

**NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES
EAST COAST ROAD, MUTTUKADU, KOVALAM (P.O.), CHENNAI-603 112.**

MINUTES OF FIRST MEETING OF THE EXECUTIVE COUNCIL
HELD ON 28th AUGUST 2007 AT NEW DELHI

MEMBERS PRESENT

Mrs. Purnima Singh, Jt. Secy to GOI, MSJ&E, GOI - Chair Person
Col. Sanjay Sharan, Director (NI&DD-I), MSJ&E, GOI - Member
Shri Arun Kumar - Member
Dr.(Mrs) Neeradha Chandramohan - Member Secretary

Dr. D. Nagaraja, Director, NIMHANS, Member of the EC could not be able to attend the meeting. Ms. Reena Garg, Dy. Secretary (Finance) attended the meeting on behalf of Shri. Sanjiv Mittal, Financial Advisor, MSJ&E, GOI (Member of EC).

The member secretary welcomed the Chairperson and the members of EC for the first executive council meeting of NIEPMD. The following agenda were taken up in the meeting.

Agenda No.1.1.: Introduction to NIEPMD

The Executive Council noted that NIEPMD was established by the Ministry of Social Justice and Empowerment, Government of India at Muttukadu, East Coast Road, Kovalam Post, Chennai, to fulfill the objective of service as a national resource centre for empowerment of persons with multiple disabilities such as those with two or more disabilities in one person. This Institute has been registered as a Society under Tamil Nadu Societies Registration Act, 1975 on 23.10.2006. The construction of building of the Institute would be taken by CPWD, Chennai. It was also noted that out of 71 regular posts sanctioned for the Institute, 32 posts have been created in Phase-I of which 21 posts have been filled up so far.

Agenda No.1.2 : Introduction to Bye-laws of NIEPMD

It was noted by the Executive Council that the bye-laws and the memorandum of association of NIEPMD were prepared in consultation with Ministry of Laws and Company affairs, Govt. of India and signed by the authorized signatories who have been associated for the purposes described in the bye-laws of NIEPMD.

Agenda No.1.3 : Delegation of Administrative & Financial Powers to Director, NIEPMD.

The Executive Council noted that the Director of NIEPMD shall function as Head of the Department as an authority specified under Delegation of Financial Powers Rules-1978, as per the Bye-law 12.4(ix) of the institute. Accordingly, the EC has approved the delegation of Administrative and Financial Powers to the Director of NIEPMD as given in Appendix-I enclosed.

2.2.2

Agenda No.1.4: Annual Statement of accounts of NIEPMD for the financial year 2006-07.

The Executive Council noted that the Institute has made a proposal to Ministry for entrustment of audit of accounts of NIEPMD to CAG under section 20 (1) of the C&AG (DPC) Act, 1971 for a period of 5 years from the 2006-07 to 2010-11. The EC adopted the Balance sheet and Income and Expenditure statement of the Institute for the financial year 2006-07 for audit.

Agenda No. 1.5: Applicability of CCS Pension Rule-1972 to Central Govt. Employees Joined NIEPMD after technical registration resignation.

It was noted by the Executive Council that some of the staff members who were serving with other central government departments or central autonomous bodies and governed by CCS (Pension) Rules, 1972 in their parent organization/department and on their selection to the post under NIEPMD, joined after tendering technical resignation to their post in the parent office. It was noted by the EC that as per Govt. of India Ministry of Personnel, Public Grievances & Pension OM No.28/30/2004-P & PW (B) dated 26th July, 2005 and as per the clarification contained in Govt. of India, Ministry of Finance, CGA letter No.F.No.1 (7)/2003/TA/245 dated 20/4/2004 (Query No.21), all the employees who entered into Central Government service or in the service of an Autonomous body set up by Central Government and who were governed by old pension scheme under CCS (Pension) Rules, 1972 will continue to be governed by the same Pension scheme and same rules for the purpose of counting of past service under the said rules or under the provisions of Department of Personel & A.R. OM No.28-10/84-Pension Unit dated 29th August, 1984, if such employees submit technical resignation on or after 01.1.2004, to take up new appointment in another Ministry or Department of the Government of India or an Autonomous Body set up by the central government, for the purpose of counting of past service for terminal benefits. It was also noted by the EC that, as such staff members were subscribing to GPF prior to joining to NIEPMD, they will continue to subscribe to GPF as per Rules 31 and explanation below of GPF Rules 1960.)

Accordingly, the Executive Council approved applicability of CCS pension Rules, 1972 to the eligible staff members who have been governed by CCS pension Rules, 1972 prior to joining NIEPMD, subject to the condition that their concerned parent organization/departments shall discharge the pensionary liabilities and transfer their GP Fund account, as per the above GOI rules.

Agenda No.1.6: Purchase of new vehicles for NIEPMD.

The Executive Council noted the requirement of two vehicles for NIEPMD as detailed below for the purposes as mentioned against each vehicle:-

No.	Description of Vehicle	Purpose	Approx cost of vehicle as applicable to Govt department as per quotations of dealers/companies
1.	A new Swaraj Mazda/TATA van(School bus pattern with 24 seats capacity (Non-A/C)	For conveyance of clients and their escorts/parents of children with multiple disabilities	Rs.7.50 lacs (approx) including taxes)
2.	A new TATA Sumo Victa car with 09-1 seats capacity (Non-A/C)	For use by the officials of the Institute for Govt. bondfide duties	Rs.5.50 lacs (approx) including taxes

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The EC approved the proposal for procurement of one vehicle i.e. TATA van as mentioned in S.No.1 and suggested to follow the GFRs in making purchase of the vehicle. So far as the vehicle at S.No.2 is concerned the EC approved for hiring of a vehicle. The EC also noted that the services of the Driver for running the vehicle will be outsourced, in view of non-availability of regular post of driver.

