

2011

Handbook on Delegation of Powers in CSIR



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan, 2 Rafi Marg

NEW DELHI-110 001

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Preface

1. *This handbook is an attempt to compile all the existing delegated powers available to various authorities in the Council of Scientific & Industrial Research (CSIR). The CSIR, established in 1942 by a Resolution of the then Central Legislative Assembly, is an autonomous body registered under the Societies Registration Act, 1860 (XXI of 1860). The affairs of the Society are administered, directed and controlled by the Governing Body, subject to the Rules & Regulations, Byelaws and orders of the Society. The other authorities of the Society are the President, Vice-President, the Director-General, the Management Councils in the Laboratories/Institutes, Directors/Heads of National Laboratories/Institutes/Centres and such other officers appointed from time to time by the competent authority. The powers of the President, Vice President, Governing Body and Management Councils in the Laboratories are contained in the Rules and Regulations and Byelaws of the CSIR. The DG, CSIR, who also functions as Secretary to the Govt. of India, Department of Scientific & Industrial Research under the Ministry of Science & Technology, also exercises the powers of a Secretary to the Govt. of India in relation to the affairs of the CSIR. The Directors/Heads of National Laboratories etc. as also other officers of the Society exercise such administrative and financial powers as are delegated to them from time to time. The Directors/Heads of National Laboratories etc. also exercise the powers/duties of Head of Department {as defined in Rule 3.(1)(f) of the DFPR, 1978}.*

2. *The organisational structure of the Society underwent a change in 1973 on the basis of the Sarkar Committee's recommendations. The Society in its meeting held on the 30th of March 1973, approved amendments in the Rules & Regulations of the CSIR whereby inter-alia the constitution of the Governing Body (GB) was modified. The DG, CSIR was made the Chairman of the GB in place of the President of the CSIR as the President of the GB. The delegation of powers also changed accordingly. The Rules & Regulations and Bye-Laws have also undergone subsequent amendments but only those having an effect on the delegation of powers have been taken into account in this handbook.*

3. *In consonance with the general policy of the Government that administrative ministries should delegate to the maximum extent administrative and financial powers to their subordinate authorities with due regard to the respective levels of responsibilities. The Directors/Heads of National Laboratories/Institutes/Centres to whom CSIR has delegated powers, may consider to what extent the powers given to them, can further be re-delegated to officers equivalent to gazetted rank under them. Since it is up to the Director of a Laboratory to consider to what extent his powers can be re-delegated, no attempt has been made to define such powers by the CSIR Hqrs. It may be emphasised here that even though the Directors can re-delegate their powers fully in certain cases to any subordinate authority under them, they will continue to be responsible for the actions of the subordinate authority as regards their implementation.*

4. *Although every effort has been made to make the handbook comprehensive, wherever a particular item or area has not been covered, the relevant rules and orders on the subject issued by the Government of India/CSIR should be referred to. Further, the exercise of the delegated power is subject to the provisions in the main Rules & Regulations and orders of the Government of India/CSIR issued from time to time, as indicated in the relevant circulars.*

5. *I am happy that we could bring out this handbook with the latest amendments which will be useful to all concerned. I would like to place on record the excellent work done by Shri B.J. Acharyulu, Deputy Financial Advisor and Shri R.H. Gautam, Finance & Accounts Officer in compiling the handbook. Shri Ch. Srinivasa Rao COA, NGRI and the Committee Section of CSIR Hqrs. have also been of immense help in this endeavour.*

6. *I shall be grateful for suggestions for improving the handbook and also for bringing to our notice any error, inaccuracy or omission for correction in the next edition.*



(VANDANA SRIVASTAVA)

FINANCIAL ADVISER

30.03.2011



Abbreviations used in the Handbook

1.	A.O.	Administrative Officer
2.	AIIMS	All India Institute of Medical Sciences
3.	AMA	Authorised Medical Attendant
4.	BH	Budget Head
5.	C.C.E.A.	Cabinet Committee on Economic Affairs
6.	C. O.	Central Office
7.	C.O.A.	Controller of Administration
8.	C.O.F.A.	Controller of Finance & Accounts
9.	C.O.S.P.	Controller of Stores & Purchase
10.	C.S.I.R.	Council of Scientific & Industrial Research
11.	CCS(CCA)Rules	Central Civil Services (Classification, Control & Appeal) Rules
12.	CCS(Conduct)Rules	Central Civil Services (Conduct) Rules
13.	CCS(Joining Time)Rules	Central Civil Services (Joining Time) Rules
14.	CCS(RP)Rules	Central Civil Services (Revised Pay) Rules
15.	CGHS	Central Government Health Scheme
16.	CL	Casual Leave
17.	CNE	Committee on Non-Plan Expenditure
18.	CS(MA)Rules	Central Services (Medical Attendance) Rules
19.	D.F.A.	Deputy Financial Adviser
20.	D.G.	Director General, CSIR
21.	D.S.	Deputy Secretary
22.	DDO	Drawing & Disbursing Officer
23.	DFPR	Delegation of Financial Power Rules
24.	DoE	Department of Expenditure
25.	DoPT	Department of Personnel & Training
26.	E.F.C.	Expenditure Finance Committee
27.	E.L.	Earned Leave
28.	E.O.L.	Extra-ordinary Leave
29.	F.A.	Financial Adviser, CSIR
30.	F.A.O.	Finance & Accounts Officer
31.	F.R.	Fundamental Rules
32.	G.B.	Governing Body, CSIR
33.	G.F.R.	General Financial Rules

34.	G.P.F.	General Provident Fund
35.	GAP	Grant-In-Aid Projects
36.	GOI	Government of India
37.	H.P.L.	Half Pay Leave
38.	HoD	Head of the Department
39.	HRF	Headquarter Reserve Fund
40.	IP	Intellectual Property
41.	ISTAD	International Scientific & Technical Affairs Directorate
42.	J.S.(A)	Joint Secretary, (Administration), CSIR
43.	LRF	Laboratory Reserve Fund
44.	LTC	Leave Travel Concession
45.	M.C.	Management Council
46.	MoF	Ministry of Finance
47.	MoH&FW	Ministry of Health & Family Welfare
48.	MoS&T	Ministry of Science & Technology
49.	NOC	No Objection Certificate
50.	OTA	Over time Allowance
51.	PIB	Public Investment Board
52.	PPD	Planning & Performance Division
53.	PPO	Pension Payment Order
54.	President	President, CSIR
55.	R&D	Research and Development
56.	R.C.	Research Council
57.	RH	Restricted Holiday
58.	S & T Staff	Scientific & Technical Staff
59.	S.F.C.	Standing Finance Committee
60.	S.P.O.	Stores & Purchase Officer
61.	S.R.	Supplementary Rules
62.	SCPC	Sixth Central Pay Commission
63.	Sr.C.O.S.P.	Senior Controller of Stores & Purchase
64.	Sr.D.F.A.	Senior Deputy Financial Adviser
65.	Sr.D.S.	Senior Deputy Secretary
66.	U.S.	Under Secretary
67.	V.P	Vice-President, CSIR

List of Rules & Orders referred to in the Handbook

1. CCS (Commutation of Pension) Rules,1981
2. CCS (Conduct) Rules,1964
3. CCS (Extraordinary Pension) Rules.
4. CCS (Joining Time) Rules, 1979
5. CCS (Leave) Rules, 1972
6. CCS (Pension) Rules, 1972
7. CCS(CCA) Rules, 1965
8. CCS(Leave Travel Concession) Rules, 1988
9. Central Government Employees Group Insurance Scheme, 1989
10. Central Government Health Scheme, 1954
11. Central Services (Medical Attendance) Rules, 1944
12. Children Education Allowance Scheme, 2008
13. Compendium on CSIR Rules, Regulations and Procedures Volume I & II, 1996
14. Contributory Provident Fund Rules(India), 1962
15. CSIR (Residence Allotment) Rules, 1997
16. CSIR Administrative Services (Recruitment & Promotion) Rules, 1982
17. CSIR Guidelines for Technology Transfer and Utilization of Knowledge-base 2005
18. CSIR Purchase Rules of Goods & Services-2008 & CSIR & Purchase Manual of Best Practices-2008
19. CSIR Revised Merit & Normal Assessment Scheme(MANAS), 1992
20. CSIR Rules & Regulations and Bye-Laws
21. CSIR Scientists Recruitment & Assessment Promotion Rules 2001
22. DA/DR & HRA Orders
23. Delegation of Financial Power Rules, 1978
24. Fundamental Rules, 1922

25. General Financial Rules, 2005 including compendium on advances
26. General Provident Fund(Central Services) Rules, 1960
27. Handbook on powers of Heads of Department in CSIR, 1982
28. House Building Advance Rules,
29. Overtime Allowance Orders
30. Supplementary Rules - Traveling Allowance



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Basic Provisions

A] Basic Provisions

Sl. No.	Nature of power	Authority/Reference
(a)	The Governing Body of the CSIR is empowered to conduct the affairs of the Society.	Rules & Regulations (No.29) of Council of Scientific & Industrial Research
(b)	The Governing Body of the CSIR has all the powers of the Society for administering, directing and controlling the affairs & funds of the Society subject to the limitation on expenditure as the Government of India may impose from time to time.	Rules & Regulations (No.43) of Council of Scientific & Industrial Research
(c)	The Governing Body may delegate powers to the Director-General, Directors / Heads of National Laboratories, Management Councils, Controllers of Administration, Project Leaders in the laboratory and such other officers of the Society as may be necessary for their efficient functioning	Rules & Regulations (No.44) of Council of Scientific & Industrial Research
(d)	The President, CSIR may, in writing, delegate such of his powers as may be necessary to the Vice-President or the Director-General	Rules & Regulations (No.50) of Council of Scientific & Industrial Research
(e)	Subject to any order that may be passed by the Government of India, the Director-General, as the Principal Executive Officer of the Society, shall be responsible for the proper administration of the affairs of the Society under the direction and guidance of the Society, President and Vice-President.	Rules & Regulations (No.52) of Council of Scientific & Industrial Research
(f)	<p>The Governing Body, CSIR may delegate powers to the Director-General, CSIR, as are considered necessary, in addition to those exercised by a Secretary to the Government of India.</p> <p>The Director-General may, subject to such restrictions as are contained in the Delegation of Financial Power Rules of Government of India, delegate his powers to the Directors of National Laboratories, Controllers of Administration, Project Leaders, Bench level Scientists and other officers of the Society for the purpose of functional autonomy.</p>	Bye-Laws (No.3) of Council of Scientific & Industrial Research
(g)	<p>There shall be a Financial Advisor, who will be responsible for rendering financial advice to the Director General who shall have the powers to overrule his advice by recording reasons there for.</p> <p>A report of all such cases shall be sent to the Governing Body for information.</p>	Rules & Regulations (No.56) of Council of Scientific & Industrial Research

