

Schedule-I to the Bye-Laws

DELEGATION OF POWERS

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Delegation Of Powers

1. To GOVERNING COUNCIL & EXECUTIVE COMMITTEE

	Governing Council	Executive Committee
To receive financial contributions from abroad	Subject to approval of administrative ministry.	
Approval for deputation / training abroad in respect of Chief Executive	-	Chairman, EC with approval of Govt. of India
Signing of MOUs / Contract agreement with foreign parties for achievement of objectives of the society	-	Subject to approval of Govt.
Procurement of land and construction of buildings	-	Subject to approval of Govt.
Creation of posts	Full powers provided the post created is approved either in SFC / EFC / PIB or by the Govt. of India	-
Abolition of Post	Full Powers	-
Appoint Chief Executive / Executive Director / Head of Unit in scale of pay Rs 18400-22400	Full Powers. Appointments against posts in pay scales the maximum of which is Rs. 22400/- and above will need prior approval of Govt. of India	-
To make appointments against sanctioned posts	Full Powers. Appointments against posts in pay scales the	Full Powers except appointment of Chief



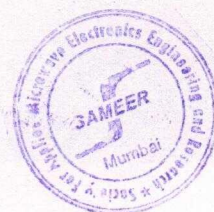
	maximum of which is Rs. 22400 /- and above will need prior approval of Govt. of India	Executive.
To approve scale at which honorarium is paid to visiting professionals and members of Committees who are not employees of the Society.	-	Full powers within policy guidelines issued by Government.
To approve consolidated remuneration payable to research personnel engaged for duration of project	-	Full powers within policy guidelines issued by Government.
Amend provisions under staff rules relating to extending monetary benefits to employees	Full powers with prior approval by administrative ministry.	-
Amend provisions under staff rules relating to administrative procedure excluding delegation of powers	-	Full powers
Opening new Units or offices of the Society at new locations	Full powers with prior approval by Govt. of India	-
Accord approval for taking up an activity not commensurate to the objects of the Society	Full powers with prior approval by Govt. of India	-
To approve budgets for sponsored projects.	-	Full powers
Printing charges above Rs 20 lacs.	-	Full powers
Recurring contingent expenditure not specifically mentioned above.	-	Full powers
Re-appropriation of funds within each category viz. Capital, Revenue	-	Full powers
Declare stores including office equipments as unserviceable and to approve their mode of disposal.	-	Full powers
Write-off of loss on account of disposal of unserviceable/ obsolete materials, stores, furniture, equipment etc. where original value of each item exceeds Rs. 50 lacs.	Full powers on the recommendations of EC	Up to Rs 1 crore
Write off irrecoverable loss due to theft, frauds or negligence of individuals. where	Full powers on recommendations	Up to Rs 50,000/-



original value of each item exceeds Rs. 10,000/-.	of EC	
Write off of loss not due to theft, fraud or negligence of individuals where original value of each item exceeds Rs. 2 lac.	Full powers on recommendations of EC	Up to Rs 1 crore
Waiving recoveries of overpayments amounting to Rs 25,000/- and above to a member of the staff not detected within 24 months of payment.	Full powers on recommendations of EC	Up to Rs 50,000/-
To depute employees for training in India for a periods exceeding 1 year	-	Full powers
Administrative approval for works included in the Budget above rupees 50 lac in each case	Full powers	Up to Rs 3 crores
Technical sanctions to detailed estimates:	Full powers	Full powers
Excess over administrative approval:.	Full powers	Up to limits for original approval
Excess over estimate beyond 30% of project cost	Full powers	Up to limits for original approval
Grant of extension of time of contracts, including reduction, waiver of penalties stipulated in the contract.	Full powers	Up to Rs 3 crores
Grant of higher pay / additional increments on appointment as per rules	Full powers	Full powers
Approve Policy for selection of users for sharing the facilities of the Society	Full powers	Full powers
Authorise drawal of funds from the Corpus Fund	Full powers	Full powers
Authorise borrowing of funds from other agencies.	Full powers	Full powers
Approve general guidelines to fix charges for services rendered by the Society including manpower charges, usage charges of facility created by the Society, methodology for arriving at project cost, terms and conditions for transfer of technologies, rate at which royalty to be collected etc.	Full powers	Full powers
Approve guidelines to set up joint		Full powers



