

## DELEGATION OF POWERS

### I. RECRUITMENT/APPOINTMENTS:

Sr. No	Nature of Power	Extent of power	Authority	Remarks
1	Acceptance of medical certificate on first appointment	Full	AO	

### II. PERSONAL CLAIMS:

Sr. No.	Nature of Power	Extent of power	Authority	Remarks
1	Proposals related to the pay fixation of all the categories of staff which are as per rules and vetted by Finance & Accounts Officer	Full	COA	
2	Tuition Fee and Children Educational Allowance (CEA)	Full	AO	
3.	Sanction of CPF/GPF advance	To all Non-Gazetted and Gazetted staff.	AO	
4.	Sanction of CPF/GPF withdrawal & conversion of refundable advance to non- refundable.	Full	AO	Director would be the sanctioning authority in the case of Sc. 'G'
5.	Sanction of Overtime Allowance	On all days except Sunday	COA	Subject to strict observance of OTA Rules.
6.	Controlling Officer for medical reimbursement claims	(1) For Sc. E1 or equivalent & above and Heads of Administration, Accounts, Stores & Purchase.  (2) All Gazetted staff up to the level of Sc.C or equivalent including Fellows (CSIR JRF/SRF) and Research Associates	Sh.M.P. Singh Sc. 'G'  AO	Director would be the Controlling Officer in the case of Sc. G. Cases requiring relaxation of rules will be put up to Director for approval

7.	Sanctioning Authority for LTC	Full	AO	As per instructions on the subject
8.	Controlling Officer for LTC/TA Claims	(1) For Sc.E1 or equivalent and Heads of Administration, Accounts, Stores & Purchase.  (2) For All Non-Gazetted staff upto the level of Sc. C or equivalent	Sh.M.P. Singh Sc. 'G'  AO	Director would be the Controlling Officer in respect of Scientist. G
9	Sanction of festival/cycle advance etc.	Full	AO	
10.	Sanction of Casual Leave to the regular staff in the Divn. and maintaining proper account of leave.	Full	HoD /Sectional Heads	

11.	Sanction of regular Leave  Sanction of regular leave to HoDs	Full  Full	HoDs  Director	Based on the sanction of the HoDs, SO (Est.) to certify and to record the entries in the Service Books and duly authenticate the same based on the availability of leave and issue the OM.
12.	Sanction of Special Casual Leave	Full	COA	
13.	Sanction of leave to all project staff (appointed for projects) and to maintain proper leave account	Full	Project Leader	As per rules on the subject.
14	Sanction of leave to fellows (CSIR JRF/SRF/RA)	Full	Research Guide	As per rules on the subject.
15.	Acceptance of bonds, Surety bonds for deputation/training / interest bearing advances.	Full	COA	
16	Approval of admission of time barred personal claims beyond three months.	Full	Director	
17.	Sanction of leave salary Advances	Full	AO	
18.	Sanction of encashment of leave and final GPF/CPF refund in respect of Admn./S&T staff	Full	COA	
19.	Approval for retention of accommodation after superannuation or otherwise for the permissible period as per Allotments Rules.	Full	COA	
20.	Sanction of special increment for promoting small family norms in respect of all staff	Full	COA	Subject to concurrence of Finance & Accounts
21.	Refund of Group Insurance (RGIS) amount after retirement, resignation etc. in consultation with Finance and Accounts.	Full	AO	

### III. TRANSPORT

1.	Approval of plying staff vehicles within municipal limits, if the journey is in public interest	Full	AO	
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### IV. OFFICAL GUESTS VISITING CBRI:

Sr.	Nature of Power	Extent or Power	Authority	Remarks
1.	Approval for free boarding lodging for official guests.	Full	Director	
2.	Approval for official lunch/dinner/refreshments supplied by the Departmental Canteen/ Guest House	(1) Expenditure under sponsored projects. (2) Expenditure under Institutional Heads of A/cs (3) For administrative meetings etc.	Project Leader Sh.M.P. Singh Sc. 'G'  AO/COA	Subject to strict observance of instructions and ceilings fixed by the GOI.

