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भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

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No. 1/1/2009-Admn-II

Dated: 20th Nov. 2014

ORDER

Subject: - Delegation of administrative and financial Powers to Senior. Dy. Director General (Admn.) and Directors/Director-in-charge of Institutes/Centres-

The power vested in the Director General under rule 29 of the Bye-laws of Indian Council of Medical Research are hereby delegated to the Senior Dy. Director General (Administration), at ICMR Hqrs. and Directors/Director-in-charge of ICMR Institutes and Centres as Head of the Department to the extent as mentioned in the attached Annexure.

2. The delegations are subject to the strict adherence to the provisions of DFPR/GFR/FRSR and other guidelines issued by the Govt. of India from time to time.


(V.M.Katoch)
Director General

To

1. Sr Dy. Director General (Admn.) ICMR Hqrs. Office, New Delhi.
2. All Directors/Director-in-charge of all Institutes/Centres.

Please download the annexure from ICMR website to see the details thereof.

Delegation of power made to Sr. DDG (A)/ and Director/Director in-Charge ICMR Hqrs/Institutes/Centre

Sl. No	Item of Expenditure	Power held by DG	Extent of power Delegated to Sr. DDG (A) Hqrs. Office	Extent of power delegated to Director./Director in-Charge of ICMR Institutes/ Centres
	I. General			
1.	Re-delegation of powers to subordinate authorities. As per DFPR	Full powers, except the following: i) creation of posts, ii) write-off Losses	Nil	Nil
2.	Powers to incur capital expenditure. As per DFPR	Full powers in respect of capital works up to Rs. 5.00 Crore, subject to budget provision for the particular item of work and concurrence of the Senior Financial Adviser of ICMR.	Nil	Nil
3.	Declaring a Group-A officer as Head of office. As per DFPR	Full powers.	Full Power	Full Power
4.	Declaring an officer as Controlling Officer for Travelling Allowances purposes. As per SR	Full powers.	Full Power	Nil
5.	Designating an Officer as Disbursing Officer. As per GFR	Full powers in respect of any Group-A officer.	Full powers	Full powers

	II. BUDGET AND CONTROL OF EXPENDITURE			
6.	Appropriation and re-appropriation. As per DFPR	Full powers subject to Rule 10 of DFPR	Up to Rs. 1 lakh with the concurrence of Sr. F.A. , ICMR and subject to Rule - 10 of DFPR	Up to Rs. 1 lakh with the concurrence of Sr. F.A. , ICMR and subject to Rule - 10 of DFPR
	III. OTHER ESTABLISHMENT MATTERS			
7.	Alteration of date of birth as recorded in history of service, service book or other service record. As per FR	Full powers to permit - (i) alteration of date of birth provided a request for such alteration is received before the preparation of the service book of ICMR employee concerned and in any event, not later than the completion of the probation period, (ii) Correction at any time for bona-fide clerical mistake in recording date of birth.	Full powers to permit correction at any time for bonafide clerical mistake in recording date of birth.	Full powers to permit correction at any time for bonafide clerical mistake in recording date of birth.
8.	Investigation of arrear claims of employees of ICMR as well as of persons not in ICMR service. As per GFR	Full powers to order investigation by the Audit/Accounts Officer of a claim to arrears which has been allowed to remain in abeyance for a period not exceeding 2 years.	Full powers to order investigation by the Audit/Accounts Officer of a claim to arrears which has been allowed to remain in abeyance for a period not exceeding 2 years.	Full powers to order investigation by the Audit/Accounts Officer of a claim to arrears which has been allowed to remain in abeyance for a period not exceeding 2 years.

	IV. Contingent and Miscellaneous Expenditure			
9.	Authorising a Group A officer subordinate to a Head of Office to incur contingent and miscellaneous expenditure on behalf of the Head of Office. As per DFPR <i>Note:</i> i) This power is subject to such rules as may be prescribed by ICMR. ii) The Head of Office will continue to be responsible for the correctness, regularity and propriety of expenditure incurred by the officer authorised.	Full powers.	Up to Rs. 10,000/- in each case.	Up to Rs. 10,000/- in each case.
10	Contingent expenditure. As per DFPR	Full powers	Recurring: Rs. 2,000 per month in each case; and Non-recurring: Rs. 5,000 in each case.	Recurring: Rs. 2,000 per month in each case; and Non-recurring: Rs. 5,000 in each case.
11	Miscellaneous expenditure. As per DFPR	Full powers. Subject to general instructions issued by Ministry of Finance from time to time	Maximum amount that can be sanctioned on each individual item. Recurring Rs. 10,000/- a year and non-recurring Rs. 40,000/- subject to the general instructions issued by MOF from time to time	Maximum amount that can be sanctioned on each individual item. Recurring Rs. 10,000/- a year and non-recurring Rs. 40,000/- subject to the general instructions issued by MOF from time to time
12	Sanction of permanent advance. As per GFR	Full powers.	NIL	NIL

13	<p>Sanctioning legal and financial assistance to employees of ICMR involved in legal proceedings of the following types:</p> <p>i) Proceedings initiated by ICMR in respect of matters connected with the official duties or position of ICMR employee.</p> <p>ii) Proceedings instituted by a private party against an employee of ICMR in respect of matters connected with his official duties or position. As per DFPR</p>	Full powers.	NIL	NIL
14	To institute, conduct, defend, compound or abandon any legal proceedings by or against the Governing Council of ICMR or otherwise on the affairs of ICMR and to engage lawyers in such cases and to make payment to them of fees mutually settled.	Full powers.	NIL	NIL
15	<p>Execution of work, petty works and repairs. As per GFR</p> <p>V. WRITE OFF LOSSES</p>	Full powers up to Rs. 5 cores.	Upto Rs. 5,00,000/- per annum	Upto Rs. 5,00,000/- per annum
16	<p>To write off irrecoverable losses -</p> <p>a) Not due to theft, fraud or negligence.</p> <p>b) Other cases. As per DFPR</p>	<p>a) Full powers up to 10.00 lakhs</p> <p>b) Up to 1.00 Lakh.</p>	<p>a) upto Rs. 50,000 in each case and subject of observance of conditions for the exercise of power under DFPR</p> <p>b) Rs. 5,000 each case</p>	<p>a) upto Rs. 50,000 in each case and subject of observance of conditions for the exercise of power under DFPR</p> <p>b) Rs. 5,000 each case</p>

