

DELEGATION OF POWERS
IN
ICAR - CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(w. e. f. 06.03.2018)



ICAR-CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD - 671 124, KERALA, INDIA

Sl. No	Nature of powers	Head of Division	Chief Admn. officer/SAO	Finance & Accounts Officer/SFAO	Admn. Officer	Asst. Admn. Officer (EI)	Asst. Admn. Officer (EII)	Asst Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	12
4	Power to extend leave	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control	Full powers, provided the original leave was sanctioned by him/her and the employees on his return will be under his/her administrative control
5	Power to restrict the frequency and duration of journeys	Full, in respect of staff working under him except himself/her self									
6	Sanction tour programme, grant of advance in connection with tours and counter signature of TA Bills	Full in respect of all personnel working under him/her	Full in respect of group B officers & and staff in Admn, Accts. & Canteen.	-	Full in respect of staff working under him/her.						Full in respect of Drivers.

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1	2	3	4	5	6	7	8	9	10	11	12
7	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full in respect of personnel working under him/her	Full in respect of officers & staff in Admn, acct. & Canteen	-	Full in respect of staff working under him/her.	-	-	-	-	-	Full in respect of Drivers
8	i) Local purchase of stationery stores	Up to Rs. 2,000/- In each case on account of delay or/and non supply of stationery items subject to availability of funds and also observance of prescribed procedures	Up to Rs. 5,000/- in each case	-	-	-	-	-	-	-	-
	ii) Local purchase of rubber stamps and office seal	Full	Full	-	Full	-	-	-	Full	-	-

SI No	Nature of powers	Head of Division	Chief Admn. officer/SAO	Sr.Finance & Accounts Officer/FAO	Admn. Officer	Asst. Admn. Officer (E-I)	Asst. Admn. Officer (E-II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	12
11	POWER TO INCUR CONTINGENT EXPENDITURE IN GENERAL										
i)	Electricity, gas and water charges	-	Full	-	Full	-	-	-	-	-	-
ii)	Freight	-	Full	-	Full	-	-	-	Full	-	-
iii)	Maintenance, upkeep and repairs of motor vehicles including POL	-	i) Up to Rs. 5,000/- in each case	-	i) Up to Rs. 2,000/- in each case ii) POL full	-	-	-	-	i) Rs.2,000/- in each case ii) POL-Full	i) Rs.1000/- in each case ii) POL full
iv)	Municipal or/cantonment rates and taxes	-	Full	-	Full	-	-	-	-	Full	-
v)	Repair & maintenance of buildings, plant and machinery equipments, farm	Up to Rs. 25,000/- in each case	Up to Rs. 25,000/- in each case	-	Up to Rs. 10,000/- in each case	-	-	-	-	Rs.5,000/- in each case	-
vi)	Post/telegraph/Bank charges including commission on Money Orders.	-	Full	Bank charges full	Full	-	Full	Bank charges full	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	12
14	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees	-	Full	-	Full	-	-	-	-	-	-
15	Reimbursement of medical expenses as admissible under central Services (Medical Attendance) rules, 1944, including counter signature of medical bills	-	Full up to Level 12	-	Full up to Level 10	-	-	-	-	-	-

SI No	Nature of powers	Head of Division	Chief Admn. officer/SAO	Sr.Finance & Accounts Officer/FAO	Admn. Officer	Asst. Admn. Officer (E-I)	Asst. Admn. Officer (E-II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	12
16	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
17	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time.	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	12
18	Reimbursement of CEA/ Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
19	Attestation of Service Books	-	Full except himself/herself	-	Full except himself/herself	Full except himself/herself	Full except himself/herself	-	-	-	-
20	Grant of night duty allowance to Skilled Support Staff	--	Full	-	Full	-	-	-	-	-	-
21	Sanction to refund EMD/SD	-	Full subject to rules	--	Full subject to rules	-	-	-	Full subject to rules	Full subject to rules	-

