

DELEGATION OF POWER ICAR-IWBR, KARNAL -132001

ANNEXURE - I

Sr. No.	Nature of Powers	Scientist Incharge/Head, RS, Shimla	Pls & Incharge, Hisar Farm	Sr. Admn. Officer/ Head of Office	FAO/Head of Finance	I/c RS Dalang Maidan, I/c Farm HQ, Imprest Holders
1.	Power to accept a Medical Certificate of fitness on return of leave as per prescribed forms	Full	---	Full	---	---
2.	Power to sanction Casual Leave, RH and Compensatory Leave	Full, in respect of officers & staff working under him/her	Full powers for the staff working under him/her.	Full powers for the staff working under him/her	Full powers for the staff working under him/her	Full powers, records may be maintained at Pl level
3.	Power to sanction EL/HPL/Commuted Leave	Full Powers for Subordinate staff	Leave applied by Scientists may be reassigned to Director. Leave applied by other staff may be reassigned to SAO	Full powers for Technical, Administrative and SSS staff subject to recommendations from Controlling Officer except Scientific Staff	---	---
4.	Power to extend leave (FR 73)	--do--	---	--do--	---	---
5.	To approve Tour Programme	Full powers for subordinate staff	Full powers for subordinate staff to PI except Scientific staff, I/c, Hisar Farm to reassign it to Director	Full powers for HQ staff except scientific staff	Full powers for the staff working under him/her	---
6.	Sanction of T.A. Expenses	Full powers for all staff working under him/her	---	Full for all staff subject to recommendations from Controlling Officer except Scientific Staff	---	---
7.	Sanction of reimbursement of cancellation charges of Air/Rail Tickets in public interest.	Full powers for all staff working under him/her	---	Full for all staff except for Scientific staff	---	---

[Handwritten Signature]
04/11/2020

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8.	i) Local purchase of stationery stores ii) Local purchase of rubber stamps for office use	Rs. 25000 in each case. (Subject to N/A from Central Store/Purchase section for GeM)	Rs. 2000/- In each case (Subject to N/A from Central Store/Purchase section for GeM)	Rs. 2000/- In each case ((Subject to N/A from Central Store/Purchase section for GeM)	Rs. 1000/- In each case (Subject to N/A from Central Store/Purchase section for GeM)	Rs. 2000/- In each case ((Subject to N/A from Central Store/Purchase section for GeM)
9.	Purchase of working stores, chemicals, glass wares, plants, Seed, fertilizer, insecticides, pesticides & other consumables for research work required on urgent basis.	Rs. 25000/- in each case	Rs.2000/-	Rs.2000/-	---	---
10.	Maintenance & Repair of computer, printer & UPS.	Rs. 5,000/- in each case	Rs. 2000/- in each case	Rs. 5000/- in each case	Rs. 2000/- in each case	Rs. 2000/- in each case
11.	Power to incur contingent expenditure in general :					
(i)	Misc. Office contingency e.g. Electricity Charges, Telephone Charges, property tax, municipal taxes, LPG/ Nitrozen gas and water charges	Full	Full powers to I/C Hisar Farm	Full	---	---
(ii)	Fixtures and furniture repairs	Rs. 25000/- in each case	---	---	---	---
(iii)	Maintenance and repairs of vehicles, tractor & lab/ office equipment	Rs. 25000/- in each case	Rs. 2000/- in each case	Rs. 25000/- in each case,	---	Rs. 2000/- in each case
(iv)	Post & telegraph/ Bank charges, POS charges	Full power	Rs 1000/-	Full power	Rs.3000/-	Rs. 1000 in each case

02/11/2020

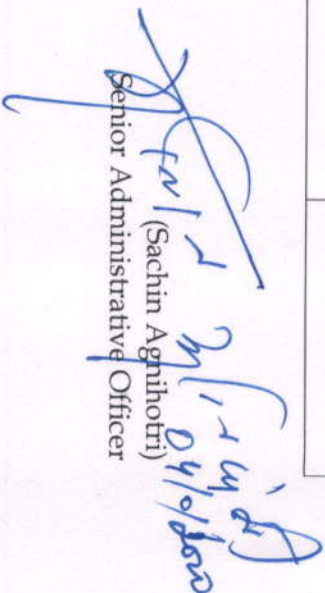
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Sr. No.	Nature of Powers	Scientist Incharge/Head, RS, Shimla	Pis & Incharge, Hisar Farm	Sr. Admn. Officer/ Head of Office	FAO / Head of Finance	I/c RS Dalang Maidan, I/c Farm HQ, Imprest Holders
(v)	Printing and binding	Rs. 2000 in each case	---	Full under Annual Rate Contract/ Gem.	---	Rs. 2000 in each case
(vi)	Advertisement charges	---	---	Full subject to condition of DAVP Rates.	---	---
12.	Approval & Sanction of LTC claim and leave encashment	Full in respect of officers & staff working under him/ her.	---	Full for all Staff except Scientific Staff	---	---
13.	Sanction of GPF Advance/ withdrawal	Full, in respect of Officers & staff working under him/her	---	Full for all Staff except Scientific staff	---	---
14.	Sanction of advance to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees	Rs. 10000 in each case.	---	Rs. 10000 in each case.	---	---
15.	Sanction for Reimbursement of medical expenses as admissible under Central Services (Medical Attendance) Rules.	Full, in respect of all staff working under him/her pensioners of RS Shimla.	---	Full, in respect of all staff & pensioners.	---	---
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	---	---

[Handwritten signatures and dates]
 24/01/2020

DELEGATION OF POWER ICAR-IWBR, KARNAL - 132001

Sr. No.	Nature of Powers	Scientist Incharge/Head, RS, Shimla	Pls & Incharge, Hisar Farm	Sr. Admn. Officer/ Head of Office	FAO/ Head of Finance	I/c RS Dalang Maidan, I/c Farm HQ, Imprest Holders
17.	Reimbursement of cost of newspaper	Full	---	Full	---	---
18.	Reimbursement of CEA/Tuition fee	Full	---	Full	---	---
19.	Verification of Service in Service Book of staff	Full	---	Full	---	---


 (Sachin Agnihotri)
 Senior Administrative Officer