(h)	The Secretary of a Ministry / Department is “the Chief Accounting Authority” and shall be responsible & accountable for financial management of the Ministry / Department (as per details mentioned under this Rule from (i) to (ix).		Rule 64. of General Financial Rules, 2005
(i)	Directors of National Laboratories/Institutes shall be assisted & advised by COA/AO/COFA/FAO/COSP/SPO as the case may be in their respective areas. Director shall have power to overrule the advice of the aforesaid functionaries after recording reason therefor. A report of all such cases shall be sent to the Director General for information.		Bye-Laws (No.17) of Council of Scientific & Industrial Research
(j)	Guidelines for enhancement of functional autonomy of R&D autonomous institutions under the S&T Department Governing Councils/ Bodies of Autonomous R&D institutions may exercise powers up to the limit of powers enjoyed by the Administrative Ministry		GOI, MoS&T, OM No. AI/Misc./002/98 Dt. 27/01/1999 this may be read with the Bye-Laws No.3 (Adopted in GB meeting No.149 held on 27/12/2000)
(k)	Powers as mentioned below may be exercised by authorities in the CSIR (as mentioned in next column). The analogy of designations is applicable in all the rules.		
i)	Powers of the Standing Finance Committee(SFC) as referred in GoI decision No.4(A)2 under Rule 18 of DFPR, 1978	Governing Body, CSIR	Sl. No.I(iv) of GOI, MoS&T, OM No.AI/Misc./002/98 Dt. 27/01/1999 (Adopted in GB meeting No.149 held on 27/12/2000)
ii)	Powers of the Department of the Government of India {as defined in DFPR, 1978 Rule 3.(1)(d)}	Director General, CSIR	CSIR Letter N.2(1)/81-Finance dt 03/03/1982
iii)	Powers of the Head of Department of the Government of India {as defined in DFPR, 1978 Rule 3.(1)(f)}	Directors / Heads of National Laboratories / Institutes	CSIR Letter N.2(1)/81-Finance dt 03/03/1982
iv)	Powers of the Head of office of the Government of India {as defined in DFPR, 1978 Rule 3.(1)(g)}	COA/AO/DS/US who may be declared as Head of office under Rule 14. of DFPR, 1978.	CSIR Letter N.2(1)/81-Finance dt 03/03/1982

Finance

B] Finance

All the powers delegated hereunder are subject to budget allocation under the relevant budget-head and after following the prescribed procedure & guidelines issued from time to time by CSIR/Govt. of India.

1. Opening of new bank account and signing/countersigning of cheques

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Opening of new bank account	DG, CSIR- Full power	CSIR Circular No.2(37)/97-Finance dated 24/27.5.1997
(b)	Signing / countersigning of cheques of CSIR Labs/ Instts.	FA, CSIR – Full power Director- Full power	CSIR Circular No.2(37)/97-Finance dated 24/27.5.1997

2. Externally funded projects & technology transfer

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Approval of contract R&D projects like Sponsored, Collaborative / Cooperative, Grant-in-aid	1. Director – up to Rs.20 lakh (incase of GAP up to Rs.50 lakh) 2. MC - Beyond the powers of Director except that in the following cases DG, CSIR will have full powers (a) Involving foreign clients, (b) Multi laboratory inputs (c) Taken up /coordinated by staff at the CSIR, Hqrs.	CSIR Guidelines for Technology Transfer and Utilisation of Knowledge base, 01/06/2005

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(b)	Consultancy projects	<ol style="list-style-type: none"> 1. Director – up to Rs.5 lakh and not involving Director or Director level scientist as the sole consultant 2. MC - beyond the powers of Director and requiring the approval of the DG CSIR 3. DG, CSIR <ol style="list-style-type: none"> a) Involving foreign clients b) Taken up / coordinated by CSIR Hqrs c) Involving Director or Director level scientist as sole consultant 	CSIR Guidelines for Technology Transfer and Utilisation of Knowledge base dated 01/06/2005
(c)	Licensing of intellectual property	<ol style="list-style-type: none"> a) Director – Lumpsum above Rs.15 lakh per IP b) MC - Lumpsum payment per IP between Rs.5 - 15 lakh c) DG, CSIR - Lumpsum payment below Rs.5 lakh and Involving foreign clients 	CSIR Guidelines for Technology Transfer and Utilisation of Knowledge base, dated 01/06/2005
(d)	Licensing of unencumbered knowledge base	<ol style="list-style-type: none"> 1. MC - Full power for all projects (not involving foreign clients) 2. DG, CSIR - Full power in cases involving foreign clients & knowledge base involving more than one laboratory 	CSIR Guidelines for Technology Transfer and Utilisation of Knowledge base, dated 01/06/2005
(e)	Technical services	Director- Full power	CSIR Guidelines for Technology Transfer and Utilisation of Knowledge base, dated 01/06/2005

3. Expenditure out of LRF /HRF

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Sanction of expenditure out of Laboratory Reserve Fund (LRF)	Director- Full power	GB meeting No. 125 held on 08/01/1992 CSIR Letter No.1(1)Accounts /90-91 Dated 10/03/1992
(b)	Sanction of expenditure out of Headquarter Reserve Fund (HRF)	DG, CSIR- Full power	GB meeting No. 147 held on 09/12/1999 CSIR Letter No.1(11)Accounts / 2000-01 Dated 17/05/2000

4. Powers of appropriation & re-appropriation

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Powers of Appropriation & Reappropriation	<ol style="list-style-type: none"> DG, CSIR—Full power subject to the conditions/ restrictions of Rule 10 & Rule 13 (of DFPR, 1978) Director – Up to a limit of 10% of the original budget provisions for either of the primary units of appropriation or sub-heads (i.e. the primary unit/sub-head from which the funds are being re-appropriated or the primary unit/sub head to which the funds are to be re-appropriated, whichever is less). 	Rule-13 of DFPR 1978 under Schedule IV CSIR Circular No. 2(1)/81-Finance dated 24/08/1981

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(b)	Powers of re-appropriation in plan projects under National Laboratories Scheme.	Task force chairman - up to 25% within the sub-heads of Revenue & Capital Heads Re-appropriation not permissible from : <ul style="list-style-type: none"> • Capital to Revenue BH & vice versa • Salary of regular staff & for augmenting the TA provision 	CSIR guidelines on Eleventh Five Year Plan projects under National Laboratories Scheme issued by PPD dated 01/10/2007

5. Powers of incurring contingent expenditure

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Bicycle purchase / repairs	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(b)	Conveyance hire charges	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(c)	Electricity, gas and water charges	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(d)	Fixture & furniture purchase and repairs	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(e)	Freight charges, demurrage/wharfage charges	Director - Full power A report of all cases where demurrage/wharfage charges are paid in excess of Rs.1000 to be sent to the CSIR Hqrs.	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(f)	Hire of office furniture, electric fans, heater, coolers, clocks and call bells.	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(g)	Maintenance, upkeep and repair of motor vehicles	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(h)	Municipal taxes	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 GoI , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(i)	Post and Telegraph charges/ Money-orders	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81- Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(j)	Printing and binding	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81- Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(k)	Purchase of journals/ publications	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81- Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(l)	Repairs to and removal of machinery where expenditure is not of capital nature	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81- Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003
(m)	Rewards, fees, bonus etc. (other than fees or honoraria granted to Council Servant under the Service Rule)	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81- Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(n)	Supply of uniforms badges and other articles of clothing	Director - Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003 Subject to the limits prescribed
(o)	Insurance charges on motor vehicles (against third party risks)	Director- Full power	DFPR, 1978 Rule 13 under Schedule V CSIR circular No. 2(1)/81-Finance dated 05.11.1981 Gol , MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003

6. Powers of incurring miscellaneous expenditure

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Expenditure on light refreshments during formal inter-departmental and other meetings or conferences, expenditure in connection with foundation stone laying ceremonies and other hospitalities	DG, CSIR - Full power	DFPR, 1978 Rule 13 Schedule VI Gol, MoF, Notification No. 1(11)/E.II(A)/03, dated the 16 th September, 2003 Within the rate of Rs.150/ per-head prescribed by Gol MoF OM No. F.7 (44)-E.(Co-ord.)/90, dated 30-11-1990 read with O.M. No. 1(17)-E.(co-ord.)/94, dt.7-4-1994, O.M. No. 7(5)E-(Co-ord)/98, dated 12-6-1998 & O.M. No. 7(2)E.(Co-ord.)/03, dated 25-3-2004

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(b)	Expenditure on light refreshment & entertainment	JS(Admin.) – Full power up to the limit Rs.6000/ p.a. Director - Full power up to the limit Rs.6000/- (staff strength < 1000) & Rs.7500/- (staff strength > 1000) p. a.	CSIR Circular No.2(1)/81-Finance dated 29/07/1981 Within the rate of Rs.150/ per-head prescribed by Gol MoF OM No. F.7 (44)-E.(Co-ord.)/90, dated 30-11-1990 read with O.M. No. 1(17)-E.(co-ord.)/94, dt.7-4-1994, O.M. No. 7(5)E-(Co-ord)/98, dated 12-6-1998 & O.M. No. 7(2)E.(Co-ord.)/03, dated 25-3-2004, CSIR OM No.1(2)/2001-E.III dated 08 th June, 2004 & 10 th May, 2005

7. Appraisal & approval limits of plan schemes/projects: original & revised

I) Appraisal limits for original cost estimates

Sl. No.	Limits	Competent Authority / Extent of power	Order No. / Reference
	< Rs.25 crore	DG, CSIR	DFPR, 1978 Rule 18
	= Rs.25 crore & <Rs.100 crore	Standing Finance Committee (SFC)	MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex I)
	= Rs.100 crore & <Rs.300 crore	Expenditure Finance Committee (EFC) chaired by Secretary of Administrative Ministry/ Department.	