ICAR-CPCRI REGIONAL STATIONS/RESEARCH CENTRES

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Asst. Administrative Officer	Asst. Fin.& Accts. Officer.
1	Powers to sanction annual increments	Full powers to allow normal increments.	Full powers to allow normal increments.	Full to allow normal increments for Group 'C' staff	-
2	Powers to require a Medical Certificate of fitness before return of leave and to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non-gazette status to return to duty.	Full, if he/she is empowered to grant leave.	Full, if he/she is empowered to grant leave	Full, if he/she is empowered to grant leave	-
3	Power to sanction casual leave	Full, including himself/herself. In case of himself/herself under intimation to Director	Full, excluding himself/herself	Full in respect of staff working under him/her	Full in respect of staff working under him/her
4	Power to sanction EL/HPL/CCL/EOL on MC	Full, excluding himself/herself	Full, excluding himself/herself	Full in respect of Group C staff working under him/her	
5	Power to extend leave	Full, provided the original leave was sanctioned by him/her and the employees on his/her return will be under his/her administrative control	Full, provided the original leave was sanctioned by him/her and the employees on his/her return will be under his/her administrative control	Full, provided the original leave was sanctioned by him/her and the employees on his/her return will be under his/her administrative control	

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers	Asst. Administrative Officer	Asst. Fin.& Accts. Officer.
6	Power to grant maternity leave/paternity leave	Full in respect of staff working under him/her	Full in respect of staff working under him/her	-	-
7	Grant of advance in lieu of leave salary	Full	Full	Full in respect of Group C staff	-
8	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employee	Full	Full	Full	-
09	Grant of Leave Travel Concession	Full excluding himself/herself	Full excluding himself/herself	Full in respect of Group C staff	-
10	Power to fix pay and allowances of Officers and staff	Full excluding himself/herself subject to vetting of AFAO	Full excluding himself/herself	-	-
11	Grant-in-aid to staff club and departmental canteen / Tiffin rooms	Full	-	-	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers	Asst. Administrative Officer	Asst. Fin.& Accts. Officer.
12	Power to incur contingent expenditure in general				
	i) Bicycle	Full	Full	Up to Rs. 500/- in each case.	-
	ii) Conveyance hire	Full as per DFP Rules	Full as per DFP Rules	-	-
	iii) Electricity, gas and water charges	Full	Full	Full	-
	iv) Freight/air freight	Full	Full	Full	-
	v) Municipal or cantonment rates and taxes	Full	Full	Full	-
	vi) Posts and telegraph charges including commissions on Money Orders etc.	Full	Full	Full	-
	vii) Repairs of plant and machinery including fixture & furniture	Full	Full subject to budget allocation	-	-
	viii) Local purchase of stationery stores	Full	Rs. 5,000/- in each case subject to availability of fund	Rs. 1000/- in each case	-
	ix) Purchase of Furniture/Fixture	Full subject to budget allocation	Full subject to budget allocation	-	-
	x) Purchase of working stores, chemicals, insecticides, fertilizers etc	Full	Full	-	-
	xi) Telephone charges	Full	Full	Full	

