

**DELEGATION OF POWERS TO JOINT DIRECTOR (PSSCIVE)**

No.F.1-3/93-EC dated 22.06.1992

S. No	Nature of powers	Existing powers	Remarks
1	2	3	4
	<b>I. ADMINISTRATIVE POWERS</b>		
1.	Appointment of Group 'B' 'C' & 'D' staff / cadre solely created for PSSCIVE and imposition of penalties.	Full Powers	Subject to observance of Recruitment Rules & procedure laid down by the NCERT (Delegated vide order No. F. 1-3/93-EC dated 29.4.94)
2.	To prescribe Headquarters for staff under him.	Full Powers	
3.	To define the limits of Council's servants sphere of duty.	Full Powers	
4.	To restrict frequency and duration of journeys on tour.	Full Powers	
5.	Permission to publish any work or participation in any radio / TV Broadcasts talks or contributions to magazines, periodicals etc.	Full Powers	Subject to the fulfillment of conditions laid down in SR-ii
6	Sanction of all kinds of leave to the staff other than study leave and sabbatical leave and special disability leave.	Full Powers	Excluding Joint Director (vide order No. F.1-3/93-EC dated 29.04.1994).
7.	Grant of OTA to the staff.	Full Powers	Subject to GOI norms / instructions issued from time to time.
8.	Printing and binding.	Full Powers	Subject to budget provisions.
9	To file and defend suits petitions etc. in the courts Tribunals and other Forums	Full Powers	Re-delegated vide No. F.1-4/2004-EC dated 04.10.2005
	Child Care Leave to Female Employees upto a maximum period of 730 days	<b>Full Power</b> – For all Non-Academic Staff of PSSCIVE	Subject to the GOI, orders issued from time to time No. F.1-4/2006-EC dated 29.7.2009
	<b>II FINANCIAL POWERS</b>		
10.	Claims of employees including TA / DA contingent expenses for PSSCIVE	Full Powers	
11.	Hire of office furniture, heaters, coolers, clocks, call bells, typewriters, computers	Rs. 1000/- per annum	Subject to budget provisions.

	and other office equipments. (Including electronics / electrical).		
12.	Incurring of contingent expenditure: a) Recurring  b) Non-recurring	Rs. 1000/- per annum in each case  Rs. 5000/- per annum in each case	Subject to approved norms.  Subject to approved norms.
13.	Purchase or stationery / stores	Upto to Rs. 2500/- per annum in each case	Subject to general instructions issued by the Govt. / Council.
14.	Light Refreshment	Upto to Rs. 1000/- per annum in each case	Expenditure to be incurred only on formal inter-Departmental, inter-state or other meetings or conferences, subject norms of the Council.
15.	Advance for TA for journey on tour.	Full Powers	
16.	Grant and acceptance of honorarium	Upto Rs. 500/- in each case	1) In case of recurring honoraria, the limit applies to the total of recurring payments made to an individual in a year. 2) Govt. of India's instructions to be kept in view.
17.	Conveyance hire	Full powers [Subject to instructions contained in the compilation of Financial and Administrative powers delegated to various officers of the Council (Page 20) and instructions issued from time to time].	
18.	Fixtures, furniture and equipment purchase and repairs.	Full Powers	Subject to budgetary provisions.

19.	Purchase of books, periodicals, journal, etc.	Full Powers	Subject to budgetary provisions.
20.	Repair/maintenance of plant, machinery, equipment etc. (where the expenditure is not of a capital nature)	Full Powers	This will also include annual service contract
21.	Installations of telephones at office and expenditure in them.	Full Powers	Subject to observance of norms of the Council.
22.	<b>WRITING OFF OF LOSSES</b> i) Irrecoverable losses of stores or of public money.  ii) Deficiencies and depreciation in the value of stores included in the stock and other accounts.	Rs. 5,000/-  Rs. 5,000/- in each case	a) The loss does not disclose a defeat in rules or procedure. b) There has not been any serious negligence on the part of any Council employees, which calls disciplinary action by higher authority.
23.	Disposal of obsolete, surplus or unserviceable stores.	Upto to Rs. 10,000/- in each case	
24.	Municipal rates and taxes	Full Powers	
25.	Freight charge	Full Powers	
26.	Demurrage charges.	Rs. 250/-	
27.	Investigation of arrear claim	Full Powers	In respect of case not more than six years old.
28.	Authorizing staff under him to proceed on duty to any part of India.	Full Powers	
29.	To approve contract for security and cleaning services.	Full Powers	Subject to following prescribed procedure.
30.	Signing of contracts for International Workshop and Seminars.	Full Powers	Subject to prior approval of Director, NCERT.
31.	To approve programmes for PSSCIVE	Full Powers	Subject to the recommendations of Institute's Advisory Board and approval of PAC, NCERT.
32.	Appointments of daily-wagers for work of casual / intermittent nature against Group 'C' and Group 'D' sanctioned posts for a period of 89 days	Full Powers	Subject to budgetary provision and subject to the condition that the same person will not re-engaged after 89 days.
33.	To grant TA to Non-official members to work for PSSCIVE and to declare the grade to which they are consider to belong.	Full Powers	Subject to general orders of the Council.
34.	Customs Duty	Full Powers	

35.	Expenditure on advertisement	Full Powers	Through DAVP, subject to budgetary provision.
36.	Expenditure on Publicity and Publications	Upto Rs. 10,000/- per annum	Subject to Government approved rates.
37.	Re-delegation of powers	Full Powers to delegate any of the powers vested with him to any member of the staff with the prior approval of the Director	
38.	Grant of leave and increments	Full Powers to sanction earned and casual leave and annual increments to all the subordinate staff to him.	
39.	Making appointments against leave vacancies.	Full Powers to sanction officiating promotions in leave vacancies for a period not exceeding three months at a time for Group C & D Staff.	
40.	<b>Grant of temporary advance / final withdrawal from GPF/CPF.</b>	Full Powers	Subject to Government Rules.
41.	Advance for purchase of conveyance subject to availability of funds certified by the CAO	Full powers in case of permanent officers. In case of quasi-permanent and temporary employees with not less than 3 years service on production of adequate surety s per Government Rules.	
42.	To Act as controlling officer for the staff working under him.	Full Powers	

**Request for additional powers by Joint Director, PSSCIVE, Bhopal vide PSSCIVE's letter No. 7-19/1994/PSSCIVE/38-39 dated 28.4.2006**

S. No	Nature of powers	Existing powers	Extent of powers Proposed to be delegated	Remarks
1	2	3	4	5
1	Power to accord administrative sanction for original work (including special repairs) executed through CPWD.	-----	Rs.2.5 Lakh	
2	Creation of Temporary posts upto one year duration subject to contain the expenditure within budget provision.	-----	Full	
3	All minor penalties (except Head of Departments) of Group 'A' Officers	-----	Full	
4	Foundation stone laying ceremonies and opening of buildings	-----	Full	
5	Travel by air for non-entitled officers (in case of absolute urgency & necessity)	-----	Full	
6	Hiring of accommodation on rent	-----	Full	
7	Appropriation/ Re-appointment within Plan & Non-Plan heads as allowed by rules	-----	Full	