

**REVIEW OF ADMINISTRATIVE/ FINANCIAL POWERS DELEGATED  
TO THE HEAD PUBLICATION DEPARTMENT**

(Council's order No. F. 1 –1/83-IWSU dated 12.9.1983)

<b>S. No.</b>	<b>Nature of Powers</b>	<b>Existing Powers</b>	<b>Remarks</b>
1.	Incurring of Contingent Expenditure	Recurring Rs. 500/- per annum in each case. Non-recurring Rs. 3000/- in each case.	
2.	Repairs to the Typewriters, Calculators, Duplicating machines, Photocopier & other electrical/electronics equipments	Full powers subject to Council's rules	
3.	Repairs, maintenance and upkeep of vehicles.	Full powers subject to Council's rules and also subject to obtaining inability certificate from the concerned Department/Section.	
4.	Local purchase of stationery/art material on non-availability certificate from S&S Section of the NCERT.	Rs. 500/- per annum	
5.	Purchase of packing material (from the Central Govt. Stores/Super Bazar/ Kendriya Bhandar or on the basis of the approved quotation/open tenders) after obtaining no objection certificate from Central Govt. Stores/ Kendriya Bhandar.	Full powers	Subject to budgetary promotion.
6.	Freight charges i) By Rail/Container	Full powers (including payment of advanced for container	

	ii) Demurrage	service) Full powers	Case of delay shall be thoroughly investigated and responsibility pinpointed if any.
7.	Payment of freight for hiring trucks for the transportation of books/printing papers to out station on all India basis.	Full powers including advances for the same subject to terms and conditions as approved by the competent authority.	
8.	Payment of rent/insurance charges etc., for hiring godowns.	Full powers subject to terms and conditions approved by the competent authority.	
9.	Disposal of obsolete/surplus and unserviceable stores (except books and printing papers).	Up to Rs. 1000/-	
10.	Purchase of Rubber Stamps	Full powers-subject to a limit of Rs. 50/- per annum	To avoid the possibility of counterfeiting of stamps and seals by a dealer, purchases shall be made with caution and from firms of repute only.
11.	Repairs of Bicycle etc.	Full powers not exceeding Rs. 50/- per cycle per annum.	
12.	Making appointments against leave vacancies	Full powers for the Regional Centers for making substitute arrangements for Group 'C' & 'D' posts. Leave vacancy beyond 45 days on daily wage basis through local Employment Exchange.	

13.	Grant of temporary advance from Provident Fund	Full powers for RPDC subject to rules and certification regarding advance etc., balance of fund available, by CAO	
14.	Empanelment of free-lance proof-readers, editors, artists and engagement thereof	Full powers subject to their selection by nominated committees by Joint Director/Director.	
15	Repairs of air conditioners from outside agency.	Up to Rs. 500/-	Subject to the condition that repair may be got done through a constituted committee and following the prescribed procedure.
16.	Hiring of local conveyance/taxi during the exigency of work relating to printing of NCERT publications/books.	Full	Subject to non-availability of Council's vehicle and observance of Govt. Rules and instructions on economy in expenditure issued by the Govt. of India from time to time.
17.	To execute and sign agreement of contracts with the Wholesale Agency for the sale and distribution of NCERT Publications.	Full	Subject to prior approval of the competent authority.
18.	Making payment to the printers for printing of NCERT publications.	Full	Subject to availability of funds and as per schedule of rates approved by the competent authority of the Council.