Sl. No.	Limits	Competent Authority / Extent of power	Order No. / Reference
	= & above Rs.300 crore	<p>Public Investment Board (PIB)/ EFC chaired by Secretary (Expenditure); projects / schemes where financial returns are quantifiable will be considered by PIB and others by EFC</p> <p>1) In respect of Scientific Ministry /Department, the appraisal forum(EFC) will continue to be chaired by the Administrative Secretary irrespective of outlays.</p> <p>2) For schemes/ projects involving setting up of new Autonomous Organization , the EFC will chaired by the Secretary (Expenditure) irrespective of outlays or the nature of Ministry/Dept.</p>	

II) Approval limits for original cost estimates

Sl. No.	Limits	Competent Authority / Extent of power	Order No. / Reference
	< Rs.25 crore	DG CSIR	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex II)
	=Rs.25 crore & < Rs.100 crore	Minister-in-charge of the Dept. /Ministry	
	= Rs.100 crore& <Rs.300 crore	Minister-in-charge of the Dept. /Ministry and the Minister of Finance	
	= > Rs.300 crore	Cabinet / Cabinet Committee	

III) Appraisal & Approval limits & procedure for revised cost estimates			
A) Increase in costs due to price escalations, increases in statutory levies, exchange rate variation within originally approved time frame			
Sl. No.	Limit	Appraisal & Approval forum	Order No. / Reference
1.	Increase in costs due to price escalations within the originally approved time cycle irrespective of cost of plan project/ scheme	a) Appraisal by Planning Commission and b) Approval by Administrative Minister-in-Charge	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)
2.	Increase in costs due to increases in statutory levies and exchange rate variation within the originally approved time cycle irrespective of cost of plan project/ scheme	a) No appraisal and b) Approval by Administrative Minister-in-Charge	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)
B) Increase in revised costs other than reason cited at A above			
1.	If amount is < Rs.300 crore		
Sl. No.	Limit	Appraisal & Approval forum	Order No. / Reference
	(a) Increase in cost up to 20% of the last approved cost estimate	a) No appraisal; b) Approval by concerned Ministry/ Department with approval of Minister concerned.	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)
	(b) Increase beyond 20% of the last approved cost estimate, resulting in an absolute cost escalation of less than or equal to Rs.100 crore.	a) Appraisal by EFC under Secretary of the Ministry/ Department; b) Approval of Minister concerned. Composition of EFC as per standard guidelines.	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)
	(c) Increase beyond 20% of the last approved cost estimate, resulting in an absolute cost escalation of greater than Rs.100 crore.	a) Appraisal by EFC under Secretary of Administrative Ministry/Department; b) Approval as per extant powers of delegation. Composition of EFC as per standard guidelines.	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)

2.	If amount is = or > Rs.300 crore		
Sl. No.	Limit	Appraisal & Approval forum	Order No. / Reference
	(a) Increase in cost up to 20% (1 st RCE) and 5% (second RCE) of last approved cost estimates beyond changes at A.	a) Appraisal by EFC under Secretary of the Ministry/ Department; b) Approval of the Minister and Finance Minister. Composition of EFC as per standard guidelines.	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)
	(b) Increase in cost beyond 20% (1 st RCE) and 5% (second RCE) of the last approved cost estimates beyond changes due to three factors as mentioned above.	a) Appraisal by EFC/PIB under Secretary (Expenditure) and b) Approval of Cabinet/ Cabinet Committees. Composition of EFC/PIB as per standard guidelines.	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex IV)

IV) Appraisal limits for pre-investment activity

Sl. No.	Limit	Competent Authority / Extent of power	Order No. / Reference
1.	< Rs.25 crore , if budgetary support is being sought, subject to availability of budget/plan funds and requisite Regulatory/ environment clearances as prescribed.	Administrative Secretary	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex V)
2.	< Rs.100 crore , subject to requisite regulatory / environment clearances as prescribed, establishment of viability through a preliminary feasibility report and conditions (i) the project will not be financed through budgetary support; (ii) the enterprise concerned is profit making entity in the last 3 years; and (iii) project being including in the Five Year Plan projections.	Administrative Ministry/ Department	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex V)

Sl. No.	Limit	Competent Authority / Extent of power	Order No. / Reference
3.	All other cases	Appraisal by Committee of PIB and approval by competent authority as per extant delegation of powers.	DFPR, 1978 Rule 18 MoF., DoE., Plan Finance II Division F No.1(3)/PF.II/2001 Dt. 01/04/2010 (Annex V)

8. Appraisal & approval limits of non-plan schemes/projects

A) Appraisal limits of non-plan schemes & projects

Sl. No.	Limit	Competent Authority / Extent of power	Order No. / Reference
	Up to 20 crore	DG, CSIR – Full power	DFPR, 1978 Rule 18 GoI, MoF, DoE., E.II(A) Branch No.1(9)/E.II(A)/07 Dated 06/04/2010 and 13/04/2010
	Beyond Rs.20 crore up to Rs.50 crore	Standing Finance Committee (SFC)	
	Beyond Rs.50 crore but less than Rs.75 crore	Standing Finance Committee (SFC) having representative of D/o Expenditure	
	Beyond Rs.75 crore but less than Rs.150 crore	Committee on Non-Plan Expenditure (CNE)	
	Beyond Rs.150 crore but less than Rs.300 crore	(CNE)	
	Rs. 300 crore and above	(CNE)	
	Proposal for new autonomous organization irrespective of outlays	(CNE)	

B) Approval limits of non-plan schemes & projects

Sl. No.	Limit	Competent Authority / Extent of power	Order No. / Reference
	Up to 20 crore	DG, CSIR – Full power	DFPR, 1978 Rule 18 Gol, MoF, DoE., E.II(A) Branch No.1(9)/E.II(A)/07 Dated 06/04/2010 and 13/04/2010
	Beyond Rs.20 crore up to Rs.50 crore	Minister-in-charge of the Dept./ Ministry	
	Beyond Rs.50 crore but less than Rs.75 crore	Minister-in-charge of the Dept./ Ministry	
	Beyond Rs.75 crore but less than Rs.150 crore	Minister-in-charge of the Dept./ Ministry	
	Beyond Rs.150 crore but less than Rs.300 crore	Minister-in-charge of the Dept./ Ministry and the Minister of Finance	
	Rs. 300 crore and above	Cabinet/CCEA	
	Proposal for new autonomous organization irrespective of outlays	Cabinet/CCEA	

9. Investment of surplus funds

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Investment of funds	<ol style="list-style-type: none"> 1. Director General, CSIR - Full power – at the CSIR Hqrs. 2. Director- Full power - in the Lab. 	GB meeting No. 148 held on 02/06/2000 CSIR Letter No.1(11)Accts./ 2000-2001 dt. 30/11/2000

10. Telephone charges including mobile/broadband charges

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(a)	Reimbursement of residential telephone charges including mobile/broadband charges up to the ceiling amount	1. DS/US(CO) - Full power as per eligibility 2. COA/AO – Full power as per eligibility	CSIR Letter No. 5-1(43)/2008-PD dt. 20.04.2009
(b)	Residential telephone to officers in Administration Finance, Purchase, Scientist above E-I etc. on functional basis subject to ceiling of 25% of Group 'A' posts	1. Director – Full power	CSIR circular No. 2(1)/81-Finance dt 19.04.1982 CSIR letter No. 3(1)/67-Cte dt. 30.05.1968 and CSIR letter No. 3(1)/70-Cte dt 22.08.1970

11. Holding of workshop/seminar/conferences: domestic & international

Sl. No.	Nature of power	Competent Authority/ Extent of power	Order No. / Reference
(a)	Workshop/ conferences/ seminar: domestic & international	(a) Minister-incharge in consultation with the Financial Advisor - where expenditure is less than Rs.10 lakh. (b) Cabinet Secretary through Secretary(Exp.)- Full power where expenditure is more than Rs.10 lakh	MoF, DoE, OM No.7(21)/E-Coord./93 dt. 27/05/1998 MoF, DoE, OM No.7(5)/E-Coord./2002 dt. 28/05/2003 MoF, DoE, F.No.7(1)/E-Coord./2010 dt. 31/05/2010 MoF, DoE, OM No.7(1)/E-Coord./2010 dt. 13/09/2010



Administration

C] Administration

All the powers delegated hereunder are subject to budget allocation under the relevant budget-head and after following the prescribed procedure & guidelines issued from time to time by CSIR / Govt. of India.

1. Powers to create posts

(a) Creation of permanent posts

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
1)	Post in Group 'A' Services on pay up to Rs.6700 (pre-revised) per mensem in the prescribed scale. Note: Where a post is sanctioned on a time-scale, the maximum of the time-scale should be taken as pay for the purpose of this entry. Grade pay equated to SCPC may be considered.	Governing Body, CSIR	DFPR, 1978 Rule 13 Schedule II, Gol, MoF, Notification No. F.1(51)-EII(A)/87, Dt. 03/11/1988 These powers are subject to provisions of Rule 13. & Rule 11. of DFPR, 1978, GFR-2005 and Gol instructions/ orders issued from time to time under Appendix-3(Economy in administrative and Non-Plan expenditure of Government) of the DFPR, 1978.
2)	Post in Group 'B','C' and 'D' Services	Governing Body, CSIR	

(b) Creation of temporary posts

1)	Post in Group 'A' Services on pay up to Rs.6700 (pre-revised) per mensem in the prescribed scale. Note: Where a post is sanctioned on a time-scale, the maximum of the time-scale should be taken as pay for the purpose of this entry. Grade Pay equated to SCPC may be considered.	Governing Body, CSIR	DFPR, 1978 Rule 13 Schedule III, Gol, MoF, Notification No. F.1(51)-EII(A)/87, Dt. 03/11/1988 These powers are subject to provisions of Rule 13 & Rule 11 of DFPR, 1978, GFR, 2005 and Gol instructions/ orders issued from time to time under Appendix-3(Economy in administrative and Non-Plan expenditure of Government) of the DFPR-1978.
2)	Post in Group 'B','C' and 'D' Services.	Governing Body, CSIR	

(c) Powers to Governing Body of Autonomous bodies for creation of posts

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
1)	After the strength of different grades in Group 'A' posts is fixed.	Governing Body, CSIR Full power to reshuffle the posts horizontally only, not vertically (not between the different grades)	Gol, MoS&T, No. AI/Misc./002/98 Dt 27/01/99
2)	In case of Group 'B', 'C', 'D' posts	Governing Body, CSIR – Full operational freedom	

2. Remission and writing off of overpayments

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Remission of disallowance by Audit and writing off of overpayments made to Council servant	DG, CSIR – Full Power	DFPR, 1978 Rule-17

