

DELEGATION OF POWERS

IN

INDIAN COUNCIL OF AGRICULTURAL RESEARCH

2ND REVISED EDITION
(Corrected upto 31st May 1995)



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FOREWORD

This is the revised edition of *Delegation of Powers in the ICAR*. The first edition of *Delegation of Powers* was brought out in 1978. Seventeen years is a long time for any organization and more so, for an organization like the ICAR which has grown in strength and spread its network to different parts of the country during this period. Consequently, there have been many changes. Since the effective Delegation of Powers to Officers at different levels is very essential for smooth and efficient running of the Organization, the changes made in this direction have been incorporated and brought out in this revised edition. All changes made up to 31 May 1995 have been incorporated in this handbook. This effort would not have been possible but for the keen interest and valuable guidance given by Dr R S Paroda, Director-General, ICAR, to me and my officers.

Suggestions for improving quality and contents of this handbook, including those relating to elimination of errors, if any, are welcome. These could be addressed to Director (Finance), ICAR, Krishi Bhawan, New Delhi.

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JOINT SECRETARY AND FINANCIAL ADVISER
DARE AND ICAR

CONTENTS

FOREWORD	v
SECTION I	1
1. Title	1
2. Extent of Application	1
3. Definitions	1
4. Memorandum of Association of the Indian Council of Agricultural Research	3
5. Powers of the Society	4
6. Authorities of the Society	4
7. Powers Vested Under the Rules and Bye-laws and Those Delegated Thereunder	5
SECTION II	
1. Powers of the President	6
2. Delegation of Powers by the President	6
3. Powers of the Vice-President	6
SECTION III	
1. Powers of the Governing Body	7
2. Residuary Financial Powers	9
SECTION IV	
1. Powers of the Director-General	10
2. Powers of the Deputy Directors-General and other Officers in the Council	11
3. Powers of the Secretary	11
SECTION V	
1. Powers of the Chairman/Secretary of Agricultural Scientists' Recruitment Board	13
SECTION VI	
1. Powers of the Directors of the Institutes/National Research Centres/ Laboratories/Project Directorates	14
2. Powers of the Project Co-ordinators	14
3. Powers of the Zonal Co-ordinators	14
4. Powers of the Management Committees of the ICAR	14
SECTION VII	
1. Creation of Posts	16
2. Abolition of Posts	16
3. Powers Vested Under the Bye-laws of the Council or Delegated Thereunder	16

SECTION VIII

1. General Limitations on Powers to Sanction Expenditure	17
2. General Restrictions on Appropriations and Reappropriations	17
3. Powers to Sanction Excess Expenditure	18
4. Head of Office	18
5. Redelegation of Powers	19
6. General Directions	19

SCHEDULES

1. Schedule I	20
2. Schedule II	54
3. Schedule III	62
4. Schedule IV	106
5. Schedule V	110
6. Schedule VI	113

SECTION I

1. Title

This publication may be called the Handbook on "Delegation of Powers in the Indian Council of Agricultural Research (ICAR)".

2. Extent of Application and Organizational Set-up

This handbook includes details of powers which have been delegated to various authorities and other officers in the ICAR under its Rules, Bye-laws or otherwise. Their scope and application extend to the Headquarters of the Council and all its constituent units, viz. research institutions, regional and sub-stations, Agricultural Scientists' Recruitment Board and research laboratories and Co-ordinated Projects managed and administered by the Council.

3. Definitions

1. In these rules, unless the context otherwise requires:

- (a) "The Society" means the Indian Council of Agricultural Research, a Society registered under the Societies' Registration Act, 1860.
- (b) "The Council" means the Indian Council of Agricultural Research.
- (c) "The Governing Body" means the body constituted under Rule 35 of the Rules of the Indian Council of Agricultural Research as the Governing Body of the Society.
- (d) "The President" means the President of the Indian Council of Agricultural Research.
- (e) "The Vice-President" means the Vice-President of the Indian Council of Agricultural Research.
- (f) "The Director-General" means the person appointed by the Government of India to be the Director-General of the Indian Council of Agricultural Research.
- (g) "The Member, Finance" means the Officer nominated by the Government of India in the Ministry of Finance to act as a Member of the Governing Body.
- (h) "The Secretary" means the person appointed by the Government of India to be the Secretary of the Indian Council of Agricultural Research. Secretary includes Additional Secretary and/or Deputy Secretary so appointed in the Council, or any other person exercising the functions of the Secretary by whatever name called.
- (i) "The Director" means a person appointed under the provision of these Rules and Bye-laws of the Council to be the Director of an Institute of the Indian Council of Agricultural Research.
- (j) "The Chairman" means the person appointed by the President with the approval of the

DELEGATION OF POWERS

Government of India to be the Chairman of the Agricultural Scientists' Recruitment Board.

- (k) "The Constituent Units of the Society" means the Indian Council of Agricultural Research Headquarters, its research institutions, regional and sub-stations, research laboratories and co-ordinated projects managed and administered by the Society.
- (l) "Year" means unless otherwise specified by the Governing Body, the financial year of the Government of India.
- (m) "Appropriation" means the assignment to meet specified expenditure of funds included in a Primary Unit of appropriation.
- (n) "Head of the Department" under the ICAR means an Officer who has already been so declared by the competent authority or whom the Director-General may, by order, specify as Head of the Department.
- (o) "Head of Office" means an Officer so declared by the competent authority.
- (p) "Primary Units of Appropriation" ordinarily are:
 - (i) Headquarters Administration
 - (ii) Agricultural Scientists' Recruitment Board
 - (iii) Research Institutes, Project Directorates, National Research Centres, National Bureaux, Laboratories
 - (iv) Each project falling under the All-India Co-ordinated Project
 - (v) Projects others than (iv) above
 - (vi) Education
 - (vii) Fellowships and Scholarships
- (q) Secondary Units of Appropriation are:
 - (i) Pay of Officers
 - (ii) Pay of Establishment
 - (iii) Allowances and Honoraria excluding Overtime and Travelling Allowances
 - (iv) Travelling Allowances
 - (v) Overtime Allowances
 - (vi) Grants-in-aid
 - (vii) Leave Salary and Pension Contribution
 - (viii) Other charges including stock, tools, plants and equipment
 - (ix) Works
 - (x) Any other item or items, as may be required

- (xi) Fellowships and Scholarships
- (r) "Reappropriation" means the transfer of funds from one unit of appropriation to another such unit.
- (s) "Recurring Expenditure" means expenditure which is incurred at periodic intervals.
- (t) "Non-recurring Expenditure" means expenditure other than recurring expenditure.
- (u) "Contingent Expenditure" means and includes all incidental and other expenditure including expenditure on stores, which is incurred for the management of an office, for the working of technical establishment such as a laboratory, workshop, industrial installation, store depot and the like, but does not include any expenditure which has been specifically classified as falling under some other head of expenditure such as "Works", "Tools and Plant" etc.
- (v) "The Agricultural Scientists' Recruitment Board" means the Board constituted under Rule 25 of the Rules and Bye-laws of the ICAR.
- (w) "Miscellaneous Expenditure" means all expenditure other than expenditure falling under the category of Pay and Allowances of Council's staff, Leave Salary, Pension Contingencies, Grants-in-Aid, P.F. Contributions, Works, Stock, Tools and Plant and the like.

The terms and expressions used in this delegation but not defined shall have the same meaning as assigned to them under the provisions of Rules and Bye-laws of the Council, General Financial Rules, Fundamental and Supplementary Rules, Delegation of Financial Power Rules and Central Govt. Receipts and Payments Rules etc.

4. Memorandum of Association of the ICAR

- (i) The name of the Society is the Indian Council of Agricultural Research.
- (ii) The objects for which the Indian Council of Agricultural Research is established are:
 - (a) To undertake, aid, promote, and co-ordinate agricultural and animal husbandry education, research and its application in practice, development and marketing in India and its Protectorates and any other areas in or in relation to which the Government of India has and exercises any jurisdiction by treaty, agreement, grant usage, sufferance or other lawful means by all means calculated to increase secure its adoption in every day practice.
 - (b) To act as a clearing house of information not only in regard to research but also in regard to agricultural and veterinary matters generally.
 - (c) For the purposes of the Society to draw and accept and make and endorse discount and negotiate Government of India and other promissory notes, bills of exchange, cheques or other negotiable instruments.
 - (d) To invest the funds of, or money entrusted to, the Society upon such securities or in such manner as may be determined from time to time by the Governing Body, and from time to time to sell or transpose such investments.
 - (e) To purchase, take on lease, accept as a gift or otherwise acquire, any land or

building, wherever situated in India which may be necessary or convenient for the Society.

- (f) To construct or alter any building which may be necessary for the Society.
 - (g) To sell, lease, exchange, and otherwise transfer all or any portion of the properties of the Society.
 - (h) To establish and maintain a research and reference library in pursuance of the objects of the Society with reading and writing rooms and to furnish the same with books, reviews, magazines, newspapers and other publications.
 - (i) To do all other such things as the Society may consider necessary, incidental or conducive to attainment of the above objects.
- (iii) The Governing Body of the Society shall be the body constituted to be the Governing Body under the Rules and Regulations of the said Society.
- (iv) The income and property of the Society, however, derived shall be applied towards the promotion of the objects thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure of grants made by the Government of India to such limitations as the Government of India may from time to time impose. No portion of the income and property of the Society shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of the Society or to any of them or to any persons claiming through them or any of them, provided that nothing herein contained shall prevent the payment in good faith of remuneration of any member thereof or other persons in return for any service rendered to the Society.
- (v) If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever the same shall not be paid to, or distributed among the member of the Society or any of them but shall be dealt with in such manner as the Government of India may determine.

5. Powers of the Society

The Indian Council of Agricultural Research is a Society registered under the Societies Registration Act, 1860. As per Rule 16 of the Rules and Bye-laws of the Society, the ICAR shall have, subject to such restrictions as the Government of India may impose and subject to such guidelines as the Government of India may issue from time to time, in this behalf, full authority to perform all acts and issue such directions as may be considered necessary, incidental or conducive to the attainment of the objects enunciated in the Memorandum of Association of the Society.

6. Authorities of the Society

The followings are the authorities of the Society:

- (i) President
- (ii) Vice-President
- (iii) Governing Body
- (iv) Director-General

- (v) Secretary
- (vi) Chairman, Agricultural Scientists' Recruitment Board
- (vii) Director (DARE)
- (viii) Such other persons/bodies, committees or panels as may/shall be constituted or appointed by the Government of India, the Society or the Governing Body.

7. Powers Vested under the Rules and Bye-laws and Those Delegated Thereunder

Schedules I to VI indicate the extent of powers vested in the Director-General, the Secretary, and other officers in the ICAR, the Chairman/Secretary, ASRB, the Directors of ICAR Institutes/NRCs/Project Directorates, the Project Co-ordinators, the Zonal Co-ordinators and the Management Committees of the ICAR. Unless otherwise provided by any general or special rule or order, it shall be within the competence of an authority to exercise the powers delegated to another authority subordinate to it.

SECTION II

1. Powers of the President

- (a) The President shall exercise such powers for the conduct of the Society as may be vested in him by the Society. In addition, the President shall have powers to:
 - (i) review periodically the work and progress of the Society,
 - (ii) appoint committees or commissions to enquire into the report on the affairs of the Society, and pass such orders thereon as he considers proper.
- (b) In the application of various Rules and Regulations of the Government of India, as amended or altered or modified from time to time and applicable to the Society, the powers vested in the President of India shall be exercised by the President of the Society.
- (c) Sanction of the President shall be required for creation of any post in a scale of pay the maximum of which exceeds Rs 6,700.
- (d) The composition of Committees, Boards or other such Bodies for promotion, selection, recruitment and other matters—incidental thereto or connected therewith for various posts under the Council—shall be as prescribed in consultation with the Agricultural Scientists' Recruitment Board with the approval of the President.
- (e) The President shall preside over all meetings of the Society. In his absence the Vice-President shall preside over the meetings of the Society.
- (f) The President shall be the appointing authority in respect of:
 - (i) all categories of posts included in the Agricultural Research Service,
 - (ii) all scientific, technical and auxiliary posts carrying a pay scale the maximum of which exceeds Rs 5,000, and
 - (iii) all administrative posts in pay scales the maximum of which exceeds Rs 4,500.

2. Delegation of Powers by the President

The President may, in writing, delegate such of his powers as he may consider necessary to the Vice-President, the Director-General, the Secretary, the Directors of the Institutes or to any other officers of the Council.

3. Powers of the Vice-President

The Vice-President shall exercise those powers which may specifically be delegated to him by the President.

SECTION III

1. Powers of the Governing Body

- (a) The Governing Body shall exercise all executive and financial powers of the Society including those vested in or conferred or to be conferred on it by or under any statute subject nevertheless in respect of expenditure to such limitations as the Government of India from time to time may impose.
- (b) In particular and without prejudice to the generality of the foregoing provisions, the Governing Body shall have the Power, subject to the provisions of these Rules and Bye-laws framed thereunder to:
 - (i) consider the annual and supplementary budgets placed before it by the Secretary, from time to time, and pass them with such modifications as may be deemed necessary;
 - (ii) establish, maintain, amalgamate and/or close institutions, laboratories, officers and/or hostels, etc.;
 - (iii) encourage the pursuit of learning particularly relating to agriculture and animal sciences and for the purpose found scholarships, prizes, medals, etc. and certificates and other academic titles;
 - (iv) create posts, categorize posts and personnel in the Council;
 - (v) determine the conditions of service of the employees of the Council, fix their remuneration and define their duties;
 - (vi) prescribe the cadre strength of scientists for the Council as a whole with the appointment for individual or group of disciplines for each institute for a period of five years at a time;
 - (vii) prescribe the ratio of posts in different grades or groups of grades in scientific and technical posts; constitute with the approval of the President and Agricultural Research Service;
 - (viii) lay down the principles and procedures whereby in the initial constitution of the cadre the existing scientists of the Council may be encadred having due regard to the necessity for maintaining a high standard of efficiency commensurate with better pay scales and prospects of advancement;
 - (ix) enter into arrangement with the Government of India and through the Government with foreign and international agencies and organizations, the State Governments and other public or private bodies or organizations or individuals for securing and/or accepting grants-in-aid, endowments, donations or gifts to the Society on mutually agreed terms and conditions provided that such terms and conditions

DELEGATION OF POWERS

shall not be contrary to or inconsistent with objects of the Society, or the policy of the Government of India:

- (x) takeover, acquire (by purchase, gift, exchange, lease or hire or otherwise from Government of India and through the Government from foreign and international agencies and organizations, the State Governments and other public or private bodies or organizations or individuals, institutions, libraries, laboratories), museums, collections, immovable properties, endowments or other funds together with any attendant obligations so that neither the transaction nor the terms and conditions whereunder it is concluded, is inconsistent with the objects of the Society or the policy of the Government of India;
 - (xi) appoint Boards, Committees, Sub-Committees and Panels consisting of persons who may or may not be members of the Governing Body or employees of the Council, for such purposes and periods and with such powers and on such terms as it may deem fit;
 - (xii) dissolve and/or substitute all or any Board, Committee, Sub-Committee or Panel functioning or set up under Sub-Rule 12 above under the Society, and to issue such direction to them as it may deem fit and necessary; and
 - (xiii) delegate such administrative, financial and other powers to the Director-General, Secretary and any other Officer of the Council, as it may consider necessary and proper.
- (c) The Governing Body may delegate to the Directors of the Institutes/Laboratories etc. all powers for their functioning.
- (d) The Indian Agricultural Research Institute, which is a deemed University under the University Grants Commission Act, 1956 and such other Institutes as may be declared deemed Universities, may be delegated enhanced powers beyond those contemplated in (c) above in view of their special status.
- (e) Subject to the provisions of the Rules and Bye-laws and with the approval of the Government of India, the Governing Body shall have the power to frame amend or repeal Bye-laws for the administration and management of the affairs and funds of the Society and, in particular, to provide for the following matters:
- (i) preparation and sanction of budget estimates, sanctioning expenditure, execution of contracts, investment of funds of the Society, purchase, sale or change of such investments and maintenance of accounts and their audit.
 - (ii) procedure for recruitment and training, examination, assessment, clearance of probation, confirmation and promotion of personnel to and in the service of the Council.
 - (iii) terms and tenures of appointments and assignments, emoluments, allowances, rules of discipline and other conditions of service of the employees of the Council.
 - (iv) terms and conditions governing:
 - (a) grants of scholarships, fellowships, etc.,

DELEGATION OF POWERS

- (b) deputations within the country and abroad,
- (c) grants-in-aid for research schemes and projects, and
- (d) establishment of research centres.
- (v) such other matters as may be necessary or incidental to the administration of the affairs and funds of the Society.