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in-charge of Research Centers.	Asst. Administrative Officer	Asst. Fin.& Accts. Officer
13	Maintenance of office vehicles	Full	Up to Rs.25,000/- in each case	-	-
14	i) Power to get insured during rail transit Such of the equipments which arc very costly and are of fragile and delicate in nature and where the Railways do not accept any risk or responsibility for losses due to breakage in transit.	Full	-	-	-
	ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable.	Full	Full	Full	
15	Maintenance of computer and computer lab	Full	Full	-	-
16	Maintenance & upkeep of animals	Full	-	-	-
17	Printing and binding	Rs. 1,00,000/- p.a.	Rs. 2000/- in each case	-	-
18	Advertisement charges	Full	Full	-	-
19	Expenditure for farm recurring contingency	Full	Full	-	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in-charge of Research Centers.	Asst. Administrative Officer	Asst. Fin.& Accts. Officer
20	Maintenance, upkeep and repairs of tractor, power tiller etc. including POL	Full	Full	-	-
21	Purchase of medicines for dispensary	For Regional Stations, Rs. 15,000/- p.m. (Purchase of medicines to be regulated according to the guidelines issued vide O.O. No. 7(2)05/87-Concl. Dated 24.03.88)	Rs.5000/- PM (Purchase of medicines to be regulated according to the guidelines issued vide OO No. 7(2)05/87Concl. dated 24.3.88.	-	-
22	Power to sanction refund of cancellation charges on air/bus/train ticket	Full, subject to the conditions mentioned in GOI/Ministry of Fin. OM No. 19028/5/76 E IV (B) dated 21.1.77 1 CAR Order dated 30.01.87	-	-	-
23	Power to restrict the frequency and duration of journeys	Full powers in respect of staff under his/her administrative control	Full in respect of staff, working under him/her	-	-
24	To sanction tour programme, grant of advances in connection with tours and countersignature of TA Bills.	Full, excluding himself/herself	Full, excluding himself /herself	-	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in-charge of Research Centers.	Asst. Administrative Officer	Asst. Fin.& Accts. Officer
25	Grant of advance of pay and TA on transfer	Full, excluding himself/herself	Full, excluding himself /herself	-	-
26	Grant of advances in connection with LTC	Full, excluding for himself/herself	Full, excluding himself /herself	-	-
27	Grant of advances in connection with natural calamities	Full subject to orders of GOI/Council	Full powers excluding himself	-	-
28	Reimbursement of medical expenses as admissible under CCS (Medical Attendance Rules, 1944 including counter signature of medical bills)	Full, excluding himself/herself	Full, excluding himself /herself	-	-
29	Sanction of CEA and tuition fee	Full	Full	Full in respect of Group C Staff	-
30	Sanction of OTA	Full	-	-	-
31	Power to decide the shortest of two or more routes	Full, except himself /herself	-		
32	Acceptance of surety bond being executed by Council's servant	Full	Full		
33	Grant of temporary advances, final withdrawal, part final	Full, except himself /herself	Full, except himself /herself	Full in respect of Group C Staff	
34	Power to-sanction Night Duly Allowance	Full	Full	-	-
35	Repairs and maintenance of electrical installations	Full	Full	-	-
36	Maintenance and ordinary repairs of office buildings/staff quarters	Full	Full		

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in-charge of Research Centers.	Asst. Administrative Officer	Asst. Fin.& Accts. Officer
37	Petty Works: Execution of petty works and special repairs to buildings owned by the Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repairs to such installation	Rs. 2.5 lakh in each ease.	Rs. 1,00,000/- in each case	-	-
38	Power to fix the rent for Auditorium and Community Centres, etc	Full	-	-	-
39	Sanction to refund EMD/SD	Full	Full	Full	-
40	Expenditure on entertainment and light refreshments (subject to restriction laid down by the Ministry/Council from time to time)	Full subject to 10000/- p.a	Full subject to 5000/- p.a	-	-
41	Fixation and revision of rates for services rendered by Institute to outside Institute and parties	Full	-	-	-
42	Purchase of books, periodicals and official publications	Full	Full	-	-
43	Sale of produce including power to fix the price	Full	Full	-	-
44	Participation in exhibition and demonstrations of research activity	Up to Rs. 25,000/- in each case	Up to Rs. 5000/- in each case	-	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in-charge of Research Centers.	Asst. Administrative Officer	Asst. Fin.& Accts. Officer
45	Grant of advances for purchase of conveyance	Full, except himself/herself	-	-	-
46	Power to sanction/make advance payment to private firms towards Annual Service Contract for office/laboratory Equipments	Full	-	-	-
47	Honorarium to outside members attending Selection Committee Meetings	Rs.1,000/- for non-official members	-	-	-
48	Power to sanction honorarium to Power Tiller Operator/Tractor Driver	Full	Full	-	-
49	Attestation of Service books	Full, except himself/herself	Full, except himself/herself	Full, except himself/herself	-
50	Reimbursement of cost of Newspapers	Full	Full	Full	-