17	To write-off loss of revenue or irrecoverable loans and advances. As per DFPR	Full powers up to Rs. 1.00 Lakh	Nil	Nil
18	Insuring materials and equipment received on loan or as aid from international or other organisations. As per DFPR	Full powers, if assurance is necessary under the terms of the relevant contracts or agreements.	Nil	Nil
19	Incurring expenditure on insurance by booking goods at railway risk, where an alternative railway risk rate is provided. As per DFPR	Full powers.	Upto Rs. 20,000 in each case	Upto Rs. 20,000 in each case
20	Sanctioning expenditure on Schemes. VIII. INVESTMENT, GRANTS AND LOANS	Full powers up to Rs. 5.00 Crores.	Nil	Nil
21	Sanctioning grants-in-aid for the provision of amenities or recreational or welfare facilities to the staff in ICMR offices.	Full powers. Subject to the conditions laid down by MHA	Full powers. (Subject to the conditions laid down by the Ministry of Home Affairs in the regard from time to time	Full powers. (Subject to the conditions laid down by the Ministry of Home Affairs in the regard from time to time

	IX. INDENTS, CONTRACTS AND PURCHASES			
22	Purchase of stores including office furniture / office equipment. As per DFPR & GFR X. ADVANCE TO ICMR EMPLOYEES As per DFPR and as amended by GOI from time to time for item 26 to 46	Full powers	I) Up to 5 lakh with the concurrence of Sr. Accounts Officer of Council where Sr. Accounts Officer is not in position, with the concurrence of Sr. F.A. ICMR II) Beyond Rs. 5.00 lakh and up to Rs. 10.00 lakh with concurrence of Sr. FA, ICMR	I) Up to 5 lakh with the concurrence of Group -A Accounts Officer of the Institute/Centre where group - A Accounts Officer is not in position, with concurrence of Sr. F.A. ICMR II) Beyond Rs. 5.00 lakh and upto Rs. 10.00 lakh with concurrence of Sr. FA, ICMR
23	Sanctioning an advance as loan for the purchase of a conveyance to an employee of ICMR.	Full power for the purchase of car, motor cycle, scooter, bicycle etc. for eligible staff except for self	Full power for the purchase of car, motor cycle, scooter, bicycle etc. for eligible staff except for self	Full power for the purchase of car, motor cycle, scooter, bicycle etc. for eligible staff except for self
24	Extending the time limit within which purchase of payment for conveyance should be completed.	Full powers to extend in exceptional cases the prescribed time limit of one month to two months from the date of drawl of advance.	To extend in exceptional cases the prescribed time limit of one month to two months from the date of drawl of advance.	To extend in exceptional cases the prescribed time limit of one month to two months from the date of drawl of advance.
25	Grant of advance for the purchase of warm clothing.	Full powers for eligible Group-C employees of ICMR.	Full powers in the case of eligible Group -C, employees.	Full powers in the case of eligible Group - C employees of the Institutes/Centres.
26	Sanctioning pay and T.A. advances to a permanent or temporary employee of ICMR who while on duty or on leave is		i) Full powers subject to approval of tour by the Competent Authority	i) Full powers subject to approval of tour by the Competent Authority

	required to proceed on: i) Transfer to foreign service. ii) Transfer excluding transfer to foreign service.	i) Full Powers. ii) Full Powers.	ii) Full powers subject to sanction of transfer by the Competent Authority	ii) Full powers subject to sanction of transfer by the Competent Authority
27	Sanctioning T.A. advances to a retiring employee of ICMR to enable him, during leave preparatory to retirement or refused leave to the place where he intends to reside permanently.	Full powers.	Full powers.	Full powers.
28	Fixing the rate at which advance of pay should be recovered from subsistence allowance.	Full powers.	Full powers where he is the appointing authority	Full powers where he is the appointing authority
29	Sanctioning advance of pay to an employee of ICMR who is required to proceed on deputation outside India.	Full powers.	Full power subject to approval of deputation by the Competent Authority	Full power subject to approval of deputation by the competent authority
30	Sanctioning advances to an employee of ICMR 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 Full powers. ii) Contingent advance: Full powers.	i) TA advance to cover expenses for a period not exceeding 30 days. ii) Contingent advance Rs. 2,500.	i) TA advance to cover expenses for a period not exceeding 30 days. ii) Contingent advance Rs. 2,500.
31	Sanctioning advances in connection with leave travel concession.	Full powers.	Full powers subject to approval of leave for the purpose by the Competent Authority	Full powers subject to approval of leave for the purpose by the Competent Authority
32	Sanctioning festival advances.	Full powers.	Full powers.	Full powers.
33	Fixing festival occasions on which festival advances will be allowed.	Full powers.	Full powers.	Full powers.
34	Sanctioning advances in connection with natural calamities.	Full powers.	Full powers.	Full powers.

35	Sanctioning an advance in connection with a law suit to which ICMR is a party.	Full powers.	Full powers.	Full powers.
36	Sanctioning a special advance for payment of a security deposit to a State Government or a statutory organisation like a State Electricity Board, a Corporation <i>etc.</i> , as a safeguard against delay/ default in payment of its dues.	Full powers.	Full powers.	Full powers.
37	Sanctioning an advance in lieu of leave salary to an employee of ICMR.	Full powers subject to condition that an employee will proceed on leave for a period not less than one month/30 days.	Full powers subject to condition that an employee will proceed on leave for a period not less than one month/30 days.	Full powers subject to condition that an employee will proceed on leave for a period not less than one month/30 days.
38	Sanctioning an advance to the family of an employee of ICMR who dies while in service. (S.R.148 and GFR) Remarks: Sr. DDG (A) at headquarters and Directors of Institutes/Centres should be of the opinion that the family of the deceased Group B and C 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.	Full powers.	Full powers for the family of Group 'B' and 'C' employee of the ICMR, who dies while in service.	Full powers for the family of Group 'B' and 'C' employee of the ICMR, who dies while in service.

