

INDIAN INSTITUTE OF SPICES RESEARCH
(Indian Council of Agricultural Research)
P.O.MARIKUNNU, KOZHIKODE-673 012.

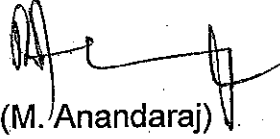
f.No.6/97-Estt.

Date:06-06-2013

OFFICE ORDER

In partial modification of this office order of even no. dated 22-02-2010 and 16-06-2006 and in accordance with Council's Office order No. 6(1)/95-Cdn.(A&A)(Pt-1) dated 12-03-2013 & 6(1)06-Cdn.(A&A) dated 14-03-2013, the undersigned is pleased to re-delegate the powers vested with him to the Heads of Divisions at headquarters, Administrative Officer and Asst. Administrative Officer. The powers are also delegated to the Principal Investigators for smooth functioning of Externally funded projects from (i) National and International Agencies (ii) Projects funded by the Private Sector (iii) Consultancy Projects (training, consultancy, contract research etc) (iv) ICAR projects such as Revolving Fund Schemes and Programme Coordinator(KVK) as per Annexure I, II, III, IV & V.

Encl:Annexures I, II, III, IV & V.


(M. Anandaraj)
Director

Distribution to:

- 1.All Heads of Divisions, *PC (ships)*
2. Head of Office
- 3.AAO(Estt)/Bills
- 4.Finance & Accounts Officer
5. *Programme coordinator (KVK)*
6. *Head CRC, Alangala.*
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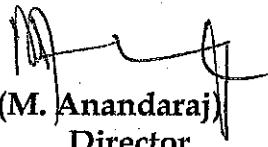
Annexure I

Delegation of powers to Heads of Divisions

Sl. No	Nature of Power	Extent of powers delegated	Remarks
1	2	3	4
1.	Sanction of Earned Leave & HPL (SR 206 & 208)	Full in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2.	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant Leave.	
3.	Power to extend leave (FR 73)	Full powers, provided the the original leave was sanctioned by the HOD and the employee on his return will be under his administrative control.	
4.	Sanction of Casual Leave	Full, excluding for himself	
5.	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
6.	Power to accept a certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazetted status to return to duty (SR 213)	Full powers	
7.	Power to grant maternity / paternity leave (SR 267)	Full powers subject to provisions of SR 267	
8.	Power to grant hospital leave (SR 269)	Full powers	
9.	Sanction of tour programme and countersignature of TA bills	Full powers for all staff working under him excluding self	

10.	Power to sanction reimbursement of cancellation charges on unused railway/flight tickets	Full powers for all working under him excluding self	
11.	Purchase of working stores, chemicals, glasswares, tools, plant & equipments, insecticides, including consumables for research work/office	Rs. 100000/- in each case subject to availability of funds.	
12.	a) Local purchase of stationery stores	Up to Rs. 15,000/- in each case subject to availability of funds.	
13.	Printing and binding	Up to Rs.20,000/- in each case subject to availability of funds	
14.	Maintenance of Computer and the computer laboratory	Up to Rs.15,000/- in each case including cost of stores and other material required for maintenance, <i>subject to availability of funds.</i>	
15	Local purchase of rubber stamps & Office seals	Full	
16	Sanction of Contingent expenditure through Imprest Account.	Full (upto Rs. 1000 in each case) Except the expenditure for engagement of labourers / contract workers, photography and the expenditure which are not admissible/justifiable under imprest account rules/ procedures.	

NB:1. Rules/procedures under GFR/FR & SR etc. and instructions of Council/Govt. of India issued from time to time are to be strictly followed while exercising the powers.


(M. Anandaraj)
Director

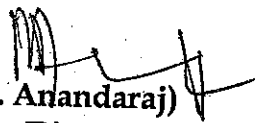
Delegation of powers to Administrative Officer, IISR, Kozhikode.

Sl. No	Nature of Power	Extent of powers delegated	Remarks
1	2	3	4
1.	Sanction of Earned Leave & HPL (SR 206 & 208)	Full in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2.	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant Leave.	
3.	Power to extend leave (FR 73)	Full powers, provided the the original leave was sanctioned by the HOD and the employee on his return will be under his administrative control.	
4.	Sanction of Casual Leave	Full, excluding for himself	
5.	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
6.	Power to accept a certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazetted status to return to duty (SR 213)	Full powers	
7.	Power to grant maternity / paternity leave (SR 267)	Full powers subject to provisions of SR 267	
8.	Power to grant hospital leave (SR 269)	Full powers	
9.	Sanction of tour programme and countersignature of TA bills	Full powers for all staff working under him excluding self	

10	Power to sanction of CEA/Tuition fee claims	Full	
11.	Power to sanction reimbursement of cancellation charges on unused railway/flight tickets	Full powers for all working under him excluding self	
12.	Purchase of working stores, chemicals, glasswares, tools, plant & equipments, insecticides, including consumables for research work/office	Rs. 1,00,000/- in each case provided specific allotment of funds is made during the financial year	
13.	a) Local purchase of stationery stores	Up to Rs. 15,000/- in each case <u>provided specific allotment of funds made during the financial year.</u>	
14.	Printing and binding	Up to Rs.20, 000/- in each case <u>subject to specific allotment of funds for the Division during the financial year.</u>	
15.	Maintenance of Computer and the computer laboratory	Up to Rs.15,000/- in each case for maintenance, <u>provided specific allotment of funds for made during the financial year.</u>	
16	Sanction of Contingent expenditure through Imprest Account.	Full (upto Rs. 1000/- in each case) Except the expenditure for engagement of labourers / contract workers, photography and the expenditure which are not admissible/justifiable under imprest account rules/ procedures.	
17	Sanction of GPF advances and part-final withdrawals	Full for A&B except for himself	

18	Sanction of TA/LTC advance and claims	Full except for himself provided the programme/ report is approved by the Director.
19	Sanction of expenditure under Recurring & Non-recurring contingencies, including works (petty, original & maintenance)	Rs. 20,000/- in each case. In respect of expenditure exceeding 20,000 but less than Rs.50,000/- in each case sanction may be recorded provided the proposal/item/work is approved by the Director.