2. Residuary Financial Powers

The financial powers which have not been delegated to any other authority vest in the Governing Body of the Council.

SECTION IV

1. Powers of the Director-General

- (a) Subject to any order that may be passed by the Government of India, the President, the Vice-President and decisions of the Governing Body, the Director-General as Principal Executive Officer of the Society shall be responsible for:
- (i) the proper administration of the affairs and funds of the Society;
 - (ii) prescribing the duties of all employees of the Council;
 - (iii) exercising supervision and disciplinary control over the work and conduct of all employees of the Council;
 - (iv) co-ordinating and exercising general supervision over all research activities in agriculture and animal husbandry and other activities of the Council; and
 - (v) advising the Government of India, State Governments and the Administrations of the Union Territories on all matters connected with agriculture and animal husbandry referred to him.
- (b) Subject to these Rules and Bye-laws, the Director-General shall, in respect of matters under his charge, have the same powers as a Secretary to the Government of India.
- (c) The Director-General may, in writing, delegate such of his powers as he may consider necessary to any officer of the Council.
- (d) In respect of urgent and new schemes, the Director-General may, subject to the availability of funds in the budget by reappropriation or otherwise, and provided that in his opinion the scheme is urgent and that its sanction cannot be deferred to the next meeting of the Standing Finance Committee (SFC) and the Governing Body, sanction for a period not exceeding one year, an original grant not exceeding Rs 50,000 for a new scheme. No such scheme shall, however, be constituted beyond the said period of one year without the approval of the SFC and the Governing Body.
- (e) The Director-General may sanction additional grant for an approved scheme up to the following financial limits subject to a maximum of 25% of the original grant sanctioned for the entire period of that scheme:
- (i) where cost of the approved scheme is Rs 1 lakh or less Rs 20,000
 - (ii) where cost of the approved scheme exceeds Rs 1 lakh Rs 50,000
- (f) The Director-General shall have full power to appropriate sums provided in the sanctioned estimates during the financial year, to meet expenditure on each item up to

the amount provided for in the sanctioned estimate. Any unspent balance shall lapse and shall not be available for utilization in the following year.

- (g) In respect of the Government of India Grants, the Director-General shall have full power to reappropriate funds at any time from one Primary Unit of appropriation to another, provided that the total sanctioned Budget Estimate within the major head is not thereby exceeded. No reappropriation shall be made so as to augment the provisions under the head 'Pay of Officers' and 'Pay of Establishment' taken together for the entire grant.
- (h) The Director-General shall exercise the powers delegated to him under the Rules and Bye-laws of the Council as well as those powers which are exercisable by a Ministry/Department of the Government of India, including creation of any post in a scale of pay the maximum of which does not exceed Rs 6,700.
- (i) The Director-General shall exercise the power to write off losses in respect of the funds of the Council to the extent such power is being exercised by a Ministry/Department of the Government of India.

The Director-General may, subject to such conditions and monetary limits as he may consider necessary to impose, delegate the power to write off losses, to the Secretary/Deputy Directors-General/other officers of and under the Council and the Grantee Institutions.

- (j) All purchases, sales or alterations of investments shall be effected on the authority of the Director-General and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Council's funds shall be executed by the Secretary or any other officer authorized by the Secretary.
- (k) Property owned by the Council, which is no longer required by the Council may be disposed of by the Director-General, provided that the disposal of immovable property shall be made with the prior approval of the Governing Body keeping in view the instructions of the Government of India issued in this respect from time to time.

2. Powers of the Deputy Directors-General and other Officers in the Council

The Deputy Directors-General and other Officers in and under the Indian Council of Agricultural Research shall exercise such powers as have been delegated or which may be delegated to them under the Rules and Bye-laws of the Council. The powers delegated so far are detailed in Schedule I.

3. Powers of the Secretary

- (a) The Secretary shall exercise all administrative and financial powers as have been conferred on him under the Rules of the Indian Council of Agricultural Research, those of the 'Head of the Department', under the various rules and regulations of the Government of India and such of the Powers as may be delegated to him from time to time.
- (b) The Secretary, shall or any member of the Governing Body, if so authorized by a resolution passed in that behalf by the Governing Body, may execute all contract deeds and other instruments on behalf of the Society or the Governing Body.
- (c) For the purpose of Section 6 of the Societies Registration Act (XXI of 1860), the Secretary shall be considered the Principal Secretary of the Society. The Secretary may

DELEGATION OF POWERS

authorize any other officer of the Society in writing to sign and verify pleadings on his behalf.

- (d) The Secretary may, in writing, delegate such of his powers as he may consider necessary to any officer subordinate to him.
- (e) In respect of the ICAR Headquarters and the Institutes/Laboratories etc., the Secretary shall exercise all the powers of the 'Head of the Department' for the purpose of various Rules and Regulations of the Government of India as amended from time to time and applicable *mutatis-mutandis* to the Council till such time the Council frames and enforces its own Rules and Regulations in this behalf.
- (f) The Secretary shall have the power to file and defend suits or other proceedings by or against the Council and to compromise, settle or refer to arbitration to any dispute relating to the Council.

SECTION V

1. Powers of Chairman/Secretary of Agricultural Scientists' Recruitment Board

Powers delegated to the Chairman/Secretary of ASRB, as approved by the Governing Body at its meeting held on 16 January 1975 are given in Schedule II.

SECTION VI

1. Powers of the Directors of the Institutes/National Research Centres/Laboratories/Project Directorates

Each Director in respect of the concerned Institute/NRC/Laboratory or Project Directorate shall exercise all the powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India, as amended from time to time and applicable *mutatis-mutandis* to the Society. In addition, the Directors of the Institutes/Laboratories shall exercise such powers for their functioning as are delegated to them by the Governing Body or any authority of the ICAR. The powers delegated to the Directors of Research Institutes are detailed in Schedule III. The powers detailed in this schedule however do not in any way restrict their powers as enjoyed by them as Head of the Department.

2. Powers of the Project Co-ordinators

Extent of powers delegated to the Project Co-ordinators vide ICAR office orders No. F-6-2/90-Cdn (A&A) part. dated the 15th June 1993 and 30th July 1993 has been given in Schedule IV.

3. Powers of the Zonal Co-ordinators

Extent of powers delegated to the Zonal Co-ordinators vide ICAR letter No. 6(1)/95-Cdn (A&A) dated the 15th May 1995 has been given in Schedule V.

4. Powers of the Management Committees of the ICAR

The powers and functions of the Management Committee shall include:

- (i) consideration of proposals for Five-Year Plan and Annual Plan,
- (ii) periodical review of progress of development schemes,
- (iii) consideration of proposal for annual budget,
- (iv) consideration of items of expenditure which are beyond the powers of the Directors of the Institute,
- (v) policy issues relating to the Institute, including the rights and obligations of staff,
- (vi) consideration of action taken on the recommendations of the Grievance Cell and the Institute Joint Council,
- (vii) any other items as may be desired by the Director or other members of the Committee or as may be required to be considered as per delegation of powers as directions of the Governing Body whether contained in any manual, orders issued, resolution passed, or other instructions approved by the Governing Body, and

- (viii) such powers as may be delegated by the Governing Body to enable the Management Committees of the ICAR Institutes vide ICAR office order F. N. 5(4)/87-Cdn dated the 28th July 1988 as given in Schedule VI.

SECTION VII

1. Creation of Posts

- (i) Notwithstanding anything contained in these delegation of powers, no post shall be created:
 - (a) in any constituent unit of the Council unless there exists in that unit or in any other unit of equal status, a post of similar character on a rate or scale of pay which has already been approved by the Council,
 - (b) in contravention of the Council unless there exists in that unit or in any other unit of equal status, a post of similar character on a rate or scale of pay which has already been approved by the Council,
 - (c) unless funds to meet the cost of the post, if temporary, can be found by valid appropriation or reappropriation from within the provision placed at the disposal of the authority concerned,
 - (d) permanently, unless permanent recurring saving is available to meet its cost.

2. Abolition of Posts

An authority may sanction the abolition of a post which it is competent to create.

3. Powers Vested under the Bye-laws of the Council or Delegated Thereunder

Schedules I, II, III and IV detail all those powers which are vested in the President, Director-General, Secretary of the Indian Council of Agricultural Research and Directors of the Research Institutes under the Bye-laws of the Council and those delegated to Secretary and other officers under the Indian Council of Agricultural Research thereunder. All the officers concerned empowered to incur contingent expenditure or miscellaneous expenditure shall exercise such powers subject to the conditions and restrictions imposed in similar cases by the Government of India from time to time.

Unless otherwise provided by any general or special rule or order, it shall be within the competence of an authority to exercise the powers delegated to another authority subordinate to it.

SECTION VIII

1. General Limitations on Powers to Sanction Expenditure

- (a) No expenditure from the funds of the Society shall be incurred without the sanction of the authority competent under the Bye-laws of the Council.
- (b) A sanction to expenditure will not become operative unless funds are made available to meet the expenditure by valid appropriation or reappropriation.
- (c) The powers regarding sanction of expenditure shall be exercised after strictly following the guidelines or restrictions which have been or which may be imposed by the Government of India/Council from time to time.
- (d) The Governing Body shall have full powers to sanction expenditure on any service up to any amount included in the sanctioned budget. However, as already stated sanction of the President shall be required for creation of any post in a scale of pay the maximum of which exceeds Rs 6,700.
- (e) The Director-General shall exercise the powers delegated to him under the Rules and Bye-laws of the Society as well as those powers which are exercisable by a Ministry/ Department of the Government of India including creation of any post in a scale of pay the maximum of which does not exceed Rs 6,700.
- (f) The Secretary in respect of the Indian Council of Agricultural Research Headquarters and the Institutes/Laboratories etc., and the Director in respect of the concerned Institute shall exercise all powers of the Head of the Department for the purpose of various Rules and Regulations of the Government of India, as amended from time to time and applicable *mutatis-mutandis* to the Society till such time the Council frames and enforces its own Rules and Regulations in this behalf. In addition, the Secretary/Directors shall exercise all the powers specifically delegated to them under the Rules and the Bye-laws of the Council or which may hereinafter be delegated to them by the Governing Body.
- (g) In exceptional cases, the Director-General may empower in writing a Director of Institute/Laboratory/NRC or Project Directorate to exercise, in addition to all the powers exercisable by him in respect of the concerned institute/Lab./Project etc. all such powers in respect of any other Institute/Laboratory/NRC or Project Directorate also. In cases where powers are to be exercised by the Directors in consultation and with the approval of the Management Committee, no such powers shall be exercised without such consultations and approval.

2. General Restrictions on Appropriations and Reappropriations

- (a) The Director-General shall have full power to appropriate sums provided in the sanctioned estimates during the financial year to meet expenditure on each item up to the

amount provided for in the sanctioned estimate. Any unspent balance shall lapse and shall not be available for utilization in the following year.

- (b) The funds of the Society shall not be appropriated or reappropriated to meet expenditure, which has not been sanctioned by the authority competent to sanction it under the By-laws of the Council.
- (c) No appropriation shall be done from 'Plan' to 'Non-Plan' without the sanction of the Government of India.
- (d) No reappropriation shall be done from one major head to another major head out of the grant given by the Government of India without the approval of the Governing Body.
- (e) The Governing Body shall have power to reappropriate from one scheme to another on the Plan side provided that the outlay of a scheme for a 5-year period does not exceed the approved outlay in the Five-Year Plan and subject further to such guidelines and restrictions as the Government of India may prescribe.
- (f) The Director-General shall have, in respect of Government of India Grants, full power to reappropriate funds at any time from one Primary Unit of appropriation to another, provided that the total sanctioned Budget Estimate within the major head is not thereby exceeded. No reappropriation shall be made so as to augment the provisions under the head 'Pay of Officers' and 'Pay of Establishment' taken together for the entire grant.
- (g) In respect of Agricultural Produce Cess Funds, the Director-General shall have full powers to reappropriate funds from one unit to another.
- (h) The Secretary, the Directors of the Institutes/Laboratories or any other officer so empowered by the Governing Body, may reappropriate funds from one Secondary Unit to another before the close of the financial year to which the appropriation relates.
- (i) The funds allotted by the Governing Body for a Scheme as Grants-in-Aid out of the Agricultural Produce Cess Fund accumulations shall be resumed if the scheme is postponed or abandoned. In that event the Director-General shall be competent to allot to the extent required the funds thus resumed to any scheme/schemes approved by the Governing Body. If after making such allotment, any balance is left, it shall be credited to the funds of the Society.
- (j) Reappropriation of funds from the head "Salary" to any other head of account is not permitted w.e.f. 1.4.1995 vide OM N. F. 1(11)-E II(A)/94 dated 24.2.1995 of the Ministry of Finance (Dept. of Expenditure) and endorsed by the ICAR vide F. 22-21/92-Cdn (A&A) dated 5.4.1995.

3. Powers to Sanction Excess Expenditure

Expenditure in excess of the net appropriation for the year requires the sanction of the Governing Body.

4. Head of Office

The Director-General/Secretary, Indian Council of Agricultural Research, has the power to declare any officer of Group B or above as the Head of an Office. Similarly, the Director of an Institute/NRC, Laboratory or Project Directorate has the power to declare a similar officer under

him as the Head of Office. However, it is not permissible to declare more than one officer as Head of Office in respect of the same establishment/Office.

5. Redelegation of Powers

The Director-General, the Secretary, Indian Council of Agricultural Research/Directors of the Research Institutes, NRCs, Laboratories and Project Directorates and such other officers may re-delegate their powers to the subordinate authorities under them to the extent considered necessary for the day-to-day working of the Office/Institute/NRC/Project Directorates subject to the observance of the Rules and Orders issued by the Government of India/Council from time to time regarding re-delegation of powers to subordinate authorities and also subject to condition that overall responsibility will rest with them. An authority may redelegate powers not exceeding those vested in that authority. Delegated powers cannot be further redelegated. Powers regarding creation of posts, appointments, disciplinary powers, power to suspend lien, power to grant higher initial pay, power to sanction advances from Provident Fund to the officers and staff on notional foreign service, power to write off losses, power to sanction pension and other statutory powers derived directly or indirectly from the Fundamental and Supplementary Rules, Rules and Bye-laws of the Council and other Rules and Regulations may not be redelegated to the subordinate authorities.

6. General Directions

The powers delegated are subject to Budget provision and observance of procedure and other general directions in GF Rules, FR-SRs and orders issued by the Govt of India/Council from time to time.

Schedule I

Powers of the Officers at the Headquarters of the Council

S. No.	Nature of Power	Powers vested under the Bye-laws				Powers delegated by the Governing Body or otherwise (position as on 31.3.1995)						
		Bye-law No.	Director-General	Secretary	Dy DG	Secretary	ADG	Other scientific or technical officers of the level of ADG or above	Dy Dir Dy Socy Dir.(Fin) Dir.(P) Dir (P&I)	US/Sr. Accounts Officer, Controller of Exam, ASRB & LA	Finance and Acct. Officer	Restrictions imposed
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Sanction of a new scheme	6	Up to the cost of Rs 50,000/- provided that: i) Funds are available by reappropriation or otherwise; ii) the scheme is considered urgent and its sanction cannot be deferred to the next meeting of the SFC and G.B; iii) the period of sanction does not exceed one year.		As in col. 4 in respect of schemes concerning their Divisions -do-							
2.	Sanction of additional grant for approved schemes	7	Up to Rs 20,000 where cost of the approved scheme is Rs 1 lakh or less; up to Rs 50,000 where cost of the approved scheme exceeds Rs 1 lakh.		-do-							

DELEGATION OF POWERS

Contd...