39	Sanctioning an advance to the family of an employee of ICMR who dies while in service, to meet the travel expenses admissible under the rules.	Full powers.	Full powers in respect of employees for who they are who they are countersigning authority for TA claims.	Full powers in respect of employees for who they are who they are countersigning authority for TA claims.
40	<p>Sanctioning an advance to an employee of ICMR involved in legal proceedings to meet the expenses of his defence in the following circumstances:</p> <p>i) Proceedings instituted by a private party against an employee of ICMR 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 ICMR on his being required by ICMR to vindicate his official conduct.</p> <p>iii) In deserving cases where proceedings are instituted by an employee of ICMR <i>suo moto</i>, with the previous sanction of ICMR to vindicate his conduct arising out of or connected with his official duties or position.</p>	<p>Full powers to sanction -</p> <p>i) Interest free advance not exceeding the substantive pay for three months;</p> <p>ii) Interest free advance not exceeding the substantive pay for three months;</p> <p>iii) Interest free advance not exceeding the substantive pay for three months in deserving cases.</p>	Nil	Nil

41	<p>Sanctioning advances of T.A. to non-official members of committees / commissions.</p> <p>Note: Remarks: Advances 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>	Full powers.	Full powers.	Full powers.
42	<p>Prescribing the amount of security deposit to be furnished by an employee of ICMR entrusted with the custody of cash or stores.</p> <p>XI. Other Provision</p>	Full powers.	Full powers.	Full powers.
43	<p>Exempting an employee of ICMR appointed to officiate in short term vacancy from furnishing security deposit</p> <p>Note: i`) The exempting authority should satisfy itself that there is no risk involved.</p>	Full powers.	Full powers	Full powers

	<p>ii) Such exemption should be granted only in the case of permanent or quasi- permanent council employee.</p> <p>iii) The period of officiating arrangement should not exceed four months.</p>			
44	Determining the quantum of security deposit from contractors. GFR - 158	Full powers subject to minimum of 5% and a maximum of 10% of the amount of the contract.	Full powers subject to minimum of 5% and a maximum of 10% of the amount of the contract.	Full powers subject to minimum of 5% and a maximum of 10% of the amount of the contract.
45	Authorising a ICMR authority to accept security deposit.	Full powers.	Full powers.	Full powers.
46	Determining the form of the security bond to be executed at time of furnishing security.	Full powers.	Full powers.	Full powers.
	XII.CONTINGENT EXPENDITURE			
47	<p>Conveyance hire:</p> <p>i) Reimbursement of taxi or other conveyance charges to Class I officers.</p> <p>ii) Hiring of taxis for interstate international conference.</p>	<p>i) Full Powers.</p> <p>ii) Full Powers.</p>	<p>iii) Full Powers.</p> <p>iv) Full Powers.</p>	<p>v) Full Powers.</p> <p>vi) Full Powers.</p>

	<p>iii) Other items (e.g., conveyance hire for Group B & C employees, casual departmental use etc.) As per DFPR</p> <p>Note: 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. 300/-</p>	<p>iii) Full Powers.</p> <p>Subject to instructions issued by MOF from time to time</p>	<p>iii) Full Powers.</p> <p>Subject to instructions issued by MOF from time to time</p>	<p>iii) Full Powers.</p> <p>Subject to instructions issued by MOF from time to time</p>
48	Electric, gas and water charges. As per DFPR	Full powers.	Full powers.	Full powers.
49	Fixtures and furniture purchase and repairs. As per DFPR	Full powers.	Up to Rs. 1,00,000	Up to Rs. 1,00,000
50	<p>Freight and demurrage / wharfage charges:</p> <p>i) Airlifting of stores</p> <p>ii) Other freight charges</p> <p>iii) Demurrage/wharfage charges.</p>	<p>i) Full powers.</p> <p>ii) Full powers.</p> <p>iii) Full powers.</p>	<p>i) Full powers - for cases exceeding Rs. 5,000/- should be reported to DG, ICMR.</p> <p>ii) Full Powers.</p> <p>iii) Full powers</p>	<p>i) Full powers - for cases exceeding Rs. 5,000/- should be reported to DG, ICMR.</p> <p>ii) Full Powers.</p> <p>iii) Full powers</p>
51	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells. As per DFPR	Full powers.	Full powers.	Full powers.

52	Motor vehicles: i) Purchase of vehicles including staff car and motor cycle. ii) Maintenance, upkeep and repairs. As per DFPR	i) Full Powers. ii) Full Powers.	i) Nil ii) From Rs. 2,000/- to Rs. 10,000/- in each case subject to a maximum expenditure of Rs. 50,000/- per year per vehicle.	i) Nil ii) From Rs. 2,000/- to Rs. 10,000/- in each case subject to a maximum expenditure of Rs. 50,000/- per year per vehicle.
53	Municipal rates and taxes. As per DFPR	Full powers.	Full powers.	Full powers.
54	Repairs and alterations to the hired and requisitioned buildings: a) Non-recurring b) Recurring.	a) Rs. 5.00 Lakh per annum. b) Rs. 50,000/- per annum	NIL	NIL
55	<u>Postal and telegraphs charges:</u> i) Charges for the issue of letters telegrams etc. ii) Commission on money orders. iii) Remittance of scholarships. iv) Remittance of <u>money due to contractors, suppliers etc.</u> v) Other remittances. As per DFPR	i) Full Powers. ii) Full Powers. iii) Full Powers. iv) Full Powers. v) Full Powers.	Full Power Full Powers. Full Powers. Full Powers. Full Powers.	Full Power Full Powers. Full Powers. Full Powers. Full Powers.