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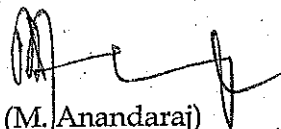

(M. Anandaraj)
Director

**Delegation of powers to Asst. Administrative Officer, IISR,
Kozhikode.**

Sl. No	Nature of Power	Extent of powers delegated	Remarks
1	2	3	4
1.	Sanction of Earned Leave & HPL (SR 206 & 208)	Full in respect of personnel working under his Administrative control and to all group 'C' staff based on the recommendation of their controlling officers.	
2.	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant Leave.	
3.	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by him and the employee on his return will be under his administrative control.	
4	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non-gazetted status to return to duty SR-267	Full powers, provided the original leave was sanctioned by him and the employee on his return will be under his administrative control.	
5.	Sanction of Casual Leave	Full, in respect of staff working under him.	
6	Local purchase of rubber stamps and office seals	Full	
7	Posts and telegraph charges including commission of Money orders etc.	Full.	
8	Telephone charges	Full except reimbursement	

9	Grant of LTC	Full in respect of Group C	
10	Grant of advance in connection with Festival	Full in respect of Group C	
11	Grant of Temporary Advance, Part final withdrawals including special advance from Provident Fund.	Full in respect of Group C	
12	Repair of Office Cycle	Full	
13	Power to sanction expenditure on insurance/Road Tax of Motor vehicles including Tractor/Power Tiller including advances	Full	
14	Reimbursement of cost of newspaper	Full	
15	Electricity, Gas and Water charges	Full	
16	Maintenance, upkeep and repair of motor vehicle including POL	Full	
17	Municipal/cantonment rates and taxes	Full	
18	Execution of petty works and special repair to buildings	Rs.2000/- in each case	
19	Maintenance and ordinary repairs of office building and staff quarters etc.	Rs.2000/- in each case	
20	Grant of advance in lieu of leave salary(GFR 259-261)	Full	
21	Sanction of contingent advance to meet time bound payments	Full	
22	Sanction of contingent expenditure through Imprest account	Rs.500/- in each case	
23	Sanction of GPF advances and part final withdrawals	Full in respect of Group C employees	

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(M. Anandaraj)
Director

Annexure IV

Delegation of powers of Principal Investigators

Sl.No.	Nature of power	Extent of powers delegated	Remarks
1	Engagement of approved staff under the project	Full	
2	Procurement of goods/equipments approved under the project	Full	
3	Management of consultancies, approved under the project	Full	
4	Civil/Electrical works (Capital items) approved under the project	Full	
5	Management of Project staff including their TA/DA and leave(excluding self)	Full	


(M. Anandaraaj)
Director

To

All Principal Investigators

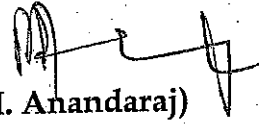
ANNEXURE - V

Delegation of powers to Programme Coordinator(KVK)

Sl. No	Nature of Power	Extent of powers delegated	Remarks
1	2	3	4
1.	Sanction of Earned Leave & HPL (SR 206 & 208)	Full in respect of personnel working under his Administrative control and in cases where no officiating arrangement will be required	
2.	Power to require a medical certificate of fitness before return from leave (FR 71)	Full, if he is empowered to grant Leave.	
3.	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by the HOD and the employee on his return will be under his administrative control.	
4.	Sanction of Casual Leave	Full, excluding for himself	
5.	Power to restrict the frequency and duration of journeys (SR 63)	Full powers	
6.	Power to accept a certificate signed by any authorized medical practitioner as evidence of the fitness of an employee of non gazetted status to return to duty (SR 213)	Full powers	
7.	Power to grant maternity /paternity leave (SR 267)	Full powers subject to provisions of SR 267	
8.	Power to grant hospital leave (SR 269)	Full powers	
9.	Sanction of tour and programme and countersignature of TA bills	Full powers for all staff working under him excluding self	

10.	Power to sanction reimbursement of cancellation charges on unused railway/flight tickets	Full powers for all working under him excluding self	
11.	Purchase of working stores, chemicals, glasswares, tools, plant & equipments, insecticides, including consumables for research work/office	Rs. 100000/- in each case subject to availability of funds.	
12.	a) Local purchase of stationery stores	Up to Rs. 15,000/- in each case subject to availability of funds.	
13.	Printing and binding	Up to Rs.20, 000/ in each case subject to availability of funds.	
14.	Maintenance of Computer and the computer laboratory	Up to Rs.15000/- in each case including cost of stores and other material required for maintenance, <i>subject to availability of funds.</i>	
15	Local purchase of rubber stamps & Office seals	Full	
16	Sanction of Contingent expenditure through Imprest Account.	Full (upto Rs. 1000 in each case) Except the expenditure for engagement of labourers / contract workers, photography and the expenditure which are not admissible/justifiable under imprest account rules/ procedures.	

NB:1. Rules/procedures under GFR/FR & SR etc. and instructions of Council/Govt. of India issued from time to time are to be strictly followed while exercising the powers.


(M. Anandaraj)
Director