1	2	3	4	5	6	7	8	9	10	11	12	13
				Subject in either case to a maximum of 25% of the original grant sanctioned for the entire period of the scheme.								
3.	Appropriation of funds	8(e)		Full up to the amount provided for in the sanctioned estimates								
4.	Reappropriation of funds from one primary unit to another	8(h) & 8(i)		<p>Full, in case of Govt. of India grants</p> <p>(i) The total sanctioned budget estimate within the major head is not thereby exceeded, and</p> <p>(ii) provisions under the heads 'Pay of Officers' and 'Pay of Establishment' taken together for the entire grant is not augmented thereby.</p> <p>(iii) Reappropriation of funds from the head "Salary" to any other head of account is not permitted w.e.f. 1.4.1995</p> <p>Full power for reappropriation from one secondary unit to another within the same Primary Unit is respect of his Divisions.</p>								
5.	Reappropriation of funds	8(j)		Full	Full in respect				Full			

1	2	3	4	5	6	7	8	9	10	11	12	13
	from one secondary unit to another within a primary unit						of their Divisions Subject to restrictions reg. salary as per O.M. F. 1(11)-E II (A)/94 dt. 24.2.1995 MOF (DOE)					
6.	Allotment of funds resumed due to indefinite postponement or abandonment of schemes	8(k)	Full to the extent required to any scheme(s) approved by the Governing Body				-do-					
7.	Creation of posts or change in the nomenclature of the post	9(d) 9(f) & 9(g)	Powers as delegated to the Ministries of the Govt. of India for posts in scales of pay the maximum of which does not exceed Rs 6,700				Powers for posts as delegated to a Head of Deptt. in the Govt. of India, viz. in respect of permanent posts in Class III & Class IV and temporary posts in Class II and Class IV for any specified period.					Subject to the conditions laid down in Delegation of Financial Powers Rules and rules of the Govt. of India as amended from time to time.
8.	Powers exercisable by a Ministry/ Deptt. of the Govt.	9(f)	Full including creation of any post in a scale of									

1	2	3	4	5	6	7	8	9	10	11	12	13
	of India under various rules and regulations of the Govt. of India		the maximum of which does not exceed Rs 6,700									
9.	Powers of the 'Head of the Deptt.' under various rules and regulations of the Govt. of India	9(g)		Full								
10.	Expenditure sanction of a Misc. & Contingent nature		Full	Powers to the extent delegated to 'Head of Deptt.'	As in Col. No. 5 vide O.O. No-6(3)/89 Cdn. (A&A) dt 29.7.1992 in respect of his Division	Full subject to the note in Schedule V of F.P. Rules 1978	a) Recurring up to Rs 4,000 per annum in each case b) Non-recurring up to Rs 20,000 in each case	a) Recurring up to Rs 4,000 per annum in each case b) Non-recurring up to Rs 20,000 in each case subject to the Note under Schedule V to the Delegation of F.P. Rules 1978	a) Recurring up to Rs 500 per annum in each case b) Non-recurring up to Rs 1,000 in each case			
11.	Sanctioning of advances		Full	[Same as for sanction of expenditure. Subject to previous in GFR]								

1	2	3	4	5	6	7	8	9	10	11	12	13
	for authorised contingent expenditure.											
12.	Misc. expenditure of unusual character	9(e)	Full				Full					
	Expenditure on entertainment of VIPs and gifts to high dignitaries		Same as delegated to the Ministries of Govt. of India and up to Rs 2,000 per annum in respect of each Institute except IARI, IVRI, NDRI, CIFE and NAARM subject to DIP Rules and order issued by GOI/CAR from time to time.									
13.	Write off losses	11(a) & 43	Powers to the extent delegated to a Min./Deptt. of the Govt. of India provided all cases involving a write off of Rs 20,000 and above in the previous year ending 31st Dec. are reported	Powers to the extent delegated to 'Head of Deptt.'								

1	2	3	4	5	6	7	8	9	10	11	12	13
				to G.B. at its meeting convened for the budget estimates.								
14.	Execution of contracts	12(a)	Same powers as a Secretary to GOI vide Rule 22(b)	All contracts, deeds and other instruments on behalf of the Society and the Governing Body beyond 2 lakhs					All contracts involving consideration up to Rs 2 lakhs (vide O.O. 26.11.91)		All contracts involving consideration up to Rs 50,000	
15.	Approval of the form of contracts	12(a)		Full, subject to the contracts being drawn up under legal advice								
16.	Disposal of moveable property	12(b)	Full, keeping in view the instructions of the Govt. of India issued in this respect from time to time		Full			Rs 10,000 in each case	Rs 5,000 in each case			
17.	File and defend suits or other proceedings	13		Full, for or against the Society								

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
18.	To compromise, settle or refer to arbitration	13		Full about any dispute relating to the Society								
19.	Investment of funds	14	Full powers to invest in such manner as may be prescribed by the Govt. of India	Execution and custody of contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments								
20.	Appointment to posts	B.L. 25	Officers & scientists up to the rank of Directors in ICAR & other than DDG, ADG & Directors of Institutes	All posts equivalent to Jr. Class I and Class II posts at the ICAR Headquarters			All posts equivalent to Class III posts at the ICAR Headquarters				ICAR letters No. 2(4)/75-Recorgrn(Adm) dt. 22.12.1975. Delegated by President, ICAR vide O.O. No. 39-7/91-Vig dt. 7.3.1991	
21.	Appointment of Eminent Scientists	B.L. 26	Full with the concurrence of the ASRB and approval of the President									

1	2	3	4	5	6	7	8	9	10	11	12	13
22.	Grant of Fellowships	B.L. 27	Full, for a period not exceeding 3 years on fellowship and other conditions as prescribed by the G.B.									
23.	Communication of sanctions, orders, etc. of competent authority	B.L. 41	Full	Full	Full	Full	Full in respect of their Divisions w.e.f. 29.7.92					
24.	Authentication of orders under CCS (CC&A) & CCS (Conduct) Rules	B.L. 42		Full				Full				
25.	Signing of agreements creating obligation of any nature on the Society.	B.L. 44	Full	Full								
26.	Grant of leave to Officers	B.L.9(e) to	The powers vested in the	The powers vested in	Full in respect				Grant of leave to	Grant of	Grant of leave to	

DELEGATION OF POWERS

Contd...

27

1	2	3	4	5	6	7	8	9	10	11	12	13	
	and establishment in the service of the Society.	B.L.9(g)	Ministries of the Govt. of India	the 'Head of the Department'	of officers/ staff of their Divisions (O.O. dt. 29.7.92)				officers up to the rank of US (O.O. No. 6(23) 84 Cdn (A&A) dt. 23.12.1985)	leave to employees up to the rank of S.O. (O.O. No. 6(2)84 Cdn. (A&A) dt. 25.12.1987)	employees corresponding to non-gazetted status		
27.	Sanction of undertaking of work for which a fee is offered and the acceptance of a fee	B.L.9(f) and supplementary Rule 11	Full powers						Full powers up to a maximum of Rs 2,500 in each case. In the case of recurring fees the limit applies to the total of recurring payments made to an individual in a year.				
28.	Sanction of undertaking of work for which an honorarium is offered and the grant of	B.L. 9(f) & F R 47	Full powers up to a maximum of Rs 1,000 in the case. In the case of recur-						Full powers up to a maximum of Rs 2,500 in each case. In the case of recur-				

1	2	3	4	5	6	7	8	9	10	11	12	13
	acceptance of honorarium		ring honoraria this limit applies to the total of the recurring payments to be made to an individual in a year.									
29.	Participation in exhibitions and demonstration of research activity	B.L.9(f) Also approved by G.B. at its meeting held on 25.10.1967	Full powers		Full in respect of their Divisions (O.O. dt. 29.7.92)					Up to Rs 4,000 in each case		
30.	Passing of bills for payments of grants-in-aid for schemes already sanctioned by competent authority					Full			Full	Full	Full	
31.	Sanction of court	9(f)& 9(g) Approved by G.B. at its meeting held on 25.10.1967	Full in respect of Secy., FA, DDGs and ADGs	Full in respect of Dy Secretaries and Under Secretaries	Full in respect of self, Personal Asstt. attached to him, ADG and Scientific Officers at the Council's Headquarters working in the Divisions	Full in respect of Personal Asstt. attached to him.	Full in respect of Personal Asstt. attached to him.	Full in respect of Personal Asstt. attached to him.	Officers of lower rank than Under Secy. and all staff in non-gazetted scales of pay, Dir (P&I) up to	Draw-ing and admit-ting of bills full	Passing of bills full	

1	2	3	4	5	6	7	8	9	10	11	12	13
					(O.O. No. 6(3)/89-Cdn (A&A) dt. 29.7.92 and O.O. 6(3)/89-Cdn (A&A) dt. 20.12.1989)				the rank of US			
32.	Sanctioning of T.A. advances for approved tours	9(f) & 9(g) Approved by G.B. at its meeting held on 25.10.1967			Full in respect of self, Personal Assn. attached to him, ADG and Scientific Officers at the Council's Headquarters working in the Divisions		Full in respect of Personal Assn. attached to him		Full in respect of Personal Assn. attached to him	Full, to Dir. Fin. including for self except for DDGs		Tour programmes of PAs to be approved separately from those of the Officers
33.	Sanction of Air-travel to non-entitled Officers	9(f) & S.R. 48-B(ii)	Full		Full							
34.	To sanction re-imbursment of cancellation charges on (i) unused railway tickets (excluding reservation charges)				Full in respect of officers and staff working in their Division (O.O. dt. 29.7.92)	Full				In respect of officers below the rank of Dy. Secy. and non-officials		Re-imbursment is subject to the production of a certificate from the Controlling Officer to the effect that the journey had to be cancelled solely due to unavoidable

Contd...

1	2	3	4	5	6	7	8	9	10	11	12	13
												official reasons.
	(ii) on air tickets		Full		Full in respect of staff working in their Divisions (O.O. dt. 29.7.1992)	In respect of Dy. Secys, ICAR			Full Dy. Secy concerned			
35.	Passing of bills for pay, T.A. and other allowances for headquarters staff										Full	Full
36.	(i) Passing of bills for contingent expenditure already sanctioned										Full	Full
	(ii) Passing of bills in respect of petrol/ Diesel, Lubricants, etc. in respect of ICAR HQ and KAB, Pusa								Full Dy. Secy concerned			
37.	Authorising book adjustments										Full	Full
38.	Attesting entries in Cash book										Full	Full

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
39.	Checking monthly Cash balances									Full	Full	
40.	Passing and counter-signing T.A. bills of non-official and officials (where T.A. is payable for meetings convened by the Council)									Full	Full	
41.	To forgo recovery of irregular expenditure in an individual case in respect of items for the check and audit of which Dir. (Fin.) is responsible								Up to Rs 100	Sr. Accts. Officer up to Rs 50	Up to Rs. 25/-	In the event of irregularity being such as is likely to recur, the Council's servant responsible being told that the expenditure was irregular even if no recovery is made from him
42.	(a) To forgo recovery in respect of items placed under objection not because the whole or any portion of the								Dir (F) up to Rs 100 in each case subject to the following conditions:-			

Contd...

1	2	3	4	5	6	7	8	9	10	11	12	13
	financed from the CPAGP fund of the Council's employees at its headquarters and assigned to ICAR											
44.	Exercise of powers in respect of the Institutes and Co-ordinated Projects falling within the purview of the DG at the headquarters of the Council			As detailed in O.O.No. 7-2/77-Inst.1 dt. 14.3.1977 (Annexure D)			Each DDG will exercise these powers with respect to those Institutes and Co-ordinated Projects only which have been allocated to him					
45.	Licence fee paid by the Council to the Dte. of Estates in respect of residential accommodation allotted as per rates fixed by the Dte. from time to time, in terms of orders published by Ministry of Works & Housing			B.L. 9(i)			Full					
46.	Ground rent to be paid by the Council to DDA in respect of the land already acquired			9(i)			Full					

1	2	3	4	5	6	7	8	9	10	11	12	13
	through that authority strictly as per terms and conditions											
47.	Rent to be paid by the Council for buildings hired for office purposes for a fixed period	9(i)							Full			
48.	Rental call, Telegram/Telex charges payable to P & T Department as per their rates sent for official purpose								Full			
49.	Expenditure on liveries for Class C & D employees subject to the condition that the scale of liveries and the rate of purchase are in accordance with the appropriate rules governing them								Full			

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
50.	Grant of honorarium to stenographers for taking verbatim proceedings at the meetings of the Committees of ICAR as per rates approved by Govt. of India from time to time									D.S.(A) Full subject to that the employment to the concerned stenographers is in accordance with the orders contained in O.O.No. 27-1/81-Est.II dt. 11.8.1981		
51.	Grant of honorarium to Class D employees for performing the duties of staff car driver/despach rider/gestetner operator as per rates and rules approved by the Council/ Govt. of India from time to time									Full		
52.	Repair/maintenance charges of Gestetner machines, typewriters, Telex/cooler/A.C. as per rates contract approved by the Govt. of India/ Council from time to time									Full		

1	2	3	4	5	6	7	8	9	10	11	12	13
53.	Sanction for payment of amount due to the beneficiaries of deceased employees strictly in accordance with the rules governing the Scheme under ICAR Group Insurance Scheme								Full			
54.	Expenditure on re-carriage of chairs as per rates approved by the Govt. of India from time to time	9(i)							Full			
55.	Powers of the Ministry/ Department of Govt. of India		Full					Delegated due to the pressure of work of routine nature with DG, ICAR				
56.	Expenditure on transport of the participants attending the workshops, symposia, etc.		Rs 40 per head for the entire duration of workshop					Rs 40 per head for the entire duration of workshop				

DELEGATION OF POWERS

Contd...

1	2	3	4	5	6	7	8	9	10	11	12	13
57.	Expenditure on items of stationery, typing, cyclostyling and all other identical items for holding workshops		Rs 40 per delegate									
					Rs 40 per delegate							
58.	Expenditure on refreshment including workshops		Full	Full	Rs 3.50 per head/ session in addition to the inaugural session, extra provision at the rate of Rs 3.50 per other invitees. Total number should be restricted to 75	Full				Full		
59.	To sanction expenditure of lunch for Scientific Panel meetings				<u>All DDGs</u> Cost of lunch should not exceed Rs 25 per head and in exceptional cases of foreign delegates @ Rs 50/- per head							
60.	To sanction honorarium to the Paper Setters in connection with the Junior	9(i)			<u>DDG (Edn)</u> Full, subject to the condition that: (i) Amount of honorarium shall							

1	2	3	4	5	6	7	8	9	10	11	12	13
	Fellowship Examination conducted by the ICAR				(ii) not exceed Rs 150 per question paper The work of setting the question papers has been awarded with the approval of the competent authority							
61.	Write off irrecoverable losses of stores or of public money including loss of stamps not due to negligence									<u>Dy. Secretaries</u> Rs 500 in each case subject to prior concurrence of Finance Division		
62.	Purchase of postage stamps	9(i)								Full		
63.	Purchase of Franks									Full		
64.	Payment of electricity bills in respect of ICAR Staff Qrs and ICAR Bhavan at New Delhi	9(i)								<u>D.S. (Admin.)</u> Full		
65.	Payment of property tax to NDMC/MCD in respect of ICAR Staff Qrs and ICAR Bhavan									Full		

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
66.	Payment of annual repairs and maintenance charges to CPWD in respect of ICAR Colony, ICAR Bhavan, New Delhi, and air conditioning plants provided in Committee Room No. 1, Krishi Bhavan and Auditorium in ICAR Bhavan, New Delhi								<u>D.S. (Admn.)</u> Full			
67.	To sanction honorarium to the members of the Selection Committee in connection with Post Doctoral/ Sr. Fellowship at the approved rates	9(i)							<u>DIG (Edn.)</u> Full			
68.	To sanction honorarium to the Supervisors, Invigilators at the approved rates in connection with the award of Jr. Fellowship Examination	9(i)							<u>-do-</u>			

1	2	3	4	5	6	7	8	9	10	11	12	13
	conducted by the Council											
69.	Sanction for local purchase of stationery in respect of the Council's H.Qrs.						Beyond Rs 25,000 up to Rs 50,000 per annum		<u>DS(A)&DS</u> <u>(GAC)</u> up to Rs 25,000 per annum			
70.	Acceptance of bank guarantee of Nationalised Banks furnished by the private book sellers for purchase of ICAR publications								<u>Dir. (P&I)</u> Up to Rs 2 lakhs			
71.	Sanctioning of honarium to the members of the Judging Committee appointed by the Council for evaluation of the work of the candidates for making selection for awards and prizes instituted by the Council	Full							<u>All Dy. Secretaries</u> Full, subject to the condition: (i) That the rates of honarium have been approved by DG, ICAR (ii) The members of the Judging Committee have been appointed with the approval of the competent authority			
72.	To sanction expenditure of miscellaneous and contingent						As per orders issued specifically		As per the ceiling fixed for various Divisions			

1	2	3	4	5	6	7	8	9	10	11	12	13
	nature (conveyance charges)						for any ADG					
73.	Nomination of the scientists of Council's Institute to Management Committee on behalf of GB	66(a) (6)	Full									
74.	To sanction expenditure for fair typing of the manuscript									Dir (P&I) @ Rs 5 per page of 250 words including cost of stationery in connection with Council's publications as laid down in ICAR O.O. No. 25(7)/90-Pub-II dt. 26.7.1994		
75.	To sanction honorarium to the authors of Council's books at approved rates									Dir (P&I) Full, subject to the condition that the assignment of work to the authors have been approved by the competent authorities and prior concurrence of Finance Divn is obtained		
76.	To frame	Under	Full									

1	2	3	4	5	6	7	8	9	10	11	12	13
	recruitment rules for the posts up to Group C in the Council	Rule 73										
77.	Acceptance of grants from Govt/Semi-Govt organisations	38(b) (10)	Full									
78.	To sanction expenditure on printing of publications of ICAR including periodicals and magazines								Dir. (P&I)	Full, subject to the condition:		
									(i)	That the rates have been approved by the competent authority,		
									(ii)	That the press should be among the ones which have been approved for the purpose by the competent authority for such jobs, and		
									(iii)	issue of sanction will be subject to availability of funds in the budget		
79.	To sanction honorarium for getting the Council's									Full, subject to the condition:		
									(i)	That the names of		

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
	translation work done									translators have been approved by the competent authority; and (ii) That the rates have been approved by the Council from time to time		
80.	To sanction honorarium for evaluation of answer books of the candidates appearing in the Jr. Fellowship Examination conducted by the Council				DDG (Edn.) Full, subject to the condition that: (i) The work of evaluation of answer books has been awarded with the approval of the competent authority; and (ii) The rates have been approved by the competent authority for such work from time to time							
81.	To sanction expenditure towards payment of premium in respect of ICAR Group Insurance Scheme to LIC of India, New Delhi									Dir. (Per.) Full		
82.	To sanction expenditure on						ADG (Edn.) Full, subject			Dir. (P&M) (C.M.D., PC/AM/Dy.		