3. Advances to employees

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Advance for purchase of conveyance	JS(Admin.) - Full power Director - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 15.(1) CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(b)	Advance for purchase of bicycle	DS/US(CO) - Full power COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 15.(2) CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(c)	Advance for purchase of warm clothing	DS/US(CO) - Full power COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 33. CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(d)	Advance for purchase of table fan	DS/US(CO) - Full power COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 38-A. CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(e)	Advance in connection with transfer and retirement (once transfer has been approved by competent authority)	1. DS/US(CO) - Full power 2. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 39 CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(f)	Advance of pay in connection with deputation outside India and leave <i>ex-India</i>	DG, CSIR - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 44. CSIR Circular No.2(1)/81-Finance dated 03/03/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(g)	Advance in connection with tour (once tour has been approved by competent authority)	1. Officer who is declared to be his own Controlling officer - Full power 2. DS/US(CO) - Full power to officer other than who is declared to be his own Controlling officer 3. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 48. CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(h)	Advance in connection with leave travel concession (LTC)	1. DS/US(CO) - Full power 2. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 52. (1) CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(i)	Festival advance	1. DS/US(CO) - Full power 2. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 53. CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(j)	Advance in connection with the natural calamities	1. DS/US(CO) - Full power 2. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 64. CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(k)	Miscellaneous advance/local purchase advance	As contained in the CSIR Purchase Rules of Goods and Services, 2008 and the CSIR Purchase Manual of Best Practices , 2008	CSIR Circular No.14-5(1)/2003-SV Vol.III dated 7.1.2009
(l)	Advance in lieu of leave salary	1. DS/US(CO) - Full power 2. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 76.
(m)	Advance to the family of a govt. servant who dies while in service-(immediate financial relief subject to maximum of Rs.8000/-)	1. DS/US(CO) - Full power 2. COA/AO - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 79. CSIR Circular No.2(1)/81-Finance dated 03/03/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(n)	Advance to the family of a govt. servant who dies while in service-to meet travel expenses	Director/COA - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 82. CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(o)	Advance of traveling allowance to non-official member of committees.	Director General - Full power	GFR, Part-II-Compendium of Rules on adv. Rule 85.(1) CSIR Circular No.2(1)/81-Finance dated 03/03/1982
(p)	House building advance (HBA)	Director - Full power DS(CO) – Full power	CSIR letter No 4-16/2002-E.II dt. 29/05/2002

4. Conditions of service/deputation/lien & delegations under F.R. 6

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Appointment of Council servant to officiate in a vacant post	Authority which has the power to make a substantive appointment - Full power	F.R. 9(19) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(b)	Dispensation of a medical certificate of fitness before appointment to CSIR service, in individual cases.	1. DG, CSIR - Full power 2. Director - Full power- in case of an employee equivalent to a non-gazetted rank	F.R. 10. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(c)	Transfer of lien	1. DG, CSIR - Full power 2. Director - Full power - in cases where he is the appointing authority for both the posts concerned	F.R. 14-B. CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(d)	Retention of lien up to two years		
	1) Scientific & Technical staff for the CSIR Hqrs. & for staff where DG is appointing authority	DG, CSIR – Full power	GB meeting No.131 held on 29/07/1993 , CSIR Circular No.14(25)/89-E.II dt. 25.11.1993
	2) Common cadre officers	DG, CSIR - Full power	GB in its meeting No.146 held on 29/12/98 extended the scheme to Common cadre officers. CSIR Circular No.31(113)/87-E.I dt. 09.02.1999
	3) Retention of lien in case of CSIR S&T and non-technical staff where Director is the appointing authority	Director - Full power	GB meeting No. 176 held on 15/06/2010 , item No. 12 CSIR Circular No.5-1(91)/2010- PD dated 4/6.08.2010
(e)	Retention of lien beyond two years	DG, CSIR - Full power	GB meeting No. 163 held on 15/12/2004 CSIR Circular No.4-61/2004-EII dt. 15/17/21/-02-2005
(f)	Forwarding of application for deputation etc. for posts outside CSIR / issue of “No Objection Certificate (NOC)” for interview, etc. in case where DG / VP / President, CSIR is the appointing authority.	Director - Full power for forwarding only - but release on final selection will be approved by the CSIR	CSIR Letter. No.5-1(50)/2008-PD dated 9/12.04.2010
(g)	Forwarding of application & relieving for deputation etc. for posts outside the CSIR as per GOI/CSIR Rules	Director - full power - wherever Director is the Appointing Authority	CSIR Letter. No.5-1(50)/2008-PD dated 9/12.04.2010

5. Pay, advance increments etc

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Fixation of pay & allowances of Council servant treated as on duty.	Any Authority which has power to make a substantive appointment to the post with reference to which the pay & allowances of council servant are to be fixed – Full power	F.R. 20. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(b)	Fixation of pay as per normal rules on promotion/ appointment to a higher post or grade or on any other eventuality	Director – Full power for officer other than Director or equivalent (for them it is to be vetted by the CSIR Hqrs.)	FR 22
(c)	Fixation of pay as per normal rules on appointment to the post of Director or equivalent	DG, CSIR - Full power	FR 22 CSIR Circular 5-1(3)/2008-(PD) dated 01/12/2008
(d)	Withholding of increment	Any Authority which has power to make a substantive appointment to the post which the Council servant holds or an authority empowered under the CCS(CCA) Rules to withhold increments	F.R. 24. CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(e)	Grant of higher pay on initial appointment		
	Up to 3-advance increments	Director / Appointing Authority	Govt order No.3 under Rule 27 of Fundamental Rule, 1922
	Above 3 and up to 5 advance increments	DG, CSIR	CSIR letter No.14(25)/82-E.II Dt 06/06/1983 & CSIR letter No.5(45)/81-E.II, dated, 13/02/1984 and "CSIR Scientist Recruitment and Assessment Promotion Rules, 2001" Para 6.7.2
	Above 5 and up to 7 advance increments	President, CSIR	Advance increment is to be granted on the recommendation of the duly constituted Selection Committee
(f)	Family planning allowance (one increment) for maintaining small family norms	Director – Full power	Govt order No.11 under Rule 27 of Fundamental Rule, 1922
(g)	Stepping up of pay of staff	Director – Full power	MoF, OM No. F.2(78)-E.III (A)/66 dated 04/02/1966 read with Note 9 of Rule 7 of CCS(R.P.) Rules 2008 and DoPT OM No.16/16/89 – Estts. (Pay-I) dated 29/03/1993
(h)	Issue of declaration under second proviso to FR 30(I) for grant of promotion under 'Next Below Rule' now FR-22(II)	DG, CSIR – Full power	F.R. 30. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(i)	Power to reduce pay of an officiating Council servant.	Any Authority which has power to make an officiating appointment to the post concerned – Full power	F.R. 35. CSIR Circular No.2(1)/81-Finance dated 02/04/1982

6. Honorarium/foreign service/fee

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Sanctioning undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium	<ol style="list-style-type: none"> 1. DG, CSIR, up-to a max. of Rs.5000/- in each case. In the case of recurring honoraria, this limit applies to the total of the recurring payments made to an individual in a financial year. 2. Director - up to a max. of Rs.2500/- in each case. In the case of recurring honoraria, this limit applies to the total of the recurring payments made to an individual in a financial year. 	<p>F.R. 46(b).</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>
(b)	Appointment of a Council servant to hold temporarily or to officiate in more than one post and to fix the pay of subsidiary posts and the amount of compensatory allowance to be drawn.	<ol style="list-style-type: none"> 1. DG CSIR – Full power Provided that he has the power to appoint the Council servant permanently to each of the post concerned. 2. Director – Full power Provided that he has the power to appoint the Council servant permanently to each of the post concerned. 	<p>F. R. 49</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>
(c)	Transfer to foreign service in India.	<ol style="list-style-type: none"> 1. DG, CSIR – Full power in case of an employee who is equivalent to gazetted rank and 2. Director – Full power in the case of an employee who is equivalent to non-gazetted rank and 	<p>F. R. 110 (b)</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
		<p>Subject to the conditions mentioned below (applicable to both types of employees):-</p> <p>a. The pay in foreign service shall be subject to the general or special orders of the G.O.I. / CSIR regulating terms of foreign service.</p> <p>b. No concessions are sanctioned in addition to pay except</p> <p>i) travelling allowance under the rules of the foreign employer or the travelling allowance under the S.R.</p> <p>ii) payment by foreign employer of leave salary and pension contributions</p>	
(d)	Fixation of pay in foreign service in India.	<p>1. DG, CSIR – Full power in case of an employee who is equivalent to gazetted rank and</p> <p>2. Director - Full power in the case of an employee who is equivalent to non-gazetted rank and</p> <p>Subject to the conditions mentioned below(applicable to both types of employees):-</p> <p>a. The pay in foreign service shall be subject to the general or special orders of the G.O.I. / CSIR regulating terms of foreign service .</p> <p>b. No concessions are sanctioned in addition to pay except</p> <p>i) travelling allowance under the Rules of the foreign employer or the travelling allowance under the S.R.</p> <p>ii) payment by foreign employer of leave and pension contributions, and</p>	<p>F. R. 114</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(e)	Decision of the date of reversion of Council servant returning after leave from foreign service.	DG, CSIR – Full power	F. R. 125. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(f)	Sanctioning of undertaking of work for which a fee is offered and the acceptance of a fee	1. DG, CSIR – Full power 2. Director up-to a maximum of Rs.3,000/- in each case. In the case of recurring fees this limit applies to the total of the recurring payments made to an individual in a year.	S. R. 11. CSIR Circular No.2(1)/81-Finance dated 02/04/1982

7. Travelling allowance

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Declaration of the grade in which a part-time or fee paid Council servant shall rank.	DG, CSIR – Full power	S.R. 20 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(b)	Decision on the shortest of two or more routes.	1. JS (Admin) - Full power 2. Director - Full power for journeys within their jurisdiction	S.R.30(b) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(c)	Permission to travel by private airline	DG, CSIR - Full power Subject to the GoI/CSIR instructions, issued from time to time restricting / regulating the travel by private airline	GB meeting No. 141 held on 26/04/1996 CSIR Letter No. 7(86)23/86-E.II dated 8.7.96 Travel by private airlines is not allowed without the approval of Ministry of Civil Aviation (MOF OM No.F.No.19024 /1/2009-E.IV dt 13/07/2009

