NATIONAL INSTITUTE OF AYURVEDA

BYE-LAWS

Preparation and Sanction of Budget Estimates

1. The Director shall prepare, each year, before the annual meeting of the Governing Body, detailed estimates of receipts and expenditure and the anticipated opening and closing balance of the Institute for the ensuing financial year.

2. No provision shall be included in the budget estimates for any scheme which has not been duly approved by the Governing Body.

3. Should it be proposed, during the course of a financial year, to finance any scheme, which has not been included in the estimates for that year, sanction of the Governing Body shall be obtained to the method proposed for financing it, whether that be by means of supplementary grant, from the balance or by re-appropriation within the sanctioned estimates. The Director shall maintain in his office, a budget register in which he shall enter the grants received from the Government of India and any amount received from other sources and shall show all amount allotted for expenditure on specific heads for specific purposes. The Director shall furnish an annual certificate to the Audit as to the correctness of the annual balance.

4. The Director shall be responsible for submitting budget estimates for the ensuing financial year for approval of the Standing Finance Committee and Governing Body.

5. One copy of the finally sanctioned estimates shall be supplied to the Auditor. All variations in the estimates sanctioned by the competent authority during the year shall be similarly communicated.

6. Approval of Standing Finance Committee and/or Governing Body is necessary to all schemes proposed to be financed from the funds of the Institute.

7. An additional or approved scheme or new emergent expenditure for the purposes and objects of the Institute can be sanctioned up to the following financial limits:

<table>
<thead>
<tr>
<th>Office</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Rs. 60,000-00</td>
</tr>
<tr>
<td>Vice-President</td>
<td>Rs. 40,000-00</td>
</tr>
<tr>
<td>Director</td>
<td>Rs. 25,000-00</td>
</tr>
</tbody>
</table>

Appropriation

8. The funds of the Institute shall not be appropriated for expenditure on any item which has not been approved by the competent authority under these Bye-Laws.

9. The primary units of appropriation shall ordinarily be ‘Scheme’ or ‘Schedule’ and secondary units such as ‘Salaries’, ‘Allowances’, ‘Contingencies’, etc. being opened, subordinate thereto, as may be required.

Reappropriation and Expenditure Sanction

10. The Director shall have the power to reappropriate fund from one primary unit of appropriation to another or from one secondary unit of appropriation to another within the primary unit.

11. The Director shall keep a watch over expenditure against the grants sanctioned by the Governing Body and in case where expenditure has exceeded or is likely to exceed the sanctioned grant, shall take steps to provide an additional grant or make a reappropriation from anticipated savings under other units of appropriation with the approval of Vice-President/President.

12. A sanction to expenditure will not become operative until there has been an appropriation of funds under these Bye-Laws to cover it.
13. No expenditure from the funds of the Institute shall be incurred without sanction of the competent authority.

14. The Director shall have full powers to sanction the expenditure on any item included in the budget.

15. The Deputy Director (Administration) and Administrative Officers duly authorised by the Director on his behalf, shall have the power to sanction an expenditure of a miscellaneous or contingent nature up to an amount not exceeding Rs.5,000/- in the case of Deputy Director (Administration) and Rs.3000/- in the case of Administrative Officers in each case.

16. The Director shall sign and execute, on behalf of the Governing Body and the Institute, all agreements, contracts, etc. which may be necessary for proper conduct of business of the Institute. The drafts of all contracts involving consideration exceeding Rs.50,000/- shall be submitted to the solicitor to the Government of India or such other officer dealing with conveyancing matter in the Ministry of Law for his advice as to its correctness of their form.

**Investments**

17. The funds of the Institute including the funds that could be invested under GP Fund Rules may be invested only in the following manner:

(a) In Promissory Notes, Treasury Deposit Certificates or other Securities of any State Government or Government of India.

or

(b) In Fixed Deposits with any nationalised Bank for a specific period as would earn maximum rate of interest under Rules of the Reserve Bank of India.

or

(c) In such other manner as the Governing Body may authorise.

18. All investments of funds of the Institute shall be made in the name of the Institute. All purchases, sales or alterations of such investments shall be effected and all contracts, transfer deeds or other documents necessary for purchasing, selling or altering the investments of the Institute shall be executed by Director on behalf of the Institute. The safe custody of receipt will remain in the personal charge of the Director and will be verified once in six months with the Register of Securities and a certificate of verification will be recorded by the Director in the Register.