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
	advertisements through Directorate of Audio & Visual Publicity						to the condition that the decision to get the particular matter advertised has been taken at appropriate levels			<u>Secretaries, DS(GAC)</u> Full, subject to as at col. No.8		
83.	Exercising the powers under Rule 18 of the CCS (Conduct) Rules, 1964					Posts equivalent to the rank of DS & above				<u>DS(A)/DIR (E)</u> Posts up to the rank of US		
84.	To sanction honorarium for getting manuscripts edited and proof read by External Editors/ Proof Readers									<u>Dir. (P&I)</u> Full, subject to the condition that: (i) External Editors/ Proof Readers are on the approved panel of the Council (ii) Rates are approved by the Council from time to time		
85.	Passing of bills for contingent expenditure for which sanction has already been accorded by the Dir (P&I)										Business Manager and all SOs in Pub. Division.	
86.	All cases of revalidation of funds in respect of All-India											Full, subject to the condition that the revalidation does not involve exceeding

DELEGATION OF POWERS

1	2	3	4	5	6	7	8	9	10	11	12	13
	Co-ordinated Research Projects						the sanctioned outlay and that the expenditure does not become infructuous due to the equipment arriving when work is almost done or over					
87.	Sanction of additional grants required to meet extra expenditure on account of revision of pay & allowances in respect of All-India Co-ordinated Research Projects				Full, subject to the condition that the additional liability is met by adjustment from the sanctioned outlay of other Projects of the Division and also subject to intimation of the diversion to ADG (PI & M)		Full, subject to the condition that the additional liability could be met out of the savings in the particular Project					
88.	Sanction of additional fund required due to higher cost of the sanctioned items in respect of All-India Co-ordinated Research Projects						Full, subject to the condition that the amount required is met out of the Project's savings					
89.	The powers of Controlling Officers to have effective control over T.A. claims						All officers & staff working in Scheme Sections	<u>Dir (D)</u> All officers & staff working in Finance		All officers & staff working in Estt. Sections		

1	2	3	4	5	6	7	8	9	10	11	12	13
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Wing,
Dy. Secretaries,
DDGs, Directors
& ADGs at ICAR
H.Qrs will be
their own
Controlling
Officers

90. Signing and
verifying pleadings
on behalf of
Secretary, ICAR
in the Courts of
Law in legal matters

Legal
Adviser

91. To sanction air-
travel to non-
officials attending
the meetings
of the Council

Full

92. Grant of 'No
Objection Certificate'
for obtaining a
private passport for
visiting foreign
countries on private
purposes

Officers
of the rank
of DS/Directors/
ADGs and above
at ICAR H. Qrs
and Directors
of the Institutes

Officers
of other
Institutes
except
the
Directors

Officers of
the ranks of
SO, US,
Scientists and
Sr. Analysts,
etc. at ICAR
H. Qrs and
Officers of
National Instts
(except the Directors)

DS(A)
All officers below
the rank of SO
including Class
IV employees
at ICAR H.Qrs.
and Class III &
IV employees of
ICAR Institutes

DELEGATION OF POWERS

Annexure 1 to Schedule I

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

No. 7-2/77-Estt. I

Dated the 14 March 1977

OFFICE ORDER

With a view to ensure speedy disposal of work at the ICAR Headquarters and to linking accountability and authority at different levels, it is proposed to assign specific powers to the various senior officers at the ICAR Headquarters. The enclosed organisational chart of the ICAR indicates the revised allocation of responsibilities to the DDGs and the Secretary, ICAR.

It would be observed that a number of Institutes and Co-ordinated Projects have been shown under the DDGs. In respect of Institutes and Projects allocated to a DDG, he shall perform the following functions:

1. To assist in the effective working of the Institute through periodic visits to the Institute and discussions with the Director and Staff Members.
2. To help in linking effectively programmes and budget. Since most Institutes are multi-disciplinary in nature, the DDG who has the primary responsibility for ensuring that the investments from Public funds made in the Institute yields a good return in terms of scientific work, may consult other concerned DDGs whenever necessary while taking decisions on technical matters.
3. To serve as the Reporting Officer for the CRs of the Directors of the Institutes.
4. To serve as the Reviewing Officer in respect of CRs of Scientists in S-3 in the Institutes.
5. To issue sanction for creation/continuance of posts.
6. To grant leave of all kinds to scientists other than the Directors.
7. To sanction increments.
8. To grant permission for the sale and disposal of property under Conduct Rules to the Institute and Project staff.
9. To deal with cases of fixation of pay in respect of Institute and Project staff.
10. To grant all kinds of advances, including house-building advance to Institute and Project staff.
11. To grant permission to get honorarium/fees to scientists.
12. To grant permission to scientists to become members of professional agencies/bodies (not commercial organizations).
13. To grant permission to the staff of the Institute for air-travel.

14. To grant permission for taking over/handing over charge at places other than the Headquarters.
15. To grant no demand/no objection certificates.
16. To pass orders regarding accommodation problems of the Institute.
17. To approve Management Committee Proceedings and submit them to DG for information.

The Deputy Secretaries concerned shall submit files relating to these matters to the DDGs concerned and the orders of the DDGs shall be final. However, where any rule or instructions are to be relaxed or discretion to be exercised, the files shall be submitted by the DDG concerned to the DG for his orders, through Secretary, ICAR.

No orders regarding creation/continuance of the posts shall be passed without consultation with the Director (P) and Director (Finance). Similarly, orders regarding financial matters such as grant of advances, honorarium, fees, etc. shall be passed with the previous concurrence of Director (Finance). The Deputy Secretaries shall submit such files to the DDGs in consultation with the Directors concerned.

All other files relating to the functions allocated to the Secretary shall be submitted by the Deputy Secretaries and the Directors to the Secretary, who will, wherever necessary, obtain the orders of the DG.

All matters in respect of IARI, IVRI, NDRI, CIFE and NAARM shall be submitted by the Deputy Secretaries and Directors concerned to the DG for orders through the Secretary in case of administrative matters and through the DDG concerned in case of technical and educational matters. Management Committee Proceedings in respect of these four Institutes shall be submitted to DG by the DDG who represents ICAR Headquarters on the concerned Committee.

Sd/-
(K.P. SINGH)
Secretary, ICAR

Annexure 2 to Schedule I

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

No. 7(2)/94-E. I

Dated 26 October 1994

OFFICE ORDER

In order to improve the quality of servicing of Council's Institute's affairs from the Headquarters and to make the Deputy Directors-General responsible and accountable for successful implementation of research profile of the Institutes, towards fulfilment of their approved mandate, it has been decided to place the Institute's Administration Sections under the concerned Deputy Directors-General.

Organisationally, the Scheme Sections will be linked with the concerned IA Sections at functional level without immediate administrative merger. The Section Officers of the Scheme Sections as well as the concerned IA Sections will submit their papers to the Deputy Secretary/Under Secretary of the SMD who will function as the Branch Officer. In matters of IA Division which call for technical input, the ADGs will be consulted by the DS/US and thereafter matters which cannot be decided at the level of DS/US will be submitted to the concerned DDG for decision. During absence of DDG on leave or tour, the cases will be put up to the senior most ADG in the division. Allocation of Institutes among various SMDs is as per Enclosure 1.

In order to enable them to discharge this function, necessary administrative and financial powers will be re-delegated to them separately. In order to secure a uniformly high level of quality in the process of decision making in various divisions, it will be imperative that the officers concerned will strictly follow rules, instructions, decisions and guidelines as adopted and formulated by the Council from time to time. In grey areas, where policies or guidelines are either not available or not clear, as the case may be, the matter will be placed to the Secretary and/or the DG for decision. The matters in the processing of which input from Personnel Division, Finance Division, Works Division or Hindi Division is required will be referred by the Deputy Secretary/Under Secretary of the SMD to the Dir. (P), Dir. (F), Dir. (W) and Dir. (H), as the case may be, who after giving their contribution will submit the case file to the DDG.

The distribution of work will be as per Enclosure 1. The annual confidential reports of the staff working in Scheme Sections as well as IA Sections will be reported by the Section Officer and reviewed by Deputy Secretary/Under Secretary. The CR of Section Officer of Scheme Section will be reported by Deputy Secretary/Under Secretary and reviewed by the concerned ADG. The CR of Section Officer of IA Section will be reported by Deputy Secretary/Under Secretary and reviewed by DDG. The CR of Deputy Secretary/Under Secretary will be reported by the DDG and reviewed by the DG. In cases where the DS/US is reporting to two or more officers, the senior among them will write the report after consulting others in writing and reviewed by the DG.

Sd/-
SECRETARY

Enclosure 1

Allocation of Institutes Among Various Subject-matter Divisions/ADGs

Institute/NRC/PD	Institute's code	Designation
Agricultural Education	10000	
*NAARM, Hyderabad	11010	ADG-UNDP
Agricultural Engineering	20000	
CIAE, Bhopal	21010	ADG-Engg
CIFHET, Ludhiana	21020	ADG-FE
CIRDOT, Bombay	21030	ADG-FE
ILRI, Ranchi	21040	ADG-FE
JTRL, Calcutta	21050	ADG-FE
Agricultural Extension	30000	
NRC on Women in Agriculture, Bhubaneswar	32010	ADG-Extn
Animal Sciences	40000	
CIRB, Hisar	41020	ADG-AN&P
CIRG, Makhdoom	41030	ADG-AN&P
NIAN&P, Bangalore	41090	ADG-AN&P
NRC, Camel, Bikaner	42030	ADG-AN&P
NRC, Mithun, Jharnapani	42060	ADG-AN&P
NRC, Yak, Dirang	42070	ADG-AN&P
*NDRI, Karnal	41070	ADG-D&APT
NRC, Meat & Meat Products, Izatnagar	42050	ADG-D&APT
*IVRI, Izatnagar	41050	ADG-AH
NRC, Equines, Hisar	42040	ADG-AH
CARI, Izatnagar	41010	ADG-AP&B
CSWRI, Avikanagar	41040	ADG-AP&B
NBAGR, Karnal	41060	ADG-AP&B
NIAG, Karnal	41080	ADG-AP&B
PD, Cattle, Modipuram	43010	ADG-AP&B
PD, Poultry, Hyderabad	43020	ADG-AP&B
IASRI, New Delhi	91020	ADG-ESM
NRC, Agri. Eco. & Policy Res., New Delhi	92010	ADG-ESM

*Guidelines on matters concerning these Institutes which will be decided at the level of DDG & DG to be issued separately.

Enclosure 1 (continued)

Institute/NRC/PD	Institute's code	Designation
Crop Sciences	50000	
CRRI, Cuttack	51030	ADG-FC I
PD, Rice, Hyderabad	53030	ADG-FC I
PD, Wheat, Karnal	53040	ADG-FC I
IGFRI, Jhansi	51060	ADG-FC II
NBPGR, New Delhi	51090	ADG-FC II
VPKAS, Almora	51110	ADG-FC II
NRC, Sorghum, Hyderabad	52050	ADG-FC II
CICR, Nagpur	51010	ADG-CC
CRIJAF, Barrackpore (W. Bengal)	51020	ADG-CC
CTRI, Rajahmundry	51040	ADG-CC
IISR, Lucknow	51080	ADG-CC
SBI, Coimbatore	51100	ADG-CC
*IARI, New Delhi	51050	ADG-PP
NRC, IPM, Faridabad	52010	ADG-E&BC
PD, Biological Control, Bangalore	53010	ADG-E&BC
IIPR, Kanpur	51070	ADG-OS&P
NRC, Groundnut, Junagadh	52030	ADG-OS&P
NRC, Rapeseed, Bharatpur	52040	ADG-OS&P
NRC, Soybean, Indore	52060	ADG-OS&P
PD, Oilseed, Hyderabad	53020	ADG-OS&P
Fisheries Sciences	60000	
CICFRI, Barrackpore	61020	ADG-IN.FY
CIFA, Bhubaneswar	61030	ADG-IN.FY
CIFE, Bombay	61040	ADG-IN.FY
*NRC, Coldwater Fisheries, Haldwani	62010	ADG-IN.FY
CIBA, Madras	61010	ADG-M.FY
CIFT, Cochin	61050	ADG-M.FY
CMFRI, Cochin	61060	ADG-M.FY
NBFGR, Lucknow	61070	ADG-M.FY

*Guidelines on matters concerning these Institutes which will be decided at the level of DDG & DG to be issued separately.