56	Printing and binding. As per DFPR	Full powers.	Full powers.	Full powers.
57	Purchase of publications. As per DFPR	Full powers.	Full powers for the purchase of library books and journals.	Full powers for the purchase of library books and journals.
58	Rent: i) Ordinary office accommodation: a) Where the accommodation is entirely utilised for the office. b) Where the accommodation is used partly as office and partly as residence. ii) For residential or other purposes. As per DFPR	i) Full powers, subject to - a) Rs. 1.00 Lakh p.m. at Bombay, Calcutta, Chennai and Delhi. Rs. 50,000/- p.m. at other places. b) Rs.50, 000/- p.m. at Bombay, Calcutta, Madras and Delhi and Rs.30, 000/- p.m. at other places. ii) Rs.25, 000/- p.m.	Full power, as per power held by DG, with financial concurrence of FA. ICMR.	Full powers, as per power held by DG, with financial concurrence of FA, ICMR.
59	Repairs to and removal of machinery (where the expenditure is not of a capital nature). As per DFPR	Full powers.	For the repairs of scientific equipment up to Rs. 50,000/- total per annum	For the repairs of scientific equipment up to Rs. 50,000/- total per annum
60	Rewards, fees, bonus etc. (other than fees or honoraria granted to employees of the Council under the Service Rules)	Full powers.	Nil	Nil
61	Remuneration paid to Staff from contingencies. As per DFPR	Full powers.	Rs. 1000/case as per DFPR	Rs. 1000/case as per DFPR
62	a) Purchase of stationery. b)	a) Full powers.	a) Rs. 1,00,000 through local purchase committee	a) Rs. 1,00,000 through local purchase committee

	b) Local purchases of rubber stamps and office seals. As per DFPR	b) Full powers.	b) Full powers	b) Full powers
63	Supply of uniforms, badges and other articles of clothing <i>etc.</i> and washing allowance. As per DFPR	Full powers.	Full powers.	Full powers.
64	Telephone charges. As per DFPR	Full powers.	Full powers.	Full powers.
65	Typewriters, calculating machines <i>etc.</i> As per DFPR Note: The expenditure on these items shall be incurred subject to general or special orders issued in this behalf by Ministry of Finance from time to time. B. Under Fundamental Rules & Supplementary Rules XIII General	Full powers.	Full powers.	Full powers.
66	Allowing an officer to make over or resume charge of office elsewhere than at Headquarters.	Full powers.	NIL	NIL
67	Treating a period of training or instruction in India of an employee of ICMR as "duty".	Full powers.	NIL	NIL

68	Treating as "duty" a period of enforced halt occurring en-route on a journey connected with a temporary transfer or training.	Full powers.	NIL	NIL
69	Declaration as to relative degrees of responsibility of two posts.	Full powers.	NIL	NIL
XIV Appointment, Termination of Appointment				
70	Making appointment to posts under ICMR	(a) Full powers to make appointments to posts in Group 'A', the maximum of the Grade pay of which does not exceed Rs. 10,000/p.m., subject to selection being made by a duly constituted Selection Committee. (b) Full powers in respect of Group B and C posts.	Full powers in respect of post in the Hqrs. Establishment in the Pay Band 1 (Group C) and Pay Band- 2 (Group- B) only	Full powers in respect of post in the Hqrs. Establishment in the Pay Band 1 (Group C) and Pay Band- 2 (Group- B) only
71	Dispensing with a medical certificate of fitness before appointment to ICMR service in individual cases. As per FR	Full powers.	Full powers in respect Group - C employees	Full powers in respect Group - C employees
72	Suspending a lien. As per FR	Full powers.	Full powers, provided he is authorised to make appointment to the post in question.	Full powers, provided he is authorised to make appointment to the post in question.
73	Transferring a lien. As per FR	Full powers.	Full powers, provided he is authorised to make appointments to both the	Full powers, provided he is authorised to make appointments to both the

74	Transferring a ICMR employee from one post to another.	Full powers.	Nil	Nil
75	i) Accepting the resignation of a ICMR employee. ii) Permitting withdrawal of resignation. As per FR	Full powers.	Full powers in respect of posts for which he is the appointing authority -do-	Full powers in respect of posts for which he is the appointing authority -do-
76	Sanctioning an officiating promotion in a short term vacancy. Ministry of Finance O.M. F. 10(20)E(Coord.)/71 dated 18.11.1971.	Full powers to fill a vacancy, the duration of which exceeds 45 days.	NIL	NIL
77	Appointing ICMR 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.	Full powers.	NIL	NIL
78	i) Retiring ICMR employee in the public interest after he has attained the age of 50 years or 55 years as the case may be. ii) Withholding permission to ICMR employee under suspension who seeks to retire. As per FR	i) Full powers in respect of employees holding posts to which he can make substantive appointment. ii) Full powers in respect of employees holding posts to which he can make substantive appointment.	i) Full powers in respect of employees holding posts to which he can make substantive appointment. ii) Full powers in respect of employees holding posts to which he can make substantive appointment.	i) Full powers in respect of employees holding posts to which he can make substantive appointment. ii) Full powers in respect of employees holding posts to which he can make substantive appointment.
79	To declare a ICMR employee to be a ministerial employee.	Full powers as per instructions issued by DOPT from time to time.	NIL	NIL