PROJECT COORDINATOR (PALMS)

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
Administrative powers:			
1	To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the coordinating unit.	Full	
2	To sanction all kinds of leave except study leave to the staff of the Coordinating unit, which will be sanctioned by ICAR Head Quarters.	Full	-
3	Power of self functioning of tour upto 10 days at a time. with intimation to the controlling authority including concerned Deputy Director General/Asst. Director General at the ICAR Headquarters.	As per rules	
4	To sanction tour of all categories of staff attached to the Coordinating Unit up to 10 days at a time	Full	-
Financial Powers:			
1	To strike off stores rendered unserviceable through normal wear and tear	Up to Rs,25,000/- in each case per year.	Subject to observance of requirement under GFR DFP Rules
2	Write off losses	Up to Rs.5,000/- for losses of stores not due to theft, fraud or negligence and upto Rs. 1250/-in other cases subject to the conditions laid down in GFR & procedure laid down by Govt. of India and other orders issued by GOI/ICAR on the subject from time to time.	
3	To dispose of crops at the prevailing market rate	Up to Rs.50,000/- in each case per year	-
4	To supply seeds free of cost for full experimental purpose	Full	-
5	Purchase of stores	Up to Rs.50,000/- in each case per year	Subject to observance of normal rules and

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
6	Purchase of books, publications and reprints of scientific papers	Up to Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures
7	Printing and binding	Full, subject to availability of funds	-
8	To incur recurring expenditure on maintenance and repair of motor vehicle etc	Up to Rs. 10,000/- in each case per year	-
9	Repair of scientific instruments, laboratory equipments agricultural implements and machinery	Up to Rs. 10,000/- in each case per year	
10	Repair of bicycles locally	Up to Rs. 100/- in each case per year	-
11	Repair of typewriters and other office machines	Full	-
12	Postal, Telegram charges and commission on money orders if unavoidable and is considered necessary in public interest for bonafide official purposes	Full	
13	Purchase of stationery stores (local purchase)	Upto Rs.25,000/-per year	-
14	Ordinary contingencies which do not require special sanction	Full	-
15	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the coordinating unit	Full	-
16	Sanctioning advances for LTC to staff of the Coordinating unit	Full excepting himself, subject to the provisions of GFR 235	
17	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring team members, QRT members special invitees for workshop/meeting etc.	Full subject to the provisions of GFR 231 to 234	
18	Payment of wages of daily paid labour, semi-skilled labourers	Full subject to provisions of funds and observance of GOI, ICAR orders/instructions on the subject	
19	Sanction of registration charges at Symposia/seminar	Full as per ICAR norms	-

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
20	Sanction for payment of honorarium	Full powers upto Rs.2,500/- in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year (Order dated 30.1.87)	
21	Payment of charges on postage, telegrams (telex, fax, water, electricity, telephone bills etc.)	Full	-
22	Advances		-
	A) Interest bearing advances		
	(i) Cycle advance	Full	-
	(ii) Fan advance to Class IV employees	Full subject to the provisions of GFRs	-
	B) Non-interest bearing advances		
	(iii) Pay & Traveling allowance advance at the time of transfer and retirement	Full excluding himself subject to the provisions of Rules 223 to 226 of the GFRs.	
	(iv) Grant of advance in lieu of leave salary	Full except himself subject to provisions of GFR 257-261	
	(v) Grant of advance to meet traveling expenses to families of Council's employee who die while in service	Full	
23	Drawing and Disbursing Powers (Powers as DDO)	As exercised by a Drawing & Disbursing Officer, subject to approval by the Director of the respective Institute/Vice Chancellor of the University/DDG, ICAR	

