

The procedure followed to take a decision on various matters is in accordance with the rules and regulations governing the subject matter that are under consideration. In order to arrive at a particular decision for important matters, the Research Council of IICT gives direction of the R&D activities to be conducted by the Laboratory. Such R&D activities of the laboratory are managed by the Director with the advice and a Management Council constituted for managing the affairs of the laboratory.

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| 1 | Regarding R&D Activities, Each discipline/area at IICT has a Head of the Department (HOD) who normally takes a decision in process making, in consultation with the Director. HODs also supervise the R&D activity in their discipline. The individual Scientific/Technical/Supporting Staff in each area report to the corresponding discipline Head. The discipline heads are accountable to the Director, who in turns reports to the Research and Management Council. |
| 2 | In administration, there are Section Officers for each section who report to Controller of Administration/Administrative Officer. The Director is assisted by a Controller of Administration/Administrative Officer, Controller of Finance & Accounts/Finance & Accounts Officer and Controller of Stores & Purchase/Stores & Purchase Officer who advise the director on all administrative, financial and purchase matters. |
| 3 | Various Internal Committees have been constituted which are bestowed with specific responsibility to address specific problems. These committees give their recommendations to the Director, who takes a final decision. |
| 4 | The final authority in the decision making process rests with the Director and in certain specified matters, the final authority rests with Director General, CSIR (DGSIR), New Delhi. However, certain powers have been delegated to lower functionaries by the Director. |
| 5 | IICT is guided in its activities by its Controlling Authority, i.e. Council of Scientific and Industrial Research (CSIR). Based on its directives, the decisions are taken at Laboratory level by the Head of the Laboratory, i.e. Director. |

DELEGATION OF POWERS

1) Recruitments/Appointments:

| S.No. | Nature of Power | Extent of power | Authority | Remarks |
|-------|---------------------------------------------------------------------------------|-----------------|-----------------------|-----------------------------------------------|
| 1 | Approval for appointment of Project Assistant/extension under sponsored project | Full | Director | Based on the recommendations of the Committee |
| 2 | Acceptance of medical Certificate on first Appointment | Full | Administrative Office | |

2) Disciplinary / Vigilance matters / Permissions etc.:

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| 1 | To permit undertakings of non-CSIR work for which honorarium/fee Royalty is offered including delivering lectures, writing books and manuals | Full | Sr.most Scientist 'G' | Subject to exigencies of work. |
| 2 | Permission to deliver lectures by Scientists in Universities/ Technical Instts. at their invitations and to accept remuneration therefore. | Full | Sr.most Scientist.'G' | Subject to exigencies of work. |

3) Works & Services (Maintenance):

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------|------------------------------------------------------------------------|
| 1(a) | Sanction of emergent expenditure under the following budget sub-heads subject to budget provision. P-6 Lab. Building maintenance/ Q-VII staff quarter's maintenance. | Full | Controller of Administration | Upto Rs. 50,000/- with prior concurrence of Finance |
| (b) | Sanction of expenditure under P-6 & Q-VII for petty works provided budget provision exists. | Full | Controller of Administration | Petty works not exceeding Rs.25000/- with prior concurrence of Finance |

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| 2 | Sanction Expenditure on maintenance on lift, A/cs. exhaust fans and other installations under P-6 and Q-VII. | Full | Controller of Administration | |
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4) Personal Claims:

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| 1 | Proposals related to the pay fixation of all the categories of staff which are as per rules and vetted by Finance Accounts | Full | Controller of Administration | |
| 2 | Tuition Fee and Children Educational Allowance (CEA) | Full | Administrative Officer | |
| 3 | Sanction of CPF/GPF advance | All non-gazetted and gazetted staff. | Administrative Officer | |
| 4 | Sanction of CPF/GPF withdrawal & conversion of refundable to non-refundable | Full | Sr. most Sct. 'G' | Director would be the sanctioning authority in respect of the case of Sc.'G'. |
| 5 | Overtime Allowances | (1) On holidays (2) On Working days. | Sr. most Scientist. 'G' Controller of Administration | Subject to strict observance of OTA Rules. -do- |
| 6 | Controlling Officer for medical reimbursement claim | (1) Sci. EI & above and Heads of Admin., Accounts, Stores & Purchase (2) All non-gazetted and gazetted staff up to the level of Sci.'C' or equivalent including Fellows (CSIR JRF/SRF) and Research Associates | Sr. most Scientist. 'G' Administrative Officer | Director would be the controlling officer in case of Sc.G. |
| 7 | Sanction expenditure to Medical Centre for purchase of medicines, X-ray films etc. under P-3 medicines for dispensary | Full | As per RPP | |
| 8 | Sanction of tours and advances/ refund of cancellation charges in case cancellation of tour is in public interest | All Admin. staff working in Gen. Admin/ Finance & Accts./ Stores & Purchase Section (excluding SFAO/ SPO) | Controller of Administration | Director's approval will be obtained if the proposal is for travel by Air. |
| 9 | Sanction of tours and advances/ refund of cancellation charges in case cancellation of tour is in public interest, as per entitled | 1) Full in respect of the staff working in the project | HOD On the recommendations of Head of the Deptt., Sr. most Sc.'G' | Director's approval will be obtained if the proposal is for travel by non-entitled class |

