

6.7.2012  
32nd, G.C. Meeting

**DELEGATION OF POWERS (ED-CHT)**

Approved on 18.10.2012

Annexure-2

Sl.No.	Nature of Powers	Existing Power	Revised Power (as on 18.10.2012)	Finance Concurrence
<b>1.0</b>	<b>PERSONNEL</b>			
1.1	To make officiating appointments in leave vacancies and temporary vacancies caused by resignation/promotions/superannuations or any other such eventuality in accordance with the rules in force.	Full upto and including the pay scale of Grade 'F'	Full upto and including the pay scale of Grade 'F'	-
	<b>NOTE: In case of temporary vacancies caused by resignation/promotion/superannuation, the officiating arrangement shall not exceed two months.</b>			
1.2	To grant all kinds of loans and advances to employees as per policy/rules in force.	Full	Full	-
1.3	To suspend an employee pending enquiry <b>NOTE: Report to Governing Council in case of officers</b>	Full upto and including pay scale of ₹1700-2655(Gr.'C')	Full upto and including pay scale of ₹17500-22300(Gr.'D')	-
1.4	To punish, remove and dismiss an employee of the Centre for good and sufficient reasons taking into account the relevant provisions under the CDA Rules/Standing Orders. <b>NOTE: Report to Governing Council in case of officers.</b>	Full upto and including pay scale of ₹ 1700-2655 (Hr.'C')	Full upto and including pay scale of ₹17500-22300(Gr.'D')	-
1.5	To terminate the services of an employee in accordance with the terms of employment. <b>NOTE: The proposed powers under clauses 1.4 and 1.5 are applicable only to the permanent staff of CHT.</b>	Full and including pay scale of ₹700-1659 (Gr.VIII)	Full upto and including pay scale of ₹17500-22300(Gr.'D')	-
1.6	To accept resignations in respect of employees under his administrative control. <b>Note: Report to Governing Council in respect of all officers.</b>	Full and including pay scale of ₹1360-2400 (Grade 'F')	Full upto and including pay scale of ₹17500-22300(Gr.'D')	-
1.7	To grant any type of leave to employees under his administrative control in accordance with the policy/rules in force	Full	Full	-
1.8	Power of Controlling Officer in respect of own travelling allowance (including advances) medical bills and other claims as per rules. <b>NOTE: For foreign tours approval of Chairman, Governing Council is necessary.</b>	Full	Full	-
1.9	Power of Controlling Officer in respect of travelling allowance (including advances), medical and other claims as per rules in respect of all personnel under his administrative control	Full	Full	-

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1.10	To permit journeys on tour by air or by a higher class of rail accommodation in special circumstances. NOTE: Report to Governing Council every quarter	Full	Full  Not required	-
1.11	To grant full daily allowance in excess of 30 days period but not exceeding 90 days in exceptional cases. NOTE: Report to Governing Council every quarter	Full	Full  Not required	-
1.12	To grant reimbursement of conveyance running and maintenance to employees as per policy/rules in force NOTE: Report to Governing Council every quarter	Full	Full  Not required	-
1.13	To relax the condition of performing the return journey within six months of the onward journey for availing LTC except own. NOTE: Report to Governing Council every quarter	Full	Full  Not required	-
1.14	To allow carry forward of the title of LTC beyond the period admissible as per existing rules	Full	Full	-
1.15	Reimbursement of actual conveyance charges in excess of the limits mentioned in the T.A.Rules	Full	Full	-
1.16	To sanction overtime to the staff working under him	Full	Full	-
1.17	To sanction Special Leave with pay to the employees on medical grounds as per rules NOTE: The leave shall be granted only after the employee in question has exhausted Earned and Sick Leave due to him.	Full	Full	-



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1.16	To accept medical claims preferred after prescribed time limit	Full	Full	-
2.0	WRITE-OFF			
2.1	Write-off of losses of any item of stores, equipment, plant etc. other than petroleum products.	Upto Rs. 25,000/- in each case		Yes
	i) Not due to theft, fraud or negligence.		Upto ₹ 8 lakh in each case	Yes
	ii) Due to theft, fraud or negligence.		Upto ₹ 4 lakh in each case	Yes
3.0	GENERAL			
3.1	To take on hire or on loan plant & machinery, tools, equipment, materials, furniture etc.	Annual hire charges not to exceed ₹1.00 lakhs	Full	Yes
3.2	To declare stores/materials/machinery and other assets as surplus or unserviceable and order their disposal on competitive tender and acceptance thereof. NOTE: In case the realised amount is less than the book value, the loss shall be written-off as per powers delegated for write-off.	Full	Full	Yes
3.3	To sanction disposal of waste materials according to prescribed procedure.	Full	Full	Yes
3.4	To take on hire accommodation for residential purposes as per rules and within prescribed ceilings.	Full	Metro Upto ₹ 8 lakh in each case Others Upto ₹ 2.4 lakh in each case	Yes
3.5	To sanction payment of advance rent for houses	Upto six months	Upto six months	Yes
3.6	Payment of office rent, electricity, water, telephone bills and other contingent bills	Full	Full	-
3.7	Power to sanction installation of telephones in office and at residence of self and entitled officers	Full	Full	Need based.
3.8	Payment of telephone bills for office, self and officers' telephones	Full	Full	-
3.9	Power to give service contract for office equipment, air-conditioners etc.	Full	Full	-

