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**CENTRAL PLANTATION CROPS RESEARCH INSTITUTE**  
(Indian Council of Agricultural Research)  
KASARAGOD - 671 124, KERALA, INDIA




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### CIRCULAR

The power delegated to the Officer i/c, CPCRI, Regional Station, Minicoy vide Office Order F.No.13(1)/2012-Estt. dated 4.2.2013 are uploaded in the Institute web site: [cpcrri.gov.in](http://cpcrri.gov.in) for information/reference. This may be brought to the notice all concerned.

  
(Suresh Kumar)  
Chief Administrative Officer

Copy to:

1. The Head/SIC, CPCRI, Regional Station, Kayangulam/Vittal/Kidu/Mohitnagar/Kahikuchi/ Minicoy
2. The Project Co-Ordinator(Palms), CPCRI, Kasaragod
3. The Head of Division(Crop Improvement/Crop Production/Crop Protection/Social Science/PB&PHT), CPCRI, Kasaragod
4. Sr. Administrative Officer, CPCRI, Kasaragod
5. Sr. Finance & Accounts Officer, CPCRI, Kasaragod
6. Administrative Officer, CPCRI, Kasaragod
7. The Officer i/c of Institute web site.
8. The Transparency Officer, CPCRI, Kasaragod.
9. Asst. Administrative Officer(Estt.I/II/Stores/Estate/Bills), CPCRI, Kasaragod
10. The Programme Co-ordinator (KVK), CPCRI, Kasaragod/Kayangulam
11. The Secretary (Staff Side), IJSC, CPCRI, Kasaragod
12. Notice Board (General/Administrative/Farm)
13. Guard file

19/3/13

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### CPCRI REGIONAL STATIONS/RESEARCH CENTRES

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
1	Powers to sanction annual increments (FR-24)	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of competent authority is necessary	Full powers to allow normal increments unless there is an order to withhold the same for which sanction of competent authority is necessary	-
2	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full, if he is empowered to grant leave.	Full, if he is empowered to grant leave	Full in r/o Group C & D staff working under him.
3	Power to sanction casual leave	Full, including himself	Full, excluding himself	Full in r/o Group C & D staff working under him.
4	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	Full, excluding himself provided no officiating arrangements are involved	Full excluding himself provided no officiating arrangements are involved	Full in r/o Group C & D staff working under him.
5	Power to extend leave (FR 73)	Full powers, provided the original leave was sanctioned by him and the employees on his return will be under his administrative control	Full powers, provided the original leave was sanctioned by him and the employees on his return will be under his administrative control	Full in r/o Group C & D staff working under him.
6	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non-gazetted status to return to duty (SR 267)	Full powers	Full powers	Full in r/o Group C & D staff working under him.

