

Approved by the Board in its meeting No.75 held on 07.10.1988

DELEGATION OF POWERS

For the speedy conduct of the day-to-day business of the Institute, the Chairman, Vice-Chairman and the Director may be delegated powers as follows:

1. Powers for Chairman

A resolution may be passed to the following effect:

"The Board resolves that the powers of the Board shall be exercised by the Chairman, when the Board is not in session; but the Chairman shall report to the Board at its next meeting actions taken."

2. Powers for Vice-Chairman

- 2.1 To approve recommendations of the Selection Committee and to take decision on appointments.
- 2.2 To lay down performance norms for faculty and staff and recommend to the Board merit increments on the basis of appraisal by the Director on their achievements in relation to the norms laid down. The Vice-Chairman may, if he considers necessary, seek the recommendations of the members of the Board on the Selection Committee.
- 2.3 To impose minor penalties (viz. censure, withholding of increments and promotion, and recovery of the whole or part of any pecuniary loss to the Institute by negligence and/or breach of orders) on employees for whom the Board is the Appointing Authority.
- 2.4 To consider and approve proposals on projects like UNDP, ILO, Colombo Plan, USAID and collaboration arrangements.
- 2.5 To consider and approve proposals and recommendations on fellowships abroad, deputation for training programmes and similar projects for faculty development.
- 2.6 To consider and accord administrative sanction for expenditure on Capital Works within the budget approved by the Finance Committee / Board.
- 2.7 To approve proposals for Consultancy and Research Projects.
- 2.8 To consider matters pertaining to the use of physical facilities which require action and take necessary decision.
- 2.9 To consider and approve Director's proposals to obtain an overdraft at the State Bank of India at NITIE, Powai, within the permissible limits prescribed by the Bank, in any emergency arising due to non-availability of funds committed by the Government of India.
- 2.10 To assume the powers of the Chairman during the period of his absence for any reason, or as delegated by him.

It was decided at its 37th Meeting of NITIE Board of Governors held on 29.11.1977 to hold the appointment of Vice-Chairman in abeyance. The Board further decided that except item at Serial No.1, 4 & 5 of the Powers of Vice-Chairman (which will be exercised by the Chairman), all the remaining powers of the Vice Chairman will be exercised by the Director.

3. Director

General

- 3.1 To enforce measures for the safe custody of the records, common seal, the funds of the Institute and such other property as the Board may commit to his charge.
- 3.2 To delegate any or all of his powers during his leave, and on deputation in India or Abroad to a Committee to be constituted by the Director.
- 3.3 To grant permission to leave headquarters during leave or vacation to all staff.
- 3.4 To sanction temporary allocation of any building for any purpose other than that for which it was constructed.
- 3.5 To exercise powers of the Head of the Department for the purpose of rules in the Account Code, Fundamental and Supplementary Rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute. Director may delegate to the Registrar to exercise powers of the Head of the Office.
- 3.6 To constitute, at his discretion, such Committee as he may consider necessary.
- 3.7 To send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board.
- 3.8 To make local arrangements to look after the duties of the Registrar when he is on leave etc. by assigning these duties to any other member or members of the Institute.
- 3.9 To grant lien/leave including Extra-Ordinary Leave to any member of the staff for taking up an assignment within India or abroad, subject to such rules as may be laid down by the Board.
- 3.10 To permit any member of the staff to present paper and/or to attend workshop, seminar, conference, etc. within India and abroad, subject to such rules as may be laid down by the Board and subject to budget provision.
- 3.11 To dispose of vehicles, equipment, etc. consequent on approval for condemnation / writing off by the Board.

Appointments, Leave, Dismissal

3.12

- (a) To make appointments to all posts covered in Group 'B', 'C' & 'D' categories sanctioned by the Competent Authority, and to fix on the recommendation of the Selection Committee the initial pay of the incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of the posts for which he is the Appointing Authority. If more than 5 increments are considered necessary, the matter may be placed before the Finance Committee and concurrence of the Chairman should be obtained on the basis of the recommendations of the Finance Committee. For appointments to Group 'C' & 'D' Posts, Director may delegate the power to Registrar.
- (b) To exercise the powers of Disciplinary Authority in respect of all posts covered in group B, C & D. Director is also authorized to impose minor penalties, as per Institute Rules, on employees for whom the Board is the Appointing Authority. The Director may delegate the Power of Disciplinary Authority to Registrar in respect of Group "C" and "D" employees.
- (c) As per NITIE's CCA (Classification, Control & Appeal) Rules 1988, Director may take disciplinary action against Group 'A' employees in respect of minor penalties subject to the ratification of the decision by the Board of Governors of the Institute or the Chairman, Board of Governors, NITIE, on behalf of the Board, as the case may be.

