

**SCHEDULE OF POWERS DELEGATED TO THE PRINCIPALS, REGIONAL
INSTITUTES OF EDUCATION**

Sl. No.	Nature of Power	Existing	Remarks
1	2	3	4
1.	Appointment of Staff	To make appointments to all class III and IV posts sanctioned for the College including Group 'B' (Non-Academic –Non-Gazetted (Admn. Posts) in the pay scale of Rs.1640-2900 such as Assistant /Personal Assistant/Senior Accountant/ Assistant Analyst/ Senior Hindi Translator etc.)	Re-delegated vide order No. F. 16-1/90-EC dated 24.2.1998
2.	Tour programmes of Officers and Staff.	Controlling Officer for tours other than by air for officers and staff subordinate to him and T.A. & D.A. bills including his own.	
3.	Open and operate the accounts in connection with the affairs of the college.	Full Powers to open and operate account funds for special funds i.e. hostel funds, games fund in the State Bank of India and /or Post Office Saving Banks.	
4.	Re-delegation of powers	To delegate any of the powers vested with him to any member of the Staff with the approval of the Chairman. Shall be custodian of records, common seal, the funds of the college and such other property as the Council may commit to the charge. To enter first remarks on the Confidential Report for all the staff employed under the Collage excepting his own. To grant permission to leave Head-quarters during leave and vacations to the staff. Drawing and Disbursing Officer.	
5.	Disciplinary action and punishment	To impose all penalties including dismissal or removal from service on all members of the staff (Class III & IV) including Non-academic administrative Group 'B' post (Non-Gazetted) in the pay scale of Rs. 1640-2900 whom the Principal is the appointing authority subject to serving show cause notice and following the usual procedure	Re-delegated vide order No. F. 16-1/90-EC dated 8.11.1996

6.	Grant of leave and increments	Full powers to sanction earned and causal leave and annual increments to all the staff subordinate to him	
7.	Making appointments against leave vacancies	Full powers to sanction officiating promotions, leave vacancies for a period not exceeding the at a time including the period of vacation in case of emergency subject to the normal rules.	
8.	Appointment of technicians, clerks and other manual staff on daily wages at local rates not exceeding Rs. 7/- per day.	Full powers, subject to the budgetary provision.	
9.	Re-appropriation of funds between different heads with-in the budgetary provisions without affecting the total sanction subject to all such re-appropriations being reported to the Council with full justification.	Full powers within the recurring No re-appropriation to be sanctioned from non-recurring to recurring.	
10	To sanction remission and reduction of rents for buildings rented wholly or partially subject to a certificate from the State P.W.D.	Full Powers	

11.	<p>(i) Incurring of contingent expenditure</p> <p>(ii) Incurring of contingent expenditure</p> <p>(iii) Local purchase of Stationery Stores.</p>	<p>Recurring - From Rs.5000/- to Rs. 10,000/- per annum.</p> <p>Non-Recurring – From Rs.10,000/- to Rs. 20,000/- per annum.</p> <p>Recurring – contingent expenditure Rs.5000 per annum but not exceeding Rs.500/- at one time</p> <p>Rs. 5,000/- per annum.</p>	<p>Re-delegated vide order No. F. 1-4/2004-EC dated 19.4.2005</p> <p>Re-delegated to Headmaster of DM School vide order No. F. 1-4/2004-EC dated 19.4.2005</p>
12.	<p><u>GENERAL</u> <u>PROVIDENT FUND</u> <u>CENTRAL CIVIL</u> <u>SERVICS RULES</u></p> <p>i) Grant of temporary advance</p> <p>ii) Final withdrawal for meeting cost of higher education.</p> <p>iii) Final withdrawal for house building purposes.</p> <p>iv) Final withdrawal for meeting expenditure on marriages.</p>	<p>Full powers</p> <p>Full powers</p> <p>Full powers</p> <p>Full powers</p>	<p>Subject to rules</p> <p>Subject to rules</p> <p>Subject to rules</p> <p>Subject to rules</p>

13.	Writing off of losses i) Irrecoverable losses of stores or of public money. ii) Deficiencies and depreciation in the value of stores included in the stock and other accounts.	Rs. 1000/- in each case (for losses of stores not due to theft, fraud or neglect). Rs. 500/- in each case.	
14.	Entertainment and light refreshment	Rs. 500/- per annum Non-Recurring.	Re-delegated vide order No. F. 1-4/2004-EC dated 17.6.2004
15.	Alteration of date of birth.	Full powers in respect of class III and IV officers.	Subject to GOI instructions issued from time to time.
16.	Investigation of arrear claims	Full powers	
17.	Disposal of obsolete, surplus or unserviceable stores.	Upto Rs. 1000/- at any one time.	Subject to observance of rules.
18.	Repairs and Maintenance of buildings and special repairs not exceeding the percentages fixed by the CPWD for such work.	Full powers	
19.	Advance for the purchase of conveyance subject to availability of funds certified by the CAO (i) Other than cycles (ii) Cycles	In case of quasi-permanent Govt. servants and temporary Govt. servants with not less than 3 years service subject to production of adequate surety. In the case of contract officers subject to the conditions set forth in the General Financial Rules. Full Power	Subject to observance of GFR.
20.	Sale or transfer of Motor Vehicle purchased with advance from Government and extension of installment for payment of advance for Cycles.	Full powers	

