

DELEGATION OF POWERS

IN

**CENTRAL PLANTATION CROPS RESEARCH
INSTITUTE**

(As on 31st January 2011)

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DELEGATION OF POWERS

CPCRI, KASARAGOD - Extent of powers delegated

[illegible]

SI No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	the fitness of an employee of non gazetted status to return to during (SR 267)										
6	Power to restrict the frequency and duration of journeys	Full powers excluding himself	-	-	-	-	-	-	-	-	-
7	Power to grant maternity/paternity leave (SR 267)	Full, in respect of staff working under him	Full, in respect of staff working under him	-	Full, in respect of staff working under him	-	-	-	-	-	-
8	Power to grant Hospital Leave	Full powers	-	-	-	-	-	-	-	-	-
9	To sanction tour programme and counter signature of TA Bills	Full power of all personnel working under him excluding himself	Full in respect of officers & and staff in Admn, Drivers, Canteen, Guest House	Full in respect of staff working under him.	Full in respect of staff working under him.	-	-	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
10	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full power of all personnel working under him excluding himself	Full in respect of officers & and staff in Admn, Drivers, Canteen, Guest House	Full in respect of staff working under him.	-	-	-	-	-	-	-
11	i) Local purchase of stationery stores	Upto Rs.10,000/- p.a. for local purchase on account of delay or/and non supply of stationery items subject to availability of funds and also observance of prescribed procedures	Upto Rs. 5,000/- in each case	Upto Rs. 500/- in each case	Upto Rs. 500/- in each case	-	-	-	-	-	-
	ii)Local purchase of rubber stamps and office seal	Full	Full	-	Full	-	-	-	Full	-	-

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1	2	3	4	5	6	7	8	9	10	11	
12	Purchase of working stores, chemicals, glass wares, plants and equipments, insecticides including consumable for research work	Rs.50,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs.500/- in each case	-	-	-	-	-	-
13	Maintenance of computer and computer laboratory	Upto Rs. 25,000/- p.a. including cost of stores and other materials required for maintenance subject to availability of funds	Upto Rs. 2,000/- in each case including cost of stores and other materials required for maintenance	-	Upto Rs. 1,000/- in each case	-	-	-	-	-	-
14	Grant of special pay to LDC/ UDC/Asst appointed to perform the duties of Cashier	-	Full	-	-	-	-	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
15	Power to sanction annual increment (FR 24)	-	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	-	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	-	-	-	-
16	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 26 (b))	-	Upto Rs.500/- in each case	-	-	-	-	-	-	-	-
17	Power to extend the time limits of six months and one month within which the members of the family of Council's	-	Full in respect of staff upto Group C and D	-	-	-	-	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
	employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116 (b)(iii))										
18	POWER TO INCUR CONTINGENT EXPENDITURE IN GENERAL										
i)	Electricity, gas and water charges	-	Full	-	Full	-	-	-	-	-	-
ii)	Fixtures and furniture purchases and repairs	-	Upto Rs.5,000/- in each case	-	Upto Rs. 1,000/- in each case	-	-	-	-	-	-
iii)	Freight/Demurrage/ Wharfage	Full except demurrage	Freight - Full Demurrage upto Rs.500/- in each case	-	Full except demurrage	-	-	-	Full except demurrage	-	-
iv)	Maintenance, upkeep and repairs of motor vehicles including POL	-	i) Upto Rs.5,000/- in each case ii) POL full	-	Upto Rs.1,000/- in each case ii) POL full	-	-	-	-	Rs.500/- in each case POL-Full	Rs.500/- in each case

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1	2	3	4	5	6	7	8	9	10	11	
v)	Municipal or/ cantonment rates and taxes	-	Full	-	Full	-	-	-	-	Full	-
vi)	a)Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repair to such installation	Upto Rs. 5,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs. 1,000/- in each case	-	-	-	-	Rs.500/- in each case	-
	b)Maintenance and ordinary repairs of office building and staff quarters etc.	Upto Rs.5000/- in each case	Upto Rs.5000/- in each case	-	Upto Rs.1000/- in each case	-	-	-	-	Rs.500/- in each case	-
vii)	Post/telegraph /Bank charges including commission on Money	-	Full	Bank charges full	Full	-	Full	Bank charges full	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
	Orders etc.										
viii)	Printing and binding	-	Upto Rs.5,000/- in each case	-	-	-	-	-	-	-	-
ix)	Purchase of books, periodicals and officials publications	Full powers to Head, PB & PHT	Upto Rs.5,000/- per annum for references books only.	-	-	-	-	-	-	-	-
x)	Repair to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.	Upto Rs.5,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs.2,000/- in each case	-	-	-	-	-	-
xi)	Supply of uniforms, badges and other articles of clothing etc and washing allowance	-	Full	-	Full	-	-	-	-	-	-
xii)	Telephone charges	-	Full	-	Full	-	-	-	Full	-	-
xiii)	Advertisement charges	-	Full	-	Full	-	-	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
19	Grant of advance of pay and TA on transfer (GFR 222)	Full in respect of staff working under him	Full in respect of Group B, C, & D staff	-	-	-	-	-	-	-	-
20	Grant of advances in connection with tours (GFR 222)	Full in respect of staff working under him	Full upto the level of Group B staff in admn.	Full in respect of staff working under him.	Full upto the level of Group B staff in admn.	-	-	-	-	-	-
21	Grant of leave travel concession (LTC) advance	-	Full upto Group B level.	-	Full in respect of Group B, C, & D staff	Full in respect of Group C, & D staff	Full in respect of Group C, & D staff	-	-	-	-
22	Grant of advances in connection with festivals	-	Full as per rules	-	Full as per rules	-	-	Full in respect of Group C & D staff	-	-	-
23	Grant of temporary advances including special advances from Provident Fund.	-	Full upto the Group B level	-	Full upto Group B, C & D	-	-	Full in respect of Group C, & D staff	-	-	-
24	Grant of advances in lieu of leave salary (GFR 259 -261)	-	Full upto the Group B level	-	Full upto the Group B level	Full in respect of Group C, & D staff	Full in respect of Group C, & D staff	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
25	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees	-	Full	-	-	-	-	-	-	-	-
26	Reimbursement of medical expenses as admissible under central Services (Medical Attendance) rules, 1944, including counter signature of medical bills	-	Full upto Group B level	-	Full upto Group B level	-	-	-	-	-	-
27	Final withdrawal including part final withdrawals from Provident Fund	-	Full upto Group B level	-	Full upto Group B level	-	-	-	-	-	-

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1	2	3	4	5	6	7	8	9	10	11	
28	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
29	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
30	Reimbursement of CEA/Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
31	Attestation of service Books	-	Full	-	Full	Full	Full	-	-	-	-
32	Power to grant special CL for undergoing FP programme	-	Full upto Group B officers	-	Full upto Group B officers	-	-	-	-	-	

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1	2	3	4	5	6	7	8	9	10	11	
28	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
29	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
30	Reimbursement of CEA/Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
31	Attestation of service Books	-	Full	-	Full	Full	Full	-	-	-	-
32	Power to grant special CL for undergoing FP programme	-	Full upto Group B officers	-	Full upto Group B officers	-	-	-	-	-	

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 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	-
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 Kidu - Full subject to budget provision subject to concurrence of SFAO	-
36	Hiring of vehicles for transporting of farm produce etc	Full	Full	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
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	Mohitnagar/Kahikuchi - Rs.50,000/- in each case Kidu – Rs.25000/- in each case subject to prior concurrence/vetting by SFAO	-
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 extend 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	-	-

Assistant Administrative Officers and Assistant Finance & Accounts Officer, CPCRI, RS, Kayangulam.

Sl. No	Nature of Powers	A.A.O (Estt./Bills)	A.A.O (Stores)	Asst. Fin.& Accts. Officer.
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of staff working under him and Group C&D staff excluding Accounts and Stores Section.	Full in respect of staff working under him.	Full in respect of staff working under him.
2	Power to sanction casual leave	Full in respect of staff working under him.	Full in respect of staff working under him.	Full in respect of staff working under him.
3	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
4	Power to extend leave (FR 73)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
5	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)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
6	Local purchase of rubber stamps and office seals	-	Full	-
7	Power to sanction annual increment (FR 24)	Full to allow normal increment	-	-
8	Freight/Demurrage/Wharfage	-	Full except demurrage	-
9	Posts & Telegraphs charges including commission on Money Orders etc.	Full	-	-
10	Telephone Charges	Full	-	-
11	Grant of Leave Travel concession	Full in respect of Group C&D staff	-	-
12	Grant of advances in connection with festivals	Full in respect of Group C&D staff	-	-
13	Grant of temporary advances including special advances from GPF	Full in respect of Group C&D staff	-	-

Sl. No	Nature of Powers	A.A.O (Estt./Bills)	A.A.O (Stores)	Asst. Fin.& Accts. Officer.
14	Repair of office cycles	-	Upto Rs. 500/- subject to restriction imposed by Council.	-
15	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles/Road tax including Tractor/power tiller.	Full	-	-
16	Reimbursement of CEA/Tuition fee	Full subject to guidelines issued by Council from time to time.	-	-
17	Reimbursement of cost of newspapers	Full subject to guidelines issued by Council from time to time.	-	-
18	Electricity, gas and water charges	Full	-	-
19	Maintenance, upkeep and repairs of motor vehicles including POL	Rs.1000/- in each case	-	-
20	Municipal/cantonment rates & taxes	Full	-	-
21	Execution of petty works and special repairs to buildings.	Rs.1000/- in each case	-	-
22	Maintenance and ordinary repairs of office building & staff quarters etc.	Rs.500/- in each case	-	-
23	Grant of advance in lieu of leave salary (GFR 259-261)	Full in respect of Group C&D	-	-
24	Purchase of stationery	Rs.500/- each case	-	-
25	Sanction for the refund of EMD	Rs.2000/- each case	-	-

Assistant Administrative Officers, CPCRI, RS, Vittal.