3.13 To sanction officiating promotions in leave vacancies of not less than 30 days and for a period not exceeding four months at a time on the Selection Committee's recommendation if he deems it necessary.

3.14 To delegate his powers to sanction earned leave, causal leave, Extra-ordinary Leave and Sick leave to any other officer of the Institute in respect of specified groups.

3.15 To impose punishments including dismissal on all members of the staff of whom he is the Appointing Authority.

Creation of Temporary Posts

3.16 Subject to budget provision being available and subject to observance of orders of Govt issued from time to time imposing ban on creation of posts, to create posts whose maximum salary in the prescribed scale does not exceed Rs.9000/- p.m.

3.17. To sanction Posts paid from contingencies involving emoluments not exceeding Rs.125.20/- per head per day for a period not exceeding one month.

Budget and Expenditure

- 3.18 Subject to the Budget Provision made for the specific purpose, to incur Recurring and Non-Recurring Expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- 3.19 To re-appropriate funds with respect to different items constituting the recurring budget upto a limit of Rs.1,00,000/- for each item, provided that such re-appropriation will not involve any liability in future years. Every such re-appropriation shall, as soon as possible, be reported to the Board. (*Board meeting No.141/Society meeting No.67 held on 25.9.2013*)

In respect of non-recurring items to vary upto a ceiling of 10% for each item provided that such variations will not exceed the total budget sanctioned.

To approve and carry out the major/minor works costing upto Rs 1.00 Crore within the approved budget. (*Board meeting No.141/Society meeting No.67 held on 25.9.2013*)

To approve the Minutes of Building & Works Committee and Academic Council of NITIE and the same will be reported to the Board at its next meeting. (*B.M.No.120 held on 26.5.2006*)

Salary Bills & Allowances, etc.

- 3.20 To draw and disburse, Pay Bills, traveling allowances and other bills pertaining to establishment, as well as contingent bills.
- 3.21 To countersign salary bills and T.A. bills of all staff and also of the non-official members of the Governing Board and its sub-committees. The Director shall also be controlling Officer for his own T.A. bills and of all other employees of the Institute.
- 3.22 To grant exemption from the rules limiting the grant of daily allowance, for halts on tour, in respect of all persons for whom he is the Controlling Officer. The power should be exercised subject to the limit of thirty days halt in individual cases.
- 3.23 To sanction the tours of the trainees and the employees of the Institute for official purposes and to sanction their travel and other allowances as per rules.
- 3.24 To grant Special Pay to persons of whom he is the Appointing Authority, for undertaking duties during leave, on deputation, or of vacant post, in addition to their own duties subject to the condition that the Special Pay does not exceed 20% of their substantive pay.

Contingencies

- 3.25 To write-off the value of obsolete and unserviceable Stores and Equipments due to normal wear and tear upto Rs.10,000 (depreciated value of any individual case) and upto Rs.1,00,000 in respect of any Block assets like furnitures, etc. (*B.M.No.120 held on 26.5.2006*)

- 3.26 To sanction recurring contingent expenditure upto a limit of Rs.50,000/- per annum in any individual case subject to an aggregate annual limit of Rs.10.00 lakhs. (*Board meeting No.141/Society meeting No.67 held on 25.9.2013*)
- 3.27 To sanction contingent expenditure on postage, telephones, uniforms, advertisements, rentals, taxes, horticulture, etc. subject to budget provision.
- 3.28 To sanction remission or reduction of rent for buildings rendered wholly or partially unsuitable.
- 3.29 To sanction repairs to typewriters, duplicators, vehicles and other forms of equipment or furniture.
- 3.30 To sanction expenditure on demurrage upto the value of articles or Rs.1000/-, whichever is less, in a single case provided there is no negligence connected with the case and the delivery is taken immediately.

Entertainment

- 3.31 To sanction expenditure on entertainment of guests of the Institute, Board of Governors and Committees, distinguished Visitors, Institute-day and National-day celebrations according to importance of each occasion at his discretion.

