

Authorization of Administrative and Financial Powers Of Designated Officers

A- Schedule of Authorization of Administrative Powers

Sl. No.	Nature of Power	Extent of Authorization to		
		Group Head (GH)	Theme Head (TH)	Unit In-charge
1.	Power to sanction Casual Leave (CL)	Full power in respect of TH/ Scientist/ Technicians in the group with recommendation of TH, excluding self	Full power in respect of project staff with the recommendation of PIs under applicable rules	Full power in respect of Scientists posted in the unit and project staff (in-house/external) on the recommendation of PI, excluding self
2.	Power to approve official tour programs within India, report and counter signature on TA bills	Full power in respect of TH/ Scientist/ Technician in the group with recommendation of TH, excluding self	Full power in respect of project staff with the recommendation of PIs	Full power in respect of Scientist/ technicians and other staff posted in the Unit; and project staff on the recommendation of PI, excluding self

B. Schedule of Authorization of Financial Powers to Officers

Sl. No.	Nature of Power	Extent of Authorization to	
		Group Head (GH)	Unit In-Charge
1.	Purchase of Scientific equipments (excluding computers and its peripherals) and their repairs	Up to Rs. 15,000/- (for repair and maintenance of equipments) in each case of projects (in-house/external) with recommendations of TH	Up to Rs. 15,000/- (for repair and maintenance of equipments) in each case under projects (in house/external), with recommendations of PIs/ unit scientists
2.	Recurring expenditure on approved heads subject to availability of budget (except under salary and	Up to Rs. 15,000/- in each case of group projects (in-house/external) with recommendations of TH	Up to 15,000/- in each case under projects with recommendations of PIs unit Scientists.

	wages for hiring of manpower)		
3.	Temporary advances for Tours	Full power to the extent he is empowered to sanction tour (except for self)	Full power to the extent he/she is empowered to sanction tour (except for self)
4.	Temporary advances for field expenses	Up to Rs. 15,000/- in each case under the group projects with recommendations of TH	Up to 15,000/- in each case under unit projects with recommendations of PIs/unit scientists