Sl. No	Nature of powers	AAO (E)	AAO (Stores)
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of Group C & D staff	-
2	Power to sanction casual leave	Full in respect of staff working under him	Full in respect of staff working under him
3	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	Full in r/o Group B Non-Gazetted drawing pay in the pay band of Rs.9300-34800/- with Grade Pay of Rs.4200/- Full in respect of Group C & D staff	-
4	Power to extend leave (FR 73)	Full in respect of Group C & D staff	-
5	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 in respect of Group C & D staff	-
6	Power to sanction annual increments (FR 24)	Full to allow normal increments or withhold an increment for which sanction of the Appointing authority is required.	-
7	Local purchase of rubber stamps and office Seals	-	Full
8	Power to incur contingent expenditure in general:		
i)	Electricity, gas and water charges	-	Full
ii)	Freight/Demurrage/Wharfage	-	Full except demurrage
iii)	Maintenance upkeep and repairs of motor vehicles including POL	-	Rs.500/- in each case POL full
iv)	Municipal or cantonment rates & taxes	-	Full

v)	a) Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repairs to such installation.	-	Rs.1000/- in each case
	b) maintenance and ordinary repairs of office building & staff quarters etc.	Full	Rs.500/- in each case
vi)	Posts & Telegraphs charges including commission on Money Orders etc.	-	Full
vii)	Telephone Charges	-	-
9	Grant of Leave Travel concession/ LTC advance	Full upto Group C & D staff	-
10	Grant of advances in connection with festivals	Full upto Group C & D staff	-
11	Grant of temporary advances including special advances from GPF	Full upto Group C & D staff	-
12	Grant of advance in lieu of leave salary (GFR 259-261)	Full upto Group C & D staff	-
13	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable	-	Full
14	Reimbursement of cost of newspapers	Full subject to guidelines issued by the Council from time to time	-
15	Reimbursement of CEA/Tuition fee	Full	-
16	Attestation of Service Books	Full	-
17	Repair of office cycles	-	Upto Rs. 500/- subject to restrictions imposed by the Council
18	Purchase of stationery	Rs.500/- in each case	-
19.	Sanction for the refund of EMD	Rs.2000/- in each case	-

PROJECT COORDINATOR (PALMS)

Sl No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
Administrative powers:			
1	To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the coordinating unit.	Full	-
2	To sanction all kinds of leave except study leave to the staff of the Coordinating unit.	Full	-
3	Power of self functioning of tour upto 10 days at a time, with intimation to the controlling authority including concerned Deputy Director General/Asst. Director General at the ICAR Headquarters.	As per rules	-
4	To sanction tour of all categories of staff attached to the Coordinating Unit	Full	-
Financial Powers.			
1	To strike off stores rendered unserviceable through normal wear and tear	Up to Rs.25,000/- in each case per year.	Subject to observance of requirement under GFR DFP Rules
2	Write off losses	Upto Rs.5,000/- for loses of stores not due to theft, fraud or negligence and upto Rs. 1250/- in other cases subject to the conditions laid down in GFR & procedure laid down by Govt. of India and other orders issued by GOI/ICAR on the subject from time to time.	-
3	To dispose of crops at the prevailing market rate	Upto Rs.50.000/- in each case per year	-
4	To supply seeds free of cost for full experimental purpose	Full	-
5	Purchase of stores	Upto Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
6	Purchase of books, publications and reprints of scientific papers	Upto Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures
7	Printing and binding	Full, subject to availability of funds	-
8	To incur recurring expenditure on maintenance and repair of motor vehicle etc	Upto Rs.10,000/- in each case per year	-
9	Repair of scientific instruments, laboratory equipments agricultural implements and machinery	Upto Rs.10,000/- in each case per year	-
10	Repair of bicycles locally	Upto Rs.100/- in each case per year	-
11	Repair of typewriters and other office machines	Full	-
12	Postal, Telegram charges and commission on money orders if unavoidable and is considered necessary in public interest for bonafide official purposes	Full	-
13	Purchase of stationery stores (local purchase)	Upto Rs.25,000/-per year	-
14	Ordinary contingencies which do not require special sanction	Full	-
15	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the coordinating unit	Full	-
16	Sanctioning advances for LTC to staff of the Coordinating unit	Full excepting himself, subject to the provisions of GFR 235	-
17	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring team members, QRT members special invitees for workshop/meeting etc.	Full subject to the provisions of GFR 231 to 234	-
18	Payment of wages of daily paid labour, semi-skilled labourers	Full subject to provisions of funds and observance of GOI, ICAR orders/instructions on the subject	-
19	Sanction of registration charges at Symposia/seminar	Full as per ICAR norms	-

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
20	Sanction for payment of honorarium	Full powers upto Rs.25,000/- in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year (Order dated 30.1.87)	-
21	Payment of charges on postage, telegrams (telex, fax, water, electricity, telephone bills etc.)	Full	-
22	Advances		-
	A) Interest bearing advances		
	(i) Cycle advance	Full	-
	(ii) Fan advance to Class IV employees	Full subject to the provisions of GFRs	-
	B) Non-interest bearing advances		
	(i) Festival advance	Full subject to GFR 236 to 245	-
	(ii) Warm clothing advance	Full subject to the provisions of GFRs	-
	(iii) Pay & Traveling allowance advance at the time of transfer and retirement	Full excluding himself subject to the provisions of Rules 223 to 226 of the GFRs.	-
	(iv) Grant of advance in lieu of leave salary	Full except himself subject to provisions of GFR 257-261	-
	(v) Grant of advance to meet traveling expenses to families of Council's employee who die while in service	Full	-
23	Drawing and Disbursing Powers (Powers as DDO)	As exercised by a Drawing & Disbursing Officer, subject to approval by the Director of the respective Institute/Vice Chancellor of the University/DDG, ICAR	-



Sl No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
24	Powers to make appointments of the staff under the coordinating unit	Full as in the case of Director	-
25	Equipment (annual maintenance contract)	Full upto Rs.25,000/-	-
26	On farm Research/Demonstration/field activities and programme	Full	-
27	Refreshment/entertainment charges during official meeting etc	Rs.5,000/- p.a. Rs.5/- per head per session	-
28	Power to sponsor the staff for short term training etc.	Full powers subject to conditions laid down in Govt. of India, Min. of Finance, Memo No.F.(71) Estt III 60 dated 02.12.60 as modified from time to time in respect of staff working under him	-
29	Maintenance of Computer and computer lab	Upto Rs. 25,000/- in each case	-
30	Power to sanction expenditure on insurance	Full	-
	i) Power to get insured during rail transit such of the equipments as very costly and fragile	Subject to following the instructions of GOI	-
	ii) Power to sanction expenditure on the insurance of Motor vehicle	Full (Third party only)	-
31	Power to sanction of reimbursement of unused rail/air tickets	Full if the cancellation for official reasons	-

DELEGATION OF POWERS

Sl. No	Nature of powers	Programme Coordinator, KVK, CPCRI, Kasaragod and KVK CPCRI, RS, Kayangulam
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
2	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full if he is empowered to grant leave
3	Power to sanction casual leave	Full excluding himself
4	Power to sanction EL/HPL/EOL on MC (SR 206 & 208)	Full excluding himself provided no officiating arrangements are involved
5	Power to extend leave (FR 73)	-do-
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 excluding himself
7	Power to grant maternity leave	Full powers excluding himself subject to rules
8	Powers to grant paternity leave	Full powers excluding himself subject to rules
9	Grant of advance in lieu of leave salary (GFR 259-261)	Full powers excluding himself subject to rules
10	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 powers excluding himself subject to rules
11	Grant of Leave Travel Concession	Full powers excluding himself subject to rules
12	Power to fix pay and allowances of Officers and staff	Full powers excluding himself subject to rules
13	Grant of additional allowances equivalent to one increment for undergoing family planning operation	Full powers excluding himself subject to rules
14	Payment of leave salary	Full powers excluding himself subject to rules
15	Special CL for undergoing FP Programme	Full
16	Power to incur contingent expenditure in general	
	i) Bi cycle	Full subject to rules
	ii) Electricity, Gas and water charges	Full
	iii) Fixture and furniture purchase	Rs.10,000/-p.a.
	iv) Freight charges	Full subject to rules
	v) Municipal or cantonment rates and taxes	Full
	vi) Posts and telegraph charges including commissions on Money Orders etc.	Full

Sl.	Nature of powers	Programme Coordinator, KVK, CPCRI, Kasaragod and KVK
	Repairs of plant and machinery including tractors etc. Furniture	Rs.10,000/- in each case subject to rules and availability of budget provision
	viii) Local purchase of stationery stores	Rs.250/- in each case, Rs.2000/- p.a.
	ix) Local purchase of rubber stamps and office seals	Rs.100/- p.a.
	x) Purchase of working stores, chemicals, tools plants and equipments, insecticides, fertilizers etc.	Rs.10,000/- in each case subject to budget provision
	xi) Supply of uniforms, badges and other articles of clothing etc. and washing allowances	Full subject to liveries rules
	xii) Telephone charges	Full subject to rules
	xiii) Repairs to Typewriters. Calculating machine	-do-
	xiv) Indents. Contracts and purchase (Rule 13 of DFP Rules 1978)	To place indent on DGS upto Rs.10,000/- in each case for procurement of stores items
17	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road fax, wherever leviable	Full subject to rules
18	Maintenance of computer and computer lab	Rs.1000/- in each case
19	Demurrage/Wharfage charge	Rs.100/- in each case
20	Sanction of air freight	Upto Rs.50/- in each occasion subject to the conditions as stipulated in GFR/ICAR Delegation of Powers Rules
21	Repairs of office cycles	Full subject to GFR
22	Recurring contingent expenditure	Rs.500/- p.a. in each case not listed separately
23	Printing and binding	Rs.100/- in each case subject to Rs.1500/-p.a.
24	Placing indents with controller of stationery	Local purchase upto Rs.250/-in each case, Rs.2000/- p.a.
25	Advertisement charges	Full
26	Advance payment to firms including Central, State Govt. run organizations for supply of stores	Full subject to GFR/ICAR instructions
27	Expenditure for farm contingency	Full subject to budget provision
28	a) Hiring of vehicles for transporting of farm produce etc.	Full
	b) in connection with the visit of VIPs	Expenditure to a maximum of Rs.500/- subject to rules/instructions of ICAR Govt. of India
29	Maintenance, upkeep and repairs of tools, plants and vehicles, tractor, power tiller	Rs.2500/- in each case
30	Power to sanction of refund of cancellation charges on air ticket	Full excluding himself
31	Power to restrict the frequency and duration of journeys (SR.63)	Full excluding himself

Sl. No.	Nature of powers	Programme Case Number: KVK CPCRI Kasargod and KVK N. K.
Sl. No.	Nature of powers	Programme Case Number: KVK CPCRI Kasargod and KVK N. K.
33	Power to sanction reimbursement to cancellation charges on unused railway ticket	Full excluding himself
34	Grant of advance of pay and TA on transfer (GFR 222)	Full excluding himself
35	Grant of advances in connection with tours (GFR 231 to 232)	Full excluding himself
36	Grant of advances in connection with LTC	Full excluding himself
37	Grant of advances in connection with festivals	Full excluding himself
38	Grant of advances in connection With natural calamities	Full subject to order of GOI/Council
39	Reimbursement of medical expenses as admissible under CCS (Medical Attendance Rules, 1944 including counter signature of medical bills)	Full powers for all excluding himself
40	Sanction of CEA and tuition fee	Full
41	Grant of temporary advances including special advances from GPF	Full except himself
42	Final withdrawal including part final withdrawal from GPF to the staff members	Full except himself
43	Power to sanction Night Duty Allowance/Children's Educational Allowance	Full subject to rules in force
44	Repairs and maintenance of electrical installations	Full subject to CPWD norms
45	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
46	Sanction to refund Earnest Money Deposit	Full subject to rules
47	Hiring of vehicles in connection with survey work	As detailed in. O.O. No.F.13(1)89-Estt Dated 24-6-91
48	Purchase of books, periodicals and official publications	Rs.500/-per annum (reference books)
49	Sale of produce	Full powers as Head of Regional Stations
50	Power to fix sale price of seeds, plants and other products of the Institute	Full
51	Grant of permanent advances/cash imprest (Rule 90 of GFR)	Rs.10,000/-
52	Participation in exhibition and demonstrations of research activity	Rs.200/-

Grams : 'RESEARCH' Kasaragod Fax : 91-4994-232 322	കേന്ദ്ര പ്ലാന്റേഷൻ കൃഷി ഗവേഷണ സ്ഥാപനം (भारतीय कृषि अनुसंधान परिषद) कासरगोड़ - 671124, केरल, भारत	Phone : 04994 - 232 893 - 6 Email : cpcr@nic.in cpcr@yahoo.com URL : http://cpcr.nic.in Web site: http://cpcr.gov.in
	CENTRAL PLANTATION CROPS RESEARCH INSTITUTE (Indian Council of Agricultural Research) KASARAGOD 671 124, KERALA, INDIA	

No.F.13(1)/2006-Estt.