21.	Advance of pay and T.A. on transfer	Full powers	
22.	Advance of pay and T.A. for Journey on tour.	Full powers	
23.	Advance on the eve of important festivals to non-gazetted Council servant on not exceeding Rs. 8300/- basic.	Full powers subject to the advance being restricted to one month's pay or Rs. 75/- whichever is less.	
24.	From of surety bend to be executed by a Government servant handling cash, stores, etc.	Full powers	
25.	To declare an employees as Ministerial or non-ministerial.	Full powers	
26.	To dispense with certificate of fitness on first appointment	Full powers in respect of Class III and IV staff.	
27.	Transfer of Lien	Full powers in respect of Group B Non-gazetted and C and D non-academic staff subject to approval of the Council.	
28.	Transfer from one post another equivalent post in the Institute.	Full powers in respect of Class III and IV staff.	
29.	Grant of higher initial pay to staff on the initial appointment <ol style="list-style-type: none"> 1. Stage of higher initial pay to be fixed having regard to candidates age, previous experience, qualifications, emoluments last drawn etc. on initial appointment. 2. Reasons for grant of higher initial pay to be recorded fully on the file at the time of the sanction. 3. Where initial 	Upto five advance stage/ increments in the time scale to pay attached to Class III & IV posts of which the Principal is the appointing authority.	

	appointment is to be made in consultation with the Appointments Committee grant of higher initial pay to be based on the recommendation.		
30.	Grant and acceptance of honorarium In the case of recurring honoraria the limit applies to the total of recurring payments made to an individual in a year. While sanctioning honoraria provisions of relevant rules should be kept in view.	Upto Rs. 500/- in each case	Re-delegated vide No. F. 1-14/92-EC dated 04.06.1996
31.	Temporary and officiating appointment of a College employee to more than one post and fixation of pay and allowances.	Full powers in respect of staff for whom the Principal is the appointing authority.	
32.	Retention of ministerial / non-ministerial Government servant after the age of 58/60 years – one year at a time	---	
33.	Acceptance of employment during leave – in India only.	---	
34.	Requiring medical certificate of fitness before return from leave	---	
35.	Extension of leave to cover overstayal	Full powers	
36.	To accept a fitness certificate signed by any registered female medical practitioner in the case of	Full powers	

	female candidate.		
37.	Permission for undertaking work on behalf of a Board/ University like setting and examining of paper etc. for which fee is offered and acceptance of fee (to be reported to the Council's office annually).	Full powers	
38.	To decide the shortest of two or more routes.	Full powers	
39.	To allow mileage allowance by a route other than the shortest or cheapest.	Full powers	
40.	To prescribe a Council servant's head quarters.	Full powers	
41.	To define the limit of a Council servant's sphere of duty.	Full powers	
42.	To grant exemption from the rules limiting a halt on tour to 10 days at any one station.	Full powers not exceeding 30 days.	
43.	To allow exchange of daily for mileage allowance for the whole period of an absence from head-quarters on tour	Full powers	
44.	To impose restrictions on exchange pf daily for mileage allowance.	Full powers	
45.	To extend the prescribed time limit within which the members of Council servant's family may be treated as accompanying him in case of transfer.	Full powers UP-to six months.	
46.	To sanction halts at out stations in excess of ten days.	Upto 30 day	
47.	To intimate that a Government servant who stays at a hill station in excess of ten days was	Upto 30 day	

	required to stay on duty of permitted to stay during		
48.	To disallow T.A. for a Journey to attend and obligatory examination if the competent authority considers that the candidate has culpably neglected to prepare himself for the examination.	Full powers	
49.	To allow actual cost of Journey to appear before medical board preliminary to voluntary retirement on invalid pension.	Full powers	
50.	To fix the amount of hire when a Council servant is provided with means of locomotion at Council's expenses but the cost of its use or propulsion.	Full powers	
51.	To grant T.A. and D.A. to persons who are not govt. or Council's servants attending commissions of enquiry or performing other public duty in an honorary capacity etc. and to declare the grade to which they may be considered to belong.	Full powers	
52.	To authorize combination of holidays with leave and joining time.	Full powers	
53.	To accept a certificate signed by any registered medical practioner in evidence of fitness to return to duty.	Full powers	
54.	Grant of leave to Council's servant declared by medical committee unlikely to be ever fit to return to duty.	Full powers	
55.	To grant maternity and	Full powers	

