

**Annexure – II**

NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING.

**DELEGATION OF POWERS TO DEPUTY SECRETARIES AND V.S.O.**

<b><u>S.No.</u></b>	<b><u>Nature of Powers</u></b>	<b><u>Authority</u></b>	<b><u>Existing powers</u></b>	<b><u>Remarks</u></b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>	<b>5.</b>
1.	Suspension of lien/transfer of lien in the circumstances stated in FR 14-B	Deputy Secretary	Full in respect of Group 'B' (equivalent to non-Gazetted) Group C & D posts.	
2.	Fixation of pay and allowances of a Council servant as on duty under FR 9 (6) (B)	Deputy Secretary	Full in respect of Group C & D posts.	Existing powers in respect of Group C & D is being delegated to USs.
3.	Grant of higher initial pay on the initial appointment to Council service up to a maximum of five advance increments	Deputy Secretary	Full in respect of Group D posts.	On the recommendation of the Selection Committee (powers in respect of Group C & D is being delegated to USs.)
4.	Temporary and Officiating appointments of Council servant to more than one post and fixation of pay and allowances.	Deputy Secretary	Full in respect of Group C & D posts.	

5.	Transfer to Foreign service in India & fixation of pay in foreign service	Deputy Secretary	Full in respect of Group 'C' and 'D' posts	
6.	To decide the date of reversion of a Council servant returning after leave from foreign service.	Deputy Secretary	Full in respect of Group C & D posts.	
7.	To accept a fitness certificate signed by any registered female medical practitioner in case of a female candidate.	Deputy Secretary	Full	
8.	Appointment of a person over 25 years or the prescribed age limit for a particular post.	Deputy Secretary	Full in respect of Group C & D posts.	
9.	Engaging casual Labour for not more than 7 days at a stretch	Deputy Secretary	Full	Please also refer to powers delegated vide Sl. No. 36.
10.	Maintenance of building / special repairs.	Deputy secretary	Upto Rs. 50,000/-	Delegated vide Council's order No.1-2/91-EC dated 9-05-2001

11.	Repairs: i) Motor vehicles/Maintenance, Upkeep  ii) Furniture  iii) Typewriters.  iv) Other electrical / electronic/ mechanical and non-electrical / electronic / mechanical office equipments like duplicating / photocopying machines, computers, fax, calculators etc.	Deputy Secretary  Deputy Secretary  Deputy Secretary  Deputy Secretary	Full  Full  Full  Full	Subject to budget provision  -Do-  -Do-  -Do-
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12.	<p>Miscellaneous:</p> <p>i) Servicing of electrical / electronic/ mechanical office equipments, etc.</p> <p>ii) Purchase &amp; Supply of uniform to Group 'C' &amp; 'D' eligible employees.</p> <p>iii) Printing / Photocopying, Binding etc.</p> <p>iv) Custom / Air / Railway Freight</p> <p>v) Cartage</p>	<p>Deputy Secretary</p> <p>Deputy Secretary</p> <p>Deputy Secretary</p> <p>Deputy Secretary</p> <p>Deputy Secretary</p>	<p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p> <p>Full</p>	<p>Subject to budgetary provision</p> <p>Subject to budgetary provision</p> <p>Subject to budgetary provision</p> <p>Subject to budgetary provision</p> <p>Subject to budgetary provision</p>
13.	<p><b>Writing off of losses:</b> Deficiencies and depreciation in the value of stores included in the stock and other accounts.</p>	Deputy Secretary	Rs. 500/- in each case	
14.	Disposal of obsolete surplus or unserviceable stores	Deputy Secretary	Upto Rs. 1,000/-	
15.	Advance for law suits to which the Council is a party	Deputy Secretary	Full	

16.	Advance of T.A. and pay on transfer / journey on tour to permanent and temporary Council employees	Deputy Secretary	Full	
17.	Permission / Advance on medical attendance and treatment to Council employees (except emergency treatment in private hospitals.)	Deputy Secretary	Full	Vide No.F.1-12/91-EC dated 31-01-2003
18.	Advance for purchase of Motor Car / Computers.	Deputy Secretary	Full	
19.	Sale or transfer or motor vehicles purchased with advance from the Council. Extension of installment for repayment of advance for cycles.	Deputy Secretary	Full in respect of Group 'B', 'C' and 'D' employees.	
20.	Signing of agreement forms and mortgage bonds executed by the employees of the Council in connection with advance for purchase of motorcar/ computer.	Deputy Secretary	Full	
21.	Fixation of amount of permanent advance when there is no difference of opinion between the authority and CAO.	Deputy Secretary	Full	

22.	Investigation of arrear claims	Deputy Secretary	Full in respect of Group 'C' and 'D' employees	
23.	To accept a certificate signed by any registered medical practitioner as evidence for grant of leave, including commuted leave.	Deputy Secretary	Full for officers drawing Rs.4,500/- pre revised and revised Rs.15,200/- or above.	Subject to latest instructions issued from the Council / G.O.I.
24.	Counting of extra-ordinary leave for increment.	Deputy Secretary	Full in respect of subordinate staff.	
25.	Grant of L.T.C.	Deputy Secretary	Full Power in respect of officers whose scale of pay exceed Rs. 4,500/- (pre revised) and revised Rs.15,200/-.	Delegated Vide No. F. 5-2/87-EC dated 2-06-88.
26.	Permission for undertaking work for which fee is offered and acceptance of fees	Deputy Secretary	Upto Rs. 1,000/- in respect of Group 'C' & 'D' staff.	

