

सीएसआईआर-राष्ट्रीय पर्यावरण अभियांत्रिकी अनुसंधान संस्थान
वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
नेहरू मार्ग, नागपुर - 440 020

सं. 18(3)/2021-आर एंड ए

दिनांक: 30 नवम्बर, 2021

कार्यालय आदेश / OFFICE ORDER

विषय: - शक्तियों का प्रत्यायोजन - नियमित प्रशासनिक मामलों को निपटान हेतु एसएमएस के रूप में संस्थान के वरिष्ठ वैज्ञानिकों में से एक की पहचान।

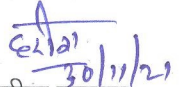
Sub: - Delegation of Powers – identification of one of the Senior Scientist of the Institute as SMS to deal with the routine administrative matters.

संदर्भ:- दिनांक 28-मई-2021 का कार्यालय आदेश संख्या 3(86)/स्था./2021

Ref: - Office Order No. 3(86)/Estt/2021 dated 28-May-2021

डॉ. ए.एन. वैद्य द्वारा सीएसआईआर-नीरी, निदेशक (दिनांक 29-11-2021 के सीएसआईआर-नीरी कार्यालय ज्ञापन संख्या क. 9/(1324)/21/स्था. के तहत) के रूप में कार्यभार ग्रहण करने के परिणामस्वरूप तथा ऊपर उल्लिखित कार्यालय आदेश के आंशिक संशोधन करते हुए निदेशक, सीएसआईआर-नीरी द्वारा डॉ. (श्रीमती) साधना रायलू, मुख्य वैज्ञानिक और एसएमएस की अनुपस्थिति में संस्थान के एसएमएस के रूप में डॉ. जी.एल. बोधे, मुख्य वैज्ञानिक, को नियमित प्रशासनिक मामलों से निपटने के लिए एसएमएस नियुक्त किया गया है।

Consequent upon taking over charge by Dr. A.N. Vaidya as Director, CSIR-NEERI (vide CSIR-NEERI OM No. 9/(1324)/21/Estt. Dated 29-11-2021) and in partial modification of the Office Order referred to above, the Director, CSIR-NEERI has been pleased to identify Dr. G.L. Bodhe, Chief Scientist as SMS of the Institute in the absence of Dr. (Mrs.) Sadhana Rayalu, Chief Scientist and SMS to deal with the routine administrative matters.


(हरीश कुमार)

प्रशासनिक अधिकारी

प्रति,

1. डॉ. (श्रीमती) साधना रायलू, मुख्य वैज्ञानिक
2. डॉ. जी.एल. बोधे, मुख्य वैज्ञानिक

प्रतिलिपि :

1. निदेशक कार्यालय, सीएसआईआर-नीरी, नागपुर
2. प्रशासनिक अधिकारी के वैयक्तिक सहायक, सीएसआईआर-नीरी, नागपुर
3. सीएसआईआर-नीरी, नागपुर के सभी प्रभागों/अनुभागों/एकक/क्षेत्रीय केंद्रों के प्रमुख
4. वित्त एवं लेखा नियंत्रक, सीएसआईआर-नीरी, नागपुर
5. भंडार तथा क्रय अधिकारी, सीएसआईआर-नीरी, नागपुर
6. अनुभाग अधिकारी (सामान्य / वित्त एवं लेखा/ भंडार तथा क्रय)
7. राजभाषा एकक
8. कार्यालय प्रतिलिपि

Office Order

Sub:- Delegation of Powers

- Ref:- 1. CSIR-NEERI Office Order No. 3(86)/Estt./2017 dated 26.10.2017.
2. CSIR-NEERI Office Order No. 3(86)/Estt./2016 dated 02.12.2016.
3. CSIR-NEERI Office Order No. 3(86)/Estt./2017 dated 24.05.2016.