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		Existing Power	Revised Power (as on 18.10.2012)	Finance Concurrence
3.10	To sanction wharfage and demurrage	Full	Full	Yes. Beyond ₹15,000/- in each case.
4.0	OTHERS			
4.1	To make and give receipts, releases and other discharges for money payable to the Centre and for the claims and demands of the Centre.	Full	Full	Yes
4.2	To incur welfare expenditure in terms of accidents resulting in death/serious injuries.	₹10,000/- per case	Full	-
4.3	To engage consultants, technical experts, advisers, trainees for activities of the Centre excluding foreign experts and to sanction their fees and travelling expenses	Full	Public/PSU Upto ₹ 200 lakh Private/PVT Upto ₹ 50 lakh	Yes
	Indian/Foreign Experts fees and travelling expenses	Upto ₹ 3.0/10 lakh per case	Upto ₹ 10/25 lakh per case	Yes
	To make contributions to external agencies for schemes / programmes (eg. Educational, technical and academic, symposia, seminars, sports/cultural events etc.) within the budget allocations	-	Upto ₹ 0.40 lakh per case subject to annual ceiling of ₹ 4.0 lakh	Yes
4.4	To authorise disbursements and verify admissible claims and demands on the Centre as per rules & procedures of the Centre	Full	Full	-
4.5	To incur expenditure on publicity as per policy guidelines	Upto ₹50,000/- per annum	Upto ₹15,000/- per case	-
4.6	To incur expenditure on ceremonial occasions.	Upto ₹10,000/- each case.	Upto ₹25,000/- per case	-
4.7	To insure assets, properties and employees of the Centre	Full	Full	Yes
4.8	To settle insurance claim NOTE: In case the claim admitted is less than the book value, the loss shall be written-off.	Full	Full	-
4.9	To incur expenditure on repair and maintenance of plant and machinery, office equipment, office vehicles etc.	Full	Full	Yes
4.10	To sanction imprest to officers under his administrative control	Full	Upto ₹25,000/- per case	Yes



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		Existing Power	Revised Power (as on 18.10.2012)	
4.11	Power to incur expenditure on revenue items within the approved budget, allocations and as per rules and procedures in force.	Full	Full	-
4.12	Power to open one or more bank accounts with Nationalised Banks and operate the accounts.	Not more than two accounts	Not more than two accounts	-
5.0	<b>LEGAL</b>			
5.1	To institute, defend, compound or abandon legal/arbitration proceedings and execute power of attorney and sign VAKALATNAMAS, MUKHTIARNAMAS, plaints, written statements and all other documents and papers in connection with cases in lower courts or before Tribunal/Commission of inquiry on behalf of the Centre NOTE: Report to Governing Council	Full	Full	Yes
5.2	To execute contracts, deeds, leases, instruments and assurances of property and in particular: (a) All service agreements (b) Security bonds for the due performance of their duties by servants of the Centre; and (c) Leases of houses, lands or other immovable property	Full Full Full	Full Full Full	- - -
6.0	<b>WORKS AND PURCHASES</b>			
	Administrative Approval (Including estimates) (A) Capital Any item of work of capital nature included in approved budget.	Full	Full	-
	(B) Administrative approval of revenue expenditure (estimates) Revenue (within approved budgets)	Full	Full	Yes, beyond ₹ 25 lakh
	(I) Approval of estimates (II) Administrative approval for undertaking revenue items:	Full Full	Full Full	Yes, beyond ₹ 15 lakh -
6.1	Power to incur expenditure on field activities, manpower and for seminars/workshops etc.	Upto ₹1.00 lakh per activity	Full	Yes