27.	To extend the prescribed time limit within which the members of Council servant's family may be treated as accompanying him.	Deputy Secretary	Full	
28.	To allow a Council servant to retain Council's accommodation during the period of leave beyond the prescribed time limit.	Deputy Secretary	Full in respect of Group 'C' & 'D' staff	
29.	Freight and demurrage and Warfage charges:  i) Freight charges  ii) Demurrage/ Warfage charges	Deputy Secretary  Deputy Secretary	Full  Rs. 250/- in each case.	Air lifting of stores should be resorted to only in rare cases of extreme urgency. In order to ensure that this condition is not violated a report of all cases of airlifting of stores sanctioned by subordinate authorities should be submitted by them periodically to the next higher administrative authority. Sanction for airlifting would be accorded by the Secretary in consultation with the Internal Financial Advisor (CAO).

30.	Hire of office furniture, heater, coolers, clocks, call-bells, Typewriters and other office equipments	Deputy Secretary	Rs. 1,000/- per annum	
31.	Purchases (Miscellaneous): i) Furniture, Fixtures & Equipment  ii) Air-conditioners / room-coolers / water coolers  iii) Heaters / fans  iv) Cycles  v) Brief cases / Leather bag  vi) Steel almirah / truncks  vii) Stationery	Deputy Secretary	Full           Rs. 2500/- vide order No. F. 5-2/87-EC dated 30.3.1987	
32.	Grant and acceptance of honorarium	Deputy Secretary	Upto Rs. 250/- in each case	For non-academic staff at the Council's Headquarters.



33.	Controlling officer	Deputy Secretary	For employees whose scale of pay does not exceed Rs. 4500/- (Pre-revised) & revised Rs.15,200/-)	In respect of the employees working in the Council excluding the Accounts Branch. Council's letter (No. F. 5-2/87-EC dated 2/6/88)
34.	Grant of OTA	Deputy Secretary	Upto 10 hours as per GOI instructions.	In respect of employees working in the Council Sectt. Excluding the Accounts Branch
35.	Grant of awards for passing the examinations in Hindi Typewriting/ Hindi Stenography and other Hindi examination under the Hindi Incentive Scheme of Government of India	Deputy Secretary	Full	
36.	Engagement of persons on daily wages	Deputy Secretary	Upto a period of 89 days against Group 'C' & 'D' sanctioned posts	
37.	To accord sanction for the payment of Night Duty Allowance to Resident (Night Duty) Clerks at the Council's Headquarters	Deputy Secretary	Upto Rs. 250/- per month in each case	This is subject to the rates and other conditions prescribed by the Govt. of India from time to time.

38.	Contingent expenditure on Rodent Control Treatment	Deputy Secretary	Upto Rs. 5,000/- per annum	
39.	Grant of advances/ withdrawals (Ordinary and Special) from GPF/CPF.	Deputy Secretary	Full in respect of all officers	
40.	Grant of Special Casual leave for Home Guard Training/ Duty and for promoting small Family norms.	Deputy Secretary	Full	
41.	To incur expenditure for serving tea/ coffee in the meetings with important visitors from outside agencies, Govt. Bodies and Institutions, etc.	Deputy Secretary	Upto Rs. 300/- per annum	For meeting for official business under their Chairmanship. Vide No. 1-1/86-EC dated 7.8.86
42.	To sanction TA advance and contingent charges in respect of all officers excluding Academic staff	Deputy Secretary	Full	Delegated vide Council No. F. 5-2/87-EC dated 15.4.96.
43.	Forwarding of applications of the various categories of staff to outside agencies including private employment.	Deputy Secretary	Upto Four applications	Delegated vide No. F. 1-12/91-EC dated 7-2-92 subject to orders of GOI from time to time

44.	Forwarding of applications for fellowship / scholarship	Deputy Secretary	Full	Delegated vide No. F. 1-12/91-EC dated 7-2-92
45.	Issue of “ No objection certificate” for getting passport	Deputy Secretary	Full	Delegated vide No. F. 1-12/91-EC dated 7-2-92 Subject to vigilance clearances
46.	All kinds of leave, except sabbatical leave and special disability/study leave	Deputy Secretary	Full	In respect of all employees
47.	Controlling officer for L.T.C	Deputy Secretary	Full	In respect of all employees
48.	Relaxation in rules for granting third / fourth advance/ withdrawal from CPF/GPF in special circumstances.	Deputy Secretary	Full	Council’s No. F. 1-2/87-88/Misc./GPF dated 26-4-89.
49.	Disposal of medical claims of the employees of the NCERT.	Deputy Secretary	Full Power for Group ‘A’ ‘B’ & ‘C’ Staff	Re-delegated vide order No. F. 1-12/91-EC dated 31.01.2003. However, the approval of Secy./J.D. is required for the treatment taken by the employees in Private Hospitals in case of Emergency

50.	Extension of Retirement benefits on attaining the age of superannuation	Deputy Secretary	Full Power	Re-delegated vide order No. F. 1-10/99-EC dated 09/15.10.2001. The approval of the concerned appointing authority will be obtained and the retirement benefits will be extend with the approval of Dy.Secy. / Secy., NCERT.
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