80	<p>To relax the normal procedure of recruitment through the employment exchange for direct appointment to posts and services.</p> <p>As per FR</p> <p>XV Pay, Honorarium, Fee and Subsistence Allowance. As per FR&SR on the subject and as amended from time to time.</p>	<p>Full powers to dispense with the procedure of recruitment to Group C posts through the employment exchange where:</p> <p>i) a near relation of a deceased employee is to be employed, as a measure of immediate assistance to the family, or</p> <p>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 Extra-ordinary Leave admissible to him and hence ceased to be in service.</p> <p>iii) a retrenched employee of ICMR is to be appointed.</p>	<p>Full powers to dispense with the procedure of recruitment to Group C posts through the employment exchange where:</p> <p>i) a near relation of a deceased employee is to be employed, as a measure of immediate assistance to the family, or</p> <p>ii) NIL</p> <p>iii) A retrenched employee of ICMR is to be appointed.</p>	<p>Full powers to dispense with the procedure of recruitment to Group C posts through the employment exchange where:</p> <p>i) a near relation of a deceased employee is to be employed, as a measure of immediate assistance to the family, or</p> <p>ii) NIL</p> <p>iii) A retrenched employee of ICMR is to be appointed.</p>
81	<p>Granting special pay to cashiers in accordance with the conditions prescribed from time to time. As per FR</p>	<p>Full powers.</p>	<p>Full powers.</p>	<p>Full powers.</p>

82	Fixing the pay and allowances of ICMR employee treated as on duty. As per FR	Full powers in respect of posts where Director General, ICMR is the authority competent to make substantive appointment to the post.	Authority competent to make substantive appointment to the post with reference to which pay and allowances are to be fixed is empowered.	Authority competent to make substantive appointment to the post with reference to which pay and allowances are to be fixed is empowered.
83	<p>i) Fixation of pay on:</p> <p>a) promotion/transfer from one officiating post to another.</p> <p>b) re-appointment after retrenchment; and</p> <p>c) On transfer from one post to another of a temporary employee of ICMR.</p> <p>ii) Protection of special pay drawn in one post on promotion to another.</p> <p>iii) Grant of benefit under "next below rule".</p>	Full powers, subject to the observance of the provision of FRs 19 to 40 as amended from time to time by the Government of India.	Full powers, subject to the observance of the provisions of FRs and such principles as may be laid down by the ICMR.	Full powers, subject to the observance of the provisions of FRs and such principles as may be laid down by the ICMR.
84	Fixing of pay of ICMR employee, re-employed in a post carrying sanctioned scale of pay.	Full powers, subject to the adherence to orders issued by G.O.I., on the subject from time to time.	Full powers to fix the pay in accordance with the rules and regulation as may be laid down by the DOPT/MOF from time to time.	Full powers to fix the pay in accordance with the rules and regulation as may be laid down by the DOPT/MOF from time to time.
85	Allowing a ICMR employee to count for increments a period of extraordinary leave taken otherwise than on medical certificate.	Full powers.	NIL	NIL

86	Issuing a certificate of continued officiating in a post during a period of: i) Leave ii) Deputation out of India. iii) Officiating in a higher post. As per FR	Full powers	Nil	Nil
87	Granting premature/advance increments in a time scale. As per FR	Full powers as specified under Fundamental Rules	NIL	NIL
88	a) Granting premature/advance increments in the time-scale on initial appointment except for retrenched employee of ICMR b) Granting premature increments in the time-scale in case of employment of retrenched employees of ICMR.	Nil	Nil	Nil
89	i) To fix, in respect of a combatant clerk who is appointed as LDC or junior clerk after his release/retirement from the Armed Forces, his pay at a higher initial stage. ii) To ignore an amount of Rs. 50/- p.m. or a smaller amount out of his pension and pension equivalent of gratuity in determining his pay in the scale of LDC/Junior Clerk.	Full powers	Full powers	Full powers

90	To fix the pay of an ex-combatant store man on appointment as a store man in ICMR. As per FR	Full powers.	Full powers	Full powers
91	Restricting the pay of an officiating employee of ICMR. As per FR	Full powers.	Full powers in respect of employees whom he can appoint.	Full powers in respect of employees whom he can appoint.
92	Sanctioning to undertake a work for which an honorarium is offered and the grant or acceptance of an honorarium. As per FR Note: In the case of recurring honoraria, these limits apply to the total of the recurring payments in a year.	Full powers up to a maximum of Rs.5000/- per annum as per GFR	Full powers up to a maximum of Rs. 2500 per annum	Full powers up to a maximum of Rs. 2500 per annum
93	Fixing the amount of subsistence allowance for the period beyond the first 3 months of suspension.	Full power	Full power in respect of employees for whom he is disciplinary authority	Full power in respect of employees for whom he is disciplinary authority
94	Determining, in the case of an employee of ICMR who has been dismissed; removed; compulsorily retired and is reinstated on appeal or review. a) What pay and allowance should be paid to him during his absence from duty including the period of suspension?	Full powers	Full powers only in respect of the post for which he is disciplinary authority	Full powers only in respect of the post for which he is disciplinary authority

	b) Whether the said period should be treated as duty, leave or otherwise.	Full powers	Full powers only in respect of the post for which he is disciplinary authority	Full powers only in respect of the post for which he is disciplinary authority
95	Determining the matters referred to at (a) and (b) in column 2 against Sl.No. 95 in respect of an employee of ICMR reinstated at the end of a period of suspension.	Full powers.	NIL	NIL
96	Counting any past period of officiating in service towards the prescribed probation period to be undergone on promotion to the service.	Full powers.	NIL	NIL
97	Sanctioning the undertaking of work for which a fee is offered and the acceptance of a fee. As per SR Note: Remarks: in the case of recurring fees, these limits apply to the total of the recurring payments made to an individual in a year.	Full powers.	NIL	NIL
98	Exempting from the purview of SR 12 allowances like travelling, conveyance, daily and subsistence allowances received as "fees".	Full powers, subject to the monetary limit prescribed by the Government of India from time to time.	NIL	NIL