ventures, alliances and such other mechanisms as to fully exploit and develop markets for technologies/ products developed by the Society		
Approve guidelines to Institute stipends, scholarships, associate-ships and fellowships to outstanding students and researchers in the areas of interest to the Society.		Full powers
Approve proposal to install and operate pilot, proto-type or semi-scale units to develop and prove a particular invention or innovation and ensure production from such inventions or innovations, to sell or otherwise dispose of the products of such inventions on payment or otherwise		Full powers
Approve proposal to Promote and assist ancillary research centers in the country in the development of systems, sub-systems, equipment and software to build an appropriate technological and application base in the country		Full powers
Approve guidelines to provide maximum incentives for individual inventors, and to scientific and technological community, to undertake large scale and rapid commercialization, at home and abroad with regard to Patents, Copyrights and other forms of Intellectual Property		Full powers
Approve proposal to borrow or raise money or to receive money on deposit, at interest or otherwise towards furthering the objects of the Society.		Full powers
Approve guidelines to establish and maintain pension, provident and other funds through appropriate mechanism as required for the purposes of the Society		Full powers
Approve guidelines to Issue exclusive or non-exclusive licences to industries or any other users on such terms and conditions regarding the payment of premium, royalties, share of profits and / or any other basis considered advisable, to		Full powers



develop products, and ensure commercial production of the products.		
Approve guidelines to Encourage and attract competent people from within the country as well as expatriate Indians abroad and others to consult and participate in the activities of the Society.		Full powers
Approve procedures to facilitate and enable smooth functioning of the Society and its various activities including matters relating to HRD, finance, purchase, administration, etc.		Full powers

Note : The Chairman of the Governing Council / Committee may, in emergent cases or under special circumstances exercise the powers of the Council / Committee, in consultation with one or more members of the Governing Council / Committee and in consultation with Finance Member of the Council / Committee. In case of matters involving finances and all other such cases shall be reported by the Chairman to the Governing Council in its next meeting.



Delegation Of Powers

To CHIEF EXECUTIVE

	Chief Executive
Administration and Establishment:	
Creation of Posts	
Creation of posts equivalent to Group A posts in Government	Subject to prior approval by Govt. of India
Creation of posts equivalent to Group B, C, D posts in Government	Full powers provided the post created is approved either in SFC / EFC / PIB or by the Govt. of India
Powers to create temporary Group B, C & D posts.	Full Powers for duration of the project. The posts created will be co-terminus with the project
Powers to create temporary posts on consolidated pay in connection with self-supporting projects	Full Powers for duration of the project subject. The posts created will be co-terminus with the project
Abolition of Post	Full Powers in respect of posts created under own powers

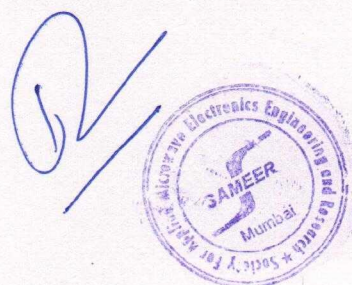


Appointments	
To make appointments against sanctioned posts in Group A	Full Powers except appointment of in scale of pay Rs 16400-20000/- and above. Appointments against posts in scale of pay Rs 14,300– 18,300/- and below shall be made with the approval of Chairman GC. Note: Appointments against posts in pay scales the maximum of which exceeds Rs. 22400/- will need prior approval of Govt. of India
To make appointments against sanctioned posts equivalent to Group B, C, D	Full powers
To make appointments against temporary posts of research personnel sanctioned on consolidated pay in connection with self-supporting projects	Full Powers. The appointments will be co-terminus with the project

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To make short term contract appointments on consolidated pay in connection with self-supporting projects.	Upto a maximum period of two years. The appointments will be co-terminus with the project.
Probation	Full powers
Promotions	Full Powers as per rules.
Acceptance of resignation	Full Powers.
Termination of Services	Full powers
Disciplinary powers	As per Conduct Rules
Fixation of Pay	Full powers as per rules
Leave	Full powers
TA / DA	Full powers
Approval of self tour except foreign tour	Full powers
Approval of travel by higher class of accommodation than normal entitlement	Full powers
To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	Full powers subject to the condition that variation is not in excess of 50% of normal entitlement
To sanction OTA to employees of the Society	Full powers



