



ICAR - CENTRAL INSTITUTE OF FISHERIES EDUCATION

(Deemed University)

Panch Marg, Off Yari Road, Versova,
Andheri (West), Mumbai-400061

Tel. No. 022-26361446/7/8, Fax No. 022-26361573 Web Site : www.cife.edu.in



F. No. 19-1/2015/Estt.


Dated 11th May, 2021

OFFICE ORDER

Ref:- Delegation of financial powers to HODs/SICs/Regular Head of Office of CIFE – reg.

In supersession of this Office Order No. 3-10/99/Admn./3844 dated 22.08.2009 and 19(1)2015/Estt. dated 14.07.2015, the undersigned is pleased to approve the revised delegation of power to Heads of Divisions, Scientist-in-Charge of Research Centers of CIFE and Regular HOO (Joint Directors/Sr.AO) as listed in Annexure-I to this order. The sanctioning authority will not exercise the powers in respect of his own claims unless specifically authorized there in the list.

The powers should be exercised subject to the Rules, Orders, limitations/conditions, procedures etc. as prescribed by the Govt. of India/ICAR from time to time. All purchases, payments, commitments etc. should be in accordance with the relevant Rules/instructions on the subject. Wherever the powers delegated are subject to annual limits, the sanction order should invariably indicate the progressive amount sanctioned to enable acceptance of the sanctions by the Audit. For this purpose, necessary appropriate registers showing sanctions issued along with the amount involved will have to be maintained.


DIRECTOR
11/5/2021

Encl.: Annexure - I

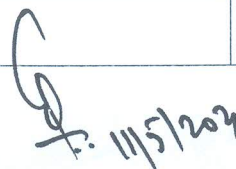
Distribution:-

1. Director Cell.
2. Joint Director.
3. All HODs & Incharge of Sections/Cells/Units.
4. Officer Incharges of C.I.F.E., Sub-Centers.
5. CF&AO/SAO/All AAOs/AFAO
6. Secretary IJSC
7. webmasters@cife.edu.in
8. Guard File.

Annexure - I

SCHEDULE OF POWERS RE-DELEGATED BY THE DIRECTORS TO THE JOINT DIRECTOR, HEAD OF OFFICE, HEADS OF DIVISIONS, SCIENTIST-IN-CHARGE OF KOLKATA/KAKINADA/POWARKHEDA/ROHTAK/MOTIPUR CENTERS						
Sl. No	Item	Joint Director	Heads of Divisions	SICs of Centres who are as Heads of Office	Head Of Office	Remarks
(1)	(2)		(3)	(4)	(5)	(6)
1.	Power to sanction annual increment			Full*	Full*	*Unless there is an order to withhold the same for which sanction of the Competent Authority is necessary
2.	Power to sanction Casual Leave/RH		Full excluding himself/herself	Full excluding himself/ herself	Full excluding himself/herself	CL & RH of JD/CFAO/SAO /HODs will be sanctioned by the Director and CL & RH of AO/FAO/AFAO/AAO will be sanctioned by controlling officer of concerned officer. In all other cases the in-charge of the section concerned will sanction CL/RH.
3.	Special Casual Leave		-	Full*	Full	*For adopting Family Planning measures subject to the observance of the conditions stipulated by ICAR/GOI from time to time. Cases of doubtful nature and other cases are to be referred to Hqrs.
4.	Power to sanction Earned Leave, HPL, Commuted Leave & the extension of leave	Full in respect of Senior Scientists, Scientist and Technical Officers of Category III		Full, upto the Service Book maintained in the Centres, including sanctioning special disability leave except for himself provided no officiating arrangements are required.	Full in respect of Admn, Technical staff of Category II & I and Skilled Support Staff of CIFE Hqrs.	The EL/HPL/Commuted Leave of JD/HODs/ PS/Head of the concerned Section/ Centre i.e. SAO/CFAO/OICs and the officials holding the responsible additional charges i.e. OIC(Works), Estate Officer, Chief Warden, Wardens, Dy. Wardens and Incharge IGH etc. will be sanctioned by the Director. However the cases involving special features shall be put up to Director for orders.
5.	To sanction tour programme, counter	Full, upto Scientist &			Full powers excluding himself in respect of the	Counter signature of TA bills will be subject to approval to tour report by





