

DELEGATION OF POWERS TO JOINT DIRECTOR (CIET)

Vide Notification Dated 2.4.1992

S.No.	Nature of Powers	Existing Powers	Remarks
1.	2.	3.	4.
I. ADMINISTRATIVE POWERS			
1.	Appointment to all Groups (B, C & D) of Cadres solely created for CIET and imposition of penalties (excluding pooled posts dealt within the Council's Secretariat).	Full Powers	Subject to observance of Recruitment Rules and procedure as laid down by the Council.
2.	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 Office annually).	Full Powers	Subject to the fulfillment of conditions laid down in SR. 11
3.	To prescribe a Council (CIET) servant's Headquarters.	Full Powers	
4.	To define the limits of Council (CIET) servant's sphere of duty.	Full Powers	
5.	To restrict frequency and duration of journeys on tour.	Full Powers	
6.	Authorizing a Council (CIET) servant to proceed on duty to any part of India.	Full Powers	

7.	Rules 8, 11 & 15 – Central Civil Services (Conduct) Rules, 1964 – Permission to publish any work or participation in any Radio / Broadcast talks or contributions to magazines, periodicals.	Full Powers	
8.	Child Care Leave to Female Employees upto a maximum period of 730 days	Full Power – For all Technical Staff of CIET	Subject to the GOI, orders issued from time to time No. F.1-4/2006-EC dated 29.7.2009
II. FINACIAL POWERS			
1.	Claims of employees including TA / DA contingent expanses for CIET	Full Powers	
2.	To contact out production of educational programmes to individuals and private agencies.	Full Powers	Subject to norms laid down by the Finance Committee.
3.	To re-appropriate funds from one approved programme to another approved programme.	Full Powers	Subject to the condition that total allocation for programme head is not exceeded. No appropriations from plan to non-plan and vice-versa is permissible.
4.	To sanction expenditure on various schemes.	Full Powers	Subject to availability of funds and expenditure be made as per Council's approved norms provided that the scheme as a whole has been approved by the Finance Committee and / or Executive Committee.
5.	To sanction hire or purchase of materials required for production, programme, training	Full Powers	Subject to budget provision.

	and evaluation, undertaken by the Institute.		
6.	Incurring of Contingent Expenditure: a) Recurring b) Non- recurring.	Rs. 1,000/- per annum each case Rs. 5,000/- per annum in each case	Subject to Council's Norms.
7.	Purchase of stationery stores.	Full Powers	Subject to observance of general instructions of the Council.
8.	Entertainments – light refreshments	Full Powers	a) Expenditure to be incurred only on formal inter-departmental inter-state or other meetings or conferences. b) Subject to general norms of the Council.
9.	Advance of TA for journey on tour.	Full Powers	
10.	Grant and acceptance of honorarium.	Up to Rs. 500/- in each case.	In case of recurring honoraria the limit applies to the total recurring payment made to an individual in a year. While sanctioning honoraria provision of SR 11 and Council's regulations No.62 (c) should be kept in view.
11.	To grant TA to non-officials attending the work of Council and to declare the Grade to which they may be considered to belong.	Full Powers	Subject to general orders of the Council.

12.	Hiring of conveyance	Full Powers	Subject to administrative instructions issued from time to time.
13.	Hiring of conveyance for production purposes, etc.	Full Powers	Not more than two taxis or other conveyance upto 4 days at a time at the scheduled rates in emergency on the following conditions: i) Expenditure is met from within the sanctioned budget grant under the proper Head. ii) Taxis are engaged only when it is unavoidable and only for official purposes. iii) When normal transport could not be available either due to break down or being engaged on the essential assignment.
14.	Hire / purchase of office equipment like photocopier, computer typewriter, calculator, furniture, heaters, air-conditioners, coolers, clocks and other electrical / electronics equipments for office and programmes.	Full Powers	Subject of budgetary provision
15.	Purchase of books, periodicals, journals, etc.	Full Powers	Subject to budgetary provision.
16.	Repairs / maintenance of plant, machinery, equipment, etc, (where the expenditure is not of a capital nature).	Full Powers	This will also include annual service contract.

17.	Installation of telephone at office.	Full Powers	Subject to observance of norms of the Council.
18.	<p>Writing off of losses:</p> <p>i) Irrecoverable losses of stores or of public money:</p> <p>ii) Deficiencies and depreciation in the value of stores included in the stock and other accounts.</p>	<p>Rs. 25,000/- in each case (for losses of stores not due to theft, fraud or negligence).</p> <p>Rs. 10,000/-</p>	<p>a) The loss not disclose a defect in rules or procedures.</p> <p>b) There has not been any sort of negligence on the part of any Council employees which calls for disciplinary action by higher authority.</p>
19.	Disposal of obsolete, surplus or unserviceable stores.	Upto Rs. 10,000/- in each case	
20.	Municipal rates and taxes	Full Powers	
21.	Custom Duty	Full Powers	
22.	Freight Charges	Full Powers	
23.	Demurrage Charges	Full Powers	

24.	Investigation of arrear claims	Full Powers	In respect of cases not more than 6 years old.
25.	Payment of fee, honorarium etc., to various categories of artists/ performers/ writers / reviewers technical / production crew and other media personnel whose services are used for production of programmers in CIET.	Full Powers	Subject to the rates approved by the Finance Committees / Financial Adviser.
26.	Expenditure on advertisement	Full Powers	Through DAVP subject to budget provision.
27.	Expenditure on publicity and publication	Upto Rs. 10,000/- per annum	Subject to the rates approved for Publication Department.
28.	Taking out the staff vehicles out of the Municipal Limits for production purposes.	Full Powers	In each case full details of justification will recorded.
29.	Re-delegation of powers.	Full Powers	To delegate any of the powers except S. No. 1,2,6,10,17,18,19,20,23 with the approval of the Director.