Dated. 27.05.2011.

OFFICE ORDER

Sub: Enhancement of delegation of powers – regarding.

Director has been pleased to enhance the permanent Imprest Advance from Rs.10,000/- to Rs.15000/- only in respect of Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam till the expiry of the project "National Initiative on Climate Resilient Agriculture".

The above order comes into effect with immediate effect.



Administrative Officer i/c

Distribution :

1. The Head, CPCRI Regional Station, Kayangulam with reference to his letter No. 176(86)2010-11-KVK dated 26.04.2011.
2. Programme Coordinator, Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam.
3. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
4. Asst. Finance & Accounts Officer, CPCRI, RS, Kayangulam.
5. Library.
6. Guard file.

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Library

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केन्द्रीय रोपण फसल अनुसंधान संस्थान
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

OFFICE ORDER

Consequent upon his transfer from CPCRI, Kasaragod to I.A.S.R.I, New Delhi **vide** Council's Office Order No.F.No.5-1/2011-Estt.I dated 3rd April 2012, Shri.K.P.S. Gautam, Senior Administrative Officer, CPCRI, Kasaragod is relieved of his duties from C.P.C.R.I, Kasaragod w.e.f. the afternoon of dated **10.04.2012** to enable him to join his duties at I.A.S.R.I. New Delhi.

Certified that nothing is due to this Institute from Shri. K.P.S. Gautam, Senior Administrative Officer at the time of his relief from this Institute.

(Dr. George V Thomas)
Director

Copy to:

1. Shri.K.P.S. Gautam, Senior Administrative Officer, CPCRI, Kasaragod (through proper channel)
2. The Director , Indian Agricultural Statistics Research Institute, Library Avenue, Pusa, New Delhi – 110 012.
3. The Director (Administration), ICAR, Krishi Bhavan, Dr.Rajendra Prasad Road, New Delhi Pin- 110 114.
4. The Under Secretary (Administration) ICAR, Krishi Bhavan, New Delhi-110 114.
5. The Project Co-Ordinator (Palms) ,CPCRI, Kasaragod
6. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
7. The Heads/SIC,CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
8. The Senior Administrative Officer, CPCRI, Kasaragod
9. The Senior Finance & Accounts officer, CPCRI, Kasaragod
10. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
11. The Administrative Officer, CPCRI, Kasaragod
12. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
13. Scientist in-charge,PME/Confidential Section/Library/ARIS Cell/Hindi Cell,CPCRI, Kasaragod
14. Programme Coordinator, KVK, Kasaragod/Kayangulam
15. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
16. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
17. Guard file

Fax : 91-4994-232 322

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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

OFFICE ORDER

Consequent upon the transfer of Shri. K.P.S. Gautam, Senior Administrative Officer to I.A.S.R.I, New Delhi vide Council's Office Order No.F.No.5-1/2011-Estt.I dated 3rd April 2012, his relieving of his duties from CPCRI, Kasaragod w.e.f. the afternoon of dated 10.04.2012 and in supersession of all the previous orders on the subject, the Director, CPCRI, Kasaragod has been pleased to decide that Shri.K.P.S. Gautam, Senior Administrative Officer will hand over the charge of the Head of Office/Senior Administrative Officer to Shri.Jayarama Naik K.M. Administrative Officer, with immediate effect.

Shri.K.M.Jayarama Naik, Administrative Officer will perform the duties of Head of the Office/Senior Administrative officer in-charge of the CPCRI, Kasaragod, in addition to his normal duties without any additional remuneration as detailed below.

1. Shri.Jayarama Naik K.M. Administrative Officer is declared as Head of Office of CPCRI, Kasaragod and he will use the designation as Senior Administrative officer in-charge and sign the cheques of the Institute as second signatory with immediate effect and until further orders.

2. Shri.Jayarama Naik K.M. Administrative Officer, will take over the charge of Head of Office/Senior Administrative Officer from Shri. K.P.S. Gautam, Senior Administrative officer with immediate effect.

DIRECTOR

Copy to:

1. Shri.KPS Gautam, Senior Administrative officer, CPCRI, Kasaragod
2. Shri.Jayarama Naik, K.M. Administrative officer, CPCRI, Kasaragod
3. The Project Co-Ordinator (Palms), CPCRI, Kasaragod
4. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
5. The Heads/SIC, CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
6. The Senior Administrative Officer, CPCRI, Kasaragod
7. The Senior Finance & Accounts officer, CPCRI, Kasaragod
8. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
9. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
10. Scientist in-charge, PME/Confidential Section/Library/ARIS Cell/Hindi Cell, CPCRI, Kasaragod
11. Programme Coordinator, KVK, Kasaragod/Kayangulam
12. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
13. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
14. Guard file

DELEGATION OF POWERS

IN

**CENTRAL PLANTATION CROPS RESEARCH
INSTITUTE**

(As on 31st January 2011)

Compiled by : Sri KV Kunhikannan, Asst. Adm. Officer
Smt. M Padmini, Asst. Adm. Officer
Smt. Sumithra Nambiar, Assistant

DELEGATION OF POWERS

CPCRI, KASARAGOD - Extent of powers delegated

[illegible]

SI No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	the fitness of an employee of non gazetted status to return to during (SR 267)										
6	Power to restrict the frequency and duration of journeys	Full powers excluding himself	-	-	-	-	-	-	-	-	-
7	Power to grant maternity/paternity leave (SR 267)	Full, in respect of staff working under him	Full, in respect of staff working under him	-	Full, in respect of staff working under him	-	-	-	-	-	-
8	Power to grant Hospital Leave	Full powers	-	-	-	-	-	-	-	-	-
9	To sanction tour programme and counter signature of TA Bills	Full power of all personnel working under him excluding himself	Full in respect of officers & and staff in Admn, Drivers, Canteen, Guest House	Full in respect of staff working under him.	Full in respect of staff working under him.	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
10	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full power of all personnel working under him excluding himself	Full in respect of officers & and staff in Admn, Drivers, Canteen, Guest House	Full in respect of staff working under him.	-	-	-	-	-	-	-
11	i) Local purchase of stationery stores	Upto Rs.10,000/- p.a. for local purchase on account of delay or/and non supply of stationery items subject to availability of funds and also observance of prescribed procedures	Upto Rs. 5,000/- in each case	Upto Rs. 500/- in each case	Upto Rs. 500/- in each case	-	-	-	-	-	-
	ii)Local purchase of rubber stamps and office seal	Full	Full	-	Full	-	-	-	Full	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
12	Purchase of working stores, chemicals, glass wares, plants and equipments, insecticides including consumable for research work	Rs.50,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs.500/- in each case	-	-	-	-	-	-
13	Maintenance of computer and computer laboratory	Upto Rs. 25,000/- p.a. including cost of stores and other materials required for maintenance subject to availability of funds	Upto Rs. 2,000/- in each case including cost of stores and other materials required for maintenance	-	Upto Rs. 1,000/- in each case	-	-	-	-	-	-
14	Grant of special pay to LDC/ UDC/Asst appointed to perform the duties of Cashier	-	Full	-	-	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
15	Power to sanction annual increment (FR 24)	-	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	-	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	-	-	-	-
16	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 26 (b))	-	Upto Rs.500/- in each case	-	-	-	-	-	-	-	-
17	Power to extend the time limits of six months and one month within which the members of the family of Council's	-	Full in respect of staff upto Group C and D	-	-	-	-	-	-	-	-

SI No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116 (b)(iii))										
18	POWER TO INCUR CONTINGENT EXPENDITURE IN GENERAL										
i)	Electricity, gas and water charges	-	Full	-	Full	-	-	-	-	-	-
ii)	Fixtures and furniture purchases and repairs	-	Upto Rs.5,000/- in each case	-	Upto Rs. 1,000/- in each case	-	-	-	-	-	-
iii)	Freight/Demurrage/ Wharfage	Full except demurrage	Freight - Full Demurrage upto Rs.500/- in each case	-	Full except demurrage	-	-	-	Full except demurrage	-	-
iv)	Maintenance, upkeep and repairs of motor vehicles including POL	-	i) Upto Rs.5,000/- in each case ii) POL full	-	Upto Rs.1,000/- in each case ii) POL full	-	-	-	-	Rs.500/- in each case POL-Full	Rs.500/- in each case

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
v)	Municipal or/ cantonment rates and taxes	-	Full	-	Full	-	-	-	-	Full	-
vi)	a)Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repair to such installation	Upto Rs. 5,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs. 1,000/- in each case	-	-	-	-	Rs.500/- in each case	-
	b)Maintenance and ordinary repairs of office building and staff quarters etc.	Upto Rs.5000/- in each case	Upto Rs.5000/- in each case	-	Upto Rs.1000/- in each case	-	-	-	-	Rs.500/- in each case	-
vii)	Post/telegraph /Bank charges including commission on Money	-	Full	Bank charges full	Full	-	Full	Bank charges full	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	Orders etc.										
viii)	Printing and binding	-	Upto Rs.5,000/- in each case	-	-	-	-	-	-	-	-
ix)	Purchase of books, periodicals and officials publications	Full powers to Head, PB & PHT	Upto Rs.5,000/- per annum for references books only.	-	-	-	-	-	-	-	-
x)	Repair to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.	Upto Rs.5,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs.2,000/- in each case	-	-	-	-	-	-
xi)	Supply of uniforms, badges and other articles of clothing etc and washing allowance	-	Full	-	Full	-	-	-	-	-	-
xii)	Telephone charges	-	Full	-	Full	-	-	-	Full	-	-
xiii)	Advertisement charges	-	Full	-	Full	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
19	Grant of advance of pay and TA on transfer (GFR 222)	Full in respect of staff working under him	Full in respect of Group B, C, & D staff	-	-	-	-	-	-	-	-
20	Grant of advances in connection with tours (GFR 222)	Full in respect of staff working under him	Full upto the level of Group B staff in admn.	Full in respect of staff working under him.	Full upto the level of Group B staff in admn.	-	-	-	-	-	-
21	Grant of leave travel concession (LTC) advance	-	Full upto Group B level.	-	Full in respect of Group B, C, & D staff	Full in respect of Group C, & D staff	Full in respect of Group C, & D staff	-	-	-	-
22	Grant of advances in connection with festivals	-	Full as per rules	-	Full as per rules	-	-	Full in respect of Group C & D staff	-	-	-
23	Grant of temporary advances including special advances from Provident Fund.	-	Full upto the Group B level	-	Full upto Group B, C & D	-	-	Full in respect of Group C, & D staff	-	-	-
24	Grant of advances in lieu of leave salary (GFR 259 -261)	-	Full upto the Group B level	-	Full upto the Group B level	Full in respect of Group C, & D staff	Full in respect of Group C, & D staff	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
25	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees	-	Full	-	-	-	-	-	-	-	-
26	Reimbursement of medical expenses as admissible under central Services (Medical Attendance) rules, 1944, including counter signature of medical bills	-	Full upto Group B level	-	Full upto Group B level	-	-	-	-	-	-
27	Final withdrawal including part final withdrawals from Provident Fund	-	Full upto Group B level	-	Full upto Group B level	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
28	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
29	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
30	Reimbursement of CEA/Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
31	Attestation of service Books	-	Full	-	Full	Full	Full	-	-	-	-
32	Power to grant special CL for undergoing FP programme	-	Full upto Group B officers	-	Full upto Group B officers	-	-	-	-	-	

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
28	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
29	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
30	Reimbursement of CEA/Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
31	Attestation of service Books	-	Full	-	Full	Full	Full	-	-	-	-
32	Power to grant special CL for undergoing FP programme	-	Full upto Group B officers	-	Full upto Group B officers	-	-	-	-	-	

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 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	-
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 Kidu - Full subject to budget provision subject to concurrence of SFAO	-
36	Hiring of vehicles for transporting of farm produce etc	Full	Full	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
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	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
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	Mohitnagar/Kahikuchi - Rs.50,000/- in each case Kidu – Rs.25000/- in each case subject to prior concurrence/vetting by SFACO	-
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	-	-

Assistant Administrative Officers and Assistant Finance & Accounts Officer, CPCRI, RS, Kayangulam.

