

भा.कृ.अनु.प.-केन्द्रीय मृदा लवणता अनुसंधान संस्थान, करनाल
ICAR-CENTRAL SOIL SALINITY RESEARCH INSTITUTE, KARNAL

F.No.: 13(2)/General/2015-16/

Dated: 03.01.2017

REVISED OFFICE ORDER

In continuation to this office order No. 13(2)/General/2010/2942 dated 5.8.2016, Director, CSSRI, Karnal has been pleased to revise the following delegation of powers to the Heads of CSSRI-Regional Research Stations (Lucknow, Bharuch and Canning Town)/PC/Heads of Divisions/COs/OICs/SAO/F&AO/AAOs for smooth and effective functioning of the Institute.

1. Project Coordinator will exercise administrative and financial powers as have been delegated by the ICAR as per schedule IV and IX of Delegation of Powers of ICAR.
2. AIF PIs of externally funded projects will exercise their powers as delegated by ICAR except labour sanction.
3. All labour sanctions under Plan/Non Plan and external funded projects will be sanctioned by the Director. However, Heads, RRSs will exercise financial power towards labour sanctions upto Rs.15,000/- in each case subject to maximum of Rs. 2.00 lakh in a financial year.
4. For the purchase of all permanent nature articles under Plan/Non Plan/Capital Head and external funded projects will be sanctioned by the Director. In case of articles upto Rs. 15,000/-, In-principle approval shall be accorded by the Director and actual sanction will be given by the respective Head of Regional Station and bill sent to Audit for payment.
5. All Heads of RRSs/Heads of Divisions/PIs/Controlling Officers/OICs of Sections/Units will submit tour report to their respective controlling officers. PC will also submit tour report for information of the Director.
6. For smooth administrative and financial functioning, Head of CSSRI Regional Stations should be allowed to dispose-off crop/farm produce upto Rs.40,000/- in each case on prevailing rates/MSP. Further, they may be allowed to incur expenditure on repair of vehicles, POL as per limits suggested in Annexure-I.
7. The Casual Leave and Earned Leave of PC/HoDs/Heads of RRSs (CL by self)/COs/OICs (CL by CO)/Farm Manager (CL by CO)/Medical Officer (CL by CO)/SAO/F&AO will be sanctioned by the Director. However, OICs will sanction the CL of the staff working under their section. CL of AO/AAOs will be sanctioned by the SAO/Head of Office, but, their EL/HPL/Comm. Leave will be sanctioned by the Director.

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8. F&AO/AAOs/Farm Manager/OIC (Estate Civil)/OIC (Works-Admn)/OIC (Security)/OIC (Workshop)/OIC Library/OIC (PSSU)/OIC (Hostels) and OIC (Exp. Nain Farm) may sanction CL of the staff under their control. However, EL/Comm. Leave of their staff will be sanctioned by the next higher officer. F&AO may sanction the EL/Comm. Leave of his staff, however, EL/Comm. Leave of JAO will be sanctioned by the next higher officer i.e. SAO.
9. The medicines in Dispensary should be purchased in bulk on quarterly or six monthly basis. The imprest money should be utilized by CO on emergent purchases only.
10. The PIs of institute-funded projects may sanction Rs. 500/- (Five hundred only) in each case for project work to the extent of Rs. 5000/- in each financial year.
11. The COs of Workshop/Estate/Health Care Centre/Farm will sanction expenditure upto Rs. 10,000/- in each case on functional requirement basis through sanctioned imprest of each unit. The Units where CO is not existing, the same powers will be exercised by the OIC. The OIC of Workshop/Farm/Estate/Health Care Centre/Nain Experimental Farm and PSSU will have sanctioning power of Rs. 5000/- at a time.
12. The C.O.s Library/Hostel will exercise sanctioning power of Rs. 2500/- in each case, and the OIC of Library/Hostels Rs. 1000/-.
13. The OIC (Security) and OIC (Central Stores) is delegated sanctioning power upto Rs. 1000/- in each case.
14. In case of exigency, SAO can sanction any bill/bills from any imprest being Head of Office.

More elaborately the delegation of powers to Heads of Divisions/Heads of Regional Research Stations/PIs of External Funded Projects/SAO are given as per *Annexure-I*.

However, all sanctioning authorities to whom the delegation is assigned will exercise the above mentioned powers subject to observance of requirements under General Financial Rules, Delegation of Financial Power Rules, normal rules and procedures, instructions issued by ICAR/Govt. of India from time to time, availability of budget/provisions of funds, observance of normal purchase procedure and codal formalities as and when necessary/required.