Agenda No.1.7: Approval of a Logo for NIEPMD

While going through the various logos presented by the Member Secretary of the EC, the Committee suggested to shortlist 3 to 4 logos and proposal be sent to the Ministry for approval of the logo by the Secretary to GOI, Ministry of Social Justice & Empowerment.

Agenda No.1.8: Supply of medicines/drugs to the children with multiple disabilities in OPD at NIEPMD.

The Executive Committee approved the supply of medicines free of cost to the needy clients who are under the category below poverty line and possessing the ration card of low standard category and suffering from seizure disorders such as epilepsy, fits etc.

Agenda No.1.9: Manpower Statement of NIEPMD (as on 28th Aug 2007)

The Executive Council noted the availability of man power on regular basis and also the status of the vacant posts at NIEPMD.

Agenda No.1.10: Re-deployment of staff from PDDRC/RRTC to NIEPMD.

The Executive Council noted that the following four Assistant Professors of RRTC have been redeployed to and joined at NIEPMD in accordance with the decision conveyed by Govt. of India, Ministry of Social Justice & Empowerment vide their letter No.22-65/2005 dated 19th January 2006 and F.No.22-65/2005 NI.I dated 13th March, 2006.

Dated of joining with NIEPMD

- | | | | |
|------------------------|---|------------|--|
| (1) Dr. M.K. Tomy | - | 05/05/2006 | |
| (2) Shri G. Bishnoi | - | 09/05/2006 | |
| (3) Shri P.S. Srinivas | - | 20/11/2006 | |
| (4) Shri G. Arunagiri | - | 24/04/2006 | – since retired from service on attaining the age of superannuation on 31/5/2007 (A/N) |

All the above named re-deployed staffs of RRTC have been adjusted against the vacant post of Associate Professors at NIEPMD. The EC decided that the matter may be referred to the Ministry for approval in consultation with IFD.

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Agenda No. 1.11 : Recruitment to the post of Lecturer in Spl. Education (DeafBlind)

The Executive Council noted that the response to the two advertisement inviting applications for the post of Lecturer in Special Education (Deaf Blind) was poor and candidates applied for the post were not fulfilling the required essential qualifications. Keeping in view the availability of professions suitable for said post the executive council approved modification of essential qualifications for the post of Lecturer in Special Education (Deaf Blind) and the revised recruitment rules are as under:-

1	Name of the Post	Lecturer in Special Education (Deaf Blind)
2	Number of the posts	One
3	Classification	Group-A
4	Scale of pay	Rs. 8000-13500
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CSS (Pension) Rules 1972	Not applicable
7	Age limit for direct recruitment	Not exceeding 40 years.
8	Educational and other qualifications for Direct Recruitment	1. Master's degree in Social Science 2. M.Ed., in Special Education (VI/HI) (or) M.Ed., with B.Ed., in Special Education (VI / HI) (OR) Masters Degree in Social Sciences with Degree/Diploma in Deafblind. 3. Two years experience in teaching in special schools or working with Deafblind and/or research in the Field at Institutions of higher education. 4. Should have experience of computer Application in their day to day work 5. Registration with RCI as professional Not Applicable
9.	Whether age and educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any.	Two years in case of direct recruitment.
11.	Method of recruitment, whether by Direct recruitment or by deputation/transfer the vacancies to be filled by various methods.	By Direct recruitment or by Deputation.
12.	In case of recruitment by promotion /deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
13.	If a selection Committee/D.P.C exists what composition	1. Chairperson, Executive Council and JS to Govt. of India- Chairperson 2. Director, NIEPMD – Member Secretary 3. Two external experts from the panel to be nominated by the Chairperson including representative from SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

25/12/00

Agenda No. 1.12: Framing of Recruitment Rules for the post of Programme Assistant (Cash & Bills)

The Executive Council approved the Recruitment Rule for the post of Programme Assistant (Cash & Bills) as below:-

1	Name of the Post	Programme Assistant (Cash & Bills)
2	Number of the posts	One
3	Classification	Group-B
4	Scale of pay	Rs.5500-175-9000
5	Whether selection or non-selection	Selection
6	Whether benefit of added years of service admissible under Rule 30 of the CSS (Pension) Rules 1972	Not applicable
7	Age limit for direct recruitment	Not exceeding 35 years.
8	Educational and other qualifications for Direct Recruitment	1. Graduate from a recognized university. 2. Five years experience in dealing with the maintenance of Cash books, preparation of bills, claims, maintenance of accounts in a Central Government Organization. 3. Working Knowledge in Computer Applications. Desirable: Working Experience as Cashier in a Central Government Organization.
9.	Whether age and educational qualifications prescribed for Direct recruits will apply in the case of promotes	Not Applicable
10.	Period of probation, if any.	Two years in case of direct recruitment.
11.	Method of recruitment, whether by Direct recruitment or by deputation/transfer the vacancies to be filled by various methods.	By Direct recruitment or by Deputation.
12.	In case of recruitment by promotion /deputation/ transfer grades from which promotion/ deputation/transfer to be made	Not applicable
13.	If a selection Committee/D.P.C exists what composition	1. Director NIEPMD --- Chairperson 2. Deputy Registrar (Admn.) – Member Secretary 3. Two external experts from the panel to be nominated by the Director of the Institute including representative from SC/ST Community.
14.	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable

Agenda No.1.13 : Constitution of Academic Committee

The Executive Council suggested to make a proposal with more names under each specialization preferably drawn from various organizations located in and around Chennai alongwith their Bio-data for consideration.