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
24	Powers to make appointments of the staff under the coordinating unit	Full as in the case of Director	-
25	Equipment (annual maintenance contract)	Full upto Rs.25,000/-	-
26	On farm Research/Demonstration/field activities and programme	Full	-
27	Refreshment/entertainment charges during official meeting etc	Rs.5,000/- p.a. Rs.5/- per head per session	
28	Power to sponsor the staff for short term training etc.	Full powers subject to conditions laid down in Govt. of India, Min. of Finance, MemoNo.F.(7I)EsttIII60 dated 02.12.60 as modified from time to time in respect of staff working under him	
29	Maintenance of Computer and computer lab	Upto Rs. 25,000/- in each case	-
30	Power to sanction expenditure on insurance	Full	-
	i) Power to get insured during rail transit such of the equipments as very costly and fragile	Subject to following the instructions of GOI	
	ii) Power to sanction expenditure on the insurance of Motor vehicle	Full (Third party only)	-
31	Power to sanction of reimbursement of unused rail/air tickets	Full if the cancellation for official reasons	-

DELEGATION OF POWERS to Programme Co-coordinator, KVK

Sl. No	Nature of powers	Extent of Power
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full if empowered to grant leave except self
2	Power to sanction casual leave	Full excluding himself/herself
3	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 excluding himself/herself
4	Power to incur contingent expenditure in general	
	i) Bicycle	Full
	ii) Electricity, Gas and water charges	Full
	iii) Fixture and furniture purchase	Rs.10,000/-p.a.
	iv) Freight charges	Full
	v) Municipal or cantonment rates and taxes	Full
	vi) Posts and telegraph charges including commissions on Money Orders etc.	Full
	vii) Repairs of plant and Machinery including fixtures & Furniture	Rs.10,000/- p.a.
	viii) Local purchase of stationery stores	Rs.1000/- in each case, Rs.10000/- p.a.
	ix) Local purchase of rubber stamps and office seals	Full
	x) Purchase of working stores, chemicals, tools plants and equipments, insecticides, fertilizers etc.	Rs. 1,00,000/- in each case
	xi) Supply of uniforms, badges and other articles of clothing etc. and washing allowances	Full
	xii) Telephone charges	Full

	xiv) Indents. Contracts and purchase (Rule 13 of DFP Rules 1978)	To place indent on DGS up to Rs. 10,000/- in each case for procurement of stores
5	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax, wherever leviable	Full
6	Maintenance of computer and computer lab	Rs. 5000/- in each case
7	Demurrage/Wharfage charge	Rs. 500/- in each case
8	Printing and binding	Full
9	Placing indents with controller of stationery	Full
10	Advertisement charges	Full
11	Advance payment to firms including Central, State Govt. run organizations for supply of stores	Full
12	Expenditure for farm contingency	Full
	a) Hiring of vehicles for transporting of farm produce etc.	Full
	b) in connection with the visit of VIPs	Full
	Maintenance, upkeep and repairs of tools, plants and vehicles, tractor, power tiller	Full
13	To sanction tour programme and counter signature of TA Bills	Full excluding self within the State
14	Power to sanction reimbursement to cancellation charges on unused railway ticket	Full excluding himself /herself
15	Repairs and maintenance of electrical installations	Full
16	Maintenance and ordinary repairs of office buildings/staff quarters etc.	Full
17	Sanction to refund Earnest Money Deposit/Security Deposit	Full
18	Hiring of vehicles in connection with survey work	Full as per rule
19	Purchase of books, periodicals and official publications work	Full subject to fund availability
20	Grant of permanent advances/cash imprest	Rs. 5,000/-
21	Participation in exhibition and demonstrations of research activity	Rs.5000/-

He should exercise the power with concurrence of Finance where ever required and following codal formalities and powers of GFR and using other rules framed by ICAR/GOI.