Enclosure 1 (concluded)

Institute/NRC/PD	Institute code	Designation
Horticulture	70000	
CIHNP, Lucknow	71010	ADG-Hort
CITH, Srinagar	71020	ADG-Hort
IHR, Bangalore	71070	ADG-Hort
NRC, Banana, Tiruchirappalli	72020	ADG-Hort
NRC, Citrus, Nagpur	72040	ADG-Hort
NRC, Grapes, Pune	72050	ADG-Hort
CPRI, Shimla	71040	ADG-Veg Crp
CTCRI, Trivandrum	71050	ADG-Veg Crp
NRC, Mushroom, Solan	72070	ADG-Veg Crp
NRC, Onion and Garlic, Nasik	72090	ADG-Veg Crp
NRC, Orchids, Gangtok	72100	ADG-Veg Crp
PD, Vegetables, Varanasi	73010	ADG-Veg Crp
CPCRI, Kasaragod	71030	ADG-PC
ICAR Research Complex, Goa	71060	ADG-PC
NRC, Cashew, Puttur	72030	ADG-PC
NRC, Medicinal & Aromatic Plants, Anand	72060	ADG-PC
NRC, Oilpalm, Pedavegi, West Godawari (AP)	72080	ADG-PC
NRC, Spices, Calicut	72110	ADG-PC
NRC, Arid Horticulture, Hisar	72010	ADG
Soil & Agronomy	80000	
CAZRI, Jodhpur - Rajasthan	81020	ADG-Soils
CS&WCR&TI, Dehradun	81040	ADG-Soils
IISS, Bhopal	81070	ADG-Soils
NBSS&LUP, Nagpur	81080	ADG-Soils
CARI, Port Blair	81010	ADG-Agron
CRIDA, Hyderabad	81030	ADG-Agron
ICAR Complex, NEH, Shillong	81060	ADG-Agron
NRC, Weed Science, Jabalpur	82030	ADG-Agron
PD, Cropping Systems Research, Meerut	83010	ADG-Agron
CSSRI, Karnal, Haryana	81050	ADG-WM
NRC, Water Technology, Bhubaneshwar	82020	ADG-WM
PD, Water Management, Rahuri	83020	ADG-WM
NRC, Agroforestry, Jhansi	82010	ADG-Agrofo

Schedule II

Powers delegated to the Chairman/Secretary of Agricultural Scientists' Recruitment Board (approved by GB at its meeting held on 16 January 1975)

S.No.	Nature of power	Extent of power delegated to	
		The Chairman ASRB	The Secretary ASRB
1.	Expenditure sanction of a miscellaneous & contingent nature	(a) Recurring up to Rs 1,000 per annum in each case	(a) Recurring up to Rs 500 per annum in each case
2.	Sanctioning of advances for authorised contingent expenditure	(b) Non-recurring up to Rs 5,000 in each case	(b) Non-recurring up to Rs 3,000 in each case
3.	Write-off losses	(i) Rs 1,000 in each case of losses of stores or funds of the Society not due to theft, fraud or negligence (ii) Rs 1,000 for other cases in each case	-
4.	Grant of leave to officers and other staff in the service of the ASRB	The powers vested in the Head of Department	Grant of leave to officers corresponding to Classe II Gazetted Officers
5.	Sanction of undertaking of work for which fee is offered and the acceptance of a fee	Full power up to a maximum of Rs 1,200 in each case. In the case of recurring fees the limit applies to the total of recurring payments made to an individual in a year	-
6.	Sanction to the under-	Full power up to a	

S.No.	Nature of power	Extent of power delegated to	
		The Chairman ASRB	The Secretary ASRB
	taking of work for which an honorarium is offered and the grant of acceptance of an honorarium	maximum of Rs 500 in each case. In the case of recurring honoraria this limit applies to the total of recurring payments to be made to an individual in a year	-
7.	Sanctioning of tours	Full in respect of members of ASRB, Secretary and Under Secretary, ASRB PS including himself	Officers of lower rank than Under-Secretary and all staff in non-gazetted scale of pay
8.	Sanctioning of TA advances for approved tours	Same powers as for sanctioning tours	
9.	Passing of bills for pay, TA & other allowances for Headquarters staff	-	Full
10.	Passing of bills for contingent expenditure already sanctioned	-	Full
11.	Passing and countersigning TA bills of non-officials and officials (where TA is payable for meeting convened by ASRB)	-	Full
12.	To sanction air-travel to non-officials/advisers on the selection committees (where TA is payable for meetings convened by ASRB)	Authorised to allow air-travel to non-official advisers subject to the conditions prescribed by ICAR from time to time	

S.No.	Nature of power	Extent of power delegated to	
		The Chairman ASRB	The Secretary ASRB
13.	To sanction road mileage on higher rates to non-official/official advisers (where TA is payable for meeting convened by ASRB)	Full powers in respect of non-official/official advisers on the Selection Committee constituted by the ASRB to the extent permissible in accordance with guidelines contained in ICAR circular No. 10-8/83-Cdn(A&A) dated 13.7.1983 as amended from time to time	
14.	To make payment of honorarium to non-official/official advisers, as per norms followed by the UPSC	Full powers subject to the conditions that the honorarium is paid to the non-official/official advisers on the Selection Committee of the ASRB as per norms and rates prescribed by the ICAR from time to time	
15.	To decide rates of remuneration to paper-setters, evaluators, etc. in connection with exams conducted by ASRB	Full powers provided the rates prescribed do not exceed the rates prescribed by the UPSC for the similar purpose from time to time	
16.	Conveyance hire in respect of employees working in ASRB	Full powers to the extent mentioned in column 4 against item 3 of Schedule V of Govt of India Delegation of Financial Powers Rules 1978	
17.	Local purchase of stationery stores	Up to Rs 10,000 per annum in cases where non-availability has been certified by the concerned Dy Secretary at ICAR Headquarters and provided that the local purchase is made after observing all the rules without making any relaxation/exception	

S.No.	Nature of power	Extent of power delegated to	
		The Chairman ASRB	The Secretary ASRB
		ASRB has since been declared as a separate unit	
18.	Local purchase of rubber stamps, office seals	Full powers	
19.	Hire of type-writers, calculating machines and duplicating machines	Full powers provided non-availability of the machines has been certified by the concerned Dy Secretary at ICAR Headquarters that the machines are not available and the same are hired by strictly following the general or special orders issued by the Council/ Govt. of India from time to time	
20.	Power to sanction reimbursement of 'cancellation charges' on unused (i) railway ticket and (ii) air ticket in respect of official/non-official advisers on the Selection Committee	Full powers subject to observing guidelines/instructions of the Council/ Govt. of India	
21.	Power to incur expenditure of contingent and miscellaneous nature	Full powers subject to observance of instructions of the Council/ Govt. of India on each item of expenditure	
22.	Power to purchase stores	Full powers provided the purchase is made by following the prescribed procedure of the Council/ Govt. of India and all the articles are entered in the stock register as per established procedure	
23.	Engagement of casual labourers	Full powers provided non-availability of casual labourers is certified by the Dy Secretary concerned at ICAR Headquarters	

S.No.	Nature of power	Extent of power delegated to	
		The Chairman ASRB	The Secretary ASRB
		and that necessity, the number of labourers, and the period for their engagement is decided with the approval of the Council	
24.	Power to incur expenditure on serving light refreshment	Full powers subject to conditions that the expenditure is incurred within the rates prescribed by the Council from time to time and that the light refreshment is served in accordance with instructions in vogue from time to time	
25.	Powers to the rate of remuneration of paper-setters, evaluators, etc. in connection with examinations conducted by ASRB	-	Full powers provided the rates have been approved by Chairman, ASRB, and that the work was assigned with the approval of the competent authority
26.	To sanction expenditure on advertisements through Directorate of Audio and Visual Publicity	-	Full subject to the conditions that the decision to get the particular matter advertised has been taken at appropriate levels
27.	To allow non-official members to travel in AC I Class	Full	Delegated by DG ICAR <i>vide</i> O.O. No.6 (2) 91-Cdn (A&A) dt. 19.12.1994

Annexure I to Schedule II

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

F.No. 10(4)/89-Cdn (A&A)

Dated the 15th December 1994

OFFICE ORDER

Considering that operation of Bank Account is necessary for the Agricultural Scientists' Recruitment Board, in view of its functioning and the heavy amount involved, it has been decided with the approval of Director-General, Indian Council of Agricultural Research, that Agricultural Scientists' Recruitment Board would function as a separate accounting unit with effect from 1.1.1995. The unit has to maintain the necessary records such as Cash book, Bank Reconciliation Statement, etc, as required under the rules. Secretary, Agricultural Scientists' Recruitment Board may arrange the distribution of work among different officers/staff. Necessary orders for posting of one Assistant and one Lower Division Clerk as decided in the meeting have already been issued by the Administration. With regard to allocation of budget from the budget allocation made for 1994-95 for the Indian Council of Agricultural Research including Agricultural Scientists' Recruitment Board, separate orders are being issued.

Expost facto approval of Director-General, Indian Council of Agricultural Research, is also conveyed for the opening of a Bank Account and its operation by Agricultural Scientists' Recruitment Board.

Sd/-
(P.K. DUTT)
Section Officer
CDN (A&A) Sec.

Annexure 2 to Schedule II

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

F.No. 6(2)/91-Cdn (A&A)

Dated the 19 December 1994

OFFICE ORDER

Attention is invited to the Council's letter No. 10(4)/89-Cdn (A&A) dated the 13/26th June 1990, under which Rules for TA/DA to officials and non-officials for attending the meetings of the ICAR and its committees etc. were circulated.

In view of the provisions of Bye-law 9(i) of the Bye-laws of the ICAR, the Director-General has been pleased to delegate the powers to the Chairman, Agricultural Scientists' Recruitment Board, to allow the non-official members to travel in AC I Class.

**Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)**

Annexure 3 to Schedule II

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

F.No. 10(4)/91-Cdn (A&A)

Dated the 23 December 1994

OFFICE ORDER

In continuation of this Council's Office Order of even number dated the 15th December 1994 regarding separation of Agricultural Scientists' Recruitment Board for accounting purposes with effect from 1.1.1995, the undersigned is also directed to convey the approval of the competent authority that the work of Scholarships/Fellowships, etc. of the Education Division, which is presently looked after by Assistant Finance & Accounts Officer, Agricultural Scientists' Recruitment Board, will be looked after by the Finance & Accounts Officer, National Agricultural Research Project, Krishi Anusandhan Bhavan, with effect from 1.1.1995.

Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)

Schedule III

Powers* delegated to the Directors of Research Institutes/Laboratories (vide ICAR letter No. F. 11(4)/75-Cdn (A&A) dt. 1.4.1977 (Appendix I) and modified vide Order No. 6-2/90-Cdn (A&A), dt. 4.2.1993, 28.5.1993 and 29.3.1994, OO No. 6-3/92-Cdn (A&A) dt. 28.7.1992]

S. No.	Nature of power	Extent of power	Remarks
1	2	3	4
I Powers under Fundamental Rules and Supplementary Rules:			
1.	Grant of special pay to LDC/UDC/Astt. appointed to perform the duties of Cashier	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 Finance, and rates prescribed for the purpose from time to time	
2.	Power to dispense with medical certificate of fitness before appointment to Council's Service in individual cases (FR 10)	Full powers in the case of employees for whom Director is the appointing authority	
3.	Power to suspend a lien (FR 14)	Full powers, provided the Director is authorised to make appointment to the post on which the lien is held	

* The powers will also be exercised by the following:-

- (i) Project Director, ICAR Research Complex for NEH Region, Shillong.
- (ii) Project Director for All-India Co-ordinated Research Project for Dryland Agriculture, Amberpet, Hyderabad.
- (iii) Project Director for All-India Co-ordinated Rice Improvement Project, Hyderabad.
- (iv) OSD, Central Staff College for Agriculture, Hyderabad.

1	2	3	4
4.	Power to transfer a lien (FR 14-B)	Full powers; provided that he is authorised to make appointments to both the posts concerned	
5.	Power to transfer an employee from one post to another (FR 15)	Full	
6.	Power to fix the pay and allowances of a Council's servant treated as on duty (FR 20)	Full powers for all employees posted at the Institute unless otherwise directed irrespective of the fact whether Director is empowered to make substantive appointment to the post or not subject to following GOI/ICAR instructions issued from time to time	
7.	Power to sanction annual increments (FR 24)	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of the competent authority is necessary.	
8.	Power to allow an employee to draw increment next above the Efficiency Bar (FR 25)	The increment next above the EB will also be released after the sanction of the competent authority	
9.	Power to allow an employee to count extraordinary leave for increments (FR 26)	Full in cases where Director is the competent authority to sanction extraordinary leave (order dt 30.1.87)	
10.	Power to grant premature increment on a time scale of pay (FR 27)	Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only, provided appointment is to the post created under own powers	

1	2	3	4
11.	Power to reduce the pay of an officiating employec (FR 35)	Full powers if he is empowered to make an officiating appointment in the post concerned	
12.	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 46(b))	Full power up to a maximum of Rs 2,500 in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year (order dt 30.1.87)	
13.	Power to appoint a Council's employee to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory allowance to be drawn (FR 49)	Full powers provided he is empowered to appoint a Council's servant permanently to each of the posts concerned	
14.	Power to retain a Council's employee other than ministerial servants, in service after the age of 58 years (FR 56(a))	Full powers in the case of employees of non-Gazetted status provided the extensions are limited to the period of one year at a time. This is subject to orders issued by Ministry of Home Affairs from time to time	The powers delegated against items 14, 15 & 16 will be exercised subject to observance of the procedure and restrictions contained in Govt. of India, Min. of Home Affairs O.M.No. 26/11/68-Esst. (B) dated 17.6.69 and such other restrictions as are imposed from time to time
15.	Power to require a medical certificate of fitness before	Full, if he is empowered to grant leave	

1	2	3	4
	return from leave (FR 71)		
16.	Power to sanction casual leave	Full, including for himself	
17.	Power to sanction Earned Leave (SR 206 & 208)	Full powers to grant leave including special disability leave, excepting for himself provided no officiating arrangements are involved in respect of posts which the Director 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) (Order dt. 4.2.93)	
18.	Power to extend leave (FR 73)	Full powers, provided the original leave was sanc- tioned by the Director and the employee on his return will be under his adminis- trative control.	
19.	Power to sanction transfer to foreign service in India (FR 110(c))	Full powers in the case of employees for whom Director is the appointing authority	
20.	Power to fix pay in foreign service	Full powers subject to observance of rules and orders issued by Ministry of Finance/Home Affairs	
21.	Power to sanction the undertaking of work for which a	Up to a maximum of Rs 2,500 in each case except in their own	Subject to the conditions laid down (SR 11 & 12)

1	2	3	4
	fee is offered and the acceptance of fee (SR 11)	cases for which Council's approval is necessary. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year	
	22. Power to decide the shortest of two or more routes (SR 30(b))	Full powers for journeys within their jurisdiction	
	23. Power to allow mileage allowance to be calculated by a 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	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
	24. Power to decide in cases of doubt or hardship, the class of steamer accommodation to which a Council's employee is entitled (SR 42)	Full	
	25. Power to sanction travel by air (SR 48(b) (ii))	The Directors of IARI, IVRI and NDRI and deemed universities will have full power. The Director of other Institutes will have power in respect of tour journeys on the routes for which general permission is granted by orders issued by Govt. from time to time. This power may be	

1	2	3	4
		exercised in respect of the officers of the grade for whom the general permission is given Order dt. 4.2.93 No. 6-2/90 Cdn (A&A)	
26.	Power to sanction of refund of cancellation charges on air ticket (including himself)	Full, subject to the conditions mentioned in Govt. of India/Min. of Finance OM No. 19028/5/76 E IV- (B) dt. 21.1.77, ICAR order dt. 30.1.87	
27.	Power to prescribe Headquarters of the Council's employees (SR 59)	Full powers	
28.	Power to define the limits of Council's employees' sphere of duty (SR 60)	Full powers	
29.	Power to decide whether a particular absence is absence on duty (SR 62)	Full powers	
30.	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
31.	Power to grant exemptions from the rule limiting a halt on tour to 10 days (SR 73)	Full to the extent and subject to the conditions prescribed by Govt. of India/ ICAR from time to time	
32.	Power to allow the actual cost of maintaining a camp during a	Full powers	

1	2	3	4
	sudden journey away from it (SR 79)		
33.	Power to prescribe the scale of camp equipment, etc. to be carried by Council's employee allowed to recover the actual cost of the first or last journey of an extensive tour (SR 80)	Full powers	
34.	Power to permit the recovery of the actual cost of conveying camp equipment, etc. and to limit the number or weight (SR 81(a) & (b))	Full powers	
35.	Power to permit the recovery of the actual cost of the conveying camp equipment between places connected by road only (SR 81(c))	Full powers	
36.	Power to permit the recovery of the actual cost of maintaining camp equipment during a halt at or near Headquarters (SR 91)	Full powers	
37.	Power to allow free passage to a person joining a post by sea (SR 108)	Full powers in case of the persons appointed by the Director	
38.	Power to extend the time limits of six months and one month within which the members of the	Full powers	

1	2	3	4
	family of Council's employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116(b) (iii))		
39.	Power to prescribe the scale of tents to be carried at Council's expense on transfer (SR 116 (c))	Full powers	
40.	Power to sanction halts at hill stations in excess of 10 days and of intimating that the Council's employee was required/ permitted to stay on duty/ during holidays (Proviso (a) & (b) to SR128)	Power up to a limit of 30 days subject to any general or special orders issued by the Govt. of India, Ministry of Finance from time to time	
41.	Power to disallow TA for journey to attend an obligatory examination if the Director considers that the candidate has culpably neglected the duty of preparing for it (Proviso to SR 130)	Full powers	
42.	Power to permit recovery of TA 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	
43.	Power to sanction TA as for a journey on tour to a Govt. servant who is required while on leave in India to perform	Full powers, provided TA may not be granted for a journey while proceeding on leave or while	

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	any Council's/public duty at a place other than one where he is spending his leave (SR 135)	returning from leave	
44.	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	
45. (a)	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 Govt. of India, Ministry of Finance Memo. No. F.(71) Estt.III/60 dated 2.12.60 as modified from time to time	
	(b) Power to decide the rates of TA 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 Govt. of India/ ICAR from time to time	In the case of Directors themselves, the power will be exercised by DG, ICAR
46.	Power to fix amount of hire charges when a Council's employee is provided with means of locomotion at the expense of Central/ State/Public Sector Undertaking, etc. but pay all cost of its use or propulsion (SR 183)	Full powers	
47.	Power to declare who should be controlling officers (SR 191)	Full powers, provided that the Director may not declare a Council's employee	