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
7	Power to grant maternity leave	Full powers subject to provisions of SR 267	Full powers subject to provisions of SR 267	-
8	Power to grant paternity leave	Full powers subject to provisions of SR 267	-	-
9	Power to grant hospital leave	Full powers	-	-
10	Staff paid from contingencies	Full powers subject to relevant rules and orders	-	-
11	Grant of advance in lieu of leave salary (GFR 259-261)	Full	Full	-
12	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employee	Full	Full	-
13	Grant of Leave Travel concession	Full excluding himself	Full excluding himself	-
14	Power to fix pay and allowances of Officers and staff	Full excluding himself subject to rules	Full excluding himself subject to rules	-
15	Grant of additional allowances equivalent to one increment for undergoing family planning operation	Full excluding himself subject to rules	Full excluding himself subject to rules	-
16	Granting permission and special CL to Scientist and other staff members to act as examiner/member of selection committee and for attending departmental interviews (ICAR Institutes) as well as ASRB interview	Full excluding himself subject to rules	-	-
17	Payment of leave salary	Full except himself subject to rules	Full except himself subject to rules	-
18	Reimbursement of medical examination fee to newly recruited staff	Full	Full except himself subject to rules	-
19	Special CL for undergoing FP Programme	Full	Full	-
20	Grant-in-aid to staff club and departmental canteen / tiffin rooms	Full as per rules	-	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
21	Power to incur special disability leave	Full	-	-
22	Power to incur contingent expenditure in general			
	i) Bicycle	Full	Full	-
	ii) Conveyance hire	To the extent mentioned in Col.4 against item-No.3 of Annexure to Schedule V of DFP Rules 1978	-	-
	iii) Electricity, gas and water charges	Full	Full	Full
	iv) Fixture and furniture purchase	Rs.50,000/-p.a.	Rs.20,000/- p.a. subject to prior concurrence/vetting by SFACO	- /
	v) Freight charges	Full	Full	Full except demurrage
	vi) Maintenance, upkeep and repairs of motor vehicle	Full	Upto Rs.5,000/- in each case subject to prior concurrence / vetting by SFACO	For repairs Rs.500/- in each case and for POL full
	vii) Municipal or cantonment rates and taxes	Full	Full	Full
	viii) Posts and telegraph charges including commissions on Money Orders etc.	Full	Full	Full
	ix) Repairs of plant and machinery including fixture & furnitures	Full	Mohitnagar/Kahikuchi/Kidu/Morla Upto Rs.-10,000/- in each case	-
	x) Local purchase of stationery stores	Full	Rs.1,500/- in each case. Rs.5,000/- p.a. Kidu - Rs.-10,000/- p.a.	-
	xi) Local purchase of rubber stamps and office seals	Full	Full	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
	xii) Purchase of working stores, chemicals, tools plants and equipments, insecticides, fertilizers etc	Full, subject to observance of normal rules and procedures subject to concurrence of SFAO	Mohitnagar - Rs.50,000/- Kahikuchi - Rs.50,000/- Kidu - Rs.25,000/- in each case as laid down Rule 145 of GFR subject to power delegated to SIC subject to concurrence of SFAO	-
	xiii) Supply of uniforms, badges and other articles of clothing etc. and washing allowances	Full subject to scales prescribed in livery rules	Full subject to liveries rules	-
	xiv) Telephone charges	Full	Full	Full
	xv) Repairs to typewriters, calculating machine	Full	Full	-
	xvi) Indents, contract & purchase (Rule 13 of DFP rules 1978	Upto Rs.25,000/-	To place indent on DGS upto Rs.10,000/- in each case for procurement of store items	-
	xvii) Storing of seed material	Full	-	-
23	Grant of advances for purchases of warm clothings and table fan (GFR 216, 22I A)	Full	-	-
24	Maintenance of staff cars and vehicles etc	Full	Upto Rs.5,000/- in each case	-
25	Power to get insured during rail transit i) Such of the equipments which are very costly and are of fragile and delicate in nature and where the Railways do not accept any risk or responsibility for losses due to breakage in transit.	Full	-	-
	ii) Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable.	Full subject to provision in the DFP Rules 1978	Full	Full

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
26	Maintenance of computer and computer lab	Upto Rs. 25,000/- in each case	Mohitnagar - Rs.15000/- Kahikuchi - Rs.15000/- Kidu - Rs.5000/- including procurement of computer stationery and consumables. <i>manjiv</i>	-
27	Purchase of typewriters	Full as per rules	-	-
28	Demurrage/Wharfage charge	Upto Rs. 250/- in each case	Rs.100/-each case	-
29	Sanction of air freight	Full subject to the condition that air lifting of stores is resorted to only in cases of extreme urgency/unavoidable	-	-
30	Maintenance & upkeep of animals	Rs.1500/- each case	-	-
	Recurring contingency expenditure	Rs.10000/- in each case	Rs.500/- per annum in each case not listed separately	-
31	Repairs of office cycles	Full	Full	Upto Rs.200/- in each case
32	Printing and binding	Rs.50,000/- p.a.	Rs.1000/- in each case subject to Rs.10,000/- p.a.	-
33	Advertisement charges	Full as per rules	-	-
34	Advance payment to firms including Central, State Govt. run organizations for supply of stores	Full in respect of Govt. Departments and Govt. run organizations only	-	-
35	Expenditure for farm recurring contingency	Full subject to budget provision subject to concurrence of SFAO	Mohitnagar/Kahikuchi - Rs.35,000/- in each case <i>WJ</i> Kidu - Full subject to budget provision subject to concurrence of SFAO	-
36	Hiring of vehicles for transporting of farm produce etc	Full	Full	-