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वरिष्ठ प्रशासनिक अधिकारी

वितरण/Distribution:

1. All Heads of Divisions/PC/PIs/OICs/SAO/F&AO/AAOs.
2. All Heads of CSSRI Regional Research Stations.
3. PS to Director.

No.	Nature of Powers	Extent of power			
		Heads of Divisions	Heads of Regional Research Station	Principal Investigator (externally funded projects/schemes)	Sr. Admn. Officer
7.	Repairs of scientific instruments, laboratory equipments, furniture & fixtures, agricultural implements and machinery.	Upto Rs. 10,000/- per year.	Upto Rs. 20,000/- per year	Upto Rs. 10,000/- per year.	Upto Rs. 5000/- in each year.
8.	Purchase of stationery stores (local purchase)	Upto Rs. 15,000/- per quarter subject to non-availability certificate central stores.	Upto Rs. 15,000/- per quarter	Upto Rs. 15000/- per year.	Upto Rs. 10,000/- in each case.
9.	Imprest Money	As per imprest sanctioned by the Director.	As per imprest sanctioned by the Director.	As per imprest sanctioned by the Director.	As per imprest sanctioned by the Director.
10.	i) Sanctioning of GPF advance and withdrawal.	Nil	Full except self.	Nil	Full except self.
	ii) Grant of LTC & advance for LTC to staff & countersignature on LTC bill.	Nil	Full except self.	Nil	Full except self.
	iii) Leave encashment	Nil	Full except self.	Nil	Full except self.
11.	i) Sanctioning of tour programmes and approval of tour reports.	Full for staff under control except self for Experimental Stations, and Research related work in Delhi and Chandigarh subject to the availability of fund.	Full for staff under control. For self, local tour for 07 days within the State.	Full power including for self. Pls will submit information & tour reports to his/her higher controlling officer.	Full for staff under control except self & AO/AOs.
	ii) Advances and counter-signature of TA bills	Nil	Full except self.	Nil	Full except self.
	iii) Tour programmes on medical grounds	Nil	Full except self.	Nil	Full except self.

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Delegation of powers to Heads of Divisions/PC/Heads of Regional Research Stations/PIs of External Funded Projects/SAO/F&AO/AAOs

Annexure-I

S.No.	Nature of Powers	Extent of Power			
		Heads of Divisions	Heads of Regional Research Station	Principal Investigator (externally funded projects/schemes)	Sr. Admn. Officer
1.	Power to Sanction Leaves				
	a) Casual Leave	Full except self	Full including self	Full in case of RAs/SRF except self	Full for personal staff except self. F&AO/AAOs/OICs will sanction CL for staff under their control.
	b) Earned Leave/Commutated leave	-do-	Full excluding self	-do-	Full for staff under control except F&AO/AO/AAOs.
	c) Half Pay Leave	Nil	-do-	Nil	Full for all staff except self/HoDs/Scientists/F&AO/AO/AAOs.
2.	Power to sanction annual increment	Nil	Full excluding self	Nil	Full to AAO (Establishment)
3.	To dispose off Crops/Farm produce	Nil	Upto Rs.40,000/- in each case on prevailing market rates/MSP	Nil	Nil
4.	Purchase of stores including farm, lab, office, contingencies & petty consumables for research	Upto Rs.50,000/- in each case	Upto Rs.1.00 Lakh in each case	Upto Rs.50,000/- in each case	Upto Rs.10,000/- in each case
5.	Purchase of library books, journals, periodicals, publications and reprints of scientific papers (printing & binding)	Nil	Nil	Nil	Nil
6.	To incur recurring expenciture on maintenance & repair of motor vehicles, etc.	Upto Rs. 15,000/- on repair in each case & upto Rs. 1.00 Lakh per annum on POL for HDIDE.	Upto Rs. 15,000/- on repair in each case & upto Rs. 1.00 Lakh per annum on POL.	Nil	Nil

Minister Bhavastava
03/01/17

No.	Nature of Powers	Extent of power			
		Heads of Divisions	Heads of Regional Research Stations	Principal Investigator (externally funded projects/schemes)	Sr. Admn. Officer
12.	Reimbursement of Medical Expenditure	Nil	Full for OPD treatment from AMA/Govt. Hospitals.	Nil	Full for OPD treatment from AMA/Govt. Hospitals/CGHS Hospitals
13.	Payment of charges on a) postage, telegrams, telex, fax. b) water, electricity, telephone bills, taxes.	Full	Full	Full	Full
		Nil	Full	Nil	Full
14.	Advances: Non-interest bearing advances i) Festival, cycle advances	Nil	Full	Nil	Full
15.	Newspaper reimbursement	Nil	Full	Nil	Full

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