	hospital leave.		
56.	To permit calculation of joining time by a route other than that ordinarily used.	Full powers	
57.	To extend joining time beyond 30 days.	Full powers	
58.	To extend joining time within the maximum of 30 days subject to certain conditions.	Full powers	
59.	Allotment of residential buildings	Full powers	
60.	To treat a Council's servant on leave as being in occupation of a residence.	Full powers	
61.	Appointment of person over 25 years of the prescribed age for a particular post.	Full powers in respect of staff for whom the Principal is the appointing authority.	
62.	Authorizing a Council's servant to proceed on duty to any part of India.	Full powers	
63.	Appointment of a substitute in a place of an absence on quarantine leave.	Full powers	
64.	Purchase of Bicycle	Full powers	
65.	Conveyance hire	Full powers subject to instructions set forth for the purpose.	
66.	Electric gas and water charges.	Full powers	
67.	(i) Fixtures and furniture purchase and repairs. (ii) Purchase and Repairs of fixture and furnitures	Full powers subject to a limit of Rs. 5,000/- at any one time and subject to budget provision. Rs. 20,000/- per annum subject to budgetary provisions.	Re-delegated vide order No. F. 1-4/2004-EC dated 17.6.2004 Re-delegated to Headmasters of DM School vide No. F. 1-4/2004-EC dated

			19.4.2005
68.	Freight and demurrage wharfage (i) Freight Charges (ii) Demurrage/wharfage charges	(i) Full powers subject to a limit of Rs. 1000/- at any one time and subject to budget provision. (ii) Rs. 500/- in a single case provided there is no negligence connected.	
69.	Hire of office furniture, heaters, coolers, clocks all bells, typewriters and equipment.	Full powers subject to budgetary provision.	
70.	Instruments, equipment and apparatus for scientific laboratories (including Psychology)	Full powers	
71.	Motor vehicles subject to budget provision. i) Maintenance, upkeep and repairs of vehicles	Full powers	
72.	Municipal rates and taxes.	Full powers	
73.	Postal and Telegraph charges i) Charges for the issue of letters, telegrams, etc. ii) Commission on money orders.	Full powers	
74.	Printing of books, periodicals, journals and teaching aids.	Full powers	
75.	Purchase of books, periodicals, journals and teaching aids.	Full powers	
76.	Rent	Full powers	
77.	Purchase of Rubber stamps.	Full powers	
78.	Repairs/removal of machinery (where the expenditure is not of a capital nature).	Full powers	
79.	Repairs to bicycles.	Full powers	

80.	Staff paid from contingencies	Full powers	
81.	Supply of uniforms, badges and other articles of clothing etc. and washing allowance to Group D and Drivers	Full powers	
82.	Installation of telephone	Full powers for office telephone only.	
83.	Telephone charges	Full powers	
84.	Purchase of typewriters, calculating machines duplicators etc. subject to budget provision.	Full powers	
85.	Repairs of typewriters, calculating machines duplicators etc. subject to budget provision.	Full powers	
86.	Purchase and Maintenance and upkeep & installation of different workshops to all departments, subject to budget provision.	Full powers	
87.	Purchase and Maintenance, upkeep and purchase of live stock subject of budget provision.	Full powers	
88.	Maintenance of College agricultural farms	Full powers	
89.	Payment of Stipend to the students during leave, subject to the rules laid down by the Council for this purpose.	Full powers	
90.	Use of College Vehicles (including bus) beyond municipal limits.	Full powers in connection with official work only.	

91.	<p>Organization of seminars and workshops and incurring expenditure on payment of TA and DA, honorarium to resource persons and other contingent expenditure in connection therewith, subject to the following conditions: -</p> <ul style="list-style-type: none"> i) A schedule of seminar/ workshops/courses to be organized to be drawn up and got approved by the Council, ii) The rates of TA and DA, honorarium to be allowed for payment should be those approved by the Finance Sub-committee at its Eleventh Meeting hold on 9th October 1963. iii) The rate of daily allowance allowed for payment to be fixed in individual cases depending on the condition and place of seminar (In determining this, the distinction made by the Govt. of India between ordinary places and other places will be borne in mind). 	Full powers	

92.	Appointment on compassionate ground against Group C & D posts	Full	Subject to the fulfillment of conditions as contained in the Govt. of India, Deptt, of Personal & Training OM No. 14014/6/86-Estt. (D) dt 30.06.87 and instructions issued by the Council on the subject from time to time. Further subject to condition that the power will be exercised in cases where no relaxation of qualification involved. (Delegated vide Council's order No.F. 1-15/92-EC dated 6.08.1993)
93.	Grant of OTA to the staff upto 20 hours	Full Power	Order No. F.3-2/73-RCEU/1149 dated 10.5.1974
94.	To file and defend suits, petitions etc. in the Courts, Tribunals and other forums	Full Power	Re-delegated vide No. F. 1-4/2004-EC dated 4.10.2005
95.	Child Care Leave to Female Employees upto a maximum period of 730 days	Full Power – For all Non- Academic Staff of NCERT and RIEs	Subject to the GOI, orders issued from time to time No. F.1-4/2006-EC dated 29.7.2009