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37	Writing off losses	Rs.500/- in each case subject to rules/procedures in force	-	-
38	Deficiency etc., (writing off)	Rs.500/- in each case subject to rules/procedures in force	-	-
39	Declaration and disposal of obsolete surplus and unserviceable stores	Rs.25,000/- in each case and Rs.1 lakh p.a. subject to rules/procedures in force.	-	-
40	Maintenance, upkeep and repairs of tools, plants and vehicles, tractor, power tiller etc. including POL	Full	Kidu – Rs.15000/- Kahikuchi – Rs.5000/- Mohitnagar - Rs.5000/- Rs.50,000/- for purchase of diesel at a time subject to allocation of funds (Scientist in-charge, Kidu only)	-
41	Purchase of medicines for dispensary	For Regional Station, Kayangulam & Vittal- Rs.7,000/- p.m. (Purchase of medicines to be regulated according to the guidelines issued vide O.O. No. 7(2)05/87-Concl. Dated 24.03.88)	Mohitnagar/ Kahikuchi/ Kidu - Rs.5000/- in each (Purchase of medicines to be regulated according to the guidelines issued vide OO No. 7(2)05/87Concl. dated 24.3.88.	-
42	Power to sanction refund of cancellation charges on air ticket	Full, subject to the conditions mentioned in GOI/Ministry of Fin. OM No. 19028/5/76 E IV (B) dated 21.1.77 ICAR Order dated 30.01.87	-	-

Sl No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
43	Power to restrict the frequency and duration of journeys (SR 63)	Full powers in respect of staff under his administrative control	Full in respect of staff, working under him	-
44	Power to permit recovery of T. A. for a journey to attend an examination other than those mentioned in GFR 130 & 131 (SR 132)	Full power in the case of Departmental examination	-	-
45	To sanction tour programme and counter signature of TA Bills.	Full powers for all excluding himself	Full powers for all excluding himself	-
46	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full powers	Full powers for all excluding himself	-
47	Extension of number of installments up to 25 for repayment of cycle advances	Full	-	-
48	Grant of advance of pay and TA on transfer (GFR222)	Full powers excluding for himself	Full powers excluding himself	-
49	Grant of advances in connection with tours (GFR231 to 232)	Full powers excluding for himself	Full powers excluding himself	-
50	Grant of advances in connection with LTC	Full powers excluding for himself	Full powers excluding himself	-
51	Grant of advances in connection with festivals	Full	Full	-
52	Grant of advances in connection with natural calamities	Full subject to orders of GOI/Council	Full powers excluding himself	-
53	Reimbursement of medical expenses as admissible under CCS (Medical Attendance Rules, 1944 including counter signature of medical bills)	Full, excluding himself	Full powers excluding himself	-
54	Sanction of CEA and tuition fee	Full	Full	-