### V. CONTINGENT EXPENDITURE (CSIR BUDGET)

Sr.	Nature of Power	Extent of Power	Authority	Remarks
1.	Sanction expenditure upto Budget provision under P-4 contingencies for water, electricity, telephones (recurring), advertisement, postage, petrol & oil, Municipal Taxes, Newspapers and periodicals, Washing and Laundry charges etc.	Full	AO	
2.	Sanction of Contingent Expenditure out of P-4 (other than the Heads mentioned above except legal expenses).	Upto Rs. 10,000/-  More than Rs. 10,000/-	AO  COA	All expenditure bills must be settled within a period of one month from the date of drawal of advance with prior concurrence of Finance & Accounts.

### VI. TA / DA AND OTHER EXPENDITURE RELATED TO OFFICAL MEETINGS (Advance);

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	TA/DA for regular CSIR meeting to be debited to Lab. fund to be recouped from CSIR Hqrs./ Sister-Labs.	Upto Rs.25000/-  Upto Rs.50,000/-  Beyond Rs.50,000/-	AO  COA  Sh.M.P. Singh Sc.G	Advances to be drawn with prior concurrence of CFA/FAO. All expenditure bills must be settled within a period of one month from the date of drawal of advance.

**VII. DEPUTATION ABROAD INCLUDING EOL:**

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Proposals for deputation abroad as per CSIR guidelines upto Sc-F	Full	Director	Proposals to be submitted to ISTAG. On the recommendations of ISTAG Committee will recommend cases keeping in view the guidelines issued by CSIR and budget provisions.

**VIII. FORWARDING OF APPLICATIONS FOR EMPLOYMENT:**

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	For Gr – IV & Gr- III Officers	Full	Director	On the recommendations of HoDs (applicable to all)
2.	For others	Full	Sh.M.P. Singh Sc. 'G'	

**IX. HBA/CONVEYANCE/PC ADVANCE:**

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Sanction of advance in respect of all staff.	Full	Director	As recommended by duly constituted Committee approved by Director.
2.	Approval for release of HBA installments sanctioned by CSIR/CBRI	Full	AO	
3	Sanction of reimbursement of stamps duty in case of mortgage	Full	COA	

**X. MISCELLANEOUS:**

Sr. No.	Nature of Power	Extent of Power	Authority	Remarks
1.	Approval for issue of NOC for obtaining Passport.	Full	COA	Copy to be marked to PA to Director
2.	Issue of Residential Certificate to the staff residing in CBRI Colony.	Full	AO	
3.	Salary Certificate to the staff for routine matters.	Full	AO	
4.	Approve tender advertisement for works and services. Advertisement for regular appointment etc. in newspapers etc.	Full	COA	
5.	Vigilance Clearance and communication of adverse reports Remarks in ACRs/ ARPs after reports are duly completed	Full	COA	

**XI. DDOs FOR DIFFERENT PURPOSES:**

<b>Sr. No.</b>	<b>Details</b>	<b>Drawing &amp; Disbursing Officer (DDO)</b>
1.	Works & Services	AO (in the absence of AO, Senior most Section Officer (G))
2.	Personal Claims	DDO (in the absence of DDO, Senior most Section Officer (G))
3	Purchase Bills	SPO
4.	FVC bills for cash purchases, services etc. not falling under Sr. Nos. 1, 2,& 3	DDO (in the absence of DDO, Senior most Section Officer (G))
5.	Cash Section and related matters	DDO (in the absence of DDO, Senior most Section Officer (G))

**NOTE:**

1. Matters falling beyond the delegated powers of the above functionaries and those not specified in the aforesaid delegations will continue to be put up to the Director for approval for sanction as the case may be as hithertofore.
2. In the absence of Administrative Officer, the powers delegated to him will be exercised by COA and vice-versa. In the absence of Sh.M.P. Singh Scientist 'G'. the powers delegated to him will be exercised by the next senior-most Scientist 'G'.