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6.2	Power to incur expenditure for technology acquisition, project studies, investigations etc.	₹10.00 lakhs each case	Full	Yes
6.3	Power to accept tenders after expenditure is sanctioned in respect of contracts/purchases including consultancy, service contracts with following procedures:			
	(a) <u>Open tenders : (Indian suppliers/parties)</u>			
	i) Lowest both private and public sector	Upto ₹100.00 lakh	Upto ₹ 800.00 lakh	Yes
	ii) Other than lowest - Public sector	Upto ₹20.00 lakhs	Upto ₹ 200.00 lakh	Yes
	iii) Other than lowest - Private Sector: (Report to Governing Council)	Upto ₹lakhs	Upto ₹ 75.00 lakh	Yes
	(b) <u>Open Tender (foreign supplier/party)</u>			
	i) Acceptance of lowest tender	Upto ₹25.00 lakhs	Upto ₹ 800.00 lakh	Yes
	ii) Other than lowest tender	Upto ₹10.00 lakhs	PSU/PVT Upto ₹ 300.00/150.00 lakh	Yes
	iii) Acceptance of single tender - Proprietary items	Upto ₹10.00 lakhs	PSU/PVT Upto ₹ 400.00/200.00 lakh	Yes
	- Other than proprietary items	Upto ₹3.00 lakhs	PSU/PVT Upto ₹ 200.00/50.00 lakh	Yes
	(C) <u>Limited Tender</u>			
	i) Lowest - Public Sector	Upto ₹40.00 lakhs	Upto ₹ 800.00 lakh	Yes
	ii) Lowest - Private Sector	Upto ₹20.00 lakhs	Upto ₹ 800.00 lakh	Yes
	iii) Other than lowest - Public Sector	Upto ₹15.00 lakhs	Upto ₹ 200.00 lakh	Yes
	iv) Other than lowest - Private Sector	Upto ₹ 10.00lakhs	Upto ₹ 77.00 lakh	Yes
	NOTE: The term 'Lowest' means lowest technically acceptable.			



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	For reckoning the lowest tender for the purpose of this delegation the element of price preference, if any, given to the Public Sector Undertaking as per Govt. instructions from time to time shall be deemed to be excluded.			
	Finance concurrence is not necessary in respect of:			
	(a) Order upto ₹ 5.0 lakh from the lowest tender and open/limited tender basis			
	(b) One repeat order within the prescribed limits as to time and and single tender basis value upto ₹25,000/-			
	(c) Purchases of proprietary items of DGS&D rate contract price unless the value of the proposed individual order exceeds ₹50,000/-.			
	In case of award of contract/purchase order on other than lowest basis, reasons thereof must be recorded.			
6.4	To issue letters/telex of intent, work orders, purchase orders and to execute agreements after tenders have been accepted by the Competent Authority.	Full	Full	Yes, beyond ₹ 25.0 lakh
6.5	Power to sanction expenditure over the original order value			
	(a) Variation in quantity	Full	Full*	Yes
	(b) Change in rates	Full	upto 15% of rate subject to max. implication of ₹ 30.0 lakh	Yes
	(c) Change in scope of work including extra items and change in terms and conditions etc.	Full	Full*	Yes
	* Increase should not exceed 10% of contract value or ₹ 50.0 lakh, whichever is lower			

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6.6	To sanction advances to contractors/suppliers in each case, after taking into consideration the financial reputation of the contractors/suppliers wherever considered necessary:			
	i) To Govt./Public Sector Undertakings	Upto ₹10.00 lakhs	Full, for contract upto ₹ 160.0 lakh, 20% for contract above ₹ 160.0 lakh	Yes
	ii) To private parties in respect of contracts/purchase orders			
	(a) Upto ₹5.0 lakhs value	Upto 20% of the Purchase Order	Full, for contract upto ₹ 160.0 lakh,	Yes
	(b) Above ₹5.0 lakhs value	Upto 20% subject to a maximum of ₹10.00 lakhs	15% for contract above ₹ 160.0 lakh	Yes
	Note: For (i) & (ii) Clean advance without Bank/Insurance Guarantee shall be allowed in exceptional cases with the approval of associated finance.			
	(B) Advance to suppliers/contractors against despatch documents/ suppliers/work done/hypothecation of equipment etc.	Full	Full	Yes
6.7	To grant extension of time beyond period stipulated for the execution of the Contract.	Full (not applicable to those cases where advances have been made to contractors)	Full Extension without prejudice to owner right to recover LD/delay charges	-
6.8	To purchase official/non-official publications/journals, periodicals and books for office use.	Full	Full	-
6.9	To incur expenditure on items not covered under approved budget account head.	₹1.00 lakh	₹10.00 lakh	Yes
6.10	Reappropriation of funds from one head to another in Revenue Budget or Capital Budget	Full	Full	Yes
6.11	To nominate employees working under his control on outside seminars/courses (including foreign)	Full	Full	-
6.12	To sanction payment of fees to other Research Institute in India or grant for development work or for certification/qualification purposes, as may be required.	Full	Full	Yes
Executive Director, Centre for High Technology is authorised to further sub-delegate some of his powers appropriate to functional Heads/other Officers as deemed fit for facilitating day-to-day working and in performance of the official duties.				