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55	Sanction of OTA	Full subject to conditions laid down by GOI/ICAR	-	-
56	Power to allow mileage allowance to be calculated by a route other than shortest or cheaper (SR 31)	Full except himself	-	-
57	Power to decide the shortest of two or more routes	Full except himself subject to rules in force	-	-
58	Acceptance of surety bond being executed by Council's servant handling cash/stores	Full subject to compliance of procedure prescribed in GFRs	Full subject to compliance of procedure prescribed in GFRs	-
59	Grant of temporary advances including special advances from GPF	Full except himself	Full except himself	-
60	Final withdrawal including part final withdrawal from GPF to the staff members	Full except himself	Full except himself	-
61	Power to-sanction Night Duly Allowance/Children's Educational Allowance	Full, subject to rules in force	Full, subject to rules in force	-
62	Repairs and maintenance of electrical installations	Full subject to CPWD norms subject to concurrence of SFAO	Full subject to CPWD norms subject to concurrence of SFAO	-
63	Maintenance and ordinary repairs of office buildings/staff quarters etc	Full, subject to condition that cost of such repairs should be limited to the percentage fixed by CPWD (from time to time) and is in accordance with instructions issued by ICAR from time to time subject to concurrence of SFAO	Full, subject to condition that cost of such repairs should be limited to the percentage fixed by CPWD (from time to time) and is in accordance with instructions issued by ICAR from time to time. subject to concurrence of SFAO	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
64	Petty Works: Execution of petty works and special repairs to buildings owned by the Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repairs to such installation	Vittal/Kayangulam -Rs.1.5 lakh in each case. As far as possible all petty works are to be executed departmentally subject to concurrence of SFAO <i>routed thrgh SFAO</i>	Mohitnagar/Kahikuchi - Rs.50,000/- in each case Kidu - Rs.25000/- in each case subject to prior concurrence/vetting by SFAO <i>routed thrgh SFAO</i>	-
65	Power to fix the rent for Auditorium and Community Centres, etc	Full	-	-
66	Sanction to refund Earnest Money Deposit	Full subject to rules	Full subject to rules	-
67	Expenditure on entertainment and light refreshments (subject to restriction laid down by the Ministry/Council from time to time)	Rs.5/- per head subject to allocation of funds maximum Rs.1500/-p.a.	Rs.5/- per head Rs.250/- per annum subject to rules.	-
68	Fixation and revision of rates for services rendered by Institute to outside Institute and parties	Full	-	-
69	Hiring of vehicles in connection with survey work	As detailed in O.O..No. F. 13 (I) 89-Estt. Dated 24.06.91	As detailed in O.O. No.F. 13(1) 89-Estt. Dated 24.06.91	-
70	Power to send samples of products or culture of organism free of charges to other Institutes	Full subject to relevant rules and orders	-	-
71	Special CL to Association office bearers	Full subject to rules	-	-
72	Advance in connection with law suits	Full subject to the provisions of GFR 256, 257 and legal advice obtained in advance	-	-
73	Purchase of books, periodicals and official publications	Full, subject to budget provision	Mohitnagar -Rs. 2,000/- Kahikuchi/Kidu - Rs.500/- per annum (reference books)	-
74	Payment of advance to book Sellers/suppliers/publishing firms etc	Kayangulam/Vittal - Rs.10,000/-in each case subject to observance of codal formalities	-	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
75	Sale of produce	Full subject to observance of guidelines issued by Council (See item 99 of schedule III and Annexure 7 to Schedule III of Delegation of Powers in ICAR)	Full powers as Head of Regional Stations	-
76	Power to fix sale price of seeds, plants and other products of the Institute	Full subject to guidelines	Full subject to guidelines	-
77	Power to declare any Group A or B Officer to be Head of an office for the purpose of relevant rules or DDO	Full	-	-
78	Participation in exhibition and demonstrations of research activity	Vittal/Kayangulam - Upto Rs.10,000/- in each case	Rs.1000/- in each case	-
79	Grant of advances for purchase of conveyance	Full power to grant advances excepting himself	-	-
80	Advances to employees for various department purposes	To the extent Head is Competent to sanction expenditure for the purpose.	-	-
81	Power to grant EOL without MC, Leave not due and special disability leave	Full	-	-
82	Power to sanction/make advance payment to private firms towards Annual Service Contract for office/laboratory Equipments	Full subject to observance of provision of GFR	-	-
83	Honorarium to and outside members attending DPC/Selection Committee Meetings	Rs.500/- for non-official members	-	-
84	Power to sanction honorarium to Power Tiller Operator	Kayangulam/Vittal - Full	-	-