

Delegation of Powers Part -I & Part -II

INDEX

Sr. No.	Details	Sub Para Reference	
		Part I Powers which cannot be delegated	Part II Delegated Powers to subordinate Officers
1.	Recruitment and Appointment	1.1	-
2.	Disciplinary matters, Vigilance matters, permission under CCS (Conduct) Rules, 1964	1.2	-
3.	Transport (Replacement and Condemnation of Vehicles	1.3	-
4.	Personal matters/Claims	1.4	2.1
5.	Works and Services	1.5	2.4
6.	Purchases	1.6	2.6
7.	Write off of Losses	1.7	-
8.	Technology Transfer & Utilization	1.8	2.3
9.	Deputation of Scientists abroad	1.9	-
10.	Official Guests visiting NIO	-	2.2
11.	General	-	2.5
12.	Miscellaneous	1.10	2.7

POWER OF DIRECTOR, RC, MC, CSIR WHICH CANNOT BE DELEGATED

PART - I

1.1 RECRUITMENT / APPOINTMENTS :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Creation of Post	Full	DG, CSIR	
2.	a) Recruitment of Scientist Group IV(6) and above and post in equivalent grades. b) Recruitment upto the level of Scientist, Gr. IV(5) in Scientific cadre. c) Recruitment of staff in Group III, II & I in Technical Cadre and all posts in Admin. Cadre, except common Cadre posts upto the sanctioned strength as fixed by CSIR. d) Common cadre posts in Administration	Full Full Full Full	Vice-President, CSIR / ACC Director Director DG SIR	
3.	Adhoc appointments in Administration	Full	Director	
4.	Approval for appointment of Project Assistants – Extensions of tenure of appointments under Sponsored Projects.	Full	Director	Based on the recommendations of the Committee

1.2 DISCIPLINARY / VIGILANCE CASES :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Disciplinary cases in respect of staff wherein Director is the appointing authority.	Full	Director	
2.	Disciplinary cases in respect of common cadre staff wherein the appointing authority is CSIR.	Full	CSIR	
3.	Decision on Vigilance matters	Full	Director / CVO, CSIR	
4.	Decision on grievances of staff	Full	Director	

1.3 REPLACEMENT & CONDEMNATION OF VEHICLES :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Replacement of Vehicles	Full	Director	Subject to fulfillment of the conditions that the condemned vehicle should be disposed off, after following the prescribed procedure.
2.	Writing off condemned vehicles satisfying the life requirement in terms of mileage covered and length of usage.	Full	Director	Subject to condemnation of the vehicle by the prescribed authority.

1.4 PERSONAL MATTERS/ CLAIMS :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Approval for out of turn allotment of council accommodation	Full	Director	
2.	Sanction of House Building and Conveyance Advance	Full	Director	
3.	To Sanction leave due and admissible to member of staff who desire to go abroad on private visit other than for studies / training on deputation	Full	Director	Subject to conditions as laid down under rules.

1.5 WORKS & SERVICES :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Sanction of Civil Works	(i) Rs. 10 Lakhs to Rs. 1.00 Crore	Director	Below Rs. 10 Lakhs Please see 2.4
		(ii) Above 1.00 Crore to upto Rs. 2.50 Crores.	M.C.	
		(iii) Above 2.50 Crores upto 15.00 Crores.	DG CSIR	
		(iv) Above 15.00 Crores by following the normal procedure of SFC/ EFC/Public Investment Board and approval of competent authority.		

