

National Institute of Health and Family Welfare

Admn.I Section

No.A.13036/1/2000-Admn.

Dated : 2.1.2002.

ORDER

In supersession of previous orders on the subject and in exercise of the powers vested in the undersigned under sub-bye law (2) of the bye-law 52 of the National Institute of Health and Family Welfare Bye-Laws, I hereby delegate to the Deputy Director (Admn.) the following powers subject to the restrictions indicated in column 3:

Sl.No.	Nature of powers	Extent of powers	Reference to/ Rule/ Bye-law
1.	Power to countersign TA bills of officials and non-officials(where TA is payable by the Institute) invited to attend meetings convened by the Institute.	(i) For officials(Central and State-Govts.)TA/DA at the rate admissible to them under their respective Govt. rules. (ii) For non-officials-TA/DA at the rates prescribed under SR-190 and the executive decision and orders thereunder.	Bye-law 7 of the Institute's Bye-laws.
2.	Power to countersign TA bills of officers and staff of the Institute	Except for Director and himself for all the members of the staff subject to the approval of the tour programme by the Director	SR-191
3.	Power to allow mileage allowance by a route other than the shortest.	Full powers, provided the selection of the route is in the Insitute's interest.	SR-31
4.	Power to define the limit of Govt.servant's sphere of duty	Full powers	SR-60
5.	Power to decide whether a particular absence is absence of duty	Full powers	SR-62
6.	Power to grant leave to Group B, C and D employees.	Full powers	Ist schedule to CCS (Leave) Rules, 1972.
7.	Power to sanction advance of pay & TA to officers and staff	To all members of the staff subject to approval of tour programme by the Director.	GFR-222

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258

sanction for the purchase conveyance.	Full powers except for himself and the Director	GFR-191
Power to sanction advances/final with- drawal out of General Provident Fund.	Full powers in respect of all employees except himself and the Director.	5th schedule of the GFR Rules.
Powers to vary repay- ment of advances.	-do-	-do-
11. Power to sanction stipend to trainees or students.	Full power at the rates approved by the Governing Body from time to time.	Bye-Law 10 of the Bye-laws of the Institute.
12. Fee or honorarium to Guest Lecturer/Expert to deliver lecturers.	At the rates determined by the Director/Governing Body from time to time.	Para 11(2) of the Bye-laws.
13. Power to sanction municipal rates and taxes.	Full powers	Item 11 of Annexure to Schedule V of Delegation of Financial powers Rule 1978.
4. Power to sanction Telephone charges	Full powers	Item No.24 -do-
5. Power to sanction Electricity and water charges.	Full powers	Item No.04 -do-
6. Power to sanction expenditure on maintenance upkeep and repairs of vehicles.	Up to Rs,10,000/- in each case	Item No.10(iii) -do-
7. Power to sanction expenditure on postal and telegraphs	Full Powers	Item No 13--do--
8. Power to sanction expenditure for supply of liveries and uniforms.	Full powers subject to conditions laid down in the delegation of financial powers rules.	Item No.23 -do-
9. Power to sanction freight charges, convey- ance & octroi charges.	-do-	Item No.6(i) -do-
10. Power to sanction expen- diture on miscellaneous or contingent nature	Upto an amount not exceeding Rs.1000/- in each case.	Schedule VI of Delegation of Fin. Powers Rules 1978.

<p>For sanction the purchase of all office equipments including typewriters, intercom equipment/calculators, electronic stencil cutters, tape recorders, photo copiers/ copying machine, franking machine, addressograph, filing and indexing system etc. excluding computers of all kinds (including hire upkeep and repairs of such machines)</p>	<p>Upto Rs.1,000/-per month recurring and Rs.10,000/- non-recurring subject to normal or special orders issued by the Min of Finance or Dep't of Supply from time to time</p>	<p>Item 26 of Annexure to schedule V of Delegation of Fin. Power Rules 1978.</p>
<p>22 Maintenance of buildings - petty works and repairs</p>	<p>Upto Rs. 10,000 in each case</p>	<p>Item No.-12(a) - do-</p>
<p>(i) Execution of petty works and special repair to Institute's own buildings including sanitary fittings, water supply and electric installation in such buildings.</p>		
<p>(ii) Ordinary repairs</p>	<p>Full powers</p>	<p>Item No.12(ii) - do</p>
<p>23. Contingent expenditure i.e. all incidental and other expenditure including expenditure on stores which is incurred for the management of office or for the working of technical establishment such as laboratory, workshop and like.</p>	<p>Rs.2000/- per annum in each case if recurring and Rs.10,000 in each case if non-recurring.</p>	<p>Table under schedule V of Delegation of Fin. powers Rules</p>
<p>24. Bicycles</p>	<p>Full powers subject to supplies being obtained through DGS&D rate contract.</p>	<p>Item 1 of Annexure to schedule V of the Delegation of Fin. powers Rules</p>
<p>25. Conveyance hire (i) For Group 'A' Officer</p>	<p>Re-imbusement of actual conveyance charges paid for the journey performed within municipal limits of the headquarters subject to a maximum of Rs.150/- per month.</p>	<p>Item 3 of Annexure to schedule V of Delegation of Fin Powers Rules.</p>
<p>(ii) For Group 'B' 'C' & 'D' employees</p>	<p>Subject to the above conditions if the journey is performed by the ordinary mode of conveyance.</p>	

26. Fixtures and Furniture, purchase and repairs	Rs. 5000/- in each case subject to such conditions as may be prescribed by the Govt.	Item No.:
27. Hire of office furniture electric fans, heaters coolers clocks and call bells.	Rs. 5000/-	Item No.:
28. Staff paid from contingencies.	Full powers subject to the conditions that the remuneration of such staff shall be regulated in accordance with the general and special orders issued by the Govt. in this behalf.	Item No.:
29. Local purchase of Stationery items	Rs. 10,000 per annum	Item No.:
30. Local purchase of rubber stamps and office seals	Full powers	Item No.:
31. Repair to machinery (where the expenditure is not of a capital nature)	Full powers	Item No.:
32. Printing and binding	(i) Full powers where the printing is executed through or with the approval of the Director of Printing. (ii) upto Rs. 4000 per annum (including the cost of papers and other binding materials for emergent and unforeseen petty printing and binding jobs executed through locally by private agencies.)	Item No.:
33. Publications (i) Official Publications (ii) Non official Publications (These include books newspapers and other Periodical publications)	Full powers -do -	Item No.:
34. Power to sanction advances for authorised contingent expenditure.	Up to Rs. 2000 in each case	GFR 90.

35. Power to order sale by auction or otherwise in the interest of the Instt. of unserviceable store or perishable articles.

Full power

GFR Rul. 124(4)

36. Power to write off Loss of Revenue or irrecoverable loans or advances

Rs. 1000/- in each case

Schedule VII of Delegation of Fin. Power Rules 1978.

37. Power to write off irrecoverable loss of stores or public money :

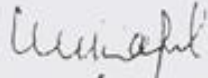
(i) If loss is not due to theft, fraud or negligence

Rs. 5000/- in each case


-do-

(ii) Loss in other cases

Rs. 1000/- in each case


(M.C. Kapilashrami)
Director

Copy to:

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1. Accounts Officer, NIHFV
 2. Accounts Officer (Project) NIHFV
 3. Section Officer (Admn. I) NIHFV ^{crmm} 31/1/2007
 4. Section Officer, (General Admn.) NIHFV ² 31/1/2007
 5. Stores Officer, NIHFV
 6. W.M.O., NIHFV
 7. All Heads of Departments, NIHFV
 8. SPA to Director, NIHFV
 9. PA to DD(Admn.) 