

ANNEXURE-III

FINANCIAL AND ADMINISTRATIVE POWERS DELEGATED TO UNDER SECRETARIES

| S. No. | Nature of Power | Existing Power | Remarks |
|--------|--|--|---|
| 1. | Advance of TA & Pay on transfer to permanent & temporary Council employees. | Full | — |
| 2. | Advance for law suits to which the Council is a party | Full (GFR 255 & Clause (C) of 256) | For all officers whose scale of pay does not exceed Rs. 13,500-00 |
| 3. | Advance on the eve of the important festivals to non-gazetted employees of the Council in receipt of pay up to Rs. 8,300/-. | Full (GFR 236) | — |
| 4. | a) Advance for medical attendance and treatment to Council employees in receipt of pay not exceeding Rs. 8300/-p.m. b) Disposal of Medical claims in respect of Group 'D' | Full (GFR 159) Full Powers | Except treatment taking in private hospitals in emergency |
| 5. | (a) Grant of special/ temporary advance (GPF/CPF) (b) Final withdrawal (c) Grant of advance & withdrawal out of GPF/CPF. | Full As per Rule 12 (1) & 12 (2) GPF Rules 15 and 16. | For all officers whose scale of pay does not exceed Rs. 13,500/ |
| 6. | Alteration of date of birth of Class IV employees. | As per GFR 79 | |
| 7. | Investigation of arrear claims of Class IV employees | GFR 83 & 84 subject to GFR 167, 171 & 172 | |
| 8. | Fixation of amount of permanent advance when there is no difference of opinion between the Authority and the CAO | Full (GFR-90) | |
| 9. | Mode of repayment on return to duty of the amount drawn while proceeding on leave preparatory to retirement | Full (As per rule 32 of GFR Rules). | |

| S. No. | Nature of Power | Existing Power | Remarks |
|--------|--|----------------|--|
| 10. | Requiring medical certificate of fitness before return from leave | Full | |
| 11. | Grant of leave (earned leave, commuted leave, half pay leave, extra-ordinary leave, maternity leave and hospital leave) | Full | To all officers whose scale of pay does not exceed Rs. 13,500/- but excluding those functioning as Head of Unit/Deptt. |
| 12. | To accept a certificate signed by any registered medical practitioner as evidence for grant of leave including commuted leave | Full | To all officers whose scale of pay does not exceed Rs. 13,500/- but excluding those functioning at Head of Unit/Deptt. |
| 13. | Fan Advance | Full | |
| 14. | Leave Salary Advance | Full | |
| 15. | Grant of increment to Group 'B' (Non-Gazetted), 'C' & 'D' employees. | Full | |
| 16. | Counting of extra-ordinary leave for increments | Full | In respect of Group 'C' and 'D' employees |
| 17. | Advance for purchase of cycle / motor cycle / scooter / auto cycle | Full | Subject to availability of funds being certified by CAO |
| 18. | Grant of Children Education Allowance | Full | |
| 19. | Grant of LTC Advance | Full | |
| 20. | Fixation of pay under F.R.22 (C). | Full | For all non-gazetted employees |
| 21. | Signing of agreement forms and mortgage bonds executed by the employees of the Council in connection with advance for purchase of motor cycle / scooter / auto cycle | Full | |
| 22. | Payment of Security Deposit to DESU in respect of Electric Meters installed in reserved residential accommodations at the NIE campus | Full | Power to be exercised by Under Secretary (C&W) |

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|--------|--|-----------------------------------|---|
| 23. | Payment of Electric Charges in connection with the light point provided in stair cases of the residential accommodations at the NIE Campus in advance pending recovery from users on proportionate basis | Full | Power to be exercised by Under Secretary (C&W) subject to original claim made by DESU |
| 24. | To incur expenditure in respect of post and telegraph charges. | Full | |
| 25. | Repairs of Cycle (including tyres and tubes) | Rs. 150/- in respect of each case | If the Under Secretary entrusted with such responsibility |
| 26. | Purchase of official Publications (Govt.) such as F Rs., S Rs. and other relevant Books and compilation, etc. | Full Powers | Keeping in view the Govt. of India/ Council's orders and instructions as amended from time to time. |
| 27. | Telephone Bills For installation and transfer of office Telephone from one residence to another and from one office to another | Full Powers | Subject to executive orders/instructions issued in this regard by the Council and keeping in view the Govt. of India/ Council's orders and instructions as amended from time to time. |
| 28. | Electricity & Water charges | Full Powers | Keeping in view Govt. of India / Council's orders and instruction as amended from time to time. |
| 29. | Miscellaneous Consumable stores, like glass tumblers, soap, soap cases, cleaning materials, candles, packing cloth, curtain cloth and name plates etc. | Full Powers | (Scale of distribution will be approved by the Secretary) Subject to keeping in view of the Govt. of India/Council's orders and instructions as amended from time to time. |

| S. No. | Nature of Power | Existing Power | Remarks |
|--------|------------------------|-------------------------------------|---|
| 30. | Purchase of stationery | Rs. 100/- in each case subject to a | Provided the prescribed ceiling are not exceeded, |

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| | | limit of Rs. 2000/- p.a. | subject to keeping in view of the Govt. of India/ Council's orders and instructions as amended from time to time. |
| 31. | Reimbursement of newspaper purchased by the officers of the Council | Full Power | Re-delegated vide order No. F. 3-7/2000-EC dated 02.01.2007 |
| 32. | Disposal of medical claims of the employees of the Council | Full Power for Group 'D' Staff | Re-delegated vide order No. F. 1-12/91-EC dated 31.1.2003. However, the approval of Secy./ J.D. is required for the treatment taken by the employees in Private Hospitals in case of emergency. |