1.6 **PURCHASE** :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Single Tender	Above 50 lakhs	Director	Single tender
2.	Proprietary Purchase	Above 50 lakhs	Director	From Proprietary Source
3.	Purchase through Purchase Committee	Above 50 lakhs	Director	Limited tender
4.	Purchase through T & PC	Above 50 lakhs	Director	Open/Global tender

1.7 WRITE - OFF OF LOSSES :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Writing off irrecoverable losses of stores or of public money not due to theft or negligence	(i) Upto Rs. 50,000	Director	
		(ii) Above Rs. 50,000 upto 2.00 lacs.	M.C.	
		(iii) Beyond Rs. 2.00 lakhs.	DGCSIR	
2.	Writing off irrecoverable losses of stores or of public money in cases other than at (1) above	(i) Upto Rs. 10,000	Director	
		(ii) Upto Rs. 50,000	M.C.	
		(iii) Above Rs. 50,000	DGCSIR	
3.	Disposal of obsolete, Surplus and unserviceable stores	Full	Director	

1.8 TECHNOLOGY TRANSFER & UTILISATION :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Approval for Sponsored and Collaborative Projects.	(i) Upto Rs. 20 lakhs Grant-in-Aid Projects- upto Rs. 50 lakhs	Director	The delegation is subject to the condition that the competent authority would be DG, CSIR for (a) Involving foreign clients and Multi-laboratory inputs; (b) Taken up / coordinated by CSIR headquarters.
		(ii) Beyond Rs. 20 lakhs and Rs. 50 lakhs respectively.	M.C.	
2.	Approval for Consultancy	(1) Upto Rs. 5.00 lakhs	Director	The delegations is subject to the condition that the competent authority would be DG, CSIR for projects (a) Involving Director or Director level Scientists as role Consultants ; (b) For Foreign Clients; (c) Taken up or coordinated with CSIR,HQ staff.
		(2) Beyond Rs.5.00 lakhs	M.C.	
3.	Sharing of monies realized from Sponsored Projects / S & T Services.	Full	M.C.	The delegation is subject to procedures for sharing of monies as laid down under the rules.
4.	Distribution of Honorarium for Consultancy Services.	Full	M.C	

1.9 DEPUTATIONS ABROAD :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Deputation of Scientist abroad for Business Development.	Up to the level of Gr.IV (5)	Director	
2.	Deputation of Scientists abroad	i) Upto the level of Scientist Group. IV(5) ii) Scientist Group IV(6) and above and in post of equivalent grades	Director CSIR	
3.	Grant of study leave / sabbatical leave within India & abroad	Full	Director	Subject to fulfillment of terms and conditions as laid down in CCS (Leave) Rules, 1972 as amended from time to time ad CSIR instructions on the subject, with the concurrence of Sr. COFA / COFA.
4.	Foreign Service to other organizations on lien terms as a special case.	Full	CSIR	Foreign service terms are accepted in special circumstances. Any staff member joining any other Central/ State/Autonomous Organisation has to join that Organisaion only on permanent absorption basis.
5.	Foreign Service – Protection of interest	i) Upto the level of Scientist Group IV (5) ii) Scientist Group IV(6) and above and in post of equivalent grades	Director CSIR	

1.10 MISCELLANEOUS :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Approval for price fixing of publications, patents etc.	Full	Director	As per the recommendation of the Chairman, Publication Committee.
2.	Re-appropriation of funds	Full	Director	
3.	Inter Divisional / Sectional transfer of Scientific, Technical and administrative staff.	Full	Director	
4.	Power to declare Controlling Officer	Full	Director	
5.	Installation of new telephones	Full	Director	
6.	Any matter not specifically delegated to any other officer	Full	Director	

DELEGATION OF POWERS TO SUBORDINATE OFFICERS

PART - II

2.1 PERSONAL MATTERS / CLAIMS:

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Proposals related to fixation of pay of all categories of staff, duly vetted by finance.	Full	AO	
2.	Tuition fee and Children Education Allowance (CEA)	Full	AO	
3.	Sanction of CPF / GPF advance of all Non- Gazetted Staff.	Full	AO	
4.	Sanction of CPF / GPF withdrawal and conversion of refundable advance to non – refundable.	i) Scientist E-II and above and COA / AO, COFA/ FAO & SPO.	Dr. (Mrs.) P.A. Loka Bharathi / Dr. M.P. Tapaswi.	
		ii) All other staff upto Scientist E-I.	AO	
5.	Overtime Allowance	i) Staff under ECF projects (SSP, CNP, GAP)	Principal Investigator (PI)	
		ii) Other than ECF projects	DU Leader	
6.	Sanction for medical reimbursement Claims : (i) Under Normal Rules (ii) Under relaxation of Rules	Full	AO Dr. P. A. Lokabharati / Dr. M. P. Tapaswi	