Sl. No	Nature of Powers	A.A.O (Estt./Bills)	A.A.O (Stores)	Asst. Fin.& Accts. Officer.
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of staff working under him and Group C&D staff excluding Accounts and Stores Section.	Full in respect of staff working under him.	Full in respect of staff working under him.
2	Power to sanction casual leave	Full in respect of staff working under him.	Full in respect of staff working under him.	Full in respect of staff working under him.
3	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
4	Power to extend leave (FR 73)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
5	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)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
6	Local purchase of rubber stamps and office seals	-	Full	-
7	Power to sanction annual increment (FR 24)	Full to allow normal increment	-	-
8	Freight/Demurrage/Wharfage	-	Full except demurrage	-
9	Posts & Telegraphs charges including commission on Money Orders etc.	Full	-	-
10	Telephone Charges	Full	-	-
11	Grant of Leave Travel concession	Full in respect of Group C&D staff	-	-
12	Grant of advances in connection with festivals	Full in respect of Group C&D staff	-	-
13	Grant of temporary advances including special advances from GPF	Full in respect of Group C&D staff	-	-

Sl. No	Nature of Powers	A.A.O (Estt./Bills)	A.A.O (Stores)	Asst. Fin.& Accts. Officer.
14	Repair of office cycles	-	Upto Rs. 500/- subject to restriction imposed by Council.	-
15	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles/Road tax including Tractor/power tiller.	Full	-	-
16	Reimbursement of CEA/Tuition fee	Full subject to guidelines issued by Council from time to time.	-	-
17	Reimbursement of cost of newspapers	Full subject to guidelines issued by Council from time to time.	-	-
18	Electricity, gas and water charges	Full	-	-
19	Maintenance, upkeep and repairs of motor vehicles including POL	Rs.1000/- in each case	-	-
20	Municipal/cantonment rates & taxes	Full	-	-
21	Execution of petty works and special repairs to buildings.	Rs.1000/- in each case	-	-
22	Maintenance and ordinary repairs of office building & staff quarters etc.	Rs.500/- in each case	-	-
23	Grant of advance in lieu of leave salary (GFR 259-261)	Full in respect of Group C&D	-	-
24	Purchase of stationery	Rs.500/- each case	-	-
25	Sanction for the refund of EMD	Rs.2000/- each case	-	-

Assistant Administrative Officers, CPCRI, RS, Vittal.

Sl. No	Nature of powers	AAO (E)	AAO (Stores)
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of Group C & D staff	-
2	Power to sanction casual leave	Full in respect of staff working under him	Full in respect of staff working under him
3	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	Full in r/o Group B Non-Gazetted drawing pay in the pay band of Rs.9300-34800/- with Grade Pay of Rs.4200/- Full in respect of Group C & D staff	-
4	Power to extend leave (FR 73)	Full in respect of Group C & D staff	-
5	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 in respect of Group C & D staff	-
6	Power to sanction annual increments (FR 24)	Full to allow normal increments or withhold an increment for which sanction of the Appointing authority is required.	-
7	Local purchase of rubber stamps and office Seals	-	Full
8	Power to incur contingent expenditure in general:		
i)	Electricity, gas and water charges	-	Full
ii)	Freight/Demurrage/Wharfage	-	Full except demurrage
iii)	Maintenance upkeep and repairs of motor vehicles including POL	-	Rs.500/- in each case POL full
iv)	Municipal or cantonment rates & taxes	-	Full

v)	a) Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repairs to such installation.	-	Rs.1000/- in each case
	b) maintenance and ordinary repairs of office building & staff quarters etc.	Full	Rs.500/- in each case
vi)	Posts & Telegraphs charges including commission on Money Orders etc.	-	Full
vii)	Telephone Charges	-	-
9	Grant of Leave Travel concession/ LTC advance	Full upto Group C & D staff	-
10	Grant of advances in connection with festivals	Full upto Group C & D staff	-
11	Grant of temporary advances including special advances from GPF	Full upto Group C & D staff	-
12	Grant of advance in lieu of leave salary (GFR 259-261)	Full upto Group C & D staff	-
13	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable	-	Full
14	Reimbursement of cost of newspapers	Full subject to guidelines issued by the Council from time to time	-
15	Reimbursement of CEA/Tuition fee	Full	-
16	Attestation of Service Books	Full	-
17	Repair of office cycles	-	Upto Rs. 500/- subject to restrictions imposed by the Council
18	Purchase of stationery	Rs.500/- in each case	-
19.	Sanction for the refund of EMD	Rs.2000/- in each case	-

PROJECT COORDINATOR (PALMS)

Sl No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
Administrative powers:			
1	To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the coordinating unit.	Full	-
2	To sanction all kinds of leave except study leave to the staff of the Coordinating unit.	Full	-
3	Power of self functioning of tour upto 10 days at a time, with intimation to the controlling authority including concerned Deputy Director General/Asst. Director General at the ICAR Headquarters.	As per rules	-
4	To sanction tour of all categories of staff attached to the Coordinating Unit	Full	-
Financial Powers.			
1	To strike off stores rendered unserviceable through normal wear and tear	Up to Rs.25,000/- in each case per year.	Subject to observance of requirement under GFR DFP Rules
2	Write off losses	Upto Rs.5,000/- for loses of stores not due to theft, fraud or negligence and upto Rs. 1250/- in other cases subject to the conditions laid down in GFR & procedure laid down by Govt. of India and other orders issued by GOI/ICAR on the subject from time to time.	-
3	To dispose of crops at the prevailing market rate	Upto Rs.50.000/- in each case per year	-
4	To supply seeds free of cost for full experimental purpose	Full	-
5	Purchase of stores	Upto Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
6	Purchase of books, publications and reprints of scientific papers	Upto Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures
7	Printing and binding	Full, subject to availability of funds	-
8	To incur recurring expenditure on maintenance and repair of motor vehicle etc	Upto Rs.10,000/- in each case per year	-
9	Repair of scientific instruments, laboratory equipments agricultural implements and machinery	Upto Rs.10,000/- in each case per year	-
10	Repair of bicycles locally	Upto Rs.100/- in each case per year	-
11	Repair of typewriters and other office machines	Full	-
12	Postal, Telegram charges and commission on money orders if unavoidable and is considered necessary in public interest for bonafide official purposes	Full	-
13	Purchase of stationery stores (local purchase)	Upto Rs.25,000/-per year	-
14	Ordinary contingencies which do not require special sanction	Full	-
15	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the coordinating unit	Full	-
16	Sanctioning advances for LTC to staff of the Coordinating unit	Full excepting himself, subject to the provisions of GFR 235	-
17	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring team members, QRT members special invitees for workshop/meeting etc.	Full subject to the provisions of GFR 231 to 234	-
18	Payment of wages of daily paid labour, semi-skilled labourers	Full subject to provisions of funds and observance of GOI, ICAR orders/instructions on the subject	-
19	Sanction of registration charges at Symposia/seminar	Full as per ICAR norms	-

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
20	Sanction for payment of honorarium	Full powers upto Rs.25,000/- in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year (Order dated 30.1.87)	-
21	Payment of charges on postage, telegrams (telex, fax, water, electricity, telephone bills etc.)	Full	-
22	Advances		-
	A) Interest bearing advances		
	(i) Cycle advance	Full	-
	(ii) Fan advance to Class IV employees	Full subject to the provisions of GFRs	-
	B) Non-interest bearing advances		
	(i) Festival advance	Full subject to GFR 236 to 245	-
	(ii) Warm clothing advance	Full subject to the provisions of GFRs	-
	(iii) Pay & Traveling allowance advance at the time of transfer and retirement	Full excluding himself subject to the provisions of Rules 223 to 226 of the GFRs.	-
	(iv) Grant of advance in lieu of leave salary	Full except himself subject to provisions of GFR 257-261	-
	(v) Grant of advance to meet traveling expenses to families of Council's employee who die while in service	Full	-
23	Drawing and Disbursing Powers (Powers as DDO)	As exercised by a Drawing & Disbursing Officer, subject to approval by the Director of the respective Institute/Vice Chancellor of the University/DDG, ICAR	-



Sl No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
24	Powers to make appointments of the staff under the coordinating unit	Full as in the case of Director	-
25	Equipment (annual maintenance contract)	Full upto Rs.25,000/-	-
26	On farm Research/Demonstration/field activities and programme	Full	-
27	Refreshment/entertainment charges during official meeting etc	Rs.5,000/- p.a. Rs.5/- per head per session	-
28	Power to sponsor the staff for short term training etc.	Full powers subject to conditions laid down in Govt. of India, Min. of Finance, Memo No.F.(71) Estt III 60 dated 02.12.60 as modified from time to time in respect of staff working under him	-
29	Maintenance of Computer and computer lab	Upto Rs. 25,000/- in each case	-
30	Power to sanction expenditure on insurance	Full	-
	i) Power to get insured during rail transit such of the equipments as very costly and fragile	Subject to following the instructions of GOI	-
	ii) Power to sanction expenditure on the insurance of Motor vehicle	Full (Third party only)	-
31	Power to sanction of reimbursement of unused rail/air tickets	Full if the cancellation for official reasons	-

DELEGATION OF POWERS

Sl. No	Nature of powers	Programme Coordinator, KVK, CPCRI, Kasaragod and KVK CPCRI, RS, Kayangulam
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
2	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full if he is empowered to grant leave
3	Power to sanction casual leave	Full excluding himself
4	Power to sanction EL/HPL/EOL on MC (SR 206 & 208)	Full excluding himself provided no officiating arrangements are involved
5	Power to extend leave (FR 73)	-do-
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 excluding himself
7	Power to grant maternity leave	Full powers excluding himself subject to rules
8	Powers to grant paternity leave	Full powers excluding himself subject to rules
9	Grant of advance in lieu of leave salary (GFR 259-261)	Full powers excluding himself subject to rules
10	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 powers excluding himself subject to rules
11	Grant of Leave Travel Concession	Full powers excluding himself subject to rules
12	Power to fix pay and allowances of Officers and staff	Full powers excluding himself subject to rules
13	Grant of additional allowances equivalent to one increment for undergoing family planning operation	Full powers excluding himself subject to rules
14	Payment of leave salary	Full powers excluding himself subject to rules
15	Special CL for undergoing FP Programme	Full
16	Power to incur contingent expenditure in general	
	i) Bi cycle	Full subject to rules
	ii) Electricity, Gas and water charges	Full
	iii) Fixture and furniture purchase	Rs.10,000/-p.a.
	iv) Freight charges	Full subject to rules
	v) Municipal or cantonment rates and taxes	Full
	vi) Posts and telegraph charges including commissions on Money Orders etc.	Full

