

**INSTITUTE OF MICROBIAL TECHNOLOGY**

**Sector 39-A, Chandigarh**

No.4(20)/2011-E.II

Dated: 31.10.2011

**OFFICE MEMORANDUM**

Sub: Delegation of Powers

In pursuance of Hand Book on Delegation of Powers in CSIR notified on 30.03.2011, the Director, IMTECH, has delegated the following powers to Administrative Officer, IMTECH, for expedient disposal and smooth functioning of work of the Institute:-

1. Power of incurring contingent expenditure

Sl. No.	Nature of Power	Competent Authority/ Extent of power	Delegated to
(i)	Electricity, gas and water charges	Director- Full power	Administrative Officer
(ii)	Maintenance, upkeep and repair of motor vehicles	Director- Full power	-do-
(iii)	Insurance charges on motor vehicles (against third party risks)	Director- Full power	-do-
(iv)	Purchase of reference books; and other misc. expenditure for petty purchases, etc.	Director- Full power	Administrative Officer (upto Rs.10,000/- at one time)

2. Pay, advance increments etc.

(i)	Fixation of pay as per normal rules on promotion/appointment to a higher post or grade or on any other eventuality.	Director- Full power for officer other than Director or equivalent (for them it is to be vetted by the CSIR Hqrs.)	Administrative Officer for officer other than Director or equivalent with the concurrence of Finance & Accounts.
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3. Travelling Allowance

(i)	Declaration of controlling officer	Director- Full power.  Provided that Director may not declare a Council servant to be his own controlling officer and no officer shall be declared a controlling officer of an officer of higher in rank to him.	
	a) All employees in the Grade Pay of Rs.7600 & above and A.O.	Director	--
	b) All employees in the Grade Pay of Rs.6500 & below	Director	Administrative Officer

4. Leave

(i)	Grant of EL	Director - Full power	The respective Reporting Officer
(ii)	Grant of CL / CH	-do-	-do-
(iii)	Grant of RH	-do-	-do-
(v)	Grant of Comm. Leave	-do-	-do-
(vi)	Grant of HPL	-do-	-do-
(xi)	Grant of Maternity leave/ Paternity leave	-do-	-do-
(iv)	Grant of CCL	-do-	--
(vii)	Grant of Leave Not due	-do-	--
(viii)	Grant of EOL	-do-	--
(ix)	Grant of Sabbatical leave	-do-	--
(x)	Grant of Study leave	-do-	--
(xii)	Grant of EL to visit abroad	-do-	--
(xiii)	Grant of Special CL	-do-	--

5. Provident Fund

(i)	Grant of advance for which "Special Reasons" are not required under GPF (CS) clause (2) of Rule 12.	CoA- Full power	Administrative Officer
(ii)	Grant of advance for which "Special Reasons" are required under GPF (CS) clause (2) of Rule 12.	Director - Full power	Administrative Officer

6. Reimbursement of Children Education Allowance

(i)	Reimbursement of Children Education Allowance	Director - Full power	Administrative Officer
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7. Reimbursement of Medical Charges

(i)	Reimbursement of medical expenses to serving employees-  - in normal cases. - in emergent cases.	Director - Full power  -do-	Administrative Officer  --
(ii)	Reimbursement of medical expenses to pensioners-  - in normal cases. - in emergent cases.	--  Director - Full power  -do-	  Administrative Officer  --

8. Service Contracts

(i)	Payment of Service contracts such as, Horticulture, Housekeeping, Security, Bio-medical waste, Fire Fighting System, Laundry, Cutting of Grass, Cable charges for Guest House, Courier, Identity Cards, Annual Maintenance Contracts.	Director - Full power	Administrative Officer once the contract is approved by the Director, IMTECH.
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9. Allotment of Staff Quarters

(i)	Allotment of staff quarters.	Director - Full power	Administrative Officer once the priority list is approved by the Director, IMTECH.
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10. Legal Expenses

(i)	Engagement of Lawyer, settling fees, sanctioning expenditure on court fee, court papers, typing etc.	Director - Full power	Administrative Officer once the engagement of lawyer & charges are approved by the LA, CSIR /Director, IMTECH
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11. Miscellaneous Orders

(i)	Grant of OTA for duty on working days.	Director - Full power	Administrative Officer
(ii)	Grant of OTA for duty on Saturdays/ Sundays/ public holidays	Director - Full power	Administrative Officer

(Pank Saxena)  
Section Officer

Copy to:-

1. All Scientists/PIs/Heads of Divisions/Sections
2. Finance & Accounts Officer
3. Store & Purchase Officer
4. Section Officer (E-I)
5. Section Officer (E-II)
6. Section Officer (F&A)
7. Section Officer (S&P)
8. PS to Director
9. PS to AO
10. Office Copy