Purchase and Hire

- 3.32 To sanction subject to budget provision the purchase of stationery and expenditure on printing.
- 3.33 To sanction subject to budget provision purchase of capital items upto and including a limit of Rs.50.00 lakhs at a time. (*Board meeting No.141/Society meeting No.67 held on 25.9.2013*)
- 3.34 To sanction the purchase of all types of consumable stores for laboratory, workshop, etc. subject to budget provision.
- 3.35 To sanction hire of type writer, furniture, and any other type of equipment for the use of the Institute subject to budget provision.

Advances

- 3.36 To sanction advances of pay and T.A. and other advances as admissible under the rules
- 3.37 To sanction advances, withdrawals, etc. from Contributory Provident Fund/General Provident Fund to all employees of the Institute in accordance with the CPF/GPF Rules of the Institute. The Chairman, NITIE Board will be the sanctioning Authority for advances, withdrawals, etc. to Director from CPF/GPF, as the case may be.

House Building Advance

- 3.38 The Director will examine the application with reference to priorities, if any, laid down. Subject to funds being available, Director will sanction the HBA, as per rules.

Dearness Allowance to NITIE employees

- 3.39 Whenever orders issued by the Govt. in respect of D.A the same will be approved by the Director for payment to NITIE employees subject to funds availability and the same will be reported to the Board.

Contracts

- 3.40 To execute all contracts for and on behalf of the Institute, except the one between the Institute and the Director, when authorized by a resolution of the Board passed in that behalf. The Director, however, shall not be personally liable in respect of anything under such contract. In addition to the Director, the Registrar will also be authorized to execute all contracts, agreements, mortgage deed, etc. on behalf of the Institute.

Self Supporting Projects

- 3.41 The Director is empowered to create and fill required positions in different groups of a temporary nature under suitable terms and conditions in connection with self-supporting projects, such as Seminars, Institutional Consultancy, Research Projects, Recruitment Assistance and special types of Assignment to outside clients, etc. Such expenditure shall, however, be funded from the resources available from the budget of such projects.

(With the addition, the existing Rule Nos 3.38; 3.39 & 3.40 of Delegation of Powers to Director shall be re-numbered as 3.40; 3.41 & 3.42.)

Note

- 3.42 (1) The Director may delegate to the Registrar, or any other Officers not below the rank of Deputy Registrar the above powers vested in him in respect of items 3.3; 3.5; 3.12; 3.14; 3.20; 3.21; 3.23; 3.26; 3.27; 3.29; 3.31; 3.32; 3.34; 3.35; 3.36; 3.37; and 3.40 for specified periods.

(2) Classification of Services

Group "A"- Apex scale (Rs.80000 fixed) and Higher Administrative Grade plus scale Rs.75500-80000/- and; a post carrying the grade pays Rs.12000/-, Rs.10000/-, Rs.8900/- and Rs.8700/- in the scale of pay of Rs.37400-67000/- in Pay Band-4 and Rs.7600/-, Rs.6600/- and Rs.5400/- in scale of pay of Rs.15600-39100/- in Pay Band-3.

Group "B"- A post carrying the grade pay of Rs.5400/-, Rs.4800/-, Rs.4600/- and Rs.4200/- in the scale of pay of Rs.9300-34800/- in Pay Band-2.

Group "C"- A post carrying the grade pay of Rs.2800, Rs.2400/-, Rs.2000/-, Rs.1900/- and Rs.1800/- in the scale of pay of Rs.5200-20200/- in Pay Band-1.

Group "D" - A post carrying the grade pay of Rs.1300/-, Rs.1400/-, Rs.1600/- and Rs.1650/- in the scale of pay of Rs.4440-7440/- in IS scale till the posts are upgraded.
(Board Meeting No.129 - 24.8.2009)

- (3) In addition to the Delegation of Powers contained above, the Board at its 37th meeting held on 29.11.1977 authorised the Director to exercise the powers of the Vice- Chairman, except Clauses 2.1, 2.4 and 2.5 contained in the powers of Vice-Chairman. The powers of the Vice-Chairman contained in Clauses 2.1, 2.4 and 2.5 will continue to be exercised by the Chairman.

In exercise of powers vested in the Director, vide Note (1) under Rule 3.42, the Director has delegated the following powers to the Registrar and Deputy Registrar (Admn) respectively for a specific period notified separately from time to time.