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		to be his own controlling officer	
48.	Power to make rules for the guidance of controlling officers (SR 195) (e)	Full powers	
49.	Power to waive proviso (a) to S.R. 209 and to authorise departure from SR 211 (SR 210 & 211)	Full powers	
50.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of and employee of non-gazetted status to return to duty (SR 213)	Full powers	
51.	Power to grant leave to a Council's employee in respect of whom Medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty (SR 233)	Full powers where the Directors are empowered to grant leave	The enhanced powers will be exercised by the Directors with the concurrence of the Managing Committee
52.	Power to grant maternity leave (SR 267)	Full powers subject to provisions of SR267	
53.	Power to grant hospital leave (SR 269)	Full powers	
54.	Power to permit the calculation of joining time by a route other than that which trav-	Full powers	

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	<p>llers ordinarily use (SR 296)</p>		
	<p>55. Power to extend joining time on certain conditions within a maximum of 30 days (SR302)</p>	<p>Full powers</p>	
	<p>56. To sanction tour programme and counter-signature of TA bills</p>	<p>Full powers for all including self. Only the tour programme of the Directors should be sent to DG, DDG and Secretary, ICAR, by name. Normally tour should be arranged within their jurisdiction</p>	
	<p>57. Power to sanction reimbursement of cancellation charges on unused railway tickets</p>	<p>Full powers</p>	
	<p>58. Authorising a Council employee to proceed on duty to any part of India.</p>	<p>Full powers</p>	
	<p>59. Powers to abolish a post</p>	<p>Full in respect of posts for which Director has power for creation</p>	
	<p>60. Power to make appointments</p>	<p>Full in respect of Group C and D posts. In respect of Group B posts subject to the approval of the appointment by the Selection Committee to be appointed for the purpose</p>	<p>The power is subject to the Recruitment Rules and the Bye-laws of the ICAR and also subject to the availability of such posts</p>

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61.	Power to make officiating appointment to a vacant post (including those in continuous chain of vacancies) each of one month or more	Full. To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the Council from time to time	
62.	Power to make ad-hoc appointments	Up to one year	Council wide letter No. 10-38/79 Per. IV dt. 28.1.80 has issued further instructions that no appointments on ad-hoc basis should be made by the Director of the Institute. Ad-hoc appointments can be made only with prior approval of the Council. (vide O/O No. 6-2/90-Cdn (A&A) dt. 28.5.93)
63.	Disciplinary powers	According to Classification Control and Appeal Rules 1965 as applicable to ICAR	
II Power under Delegation of Financial Powers Rules 1978 & General Financial Rules as amended from time to time			
64.	Re-appropriation of funds	Full powers within the heads specified in the Budget Book subject to: i) General restrictions and Rule 8 of Delegation of Financial Power Rules 1978 (ii) No re-appropriation shall be made to augment the provision under such heads of accounts where a	Subject to Bye-Laws of the ICAR

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		<p>maximum limit of power has been prescribed</p> <p>iii) Re-appropriation of funds from one head of account to another head of account as mentioned in the Budget Book would require the approval of Institute Management Committee</p> <p>iv) Power for re-appropriation of funds from Plan to Non-Plan and vice versa would require the approval of DG/ Secretary, DARE</p> <p>Note 1: Re-appropriation of funds to augment the provisions of TA is not permitted.</p> <p>Note 2: Re-appropriation of funds from the head Salary to any other head of account is not permitted w.e.f. 1.4.1995 [OM F. 1(ii) E II (A)/94 dt. 24.2.1995 of MOF (DOE)].</p> <p>Note 3: Funds shall not be re-appropriated to meet expenditure which has not been sanctioned by an authority competent to sanction it. Funds shall not be re-appropriated to meet expenditure on a new service, not contemplated in the budget of the Institute. The power will further be subject to observance of the other instructions issued by the Govt. of India/ Council from time to time on the subject (O.O. dated 30.1.87</p>	

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		and No. 6-5/86-Cdn (A&A) dt. 4.2.92	
	65. Power to incur contingent expenditure in general		Powers under item 65 and sub items (I) to (XXV) thereunder 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 re-appropriation within sanctioned budget, (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 dt. 4.2.93) (Also see Annexure 9 to this Schedule).
	i) Bicycle	Full	The supplies shall be obtained through DGS&D or against the rate contract where practicable and/or economical, provided budget provision exists for the purchase
	ii) Conveyance hire	To the extent mentioned in Column (4) against item 3 of Schedule V of DFP Rules 1978 (item 3 of Annexure to Schedule V of DFP Rules 1978)	

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iii)	Electricity, gas and water charges	Full	
iv)	Fixtures and furniture purchase and repairs	Full	Subject to provision of funds and observance of the required rules and procedures
v)	(a) Freight charges	Full	
	(b) Demurrage/ wharfage charges	Full powers (each case exceeding Rs 1,000 should be reported to the Council)	Expenditure on air-lifting of stores should be resorted to only in rare cases of extreme urgency. In order to see that this condition is not violated reasons for air-lifting of stores should specifically be recorded and a periodical return sent to the Council every six months in September and March (ICAR O.M.No. 4(2)/69 Reorgan (F&A)/Cdn (A&A) dated 29.5.70)
vi)	Hire of office furniture, electric fans, heaters, table fans, coolers, clocks and call-bells	Full	
vii)	Legal charges for law suits to which Council is a party	(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 Annexure to Schedule V of DFP Rules	Legal advice may be obtained in advance
	a)		
	Fees to barristers, pleaders, arbitrators		

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	and umpires	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	
viii)	Maintenance, upkeep and repairs of motor vehicles	Full	
ix)	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
x)	Petty works and repairs	Rs 3 lakhs in each case	
a)	Execution of petty works and special repairs to buildings owned by Council/ Institute including sanitary fittings, water supply and electric installations in such buildings and repairs to such installations		The Director will have power to execute original works and special repairs from any agency of their choice even in places where CPWD has its own formations but subject to the conditions and guidelines prescribed by the GOI/Council from time to time.
b)	Maintenance and ordinary repairs of office buildings and staff quarters, etc.	Full	Subject to the condition that the cost of such repairs should be limited to the percentage fixed by CPWD from time to time

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c)	Repairs and alterations to hired and requisitioned buildings	Rs 5,000 per annum non-recurring and Rs 1,000 per annum recurring	Such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released the Council/ Institute should have the right to remove any installation or material added to the building
xi)	Posts and Telegraphs charges including commission on Money Orders, etc.	Full	
xii)	Printing and binding	Full powers subject to the availability of funds in the sanctioned budget for printing of annual reports and other publications	
xiii)	Purchase of books, periodicals and official publications	Full	Subject to any limitations prescribed by the Council
xiv)	Rent for ordinary office accommodation	Rs 30,000 p.a. at Bombay, Calcutta and Madras. Rs 24,000 p.a. at other places (vide order dt. 12.9.83)	(i) Assistance of appropriate local authority such as the PWD or Rent Control Authority may be taken and a certificate of reasonableness of rent obtained before fixing rate (ii) Private accommodation should normally be hired for office/ laboratory purposes only (iii) Out houses, if any, which form the part of accommodation hired

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			<p>should be utilized for storage of stationery, forms, old records or for any other appropriate purpose. Where this is not possible these should be let out to Class IV staff and rent recovered from them under the rules in force</p> <p>(iv) Accommodation should not be hired for a period exceeding 5 years at a time</p> <p>(v) Lease deeds should be got executed in respect of hired building</p>
	xv) Repairs to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.	Full	
	xvi) Staff paid from contingencies	Full	Remuneration of such staff should be regulated in accordance with general or special orders issued on this behalf
	xvii) a) Local purchase of stationery stores	<u>In case of IARI, IVRI, NDRI and deemed Universities.</u> Full powers for local purchase on account of delay or/ and non-supply of stationery stores by Chief Controller of Printing and Stationery, Govt. of India, subject to availability of funds and also, observance of the prescribed procedure	Subject to availability of funds for this purpose.

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		<u>In case of other Institutes.</u> Full powers on the lines delegated to the National Institutes and on same conditions (<i>vide</i> O.O. No. 6-2/90- Cdn (A&A) dt. 29.3.94)	
	b) Local purchase of rubber stamps and office seals	Full	
xviii)	a) Purchase of working stores, chemicals, tools, plants and equipments, insecticides, fertilizers etc.	Full	Subject to availability of budget provision and approval of equipments in the EFC etc.
	b) Stores required for works	The administrative approval of a Competent Authority for execution of works carries with it the sanction of incurring expenditure on purchase of stores required for the work	
xix)	Supply of uniforms, badges and other articles of clothing etc. and washing allowance	Full	The issue of uniforms and payment of washing allowance should be regulated in accordance with the Rules and Orders issued by Ministry of Home Affairs/Fin./ICAR from time to time
xx)	Telephone charges	Full powers, subject to observance of restrictions in col. IV of Annexure to Schedule V of DFP Rules, 1978 as	

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		<p>amended from time to time and those contained in M.O.F.O.M. No. 16(6)-E (Coord)/67 dt. 9.8.67 and 6.11.68 and such other orders as are issued from time to time. The powers do not include installation of new telephones (<i>vide</i> O.O. dt. 30.1.87)</p>	
	xxi) Typewriters, calculating machines	Full	Subject to general or special orders issued by the Council from time to time
	xxii) Indents, contracts and purchase (Rule 13 of DFP Rules, 1978)	<p>i) Full powers to place indents on the Chief Controller of Printing and Stationery, DGS & D and other Central/State Govt./Autonomous organisations as predeposit parties for procurement of working stores, equipment tools, plants, insecticides, fertilisers, chemicals etc.</p>	
		<p><u>In case of IARI, IVRI, NAARM, NDRI and deemed Universities</u></p>	
		<p>ii) Full powers to sanction expenditure in case of miscellaneous contracts such as handling contracts, leases etc. subject to the conditions that the amount of expenditure/income involved does not exceed Rs 100,000 in each case. (<i>vide</i> O.O. dt. 4.2.93)</p>	
		<p><u>In case of other Institutes</u></p>	
		<p>iii) Full powers to sanction expenditure in case of miscellaneous contracts such as handling contracts, leases etc.</p>	

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		subject to the conditions that the amount of expenditure/ income involved does not exceed Rs 50,000 in each case subject to procedures and guideline issued by Govt. of India/ICAR from time to time	
	xxiii) Advertisement charges	Up to the limit of budget provision	
	xxiv)a) Writing off losses	Up to 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 Schl. 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
	b) Deficiency and depreciation in the value of stores	Up to a value of Rs 2,500 in each case	
	c) Declaration and disposal of obsolete, surplus and unserviceable 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 Finance/ICAR from time to time in general or for particular class of stores	Enhanced from Rs 5,000 (<i>vide</i> O.O. dt. 4.8.83)
	xxv) Storing of potato seed material	Full	To Director, CPRI only (<i>vide</i> ICAR letter No. 24-58/77-E.E V dt. 6.10.77)
	66. Power to declare any Group 'A' or Group 'B' Officer to be Head of an Office for the purpose of relevant Rules or Drawing and Disbursing Officer <i>vide</i> Rule 10-A of DFP Rule, 1978	Full	It is not permissible to declare more than one officer as Head of Office in respect of same establishment unless the two establishments are distinctly separate from one another

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67.	Expenditure on entertainment and light refreshment	Up to Rs 5,000 per annum in respect of all the Institutes subject to 3.50 per head	Subject to restrictions laid down by the Min./Council from time to time
68.	Alteration of date of birth in respect of staff equivalent to non-gazetted staff (Rule 79 <i>ibid</i>)	Full, in case of a bonafide clerical error	
69.	Power to relax the age limit for initial appointment to posts for which Director is the appointing authority (Section I-Appendix 3 or FR and SR Vol. II)	Full, subject to orders issued by Ministry of Home Affairs	See items 1 in Schedule VI also.
70.	Investigation of arrear claims (Rules 82 to 88 of GFR)	Up to six years of its becoming due	Powers may be exercised subject to provisions of the GFR and orders issued by the Govt. of India/Council from time to time
71.	Grant of permanent advances/cash Imprest (Rules 90 of GFR)	Full, subject to the procedure for regulating cash imprest circulated <i>vide</i> Council's letter No. 1(11)/68-A/cs. II dated 5.4.68 as amended/supplemented from time to time	
72.	To execute contracts, Deeds, and other instruments for and on behalf of the ICAR	Powers as delegated <i>vide</i> Council's Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
73.	Form of surety bond to be executed by a Council servant handling cash, stores etc. acceptance thereof	Powers as delegated <i>vide</i> Council's Office Order No. 4(7)/68-Reorgn (F&A) dated 23.11.68	
74.	Grants-in-aid to Staff Clubs etc. (GI decision No. 1 below GFR 153)	Full	The rate of grants-in-aid will be in accordance with the orders/instructions of the Govt. of India

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			issued from time to time (<i>vide</i> O.O. dt. 4.2.93)
75.	Power to accord administrative approval of works	Up to Rs 1,000,000 subject to the conditions that: i) Provision exists in the budget for the items of work, and ii) Plans and estimates are approved by competent authority, i.e. Director (Works) iii) Prior approval of Management Committees wherever necessary is obtained (<i>vide</i> O.O. dt. 15.4.88)	
76.	Grant of advances for purchase of conveyance (Rules 191, 210, 211 and 214 of GFRs)	Full powers to grant advances excepting himself and subject to the conditions laid down in the GFRs and availability of funds	
77.	Extension of number of instalments up to 25 for repayment of cycle advances (Proviso (ii) to GFR 212)	Full	
78.	Grant of advances for purchases of warm clothing and table fan (GFR 216, 221(A))	Full	Subject to the provisions of GFRs
79.	Grant of advance of pay and TA on transfer (GFR 222)	Full	Subject to the provisions of Rules 223 to 226 of the GFRs
80.	Grant of advances in connection with tours (GFRs 231 to 232)	Full	Subject to the provisions of GFR 231 to 234

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81.	Grant of advance in connection with leave travel concession	Full	Subject to the provisions of GFR 235
82.	Grant of advances in connection with festivals	Full	Subject to GFR 236 to 245
83.	Grant of advances in connection with natural calamities	Full	Subject to the provisions of Rules 247 to 252 GFRs
84.	Advances in connection with law suits to which Council is a party	Full	Subject to the provisions of GFR 256-257 and Legal Advice being obtained in advance
85.	Advances to employees for various deptt. purposes	To the extent the Director is competent to sanction expenditure for the purpose	Subject to GFR 258
86.	Grant of temporary advances including special advances from Provident Fund	Full powers except for self. In case of Director, the Secretary, ICAR is the competent authority to sanction GP Fund advance/ final withdrawal for special reasons	Asadmissible under GPFRules/ CPF Rules
87.	Advance payment to: (i) Firms with whom annual contracts for servicing of air conditioners, water coolers, typewriters etc. are entered into. (ii) Firms including Central/State Govts, Govt.-run organization for supply of stores	A) <u>In respect of Govt. Departments, Govt-run organisations.</u> Full powers B) <u>In case of others.</u> Up to a maximum limit of Rs 25,000 subject to the fulfilment of conditions laid down in M.O. Fin. Memo. No.F. 11(11)- E. II(A)/68 dated 20.12.68. as amended from time to time	Vide order dt 30.1.87
88.	Grant of advance in lieu of leave salary (GFR 259-261)	Full	Subject to provisions of GFR 259-261

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89.	Grant of House Building Advances	Full, subject to availability of fund and fulfilment of all the conditions prescribed under the HBA Rules (<i>vide</i> O.O. dt. 30.1.1987)	Vetting of documents to be done at the institute and in case of doubt loan document ought to be verified by the legal cell of ICAR HQ.
90.	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 powers including gazetted status employees also after following Govt. of India instructions issued from time to time	<i>vide</i> O.O. dt. 4.2.93
91.	Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules, 1944 including counter signature of medical bills	Full, Directors will exercise the powers of Controlling Officer/ Head of Deptt. in respect of officers/staff under his administrative control for the purpose of Central Services (Medical Attendance) Rules, 1944 as applicable to the Council's employees	Director can countersign his own medical bills provided the claim is covered by Rules and Orders on the subject. As regards reimbursement of medical expenses in relaxation of Medical Attendance Rules, he may not exercise the power in his own case
92.	Grant of concession to persons proceeding to Pasteur Institute for Antirabic treatment	Full, as admissible under Rules	
93.	Sale and transfer of motor vehicles purchased with the advance from the Council	Full, subject to the provisions of GFRs 194-195 and 199-205	
94.	Control of staff cars and vehicles etc. of the Institute	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, Director will exercise the powers of a Head of Deptt.)
95.	Grant of leave travel concession	Director will exercise full powers of Head of Deptt./ Controlling Officer for the purpose of application of Leave	

