

**Statement of Delegation of Powers vested with Secretary
National Council of Educational Research & Training.**

(Secretary)

<u>S.No</u>	<u>Nature of Powers</u>	<u>Authority</u>	<u>Existing powers</u>	<u>Remarks</u>
1.	2.	3.	4.	5.
1.	Appointments	Secretary	All Group 'C' and 'D' including those Groups 'B' of PAs/ Asstts. in the Council Hqrs.	On the recommendations of Selection Committee/ DPC.
2.	All Penalties	Secretary	All Group 'C' & 'D' including PAs/ Asstts. in Council Hqrs.	

3.	Incurring of contingent expenditure	Secretary Drawing and Disbursing officer	Recurring- Rs. 1,00,000/- each case. Non-recurring- Rs. 2,00,000/- each case. Recurring- Rs. 50/- per annum in each case. Non-recurring – Rs. 100/- in each case.	Re-delegated Vide No. 1-4/2006-EC dated 27-02-2009 Re-delegated Vide No. 1-4/2006-EC dated 27-02-2009
4.	Writing off of losses: i)Irrecoverable losses of stores or of Public Money. ii)Deficiencies and depreciation in the values of stores included in the stock and other accounts	Secretary Secretary	Rs. 1,000/- in each case Rs. 5,000/- in each case	
5.	Entertainments & light, Refreshments	Secretary	Rs. 1,000/- per annum	Refreshments to be confined to tea, coffee, cold drinks etc.

6.	Alteration of date of birth	Secretary	Full	In respect of officers corresponding to Group 'C' & 'D'
7.	Investigation of arrear claims	Secretary	Full in respect of Group 'A' & 'B'	In respect of case not more than six years old.
8.	Fixation of amount of permanent advance	Secretary	Full	Full in consultation with the IFA.
9.	Disposal of obsolete surplus or unserviceable stores	Secretary	Rs. 10,000 in each case	
10.	<p><u>Maintenance of building special repairs.</u></p> <p>i) To accord administrative sanction for the original work (including special repair) executed through CPWD.</p> <p>ii) Annual Repairs and maintenance of buildings (Ordinary repairs)</p>	Secretary	Rs. 1.5 Lakhs	Re-delegated Vide No. 1-12/91-EC dated 15-10-2001
		Secretary	Full	Re-delegated Vide No. 1-12/91-EC dated 15-10-2001

11.	i) To dispense with certificate of fitness on first appointment in individual case	Secretary	Full for 'C' & 'D'	
12.	Counting of extra-ordinary leave for increments	Secretary	Full	In respect of subordinate staff (Group A & B)
13.	Grant of higher initial pay on the initial appointment to Council Service.	Secretary	Full	In respect of all classes (Group 'C')
14.	Grant / acceptance of honorarium	Secretary	Upto Rs. 2,000/- in each case.	In the case of recurring honoraria the annual limit of Rs.5000/-per head per year laid down by DoPT will apply at Council Hqrs. In r/o Field Units the limit is Rs.2500/-. The provision of FR-11 & 46 should be kept in view while sanctioning honorarium Re-delegated Vide No. F. 1-14/92-EC dated 4.6.1996

15.	Temporary and officiating appointments of a Council servant to more than one post and fixation of pay and allowances.	Secretary	Full	For posts in Group C
16.	Extension of Leave to cover overstay	Secretary	Full	
17.	To decide the date of reversion of a Council servant returning after leave from foreign service	Secretary	Full	
18.	Permission for undertaking work for which fee is offered and acceptance of fee	Secretary	Upto Rs. 1,000/-	Subject to the fulfillment of conditions laid down in SR11
19	To declare the grade of part time or fee paid to the Council servant (For purposes of TA)	Secretary	Full	S.R. 20

20.	To decide the shortest of two or more routes.	Secretary	Full	S.R.39 (b)
21.	To allow mileage allowance by route other than the shortest or cheapest	Secretary	Full	Provided that the selection of such route is in the interest of the Council. (S.R. 31)
22.	To prescribe a Council servant's headquarters	Secretary	Full	
23.	To define the limits of a Council servant's sphere of duty	Secretary	Full	
24.	To decide in cases of doubts whether a particular absence from headquarters is absence on duty (i.e. away on tour)	Secretary	Full	
25.	To restrict frequency and duration of journeys on tour	Secretary	Full	