Sl.	Nature of powers	Programme Coordinator, KVK, CPCRI, Kasaragod and KVK
	Repairs of plant and machinery including tractors etc. Furniture	Rs.10,000/- in each case subject to rules and availability of budget provision
	viii) Local purchase of stationery stores	Rs.250/- in each case, Rs.2000/- p.a.
	ix) Local purchase of rubber stamps and office seals	Rs.100/- p.a.
	x) Purchase of working stores, chemicals, tools plants and equipments, insecticides, fertilizers etc.	Rs.10,000/- in each case subject to budget provision
	xi) Supply of uniforms, badges and other articles of clothing etc. and washing allowances	Full subject to liveries rules
	xii) Telephone charges	Full subject to rules
	xiii) Repairs to Typewriters. Calculating machine	-do-
	xiv) Indents. Contracts and purchase (Rule 13 of DFP Rules 1978)	To place indent on DGS upto Rs.10,000/- in each case for procurement of stores items
17	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road fax, wherever leviable	Full subject to rules
18	Maintenance of computer and computer lab	Rs.1000/- in each case
19	Demurrage/Wharfage charge	Rs.100/- in each case
20	Sanction of air freight	Upto Rs.50/- in each occasion subject to the conditions as stipulated in GFR/ICAR Delegation of Powers Rules
21	Repairs of office cycles	Full subject to GFR
22	Recurring contingent expenditure	Rs.500/- p.a. in each case not listed separately
23	Printing and binding	Rs.100/- in each case subject to Rs.1500/-p.a.
24	Placing indents with controller of stationery	Local purchase upto Rs.250/-in each case, Rs.2000/- p.a.
25	Advertisement charges	Full
26	Advance payment to firms including Central, State Govt. run organizations for supply of stores	Full subject to GFR/ICAR instructions
27	Expenditure for farm contingency	Full subject to budget provision
28	a) Hiring of vehicles for transporting of farm produce etc.	Full
	b) in connection with the visit of VIPs	Expenditure to a maximum of Rs.500/- subject to rules/instructions of ICAR Govt. of India
29	Maintenance, upkeep and repairs of tools, plants and vehicles, tractor, power tiller	Rs.2500/- in each case
30	Power to sanction of refund of cancellation charges on air ticket	Full excluding himself
31	Power to restrict the frequency and duration of journeys (SR.63)	Full excluding himself

Sl. No.	Nature of powers	Programme Case Number: KVK CPCRI Kasargod and KVK N. K.
Sl. No.	Nature of powers	Programme Case Number: KVK CPCRI Kasargod and KVK N. K.
33	Power to sanction reimbursement to cancellation charges on unused railway ticket	Full excluding himself
34	Grant of advance of pay and TA on transfer (GFR 222)	Full excluding himself
35	Grant of advances in connection with tours (GFR 231 to 232)	Full excluding himself
36	Grant of advances in connection with LTC	Full excluding himself
37	Grant of advances in connection with festivals	Full excluding himself
38	Grant of advances in connection With natural calamities	Full subject to order of GOI/Council
39	Reimbursement of medical expenses as admissible under CCS (Medical Attendance Rules, 1944 including counter signature of medical bills)	Full powers for all excluding himself
40	Sanction of CEA and tuition fee	Full
41	Grant of temporary advances including special advances from GPF	Full except himself
42	Final withdrawal including part final withdrawal from GPF to the staff members	Full except himself
43	Power to sanction Night Duty Allowance/Children's Educational Allowance	Full subject to rules in force
44	Repairs and maintenance of electrical installations	Full subject to CPWD norms
45	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
46	Sanction to refund Earnest Money Deposit	Full subject to rules
47	Hiring of vehicles in connection with survey work	As detailed in. O.O. No.F.13(1)89-Estt Dated 24-6-91
48	Purchase of books, periodicals and official publications	Rs.500/-per annum (reference books)
49	Sale of produce	Full powers as Head of Regional Stations
50	Power to fix sale price of seeds, plants and other products of the Institute	Full
51	Grant of permanent advances/cash imprest (Rule 90 of GFR)	Rs.10,000/-
52	Participation in exhibition and demonstrations of research activity	Rs.200/-

Grams : 'RESEARCH' Kasaragod Fax : 91-4994-232 322	കേന്ദ്ര പ്ലാന്റേഷൻ കൃഷി ഗവേഷണ സ്ഥാപനം (भारतीय कृषि अनुसंधान परिषद) कासरगोड़ - 671124, केरल, भारत	Phone : 04994 - 232 893 - 6 Email : cpcr@nic.in cpcr@yahoo.com URL : http://cpcr.nic.in Web site: http://cpcr.gov.in
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No.F.13(1)/2006-Estt.

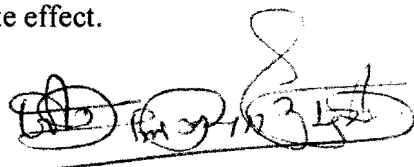
Dated. 27.05.2011.

OFFICE ORDER

Sub: Enhancement of delegation of powers – regarding.

Director has been pleased to enhance the permanent Imprest Advance from Rs.10,000/- to Rs.15000/- only in respect of Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam till the expiry of the project "National Initiative on Climate Resilient Agriculture".

The above order comes into effect with immediate effect.



Administrative Officer i/c

Distribution :

1. The Head, CPCRI Regional Station, Kayangulam with reference to his letter No. 176(86)2010-11-KVK dated 26.04.2011.
2. Programme Coordinator, Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam.
3. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
4. Asst. Finance & Accounts Officer, CPCRI, RS, Kayangulam.
5. Library.
6. Guard file.

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Library

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केन्द्रीय रोपण फसल अनुसंधान संस्थान
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

OFFICE ORDER

Consequent upon his transfer from CPCRI, Kasaragod to I.A.S.R.I, New Delhi **vide** Council's Office Order No.F.No.5-1/2011-Estt.I dated 3rd April 2012, Shri.K.P.S. Gautam, Senior Administrative Officer, CPCRI, Kasaragod is relieved of his duties from C.P.C.R.I, Kasaragod w.e.f. the afternoon of dated **10.04.2012** to enable him to join his duties at I.A.S.R.I. New Delhi.

Certified that nothing is due to this Institute from Shri. K.P.S. Gautam, Senior Administrative Officer at the time of his relief from this Institute.

(Dr. George V Thomas)
Director

Copy to:

1. Shri.K.P.S. Gautam, Senior Administrative Officer, CPCRI, Kasaragod (through proper channel)
2. The Director , Indian Agricultural Statistics Research Institute, Library Avenue, Pusa, New Delhi – 110 012.
3. The Director (Administration), ICAR, Krishi Bhavan, Dr.Rajendra Prasad Road, New Delhi Pin- 110 114.
4. The Under Secretary (Administration) ICAR, Krishi Bhavan, New Delhi-110 114.
5. The Project Co-Ordinator (Palms) ,CPCRI, Kasaragod
6. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
7. The Heads/SIC,CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
8. The Senior Administrative Officer, CPCRI, Kasaragod
9. The Senior Finance & Accounts officer, CPCRI, Kasaragod
10. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
11. The Administrative Officer, CPCRI, Kasaragod
12. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
13. Scientist in-charge,PME/Confidential Section/Library/ARIS Cell/Hindi Cell,CPCRI, Kasaragod
14. Programme Coordinator, KVK, Kasaragod/Kayangulam
15. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
16. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
17. Guard file

Fax : 91-4994-232 322

केन्द्रीय रोपण फसल अनुसंधान संस्थान
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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

OFFICE ORDER

Consequent upon the transfer of Shri. K.P.S. Gautam, Senior Administrative Officer to I.A.S.R.I, New Delhi vide Council's Office Order No.F.No.5-1/2011-Estt.I dated 3rd April 2012, his relieving of his duties from CPCRI, Kasaragod w.e.f. the afternoon of dated 10.04.2012 and in supersession of all the previous orders on the subject, the Director, CPCRI, Kasaragod has been pleased to decide that Shri.K.P.S. Gautam, Senior Administrative Officer will hand over the charge of the Head of Office/Senior Administrative Officer to Shri.Jayarama Naik K.M. Administrative Officer, with immediate effect.

Shri.K.M.Jayarama Naik, Administrative Officer will perform the duties of Head of the Office/Senior Administrative officer in-charge of the CPCRI, Kasaragod, in addition to his normal duties without any additional remuneration as detailed below.

1. Shri.Jayarama Naik K.M. Administrative Officer is declared as Head of Office of CPCRI, Kasaragod and he will use the designation as Senior Administrative officer in-charge and sign the cheques of the Institute as second signatory with immediate effect and until further orders.

2. Shri.Jayarama Naik K.M. Administrative Officer, will take over the charge of Head of Office/Senior Administrative Officer from Shri. K.P.S. Gautam, Senior Administrative officer with immediate effect.

DIRECTOR

Copy to:

1. Shri.KPS Gautam, Senior Administrative officer, CPCRI, Kasaragod
2. Shri.Jayarama Naik, K.M. Administrative officer, CPCRI, Kasaragod
3. The Project Co-Ordinator (Palms), CPCRI, Kasaragod
4. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
5. The Heads/SIC, CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
6. The Senior Administrative Officer, CPCRI, Kasaragod
7. The Senior Finance & Accounts officer, CPCRI, Kasaragod
8. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
9. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
10. Scientist in-charge, PME/Confidential Section/Library/ARIS Cell/Hindi Cell, CPCRI, Kasaragod
11. Programme Coordinator, KVK, Kasaragod/Kayangulam
12. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
13. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
14. Guard file

DELEGATION OF POWERS

IN

**CENTRAL PLANTATION CROPS RESEARCH
INSTITUTE**

(As on 31st January 2011)

Compiled by : Sri KV Kunhikannan, Asst. Adm. Officer
Smt. M Padmini, Asst. Adm. Officer
Smt. Sumithra Nambiar, Assistant

DELEGATION OF POWERS

CPCRI, KASARAGOD - Extent of powers delegated

[illegible]

SI No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	the fitness of an employee of non gazetted status to return to during (SR 267)										
6	Power to restrict the frequency and duration of journeys	Full powers excluding himself	-	-	-	-	-	-	-	-	-
7	Power to grant maternity/paternity leave (SR 267)	Full, in respect of staff working under him	Full, in respect of staff working under him	-	Full, in respect of staff working under him	-	-	-	-	-	-
8	Power to grant Hospital Leave	Full powers	-	-	-	-	-	-	-	-	-
9	To sanction tour programme and counter signature of TA Bills	Full power of all personnel working under him excluding himself	Full in respect of officers & and staff in Admn, Drivers, Canteen, Guest House	Full in respect of staff working under him.	Full in respect of staff working under him.	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
10	Power to sanction reimbursement of cancellation charges on unused railway ticket	Full power of all personnel working under him excluding himself	Full in respect of officers & and staff in Admn, Drivers, Canteen, Guest House	Full in respect of staff working under him.	-	-	-	-	-	-	-
11	i) Local purchase of stationery stores	Upto Rs.10,000/- p.a. for local purchase on account of delay or/and non supply of stationery items subject to availability of funds and also observance of prescribed procedures	Upto Rs. 5,000/- in each case	Upto Rs. 500/- in each case	Upto Rs. 500/- in each case	-	-	-	-	-	-
	ii)Local purchase of rubber stamps and office seal	Full	Full	-	Full	-	-	-	Full	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
12	Purchase of working stores, chemicals, glass wares, plants and equipments, insecticides including consumable for research work	Rs.50,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs.500/- in each case	-	-	-	-	-	-
13	Maintenance of computer and computer laboratory	Upto Rs. 25,000/- p.a. including cost of stores and other materials required for maintenance subject to availability of funds	Upto Rs. 2,000/- in each case including cost of stores and other materials required for maintenance	-	Upto Rs. 1,000/- in each case	-	-	-	-	-	-
14	Grant of special pay to LDC/ UDC/Asst appointed to perform the duties of Cashier	-	Full	-	-	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
15	Power to sanction annual increment (FR 24)	-	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	-	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	Full to allow normal increments or to withhold increment for which sanction of the appointing authority is necessary.	-	-	-	-
16	Power to sanction the undertaking of work for which an honorarium is offered and the grant or acceptance of an honorarium (FR 26 (b))	-	Upto Rs.500/- in each case	-	-	-	-	-	-	-	-
17	Power to extend the time limits of six months and one month within which the members of the family of Council's	-	Full in respect of staff upto Group C and D	-	-	-	-	-	-	-	-