99	Grant of honorarium to outstanding Scientists other than ICMR for preparing status papers and documents.	Full powers up to a maximum of Rs.50000/- in each case. (Letter No.1/2/2001-Admn.II dated 4.5.2001)	NIL	NIL
100	Permitting an employee of ICMR on leave to take up any service/employment in India. As per CCS(L)Rule	Full powers in respect of Group 'B' and Group 'C' employees.	NIL	NIL
101	XVI Leave As per FR&SR Part-III leave rules and as amended from time to time. Requiring a medical certificate of fitness and inform before return from leave.	Full powers.	Full powers in respect of employees whom they can grant leave.	Full powers in respect of employees whom they can grant leave.
102	Permitting an employee of ICMR on leave to return to duty before the expiry of the leave.	Full powers.	Full powers in respect of employees whom they can grant leave.	Full powers in respect of employees whom they can grant leave.
103	Extending leave. As per CCS(L) Rule	Full powers.	Full powers in respect of employees whom they can grant leave.	Full powers in respect of employees whom they can grant leave.
104	Granting special disability leave.	Full powers.	NIL	NIL

105	Sanctioning study leave to an employee of ICMR.	Full powers.	NIL	NIL
106	Granting compensatory leave after one month of its becoming due.	Full powers 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.	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.	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.
107	Granting special casual leave to an employee of ICMR. As per CCS(L) Rules	Full powers to grant special casual leave for: i) participating (in a representative and, not in personal capacity) in sporting events of national or international importance; ii) participating in a mountaineering expedition, which has the approval of the Indian Mountaineering Foundation; iii) attending a Court of Law as juror or assessor; iv) participating in cultural activities of an all-India or inter state character organised by the Central Secretariat Sports Control Board or on its behalf;	Full powers to grant special casual leave for: i) participating (in a representative and, not in personal capacity) in sporting events of national or international importance; ii) participating in a mountaineering expedition, which has the approval of the Indian Mountaineering Foundation; iii) attending a Court of Law as juror or assessor; iv) participating in cultural activities of an all-India or inter state character organised by the Central Secretariat Sports Control Board or on its behalf;	Full powers to grant special casual leave for: i) participating (in a representative and, not in personal capacity) in sporting events of national or international importance; ii) participating in a mountaineering expedition, which has the approval of the Indian Mountaineering Foundation; iii) attending a Court of Law as juror or assessor; iv) participating in cultural activities of an all-India or inter state character organised by the Central Secretariat Sports Control Board or on its behalf;

		<p>v) appearing at a departmental promotion examination;</p> <p>vi) undergoing vasectomy or salpi-negetomy operation on or IUCD insertion; and</p> <p>vii) Attending scientific conference.</p>	<p>v) appearing at a departmental promotion examination; and</p> <p>vi) undergoing vasectomy or salpi-negetomy operation on or IUCD insertion;</p>	<p>v) appearing at a departmental promotion examination; and</p> <p>vi) undergoing vasectomy or salpi-negetomy operation on or IUCD insertion;</p>
108	Refusing leave <u>preparatory to retirement</u> applied for by an employee of ICMR.	Full powers, subject to such restriction as may be imposed by the Government of India in this regard from to time.	Full power Upto group 'B'	Full power Upto group 'B'
109	Granting leave to a ICMR employee	Full powers.	Full Power except self	Full Power except self
110	Permitting an employee to prefix suffix holidays, days to his leave, provided his transfer or assumption of charge does not involve the handing/taking over of security or of moneys excluding advances.	Full powers.	Full power in respect of official for whom he is controlling officer	Full power in respect of official for whom he is controlling officer
111	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.	NIL	NIL
112	Accepting a certificate signed by any registered medical practitioner as evidence of the fitness of a Group B and C	Full powers.	Full powers	Full powers

	employee of ICMR to return to duty. As per CCS(L) Rule			
113	Waiving production of medical certificate if an employee of ICMR takes leave on medical ground for a period not exceeding 3 days. As per CCS(L) Rule	Full powers.	Full powers in respect of employees whom he can grant leave.	Full powers in respect of employees whom he can grant leave.
114	Dispensing with the condition that a Group A Officer requiring leave or extension of leave should obtain the prescribed certificate from a medical committee. As per CCS(L) Rule	Full powers.	The authority competent to sanction leave may dispense with the procedure in SRs 223 & 24 if: i) The leave recommended does not exceed two months and according to the medical certificate, appearance before a medical committee is unnecessary, or ii) The officer (of appropriate rank) in charge of the hospital where the applicant is an indoor patient recommends leave for hospitalisation/convalescence	The authority competent to sanction leave may dispense with the procedure in SRs 223 & 24 if: i) The leave recommended does not exceed two months and according to the medical certificate, appearance before a medical committee is unnecessary, or ii) The officer (of appropriate rank) in charge of the hospital where the applicant is an indoor patient recommends leave for hospitalisation/convalescence
115	To secure a second medical opinion through an officer not below the rank of civil surgeon or staff surgeon in the case of a Group B and C employee of ICMR who has applied for leave on	Full powers.	Full powers in respect of Group - C employees	Full powers in respect of Group - C employees

	medical certificate. As per CCS(L)Rule			
116	To prescribe the type of medical certificate to be produced and the authority from whom it should be obtained by a Group C employee of ICMR applying for leave or an extensions of leave on medical grounds.	Full powers.	NIL	NIL
117	Granting leave to an employee of ICMR 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.	Full power	Full power
118	Granting Earned Leave; Maternity Leave and Paternity Leave. As per CCS(L)Rule	Full powers.	Full powers.	Full powers.
119	Granting hospital leave to Group C employees. As per CCS(L)Rule	Full powers.	Full powers	Full powers
120	Allowing an employee of ICMR on appointment to, carry forward the leave previously earned after rendering temporary service under: i) ICMR. ii) Central Government. iii) A body corporate owned or Controlled by Government.	Full powers provided the employee did not resign his former employment and the break in service does not exceed 30 days. Full powers provided - a) the employee did not resign his former employment and there is no break in his service; b) the Central Government, the body corporate or the State	Full powers provided the employee did not resign his former employment and the break in service does not exceed 30 days. Full powers provided - a) the employee did not resign his former employment and there is no break in his service; b) the Central Government,	Full powers provided the employee did not resign his former employment and the break in service does not exceed 30 days. Full powers provided - a) the employee did not resign his former employment and there is no break in his service; b) the Central Government, the body corporate or the State