CENTRAL BUILDING RESEARCH INSTITUTE  
ROORKEE - 247 667

No. 82(15)Gen/2007

Dated: 30.01.2009

OFFICE MEMORANDUM

**Sub: Delegation of powers.**

**Ref: OM No. 82(15)Gen/2007 dated 12.09.2007 and 17.04.2008.**

Consequent upon retirement of Dr. A.K. Gupta, Scientist Gr.IV(6) on 31.01.2009, the Director, CBRI, in partial modifications of this Office Memo of even nos. dated 12.09.2007 and 17.04.2008, has been pleased to approve delegation of powers to the Scientists as shown against their names as follows:

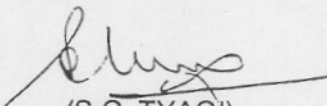
**I. Sh. M.P. Singh, Scientist Gr.IV(6):**

- (1) Controlling Officer for medical reimbursement claims in respect of Scientists E-I or equivalent and above and Heads of Administration, Accounts, Stores & Purchase.
- (2) Controlling Officer for LTC / TA claims in respect of Scientists E-I or equivalent and Heads of Administration, Accounts, Stores & Purchase.
- (3) Approval for official lunch / dinner / refreshments supplied by the Departmental Canteen / Guest House - expenditure under Institutional heads of accounts.
- (4) Approve expenditure on account of TA / DA for regular CSIR meeting to be debited to Lab. fund, to be recouped from CSIR Hqrs. / Sister-Labs. beyond Rs.50,000/=.
- (5) Approve forwarding of application for employment of staff except for Group IV and Group III officers.
- (6) Sanctioning of tour proposal of all Gazetted / Non-gazetted staff excluding Heads of Divisions.

**II. Sh. S.G. Dave, Scientist Gr.IV(6):**

Scanning of Dak received in Director's Office and its marking. The dak received from CSIR Hqrs./RAB and those dealing with policy matters will be put up to Director. Any letter requiring Director's attention may be brought to his notice.

In the absence of any one of them, the work will be looked after by the other Scientist, present in the Office.

  
(S.C. TYAGI)  
Controller of Administration

Copy to:

- (1) Shri M.P. Singh, Scientist, Gr. IV (6)
- (2) Shri S.G. Dave, Scientist, Gr. IV (6)
- (3) All SCs / Heads of the Divisions / Sections
- (4) F&AO
- (5) Administrative Officer
- (6) PS to Director

(P.T.O.)

केन्द्रीय भवन अनुसंधान संस्थान  
रूड़की

संख्या : 82(15)/सा./2008

दिनांक : 30.1.2009

कार्यालय ज्ञापन

विषय : शक्तियों का प्रत्यायोजन / Delegation of powers

संदर्भ : समसंख्यक कार्यालय ज्ञापन दिनांक 12.09.2007 व 17.04.2008 ।

निदेशक, केन्द्रीय भवन अनुसंधान संस्थान, रूड़की ने डॉ. ए.के. गुप्ता, वैज्ञानिक ग्रुप -IV (6) के दिनांक 31.01.2009 से सेवानिवृत्त उपरान्त इस कार्यालय के समसंख्यक कार्यालय ज्ञापन दिनांक 12.09.2007 व 17.04.2008 में आंशिक संशोधन करते हुए निम्नलिखित वैज्ञानिकों को उनके नाम के सामने विनिर्दिष्ट शक्तियों का प्रत्यायोजन करने की स्वीकृति प्रदान की है : -

