding	Upto Rs. 30,000/- p.a. subject to the availability of funds in the sanctioned budget for printing of publications	
12.	(n) Local purchase of stationery stores	Upto Rs. 10,000 p.a. for local purchase on account of delay or non-supply of stationery stores by Chief Controller of Printing & Stationery, Govt. of India, subject to availability of funds and also, observance of the prescribed procedure	Subject to availability of funds
13.	(o) Local purchase of rubber stamps & office seals	Full	
14.	Purchase of working stores, chemicals, glasswares, tools, plant and equipments, insecticides, including consumables for research work	Rs. 50,000/- in each case	Subject to availability of funds
15.	Maintenance of Computer and the computer laboratory	Upto Rs. 25,000/- p.a. including cost of stores, and other material required for maintenance.	Subject to availability of funds