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		Travel Concession Rules to officers/staff under his administrative control except Director himself	
96.	Final withdrawal including part final withdrawals from Provident Fund	Full, except for Director himself subject to GPF/CPF Rules and Orders issued from time to time	
97.	Sanction of pension to Council's employees provisionally	Full, in respect of officers/staff retiring from a post irrespective of whether the Director is competent to fill the post vacated by the retiring officer/staff, except for himself provided Govt. of India instructions issued from time to time are followed	<i>vide</i> O.O. dt. 4.2.93
98.	Participation in exhibitions and demonstrations of research activity	<u>In case of IARI, IVRI, NDRI and deemed Universities</u> up to Rs 5,000 in each case <u>In case of other Institutes</u> Up to Rs 1,500 in each case	Subject to budgetary provision and availability of funds
99.	Sale of produce	Full by tender and/or auction as may be considered convenient and to the best advantage of the Council subject to: i) Disposal by single tender or negotiation up to a ceiling limit of Rs 5,000 in each case ii) Report to DG at the end of season of quantities produced/ disposed of and prices obtained. Subject also to the conditions that sale will be regulated as per General or Special Orders issued by the Council	Subject to observance of the procedure outlined in ICAR letter No. 8(9)/69-Reorgn (F&A) Cdn (A&A) dated 15.10.1975 (Annexed)
100.	Fixation and revision of rates for service rendered by Institute to outside	Full	

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	Institutes and parties of bullock carts, threshers etc.		
101.	Power to fix rates of seeds, plants and other products of the Institute	Full, the fixation of rates may be done on the recommendations of a Committee to be constituted by the Director for the purpose. The Committee may take into account among other factors, previous years rates, market rates etc. and general or special Orders, if any, issued by the Govt. of India/ICAR	
102.	Power to fix the rent for auditorium and community centres etc.	Full	
103.	Power to declare specific Scientific and Technical posts as outside the purview of the Reservation Orders	Subject to Council's Office Order No. 2-40/66-Reorgn (Admn) dated 11.2.70 and orders/instructions issued by Govt. of India/ICAR on the subject from time to time	
104.	De-reservation of temporary posts on the ground of non-availability of candidates of reserved community	-do-	
105.	Permission to officers to attend conferences connected with agricultural matter	Full	
106.	Power to send samples of products or of culture or of organism free of charge to other Institutes	Full	

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107.	Grant of overtime allowance	Full, subject to conditions laid by the Govt. of India/ICAR from time to time and subject to budgetary limits	
108.	Power to sanction expenditure on insurance		
	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	Subject to instruction in Council letter No. 5(9)/68-Reorgn (F&A) dated 11.10.1968 modified from time to time
	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 the provisions contained in Council's letter No. 15(2)/69-Reorgn (F&A) dated 27.10.1969 modified from time to time.
109.	Power to sanction expenditure on part-time lectures	In case of IARI, IVRI, NDRI, IASRI, CIFE and NAARM only	Order dt. 4.2.93
		Full in respect of lectures in foreign languages to Ph.D. students (order dt. 4.2.93)	
110.	To sanction study and educational tours of PG students	Full for Directors, IARI, IVRI, NDRI, IASRI, CIFE and NAARM only.	Order dt. 4.2.93
111.	Sanction of IARI Fellowships to M.Sc. and Ph.D students	Full for Director, IARI	
112.	Creation of special posts for the University side such	Full for Directors IARI, IVRI, NDRI, CIFE and NAARM,	

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	as Warden, Prefects, Hostel staff, Mess staff, etc.	IASRI in respect of Trainees' Hostel only subject to compliance with instructions on creating post issued by Govt. of India/ICAR from time to time (order dt 4.2.93)	
113.	Sanction of IASRI Fellowship to the trainees of various courses at IASRI	Full for Director, IASRI only	Subject to the budget provision and usual conditions
114.	Permission for availing of facilities for the use of the computer centre	Full for Director, IASRI only	
115.	Maintenance of Electronic Computer and the Computer Laboratory	Full for Director, IASRI, IARI, IVRI, NDRI, CIFE, NAARM only. To purchase stores, equipment and other material required for maintenance up to a limit of Rs 50,000 in each case. In the case of other institutes up to Rs 25,000 in each case	Subject to availability of funds in the sanctioned budget.
116.	Powers for sanctioning cost of repairs and drydocking hire charges	To Directors CIFT, CMFRI and CIFE. <u>For vessels 15 NRT and above, Rs 50,000 in each case</u>	Subject to the condition that essentiality of repairs and its satisfactory completion by a recognised workshop is certified by the Mercantile Marine Departments
117.	Grant of "No Objection Certificate" for obtaining a private passport for visiting foreign countries on private purpose	Full, excepting himself after obtaining vigilance clearance subject to the observations of the conditions laid down in letter No. 7-10/82-ICI dt. 16.7.82	
118.	Extension of joining time in the case of employees of CARI, Port Blair, while proceeding on leave or returning from leave in cases of enforced halts at	Full to the Director, CARI, Port Blair	

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	Calcutta/Madras on delayed sailing of the ship		
119.	To sanction air-travel between Port Blair and Calcutta or between Port Blair and Madras to Group A, B, & Officers of CARI, Port Blair, while availing LTC/Free Sea Passage	Full to the Director, CARI, Port Blair	
120.	Grant of leave ex-India to Officers/ Scientists	Full, subject to the conditions laid down in the Min. of Finance O.M.No. 19036/7/75-E. IV (B) dt. 5.8.76	
121.	Purchase of vehicle in replacement of the condemned vehicle	As per O.O. No. 6(3)/92 Cdn (A&A) dt. 28.7.92 (attached as an annexure)	
122.	Norms of expenditure to be followed on holding of Workshops, Symposia, Conference etc.	POL Rs 40 per delegate, stationery Rs 40 per head including honorarium to the typist	This will be the maximum limit and also subject to availability of sanctioned budget provision and the economy instructions of the Govt. of India/Council issued from time to time. The other terms and conditions mentioned in O.O No. 20-9/81 Cdn. (A&A) dt. 27.5.82 will continue to be followed except that expenditure on refreshment would be at the rate of Rs 3.50 per head per session. (vide O.O No. 6-2/90 Cdn (A&A) dt. 29.3.94)

Annexure 1 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

F.No. 6(3)/92-Cdn (A&A)

Dated the 28th July 1992

OFFICE ORDER

The question of delegation of powers to the Directors of Research Institutes for the purchase of vehicle in replacement of the condemned vehicle had been under consideration at Headquarters for some time past. The Director-General, Indian Council of Agricultural Research, is now pleased to delegate the powers for the purchase of vehicles in replacement of the condemned vehicle to the Directors of ICAR Research Institutes/Project Directorates/National Research Centres subject to the following conditions apart from Government of India's instructions issued from time to time.

1. Approval of the condemnation of the vehicle by the Institute Management Committee be obtained in each case;
2. The vehicle to be purchased is to replace a condemned vehicle which would have been acquired initially after obtaining due sanctions;
3. The type of vehicle to be purchased is to be the same as the one which has been condemned;
4. There should be a specific provision in the Budget for the purchase of vehicle as replacement;
5. The fund should be available during the financial year.

Sd/-

Director (Finance)

Annexure 2 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

F. No. 18-7/83-Cdn. (A&A)

Dated the 4th August 1983

To

The Directors of all Research Institutes

Subject:- Enhancement of delegation of powers to Directors of the Research Institutes

Sir,

I am to say that with a view to speeding up procurement of stores required at the Research Institutes, the Council has been considering enhancement of powers of the Directors of the Research Institutes for some time past. It has now been decided to delegate enhanced powers to the Directors of Research Institutes as indicated below:

1. Local purchase of stationery stores

Up to Rs 50,000 per annum in cases of delay or/and non-supply of stationery stores by Chief Controller of Printing and Stationery, Govt. of India, subject to availability of funds and that requirement of stationery is assessed by the Institute as per the yardsticks laid down by Chief Controller of Printing and Stationery from time to time

This is applicable in case of Institutes other than IARI, IVRI and NDRI

Direct cash purchase of spare parts without inviting quotations in emergency cases, breakdown of equipment machinery, vehicles (other than staff car), Research Vessels where in the absence of immediate replacement of spare parts, the result of research experiment will be lost or production will be lost or the vehicles will be stranded

Up to Rs 2,000 on each occasion subject to the conditions that the purchase is made from the local market through Purchase Committee in which the Accounts Officer should essentially be one of the members

Declaration and disposal of obsolete surplus and unserviceable stores

By public auction up to Rs 25,000 in each case subject to the provision of General Financial Rules, Govt. of India, Delegation of Powers Rules 1978 and orders issued by Min. of Fin./ICAR from time to time in general or for particular class of stores

2. The following clarifications/instructions on the stores purchase procedure are also issued

i) Purchase by inviting tender from a single firm

Single tender system would arise only in cases of articles which are specifically of a proprietary nature, i.e. produced by only one firm. In each such case prior written approval of Director should be obtained besides ensuring that exact definition of proprietary nature of item is adopted as per the practice prevalent in the DGS&D

ii) Purchase through negotiations

Only in cases where open tenders have been invited negotiations, if found necessary, should be held in the presence of the Members of the Purchase Committee with all the tenderers who should be asked to bring down the rates to the desired level. Such negotiations should be conducted in such a manner that reduced rates quoted by a tenderer are kept confidential from other tenderers

iii) Purchase by visiting the market

The purchase of stores by a Committee by visiting the market is not permissible under the rules. However in exceptional cases like: (i) emergent purchases mentioned in paras 1,2 above, and (ii) purchase of livestock or any other item of similar nature where it is certified that purchase through quotation/tenders is not possible, the purchase may be made by deputing the Purchase Committee. Such a certificate should be given by an officer at a senior level who will be held responsible for the correctness of the same. For conducting such purchases the said Committee will invariably associate one officer representing the State Govt. or Agricultural University of the State where the purchase is made or a Sister Institute other than the one for which purchase is intended

iv) Cash payment where the purchase is made by Purchase Committee by visiting

The payment through Purchase Committee in case of direct purchases should be made through cheques or bank draft as far as possible. However, where cash payment is unavoidable receipt should be obtained from the party concerned and counter signed by all the Members

of the Purchase Committee including representative of State Government/Agricultural University, etc.

- v) Maintenance of a list of registered suppliers
- Each Institute shall maintain a list of registered supplies which should be updated periodically. Only those suppliers should be enrolled who have a Registered Sales Tax Number
3. These orders will take effect from the date of issue
4. Receipt of this letter may be acknowledged

Yours faithfully,

Sd/-
Director (Finance)

Annexure 3 to Schedule III

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI 110 001**

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

Dated the 19th December 1994

OFFICE ORDER

The following decisions have been taken in the 163rd SFC/GB meeting held on 5th & 6th October 1993.

1. Hospitality expenses for foreign delegation on lunch/dinner.

Hosting of working lunch/dinner has to be carefully assessed and should be approved at the level of Dy. Director-General with proper need-based decision. Where such exigencies exist and approval of Dy. Director-General concerned is obtained and expenditure may be incurred up to Rs 50 per head for such hospitalities connected with the official transaction of business. The existing norms of Rs 25 per head for refreshment at meetings will however continue as per present orders.

2. Temporary advance out of cash imprest.

Looking into the urgent requirement of scientists for temporary advance for carrying out their experiments, the ceiling of Rs 500 has been raised to Rs 2,000 with the condition that the imprest account shall be submitted by the Officer concerned within 10 days lest it be recovered from the salary at the end of the month.

The exercise of all these enhancement/amended powers will 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 etc.

Sd/-
Dy. Director (Finance)

Annexure 4 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

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

Dated the 29th March 1994

OFFICE ORDER

On the basis of the discussions/decisions taken in the Directors Meeting held on 5th & 6th October 1993, it has been decided with the approval of the Director-General, ICAR to delegate the following powers to the Directors of all ICAR Research Institutes/Project Directorates/National Research Centres:-

S.No.	Nature of power	Enhancement/amendment of the Delegation of Powers to the Directors of ICAR Research Institutes
1.	Local purchase of stationery stores (Schedule III-Item No.71 (XVII)a)	Full powers on the lines delegated to the National Instts. and deemed Universities for local purchase on account of delay or/and non-supply of stationery stores by Chief Controller of printing and Stationery, Govt. of India subject to availability of funds and observance of the prescribed procedure.
2.	Norms of expenditure to be followed on holding of Workshops, Symposia, Conferences etc.	<u>POL:</u> Rs 40 per delegate (enhanced from Rs 20 at present) <u>Stationery:</u> Rs 40 per head (Including honorarium to the typist enhanced from Rs 20 at present). This will be the maximum limit and also subject to availability of sanctioned Budget provision and the economy instructions of the Govt. of India/Council issued from time to time. The other terms and conditions mentioned in office order no. 20-9/81-Cdn (A&A) dt. 27. 5.82 will continue to be followed except that exp. on refreshment would be at the rate of Rs 3-50 per head per session.
3.	Expenditure on entertainment & light refreshment (Schedule II-Item 73)	Up to Rs 5,000 per annum in respect of all Instts. subject to Rs 3-50 per head for one meeting and the instructions/restrictions of the Govt. of India/ Council issued from time to time.

These orders will take effect from the date of issue.

4. The exercise of all these enhancement /amendment of powers will continue to be governed by the procedural and other instructions issued by the Govt. of India/Council from time to time, like general economy instructions etc.

Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)

Annexure 5 to Schedule III

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

F.No. 10-38/79-Per.IV

Dated the 28th January 1980

To

The Directors/Project Directors of all the Research Institutes

Subject: Ad-hoc appointments—Need for avoiding the same

Sir,

The copy of the Department of Personnel and Administrative Reforms O.M. No. 39021/35/78-Estt. (B), dated the 15th November 1979 on the subject cited above is enclosed for your information and guidance. In view of the spirit of this circular, it has been decided that no appointment on ad-hoc basis should be made by the Directors of the Institutes. In cases where ad-hoc appointments are to be resorted to for unavoidable reasons, the matter should be referred to the Council with full justifications and ad-hoc appointments made only with the prior approval of the Council.

Yours faithfully,

Sd/-
(P.V. HARIHARASANKARAN)
Secretary

Annexure 6 to Schedule III

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

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

Dated the 28th May 1993

To

The Directors of all ICAR Research Institutes/Project Directorates/National Research Centres.

Subject: Delegation of powers to the Directors of Research Institutes etc.—Enhancement hereon.

Sir,

In continuation of the Council's letter of even number dated 4th February 1993, I am directed to refer to item No. 68 of Schedule III of Delegation of Powers in ICAR regarding ad-hoc appointments by Directors up to one year and to state that the Council vide letter No. 10-38/79-Per. IV dated the 28th January 1980 (copy enclosed) has issued further instructions stating that no appointment on ad-hoc basis should be made by the Directors of the Institutes. However, in cases where ad-hoc appointments are to be resorted to for unavoidable reasons, the matter should be referred to the Council with full justifications and ad-hoc appointments made only with the prior approval of the Council.

In view of the position stated above, the delegation of powers on the said item may please be treated to have been amended to this extent.