The Director, CSIR-NEERI, Nagpur has been pleased to approve delegation of his powers to the subordinate authorities as per the enclosed statement of Delegation of Powers at ANNEXURE (updated as on date) to be exercised by all the functionaries including SMS. The enclosed statement of Delegation of Powers is for kind information and reference of all concerned.

The delegated powers are to be exercised with due regard to the various conditions and restrictions as imposed in the General Financial Rules and any other Rules / Orders in force or that may be issued from time to time. The powers which are not specifically delegated to any subordinate authority or included in the attached statement, shall continue to be exercised by the Director, CSIR-NEERI in accordance with the "Handbook on Powers of Heads of Department in CSIR - 2011". The powers regarding Creation of Posts, Appointment to Posts and Assessment of all the regular staff, Vigilance and Disciplinary Functions, write off of losses and re-appropriation of funds will continue to be exercised by the Director, CSIR-NEERI himself.

The above arrangement will come into force with immediate effect.

Encl.: As above.


[Somnath Mazumder]
Administrative Officer

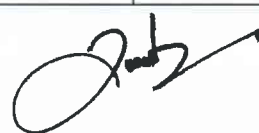
Copy to:-

1. Dr. H.J. Purohit, Chief Scientist & Head, EBG Division, CSIR-NEERI, Nagpur
2. Dr. J.S. Pandey, Chief Scientist & Head, CCSS Division, CSIR-NEERI, Nagpur
3. The Private Secretary to the Director, CSIR-NEERI, Nagpur
4. The Private Secretary, COA's Office, CSIR-NEERI, Nagpur
5. The Stores & Purchase Officers, CSIR-NEERI, Nagpur (2 copies)
6. The Finance & Accounts Officer, CSIR-NEERI, Nagpur
7. The Drawing & Disbursing Officer / AO, CSIR-NEERI, Nagpur
8. The Section Officers [General / S&P/ F&A], CSIR-NEERI, Nagpur
9. The Heads of all Divisions/Sections/Zonal Centres of CSIR-NEERI
10. The Hindi Cell, CSIR-NEERI, Nagpur
11. The Office Copy, CSIR-NEERI, Nagpur
12. The Notice Board, CSIR-NEERI, Nagpur

**CSIR – National Environmental Engineering Research Institute
[Council of Scientific and Industrial Research]
Nehru Marg, Nagpur 440 020**

Statement of Delegation of Powers

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
1.	Acceptance of Medical Certificate on first appointment	Full	COA / AO	-
2.	Permission (including ex-post facto) to deliver lectures in Universities / Institutes at their invitations; Evaluation of thesis as external examiner; Presentation of papers including non-CSIR work; Writing books & manuals; and Publication of papers, books etc.	For all regular staff For HODs/HOZCs/ Heads of Administration For SMS	HOD/ HOZC SMS Director	Subject to the exigencies of work. If royalty / fee / honorarium is offered, it is to be intimated to office.
3.	Permission (including ex-post-facto) to attend Conferences, Seminars, Workshops, Trainings etc., and for advance payment of registration fee thereof wherever applicable For Project Assistants / Research Fellows / Scientists <i>Fellows</i> For all regular staff, HODs / HOZCs / Heads of Admn. For all regular staff	From Project Funds:- Up to Rs. 5,000/- Up to Rs. 10,000/- Above Rs. 10,000/- Up to Rs. 10,000/- Up to Rs. 20,000/- Above Rs. 20,000/- From Institute Funds:- Up to Rs. 20,000 Above Rs. 20,000	HOD / HOZC SMS Director HOD/HOZC SMS Director SMS Director	Subject to budget provision / funds availability
4.	Sending office vehicles outside Municipal limits for official purposes at HQrs For Zonal Centres	Full Full	SMS HOZC	Use of staff car for non-duty journeys is completely banned.



Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
5.	Approval (including ex post facto) for hiring of taxi including AC Taxi from authorized agency for official purpose in public interest / Use of taxi from OLA or UBER or other registered taxi operators	Full from Project Funds Full from Institute Funds	HOD/ HOZC SMS	Payment will be made to the authorized agency on bill basis. For OLA / UBER Taxi etc., reimbursement will be made on submission of certified (in the form of receipt / email / self-certified) bills.
6.	Hiring of taxi at site for project work and / or Hiring of Hotels (including ex-post-facto) for use as on-site Laboratory including for whole project period	Full from Project Funds	HOD/ HOZC	On the basis of quotations collected by visiting project team having one regular staff member. HOD/HOZC shall be responsible for the authenticity and hiring.
7.	Approval (including ex-post facto) for free boarding / lodging in CSIR-NEERI Guest House for official guests / visitors for project work	For Indian / Foreign Guests	HOD/ HOZC	Expenditure to be met only from private consultancy projects. DA as per rules.
8.	Approval (including ex-post facto) for official entertainments / refreshments / lunches / dinners through authorised agency and in Hotels at any location	From Consultancy Project Funds : Up to Rs.10,000/- Up to Rs. 20,000 Above Rs. 20,000 From Institute Funds: Up to Rs. 4,000/- Up to Rs. 8,000/- Above Rs. 8000/-	HOD/HOZC SMS Director COA / AO SMS Director	Approval of Director, CSIR-NEERI to be obtained for Director's Dinner
9.	Approval (including ex-post- facto) of tours by entitled / non-entitled class including tours under Tatkal quota, travel by private airlines and advance thereof. Refund of cancellation charges if it is in public interest.			As per guidelines on the subject. Expenditure for travel by Private Airlines to be met only from private Consultancy projects

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
	For Research Fellows (i.e. JRF / SRF / RA)	From Contingency grant	Research Guide	
	For all regular staff including HODs / HOZCs / Project Assistants etc.	From Project Funds	HOD/ HOZC	
	For all regular staff below the level of Group 'A' Officers	From Institute Funds	COA /AO	
	For all regular staff of the level of Group 'A' Officers & above		SMS	
	For HODs / HOZCs / Heads of Administration / SMS		Director	
	For all staff members	From 1% Fund	Director	
	Controlling officer for TA and LTC claims			--
	For all staff including Project Assistants, Research Fellows etc.		Respective HOD / HOZC	
	For HODs		SMS	
	For SMS		Director	
	For Director		Director	
10.	Approval (including ex-post facto) of tours in case proceeding on tour from a different station while on leave OR returning from tour to a different station other than HQrs to avail leave For all staff members including HODs / HOZCs / Admin Heads / SMS	From Project funds: Full From Institute funds: Full	HOD / HOZC Director	TA will be regulated as per rules on the subject
11.	Signing of final deputation proposals for official visits abroad For all Scientific and Technical staff up to the level of Senior Principal Scientist For all HODs / HOZCs / SMS / Chief Scientists	Full Full	SMS Director	In principle approval of Director to be obtained by all
12.	Sanction of CPF / GPF advances, withdrawals and conversion of refundable advances to non-refundable for all staff	Full	AO / COA	As per Rules
13.	Sanction of Overtime Allowance on working days or on holidays	Full	AO / COA	If recommended by HODs / HOZCs / Admin Heads
14.	Sanction of Tuition Fee and Children Educational Allowance	Full	AO / COA	As per Rules