Agenda No.1.14 : Proposal to conduct a National Workshop

The Executive Council noted that there was a need for a National Workshop to address the following objectives:-

- i) To arrive at a statutory definition about multiple disabilities
- ii) various combination of multiple disabilities
- iii) the service models
- iv) clarity in disability certification

The Executive Council approved to conduct a two days National Workshop on Multiple Disabilities, in which 60-75 participants are expected, with the expenditure restricting to Rs. 3.5 lakhs.

The Meeting was ended with Vote of Thanks to the Chair Person.

2.2.22

NATIONAL INSTITUTE FOR EMPOWERMENT OF PERSONS WITH MULTIPLE DISABILITIES

Delegation of Administrative and Financial Powers to the Director, NIEPMD as approved by the Executive Council Vide Resolution No. 1.3 in its meeting held on 28th August 2007 at New Delhi

S.No.	<u>Powers</u>	<u>Extent</u>
<u>I. GENERAL</u>		
1	Re-delegation of powers to subordinate authorities DFPR, 13(3)	To re-delegate to subordinate authorities the power upto the limit of those vested in Director in all matters, except the following :- i) Write-off the losses. ii) Creating of posts iii) Appointment, termination of appointment.
2.	Powers to incur capital expenditure DFPR -10	As per DFPRs 1978 and GFRs, the capital expenditure on new work (land, buildings, machinery) is Rs.10.00 lakhs but not exceeding Rs.50.00 lakhs subject to approvals.(GID(1) of Rule 10 of DFPR.)
3.	Declaring a Group-A/B Officer as Head of Office as per DFPR-14	Full Powers
4.	Declaring an officer as Controlling Officer, GFR 2(x)	Full Powers
5.	Declaring an officer as Disbursing Officer GFR.2 (xii)	Full Powers in respect of any Group-A& Group-B Officer
<u>II. BUDGET AND CONTROL OF EXPENDITURE</u>		
6.	Appropriation and Reappropriation DFPRs-Schedule IV (Rule 13)	Full Powers subject to Rule 10 of DFPR.

III. CREATION OF POSTS & OTHER ESTABLISHMENT MATTER		
7.	Creation of temporary posts DFPR- Schedule 3(Rule 11)	Posts in Group B, Group C and Group D Service REMARKS:- These powers (Srl.No.7) are subject to the following restrictions:-i) the posts should not be created in excess of standard scales where laid down by the Institute (ii) posts cannot be created retrospectively. But this does not apply to the continuance of existing posts(iii) posts required in connection with schemes can be sanctioned by the authority concerned only after the scheme as a whole has been approved by the Competent authority. (iv) A temporary post cannot be sanctioned beyond the financial year in which it is created.
8.	Conversion of temporary posts into permanent posts DFPRs.	Full powers in respect of such posts which he has powers to create provided conversion is in accordance with the general percentage and principles as may laid down by the Standing Committee. REMARKS: - This Power is subject to general restrictions as per Si.No.7.
9.	Investigation of arrear claims of employees of the Institute as well as persons not in Institute service, GFR 264(3)	As per Rule 264 of GFR, a claim which has been allowed to remain in abeyance for a period exceeding 2 years should be investigated and made to be paid by the DDO/AO after usual check, if he is satisfied about the genuiness of the claim on the basis of supporting documents and valid reasons for the delay in preferring the claim. Even a time barring claim shall be entertained and paid after pre-check if the conditions mentioned above are available for non-submission in time. When relevant records are not available prior approval of Exe council is necessary.
10.	Delegation of powers to order investigation of arrear claims GFR 264	To delegate the powers at S.No. 9 to the subordinate authority competent to appoints the institute employee by whom the claim is made.

IV CONTINGENT AND MISCELLANEOUS EXPENDITURE:

11.	Authorising a class I officer, subordinate to a Head of office, to incur contingent and miscellaneous expenditure on behalf of the Head of Office DFPR-16.	Full Powers REMARKS: - i) The Head of Office will continue to be responsible for the correctness, regularity and propriety of expenditure incurred by the officer authorized
12.	Miscellaneous expenditure DFPRS-Schedule – VI	Maximum amount that can be sanctioned on each individual item is a) recurring = Rs.5,000/- per year b) non-recurring Rs.20,000/- per year
13.	<p>Sanctioning legal and financial assistance to employees of the Institute involved in legal proceedings of the following types :-</p> <p>(i) Proceedings initiated by the Institute in respect of matters connected with the official duties or position of the Instt. Employees.</p> <p>(ii) Proceedings initiated by a private party against an employee of the Institute in respect of matters connected with the official's duties or position.</p> <p>(iii) Proceedings instituted by an employee of the Institute on his being required by the Institute to indicate his official conduct.</p> <p>(iv) On the Institute being impleaded on grounds of vicarious liability in a civil suit where an employee of the Institute is sought to be made liable for damages for acts or negligence in the discharge of his duties of a civil nature.</p> <p>GFR's-GID Below Rule 95.</p>	Full Powers.