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| | class (expenditure to be debited to the projects | 2) In respect of the Project Leader | | |
| 10 | Sanction of tour in r/o all project staff working in project including Project Associates (expenditure to be met out from sponsored projects) | Full | Project Leader | As per rules on the subject. |
| 11 | Sanction of tour in r/o all research fellows (JRFs/SRFs/RAs) (expenditure to be met out from contg. grant) | Full | Research Guide | As per rules on the subject. |
| 12 | Sanctioning authority for LTC | Full | Administrative Officer | As per the instructions on the subject. |
| 13 | Controlling Officer for LTC | (1)Sci. EI & above and Heads of Admin., Stores & Purchase (2) All non-gazetted and gazetted staff up to the level of Sc.C or equiv | Sr.most Sc. 'G'Administrative Officer | Director would be the controller officer in r/o Dy. Director's case. |
| 14 | Sanction of festival advances | Full | Administrative Officer | |
| 15 | Compensatory Off to staff | Full | HOD/Sectional Head | |
| 16 | Sanction of casual leave to the regular staff in the Divn. and maintain proper account of it | Full | HOD/Sectional Head | |
| 17 | Sanction of regular leave | Full | HOD | Based on the sanction of the HOD, SO (Estt.) to certify and record the entries in the service books and duly authenticate the same based on the availability of leave. |
| 18 | Sanction of special casual leave | Full | Controller of Administration | |
| 19 | Sanction of leave to all project staff (appointed for projects) and to maintain proper leave account of it. | Full | Project Leader | As per rules on the subject. |
| 20 | Sanction of leave to fellows (CSIR JRF/SRF/RA) and to maintain proper leave account of it | Full | Research Guide | As per rules on the subject. |
| 21 | Acceptance of bonds, surety bonds for deputation, training interest bearing advances | Full | Administrative Officer | |
| 22 | Approve tender advertisement for works and services, advertisement for | Full | Administrative Officer | |

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| | regular appointment in newspapers etc. | | | |
| 23 | Approval of admission of time-barred personal claims beyond 3 months | Full | DIICT | |
| 24 | Sanction of Advance in lieu of leave salary | Full | Administrative Officer | |

5) TRANSPORT:

(a) Hiring of Vehicles [Local]:

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| 1 | Hiring taxi (Local) for official visits in public interest and the hiring is connected to project work funded by outside funding agency regarding expenditure sanction. | Full | Controller of Administration | Subject to condition that : i) the expenditure is met from project funds ii) the vehicle is hired from the approved agency of the office and through Admin. iii) non-availability of staff car |
| 2 | Hiring taxi for official visits in public interest and the expenditure from Lab funds | Full | Controller of Administration | Subject to condition that : i) the vehicle is hired from the approved agency of the office and through Admin. ii) Non-availability of staff car. |
| 3 | Hiring taxi for official visitors to the Institute whose visit is duly approved by Director, IICT. | Full | Controller of Administration | i) Subject to condition that vehicle is hired from the approved agency of the office and through Admin. ii) non-availability of staff car |

(b) Hiring of Vehicles [Out of Station]:

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|---|---------------------------------------------------------------------------------------------------------------------------------|------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Hiring taxi for official visits in public interest and the hiring is connected to project work funded by outside funding agency | Full | Controller of Administration | Subject to condition that : i) The expenditure is met from project funds. ii) Vehicle is hired from the approved agency of the office and through Admin. |
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6. Official Guests Visiting IICT :

| S.No. | Nature of power | Extent of power | Authority | Remarks |
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| 1 | Approval for free boarding /lodging for official guests | Full | Sr.most Sc. 'G' | |
| 2 | Approval for official lunch/Dinner/refreshments Supplied by the Departmental canteen/Guest House. | i) Expenditure under sponsored projects ii) Expenditure under institutional heads of A/Cs. iii) For administrative meetings, etc. | Project Leader Sr.most Sc. 'G' COA/AO | |

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| 3 | Treating official visitors as guests (free boarding, lodging, Travel to & fro) in the guest house | Full | Sr. most Sc. 'G' | Subject to following Conditions : 1)The exp.is met out of industryfunded projects 2) The visit should be in connection with such project work 3) No DA is payable to the visitor for his stay. 4) If the visitor is a foreigner, prior approval will be obtained from Director, IICT |
| 4 | Allotment of Guest House including VIP rooms | Full | Controller of Administration | |