	iv) A State Government.	Government agrees to bear the leave salary charges in respect of the leave carried forward.	the body corporate or the State Government agrees to bear the leave salary charges in respect of the leave carried forward.	Government agrees to bear the leave salary charges in respect of the leave carried forward.
121	XVII Joining Time Treating as "duty" the period of taking over charge of a new post by a relieving officer.	Full powers for which he/she is the appointing authority	Full power	Full power
122	Condonation of the period between the date of discharge of a temporary employee of ICMR or the date of expiry of his terminal leave and the date of reappointment in another office of ICMR.	Full powers for which he/she is the appointing authority and provided: i) the employee of ICMR joins the new post without delay: ii) he has rendered not less than 3 years continuous service on the day of discharge; and iii) the period of break does not exceed 30 days.	Full powers for where he is appointing authority.	Full powers for where he is appointing authority.
123	Reducing the period of joining time admissible.	Full powers.	Full powers for where he is appointing authority.	Full powers for where he is appointing authority.
124	Permitting the calculation of joining time by a route other than that which travellers ordinarily use.	Full powers.	Full powers for where he is appointing authority.	Full powers for where he is appointing authority.

125	Extending the joining time admissible under the rules beyond the maximum of 30 days.	Full powers.	NIL	NIL
126	Extending joining time on certain conditions within a maximum of 30 days.	Full powers.	NIL	NIL
127	XVIII Foreign Service Sanctioning transfer to foreign service in India.	Full powers.	Full powers for where he is appointing authority.	Full powers for where he is appointing authority.
128	Fixing pay in foreign service. As per FR	Full powers.	Full powers for where he is appointing authority.	Full powers for where he is appointing authority.
129	Deciding the date of reversion of an employee of ICMR rejoining after leave from foreign service.	Full powers.	Full powers.	Full powers.
130	Permitting an employee of ICMR to proceed on duty to any part of India.	Full powers.	Full powers in respect of post for where he is appointing authority.	Full powers in respect of post for where he is appointing authority.
131	XIX Travelling Allowance As per SR on the subject and as amended from time to time. Declaring the grade in which part-time or fee paid employee of ICMR shall rank.	Full powers.	NIL	NIL
132	Granting a conveyance allowance. As per SR	Full powers.	NIL	NIL

133	Sanctioning motor car/ conveyance allowances.	Full powers.	NIL	NIL
134	Sanctioning cycle allowance. As per SR	Full powers.	Full powers.	Full powers.
135	Deciding the shortest of two or more routes. As per SR	Full powers.	Full powers.	Full powers.
136	Allowing mileage allowance to be calculated by a route other than the shortest or cheapest. As per SR	Full powers provided selection of the route is in the office interest.	Full powers provided selection of the route is in the interest of ICMR.	Full powers provided selection of the route is in the interest of ICMR.
137	To permit an employee of ICMR accompanying a foreign delegation of VIP 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/VIP.	Full powers.	Full powers.	Full powers.
138	Reimbursing an employee of ICMR the reservation fee in respect of a railway ticket for an official journey that gets cancelled for official reasons. As per SR	Full powers.	Full powers.	Full powers.
139	Allowing an employee of ICMR to travel by a higher class than the one in which he is entitled.	Full powers.	NIL	NIL
140	Sanctioning travel by air in machines of public air transport companies regularly plying for hire.	Full powers.	Full power in respect of officials entitled for air joinery	Full power in respect of officials entitled for air joinery

141	Permitting an employee of ICMR who is not ordinarily entitled to travel by air.	Full powers.	NIL	NIL
142	Refunding of cancellation charges paid by employees of ICMR on air ticket on account of the relevant journeys being cancelled for unavoidable reasons.	Full powers.	Full power joinery	Full power
143	Reimbursement of actual cost of travel by special means of conveyance in lieu of payment of daily allowance or mileage allowance. As per SR	Full powers.	Full powers as Controlling Officer is empowered to pass the claims, provided a superior authority of the Council employee concerned certifies that the special means of conveyance was absolutely necessary and specifies the circumstances rendering it necessary.	Full powers as Controlling Officer is empowered to pass the claims, provided a superior authority of the Council employee concerned certifies that the special means of conveyance was absolutely necessary and specifies the circumstances rendering it necessary.
144	Prescribing an employee's Headquarters. As per SR	Full powers.	Full powers	Full powers
145	Defining the limits of an employee's sphere of duty. As per SR	Full powers.	Full powers	Full powers
146	Deciding whether a particular absence is absence on duty.	Full powers.	Full powers	Full powers
147	Restricting the frequency and duration of journey. As per SR		Full powers	Full powers
149	Declaring that the pay of a particular employee of ICMR has been so fixed as to compensate for all journeys by roads within his sphere of duty.	Full Power	NIL	NIL