<u>V EXECUTION OF WORKS</u>		
14.	Petty works and repairs GFRs 125	Upto Rs. 10.00 lakhs after following due procedure indicated in GFR 132.
15.	<u>WRITE OFF OF LOSSES</u> To write-off irrecoverable losses of stores:- a) Not due to theft, fraud or negligence. DFPR- Schedule VII b) Other cases DFPR- Schedule VII	Upto Rs. 50,000/- Upto Rs. 20,000/-
16.	To write-off loss of revenue of irrecoverable loans and advances DFPRs-Schedule VII	Upto Rs. 10,000/-
<u>VI. INSURANCE OF INSTITUTE'S PROPERTIES:</u>		
17.	Insuring materials and equipments received on loans or as aid from International or other organizations DFPR 15 (a)	Full powers, if insurance is necessary under the terms of the relevant contracts or agreements otherwise Rs. 20,000/- in each case.
18.	Incurring expenditure on insurance by booking goods at Rly. Risk, where an alternation railway risk rate is provided DFPR 15 (b)	To incur additional expenditure upto Rs. 1000/- each case over and above the charges for booking goods at owner's risk.
<u>VII. EXPENDITURE ON SCHEMES</u>		
19.	Sanctioning expenditure on scheme DFPR 18	Major work costing up to Rs. 5.00 lakhs without consulting Ministry of Finance.
REMARKS: - A Quarterly report in all such cases be made to the Executive Committee		
<u>VIII INVESTMENT GRANTS AND LOANS</u>		
20.	Sanctioning grants-in-aid for the provision of amenities or recreational or welfare facilities to the staff in the Institute. GFRs – GID (1) Below Rule 153.	Full powers (Subject to the conditions laid down by the Ministry of Home Affairs in this regard from time to time).

IX INDENTS, CONTRACTS AND PURCHASES:

21.	Purchase of stores including office furniture / office equipment / other equipment and execution of contracts, including agreements or contracts for the technical collaboration on consultancy services	Full Powers subject to following the procedures and limits laid in GFRs
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X. ADVANCES TO INSTITUTE'S EMPLOYEES:

22.	Sanctioning an advance for the purchase of a conveyance to an employee of the Institute (Part II of GFR – Compendium of Rules on advances Rule 30,31)	Full powers
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23.	Grants of advance for the purchase of table fan 38-A of compendium of Advances.	Class IV (Group D) employee of the Institute.
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24.	Extending the time limit within a table fan should be purchased GFRs-GID(2) Below Rule 38 of Compendium Advances	To extend, in exceptional cases, the prescribed time limit of one month to two months from the date of drawl of advance.
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25.	Sanctioning pay and T.A : Advances to a employee of the Institute who while on duty or on leave is required to proceed on: i) Transfer to foreign service ii) Transfer excluding transfer to foreign service.	Full Powers. Full Powers.
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26.	Sanctioning T.A. Advances to a retiring employee of the Instt. To enable him, during leave preparatory to retirement or refused leave to the place where he intends to reside permanently.	Full Powers.
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27.	Fixing the rate-at which advance of pay should be recovered from subsistence allowance.	Full Powers.
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28.	Sanctioning advance of pay to an employee of the Institute who is required to proceed on deputation outside India GFR 227.	Full Powers.
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29.	Sanctioning advance to an employee of the Institute to cover T.A. and contingent expenditure in connection with tours (including official journeys performed in response to summons from a court of law).	i) T.A. Advance to cover expenses for a period not exceeding 6 weeks. ii) Contingent advance Full Powers.
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30	Sanctioning advance in connection with leave travel concession Rule 52 of compendium of advance	Controlling Officers, for travelling allowances purpose can sanction such advances. Those who are their own controlling officers can sanction advances to themselves.
31.	Sanctioning festival advances Rule 53 of compendium of advance.	Full Powers.
32	Fixing festival occasions on which festival advances will be allowed. Rule 53 of compendium of advances	Full Powers.
33.	Sanctioning advances in connection with natural calamities Rule 63 of compendium of advances.	Full Powers. REMARKS: - The Institute employees property should have been substantially affected or damaged in area declared by Government as affected by a natural calamity
34.	Sanctioning an advance in connection with a law suit to which the Institute is a party.	Full Powers.
35.	Sanctioning a special advance for payment to a security deposit by a State Govt. or a statutory organization like a State Electricity Board, Corporation, etc. as a safeguard against delay/default in payment of its dues.	Full Powers. REMARKS :- Before sanctioning, the Director should satisfy that letter of guarantee in lieu of the deposit will not be acceptable to the authority concerned
36.	Sanctioning an advance in lieu of leave salary to an employee of the Institute. Rule 76 of Compendium on advance.	Full Powers subject to condition that an employer will proceed on leave for a period not less that one month / 30days.
37.	Sanctioning an advance to the family of an employee of the Institute who dies while in service. Rule 79 of compendium of advances.	Full powers REMARKS :- Director should be of the opinion that the family of the deceased employee has been left in indigent circumstances upon the death of the employee on whom it was dependent and is in immediate need of financial assistance.
38.	Sanctioning an advance to the family of an employee of the Institute who dies while in service to meet the travel expenses admissible under the rules Rule 82 of compendium of advances.	Full powers

39.	<p>Sanctioning an advance to an employee of the Institute involved in legal proceedings to meet the expenses of his defence in the following circumstances:- Rule 84 of compendium in advances.</p> <p>i) Proceedings instituted by a private party against an employee of the Institution in respect of matters connected with his official duties or position when the employee proposes to conduct his defence himself.</p> <p>ii) Proceedings instituted by an employee of the Institute on his being required by the Institute to vindicate his official conduct.</p> <p>iii) In deserving cases where proceedings are instituted by an employee of the Institute suo moto, with the previous sanction of the Institute to vindicate his conduct arising out of or connected with his official duties or position.</p>	Full Powers subject to regulate as per orders issued by Government from time to time
40.	Sanctioning advance of TA to non-official members of committees/commissions, Rule 85 of compendium on Advance.	Full Powers.
41.	Sanctioning advance for Building Houses etc, Rule 86 of compendium in Advance	<p>Full powers subject to regulations as per the orders issued by Government of India for time to time.</p> <p>REMARKS: -Advance should be sanctioned where it is considered that it will be difficult for the members to meet the cost of long and expensive journey.</p>