	signature of TA bills and approval of the tour report	Technical officials			Administrative, Skilled Support Staff at CIFE Headquarters and Centres whose Grade Pay doesn't exceed Rs. 4,800/-	the Authority Competent to sanction tour. An indication to the effect that tour report has been submitted should be made while countersigning the TA bill. The journey should be performed with adherence of GOI/ ICAR Orders. In the absence of this, TA bill will not be admitted.
POWERS TO INCUR EXPENDITURE						
6.	Procurement of Capital Items		-			All the proposal of any kind of capital item under Institute Grant of projects including proposals of centres must be forwarded to the HQ with requisite indent/ proposal along with estimated cost. No procurement will be admissible if prior approval of competent authority is not taken and due procedure is not followed.
a)	Repairs of Furniture & Fixtures	Rs. 5,000/- per month Annual Ceiling of Rs. 60,000/-	-	Rs. 5,000/- per month Annual Ceiling of Rs. 60,000/-		Subject to observance of prescribed procedures and codal formalities and certification as per ICAR/GOI Order.
b)	Repairs to Equipment, Plant & Machinery etc. including AMC for Computers, Lab Equipment & Others	Rs.25,000/- in each case, Annual Ceiling of Rs.2.50 Lakh	-	Monthly Ceiling Rs.10,000/-, Annual Ceiling of Rs.1.00 Lakh		Subject to observance of procedures of ICAR/GOI Order.
c)	Execution of petty works, repairs, including sanitary fittings, water supply, electric installation, etc. building, staff quarters, guest house owned by the Instt.	Rs.25,000/- in each case, Annual Ceiling of Rs.2.50 Lakh	-	Monthly Ceiling Rs. 15,000/- Annual Ceiling of Rs. 1.50 Lakh		For all works falling under items (vi) and (vii) an estimate of the probable cost shall be prepared before the works are taken up and sanction shall be issued on the basis of this estimate only.

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d)	Maintenance & Repairs of Vessels		-	-	-	Subject to observance of procedures of ICAR/GOI Order.
e)	Maintenance of Staff Cars & Vehicles, etc.	Rs.25,000/- in each case, Annual Ceiling of Rs.2.50 Lakh	-	Upto Rs.25,000/- per annum		
f)	Municipal/cantonment rates and taxes	Full	-	Full		The expenditure shall be incurred keeping in view, reasonability and ICAR/GOI instruction from time to time.
g)	Power to Sanction expenditure on the insurance of motor vehicles under Motor Vehicle Act 1939 to pay road tax wherever liveable	Full	-	Full		Subject to adherence to ICAR/ GOI Orders.
h)	Running expenses (fuel, oil, lubricant) for vehicles	Full	-	Monthly Ceiling Rs.10,000/- Annual Ceiling of Rs.1.00 Lakh		Subject to conditions that tested KM/KP rate is achieved and shortfall if any, are report simultaneously to Director indicating reasons and observance of ICAR/ GOI Orders.
i)	Posts & telegraph & internet charges incl. commission money orders.		-	Full	Full	
j)	Printing & Binding	Upto Rs.1.00 Lakh (Annual Ceiling)		Monthly Ceiling Rs.2,000/- Annual Ceiling of Rs.24,000/-	Upto Rs.50,000/-	Subject to fulfil all other conditions/ Govt. Orders on the subject in force.
k)	Purchase of books, journal & official publications	Upto Rs.1.00 Lakh (Annual Ceiling)		Rs.10,000/- per annum	Rs. 10,000/- per annum	Purchase of books/journal other than office reference books shall be got approved by Library Committee before purchase and Subject to observance of ICAR/ GOI Order and procedure.
l)	Local purchase of stationery stores	Rs.25,000/- in each case,		1. Rs.2,500/- per month		Subject to availability of funds for this purpose and subject to