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(d)	Permission to travel by private airline for international travel	a. Director – Full power For scientists working under them b. DG, CSIR - in case of Director & officers working at the CSIR Hqrs.	GB meeting No. 155 held on 19/12/2002 , CSIR Letter No. 22-1(1)2003-ISTAD dt. 30.01.2003 Travel by private airlines is not allowed without the approval of Ministry of Civil Aviation (MOF OM No.F.No.19024 /1/2009-E.IV dt 13/07/2009
(e)	Sanction of TA to retired officer engaged as Emeritus Scientist/ Distinguished Scientist/ Advisor /Consultant etc.	Director - Full power within one year of expiry / completion / termination of such re-engagement	SR 147 GB meeting No. 155 held on 19/12/2002 CSIR Letter No.14/27/ 2001-E.II Dt. 31/01/2003
(f)	Allowing mileage allowance to be calculated by a route other than the shortest or cheapest.	JS(Admin.) – Full power Director - Full power Journeys within his jurisdiction and provided the selection of such route is in the interest of the CSIR	S.R.31. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(g)	Decision on a Council servant's headquarters.	JS(Admin.) – Full power Director - Full power	S. R. 59 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(h)	Decision on whether a particular absence is absence on duty.	JS(Admin.) – Full power Director - Full power	S. R. 62. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(i)	Restriction on the frequency and duration of journey.	JS(Admin.) – Full power Director - Full power	S. R. 63. CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(j)	Extension of the time limit of six months and one month within which the members of the family of Council servant may be treated as accompanying him in individual cases	DG, CSIR - Full power Director - Full power For employee working under him	S.R.116(b) (iii) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(k)	Disallowance of travelling allowance for a journey to attend an obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it.	JS(Admin.) – Full power Director - Full power	Provision 2(i) to S.R. 130 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(l)	Permission to travel to attend an examination other than those mentioned in SR 130 & 131.	1. DG, CSIR - Full power 2. JS(Admin.) – Full power in case of departmental examinations 3. Director - Full power in case of departmental examinations	S.R. 132 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(m)	Sanction of travelling allowance for a journey on tour to Council servant who is required, while on leave in India, to perform any public duty at a place other than one where he is spending his leave.	1. JS(Admin.) – Full power 2. Director - Full power Provided travelling allowance may not be granted for a journey while proceeding on leave or while returning from leave.	S.R. 135 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(n)	Sanction of travelling allowance on tour to Council servant who proceeds on regular leave from a tour station and resumes duty at another tour station or who proceeds on earned leave from headquarters and resumes duty at a tour station after the expiry of leave.	1. JS(Admin.) – Full power 2. Director - Full power Provided that travelling allowance is, granted from the place where earned leave is spent to the place of tour limited to that admissible between headquarters / tour station.	S.R. 135 CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(o)	Sanction of travelling allowance on tour to Council servant who proceeds on regular leave while on tour and returns direct to headquarters on the expiry of leave	<ol style="list-style-type: none"> 1. JS(Admin.) – Full power 2. Director - Full power provided leave is taken due to reasons beyond the control of the Council servant, such as his own illness /or serious illness/ death in family and the period of leave is kept to minimum called for in such situation. The TA admissible will be that from the place where leave is spent, or the tour station from where he proceeds on leave to the headquarters whichever is less. 	<p>S.R. 135</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>
(p)	Allowance of the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	<ol style="list-style-type: none"> 1. JS(Admin.) – Full power 2. Director - Full power 	<p>S.R. 160 (b)</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>
(q)	Fixation of amount of hire charges when Council servant is provided with means of locomotion at the expense of the CSIR etc. but pays all the cost of its use or propulsion.	<ol style="list-style-type: none"> 1. JS(Admin.) – Full power 2. Director - Full power 	<p>S.R. 183</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>
(r)	Sanction of travelling allowance to persons not in Council service attending commissions of enquiry, etc. or performing public duties in an honorary capacity and to declare the grade to which such person shall be considered to belong for the purpose of grant of TA.	<ol style="list-style-type: none"> 1. JS(Admin.) – Full power 2. Director - Full power 	<p>S.R. 190 (a) & (b)</p> <p>CSIR Circular No.2(1)/81-Finance dated 02/04/1982</p>

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(s)	Delegation of the power conferred upon them by S.R. 190 (a) & (b) to the person presiding over commission etc.	1. DG, CSIR - Full power	S.R. 190 (c) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(t)	Declaration of controlling officer	1. DG, CSIR - Full power 2. JS(Admin.) – Full power 3. Director - Full power Provided that JS(Admin.) & Director may not declare a Council servant to be his own controlling officer and no officer shall be declared a controlling officer of an officer of higher in rank to him	S.R. 191 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(u)	Making of rules for the guidance of controlling officer.	1. JS(Admin.) – Full power 2. Director - Full power	S.R. 195 (e) CSIR Circular No.2(1)/81-Finance dated 02/04/1982

8. Leave, sabbatical leave & study leave

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Requirement of a medical certificate of fitness before return from leave.	The authority which granted the leave - Full power	CCS (Leave) Rule 1972, Rule 24(3) CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(b)	Extension of leave	The authority which granted the leave - Full power Provided that the Council servant on leave will, on his return, be under the administrative control of the same authority.	CCS (Leave) Rules 1972, Rule 19. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(c)	Grant of special disability leave	1. DG, CSIR - Full power for the officer working under him 2. Director- - Full power for the officer working under him,	Rule 3 (c) The First Schedule to CCS (Leave) Rules 1972. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(d)	Grant of earned leave, half pay leave, commuted leave, leave not due, extraordinary leave, maternity leave, paternity leave, hospital leave, seamen's sick leave, child care leave, (other than special disability leave)	1. DG, CSIR- Full power for the officer working under him 2. Director- Full power for the officer working under him , 3. Any authority to which the authority referred to at (1) & (2) above may delegate the power. - Full power	CSIR Circular No.2(1)/81-Finance dated 02/04/1982 See Rule 3 (c)] The First Schedule to CCS (Leave) Rules, 1972.
(e)	Grant of EL, CL, RH to Director (including Acting Director) in his own case	Director - Full power	CSIR Letter No.14(Misc.)/27/99-EII Dt. 18/12/2007
(f)	i) Sabbatical leave (within India) of scientist	Director – Full power	GB meeting No. 124 held on 24/09/1991 CSIR HRDG OM No. CSIR/SK/SL/91 Dt. 16/12/1991 GB meeting No. 131 held on 29/07/1993 CSIR HRDG OM No. CSIR/SK/SL/91/ Dt. 13/07/1994

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
	ii) Sabbatical leave abroad of scientist	i) Director – Full power for scientist up to the level of Gr.IV(5) ii) DG, CSIR – Full power for scientist of level above Gr.IV(5) but excluding the Director iii) VP, CSIR – Full power for Directors	CSIR Letter No. 22-1(2)/2005-ISTAD dt. 16.03-2005
(g)	Grant of study leave (within India)	1. JS (Admin.) - Full power 2. Director - Full power	GB meeting No. 150 held on 15/02/2001, CSIR Circular No. 101 (1)/98-R&I dated 04.04.2001 CSIR OM No.1(2)/2001-E.III dated 08 th June, 2004 Rule 3 (c) The First Schedule to CCS (Leave) Rule 1972 .
(h)	Study leave abroad of scientist	1. Director - Full power up to the level of Gr.IV(5) 2. DG, CSIR – Full power for scientist of level above Gr.IV(5) but excluding the Director	CSIR Letter No. 22-1(2)/2005-ISTAD dt. 16.03-2005
(i)	Study leave – reduction of requirement of regular service to 3 years from 5 years i) for CSIR Scientists ii) all the council employees		GB meeting No. 144 held on 18/02/1998 CSIR OM No.3(32)/97-E.II dt. 08.05.1998 CSIR Circular No. 14(11) study/GB/2001-E.II dt. 19.07.2001

9. Joining time			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Extension of joining time beyond the limits indicated in the CCS(Joining Time) Rule 5 (4) upto the maximum limit of 30 days.	Director - Full power	Rule.5(5) of CCS(Joining Time) Rules. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(b)	Extension of joining time beyond the limits indicated in CCS(Joining Time) Rule 5 (4), beyond 30 days.	DG, CSIR - Full power	Rule.5(5) of CCS(Joining Time) Rules. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
10. Staff quarter allotment			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Allotment of a building or part of a building to a specified post	1. JS(Admin.) - Full power 2. Director - Full power	S.R.311 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(b)	Decision that an officer on leave shall be considered to be in occupation of a residence.	1. JS(Admin.) - Full power 2. Director - Full power	S.R.312 (4) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(c)	Suspension of the allotment of residence	1. JS(Admin.) - Full power 2. Director - Full power	S.R.313 (1) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(d)	Allotment of residence of which the allotment has been suspended.	1. JS(Admin) - Full power 2. Director - Full power	S.R.313(4) CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(e)	Approval of sub-tenancy.	1. JS(Admin) - Full power 2. Director - Full power	S.R.314(a) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(f)	Permission for licence fee paid by sub-tenant to exceed that paid by lessor of Council residence.	DG, CSIR - Full power	S.R.314(c) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(g)	Permission to an officer to store furniture etc. in a residence during temporary absence.	1. JS(Admin) - Full power 2. Director - Full power	S.R.316 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(h)	Nomination of an officer to estimate the present value of a residence and power to determine its present value.	1. JS(Admin) - Full power 2. Director - Full power	S.R.318 & 327 CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(i)	Estimation of probable cost of maintenance and repairs of leased residence.	1. JS(Admin) - Full power 2. Director - Full power	S.R.321(a) & 330 (a) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(j)	Estimation of amount to be included as capital expenditure on additions and alterations in rents of leased residences.	DG, CSIR - Full power	S.R.321(b) & 330 (b) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(k)	Estimation of probable cost of maintenance and repairs of CSIR residence.	1. JS(Admin) - Full power 2. Director - Full power	S.R.322 (1)(a) & 331 (1)(a) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(l)	Fixation of percentage to be adopted for calculation of cost of maintenance and repairs to CSIR residence	3. JS(Admin) - Full power 4. Director - Full power	S.R.322 (1)(b) & 331 (1)(b) CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(m)	Revision of amount or percentage referred to in the Supplementary Rules 322 to 331.	5. JS(Admin) - Full power 6. Director - Full power	S.R.322 (3) & 331 (3) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(n)	Determination of licence fee for certain services and the estimated capital cost.	1. JS(Admin) - Full power 2. Director - Full power	S.R.325 (1) & 334 (1) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(o)	Determination of charge for electrical energy, water and meter	1. JS(Admin) - Full power 2. Director - Full power	S.R.325 (2) & 334 (2) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(p)	Fixation of the amount of profit that may accrue to Council from charge for electric energy, water and meter.	1. JS(Admin) - Full power 2. Director - Full power	S.R.325 (2)(a) & 334 (2)(a) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(q)	Fixation of the charges for the electric energy and water where no meters are provided.	1. JS(Admin) - Full power 2. Director - Full power	S.R.325 (2)(b) & 334 (2)(b) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(r)	Estimation of the capital cost mentioned in clause (a)(i) of the Supplementary Rules 325(2) and 334(2)	1. JS(Admin) - Full power 2. Director - Full power	S.R.325 (2)(c) & 334 (2)(c) CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(s)	Grouping of a number of residences for purposes of assessment of charges for electric energy, water and meters.	1. JS(Admin) - Full power 2. Director - Full power	Proviso to S.R.325 (2) & 334 (2) CSIR Circular No.2(1)/81-Finance dated 02/04/1982

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
(t)	Allotment (normal) of staff quarters	1. JS(Admin) - Full power 2. Director - Full power	CSIR (Residence Allotment) Rules, 1997
(u)	Permission to retain staff quarters as per guidelines/restrictions	1. JS(Admin) - Full power 2. Director - Full power	Rule 11, CSIR (RA) Rules, 1997
(v)	Out-of-turn allotment of staff quarters to common cadre staff and other staff on medical grounds, exigencies of work, etc. on the recommendation of the House Allotment Committee.	Director - Full power	Rule 5, CSIR (Residence Allotment) Rules, 1997
(w)	Hiring/leasing of houses, renewal and enhancement or modification in rent	1. Director - Full power up to the limit of 5 cases 2. DG, CSIR – Full power beyond the power of Director	CSIR Letter No. 26/67/84-Estate dt. 25.02.2008