XI OTHER PROVISION :-

42.	Prescribing the amount of security deposit to be furnishing by an employee of the Institute entrusted with the custody of cash or stores GFR 275	Full Powers to prescribe according to circumstances and local conditions in each case.
43.	Exempting an employee of the Institute appointed to officiate in a short term, vacancy from furnishing security deposit. GFR 276	Full Powers. REMARKS: - i) The exempting authority should satisfy itself that there is no risk involved. ii) No such exemption should be granted except in the case of a permanent or quasi- permanent institute employee. iii) The period of officiating arrangement should not exceed four months.
44.	Determining the quantum of security deposit from contractors.	Full Power subject to minimum 5% or maximum 10% of the amount of the contract REMARKS :- In case other than on relating to "works" a Security deposit demanded only if required under the relevant contract.
45.	Authorising an Institute authority to accept security deposit.	Full powers to authorise institute authority not lower than that of Head of Office to accept security deposit.
46.	Determining the form of the security bond to be executed at the time of furnishing security.	Full powers

XII CONTIGENT EXPENDITURE

47.	Bicycle DFPRS-Schedule V.	Full Powers
48.	Conveyance hire: i) Reimbursement of taxi or other conveyance charges to Group A Officers. ii) Hiring or taxis for inter state/ international conference iii) Other Items (e.g. conveyance hire for Group A, B, C & D employees, casual departmental use, Etc) DFPRs-Schedule V.	Full Powers. Full Powers. Full Powers. REMARKS :- This power is subject to the condition that the total amount of conveyance reimbursed to an employee in any month should not exceed Rs. 150/- or otherwise as decided by Executive Council from time to time
49.	Electric, gas and water charges.	Full powers.
50.	Fixtures and furniture purchase and repairs.	Full powers. REMARKS: - The exercise of this power shall be subject to such conditions and restrictions as may be prescribed by the Ministry of Works and Housing.
51.	Freight and Demurrage/ Wharfage C-harges:- i) Air lifting of stores ii) Other Freight charges iii) Demurrage/wharfage charges. DFPRs-Schedule V.	Full powers. Full powers. Full powers.
52.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells.	Full powers.
53.	Motor Vehicles - Maintenance, upkeep and repairs	Full powers.
54.	Municipal rates and taxes DFPRs-Schedule V.	Full powers.
55.	Original Works and Special Repairs i) Non-recurring ii) Recurring	Rs. 20,000/- per annum. Rs. 5,000/- per annum.

56.	Postal and telegraphs charges i) Charges for the issue of letters telegrams etc ii) Commission of money orders a) Remittance of stipend / scholarships b) Remittance of money due to contactors, suppliers etc c) Other-remittances DFPRs-Schedule V.	Full powers Full powers Full powers Full powers
57.	Printing and binding	Full powers
58.	Purchase of publications, DFPRs-Schedule V.	Full powers
59.	Ordinary repairs to Institutes own building	Full powers
60.	Repairs to and removal of machinery (where the expenditure is not of a capital nature).	Full powers
61.	Staff paid from contingencies.	Full powers.
62.	a) Purchase of stationery b) Local purchase of rubber stamps and office seals	Full powers. Full powers.
63.	Supply of uniforms, badges and other articles of clothing etc, and washing allowances. DFPRs Schedule -V.	Full powers.
64.	Telephone charges DFPRs-Schedule V.	Full powers.
65.	All office equipment including Typewriters, Personal Computer, Computer printers, calculating machines intercom equipment, electronic stencil cutters, photo copiers filing and indexing systems etc.	Full powers. REMARKS: - The expenditure on these items shall be Incurred subject to general or special orders issued on this behalf.

B. UNDER FUNDAMENTAL RULES & SUPPLEMENTARY RULES

XIII – GENERAL

66.	Allowing an officer to make over or resume charge of office elsewhere than at headquarters. GID below FR 17.	Full powers.
67.	Treating a period of training or instruction in India of an employee of the Institute as "duty" GID (10) below FR 9 (6).	Full powers.
68.	Treating as "duty" a period of enforced hal occurring enroute on a journey connected with a temporary transfer or training. GID (28) below FR 9 (6).	Full powers.
69.	Declaration as to relative degree of responsibility of two posts. GID (5) below FR 22.	Full powers.

XIV. APPOINTMENT, TERMINATION OF APPOINTMENT (FRs)

70.	Making appointments to posts under the Institute.	Group-B,C and D Full Powers.
71.	Dispensing with a medical certificate of fitness before appointment to Institute service un individual cases. (FR. 14)	Full powers.
72.	Suspending a lien lien. (FR 14-B)	Full powers, provided he is authorised to make appointments to the post in question.
73.	Transferring a lien. (FR 14-B)	Full powers, provided he is authorised to make appointments to the post in question.
74.	Transferring an Institute employee from one post to another.	Full powers.
75.	i) Accepting the resignation of a Institute employee. ii) Permitting withdrawal of resignation GID (1) & (4) below FR.17.	Full powers in respect of posts for which he is the appointing authority. Full powers in respect of posts for which he is the appointing authority.
76.	Sanctioning an officiating promotion in a short term vacancy. GID (3) Below FR31 & OM.No.F.10(20)-E(Coord) / 71, dated 18.11.1971.	Full powers to fill a vacancy, the duration of which exceeds 45 days.