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
15.	Sanction of all advances (Interest-free such as advance of TA, LTC, etc., and interest-bearing such as Personal Computer Advance and House Building Advance etc.)	Full	COA / AO	As per Rules on the subject and wherever required, on the recommendations of the Committee.
16.	Permission for change of Home Town	Full	SMS	As per rules on the subject
17.	Sanction of regular leave including CL, RH, compensatory off etc., For all regular staff For HODs / HOZCs / Admin Heads / SMS	Full Full	HOD / HOZC Director	As per rules
18.	Sanction of Special Casual Leave For all regular staff For HODs / HOZCs / Admin Heads / SMS	Full Full	SMS Director	As per rules
19.	Sanction of leave to Project Assistants, Project Officers etc. Research Staff i.e. JRF, SRF, RA etc.	Full Full	Project Leader Research Guide	As per rules
20.	Allotment of staff quarters / Scientist Apartments / Hostels Normal / Routine allotment Out-of-turn allotment to Common Cadre Officers and / or on medical grounds / in exigencies of work	Full Full	COA / AO SMS	As per rules. On the recommendation of the House Allotment Committee.
21.	Permission to retain staff quarters within permissible limit Permission to retain staff quarters above permissible limit	Full Full	SMS Director	As per rules.
22.	Refund of amount of Security Deposit / Caution Money deposited for allotment of Council accommodation by Project Trainees	Full	COA / AO	Application through proper channel & with "no dues" certificate by HOD

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
23.	Refund of EMD, Security Deposit, Bank Guarantee etc., in respect of outsourcing agencies / contractors	Full	SMS	For work related to Security, Guest House, Canteen or others etc.
24.	Acceptance of proposals related to pay fixation of all categories of staff including pensioners	Full	AO/COA	As per rules & after vetted by F&A Section
25.	Approval for issue of NOC for obtaining / renewing official / private passport for all staff	Full	COA / AO	
26.	Sanction of expenditure from Laboratory Reserve Fund	Full	Director	After sanction of the Director, the file will be processed as per normal procedure.
27.	Approval for one time drawl of Revolving Advance to Divisions / Sections for a Financial Year From Project Funds From Institute Funds	Full Rs. 30,000/- maximum Rs. 10,000/- maximum	SMS	Expenditure to be made as per procedure and advance should be adjusted before 31st March of every year.
28.	Sanction (including ex-post facto) of expenditure from Revolving Advance From Project Funds From Institute Funds	Full (Rs. 30,000/-) Full (Rs. 10,000/-)	HOD/ HOZC COA/AO	Prescribed procedure should be followed.
29.	Approval for one time drawl of Revolving Advance for Zonal Centres	Amount as decided by Director from time to time	Director	Expenditure to be made as per procedure and advance should be adjusted before 31st March of every year.
30.	Sanction of expenditure (including ex-post-facto) from Revolving Advance for Zonal Centres	Full	HOZC	Prescribed procedure should be followed
31.	Sanction of cash advances (including ex-post facto) from Project funds for project expenditure at site and during tour	Up to Rs. 50,000/- Up to Rs. 1,00,000/- Above Rs. 1,00,000	HOD SMS Director	To follow the prescribed procedure Payment on bill basis should be encouraged, wherever possible

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
32.	Sanction (including ex-post facto) of cash advances for towards for TA on deputation, advances on loan basis, visa and travel insurance etc. after financial sanction of the competent authority.	Full from Project Fund	SMS	
33.	Sanction of expenditure including advance for purchase of medicines for CSIR-NEERI Dispensary / staff through authorized chemists / druggists; Bills of authorized test centres for various medical tests as prescribed by Medical Officers, CSIR-NEERI Dispensary etc., under Institute funds B/H P-03	Full	COA / AO	
34.	Approval for reimbursement of medical expenses to employees / pensioners for treatment received at authorized / private hospital / nursing home including in emergencies and for availing facility from other CSIR Labs	Full	SMS	Under CS (MA) Rules and as per restrictions under CGHS Rules / as per the recommendation of Medical Committee
35.	Grant of medical advance to hospitals for specialized treatment / major illness of employee / pensioner and TA advance to employee for specialized treatment outside HQrs	Full	SMS	As per rules on the subject. As recommended by CMO / RMO / AMA / Medical Committee
36.	Sanction (including ex-post facto) of expenditure related to printing & binding of reports, journals, newsletters etc. From Project Funds From Institute Funds	Up to Rs. 50,000/- Up to Rs.1,00,000/- Above Rs.1,00,000/- Up to Rs. 1,00,000 Above Rs. 1,00,000	HOD/ HOZC SMS Director SMS Director	Through agency authorized by office. No cash transaction
37.	Sanction (including ex-post facto) of expenditure from overall funds of consultancy projects under PL component	Full	HOD / HOZC	