150	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. As per SR	Full Power	Full power	Full power
151	Granting exemptions from the rule limiting a halt on tour to 30 days.	Full Power	NIL	NIL
152	Permitting a ICMR employee thrown out of employment owing to reduction of establishment or abolition of post to draw T.A. to join post on reappointment.	Full Power	NIL	NIL
153	Extending the time limits of six months and one month within which the members of the family of an employee of the ICMR may be treated as accompanying him in individual cases attendant with special circumstances.	Full Power	NIL	NIL
154	Deciding whether in respect of a post to which a ICMR employee is transferred the possession of a conveyance is advantageous from the point of view of his efficiency.	Full Power	NIL	NIL
155	Disallowing T.A. for a journey to attend on obligatory examination if the authority exercising the power considers	Full Power	NIL	NIL

	that the candidate has culpably neglected the duty of preparing for it. As per SR			
156	Granting T.A. to an employee of ICMR for a journey to attend an examination if the examination is cancelled at the last moment and intimation regarding cancellation does not reach him in time.	Full powers	Full powers subject to due verification of facts.	Full powers subject to due verification of facts.
157	Permitting of T.A. for a journey to attend an examination other than those mentioned in SR.	Full powers	NIL	NIL
158	Sanctioning T.A. for a journey on tour to ICMR 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. As per SR	Full powers	Full powers in respect of Group -B and C employee, provided TA may not be granted for a journey while proceeding on leave or while returning from leave.	Full powers in respect of Group -B and C employee, provided TA may not be granted for a journey while proceeding on leave or while returning from leave.
159	To permit an employee of ICMR to undertake journey(s) for obtaining a medical certificate of a further opinion thereon such permission entitling him to draw T.A. for the journey(s). As per SR	Full powers	Full powers	Full powers
160	Allowing the actual cost of a journey to appear before a medical board preliminary to voluntary retirement on invalid pension. As per SR	Full powers	Full powers	Full powers

161	<p>Deciding the rates of T.A. admissible to an employee of ICMR deputed to undergo a course of training.</p> <p>As per SR</p>	Full powers	<p>Full power provided that DA for halt at training headquarters is regulated as follows:</p> <p>i) Group A Officers -</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 is on the usual sliding scale.</p> <p>ii) Group B and C employees: Full powers to grant daily allowances in case of those officers whose pay or allowances have not been increased to meet expense of training.</p>	<p>Full power provided that DA for halt at training headquarters is regulated as follows:</p> <p>i) Group A Officers -</p> <p>a) Full powers if the period of training does not exceed on month.</p> <p>b) In other cases full powers, provided daily allowances is on the usual sliding scale.</p> <p>ii) Group B and C employees: Full powers to grant daily allowances in case of those officers whose pay or allowances have not been increased to meet expense of training.</p>
162	<p>Fixing amount of hire or charges when an employee of ICMR is provided with means of locomotion at the expense of the State etc. but pays all the cost of its use or propulsion.</p>	Full powers	Nil	Nil
163	<p>To allow actual expenses for carriage or personal effects by road between stations connected by rail.</p>	Full powers	Nil	Nil
164	<p>Granting T.A. to a person not in service of ICMR attending commission of enquiry etc. or performing public duties in an honorary capacity and to declare the grade to which such</p>	Full powers	Nil	Nil

	persons shall be considered to belong.			
165	<p>Allowing a non-official other than a Member of Parliament or State Legislature of a High Court or Supreme Court Judge, 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 ICMR.</p> <p>v) Daily allowance to be drawn for a continuous halt of more than 30 days.</p>	Full powers	Nil	Nil
166	<p>Countersigning T.A. bills of non-official members (including Members of Parliament and State Legislature) of Committees/ Commissions of Enquiry.</p> <p>As per SR</p>	Full powers	Full powers	Full powers
167	Declaring who shall be controlling officers.	Full powers	Nil	Nil

168	Making rules for the guidance of controlling officers.	Full powers	Nil	Nil
169	XX Miscellaneous Powers to countersign his own T.A. bill. As per SR	Full powers	Full powers	Full powers
170	Authorising drawl of pay and allowances for a period not exceeding two months for a fresh recruit to ICMR service without a medical certificate of health.	Full powers	Nil	Nil
171	Sanctioning provisional payment of pay to a Group B and C officer, pending receipt of his last pay certificate.	Full powers	Full powers to sanction provisional payment substantive pay for a period of 6 months.	Full powers to sanction provisional payment substantive pay for a period of 6 months.
172	Authorising provisional payment to a reemployed pensioner pending final fixation of pay. As per SR	Full powers	Full powers to authorise provisional payment for a maximum period of six months at the minimum of the pay scale or lower, provided such pay along with pension does not exceed the last pay drawn.	Full powers to authorise provisional payment for a maximum period of six months at the minimum of the pay scale or lower, provided such pay along with pension does not exceed the last pay drawn.
173	Powers to order destruction of records.	Full powers	Full powers in accordance with prescribed guidelines.	Full powers in accordance with prescribed guidelines.
174	Delegating to a subordinate Group A officer the duty of examining and attesting entries in the service book of Group B and C staff. As per SR	Full powers	Full powers	Full powers

175	To order sale, by auction or otherwise, in the interest of ICMR of unserviceable stores or perishable articles. As per FR, DFPR & ICMR Circular No.1/6/84-Admn.II dated 26.3.1985	Full powers	Up to purchase price of Rs. 1.00 lakh each item.	Up to purchase price of Rs. 1.00 lakh each item.
176	Power to insure vehicles of ICMR. As per DFPR	Full powers	Full powers	Full powers
177	HBA Advance to staff working in ICMR Headquarters Office and Directors of permanent Institutes/Centres. As per HBA rules.	Full powers	Full power subject to availability of Budget except for self	Full power subject to availability of Budget except for self
178	To sign and accept the documents relating to the House Building Advance such as agreements / mortgage deed / surety bond and re-conveyance deed etc. As per HBA rules	Full powers	Full powers	Full powers
179	Sanctioning research schemes.	Full powers	Nil	a) Extramural - NIL b) Intramural - On the recommendation/approval of SAC full powers except purchase of equipment above Rs. 25.00 lakhs.

180	Sanctioning deputation abroad/ international travels to ICMR Scientists to attend international conferences	Full powers	Nil	Nil
181	Waiving recovery from the T.A. to which a retiring employee of the ICMR was entitled for the journey to his home town, the amount reimbursed on account of leave travel concession availed of by him during the immediately preceding year.	Full powers	Nil	Nil
182	To incur expenditure on entertainment of distinguished Indian and foreign scientists and other VIPs. As per DFPR	Full powers	Upto Rs. 20,000/- per annum	Upto Rs. 20,000/- per annum