77.	Appointing the Institute employee to officiate in more than one post and fixing (a) his pay in subsidiary posts and (b) the amount of compensatory allowance to be drawn by him. FR 49	Full powers provided he has power to make appointment of each post.
78.	To declare a Institute employee to be a ministerial employee.	Full powers.
79.	To relax the normal procedure of recruitment through the Employment Exchange for direct appointment to posts and service. GID(1) & (2) below SR 2(6)	To dispense with the procedure of recruitment to Grade III and IV posts through the employment exchange where: I) A near relation of a deceased employee is to be employed, as a measure of immediate assistance to the family or. II) a temporary employee is to be reappointed to a post as he failed to resume duty at the end of the maximum period of extraordinary leave admissible to him and hence ceased to be in advise. III) a retrenched employee of the Institute is to be appointed.
<u>XV. PAY , HONORARIUM, FEE AND SUBSTANCE ALLOWANCE :</u>		
80	Granting special pay to cashiers in accordance with the conditions prescribed from time to time. GID(2) FR. (25)	Full Powers.
81.	Fixing the pay and allowance of the Institute employee treated as on duty. FR.20.	Authority competent to make appointment to which pay an allowances are to be fixed is empowered.
82.	i) Fixation of pay on a) Promotion/transfer from one officiating post to a other; b) Reappointment after retrenchment; and c) On transfer from one post to another of a temporary Institute employee. ii) Protection of special pay drawn in one post on promotion to another iii) Grant of benefit under the "next below rule". GID (40) below Fr22.	Full powers, subject to the observance of the principles as may be laid down by the Standing Committee.

89.	<p>i) To fix, in respect of a combatant clerk who is appointed as LDC or Junior clerk officer after his release/retirement from the Armed Forces, his pay at a higher initial stage.</p> <p>ii) To ignore an amount of Rs. 50/- P.M. or a smaller amount out of his pay in the scale of LDC / Junior Clerk.</p>	<p>To fix the pay at a stage above the minimum equal to the number of completed years of service as Combatant clerk.</p> <p>Full powers.</p>
90.	To fix the pay of an ex-combatant storeman on appointment as a storeman in the Institute	Full powers.
91.	Restricting the pay of an officiating employee of the Institute. Fr 35(SL No. 12)	Full Powers in respect of employees whom they can appoint.
92.	Sanctioning the undertaking of work for which an honorarium is offered and the grant of acceptance of an honorarium. Fr-46(b) (SL No.19-B) – Appendix 3 of GOI OM no. 17011/9/85 – Estt. (AL) dt 23/12/1985	Full powers upto a maximum of Rs. 2500/- in each case.
93.	Fixing the amount of substance allowance for the period beyond the first 6 months of suspension. FR.53	The authority which made it is deemed to have made the order of suspension under the bye-laws/relevant rules.
94.	<p>Determining in the case of an employee of the Instt. Who has been dismissed, removed or compulsorily retired and is re-instated on appeal or review.</p> <p>a) What pay and allowance should be paid to him during his absence from duty including the period of suspension.</p> <p>b) Whether the said period should be treated as duty, leave or otherwise FR-54.</p>	Full powers.
95.	Determining the matters referred to (a) and (b) above in respect of an employee of the Instt. Reinstated at the end of a period of suspension. FR. 54 B.	Full powers.
96.	Counting any past period of officiation in service towards the prescribed period to be undergone on promotion to the service. GID (1) (vii) below SR 2(15)	Full powers.

97.	Sanctioning the undertaking of work for which a fee is offered and the acceptance of a fee S.R. 11	Full powers upto a maximum of Rs. 1500/- in each case. REMARKS: In the case of recurring fees these limits apply to the total of the recurring payments made to an individual in a year.
98.	Exempting from the purview of SR. 12 allowances like traveling conveyance like traveling conveyance, daily and subsistence allowance received as "fees" GID (6) below SR. 12.	Full powers. REMARKS : The allowance should not be a source of profit to the Institute employee.
XVI. LEAVE		
99.	Requiring a medical certificate of fitness before return from leave. Rule 19 of CCS (L) Rules 1972	Full powers in respect of employee whom he can grant leave.
100.	Extending leave.	Full powers in respect of employees whom he can grant leave.
101.	Permitting an employee of the Instt. on leave to return to duty before the expiry of the leave. Rule 23.	Full powers in respect of employees whom he can grant leave.
102.	Granting special disability leave. Rule 44 & 45	Full powers.
103.	Sanctioning study leave to an employee of the Instt. Rule 50 of CCS(L) Rules 1972	Full powers.
104.	Granting compensatory leave after one month of its becoming due. Appendix – III of CCS(L) Rule 72	To grant two days of compensatory leave at a time after one month of its becoming due provided serious dislocation of work is apprehended if granted within a month.
105.	Granting Special casual leave to an employee of Institute Appendix – III of CCS (L) Rule 1972	To grant special casual leave for: i) Participation (in a representative and, not in his personal capacity) in sporting events of national or international importance. ii) Participation in cultural activities. iii) Participating in a mountaineering expedition which has the approval of the Indian Mountaineering Foundation. iv) For Family Planning. v) Attending a Court of law as Juror or Assessor. vi) Union / Association Activities. vii) Participating in cultural activities of an all India or Interstate character organised by the Central Secretariat Sports Council Board or on its behalf. viii) Natural Calamaties/Bundh ix) Appearing at a departmental promotion examination. x) During Election. xi) Attending scientific conferences. xii) Other purposes as in CCS(L) Rules.

