

REVIEW OF DELEGATION OF POWERS
DELEGATION OF POWERS
TO BUSINESS MANAGERS OF REGIONAL PRODUCTION-CUM-DISTRIBUTION CENTRES
OF PUBLICATION DEPARTMENT
No. F. 5-2/87-EC dated 08.09.1992

S. No.	Nature of Powers	Authority	Existing Powers	Remarks
1	2	3	4	5
1.	Grant of Leave	Business Manager	Grant of all types of leave other than study leave and special disability leave and leave of absence for going abroad and permission to leave station to subordinate staff. All EL applications should be sent to the RIE.	Cases of EOL, commuted leave to be referred to be RIE in the respective region. Cases of going abroad may be referred to the Council Headquarters.
2.	Annual Increments in pay	-do-	Full powers	E.B. cases to be referred to the RIE in the respective region.
3.	Engagement of casual labour	-do-	Engagement of two daily wage labourers for three days in a month if there is need.	At the State Government approved rates.
4.	Entertainment and light refreshment	-do-	Rs. 100/- per annum non-recurring	As per approved rates.
5.	Advance on the eve of important festivals.	-do-	Full powers	Limits of pay and amount fixed as per rules.
6.	Disciplinary action against subordinate staff	-do-	Full powers with regard to calling for Explanation in cases of misconduct, misdemeanor, indiscipline etc., and forward the same to the Principal of respective RIE in the region in a confidential cover with Business Manager's own comments for necessary action.	

7.	Local purchase of stationary articles.	-do-	Full powers within the approved budget / funds by the Head, Publication Department.	The purchase may be from Central Government Stores / Super Bazar or on the
8.	Purchase of packing materials	-do-	Full powers	basis of the approved quotations / open tenders after Obtaining no objection certificate from the Central Government Stores/ Super Bazar.
9.	Freight charges by Rail/ Containers	-do-	Full powers within the approved budget/funds by the Head, Publication Department	
10.	Demurrage	-do-	Rs. 250/- in each case	Cases of delay to be investigated and reported to Head, Publication Department, immediately.
11.	Payment of freight for hiring truck for transporting books/ papers.	-do-	Full powers after the rates have been approved by the Head, Publication Department/ Secretary(C).	

POWERS FURTHER DELEGATED VIDE No.F.5-2/87-EC(Part) DATED 26.10.1993

1	2	3	4	5
12.	Incurring of contingent expenditure	-do-	Recurring Rs. 100/- subject to an aggregate of Rs. 500/- per annum Non-recurring not exceeding Rs. 200/- at a time subject to an aggregate of Rs. 2000/- per annum	
13.	Advance for the purchase of Cycle and Table Fan by the eligible employees subject to availability of funds certified by the CAO.	-do-	Full powers	
14.	Advance of pay and TA on transfer	-do-	Full powers	Staff subordinate to him
15.	Advance of TA for journey on tour	-do-	Full powers	Provided tour programme is approved by the competent authority.
16.	Electric, gas and water charges	-do-	Full powers	
17.	Fixtures and furniture Purchase and Repairs	-do-	Full powers to incur expenditure subject to a limit of Rs. 2000/- per annum subject to budget provision.	
18.	Municipal rates and taxes	-do-	Full powers	
19.	Postal and Telegraph Charges: i) Charges for the issue of letter, Telegrams etc. ii) Commission on money order.	-do-	Full powers Full powers	
20.	Purchase of rubber stamp	-do-	Not exceeding to Rs. 25/- per annum	

1	2	3	4	5
21.	Repairs of bicycle	-do-	Rs. 50/- per annum per cycle	
22.	Repairs of typewriters/ duplicators etc.	-do-	Upto Rs. 1000/- per annum per machine	Subject to the condition that repairs are got done from authorized dealers.
23.	Telephone Charges	-do-	Full powers	Subject to following economy instructions issued form time to time.
24.	Payment to printers/publishers as per approved rates as procedure followed at Headquarters.	-do-	Full powers	Subject to pre-audit of bills by publication Department in Headquarters.
25.	Overtime allowance to Group C&D employees	-do-	Not exceeding five hours per month (for more than five hours a proposal be sent to Head, Publication Department)	
26.	Sanction of GPF/CPF advance	-do-	Full powers to grant temporary advance from GPF/CPF including relaxation to all officers and staff subordinate to him as per rules on the subject.	
27.	Grant of leave salary advance to all officers and staff subordinate to him.	-do-	Full powers	
28.	Grant of Children Education Allowance in respect of employees subordinate to him subject to relevant rules.	-do-	Full powers	
29.	Counter signature of medical bills for reimbursement	-do-	Full powers in respect of Group B, C & D staff working in RPDCs.	Medical claim exceeding Rs. 100/- will be paid after pre-audit by the Publication Department.

1	2	3	4	5
30.	Tour programme of officers and staff	-do-	Controlling Officer for (other than by air) Officers and staff subordinate to him and TA/DA bills including his own within the jurisdiction of States/ UTs allocated and for NCERT and concerned RIEs.	Provided that the B.M. is invited by the NCERT or by RIE in connection with official meetings.
31.	Extension of leave to overstay.	-do-	Full powers	
32.	To authorize combination and of holidays with leave and joining time.	-do-	Full powers	
33.	To accept a certificate signed by any registered medical practitioner in evidence of fitness to return to duty in respect of Group C&D employees and from AMA in respect of Group A&B employees.	-do-	Full powers	
34.	Grant of LTC advance	-do-	Full powers in respect of Group B, C & D staff working in RPDC subject to strict compliance of LTC rules/GFRs.	
35.	Issue of 'No Objection Certificate' for applying passport etc.	-do-	Full powers in respect of Group B, C & D staff working in RPDC	Subject to clearance from V&L Section and approval of Secretary, NCERT

1	2	3	4	5
36.	Purchase of Liveries items for Group 'D' employees/Drivers	-do-	Full powers	Subject to adherence of approved scale, rates and procedure laid down by the Government of India followed by the Council.
37.	Grant of medical advance for treatment of Council employees/ family members	-do-	Full powers (in respect of Group B, C & D staff subordinate to him).	Subject to observance of Rules / Order of Government of India followed by the Council.
38.	Grant of withdrawal from GPF/ CPF	-do-	Full powers (in respect of Group B, C & D staff subordinate to him).	
39.	Repair of Vehicles	-do-	—	
40.	Payment of fuel charges	-do-	—	