26.	To grant exemption from the rule limiting a halt on tour to 10 days	Secretary	Upto 30 days	
27.	To allow exchange of daily allowance or mileage allowance for the whole period of an absence from headquarters	Secretary	Full	SR-68 For staff under him.
28.	To impose restrictions on exchange of daily allowance for mileage allowance	Secretary	Full	SR-68
29.	To disallow T.A. for a journey to attend an obligatory examination if the competent authority considers that the candidate has culpably neglected to prepare himself for the examination.	Secretary	Full	Proviso 2 (i) to S.R. 130

30.	To allow actual cost of journey to appear before a medical board preliminary to voluntary retirement on invalid pension.	Secretary	Full	SR 160 (b)
31.	To fix the amount of hire or charges when a Council servant is provided with means of Locomotion at Council's expenses but pay the cost of its use or propulsion.	Secretary	Full	SR. 183
32.	To declare a controlling officer	Secretary	Full	SR. 191
33.	Grant of leave (other than special disability leave) to non-gazetted Council servants.	Secretary	Full	
34.	To authorize combination of holidays with leave and joining time in relaxation of proviso (a)	Secretary	Full	

	to S.R. 209 or S.R. 211.			
35.	To decide in cases of doubt whether a particular Council servants serving in a vacation Department.	Secretary	Full	
36.	To permit calculation of joining time by a route other than that ordinary used.	Secretary	Full	
37.	To extend joining time within the maximum of 30 days subject to certain conditions.	Secretary	Full	
38.	To treat a Council servant on leave as being in occupation of a residence.	Secretary	Full	
39.	Appointment of a person over the prescribed age for a particular post.	Secretary	Full	In respect of Subordinates

40.	Rule 8, Central Civil Services Conduct Rules, 1964- Permission to publish any works or participation in any Radio Broadcast talks or contributions to magazines, periodicals, etc.	Secretary	Full	
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1.	2.	3.	4.	5.
41.	Demurrage & Wharfage Charges (i) Demurrage/ Wharfage Charges	Secretary	Rs. 2,500/- in each case	Air lifting of stores should be resorted to only in rare cases of extreme urgency. In order to ensure that this condition is not violated a report of all cases of airlifting of stores sanctioned by them periodically to the next higher administrative authority. Sanction for airlifting would be accorded by the consultation with the Financial Adviser.
42.	Hire of office, furniture, Heaters, coolers, clocks, Call bells, typewriters and Other office equipments	Secretary	Rs. 1,000/- per annum	
43.	Instruments, equipment apparatus for scientific laboratories (including psychology)	Secretary	Rs. 2500/- per annum	

44.	Municipal Rates and Taxes	Secretary	Full	The expenditure shall be incurred in accordance with the rules for the payment of municipal Rates and Taxes on buildings occupied for Office purpose and hostels attached to the Institutes.
45.	Printing and Binding	Secretary	Rs.1000/- per annum	The expenditure shall be incurred subject to the provisions of the Rules for Printing and Binding and any other orders that the Council may lay down from time to time.
46.	Rent	Secretary	Full	
47.	Staff paid from contingencies	Secretary	Full	Group 'C' & 'D' staff only.
48.	Installation of telephones	Secretary	Full	
49.	Purchase of typewriters, calculators, duplicating machines, photocopying machines, fax, computer, printers and all related accessories.	Secretary	Full	The expenditure on the purchases, hire upkeep of and repairs to such machines shall be incurred subject to general or special order issued by the Council in this behalf.

50.	Grant of House Building Advance and final settlement of accounts.	Secretary	Full	Subject to observance of Govt. of India's Rules / instructions as amended from time to time
51.	Advertisement Charges	Secretary	Full	
52.	Miscellaneous expenses regarding legal charges, Advertisement charges, Audit fee, etc.	Secretary	Full	
53.	Transfer of Foreign Service in India.	Secretary	Full in respect of Group C & D	
54.	Purchase of paper for printing of NCERT books/ publication etc.	Secretary	-	
55.	Grant of OTA	Secretary	Full	Re-delegated vide No. 1-12/91-EC dated 11/15.10.2001. For all categories of staff car Drivers as per rules.
56.	Child Care Leave to Female Employees upto a maximum period of 730 days	Secretary	Full Power – For all Non-Academic Staff of Head quarter	Subject to the GOI, orders issued from time to time No. F.1-4/2006-EC dated 29.7.2009