Sd/-
(B.L. JANGIRA)
Deputy Director (F)

Annexure 7 to Schedule III

Powers for Disposal of Farm Produce at the Institutes/Centres under the Council and the Procedure Therefor

ICAR letter No. 8(9)/69-Reorgn. (F&A) Cdn (A&A) dated October 15, 1975

In continuation of Council's letter of even No. dated the 2nd July 1971 on the subject noted above, I am directed to say that the question regarding disposal of essential commodities such as rice, wheat, milk products, potato etc. which would be required by the Institute-staff has been reviewed. It has been decided in consultation with the Financial Adviser and with the approval of the GB that the following procedure may be followed for disposal of these essential commodities at the Institutes/Centres under the Council:

- (a) In Institutes carrying on educational activities and having a Hostel/Co-operative messes/Canteens attached with the Institutes, requirements of these shall be met before the produce is distributed to other members of the staff. Similarly the requirement of Guest House/Scientists' Home (like the Visiting Scientists' Hostel at the Institute) shall also be given preference.
- (b) If possible the produce shall be sold to the staff according to their requirements. However, if the quantity available is not sufficient to meet full demand of all, the Director shall ensure that the produce is distributed equitably among the staff so that all categories of staff get reasonable share.
- (c) The price of the commodity shall be decided by the Price Fixation Committee taking into consideration the prevailing rates as certified by the Civil Supplies Department. The price so fixed shall be reviewed quarterly in consultation with the Civil Supplies Department of the State concerned.
- (d) If any surplus produce is left over, after meeting the demand of the staff, the balance shall be disposed of through public auction.
- (e) In respect of commodities under statutory rationing the Director shall ensure that the rules of the Civil Supplies Department are adhered to strictly.

Annexure 8 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH KRISHI BHAVAN, NEW DELHI

No.F. 11(4)/75-Cdn (A&A)

Dated the 1st April 1977

To

1. The Directors of all ICAR Research Institutes
2. The Project Director
ICAR Research Complex for NEH Region
Amrit Bhavan, Shillong
3. The Project Director
All-India Co-ordinated Research Project for Dryland
Agriculture, Amberpet, Hyderabad-13
4. The Project Director
All-India Co-ordinated Rice Improvement Project
Rajendranagar, Hyderabad-30
5. The Officer on Special Duty
Central Staff College for Agriculture
A.P. Agricultural University Campus
Rajendranagar, Hyderabad-30

Subject: Delegation of Powers to the Directors of Research Institutes etc.

Sir,

In supersession of all previous orders regarding delegation of financial and administrative powers, the Directors of all Research Institutes, Project Directors of All-India Co-ordinated Research Projects on Dryland Agriculture and Rice, ICAR Research Complex for North-Eastern Region and the Officer-on-Special Duty, Central Staff College for Agriculture, will exercise the powers as indicated in the statement enclosed (with 5 spare copies), with immediate effect. It will be seen from the said statement that certain powers like (i) sanction of the undertaking of work for which a fee is offered and the acceptance of a fee, (ii) incurring contingent expenditure, viz. Demurrage, wharfage charges, repairs and alterations to hired and requisitioned buildings, rent for ordinary office accommodation, writing-off losses and sanction of local purchase of stationery etc. have been considerably enhanced.

2. Directors of the Research Institutes etc. may re-delegate their powers to the subordinate authorities under them to the extent considered necessary for the day working of the Institute/Project subject to the observance of the Rules and Orders issued by the Govt. of India/Council regarding re-delegation of powers to subordinate authorities and also subject to the condition that overall responsibility will rest with them. For example, powers regarding creation of posts, appointments,

disciplinary powers, power to suspend and transfer lien, power to grant higher initial pay, power to sanction advances from PF to the officers and staff on notional foreign service, power to sanction pension and other statutory powers derived directly or indirectly from the Fundamental & Supplementary Rules, Bye-laws and Rules of the Council and other Rules and Regulations may not be re-delegated to subordinate authorities.

The exercise of all these powers will continue to be governed by the procedural and other instructions issued by the Govt. 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,

Sd/-

(BALDEV RAI)
Director (Finance)

Annexure 9 to Schedule III

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

No.F18(2)/85-Cdn (A&A)

Dated the 14th June 1989

To

The Directors of All Research Institutes/Directorates/National Research Centres etc.

Subject: Review of existing system of Store Purchase and Inventory Control at ICAR Headquarters and its Research Institutes.

Sir,

On the recommendations of the Scientific Advisory Committee to the Cabinet, the Government of India in their Department of Science and Technology O.M.No. DST/17/3/1/83 dated 28.12.1983 conveyed enhanced delegation of powers to the Scientific Departments and have exempted them from the purview of DGS&D subject to the condition that the organizations concerned would evolve suitable procedures for the exercise of enhanced powers in the matter of purchase and disposal of stores directly.

2. In this background and with a view to evolve suitable revised store purchase procedure, a Committee had been constituted under the chairmanship of Dr A.M. Michael, Director, Indian Agricultural Research Institute to look into the existing purchase procedure, to identify and specify bottlenecks, if any, in terms of delays and cost over-runs under the present system of procurement of store through DGS&D and to suggest alternative methods of store purchase and inventory control including drafting of stores and purchase manual so that it may be followed by the Council and its Institutes. The said Committee has since submitted its report and the same has been discussed and approved by the Governing Body of the Council in its meeting held during March 1989.

3. The major recommendations of the Committee as approved by the Governing Body of the Council are attached as Annexure for information, guidance and compliance by the Council and its research Institutes subject to the following conditions:

- (a) Principles laid down in General Financial Rules are followed.
- (b) Detailed specifications are prescribed for all items including sophisticated items of Stores/equipments etc. at the time of calling tenders.
- (c) Complete measures are taken for carrying out inspection of stores.

4. The detailed procedure for procurement and custody of stores based on the approval of the Governing Body will be laid down in the Stores and Purchase Manual.

5. The receipt of this letter may please be acknowledged.

Yours faithfully,
Sd/-
(G.C. Srivastava)
Secretary

1. The Institutes will continue operating DGS&D rate contract for procurement of their supplies relating to typewriters, duplicating machines, air conditioners and furniture. For other items of stores the Institute will be free to procure on DGS&D rate running contracts directly from the contractual firms at their discretion without going for the observance of codal purchase procedure provided this is considered advisable in the larger interest of economy subject to the following conditions:-

- i) The supplies are procured on the same rates, terms and conditions as are prescribed by the DGS&D for its Direct Demanding Officers except that with regard to the requirement of pre-delivery inspections, the Institute concerned will make necessary arrangements and assume full responsibilities to ensure supplies according to the prescribed specifications. For ensuring this inspection they may utilize the services of their staff holding the requisite expertise or may obtain assistance from outside sources (other Institutes, State Government Departments, Universities or other Government Undertakings etc.) as may be locally available.
 - ii) The supplying agency undertake to make the supply on our order form on the same dates, terms and conditions as applicable to DGS&D and proper contract is entered into by the concerned Institute with the supplying agency to ensure full safeguard.
 - iii) The payment is made on receipt of material or on proof of despatch or otherwise in accordance with normal financial rules.
 - iv) The expenditure so incurred on the purchase does not exceed the amount which would have been incurred in case the purchase would have been effected through DGS&D.
2. The Institute should conclude rate/running contracts with the leading suppliers/manufacturers themselves for items of common nature. The period of currency of such rate/running contracts should normally be for one year which can be extended for another one year by mutual agreement, provided it is considered in the interest of the Council. Adequate safeguard should also be taken while finalising rate contracts to ensure timely supplies, quality material, pre-delivery inspection and also post-purchase maintenance wherever required.
3. Single tender system may be adopted in the case of articles which are specifically certified as of proprietary nature by the indenting authorities or when it is to the knowledge of the procuring agency that only a particular firm is the manufacturer of the stores demanded. Purchase by Brand Name cannot be termed as items of proprietary nature.
4. The system of *ab-initio* negotiations should be adopted in exceptional circumstances only, e.g.
- i) Where there is no competition.
 - ii) Where the tendered rates are apparently higher as compared to the known market price.
 - iii) Where it is apprehended that the suppliers have formed a pool before quoting the rates and the negotiations are likely to bring down the prices.

Negotiations should not be made with one or two firms but should be made with all the firms who have tendered their rates.

5. Purchase of stationery items may be effected either from the Central Government Employees Co-operative stores or from Super Bazars or otherwise after following the normal purchase procedures if it is considered economical in the interest of the Council.

6. All stores and equipments before acceptance should be arranged to be inspected on receipt by an appropriate officer designated for the purpose, normally within 24 hours of the receipt of the stores. Stores such as electrical goods, mechanical instruments, refrigeration material should be inspected/functionally tested by persons of technical competence. Inspection/functional tests of sophisticated instruments should be carried out by the indenter himself with the assistance of the experts concerned. The stores of general use and repetitive nature such as vim, dusters, glasswares and stationery items should be inspected by the Stores Officer with the assistance of the officers having expertise in the field. The officers charged with the responsibility of inspection of goods should invariably record and certify all inspections and inspection reports should be countersigned by the Head of Division/Project concerned after making random checks.
7. Detailed specifications of the items required to be procured should clearly be indicated at the time of calling tenders/quotations and the lowest quoter should be accepted according to those specifications only.
8. The functions of the stores relating to (i) Purchase and (ii) Custody, accounting and distribution should be dealt with by separate units/officers except in cases where it is not possible due to limited manpower.
9. The above procedure is subject to the following conditions:-
 - (a) Principles laid down in General Financial Rules are followed.
 - (b) Detailed specifications are prescribed for all items including sophisticated items of Stores/Equipments etc. at the time of calling tenders.
 - (c) Complete measures are taken for carrying out inspection of stores.

Annexure 1 to Schedule IV

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 self sanctioning of tour up to 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 authorised 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

1	2	3	
11.	Commission on money orders (to remit the dues of suppliers, contractors, 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 500 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 of daily paid labour, semi-skilled and skilled labourers	Full	
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.	Advances (A) Interest bearing advances i) Cycle advance	Full	Please see note at the end

1	2	3
	ii) Fan advance to Class IV Employees	Full -do-
(B)	Non-Interest bearing advances	
	i) Festival advance	Full -do-
	ii) Warm clothing advance	Full -do-
	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 travelling 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 2 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 Divisions of the Council.

Yours faithfully,

**Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)**

Schedule V

Powers of Zonal Co-ordinators of ICAR

S. No.	Nature of power	Extent of Power Delegated
1.	To strike off spares rendered unserviceable through normal wear and tear	Full
2.	To write off losses	Rs 1,500 in each case per year
3.	Purchase of books, publications and reprint of scientific paper	Up to Rs 20,000 in each case
4.	To incur recurring expenditure on the maintenance and repair of motor vehicles	Up to Rs 10,000 in each case through authorized dealer
5.	Repair of bicycles locally	Up to Rs 100 per bicycle (average) per year
6.	Repairing of typewriter and other office machines	Full
7.	Hiring of typewriters	As per delegation of Powers in Government of India
8.	Commission money orders (remit the dues of supplies contractors etc. by m.o., if such remittances are unavailable and is considered necessary in public interest)	Full
9.	Purchase of stationery stores (local purchase)	Up to Rs 25,000 per year
10.	Ordinary contingencies which do not require special sanction	Full
11.	Sanction of tour of self and staff with the zone and within sanctioned budget	Full
12.	ADVANCES	
	i) Advances of TA in connection with tour	Full
	ii) Grant of advance in lieu of leave salary if admissible	Full

13.	Drawal and disbursement of Funds	As exercised by a D.D.O. Subject to approval of the Director of the Inst/Vice-Chancellor of the University to which attached
14.	Powers to make appointments of the staff under the Zonal Co-ordinator Lab-to-Land Programme	Full
15.	Contingencies Repair of typewriter machine, POL and repair of vehicle, photocopy machine, computer, stationery etc.	As per delegation of Powers under Government of India
16.	Sanction of earned leave (under the Unit)	-do-
17.	Sanction of GPF advance (under the Unit)	As per Delegation of Powers under Government of India
18.	Purchase of books for library and office (under the Unit)	-do-
19.	Payment of telephone bills	-do-
20.	LTC Advance both home town and yearly (under the Unit)	-do-
21.	Leave Salary Advance (under the Unit)	-do-
22.	Festival Advance (under the Unit)	-do-
23.	Equipment (Annual maintenance contract)	-do-
24.	On-farm Research (under KVK)	-do-
25.	Farm Advisory work (under KVK)	-do-
26.	Estt. of demonstration unit (under KVK)	-do-
27.	Field activities and programme (under KVK)	-do-

Annexure to Schedule V

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI**

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

Dated the 15th May 1995

To

All Zonal Co-ordinators of the ICAR Research Institute/Project Directorates/
National Research Centres

Subject: 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 Co-ordinators of the ICAR Research Institutes, under various items have been reviewed and the Director-General, Indian Council of Agricultural Research under the provisions of Bye-laws 9(i) of the Bye-Laws of the ICAR has been pleased to approve enhancement/amendment of the Delegation of Powers to the Zonal Co-ordinators of the ICAR Research Institutes and at 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,

Sd/-
(T.V. ASARI)
Dy. Director (Finance)

Schedule VI

Powers of Management Committees of ICAR

Delegation of Powers to the Management Committees of ICAR Institutes
(O.O. F. No. 5(4)/87-Cdn dt. 28.7.1988)

S. No.	Nature of power	Extent of Power of the Management Committee
I.	Administrative	
1.	Appointment to the posts for which the Director is the appointing authority like T-6, Security Officer etc.	The cases of appointment which have to be referred to ICAR Headquarters may be approved by the Management Committee
(i)	Relaxation of age	Relaxation of age up to one year
2.	Constitution of DPC/ Selection Committee	Full, as per guidelines issued by the Council from time to time. Provision of D.G.'s nominee in such committees is dispensed with.
3.	Follow-up action on settlement of audit objections	The Management Committee will consider action taken in each meeting and give directions for settlement of audit objections
4.	Relaxation in the cases of the allotment of residential accommodation at the Institute	Full
5.	To approve the proposals for consultancy services to be undertaken by the staff members of the Institute	Full, subject to guidelines issued by the ICAR
6.	Recommendations of the QRT/or any other Task Force/Appraisal Team etc. relating to the Institute	Acceptance by the Management Committee for implementation and follow-up action. Cases where policy decision is required should be submitted to ICAR Headquarters by the Management Committee
II.	Financial	
7.	Works (Plan)	Finalisation of Annual Plan for works prioritisation including a realistic estimation of the cost. The Management Committee would examine each item of works, consider their priority according to the need of the Institute with reference to the justification given by the administrative

		authority of the Institute. The works would be undertaken according to the priorities decided by the Management Committee
8.	To approve the proposals for import of foreign equipments and opening letters of credit including customs clearance	Full powers subject to the instructions issued by the Government of India/ICAR from time to time and the provisions of GFR, and availability of funds
9.	Acquisition of Land	Full powers up to 30 lakhs subject to provision in the Annual Plan and availability of funds
10.	Rent for hiring office accommodation	Up to Rs 10,000 per month subject to certificate from the competent authority or the reasonableness of rent, i.e. CPWD/Rent Controller/State Public Works Department.
11.	Purchase of stores/equipments etc.	Full powers for direct purchase from the dealers approved by the DGS&D at the rate contract price subject to proper inspection and warranty
12.	Expenditure on VIPs and high dignitaries:	(i) Rs 20,000 for National Institutes per annum
	(i) Entertainment including lunch/dinner	(ii) Rs 10,000 for other Institutes per annum
		(iii) Rs 5,000 for National Research Centres per annum
	(ii) Gift to high dignitaries	(ii) Up to Rs 1,000 per annum
13.	Miscellaneous expenditure of unusual character	Exceeding Rs 100 but not exceeding Rs 500 in each case
14.	Participation in exhibitions and demonstrations of research activity	Exceeding Rs 1,500 but not exceeding Rs 5,000 in each case. For National Institutes exceeding Rs 3,000 but not exceeding Rs 10,000
15.	Writing-off losses	i) Exceeding Rs 10,000 but not exceeding Rs 5 lakhs for losses of stores not due to theft, fraud or negligence
		ii) Exceeding Rs 2,500 but not exceeding Rs 50,000 for other cases
		iii) Powers as at (i) and (ii) above may be exercised subject to the conditions laid

down in the GFR and procedure laid down by Government of India/ICAR on the subject from time to time and in each case involving write off of loss of Rs 20,000 and above may be intimated to the Council for reporting to Governing Body in terms of Bye-laws 11(a) of the Bye-laws of the ICAR

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| 16. Deficiency and depreciation in the value of stores | Exceeding Rs 2,500 but not exceeding Rs 5,000 in each case |
| 17. Declaration and disposal of obsolete surplus stores | Powers to the extent of Rs 50,000 in each case subject to the provisions of GFR and Government of India Delegation of Powers Rules, 1978 and orders issued by the Government of India/ICAR from time to time |
| 18. Condemnation of vehicles | Full powers subject to fulfilment of conditions laid down in the Schedule VII of Government of India, DFP Rules, 1978. For boats and ships up to Rs 100,000 subject to the condition that CMFRI should submit detailed proposal |