7.	(a) Sanction of Tour and Tour advances.	i) Without relaxation of rules in force for staff under ECF projects and;	Project Leader/DU Leader	
		ii) All other staff under institutional Head of Account PO3 (TA)	Project Leader/DU Leaders	
	(b) Air travel for non-entitled staff	Full	Dr. M.P. Tapaswi	
8.	Sanction of tour in r/o all project staff working projects including JRF's / SRF's / RA's (expenditure to be set from contingency fund)	Full	Project Leader / DU Leader	
9.	Refund of cancellation charges in case of cancellation of tour is in public interest.	Full	Respective tour sanction Authority	
10.	Controlling officer for TA / DA / LTC / Leave reimbursement / Medical Claims.	i) Scientist E-II and above and COA / AO	Dr.(Ms) P.A. Loka Bharathi / Dr. M.P. Tapaswi	
		ii) All staff upto E I	AO	
11.	Sanctioning Authority for LTC / Festival Advances.	Full	AO	
12.	Compensatory off to staff	Full	DU Leader	
13.	Sanction of Casual Leave to staff (except leave not due / Hospital leave / disability leave) in respect of staff other than sanctioning Authority	Full	DU Leader	
		Sanctioning Authority in respect of leave mentioned under parenthesis.	Dr. M. P. Tapaswi	
14.	Sanction of Special Casual Leave	Full	AO	
15.	Sanction of regular leave	Full	DU Leader / Sectional Head	
16.	Pay fixation of all staff.	Full	AO	

2.2 OFFICIAL GUESTS VISITING NIO :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Approval for free lodging / boarding in Science Centre for official guests.	Full	Dr. (Mrs.) P.A. Loka Bharathi/ Dr. M.P. Tapaswi	
2.	Mementos to Dignitaries	Full	Dr. (Mrs.) P.A. Loka Bharathi	
3.	Approval for official entertainment	Full	Project Leader	

2.3 TECHNOLOGY TRANSFER & UTILISATION:

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Approval of a Sponsored Projects and Collaborative Projects	Upto Rs. 10.00 lakhs	Dr. M. Dileep Kumar / Dr. P.S. Rao	
2.	Approval for Consultancy Projects	Upto 5.00 lakhs	Dr. M. Dileep Kumar / Dr. P.S. Rao	

2.4 WORKS & SERVICES :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Sanction of Civil works	Upto 10.00 lakhs	Dr. K. H. Vora	
2.	Building Maintenance	Full	Dr. K. H. Vora	

2.5 GENERAL :

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Conveying sanctions on administrative matters in accordance with approval of competent authority, except letters to dignitaries.	Work Sections Stores Purchase	S.O. Dy. SPO (S) SPO (P)	
2.	Letters to dignitaries.		Dr. M. P. Tapaswi	
3.	Expenditure sanction in respect of electricity, water, maintenance, telephone, postal charges etc.	Full	AO	