SI No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116 (b)(iii))										
18	POWER TO INCUR CONTINGENT EXPENDITURE IN GENERAL										
i)	Electricity, gas and water charges	-	Full	-	Full	-	-	-	-	-	-
ii)	Fixtures and furniture purchases and repairs	-	Upto Rs.5,000/- in each case	-	Upto Rs. 1,000/- in each case	-	-	-	-	-	-
iii)	Freight/Demurrage/ Wharfage	Full except demurrage	Freight - Full Demurrage upto Rs.500/- in each case	-	Full except demurrage	-	-	-	Full except demurrage	-	-
iv)	Maintenance, upkeep and repairs of motor vehicles including POL	-	i) Upto Rs.5,000/- in each case ii) POL full	-	Upto Rs.1,000/- in each case ii) POL full	-	-	-	-	Rs.500/- in each case POL-Full	Rs.500/- in each case

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
v)	Municipal or/ cantonment rates and taxes	-	Full	-	Full	-	-	-	-	Full	-
vi)	a)Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repair to such installation	Upto Rs. 5,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs. 1,000/- in each case	-	-	-	-	Rs.500/- in each case	-
	b)Maintenance and ordinary repairs of office building and staff quarters etc.	Upto Rs.5000/- in each case	Upto Rs.5000/- in each case	-	Upto Rs.1000/- in each case	-	-	-	-	Rs.500/- in each case	-
vii)	Post/telegraph /Bank charges including commission on Money	-	Full	Bank charges full	Full	-	Full	Bank charges full	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
	Orders etc.										
viii)	Printing and binding	-	Upto Rs.5,000/- in each case	-	-	-	-	-	-	-	-
ix)	Purchase of books, periodicals and officials publications	Full powers to Head, PB & PHT	Upto Rs.5,000/- per annum for references books only.	-	-	-	-	-	-	-	-
x)	Repair to plant and machinery equipments, tractors, pumping set, sea/river crafts etc.	Upto Rs.5,000/- in each case	Upto Rs.5,000/- in each case	-	Upto Rs.2,000/- in each case	-	-	-	-	-	-
xi)	Supply of uniforms, badges and other articles of clothing etc and washing allowance	-	Full	-	Full	-	-	-	-	-	-
xii)	Telephone charges	-	Full	-	Full	-	-	-	Full	-	-
xiii)	Advertisement charges	-	Full	-	Full	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin& Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
19	Grant of advance of pay and TA on transfer (GFR 222)	Full in respect of staff working under him	Full in respect of Group B, C, & D staff	-	-	-	-	-	-	-	-
20	Grant of advances in connection with tours (GFR 222)	Full in respect of staff working under him	Full upto the level of Group B staff in admn.	Full in respect of staff working under him.	Full upto the level of Group B staff in admn.	-	-	-	-	-	-
21	Grant of leave travel concession (LTC) advance	-	Full upto Group B level.	-	Full in respect of Group B, C, & D staff	Full in respect of Group C, & D staff	Full in respect of Group C, & D staff	-	-	-	-
22	Grant of advances in connection with festivals	-	Full as per rules	-	Full as per rules	-	-	Full in respect of Group C & D staff	-	-	-
23	Grant of temporary advances including special advances from Provident Fund.	-	Full upto the Group B level	-	Full upto Group B, C & D	-	-	Full in respect of Group C, & D staff	-	-	-
24	Grant of advances in lieu of leave salary (GFR 259 -261)	-	Full upto the Group B level	-	Full upto the Group B level	Full in respect of Group C, & D staff	Full in respect of Group C, & D staff	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
25	Grant of advances to the family of an employee equivalent to non-gazetted status left in indigent circumstances upon the death of the employees	-	Full	-	-	-	-	-	-	-	-
26	Reimbursement of medical expenses as admissible under central Services (Medical Attendance) rules, 1944, including counter signature of medical bills	-	Full upto Group B level	-	Full upto Group B level	-	-	-	-	-	-
27	Final withdrawal including part final withdrawals from Provident Fund	-	Full upto Group B level	-	Full upto Group B level	-	-	-	-	-	-

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
28	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
29	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
30	Reimbursement of CEA/Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
31	Attestation of service Books	-	Full	-	Full	Full	Full	-	-	-	-
32	Power to grant special CL for undergoing FP programme	-	Full upto Group B officers	-	Full upto Group B officers	-	-	-	-	-	

Sl No	Nature of powers	Head of Division	Sr. Admn. officer	Sr. Fin & Accounts officer	Admn. Officer	Asst. Admn. Officer (E I)	Asst. Admn. Officer (E II)	Asst. Admn. Officer (Bills)	Asst. Admn. Officer (Stores)	Asst. Admn. Officer (Estate)	OIC Vehicle
1	2	3	4	5	6	7	8	9	10	11	
28	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road tax wherever leviable	-	Full	-	Full	-	-	-	-	Full	-
29	Reimbursement of cost of newspapers	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
30	Reimbursement of CEA/Tuition fee	-	Full subject to guidelines issued by the Council from time to time	-	Full subject to guidelines issued by the Council from time to time	-	-	Full subject to guidelines issued by the Council from time to time	-	-	-
31	Attestation of service Books	-	Full	-	Full	Full	Full	-	-	-	-
32	Power to grant special CL for undergoing FP programme	-	Full upto Group B officers	-	Full upto Group B officers	-	-	-	-	-	

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 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	-
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 Kidu - Full subject to budget provision subject to concurrence of SFAO	-
36	Hiring of vehicles for transporting of farm produce etc	Full	Full	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
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	-

Sl. No	Nature of powers	Head of Regional Stations	Scientist-in -Charge of Research Centers.	Drawing & Disbursing Officer, Kidu
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	Mohitnagar/Kahikuchi - Rs.50,000/- in each case Kidu – Rs.25000/- in each case subject to prior concurrence/vetting by SFAO	-
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 extend 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	-	-

Assistant Administrative Officers and Assistant Finance & Accounts Officer, CPCRI, RS, Kayangulam.

Sl. No	Nature of Powers	A.A.O (Estt./Bills)	A.A.O (Stores)	Asst. Fin.& Accts. Officer.
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of staff working under him and Group C&D staff excluding Accounts and Stores Section.	Full in respect of staff working under him.	Full in respect of staff working under him.
2	Power to sanction casual leave	Full in respect of staff working under him.	Full in respect of staff working under him.	Full in respect of staff working under him.
3	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
4	Power to extend leave (FR 73)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
5	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)	In respect of all Group C&D staff excluding Accounts and Stores Section	Full in respect of staff working under him.	Full in respect of staff working under him.
6	Local purchase of rubber stamps and office seals	-	Full	-
7	Power to sanction annual increment (FR 24)	Full to allow normal increment	-	-
8	Freight/Demurrage/Wharfage	-	Full except demurrage	-
9	Posts & Telegraphs charges including commission on Money Orders etc.	Full	-	-
10	Telephone Charges	Full	-	-
11	Grant of Leave Travel concession	Full in respect of Group C&D staff	-	-
12	Grant of advances in connection with festivals	Full in respect of Group C&D staff	-	-
13	Grant of temporary advances including special advances from GPF	Full in respect of Group C&D staff	-	-

Sl. No	Nature of Powers	A.A.O (Estt./Bills)	A.A.O (Stores)	Asst. Fin.& Accts. Officer.
14	Repair of office cycles	-	Upto Rs. 500/- subject to restriction imposed by Council.	-
15	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles/Road tax including Tractor/power tiller.	Full	-	-
16	Reimbursement of CEA/Tuition fee	Full subject to guidelines issued by Council from time to time.	-	-
17	Reimbursement of cost of newspapers	Full subject to guidelines issued by Council from time to time.	-	-
18	Electricity, gas and water charges	Full	-	-
19	Maintenance, upkeep and repairs of motor vehicles including POL	Rs.1000/- in each case	-	-
20	Municipal/cantonment rates & taxes	Full	-	-
21	Execution of petty works and special repairs to buildings.	Rs.1000/- in each case	-	-
22	Maintenance and ordinary repairs of office building & staff quarters etc.	Rs.500/- in each case	-	-
23	Grant of advance in lieu of leave salary (GFR 259-261)	Full in respect of Group C&D	-	-
24	Purchase of stationery	Rs.500/- each case	-	-
25	Sanction for the refund of EMD	Rs.2000/- each case	-	-

Assistant Administrative Officers, CPCRI, RS, Vittal.

Sl. No	Nature of powers	AAO (E)	AAO (Stores)
1	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of Group C & D staff	-
2	Power to sanction casual leave	Full in respect of staff working under him	Full in respect of staff working under him
3	Power to sanction EL/HPL/CCL/EOL on MC (SR 206 & 208)	Full in r/o Group B Non-Gazetted drawing pay in the pay band of Rs.9300-34800/- with Grade Pay of Rs.4200/- Full in respect of Group C & D staff	-
4	Power to extend leave (FR 73)	Full in respect of Group C & D staff	-
5	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 in respect of Group C & D staff	-
6	Power to sanction annual increments (FR 24)	Full to allow normal increments or withhold an increment for which sanction of the Appointing authority is required.	-
7	Local purchase of rubber stamps and office Seals	-	Full
8	Power to incur contingent expenditure in general:		
i)	Electricity, gas and water charges	-	Full
ii)	Freight/Demurrage/Wharfage	-	Full except demurrage
iii)	Maintenance upkeep and repairs of motor vehicles including POL	-	Rs.500/- in each case POL full
iv)	Municipal or cantonment rates & taxes	-	Full

v)	a) Execution of petty works and special repairs to buildings owned by Council/Institute including sanitary fittings, water supply and electric installation in such buildings and repairs to such installation.	-	Rs.1000/- in each case
	b) maintenance and ordinary repairs of office building & staff quarters etc.	Full	Rs.500/- in each case
vi)	Posts & Telegraphs charges including commission on Money Orders etc.	-	Full
vii)	Telephone Charges	-	-
9	Grant of Leave Travel concession/ LTC advance	Full upto Group C & D staff	-
10	Grant of advances in connection with festivals	Full upto Group C & D staff	-
11	Grant of temporary advances including special advances from GPF	Full upto Group C & D staff	-
12	Grant of advance in lieu of leave salary (GFR 259-261)	Full upto Group C & D staff	-
13	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road Tax, wherever leviable	-	Full
14	Reimbursement of cost of newspapers	Full subject to guidelines issued by the Council from time to time	-
15	Reimbursement of CEA/Tuition fee	Full	-
16	Attestation of Service Books	Full	-
17	Repair of office cycles	-	Upto Rs. 500/- subject to restrictions imposed by the Council
18	Purchase of stationery	Rs.500/- in each case	-
19.	Sanction for the refund of EMD	Rs.2000/- in each case	-