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
38.	Sanction (including ex-post-facto) of expenditure including advance, if required and / or wherever applicable, for Water, Electricity, Gas Telephones, Money Orders, Postage / Renewal of Franking, Newspapers & Periodicals, Municipal Taxes, Road Tax, Advertisement, Washing & Laundry charges etc. under Institute fund B/H P-04 (Contingencies)	Full for HQrs Full for zonal Centres	AO / COA HOZC	As per the procedure Payment on bill basis as most preferred
39.	Sanction (including ex-post facto) of payment of insurance charges, Road Tax etc in respect of staff vehicle	Full for HQrs Full for Zonal Centres	COA HOZC	As per rules
40.	Sanction (including ex-post facto) of expenditure on maintenance, upkeep and repair of staff vehicle	Up to Rs. 10,000/- Up to Rs. 50,000/- Above Rs. 50,000	COA / HOZC SMS Director	Through Authorized Dealers on the recommendations of the Vehicle Maintenance Committee
41.	Supply of uniforms, badges & other articles of clothing	Full	SMS	Subject to the limits prescribed
42.	Grant of Travelling Allowance (including ex-post-facto) and / or Honorarium to visiting experts / guests for specialized lectures including presentation of mementos From Consultancy Project Funds From Institute Funds / GIA Project Funds	Full Full	HOD / HOZC Director	As per rules on the subject
43.	Acceptance of bonds, surety bonds for deputation, training, interest-bearing advances, handling cash, stores etc.	Full	COA / AO	



Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms and conditions, if any, for exercising the delegated power
44.	Approval for engagement / upgradation / extension of Research Fellows / Project Assistants under all Projects, including constitution of committee and Proceedings	Full	Director	Engagement on the recommendations of the PARAC as per CSIR-NEERI Guidelines and Extension / Upgradation on the recommendations of separate committee.
45.	Approval for acceptance of resignation on leaving / or completion of tenure by Research Fellows / Project Assistants etc. including waiving of notice period	Full	SMS	On the recommendation of Research Guide / HOD.
46.	Approval for engaging Trainees for dissertation	Full	Science Secretary	As per policy on the subject
47.	Approval for engagement of Foreign Fellows / Trainees	Full	Director (thru Science Secretary)	Further processing / correspondence with University / Department / students etc., will be done by the Science Secretary



Works & Services

Sl. No.	Item / Nature of Power	Extent of power delegated	Competent Authority	Terms & Conditions, if any, for exercising the delegated power
1.	Sanction of emergent expenditure including purchase of materials for petty works under BIH P-06 (Lab Building Maintenance) and P-70 (Staff Quarters Maintenance) subject to budget provision	Full	Chairman, Works Committee	Subject to following Purchase Rules
2.	Sanction of expenditure on maintenance of lift, ACs, exhaust fans and other installations under B H P-06 and P-70	Full	Chairman, Works Committee	As per the prescribed rules
3.	Approval of tender advertisement for Works & Services	Full	Chairman, Works Committee	
4.	Award and / or Extension of contract duration works	Full	Chairman, Works Committee	
5.	Refund of amount of EMDs / Security Deposits pertaining to all works	Full	Chairman, Works Committee	
6.	Execution of all kinds of works under B H P-06 and P-70	Full	SMS	Subject to in principle approval of Director, CSIR-NEERI

Note:-

COA/AO – Full powers vested with COA and in his absence AO will exercise those powers
 AO/COA – Full powers vested with AO and in his absence COA will exercise those powers