REGISTRAR

1. To exercise powers of the Head of the office for the purpose of rules in the Account Code, Fundamental and Supplementary Rules and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.
2. Sanction of advances or for incurring contingent expenditure on postage, telephone, telegrams, uniforms, advertisements, rent, rates and taxes and horticulture, and miscellaneous items within the sanctioned budget for each head.
3. Sanction advances or for incurring of expenditure on repairs to typewriters, duplicators, telephone accessories, vehicles and other forms of equipment, furniture, etc. within the sanctioned budget for each head.
4. Sanction advances or for incurring of expenditure on purchase of stationery and printing within the sanctioned budget for each head.
5. Sanction of entertainment expenditure in respect of committee meetings, selection committees, visitors, etc. incurred by the Administration, Accounts, Programme and Academic Sections, P.R.O.'s Office, Security, Estate, Workshop and General Administration Sections etc., as per guidelines laid down by the Board of Governors.
6. Approval/sanction of estimates/bills and entering into annual service contracts for repairs/servicing in respect of duplicating machines, typewriters, telephones, telex machine and computer machines, etc. and for CL/RH upto and including the level of DRs of the Institute.
7. Sanction for repair/servicing of Institute bicycles.
8. Sanction of all kinds of leave to Officers covered in Group 'B' level. (In case of CL/RH, the Departmental Head are also authorised to sanction the same to the employees under their administrative control for Group B, C & D levels.)
9. Attestation of entries in the first and last page of the service book.

10. Signing of appointment letters and joining reports of staff members covered under Group B, C & D.
11. Increment certificates - staff members covered in Group 'B' level.
12. Sanction of the final payment of Provident Fund & Gratuity as per rules.
13. Sanction of stores, purchase, etc. upto Rs.5,000/- (Revised from Rs.2,500/- to Rs.5,000/- in view of cost escalation of stores).
14. Sanction and approve expenditure in connection with Medical Reimbursement to staff covered in group A & B level in accordance with the NITIE Medical Attendance Rules.
15. To grant permission to leave head-quarters during leave or vacation to all staff.
16. To draw and disburse, pay bills, traveling allowances and other bills pertaining to establishment, as well as contingent bills.
17. To countersign salary bills and T.A. bills of all staff and also of the non-official members of the Governing Board and its sub-committees. The Director shall also be controlling Officer for his own T.A. bills and of all other employees of the Institute.
18. To sanction the tours of the trainees and the employees of the Institute for official purposes and to sanction their travel and other allowances as per rules.
19. To sanction recurring contingent expenditure upto a limit of Rs.500/- per annum in any individual case subject to an aggregate annual limit of Rs.5,000/-. (As a result of revision of clause 3.26 of Director's Powers).
20. To sanction the purchase of all types of consumable stores for laboratory, workshop, etc. subject to budget provision.
21. To sanction hire of typewriter, furniture, and any other type of equipment for the use of the Institute subject to budget provision.
22. To sanction advances of pay and T.A. and other advances as admissible under the rules.
23. Employment of persons on casual basis not exceeding Rs.25/- per day for a period not exceeding one month. (New clause -- Refer to clause 3.17 of Director's powers).
24. To approve Provident Fund advances to all employees except Director, upto the limit permissible under rules as normal cases i.e. 3 months pay or half the amount of subscription at credit, whichever is less.
25. To accept Home-Town declarations, approve LTC claims, LTC advances, reimbursement of tuition fees as per rules, advances for medical treatment as per CCS (Medical Attendance) Rules, 1944, Leave Salary and Festival Advances, Bicycle Advance, etc.

26. Appointing Authority in respect of group 'C' & 'D' posts. Registrar will also be the Disciplinary Authority in respect of group 'C' & 'D' posts.
27. To execute all contracts, agreements, mortgage deeds, etc. on behalf of the Institute.
28. To sue and defend all legal proceedings on behalf of the Institute.
29. Sanction and approve expenditure in connection with Medical Reimbursement to staff covered under groups C & D level in accordance with NITIE Medical Attendance Rules. (Vide Office Order No.Adm/DP/99 dated 16.11.1999 issued by the Director.)

DEPUTY REGISTRAR (ADMN)

1. Sanction of all kinds of leave to staff members covered under Group C & D level.
2. Attestation of entries in the service book (except 1st and last page).
3. Increment certificates - staff members covered in Group C & D level.
4. Sanction of LTC/LTC advance to Group C & D level.