7. CONTINGENT EXPENDITURE (CSIR BUDGET)

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Sanction expenditure upto Budget provision under P-4 contingencies. for water, Electricity, telephones (recurring), advertisement, postage, petrol and oil, Municipal Taxes, newspapers and periodicals, washing and laundry charges etc | Full | Administrative Officer | |
| 2 | Sanction of Contingent expenditure out of (P-4) (other than the heads mentioned above) except legal expenses | Rs.10000/- More than Rs 10000/- | Administrative Officer Controller of Administration | All expenditure bills must be settled within a period of one month from the date of drawl of advance With prior concurrence of Finance |

8. Contingent Expenditure (Projects):

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Sanction of emergent expenditure towards contingencies and consumables including the expenditure out of revolving advance related to R&D activities from the externally funded projects for which the provision exists in the project. (Exp. Related to printing of letter-heads, visiting cards, name plates and printing of other stationary items etc. shall not be booked to contingencies) | Rs.5000Rs.10000 More than Rs. 10000 | Project Leader HOD/Area LeaderSr. most Sct 'G' | For booking any expenditure under this category, a proper financial sanction will be issued by the authority competent to incur the expenditure. All expenditure bills must be settled within a period of one month. With prior concurrence of finance |

9.TA/DA AND OTHER EXPENDITURE RELATED TO OFFICIAL MEETINGS (advance):

| S.No. | Nature of power | Extent of power | Authority | Remarks |
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| 1 | Where TA/DA for regular CSIR meetings. To be debited to lab funds/to be recouped from CSIR Hqrs./sister institute. | Upto Rs.25000 Upto Rs.50000 Beyond Rs. 50000 | Administrative Officer Controller of Administration Sr.most Sc. 'G' | Advance to be drawn with prior concurrence of SFAO/FAO. All expenditure bills must be settled within a period of one month from the date of drawl of advance. |
| 2 | Where TA/DA for sponsored project meetings and expenditure is to debited to sponsored project funds. | Upto Rs.25000 Upto Rs.50000 Beyond Rs. 50000 | Project Leader HOD/Area leader Sr.most Sc. 'G' | Proposal to be vetted by RMA for funds availability and admissibility. Advance to be drawn with prior concurrence of SFAO/FAO. All expenditure bills must be settled within a period of one month from the date of drawl of advance. |

10.Deputation Abroad including EOL:

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|---------------------------------------|-----------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Forwarding of the Application to CSIR | Full | DIICT | The recommendations of ISTAG will be received in Estt and processed through Finance for consideration of DIICT. After his approval, the Estt will forward the application to CSIR |

11.Forwarding of application for employment:

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|------------------------|-----------------|------------------------|---------------------------|
| 1 | For Group IV | Full | DIICT/Sci 'G' | On recommendations of HOD |
| 2 | For Group III Officers | Full | Administrative Officer | |
| 3 | For others | Full | | |

12 HBA/Conveyance/PC advance:

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|------------------------------------------------------------------------|-----------------|------------------------------|---------|
| 1 | Sanction of advance in respect of all staff | Full | DIICT | |
| 2 | Approval for release of installments sanctioned by CSIR/IICT | Full | Administrative Officer | |
| 3 | CSIR/IICT Sanction of Reimbursement of stamp duty in case of mortgage. | Full | Controller of Administration | |

13 Small Family Norms:

| S.No. | Nature of power | Extent of power | Authority | Remarks |
|-------|----------------------------------------------------------------------------------------|-----------------|------------------------------|---------|
| 1 | Sanction of special increment for promoting small family norms in respect of all staff | Full | Controller of Administration | |

14. Misc:

| S.No. | DETAILS | DRAWING & DISBURSING OFFICER (DDO) |
|-------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1 | Works & Services | Controller of Administration In the absence of COA, Administrative Officer |
| 2 | Personal claims | DDO In the absence of DDO, Seniormost Section Officer (Gen.) |
| 3 | Purchase bills | SPO |
| 4 | FVC bills for cash, purchases Services etc. not falling Under Sr.Nos. 1,2 & 3 | DDO In the absence of DDO, Seniormost Section Officer (Gen.) |

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| 5 | Cash Section and related matters | DDO In the absence of DDO, Seniormost Section Officer (Gen.) |
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Administrative Officer IICT shall function as Head of Office. Matters falling beyond the delegated powers of the above functionaries and those not specified in the aforesaid delegations will continue to be put up to DIICT for approval or sanction as the case may be as hitherto fore.

Note:

HOD:HEAD OF THE DEPARTMENT

SPO:STORES & PURCHASE OFFICER

DDO:DRAWING AND DISBURSING OFFICER