106.	Refusing leave preparatory to retirement applied for by an employee of the Institute.	Full powers in respect of Class II, III and IV employees subject to such restriction as may be imposed by the Govt. of India in this regard.
107.	Granting leave to Institute employee who is not in foreign service.	Full powers.
108.	Allowing an employee to prefix/affix holidays, days to his leave, provided his transfer of assumption of charge does not involve the handling/taking over or security or of moneys excluding a permanent advance.	Full powers.
109.	Authorising departures where holidays are prefixed or affixed to leave, leave takes effect from the first day after the holidays prefixed and ends on the day proceeding the holidays affixed)	Full powers.
110.	Accepting a certificate to signed by any registered medical practitioner as evidence of the fitness of a Gp B, C & D employee of the Institute to return to duty.	Full powers.
111.	Waiving production of medical certificate if an employee of the Instt. takes leave on medical grounds for a period not exceeding 3 days.	Full powers in respect of employees when he can grant leave.
112.	Dispensing with the condition that a class I Officer requiring leave or extension of leave should obtain the prescribed certificate from a medical committee.	The authority competent to sanction leave may dispense with the procedure if, i) the leave recommended does not exceed 2 months and according to the medical certificate, appearance before a medical committee is unnecessary; or ii) the officer of appropriate rank incharge of the hospital where the applicant is an indoor patient recommends leave for hospitalization/convalescence.
113.	To secure a second medical opinion from a civil surgeon the case of an employee of the Instt. who has applied for leave on medical certificate Rule 19(3)	Full powers in respect of employees whom he can grant leave.
114.	To prescribe the type of medical certificate to be produced and the authority from whom it should be obtained by a class IV employee of the Instt. applying for leave or extension of leave on medical grounds.	Full powers.

115.	Granting leave to an employee of the Instt. in respect of whom a medical committee has reported that there is no reasonable prospect that he will ever be fit to return to duty.	Full powers in respect of Group B, C & D
116.	Granting maternity leave and paternity leave Rule 43 & 43A	Full powers.
117.	Granting hospital leave to Class C and D employees Rule 46	Full powers.
118.	<p>Allowing an employee of Instt. on appointment to carry forward the leave previously earned after rendering temporary service under as per Annexure- III of CCS(L) Rule</p> <p>i) Institute</p> <p>ii) Central Government</p> <p>iii) A body corporate owned or controlled by Government</p> <p>iv) A State Government</p>	<p>Full powers provided the employee did not resign his former employment and the break in service does not exceed 30 days. Full powers provided :-</p> <p>a) the employee did not resign his former employment and there is no break in his service.</p> <p>b) the Central Govt. the body corporate or the state Govt. agrees to bear the leave salary charges in respect of the leave carried forward.</p>
<u>XVII. JOINING TIME</u>		
119.	Treating as "duty" the period of taking over charge of a new post by relieving officer as in JT Rules, 1979	Full powers
120.	Condonation of the period between the date of discharge of a temporary employee of an Institute or the date of expiry of his terminal leave and the date of re-appointment in another office of the Institute as in JT Rule, 1979	<p>Full powers to condone the break by converting it into joining time without pay, provided:</p> <p>i) The Instt. employee joins the now post without delay;</p> <p>ii) he has rendered not less than 3 years continuous service on the duty of discharge and,</p> <p>iii) the period of break does not exceed 30 days.</p>
121.	Reducing the period of joining time admissible under JT Rule	The authority sanctioning the transfer is empowered.
122.	Permitting the calculation of joining time by a route other than that which travellers ordinarily use.	Full powers.
123.	Extending the joining time admissible under the rules beyond the maximum of 30 days.	Full powers

124	Extending joining time on certain conditions within a Maximum of 30 days.	Full powers
XVII. FOREIGN SERVICE		
125.	Sanctioning transfer to foreign service in India. FR. 110(b)	Full powers
126.	Fixing pay in foreign service. FR 114	Full powers
127.	Deciding the date of reversion of an employee of the Institute rejoining after leave from foreign service. FR. 125	Full powers
128.	Permitting an employee of the Instt. to proceed on duty to any part of India	Full powers
XIX TRAVELLING ALLOWANCE:		
129.	Declaring the grade/status of a person who is remunerated wholly or partly by fees/honorarium SR. 20	Full powers
130.	Granting a conveyance allowances	Full powers
131.	Sanctioning motor car/conveyance allowances. GID (i) below SR. 25 & note there under.	Full powers
132.	Sanctioning cycle allowance GID (4) below SR. 25	Full powers
133.	Deciding the shortest of two or more routes. SR30(b)	Full powers
134.	Allowing mileage allowance to be calculated by a route other than the shortest or cheapest. SR. 31	Full powers provided selection of the route is in the Instt's interest.
135.	To permit an employee of the Instt. accompanying a foreign delegations/MI as liaison officer to avail of the same mode of travel and/or the same arrangement at outstations for boarding/lodging as provided to the delegation/MIP. GID(3) below SR. 36	Full powers
136.	Reimbursing an employee of the Instt accompanying a foreign delegations/MI as liaison officer to avail of the same mode of travel and/or the same arrangement at outstations for boarding/lodging as provided to the delegation/MIP. GID below SR. 36	Full powers

