

ANNEXURE-III

FINANCIAL AND ADMINISTRATIVE POWERS DELEGATED TO UNDER SECRETARIES

S. No.	Nature of Power	Existing Power	Remarks
1.	Advance of TA & Pay on transfer to permanent & temporary Council employees.	Full	—
2.	Advance for law suits to which the Council is a party	Full (GFR 255 & Clause (C) of 256)	For all officers whose scale of pay does not exceed Rs. 13,500-00
3.	Advance on the eve of the important festivals to non-gazetted employees of the Council in receipt of pay up to Rs. 8,300/-.	Full (GFR 236)	—
4.	a) Advance for medical attendance and treatment to Council employees in receipt of pay not exceeding Rs. 8300/-p.m. b) Disposal of Medical claims in respect of Group 'D'	Full (GFR 159) Full Powers	Except treatment taking in private hospitals in emergency
5.	(a) Grant of special/ temporary advance (GPF/CPF) (b) Final withdrawal (c) Grant of advance & withdrawal out of GPF/CPF.	Full As per Rule 12 (1) & 12 (2) GPF Rules 15 and 16.	For all officers whose scale of pay does not exceed Rs. 13,500/
6.	Alteration of date of birth of Class IV employees.	As per GFR 79	
7.	Investigation of arrear claims of Class IV employees	GFR 83 & 84 subject to GFR 167, 171 & 172	
8.	Fixation of amount of permanent advance when there is no difference of opinion between the Authority and the CAO	Full (GFR-90)	
9.	Mode of repayment on return to duty of the amount drawn while proceeding on leave preparatory to retirement	Full (As per rule 32 of GFR Rules).	

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10.	Requiring medical certificate of fitness before return from leave	Full	
11.	Grant of leave (earned leave, commuted leave, half pay leave, extra-ordinary leave, maternity leave and hospital leave)	Full	To all officers whose scale of pay does not exceed Rs. 13,500/- but excluding those functioning as Head of Unit/Deptt.
12.	To accept a certificate signed by any registered medical practitioner as evidence for grant of leave including commuted leave	Full	To all officers whose scale of pay does not exceed Rs. 13,500/- but excluding those functioning at Head of Unit/Deptt.
13.	Fan Advance	Full	
14.	Leave Salary Advance	Full	
15.	Grant of increment to Group 'B' (Non-Gazetted), 'C' & 'D' employees.	Full	
16.	Counting of extra-ordinary leave for increments	Full	In respect of Group 'C' and 'D' employees
17.	Advance for purchase of cycle / motor cycle / scooter / auto cycle	Full	Subject to availability of funds being certified by CAO
18.	Grant of Children Education Allowance	Full	
19.	Grant of LTC Advance	Full	
20.	Fixation of pay under F.R.22 (C).	Full	For all non-gazetted employees
21.	Signing of agreement forms and mortgage bonds executed by the employees of the Council in connection with advance for purchase of motor cycle / scooter / auto cycle	Full	
22.	Payment of Security Deposit to DESU in respect of Electric Meters installed in reserved residential accommodations at the NIE campus	Full	Power to be exercised by Under Secretary (C&W)

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23.	Payment of Electric Charges in connection with the light point provided in stair cases of the residential accommodations at the NIE Campus in advance pending recovery from users on proportionate basis	Full	Power to be exercised by Under Secretary (C&W) subject to original claim made by DESU
24.	To incur expenditure in respect of post and telegraph charges.	Full	
25.	Repairs of Cycle (including tyres and tubes)	Rs. 150/- in respect of each case	If the Under Secretary entrusted with such responsibility
26.	Purchase of official Publications (Govt.) such as F Rs., S Rs. and other relevant Books and compilation, etc.	Full Powers	Keeping in view the Govt. of India/ Council's orders and instructions as amended from time to time.
27.	<u>Telephone Bills</u> For installation and transfer of office Telephone from one residence to another and from one office to another	Full Powers	Subject to executive orders/instructions issued in this regard by the Council and keeping in view the Govt. of India/ Council's orders and instructions as amended from time to time.
28.	Electricity & Water charges	Full Powers	Keeping in view Govt. of India / Council's orders and instruction as amended from time to time.
29.	<u>Miscellaneous</u> Consumable stores, like glass tumblers, soap, soap cases, cleaning materials, candles, packing cloth, curtain cloth and name plates etc.	Full Powers	(Scale of distribution will be approved by the Secretary) Subject to keeping in view of the Govt. of India/Council's orders and instructions as amended from time to time.

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30.	Purchase of stationery	Rs. 100/- in each case subject to a	Provided the prescribed ceiling are not exceeded,

		limit of Rs. 2000/- p.a.	subject to keeping in view of the Govt. of India/ Council's orders and instructions as amended from time to time.
31.	Reimbursement of newspaper purchased by the officers of the Council	Full Power	Re-delegated vide order No. F. 3-7/2000-EC dated 02.01.2007
32.	Disposal of medical claims of the employees of the Council	Full Power for Group 'D' Staff	Re-delegated vide order No. F. 1-12/91-EC dated 31.1.2003. However, the approval of Secy./ J.D. is required for the treatment taken by the employees in Private Hospitals in case of emergency.