

**DELEGATION OF POWERS**

**IN**

**CENTRAL PLANTATION CROPS RESEARCH  
INSTITUTE**

**(As on 31<sup>st</sup> January 2011)**

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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 & 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 & 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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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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	employee may be treated as accompanying him in individual cases attendant with special circumstances (SR 116 (b)(iii))										
18	POWER TO INCUR CONTINGENT EXPENDTURE 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	Frieght - 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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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	-	-	-