2.6 PURCHASE :

Sr. No.	Type / Nature of Purchase	Financial Ceiling	Sanctioning Authority	Remarks
1.	a) Direct purchase by indentor / project leader without calling for quotations for items related to R & D.	Upto Rs. 1.00 lakh	Project Leader / Sr. Most Officer of Purchase	Directly on cash / credit basis.
	b) For all other non R & d related items	Upto Rs. 15,000		
2.	Purchase through local Purchase Committee	Rs. 1.00 lakh to Rs. 5.00 lakh	Project Leader / Sr. Most Officer of Purchase	To be made through LPC on cash / credit basis.
	a) For R & D related items			
	b) For non R & D related items	Rs. 15,001 to 1.00 lakh		
3.	Emergency Purchase	Above Rs. 5.00 lakhs to Rs. 25.00 lakhs	Project Leader of the status of Scientist C / TO 'C' and above within the delegated powers	Purchase to be made by a duly constituted committee.
4.	Single Tender Purchase	a) Above Rs. 5.00 lakhs to Rs. 25.00 lakhs	Project Leader of the status of C and above	Single Tender
		b) Above Rs. 25 lakhs to Rs. 50.00 lakhs	Scientist F and above	Single Tender
5.	Proprietary Purchase	a) Upto Rs. 25 lakh	Project Leader of the status of Scientist 'C' / TO 'C' and above	From Proprietary Source
		b) Above Rs. 25 lakhs to Rs. 50.00 lakhs	Scientist F and above	From Proprietary Source
6.	Purchase through Purchase committee (PC)	a) Upto Rs. 25 lakh	Project Leader of the status of Scientist 'C' / TO 'C' and above	Limited Tender
		b) Above Rs. 25 lakhs to Rs. 50.00 lakhs	Scientist F and above	Limited Tender
7.	Purchase through T & PC	a) Above Rs. 25 lakhs to Rs. 50.00 lakhs	Scientist /TO 'C' and above	Open / Global Tender

2.7 MISCELLANEOUS :

Sr. No.	Type / Nature of Purchase	Financial Ceiling	Sanctioning Authority	Remarks
1.	Expenditure Sanction under Imprest Cash	Upto Rs. 5,000/-	DU Leader / Project Leader	
2.	Demurrage charges	Full	Stores and Purchase Guidelines	
3.	Hiring of Vehicles / Boats	i) For Project and under Project Expenditure ii) P O4	DU Leader AO	Subject to the condition that the vehicles is hired from approved agencies of the office this administration.
4.	Contingent Advance but not for servicing and purchase of spares, consumables or equipment.	Under Institutional Projects under ECF projects	DU Leader Principal Investigator (PI)	
5.	Servicing of Equipment	i) All Scientific equipment and expenditure debited to projects. ii) Under institutional Heads of Accounts (P06, P04) for Equipments / Machines Generators / Air conditioners etc. Franking Machine, Vehicles, Calculating Machines and minor items.	DU Leader AO	
6.	Permission under conduct Rules, 1964	Full	Dr. M.P. Tapaswi	

7.	Grievances of staff	Full	Dr. (Mrs.) P. A. Loka Bharathi	
8.	Adhoc arrangements in administration including local posts and in Division / Sections	Full	Dr. M. P. Tapaswi	
9.	Powers to fix honorarium for delivery lectures.	Full	Dr. (Mrs.) P. A. Loka Bharathi/ Dr. M. Dileep Kumar	
10.	Power to permit undertakings of non- CSIR work for which honorarium / Fees/ Royalty etc. is offered.	Full	Dr. M. Dileep Kumar	
11.	Sanction of contracts / MOU's	i) Contracts drawn up as per model agreements provided by CSIR.	AO / Officer / Scientist Authorized by the Director	
		ii) Counter signing authority	COFA	
		iii) For international / Multi laboratory and CSIR staff coordinated projects	DG CSIR	
12.	Signing of bills as DDO	Administration and General	AO / DDO / Officer / Scientist Authorised by the Director	
13.	Approval for obtaining membership in periodicals in India and abroad.	Full	Dr. M.P Tapaswi	
14.	Municipal taxes, Vehicles taxes etc.	Full	AO / Shri. K. H. Vora	
15.	Acceptance of Medical Cert on first appointment	Full	AO	
		Officials upto Group B staff	AO	
16.	Approval to staff for acquisition / disposal of movable / immovable property.	Officials in Group B and beyond	Dr. M.P. Tapaswi	