PROJECT COORDINATOR (PALMS)

Sl No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
Administrative powers:			
1	To act as Member of the Selection Committee/Departmental Promotion Committee for recruitment/promotion of staff in the coordinating unit.	Full	-
2	To sanction all kinds of leave except study leave to the staff of the Coordinating unit.	Full	-
3	Power of self functioning of tour upto 10 days at a time, with intimation to the controlling authority including concerned Deputy Director General/Asst. Director General at the ICAR Headquarters.	As per rules	-
4	To sanction tour of all categories of staff attached to the Coordinating Unit	Full	-
Financial Powers.			
1	To strike off stores rendered unserviceable through normal wear and tear	Up to Rs.25,000/- in each case per year.	Subject to observance of requirement under GFR DFP Rules
2	Write off losses	Upto Rs.5,000/- for loses of stores not due to theft, fraud or negligence and upto Rs. 1250/- in other cases subject to the conditions laid down in GFR & procedure laid down by Govt. of India and other orders issued by GOI/ICAR on the subject from time to time.	-
3	To dispose of crops at the prevailing market rate	Upto Rs.50.000/- in each case per year	-
4	To supply seeds free of cost for full experimental purpose	Full	-
5	Purchase of stores	Upto Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
6	Purchase of books, publications and reprints of scientific papers	Upto Rs.50,000/- in each case per year	Subject to observance of normal rules and procedures
7	Printing and binding	Full, subject to availability of funds	-
8	To incur recurring expenditure on maintenance and repair of motor vehicle etc	Upto Rs.10,000/- in each case per year	-
9	Repair of scientific instruments, laboratory equipments agricultural implements and machinery	Upto Rs.10,000/- in each case per year	-
10	Repair of bicycles locally	Upto Rs.100/- in each case per year	-
11	Repair of typewriters and other office machines	Full	-
12	Postal, Telegram charges and commission on money orders if unavoidable and is considered necessary in public interest for bonafide official purposes	Full	-
13	Purchase of stationery stores (local purchase)	Upto Rs.25,000/-per year	-
14	Ordinary contingencies which do not require special sanction	Full	-
15	Sanctioning of General Provident Fund (GPF) advance and withdrawal to the staff of the coordinating unit	Full	-
16	Sanctioning advances for LTC to staff of the Coordinating unit	Full excepting himself, subject to the provisions of GFR 235	-
17	Sanctioning tour advances for self, other staff of the coordinating unit, monitoring team members, QRT members special invitees for workshop/meeting etc.	Full subject to the provisions of GFR 231 to 234	-
18	Payment of wages of daily paid labour, semi-skilled labourers	Full subject to provisions of funds and observance of GOI, ICAR orders/instructions on the subject	-
19	Sanction of registration charges at Symposia/seminar	Full as per ICAR norms	-

SI No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
20	Sanction for payment of honorarium	Full powers upto Rs.25,000/- in each case. In the case of recurring honorarium this limit applies to the total of the recurring payments made to an individual in a year (Order dated 30.1.87)	-
21	Payment of charges on postage, telegrams (telex, fax, water, electricity, telephone bills etc.)	Full	-
22	Advances		-
	A) Interest bearing advances		
	(i) Cycle advance	Full	-
	(ii) Fan advance to Class IV employees	Full subject to the provisions of GFRs	-
	B) Non-interest bearing advances		
	(i) Festival advance	Full subject to GFR 236 to 245	-
	(ii) Warm clothing advance	Full subject to the provisions of GFRs	-
	(iii) Pay & Traveling allowance advance at the time of transfer and retirement	Full excluding himself subject to the provisions of Rules 223 to 226 of the GFRs.	-
	(iv) Grant of advance in lieu of leave salary	Full except himself subject to provisions of GFR 257-261	-
	(v) Grant of advance to meet traveling expenses to families of Council's employee who die while in service	Full	-
23	Drawing and Disbursing Powers (Powers as DDO)	As exercised by a Drawing & Disbursing Officer, subject to approval by the Director of the respective Institute/Vice Chancellor of the University/DDG, ICAR	-



Sl No	Nature of power	Extent of power delegated	Remarks
1	2	3	4
24	Powers to make appointments of the staff under the coordinating unit	Full as in the case of Director	-
25	Equipment (annual maintenance contract)	Full upto Rs.25,000/-	-
26	On farm Research/Demonstration/field activities and programme	Full	-
27	Refreshment/entertainment charges during official meeting etc	Rs.5,000/- p.a. Rs.5/- per head per session	-
28	Power to sponsor the staff for short term training etc.	Full powers subject to conditions laid down in Govt. of India, Min. of Finance, Memo No.F.(71) Estt III 60 dated 02.12.60 as modified from time to time in respect of staff working under him	-
29	Maintenance of Computer and computer lab	Upto Rs. 25,000/- in each case	-
30	Power to sanction expenditure on insurance	Full	-
	i) Power to get insured during rail transit such of the equipments as very costly and fragile	Subject to following the instructions of GOI	-
	ii) Power to sanction expenditure on the insurance of Motor vehicle	Full (Third party only)	-
31	Power to sanction of reimbursement of unused rail/air tickets	Full if the cancellation for official reasons	-

DELEGATION OF POWERS

Sl. No	Nature of powers	Programme Coordinator, KVK, CPCRI, Kasaragod and KVK CPCRI, RS, Kayangulam
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
2	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full if he is empowered to grant leave
3	Power to sanction casual leave	Full excluding himself
4	Power to sanction EL/HPL/EOL on MC (SR 206 & 208)	Full excluding himself provided no officiating arrangements are involved
5	Power to extend leave (FR 73)	-do-
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 excluding himself
7	Power to grant maternity leave	Full powers excluding himself subject to rules
8	Powers to grant paternity leave	Full powers excluding himself subject to rules
9	Grant of advance in lieu of leave salary (GFR 259-261)	Full powers excluding himself subject to rules
10	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 powers excluding himself subject to rules
11	Grant of Leave Travel Concession	Full powers excluding himself subject to rules
12	Power to fix pay and allowances of Officers and staff	Full powers excluding himself subject to rules
13	Grant of additional allowances equivalent to one increment for undergoing family planning operation	Full powers excluding himself subject to rules
14	Payment of leave salary	Full powers excluding himself subject to rules
15	Special CL for undergoing FP Programme	Full
16	Power to incur contingent expenditure in general	
	i) Bi cycle	Full subject to rules
	ii) Electricity, Gas and water charges	Full
	iii) Fixture and furniture purchase	Rs.10,000/-p.a.
	iv) Freight charges	Full subject to rules
	v) Municipal or cantonment rates and taxes	Full
	vi) Posts and telegraph charges including commissions on Money Orders etc.	Full

Sl.	Nature of powers	Programme Coordinator, KVK, CPCRI, Kasaragod and KVK
	Repairs of plant and machinery including tractors etc. Furniture	Rs.10,000/- in each case subject to rules and availability of budget provision
	viii) Local purchase of stationery stores	Rs.250/- in each case, Rs.2000/- p.a.
	ix) Local purchase of rubber stamps and office seals	Rs.100/- p.a.
	x) Purchase of working stores, chemicals, tools plants and equipments, insecticides, fertilizers etc.	Rs.10,000/- in each case subject to budget provision
	xi) Supply of uniforms, badges and other articles of clothing etc. and washing allowances	Full subject to liveries rules
	xii) Telephone charges	Full subject to rules
	xiii) Repairs to Typewriters. Calculating machine	-do-
	xiv) Indents. Contracts and purchase (Rule 13 of DFP Rules 1978)	To place indent on DGS upto Rs.10,000/- in each case for procurement of stores items
17	Power to sanction expenditure on the insurance of motor vehicles under Motor Vehicles Act, 1939 and to pay Road fax, wherever leviable	Full subject to rules
18	Maintenance of computer and computer lab	Rs.1000/- in each case
19	Demurrage/Wharfage charge	Rs.100/- in each case
20	Sanction of air freight	Upto Rs.50/- in each occasion subject to the conditions as stipulated in GFR/ICAR Delegation of Powers Rules
21	Repairs of office cycles	Full subject to GFR
22	Recurring contingent expenditure	Rs.500/- p.a. in each case not listed separately
23	Printing and binding	Rs.100/- in each case subject to Rs.1500/-p.a.
24	Placing indents with controller of stationery	Local purchase upto Rs.250/-in each case, Rs.2000/- p.a.
25	Advertisement charges	Full
26	Advance payment to firms including Central, State Govt. run organizations for supply of stores	Full subject to GFR/ICAR instructions
27	Expenditure for farm contingency	Full subject to budget provision
28	a) Hiring of vehicles for transporting of farm produce etc.	Full
	b) in connection with the visit of VIPs	Expenditure to a maximum of Rs.500/- subject to rules/instructions of ICAR Govt. of India
29	Maintenance, upkeep and repairs of tools, plants and vehicles, tractor, power tiller	Rs.2500/- in each case
30	Power to sanction of refund of cancellation charges on air ticket	Full excluding himself
31	Power to restrict the frequency and duration of journeys (SR.63)	Full excluding himself

Sl. No.	Nature of powers	Delegating Officer: KVK CPCRI Kasargod and KVK N. K.
	General Powers	General Powers
33	Power to sanction reimbursement to cancellation charges on unused railway ticket	Full excluding himself
34	Grant of advance of pay and TA on transfer (GFR 222)	Full excluding himself
35	Grant of advances in connection with tours (GFR 231 to 232)	Full excluding himself
36	Grant of advances in connection with LTC	Full excluding himself
37	Grant of advances in connection with festivals	Full excluding himself
38	Grant of advances in connection With natural calamities	Full subject to order of GOI/Council
39	Reimbursement of medical expenses as admissible under CCS (Medical Attendance Rules, 1944 including counter signature of medical bills)	Full powers for all excluding himself
40	Sanction of CEA and tuition fee	Full
41	Grant of temporary advances including special advances from GPF	Full except himself
42	Final withdrawal including part final withdrawal from GPF to the staff members	Full except himself
43	Power to sanction Night Duty Allowance/Children's Educational Allowance	Full subject to rules in force
44	Repairs and maintenance of electrical installations	Full subject to CPWD norms
45	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
46	Sanction to refund Earnest Money Deposit	Full subject to rules
47	Hiring of vehicles in connection with survey work	As detailed in. O.O. No.F.13(1)89-Estt Dated 24-6-91
48	Purchase of books, periodicals and official publications	Rs.500/-per annum (reference books)
49	Sale of produce	Full powers as Head of Regional Stations
50	Power to fix sale price of seeds, plants and other products of the Institute	Full
51	Grant of permanent advances/cash imprest (Rule 90 of GFR)	Rs.10,000/-
52	Participation in exhibition and demonstrations of research activity	Rs.200/-

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No.F.13(1)/2006-Estt.

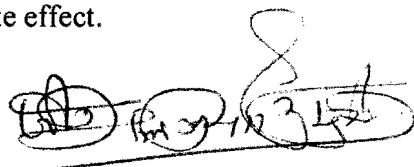
Dated. 27.05.2011.

OFFICE ORDER

Sub: Enhancement of delegation of powers – regarding.

Director has been pleased to enhance the permanent Imprest Advance from Rs.10,000/- to Rs.15000/- only in respect of Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam till the expiry of the project "National Initiative on Climate Resilient Agriculture".