11. Appointments & promotion etc.			
(a)	Appointing authorities for various post in the CSIR including compassionate appointment		
Sl. No.	Post	Appointing Authority	Order No. / Reference
i	Director of National Lab & other officer of the corresponding rank (i.e. Scientist H)	President, CSIR	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006 CSIR Letter No. 2(RR-IV) 2001-R&A dated 07.12.2001
ii	Scientist Gr. IV(6)	VP, CSIR	CSIR OM No.1-5(1)/2008-RAB dt . 12/01/2009
iii	Scientist Gr. IV(1) to IV(5)/ technical staff of the rank of Gr.III(5) and above at the CSIR Hqrs.	DG, CSIR	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006 CSIR Letter No. 2(RR-IV) 2001-R&A dated 07.12.2001 Para 12 of CSIR Service Rules, 1994 for Recruitment of Scientific, Technical & Support Staff
iv	Scientist Gr. IV(1) to IV(5)/ technical staff of the rank of Gr.III(5) and above at Lab./ Instt.	Director	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006 CSIR Letter No. 2(RR-IV) 2001-R&A dated 07.12.2001 Para 12 of CSIR Service Rules, 1994 for Recruitment of Scientific, Technical & Support Staff
v	Technical and support staff up to and including the rank of Gr.III(4) and above at the CSIR Hqrs.	Joint Secretary (Admin.)	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006 Para 12 of CSIR Service Rules, 1994 for Recruitment of Scientific, Technical & Support Staff

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
vi	Technical and support staff up to and the rank of Gr.III(4) and above at Lab./ Instt.	Director	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006 Para 12 of CSIR Service Rules, 1994 for Recruitment of Scientific, Technical & Support Staff
vii	Sr.Dy.Secy./Sr.COA/ Sr.Dy.FA /Sr.COFA/Sr.COSP/ Dy.Secy./ COA/Dy.FA/COFA/COSP/ US/ AO/FAO/ SPO and other officers of the corresponding rank viz. Legal Advisor/ Sr. Hindi Officer etc	DG, CSIR	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006
viii	Section Officer (Gen., F&A, S& P), Private Secretary , Hindi Officer and other officer of the corresponding rank	Joint Secretary (Admin.)	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006
ix	Hindi Officer and other officer of corresponding rank in isolated category at Lab./ Instt.	Director	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006
x	Assistant Gr.I, II, III, Gr.D(Non-Tech) and other staff of the corresponding rank at the CSIR Hqrs.	Joint Secretary, (Admin.)	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006
xi	Assistant Gr.I, II, III, Gr.D(Non-Tech) and other staff of corresponding rank at Lab./ Instt.	Director	CSIR OM NO. 15-1(19)/67-Vig dated 19/09/2006

Sl. No.	Nature of power	Competent Authority / Extent of power	Order No. / Reference
xii	Distinguished Scientist	President, CSIR	CSIR OM No. 5-1(61)/2008-PD dated 15/01/2009
xiii	Outstanding Scientist of the CSIR from Scientist/Technologist of Indian Origin [OS(STIO)]	President, CSIR	CSIR OM No. 5-1(63)/2008-PD dated 15/01/2009
xiv	Compassionate appointment	1) Director of the lab. (wherever he is the appointing authority) 2) JS (Admin.) at the CSIR Hqrs.	Appendix II of CCS (Pension) Rules, 1972 CSIR circular No.17(108)/76-EII. Dated 24/08/1978, dated 06/07/1979 and CSIR circular No.5(14)/87-EII. Dated 03/04/1987

12. Disciplinary & conduct rules related issues				
(a)	Schedule of Disciplinary & Appellate single authorities			
(i) Schedule of disciplinary authorities All = (Major & Minor both)				
Sl. No.	Post	Disciplinary authorities	Description or Penalties	Order No. / Reference
i	Director of National Lab. / Institute, other officer of the corresponding rank and post of Scientist Gr. IV(6)	President, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		VP, CSIR	Minor	
ii	Scientist Gr. IV(1) to IV(5)/ technical staff of the rank of Gr.III(5) and above at the CSIR Hqrs	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		JS(Admin.)	Minor	
iii	Scientist Gr. IV(1) to IV(5)/ technical staff of the rank of Gr.III(5) and above at the laboratory / institute	Director	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Seniormost Scientist Gr.IV(6)	Minor	
iv	Technical and support staff up to and including the rank of Gr.III(4) at the CSIR Hqrs..	JS(Admin.)	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Seniormost Sr.DS, in case there is no Sr.DS, Dy. Secretary at the CSIR Hqrs.	Minor	
v	Technical and support staff up to and including of the rank of Gr.III(4) at the laboratory / institute	Director	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Seniormost Scientist Gr.IV (6) / where there is no Scientist Gr.IV (6), Seniormost Scientist Gr.IV (5)	Minor	

(ii) Schedule of appellate authorities				
All = (Major & Minor both)				
Sl. No.	Post	Appellate authorities	Penalties	Order No. / Reference
i	Director of National Lab/ Institute, other officer of the corresponding rank and post of Scientist Gr. IV(6)	President, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
ii	Scientist Gr. IV(1) to IV(5)/ technical staff of the rank of Gr.III(5) and above at the CSIR Hqrs..	VP, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		DG, CSIR	Minor	
iii	Scientist Gr. IV(1) to IV(5)/ technical staff of the rank of Gr.III(5) and above at the Laboratory / Institute	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Director	Minor	
iv	Technical and support staff up to and of the rank of Gr.III(4) at the CSIR Hqrs..	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		JS(Admin.)	Minor	
v	Technical and support staff up to and of the rank of Gr.III(4) at the laboratory / institute	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Director	Minor	
vi	Sr.Dy.Secy./ Sr.COFA/ Sr.Dy.FA /Sr.COFA/ Sr.COSP/ Dy.Secy./ COA/Dy.FA/COFA/COSP/US/ AO/FAO/ SPO and other officer of the corresponding rank viz. Legal Advisor/ Sr. Hindi Officer etc	VP, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		DG, CSIR	Minor	
vii	Section Officer (Gen., F&A, S& P), Private Secretary, Hindi officer and other officer of the corresponding rank	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		JS(Admin.)	Minor	

Sl. No.	Post	Appellate authorities	Penalties	Order No. / Reference
viii	Hindi Officer and other officer of the corresponding rank in isolated category at Labs	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Director	Minor	
ix	Assistant Gr.I, II, III, Gr.D(Non-Tech) and other staff of the corresponding rank at the CSIR Hqrs..	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		JS(Admin.)	Minor	
x	Assistant Gr.I, II, III, Gr.D (Non-Tech) and other staff of the corresponding rank at Lab./Instt	DG, CSIR	All	CSIR OM No.15-1(19)/67-Vig dated 19/09/2006
		Director	Minor	

(b) Conduct – other issues

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Approval for acceptance of employment by a family member of Council servant in any firm having official dealings with the Institute	DG, CSIR - Full power	Rule-4(2) CCS(Conduct) Rules, 1964
(b)	Report when a family member of Council servant takes part in politics	Authority competent to remove / dismiss him from service	Rule-5(2) CCS(Conduct) Rules, 1964
(c)	Reporting authority on becoming the subject to legal proceedings for insolvency of Council servant	Authority competent to remove / dismiss him from service	Rule-17 CCS(Conduct) Rules, 1964
(d)	Vindication of acts and character of Council servant	DG, CSIR – Full power for Group 'A' officer Director – Full power for others JS(Admin.) - Full power for staff at CSIR HQ below Group 'A'	Rule 19, CCS (Conduct) Rules, 1964

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(e)	Permission for acquisition /disposal of movable/ immovable and valuable property with the extent of value as follows: Class I & II Officer: Rs. 20,000/- and above Class III & IV Officers: Rs. 15,000/- and above	DG, CSIR - Full power for staff/ officer working under him Director – Full power for staff/officer working under him	Rule 18, CCS (Conduct) Rules, 1964
(f)	Permission to give evidence before an enquiry committee conducted by a person, committee or authority	Director – Full power for staff/ officer working under him	Rule 10, CCS (Conduct) Rules, 1964
(g)	Permission for raising of any funds for National Foundation for Communal Harmony on voluntary basis	Director – Full power for staff/ officer working under him	Rule 12, CCS (Conduct) Rules, 1964
(h)	Grant of permission from close-relationship angle for appointment against regular vacancies and against sponsored projects Provided that the employee related to the applicant is not associated in any way with the process of selection of such a close relative at any stage in the recruitment process. Details should be reflected in the annual report on manpower	Director - Full power	CSIR Letter No. 4-73/2006-E.II dated 23-01-2008

13. Deputation abroad

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	<p>Visit/deputation abroad of scientist of the following nature:</p> <ol style="list-style-type: none"> 1. Foreign visit of CSIR scientist for attending conference. 2. Visit under bilateral exchange programme, if already approved as part of the programme by DST/CSIR or other GOI department. 3. Training including bilateral technical assistance programme. 4. Equipment training 	<ol style="list-style-type: none"> 1. Director – Full power (up to Gr.IV(5)) 2. DG CSIR – Full power for staff at CSIR Hqrs. & scientist above Gr.IV(5) excluding Director 3. VP, CSIR – Full power for Director 	<p>GB meeting No. 163 held on 15/12/2004</p> <p>CSIR Letter No. 22-1(1)/2005-ISTD dt. 03/02/05</p> <p>Appendix V of guidelines for overseas visits, 1996 issued by ISTAD, CSIR</p>
(b)	<p>Visit/deputation abroad of scientist of the following further categories :</p> <ol style="list-style-type: none"> 1. Assignment <ol style="list-style-type: none"> a. Assignment on foreign service terms b. Assignment on leave due & admissible. c. Assignment on EOL 2. Fellowship/ Scholarship <ol style="list-style-type: none"> d. Prestigious fellowship / scholarship recognized by CSIR & e. Fellowship/ scholarship offered through nodal Ministries of the Govt. of India 3. Study leave abroad 4. Sabbatical leave abroad (out of India), and 5. Oceanographic cruise. These visits have to be treated as <i>ad hoc</i> visits and the expenditure has to be borne by the sponsoring agency/ Lab./ Instt. within the frame work of the guidelines 	<ol style="list-style-type: none"> 1. Director – Full power up to the level of Gr.IV(5) 2. DG CSIR – Full power for staff at CSIR Hqrs. & scientist above Gr.IV(5) excluding Director 3. VP, CSIR – Full power for Director 	<p>CSIR Letter No. 22-1(2)/2005-ISTAD dt. 16.03-2005</p> <p>Appendix V of guidelines for overseas visits, 1996 issued by ISTAD, CSIR</p>