To sanction LTC / medical reimbursement claims	Full powers
To sanction honorarium to visiting professionals and members of Committees who are not employees of the Society.	Full powers
To admit claim on account of TA / LTC / Medical reimbursement submitted after the stipulated period	Full powers upto a maximum period of 3 months
To sanction all advances	Full powers
To sanction reimbursement of conveyance hire charges incurred for official purposes	Full powers
Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc	Full powers as per guidelines
To approve budgets for sponsored projects, except with private agencies	Full powers
To approve budgets for sponsored projects, with private agencies	Rs 2 crore provided value addition is more than 50% of project cost. Cases beyond should be approved by EC.
News papers, periodicals and magazines	Full powers
Postage, telegrams, telephones	Full powers
Photographic charges including purchase of photographic materials	Full powers
Binding of books and records	Full powers

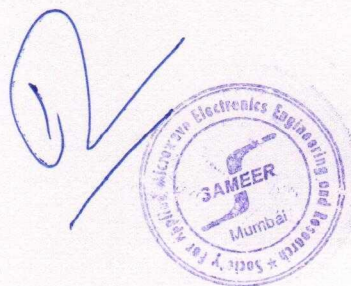
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Taking on lease / rent building for Society's use and residential purposes of employees of the Society	Full powers
Payment of license fees and taxes	Full powers
Insurance, service contracts of equipments	Full powers
Hiring of furniture, PCs or any type of equipment for official purposes	Full powers
Employment of casual labour	Full powers subject to the condition that the same person shall not be engaged for more than 30 days at a stretch and not more than 180 days in a year.
Engage Facilitation trainees as per approved scheme of the Society	Full powers subject to the condition that total number of trainees engaged shall be a maximum of 25% of the strength of regular employees in the particular cadre.
Extension period of engagement of Facilitation trainees beyond two years	Upto a maximum of 2 years beyond initial 2 years
Legal expenses	Full powers
Repairs and maintenance of furniture, equipment, vehicles, buildings, campus	Full powers
Recurring contingent expenditure not specifically mentioned above	Full powers as per rules
Other Financial Powers	
Declare stores including office equipments, materials, furniture etc. as unserviceable and to approve their mode of disposal and . Write-off.	Full powers as per procedure on the recommendation of FC.



Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers where original value of each item does not exceed Rs. 10,000/-. Cases beyond with approval of FC. All cases to be reported to FC.
Write off of loss not due to theft, fraud or negligence of individuals.	Full powers where original value of each item does not exceed Rs. 2 lac. Cases beyond with approval of FC.
Waiving recoveries of overpayments upto Rs.25,000/- to a member of the staff not detected within 24 months of payment.	Subject to approval of FC
To approve budgets for national management development programmes, conferences and seminars and consultancy projects and reappropriation within the budget.	Full powers
For international programmes, conferences etc.	With the approval of Government
To sanction /Imprest/ Temporary Advance	Full powers
To draw bills on account of pay, TA, contingencies and other expenditure of the Society	Full powers
To approve and sign draft annual accounts of the Society for submission to audit and the audited annual accounts, after approval by GC, for submission to parliament.	Full powers
To execute all agreements, contracts etc on behalf of the Society except those between himself / herself and the Society	Full powers



To invest the funds of the Society in any public financial institution, any other Government securities on short term/long term basis	Full powers with in the overall guidelines laid down by Govt. / GC
To delegate any or all the powers to the next senior during leave / deputation in India or abroad	Full powers
Miscellaneous items	
To depute employees to attend training, seminars / conferences in India for a period not exceeding 1 year	Full powers. Cases beyond with approval of GC.
To depute employees to attend seminars, conferences, training programmes, etc. abroad.	Full powers.
To sanction expenditure in connection with Annual Day functions, including prizes and awards to students	Full powers
To execute agreements, contracts etc. on behalf of the Society within India.	Full powers
Sanction expenditure towards running canteen within the premises	Limited to maximum expenditure of Rs 8000/- per annum per employee.
Sanction financial assistance for Recreation Club of employees	Limited to maximum of Rs 180/- per annum per employee towards recurring expenses and initial grant of Rs 100/- per employee towards capital expenditure which may be supplemented by 10% of initial grant every year.
Sanction expenditure towards providing PBX, direct phones at office / residence, and mobile phones	Full powers
Sanction leased accommodation facility	Full powers