I. श्री एम.पी. सिंह, वैज्ञानिक ग्रुप -IV (6)

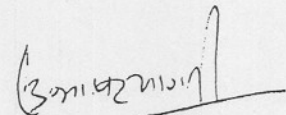
1. वैज्ञानिक ई. I व समतुल्य कर्मचारी तथा प्रशासन/वित्त एवं लेखा/भण्डारण एवं क्रय प्रभागों के प्रधानों के चिकित्सा दावों की प्रतिपूर्ति हेतु नियंत्रण अधिकारी (Controlling officer) ।
2. वैज्ञानिक ई. I व समतुल्य कर्मचारी तथा प्रशासन/वित्त एवं लेखा/भण्डारण एवं क्रय प्रभागों के प्रधानों के एल.टी.सी./टी.ए. के दावों के बारे में नियंत्रण अधिकारी ।
3. सीबीआरआई कैण्टीन/गेस्ट हाउस द्वारा प्रदत्त सरकारी लंच/रात्रि भोज/चाय-पानी हेतु संस्थान के धन से खर्च की स्वीकृति प्रदान करने हेतु ।
4. सीएसआईआर की नियमित बैठकों हेतु टी.ए./डी.ए पर होने वाले खर्च रु. 50,000/- से उपर जो कि संस्थान के फंड, सीएसआईआर/CSIR की अन्य प्रयोगशाला द्वारा वहन किया जाना है, की स्वीकृति प्रदान करना ।
5. कर्मचारियों के (वैज्ञानिक ग्रुप-IV व ग्रुप- III के स्टाफ के अलावा) अन्य विभागों में सेवा के लिए अभ्यावेदन अग्रप्रेषित करने हेतु स्वीकृति प्रदान करना ।
6. राजपत्रित/गैर-राजपत्रित कर्मचारियों के सरकारी दौरे पर जाने के प्रस्तावों को मंजूरी देना ।  
(अनुभागध्यक्ष के अलावा) ।

II. श्री एस.जी. दवे, वैज्ञानिक-ग्रुप- IV (6)

निदेशक कार्यालय में प्राप्त डाक का अवलोकन व मार्किंग

उपयुक्त वर्णित किसी एक वैज्ञानिक की अनुपस्थिति में उनको प्रदत्त शक्तियों का संचालन कार्यालय में उपस्थित दूसरे वैज्ञानिक द्वारा किया जायेगा ।

ये आदेश दिनांक 1.2.2009 से प्रभावी होंगे



(सुभाष त्यागी)

प्रशासन नियंत्रक

प्रतिलिपि :

1. श्री एम.पी. सिंह, वैज्ञानिक ग्रुप-IV (6)
2. श्री एस.जी. दवे, वैज्ञानिक, ग्रुप- IV (6)
3. स्मस्त प्रभागाध्यक्ष/अनुभागाध्यक्ष
4. वित्त एवं लेखा अधिकारी
5. प्रशासनिक अधिकारी
6. निदेशक के निजी सचिव

(सं. 82/15/सा./08)

केन्द्रीय भवन अनुसंधान संस्थान  
रूड़की

संख्या : 82(15)/सा./2008

दिनांक : 21.10.2008

कार्यालय ज्ञापन

निदेशक, केन्द्रीय भवन अनुसंधान संस्थान, रूड़की ने बजट हैड पी-6 (भवन अनुरक्षण हेतु) के अंतर्गत निम्नलिखित अधिकारियों को उनके नाम के सामने अंकित धनराशि खर्च करने की शक्तियों का प्रत्यायोजन किया है।

<u>क्रम संख्या</u>	<u>अधिकारी</u>	<u>धनराशि</u>
1.	प्रशासन नियंत्रक	रु. 10,000/-
2.	प्रशासनिक अधिकारी	रु. 5,000/-

*Anil Kumar*  
21.10.08  
(अनिल कुमार)  
अनुभाग अधिकारी

प्रतिलिपि :

1. वित्त एवं लेखा अधिकारी ।
2. निदेशक के निजी सचिव ।
3. प्रशासन नियंत्रक / प्रशासनिक अधिकारी ।
4. प्रभारी (संपदा) ।
5. प्रभारी , टीएसजी ।