14. Medical facilities			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Approval for reimbursement of medical expenses in individual cases for treatment received at private hospital / nursing home in emergency (not belonging to AMAs) at the headquarters of employee under CS(MA) Rules	1. JS(Admin) – Full power 2. Director – Full power	CSIR Letter No.14(2)/25/ 85-E.II dated 06/01/1987 Subject to the conditions contained in Gol, MoH OM No.S.14012/9/75-MC dated 23.02.1977 and dated 07..05.1979 and MoH OM No.S.14012/9 /75-MC(MS) dated 18.06.1982 MoH OM No.S.14022/6/ 77-MC dated 31.08.1977
	Appointment of private medical practitioner as AMA	1. JS(Admin) – Full power 2. Director – Full power	Gol decision No. 2 under Rule 2 of CS(MA) Rules, 1944
	Permission to take treatment from any hospital recognized under CGHS/ state government/ CS(MA) Rules, 1944	1. JS(Admin) – Full power 2. Director – Full power	Gol decision No. 6 under Rule 6 of CS(MA) Rules, 1944
(b)	Re-imburement to serving employee of 1. expenditure incurred in emergent case 2. grant of medical advance for specialized treatment/ major illness	1. JS(Admin) – Full power 2. Director – Full power	CSIR Letter No. 17(1) /91-EII 21.05.1996
(c)	Re-imburement to pensioner of 1. expenditure incurred in emergent case 2. grant of medical advance for specialized treatment/ major illness	1. JS(Admin) – Full power 2. Director – Full power	CSIR Letter No. 17(1) /91-EII 20.01.1998

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(d)	Grant of permission to employees & pensioner for obtaining medical treatment from outside the district/state	Director – Full power	GB meeting No. 166 held on 16/02/2006 CSIR Letter No.35-05(01)/2005-PW&PG dt. 22-06-2007
(e)	Permission for undergoing expensive procedures like BMT, Cardiac defibrillator, Carotid stents, etc, or procedures / equipment / instrument/ implant, etc. outside the notified list under CS(MA) Rules, 1944/CGHS for which no rates are available either under CS (MA) Rules/CGHS/ AIIMS rate lists. Other than in emergent cases	Director General – Full power	GB meeting No. 170 held on 28/01/2008 , CSIR Lr. No. 35-02 (172)/05-PW&PG dt. 27.02.2008
(f)	Recognition of private hospital for indoor treatment for CSIR employee & pensioner where CGHS / Govt. approved hospitals not available within the reasonable distance	Director – Full power	GB meeting No. 172 held on 07/11/2008 CSIR No.5-1(27)/2008-PD dated 18/08/2008
(g)	Admission of time-barred (more than 3 months old) medical reimbursement claims	1. JS(Admin) – Full power 2. Director – Full power	Gol decision No. 9 under Rule 11 of CS(MA) Rules, 1944 Gol, MoH, OM No. S14025/22/78-MS, dated 13/08/1981, Gol, MoH, OM No. S14025/8/99-MS, dated 25/05/1999,

15. Grant of incentive for acquiring fresh higher qualification

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Grant of incentive for acquiring fresh higher qualification like degree/PG degree in engineering or equivalent, Ph.D, Diploma / PG diploma in computer engineering, CA, ICWAI, etc.	DG, CSIR – Full power	GB meeting No. 148 held on 02/06/2000 CSIR Letter No.14(14)/99-EII dt. 03.08.2000

16. Legal matters

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Decision to file/defend a case on advise of LA/duly constituted committee	JS (Admin.) - Full power	Bye-Laws {No.5 & No.18(r)} of Council of Scientific & Industrial Research and CSIR order No.8(554)/69-E.III date 25/11/1982 CSIR order No.3(89)/(EA)-LAW dated 01/12/1989, dated 08/11/1991 and dated 04/02/1992
(b)	Engagement of Lawyer, settling fees, sanctioning expenditure on court fee, court papers, typing etc.	<ol style="list-style-type: none"> 1. DG, CSIR - Full power including appointment of Arbitrator 2. JS (Admin.) - Full power to engage a Lawyer & fix a fee 3. Director - Full power to engage out of a panel of Central Govt. counsel at respective places on approved fee 4. Legal Advisor – Full Power for contesting cases up to District Court 	Bye-Laws {No.5 & No.18(r)} of Council of Scientific & Industrial Research and CSIR order No.8(554)/69-E.III date 25/11/1982 CSIR order No.3(89)/(EA)-LAW dated 01/12/1989, dated 08/11/1991 and dated 04/02/1992

17. Provident fund

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Payment of interest on provident fund balance beyond six-months & up to one year	Sr.COFA / COFA/ FAO– Full power	Note (a) below GPF(CS) Rule-11(4)
(b)	Payment of interest on provident fund balance beyond one year and up to any period	FA CSIR – Full power	Note (b) below GPF(CS) Rule-11(4)
(c)	Grant of advance for which “Special Reasons” are not required under GPF(CS) clause (2) of Rule 12	COA – Full power	Item no.-1 of Fifth Schedule[Rule-12] GPF(CS) Rules
(d)	Grant of advance for which “Special Reasons” are required under GPF(CS) clause (2) of Rule 12	Director – Full power	Item no.-2 of Fifth Schedule[Rule-12] GPF(CS) Rules
(e)	Withdrawals from the provident fund (by authority competent to sanction advances for which “Special Reasons” are required under GPF(CS) clause (2) of Rule 12	Director – Full power	GPF(CS) Rule 15(1)
(f)	1. Advances up to 90% of the balance for purposes other than mentioned in Rule 12 of GPF(CS) Rules and 2. Withdrawals up to 90% of the balance for purposes other than mentioned in Rule 15 & 16 of GPF(CS) Rules	DG, CSIR – Full power This power cannot be further delegated.	Gol order {Sl. No.(13)- G.I., Dept. of Per. & Trg., O.M. No. 10(1)-Pen./85, dated 11/02/10986} below GPF(CS) Rule 12

18. Pension and counting of past service

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Retirement of Council servant (other than common cadre staff) on invalid pension	Director - Full power wherever he is the appointing authority	Rule 38, CCS (Pension) Rules, 1972
(b)	Authority for signing Pension Payment Order (PPO) by Sr.COFA/ COFA / F&AO	Sr.COFA / COFA /F&AO	CSIR Circular No. 4(1)/83-Pen dated 02/03/1983 CSIR Circular No. 4(1)/83-Pen dated 15/09/1983
(c)	Authority for signing Pension Payment Order (PPO) in the absence of Sr.COFA/ COFA / F&AO	Sr. COA/COA/AO	CSIR Circular No. 1 (7)/94-Finance dated 10.12.1998
(d)	Counting of past service rendered (those joined prior to 21/04/1972) in other organizations for pensionary benefits in the CSIR	DG, CSIR - Full power	GB meeting No. 73 held on 22/12/1976, CSIR Letter No.17(92)/75-E.II dated 09/02/1977 CSIR Letter No.17(92)/75-E.II dated 18/01/1983
(e)	Counting of past service rendered in other organizations for pensionary benefits in the CSIR	1. JS(Admin.) - Full power wherever he is the appointing authority 2. Director – Full power wherever he is the appointing authority 3. DG, CSIR – Full power beyond the powers of JS(Admin.) & Director (including Common cadre)	CSIR Letter No. 1(11)86-Pension, dated 06/01/1987

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(f)	Acceptance of request of the Council servant to retire from service voluntarily with or without (request to waive off notice period) notice as prescribed in the Rules.	<ol style="list-style-type: none"> 1. DG, CSIR – Full power wherever he is appointing authority 2. JS(Admin.) - Full power wherever he is the appointing authority 3. Director- wherever he is appointing authority 	FR 56K, Rule48(1)(a) & 48-A of CCS (Pension) Rules, 1972 CSIR letter No. 5(3)81-E.II dated 17/10/1981
(g)	Power to retire Council servant in accordance with provisions of FR 56(j)	<ol style="list-style-type: none"> 1. DG, CSIR - wherever he is appointing authority 2. JS(Admin.) - Full power wherever he is the appointing authority 3. Director- wherever he is appointing authority 	FR 56J, Rule48(1)(b) of CCS (Pension) Rules, 1972
(h)	Addition to qualifying service under Rule 30 of CCS(Pension) Rules, 1972	<ol style="list-style-type: none"> 1. Director – Full power 2. DG, CSIR – Full power at CSIR Hqrs. 	CSIR Letter No. 4-73/2006-EII dt. 23/01/2008
19. Leave travel concession			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Change of home town	<ol style="list-style-type: none"> 1. JS(Admin.) – Full power for staff working at CSIR Hqrs. 2. Director - Full power for staff working under him 	Rule 5 of CCS(LTC) Rules, 1988 CSIR Circular No. 2(1)/81-Finance dated 19/04/1982

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(b)	Advance in connection with leave travel concession (LTC)	1. DS/US(CO) - Full power 2. COA/AO - Full power	Gol decision No.5 under Rule 4 of CCS(LTC)Rules, 1988 & GFR, Part-II-Compendium of Rules on adv. Rule 52. (1) CSIR Circular No.2(1)/81-Finance dt. 03/03/1982
(c)	Relaxation of time limit of one month(if advance taken) & of three month where no advance taken to admit claim	DG, CSIR – Full power up to the time limit mentioned in order	Gol decision No.1 under Rule 14 of CCS(LTC)Rules, 1988 Gol, DoPT, OM No.31011/5/2007-Estt.(A) dated 27.09.2007
(d)	Relaxation of time-limit of six month between commencement & completion in case of family of a Council servant	DG, CSIR – Full power up to the time limit mentioned in order	Gol decision No.3 under Rule 15 of CCS(LTC)Rules, 1988 Gol, DoPT, OM No.31011/5/2007-Estt.(A) dated 27.09.2007



Works & Services

D] Works & Services

All the powers delegated hereunder are subject to budget allocation under the relevant budget-head and after following the prescribed procedure & guidelines issued from time to time by CSIR / Govt. of India.