137.	Allowing an employee of the Instt. to travel by a higher class than the one in which he is entitled. SR.37	Full powers
138.	Sanctioning travel by air in machines of public air transport companies regularly playing for hire. SR.48-B(ii) (SI, No. 17-A)	Full powers
139.	Permitting an employee of the Institute who is not ordinarily entitled to travel by air SR.48 & GID (10) thereunder.	Full powers
140.	Refunding of cancellation charges paid by employees of the Institute on air ticket on account of the relevant journey being cancelled for unavoidable reasons below SR.36	Full powers
141.	Reimbursement of actual cost of travel by special means of conveyance in lieu of payment of daily allowance or mileage allowance.	Full powers as controlling officer is empowered to pass the claims, provided a superior authority of the Instt. employee concerned certifies that the special means of conveyance was absolutely necessary and specified the circumstances rendering it necessary.
142.	Prescribing an employee's headquarters SR.59	Full powers
143.	Defining the limits of an employee sphere of duty. SR.60	Full powers
144.	Deciding whether/particular absence is absence on duty	Full powers
145.	Restricting the frequency and duration of journey SR.63	Full powers
146.	Declaring that the pay of a particular employee of the Instt. has been so fixed as to compensate for all journeys by roads within his sphere of duty SR.64	Full powers
147.	Sanctioning Daily Allowance for a Sunday or holiday when an employee is forced to stay while on tour at a place other than the place of duty. GID(3) below SR.72	Full powers
148.	Permitting an Instt. employee thrown out of employment owing to reduction of establishment or abolition of post to draw T.A. to join post on re-appointment SR.107	Full powers

149.	Extending the time limits of six months and one month within which the members of the family of an employee of the Institute may be treated as accompanying him in individual cases attendant with special circumstances. SR.116(b)(iii)	Full powers
150.	Deciding whether in respect of a post to which an Instt. employee is transferred the possession of a conveyance is advantageous from the point of view of his efficiency	Full powers
151.	Disallowing traveling allowance for a journey to attend to obligatory examination if the authority exercising the power considers that the candidate has culpably neglected the duty of preparing for it. Provision (2) below S.R. 130	Full powers
152.	Granting TA to an employee of the Instt. for a journey to attend an examination and if the examination is cancelled at the last moment and intimation regarding cancellation does not reach him in time. GID (2) below S.R. 130	Full powers subject to due verification of facts.
153.	Permitting recovery of traveling allowance for a journey attend and examination other than those mentioned in SR 130	Full powers
154.	Sanction travelling allowance for journey on tour to Institute employee 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 SR.135	Full powers TA may not be granted for a journey while proceeding on leave or while returning from leave.
155.	To permit an employee of the Institute to undertake journey (s) for obtaining a medical certificate of further opinion thereon such permission entitling him to draw T.A. for the journey(S) S.R. 158	Full powers
156.	Allowing the actual cost of journey to appear before a medical board preliminary to voluntary retirement on invalid pension. SR.160(b)	Full powers

157.	Deciding the rates of travelling allowance admissible to an employee of the Institute deputed to undergo a course of training SR 164	<p>Full powers provided that daily allowance for halt at training headquarters is regulated as follows</p> <p>a) Full powers if the period of training does not exceed one month.</p> <p>b) In other cases full powers provided daily allowances on the usual sliding seals.</p> <p>c) Group B, C & D Employees: Full powers to grant daily allowance in case of those officers whose pay or allowances have not been increased to meet expense of training.</p>
158.	Fixing amount of hire or charges when an employee of the Institute is provided with means of locomotion at the expense of state etc. but pays all the cost of its use or propulsion SR. 183	Full powers
159.	To allow actual expenses for carriage or personal effects by road between stations connected by rail,	Full powers
160.	Granting travelling allowance to a person not in service of the Instt. attending commission of enquiry etc. or performing public duties in an honorary capacity and to declare the grade to which such persons shall be considered to belong SR. 190(a) & (b)	Full powers
161.	<p>Allowing a non official other than a member of a parliament or State Legislature of High Court or Supreme Court Judges appointed to a committee or commission of Enquiry:</p> <p>i) Acc travel by rails</p> <p>ii) Full road mileage, when a journey between two places connected by rail is performed by road,</p> <p>iii) Travel by Air</p> <p>iv) Daily allowance at a rate exceeding the highest rate admissible to an employee of the Institute</p> <p>v) Daily allowance to be drawn for a continuous halt or more than 30 days as in Appendix 2 below S.R. 190</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p> <p>Full powers to grant DA upto a maximum limit to be prescribed by the Institute.</p> <p>Full powers</p>

162.	Countersigned TA bills of non official members (including Members of parliament, and State legislature) of Committees of Commissions of Enquiry as in Appendix-2 below SR 190	Full powers
163.	Declaring who shall be controlling officer SR 191	Full powers
164.	Making rules for the guidance of controlling officer SR.195	Full powers

XX. MISCELLANEOUS

165.	Powers to countersign his own travelling allowance bill	Full powers
166.	Authorising drawl of pay and allowance for a period not exceeding two months for a fresh recruit to Instt. service without medical certificate of health. GID below FR 10.	Full powers
167.	Sanctioning provisional payment of an Institute employee pending receipt of his last pay certificate. GID (2) below FR 10.	Full powers to sanction provisional payment of pay for a period for a period of 6 months.
168.	Authorising provisional payment to a re-employed pensioner pending final fixation of pay (19) & (59) below FR.22.	Full powers
169.	Powers to order destruction of records.	Full powers
170.	Delegating to a subordinate officer the duty of examining and attesting entries in the service book of staff. GID(1) below SR. 199	Full powers
171.	To order sale, by auction or otherwise, in the interest of the Institute of Unserviceable stores or perishable articles.	Full powers
172.	Powers to employ outsiders in an officiating capacity in vacancies caused by the grant of leave to incumbents of Grade II, III or IV posts for which there is no leave reserve.	Full powers
173.	Power to insure vehicles of the Institute.	Full powers.