The above order comes into effect with immediate effect.



Administrative Officer i/c

Distribution :

1. The Head, CPCRI Regional Station, Kayangulam with reference to his letter No. 176(86)2010-11-KVK dated 26.04.2011.
2. Programme Coordinator, Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam.
3. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
4. Asst. Finance & Accounts Officer, CPCRI, RS, Kayangulam.
5. Library.
6. Guard file.

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Library

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केन्द्रीय रोपण फसल अनुसंधान संस्थान
(भारतीय कृषि अनुसंधान परिषद)
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Phone : 04994 -232 893 - 5

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CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

OFFICE ORDER

Consequent upon his transfer from CPCRI, Kasaragod to I.A.S.R.I, New Delhi vide Council's Office Order No.F.No.5-1/2011-Estt.I dated 3rd April 2012, Shri.K.P.S. Gautam, Senior Administrative Officer, CPCRI, Kasaragod is relieved of his duties from C.P.C.R.I, Kasaragod w.e.f. the afternoon of dated **10.04.2012** to enable him to join his duties at I.A.S.R.I. New Delhi.

Certified that nothing is due to this Institute from Shri. K.P.S. Gautam, Senior Administrative Officer at the time of his relief from this Institute.

(Dr. George V Thomas)
Director

Copy to:

1. Shri.K.P.S. Gautam, Senior Administrative Officer, CPCRI, Kasaragod (through proper channel)
2. The Director , Indian Agricultural Statistics Research Institute, Library Avenue, Pusa, New Delhi – 110 012.
3. The Director (Administration), ICAR, Krishi Bhavan, Dr.Rajendra Prasad Road, New Delhi Pin- 110 114.
4. The Under Secretary (Administration) ICAR, Krishi Bhavan, New Delhi-110 114.
5. The Project Co-Ordinator (Palms) ,CPCRI, Kasaragod
6. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
7. The Heads/SIC,CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
8. The Senior Administrative Officer, CPCRI, Kasaragod
9. The Senior Finance & Accounts officer, CPCRI, Kasaragod
10. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
11. The Administrative Officer, CPCRI, Kasaragod
12. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
13. Scientist in-charge,PME/Confidential Section/Library/ARIS Cell/Hindi Cell,CPCRI, Kasaragod
14. Programme Coordinator, KVK, Kasaragod/Kayangulam
15. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
16. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
17. Guard file

Fax : 91-4994-232 322

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URL : <http://cpcrri.gov.in>



CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

(Indian Council of Agricultural Research)

KASARAGOD 671 124, KERALA, INDIA



F.No.6(1461)/2010-Estt.

Date: 10.04.2012

OFFICE ORDER

Consequent upon the transfer of Shri. K.P.S. Gautam, Senior Administrative Officer to I.A.S.R.I, New Delhi vide Council's Office Order No.F.No.5-1/2011-Estt.I dated 3rd April 2012, his relieving of his duties from CPCRI, Kasaragod w.e.f. the afternoon of dated 10.04.2012 and in supersession of all the previous orders on the subject, the Director, CPCRI, Kasaragod has been pleased to decide that Shri.K.P.S. Gautam, Senior Administrative Officer will hand over the charge of the Head of Office/Senior Administrative Officer to Shri.Jayarama Naik K.M. Administrative Officer, with immediate effect.

Shri.K.M.Jayarama Naik, Administrative Officer will perform the duties of Head of the Office/Senior Administrative officer in-charge of the CPCRI, Kasaragod, in addition to his normal duties without any additional remuneration as detailed below.



1. Shri.Jayarama Naik K.M. Administrative Officer is declared as Head of Office of CPCRI, Kasaragod and he will use the designation as Senior Administrative officer in-charge and sign the cheques of the Institute as second signatory with immediate effect and until further orders.

2. Shri.Jayarama Naik K.M. Administrative Officer, will take over the charge of Head of Office/Senior Administrative Officer from Shri. K.P.S. Gautam, Senior Administrative officer with immediate effect.

DIRECTOR

Copy to:

1. Shri.KPS Gautam, Senior Administrative officer, CPCRI, Kasaragod
2. Shri.Jayarama Naik, K.M. Administrative officer, CPCRI, Kasaragod
3. The Project Co-Ordinator (Palms), CPCRI, Kasaragod
4. Head of Division i/c, Crop Improvement/Heads of Division, Crop Production/Crop Protection/Social Science/PB & PHT, CPCRI, Kasaragod
5. The Heads/SIC, CPCRI, Regional Stations/Research Centres/Kayangulam/Vittal Minicoy/Mohitnagar/Kahikuchi/Kidu.
6. The Senior Administrative Officer, CPCRI, Kasaragod
7. The Senior Finance & Accounts officer, CPCRI, Kasaragod
8. The Asst.Finance & Accounts officer, CPCRI, RS, Vittal/Kayangulam
9. The Asst. Administrative Officer(Bills/Estt.I & II/Stores/Estate), CPCRI, Kasaragod
10. Scientist in-charge, PME/Confidential Section/Library/ARIS Cell/Hindi Cell, CPCRI, Kasaragod
11. Programme Coordinator, KVK, Kasaragod/Kayangulam
12. P.S to Director/PA to Senior Administrative Officer, CPCRI, Kasaragod
13. Recruitment file/Personal file/Website (Library)/Event Register/Cadre Strength file
14. Guard file

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No.F.13(1/2006-Estt.

Dated. 30.04.2012.

OFFICE ORDER

Sub: Enhancement of delegation of powers – regarding.
 Ref: Proceedings of the Administrative Committee meeting held at CPCRI,
 Kasaragod on 25.02.2012.

Director has been pleased to enhance the sanctioning power of the Programme Coordinator, Krishi Vigyan Kendra, CPCRI Kasaragod and Programme Coordinator, Krishi Vigyan Kendra CPCRI Regional Station, Kayangulam upto Rs.15000/- for each occasion with immediate effect subject to budget provisions.


(Jayarama Naik KM)
 Administrative Officer

Sr. Adm. Officer i/c

18/30/4/12

Distribution :

1. Programme Coordinator, Krishi Vigyan Kendra, CPCRI, Kasaragod.
2. Head, CPCRI Regional Station, Kayangulam.
3. Programme Coordinator, Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam.
4. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
5. Asst. Administrative Officer (Bills), CPCRI, Kasaragod.
6. Asst. Finance & Accounts Officer, CPCRI, RS, Kayangulam.
7. Transparency Officer.
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 भारतीय ICAR	CENTRAL PLANTATION CROPS RESEARCH INSTITUTE (Indian Council of Agricultural Research) KASARAGOD 671 124, KERALA, INDIA	 के.पी.क.अ.भं CPCRI

No.F.13(1/2006-Estt.

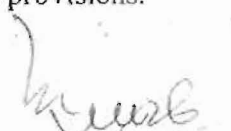
Dated. 30.04.2012.

OFFICE ORDER

Sub: Enhancement of delegation of powers – regarding.



Ref: Proceedings of the Administrative Committee meeting held at CPCRI, Kasaragod on 25.02.2012.

Director has been pleased to enhance imprest money of Krishi Vigyan Kendra, CPCRI Kasaragod and Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam from Rs.10,000/- to Rs.15000/- with immediate effect subject to budget provisions.


 (Jayarama Naik KM)
 Administrative Officer
 Sr. Adm. Officer i/c

Distribution :

1. Programme Coordinator, Krishi Vigyan Kendra, CPCRI, Kasaragod.
2. Head, CPCRI Regional Station, Kayangulam.
3. Programme Coordinator, Krishi Vigyan Kendra, CPCRI Regional Station, Kayangulam.
4. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
5. Asst. Administrative Officer (Bills), CPCRI, Kasaragod.
6. Asst. Finance & Accounts Officer, CPCRI, RS, Kayangulam.
7. Transparency Officer.
8. Guard file.

Grants : 'RESEARCH' Kasaragod Fax : 91-4994-232 322	ക്ഷേത്രം നൂറു (നൂറു) ക്ഷേത്രം + ക്ഷേത്രം നൂറു ക്ഷേത്രം (भारतीय कृषि अनुसंधान परिषद) കാसरഗോഡ് - 671124, കേരള, भारत	Phone : 04994- 232 893 - 6 Email : cpcr@nic.in cpcr@yahoo.com URL : http://cpcr.nic.in Web site: http://cpcr.gov.in
	CENTRAL PLANTATION CROPS RESEARCH INSTITUTE (Indian Council of Agricultural Research) KASARAGOD 671 124, KERALA, INDIA	

No.F.13(1/2006-Estt.

Dated. 30.04.2012.

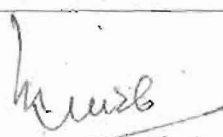
OFFICE ORDER

Sub: Enhancement of delegation of powers -- regarding.

Ref: Proceedings of the Administrative Committee meeting held at CPCRI,
 Kasaragod on 25.02.2012.

Director has been pleased to delegate the following powers to the Asst. Finance & Accounts Officer, CPCRI, Regional Station, Vittal with immediate effect.

S.No.	Nature of powers	Extent of powers
1.	Powers to require a Medical Certificate of fitness before return of leave (FR 71)	Full in respect of staff working under him.
2.	Power to sanction casual leave	Full in respect of staff working under him.
3.	Power to sanction EL /HPL/CCL/EOL on MC (SR 206 & 208)	Full in respect of staff working under him.
4.	Power to extend leave (FR 73)	Full in respect of staff working under him.
5.	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 in respect of staff working under him.




 (Jayarama Naik KM)
 Administrative Officer
 Sr. Adm. Officer i/c

M
 30/4/12

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Distribution :

1. Head i/c, CPCRI Regional Station, Vittal.
2. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
3. Asst. Finance & Accounts Officer, CPCRI, RS, Vittal.
4. Asst. Administrative Officer (Bills), CPCRI, Kasaragod.
5. Transparency Officer.
6. Guard file.

Grams : 'RESEARCH' Kasaragod Fax : 91-4994-232 322	Expdusd sdu (drgd) dldgdd + xhdgddhvdgddxhd dhdhddhddxhd (भारतीय कृषि अनुसंधान परिषद) कासरगोड - 671124, केरल, भारत	Phone : 04994-232 893 >6 Email : cperi@nic.in cperi@yahoo.com URL : http://cperi.nic.in Web site: http://cperi.gov.in
	CENTRAL PLANTATION CROPS RESEARCH INSTITUTE (Indian Council of Agricultural Research) KASARAGOD 671 124, KERALA, INDIA	

No.F.13(1)/2006-Estt.


Dated. 30.04.2012.

OFFICE ORDER

Sub: Enhancement of delegation of powers – regarding.
 Ref: Proceedings of the Administrative Committee meeting held at CPCRI,
 Kasaragod on 25.02.2012.

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Director has been pleased to extend full delegation of powers for the maintenance and upkeep of animals to the Head, CPCRI, Regional Station, Vittal with immediate effect subject to budget provisions.


 (Jayarama Naik KM)
 Administrative Officer
 Sr. Adm. Officer i/c

Distribution :

1. Head i/c, CPCRI Regional Station, Vittal.
2. Sr. Finance & Accounts Officer, CPCRI, Kasaragod.
3. Asst. Finance & Accounts Officer, CPCRI, RS, Vittal.
4. Asst. Administrative Officer (Bills), CPCRI, Kasaragod.
5. Transparency Officer.
6. Guard file.


 30/4/12