1. Sanction of works & services (including maintenance)

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
	Sanction of works at Lab level	i) Director - Up to Rs. 1 crore ii) MC - Above Rs. 1 crore and up to Rs.2.50 crore iii) DG,CSIR - Above Rs.2.50 crore and up to Rs.25 crore iv) Above Rs.25 Crore – SFC/EFC/PIB/CCEA (refer to Sl. No.7 under sub-head [B] Finance)	GB meeting No. 135 held on 28/07/1994 CSIR Circular No.2(1)/94-Finance dated 30.9.1994 CSIR Circular No.30-2(1)/94- Finance dated 22.1.2008
	Sanction of works at CSIR Hqrs.	i) Dy.Secretary(Engg) - Up to Rs. 3 lacs ii) Chief Engineer - works costing between Rs.3 lakhs & Rs.10 lakhs iii) JS(Admin.) - above Rs.10 lakh and up to Rs.25 lakh iv) Director (EC) - above Rs.25 lakh and up to Rs.2.5 crore v) DG,CSIR - Above Rs.2.50 crore and up to Rs.25 crore vi) Above Rs.25 Crore – SFC/EFC/PIB/CCEA (refer to Sl. No.7 under sub-head [B] Finance)	GB meeting No. 135 held on 28/07/1994 CSIR Circular No.2(1)/94-Finance dated 30.9.1994 CSIR Circular No.30-2(1)/94- Finance dated 22.1.2008 and CSIR Circular No.30-2(1)/94- Finance dated 15.2.2011

2. Purchase/sale/dismantling etc. of real assets (land, building etc.)

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
i)	Sale / dismantling etc. of building (not of land)	Governing Body, CSIR – Full power	No.2.(m) of Memorandum of Association of the Council of Scientific & Industrial Research and DFPR, 1978 Rule 24 & provisions of GFR, 2005
ii)	Purchasing / taking on lease, or otherwise acquire, any land or building	Governing Body, CSIR – Full power	No. 2.(k) of Memorandum of Association of the Council of Scientific & Industrial Research and Rules & Regulations (Rule 47) of Council of Scientific & Industrial Research
iii)	To sell, assign, mortgage, lease, exchange and otherwise transfer or dispose of all or any immovable property of the Society for the furtherance of the objects of the Society.	Governing Body, CSIR – Full power	No.2.(m) of Memorandum of Association of the Council of Scientific & Industrial Research



Stores & Purchase

E] Stores & Purchase

All the powers delegated hereunder are subject to budget allocation under the relevant budget-head and after following the prescribed procedure & guidelines issued from time to time by CSIR / Govt. of India.

1. Procurement of goods and services

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(i)	All procurements of goods and services	As contained in the CSIR Purchase Rules of Goods and Services, 2008 and CSIR Purchase Manual of Best Practices, 2008	GB meeting No. 172 held on 07/11/2008 CSIR Circular No.14-5(1)/2003-SV Vol.III dated 7.1.2009

2. Powers to write off losses

i) Writing off of irrecoverable losses of public money

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Writing off of irrecoverable losses of public money not due to theft, fraud or negligence.	1. DG, CSIR – up to Rs.20,00,000/-	DFPR, 1978 Rules 13, Schedule VII Gol, MoF, Notification No.F.1(12)-EII(A)/94, dated 05/09/1994
		2. Director- up to Rs.20,000/-	GB meeting No. 150 held on 15/02/2001 CSIR Letter No.101(1)/98-R&I dated the 4 th April, 2001 Subject to usual terms & conditions on the recommendation of a committee which will investigate & certify that loss was not due to theft or negligence.

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(b)	Writing off of irrecoverable losses of stores or of public money in cases other than at 2.i).(a) above i.e. due to theft, fraud or negligence.	1. DG, CSIR – up to Rs.2,00,000/-	DFPR, 1978 Rules 13, Schedule VII Gol, MoF, Notification No.F.1(12)-EII(A)/94, dated 05/09/1994
		2. Director- up to Rs.10,000/-	GB meeting No. 150 held on 15/02/2001 CSIR Letter No.101(1)/98-R&I dated the 4 th April, 2001
ii) Powers and procedures for write off of losses of stores only			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Writing off of Irrecoverable losses of stores due to theft, fraud, negligence etc.	1. DG CSIR – Full power 2. MC- up to Rs.50,000/- 3. Director- up to Rs.10,000/-	GB meeting No. 154 held on 03/09/2002 CSIR OM No.15-11(1)/2002 - O&M dated 25/09/2002
(b)	Writing off of Irrecoverable losses of stores not due to theft, fraud, negligence etc.	1. DG CSIR – Full power 2. MC - up to Rs.2,00,000/- 3. Director- up to Rs. 50,000/-	GB meeting No. 154 held on 03/09/2002 CSIR OM No.15-11(1)/2002 - O&M dated 25/09/2002
iii) Writing off of Losses of revenue or irrecoverable loans & advances			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
	Writing off of losses of revenue or irrecoverable loans and advances.	DG, CSIR - Up to Rs.1,00,000/-	DFPR-1978, Rule 13, Schedule-VII, Gol, MoF, Notification No.F.1(20)-EII(A)/2000, dt. 23/10/2001
		Director- up to Rs.5,000/-	GB meeting No. 150 held on 15/02/2001 CSIR Letter No.101(1)/98-R&I dated 4 th April, 2001

iv) Writing off of obsolete, surplus, & unserviceable stores			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
	Writing off of obsolete, surplus and unserviceable stores	MC- up to Rs.10,00,000/- Director - up to Rs. 50,000/-	GB meeting No.150 held on 15/02/2001 CSIR Letter No.101(1)/98-R&I dated 4 th April, 2001
v) Condemnation & replacement of motor vehicle			
Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
i	Condemnation & replacement of motor vehicle satisfying the life requirement in terms of distance run and length of use.	DG, CSIR – Full power for CSIR Hqrs	DFPR, 1978 Rules 13, Schedule VII GB meeting No. 124 held on 24/09/1991 Gol, MoF, Notification No.F.1(4)-EII(A)/85, dated 07/08/1985 CSIR OM No.1(6)/96-Finannce dated 09/05/1997
ii	Condemnation of motor vehicle satisfying the life requirement in terms of distance run and length of use.	Director - Full power	GB meeting No. 150 held on 15/02/2001 CSIR Letter No.101(1)/98-R&I dated 4 th April, 2001
iii	Replacement of duly condemned motor vehicles	Director – Full power Subject to the approval of Ministry of Finance through CSIR Hqrs (because of ban order of MOF issued under economy instructions) and further subject to the prescribed conditions and that the condemned vehicle will be disposed off within a period of three months by following the prescribed procedure.	GB meeting No. 150 held on 15/02/2001 CSIR Letter No.101(1)/98-R&I dated 4 th April, 2001
iv	Pre-mature condemnation of a motor vehicle	GB, CSIR	

Miscellaneous Orders

F] Miscellaneous Orders

All the powers delegated hereunder are subject to budget allocation under the relevant budget-head and after following the prescribed procedure & guidelines issued from time to time by CSIR/Govt. of India.

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(a)	Arrear claim of a Council servant which has been preferred within two years	DDO – Full power after due checks	GFR 264.(1)(i)
(b)	A claim of a Council servant which has been allowed to remain in abeyance for a period exceeding two years	JS(Admin.) – Full power after investigation Director – Full power after investigation	GFR 264.(3)(i)
(c)	Transfer of Council servant from one post to another post	DG, CSIR - Full power Director- Full power Subject to CSIR orders and within the lab	F.R. 15. CSIR Circular No.2(1)/81-Finance dated 02/04/1982
(d)	Imprest /permanent advance	JS(Admin.) – Full power Director - Full power	GFR 291.
(e)	Permission to deliver lecture by a scientist in universities / technical institutions at their invitation and to accept remuneration	Director - Full power	CSIR Circular No. 2(1)/81-Finance dated 19/04/1982 CSIR letter No. 16(139)/68-E.I dated 23/12/1968 & 23/08/1968
(f)	Grant of honorarium to visiting professor /reader and reputed scientist for specialized lecture	Director - Full power within the prescribed ceiling	CSIR Circular No. 2(1)/81-Finance dated 19/04/1982 CSIR letter No. 3(1)/69-Cte dated 23/12/1969

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(g)	Permission to scientific staff to write book / manual and to retain royalties / remuneration there from	Director - Full power	CSIR Circular No. 2(1)/81-Finance dated 19/04/1982 CSIR letter No. 7(47)/58-E.I dated 19/06/1970
(h)	Gifts to high dignitaries visiting the Institute	Director – Full power up to Rs.500/- <i>per annum</i>	GB meeting No. 49 held on 25/10/1963 CSIR Circular No. 2(1)/81-Finance dated 19/04/1982
(i)	Acceptance of surety bond to be executed by Council servant handling cash, stores etc.	Director – Full power	CSIR Circular No. 2(1)/81-Finance dated 19/04/1982
(j)	Grant of OTA for duty on working days	1. Director - Full power	OTA Rules 3(b) CSIR Circular No. 2(1)/81-Finance dated 19/04/1982
(k)	Grant of OTA for duty on Saturdays / Sundays /public holidays	1. Joint Secretary /HoD at the CSIR Hqrs - Full power 2. Director - Full power	OTA Rules 3(b) CSIR Circular No. 2(1)/81-Finance dated 19/04/1982
(l)	Relaxation of the time limit within which compensatory leave in lieu of duty on Sunday etc. may be availed of in exceptional circumstances	1. JS(Admin) - Full power 2. Director - Full power	CSIR Circular No. 2(1)/81-Finance dated 19/04/1982

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
(m)	<p>Recurring grant-in-aid to staff clubs:</p> <ol style="list-style-type: none"> 1. Grant-in-aid @ Rs. 50/- per head per annum for the total staff strength 2. Additional grant-in-aid up to Rs. 25/- per head per annum to match the subscriptions collected during the previous financial year 3. A maximum one time grant of Rs.50,000/- (on merits) for setting up of a Recreation of Club 	<ol style="list-style-type: none"> 1. JS(Admin.) - Full power 2. Director - Full power 	<p>GFR, 2005, Rule 215.(1) and subject to following conditions prescribed under it CSIR Circular No. 2(1)/81-Finance dated 19/04/1982</p>
(n)	<p>Powers of the head of division (HoD) at the CSIR Hqrs. in the following cases</p>	<p>Head of Division - at the CSIR Hqrs - Full Power</p>	<p>CSIR OM No.1(2)/2001-E.III dated 08th June, 2004 & 10th May, 2005</p>
i	Overtime Allowance		
ii	Sitting Fee and Honorarium		
iii	Conveyance Hire for local journeys		
iv	Earned Leave		
v	Half Pay Leave		
vi	Commutated Leave		
vii	Leave not due		
viii	Extraordinary Leave		
ix	Maternity Leave		
x	Paternity Leave		
xi	Leave Salary		
xii	Leave Salary Advance		
xiii	Drawal of advances in connection with official meetings to incur exp. On payment of Honorarium traveling expenses, sitting fee, lunch, entertainment, misc. exp.		

Sl. No.	Nature of Power	Competent Authority / Extent of Power	Order No. / Reference
xiv	TA on tour		
xv	Journey by air to non-entitled officials		
xvi	TA for local journeys		
xvii	Advance of TA on tour		
xviii	Refreshment upto limit of Rs.6000/- per annum		