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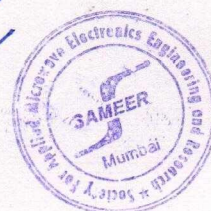


Approve deputation of employees to other organisations	Full powers within approved guidelines
Approve nomination of employees to committees constituted by other organisations	Full powers
Procurement of vehicles against replacement	Full powers
Condemnation of vehicles	Full powers
Administrative approval for civil works	Up to Rs 50 lacs. Cases beyond with approval of EC.
Certify bills for payment	Full powers
Award contracts towards hiring of services for Pantry / Canteen / Security Services / Clearing Services etc. as part of outsourced activities	Full powers
Purchases	
Approve lowest technically suitable offer where more than one valid tender have been received (including electrical, civil & horticulture work).	Upto Rs 50 lacs. Cases beyond with approval of EC.
Approve technically suitable offer where only one valid tender has been received (including electrical, civil & horticulture work).	Upto Rs 20 lacs. Cases beyond with approval of EC.
Approve Supply orders against Rate / Running Contracts (including electrical, civil & horticulture work).	Upto Rs 50 lacs. Cases beyond with approval of EC.
Approve Supply orders against DGS&D Rate contracts	Upto Rs 50 lacs. Cases beyond with approval of EC.

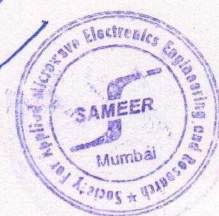
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Approve Single Tender / Single quotation in respect of proprietary items or specified brand goods or specialist works in case of electrical, civil & horticulture work.	Upto Rs 20 lacs. Cases beyond with approval of EC.
Approve Emergent Purchases / work (including electrical, civil & horticulture work).	Upto Rs 10 lacs. Cases beyond with approval of EC.
Approve Amendment to Purchase Orders not involving any financial implications (including electrical, civil & horticulture work).	Full powers
Amendments to Purchase Orders involving financial implications due to upward revision of prices, increase in quantity, change in terms of payment, change in specifications, change in delivery terms, modification of agreed terms & conditions etc.	Full powers
Repairs & maintenance of Centre's campus	Upto Rs 50 lacs. Cases beyond with approval of Ec
Telephonic quotation including web based purchases	Upto Rs 1 lacs. Cases beyond with approval of EC.
Cash purchases	Upto Rs 1 lac. Cases beyond with approval of EC.
Refund of Security Deposit / EMD and Caution Money Deposits	Full powers
Insurance, freight charges etc.	Full powers



Payment of Demurrage charges	Full powers
Entering into AMC of equipments	Full powers
Waiver of terms of contracts, reduction / waiver of penalties stipulated in the contract. Reasons to be recorded in writing.	Full powers upto the financial limits for original approval.
Sanction secured advance to other organizations / firms / suppliers	Full powers as per purchase procedure
Sanction unsecured advance for specialist works / materials / transport or materials / other purchases.	Full powers as per purchase procedure subject to financial limits for original approval
Authorise payment to claims of Clearing Agents as per terms of appointment of Clearing Agent.	Full powers
Certify bills for payment	Full powers
Advertisement charges including press and publicity matters	Full powers subject to guidelines
Printing charges	Up to Rs 20 lacs per annum. Cases beyond with approval of EC.
Planning and Execution of Works	
Administrative approval for works included in the Budget including civil, electrical and horticulture work	Up to rupees 100 lac in each case



Technical sanctions to detailed estimates:	Full powers up to the financial limits for original approval.
Excess over administrative approval:	Full powers up to 30% of the financial limits for original approval
Excess over estimate:	Up to 30% of project cost subject to the financial limits for original approval
Grant of extension of time of contracts, reduction, waiver of penalties stipulated in the contract.	Full powers without reduction or waiver of penalty and up to Rs 10,000/- where extension of time is with reduction or waiver of penalties. Reasons to be recorded in writing.
Powers to sanction rates for additional/substituted items:	Full powers.

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