		Annual Ceiling of Rs.2.50 Lakh		2. Annual Ceiling of Rs.30,000/-		observance of ICAR/GOI order and procedure.
m)	Local purchase of rubber stamps and office seals	Annual Ceiling of Rs.10,000/-	-	Annual Ceiling of Rs.5,000/-		To avoid the possibility of counterfeting of stamps and seals by a dealer. Purchase shall be made with caution and from firms of repute only.
n)	Purchase of working stores, Chemicals, Tools, Insecticides, Fertilizers, Consumables, Research and Operational expenses, etc.		Annual Ceiling Rs.30,000/-	Full subject to ceiling of earmarked fund given to Centres and procurement should be through as per ARC	-	Subject to observance of normal rules and procedures and availability of funds. The expenditure should be monitoring proper register for the purpose. In other cases
o)	Telephone/Electricity, GAS and Water charges	Upto Rs.2.00 lakh	-	Full upto 1 lakh for Regional Centres	Upto 1 lakh for CIFE Hqrs	The powers do not include new connection/installation and penalty levied if any.
p)	Advertisement Charges	Rs.25,000/- in each case, Annual Ceiling of Rs.2.50 Lakh	-	Rs.10,000/- at each occasion provided not exceeding Rs.1.00 lakh per annum	Rs.10,000/- at each occasion provided not exceeding Rs.1.00 lakh per annum	Matters for advertisement shall be got approved in advance from the Director and services at DAVP maximum discounted rate & subject to observance of Rules & Procedure of ICAR/GOI.
q)	Reimbursement of News Paper	Full upto Principal Scientist	-	Full		Subject to observance Rules & Procedure of ICAR/GOI.
r)	Legal Charges for law suits to which party is council	Rs.1.00 Lakh in each case	-	-		Subject to the Council's Order No.2-14/2015/Law dr. 20.01.2017.
s)	Other Legal Charges for law suits or prosecution cases as well as for arbitration cases.	Rs.1.00 Lakh in each case		-		
t)	Regular follow-up and monitoring of all Court	Full				

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	Cases, reporting to Director and Council					
7.	Grant of advance in connection with Tour (Rule 48 of part II, GFR 2005) after necessary approval by the Director	Full in respect of Scientist and Technical Officers of Category III	-	Full, upto Rs.50,000/-	Full in respect of Admn, Technical Category II & I and Skilled Support Staff except himself/herself	Subject to approval of Tour programme by the Competent Authority and orders of GOI/ICAR for the staff members under the control. No advance shall be sanctioned if the earlier advance is not settled.
8.	Grant of advance in connection with LTC (Rule 52 of Part II, GFR 2005) after necessary approval by the Director	Full in respect of Senior Scientists, Scientist and Technical Officers of Category III	-	Full, upto Rs.50,000/-	Full in respect of Admn, Technical Category II & I and Skilled Support Staff except himself /herself	Subject to orders of GOI/ICAR for the staff member under their control.
9.	Grant of advance to the families of employees who die while in service (Rule 79 Part II GFR Rules 2005)		-	Full	Full	Subject to regulation (as per the existing rules)
10.	Reimbursement of medical expenses as admissible under CS (MA) Rules 1994 incl. countersignature of medical bills in case of OPD	Full in respect of Senior Scientists, Scientist, Technical Officers of Category III and Admn Officers	-	-	Full in respect of Technical Category II & I, Admn staff and Skilled Support Staff except himself/herself	As per the provision of CS (MA) Rules 1944
11.	Grant of temporary advances and part final withdrawals from GPF	Full in respect of Senior Scientists, Scientist and Technical	-		Full in respect of Technical Category II & I, Admn. and Skilled Support Staff except himself & herself	In respect of staff members under their control. All cases of temporary advance (2 nd and subsequent) are to be sanctioned by the Director, ICAR-CIFE, Mumbai


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		Officers of Category III Full, of Regional Centres				
12.	Power to allow the actual cost of a journey to appear before a medical board, preliminary retirement or invalid pension. (S.R. 160b).	Full in respect of Senior Scientists, Scientist and Technical Officers of Category III Full, of Regional Centres	-		Full in respect of Admn, Technical Category II & I and Skilled Support Staff except himself& herself	
13.	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non- gazetted status to return to duty (S.R.213).	Full in respect of Senior Scientists, Scientist and Technical Officers of Category III	-	Full	Full in respect of Admn, Technical Category II & I and Skilled Support Staff except himself& herself	
14.	Power to sanction reimbursement of cancellation charges on unused Railway tickets.	Full in respect of Senior Scientists, Scientist and Technical Officers of Category III	-	Full	Full in respect of Admn, Technical Category II & I and Skilled Support Staff except himself& herself	
15.	Students Fellowship & Contingent Bills Reimbursement	Full	-	-		Subject to yearly ceiling as per category of students and observance of ICAR/GOI Orders.





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