19. The Director shall maintain a register of securities held by the Institute in which transaction affecting the securities shall be recorded.

**Drawal of Funds**

20. Funds will be drawn from the Bank in the manner laid down in Rule 25. Cheque Books will remain in the personal custody of Director or an Officer as may be authorised by the Director on his behalf.

21. Various Heads of Departments/Units, etc. of the Institute shall submit all new charges and any demand of funds to the Director. The claims for pay and allowances and travelling allowances of the officers and contingent bills will be drawn in the prescribed forms and submitted to the Director for payment. All bills will be checked and passed for payment by the Drawing and Disbursing Officer who may be authorised by the Director. The contingent and travelling allowance bills will be countersigned by the Director or by any officer authorised by him on his behalf before these are passed by DDO for payment. The monthly pay and allowance bills shall be received directly by DDO and passed by him. Payment will be made by means of cheque or demand draft, as the case may be.

**Maintenance of Accounts, Registers and Conduct of Audit**

22. The Director of the Institute shall maintain proper accounts and other relevant records and prepare annually an income and expenditure account for the year ending and balance sheet as on 31st March in such form as may be prescribed by the Governing Body and acceptable to the Auditors. The Director will be assisted by the Accounts Officer/DDO who will advise the Director for the accuracy and completeness of the accounts of the Institute.
23. The primary accounts of the Institute shall be maintained in the following Registers in the
Forms prescribed in GFR:

1. The Cash Book
2. The Register of Securities
3. The Receipt Book
4. The Register of Stock of Cheque Books
5. The Register of Stock of Receipt Books
6. The Register of Stock of Non-expendable Articles
7. The Register of Leave and Pensionary Contributions
8. The Register of Advances, Permanent and Temporary
9. The Annual Accounts

24. The Accounts Officer/DDO shall apply a check of the nature of pre-audit to all payments
from the funds of the Institute and will maintain registers in the following forms:

10. Establishment Audit Register
11. Register of Pay & Allowances of Officers and Staff
12. Travelling Allowance/LTC Registers
13. Contingent Register
14. Register of Special Charges
15. Objection Book relating to irregular payments
16. Adjustment Register
17. Register of financial orders, delegations, etc.
18. Budget Control Accounts Register
19. Advance Register(HBA, Conveyance, Computer, etc.)

25. The accounts of the Institute shall be subject to audit and the functions of the Auditor of
the Institute will be exercised by the Comptroller and Auditor General of India or any person appointed
by him on his behalf. Any expenditure incurred in connection with such audit shall be payable by the
Institute to the Comptroller and Auditor General of India or to the person/authority so appointed by him
on this behalf.

*(a) The Director shall approve the unaudited Statement of Accounts and furnish the
same to the Auditors for conduct of Audit. After the Audit is conducted, he shall place the Audited
Accounts with the Audit Certificate before SFC/GB.

26. The Comptroller and Auditor General of India and any person appointed by him in
connection with audit of the accounts of the Institute shall have the same rights, privileges and authority
in connection with such audit as the Comptroller and Auditor General of India has in connection with
the audit of the Government accounts and in particular, shall have the right to demand production of books
of accounts, connected vouchers and other documents and papers and to inspect any of the offices of the
Institute.

27. If expenditure from the funds of the Institute consists of a grant to any authority or
individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-
aid is within the scope of the objects of the Institute as set out in the Memorandum of Association and
will call for and accept a certificate of audit of that audit officer of the expenditure from the grant. The
Director shall arrange to obtain and produce such certificate of audit.

28. All sanctions, orders and delegation of competent authorities under the Rules and
Regulations of these Bye-Laws affecting the Institute account shall be reduced to writing and
communicated to the Accounts Officer.

29. The accounts of the Institute as certified by the Comptroller and Auditor General of India
or any other person appointed by him in this behalf together with the audit report thereon, shall be
forwarded annually to the Ministry of Health and Family Welfare, Department of Indian Systems of
Medicine and Homoeopathy and also to the Governing Body.

30. The Director of the Institute shall exercise the powers similar to those of a "Head of a
Department" of the Government of India and also those specified in Annexure-A attached to these Bye-
Laws subject to the limits mentioned against each item therein.

31. The Director may, subject to such restrictions as he may think fit to impose, authorise the
Deputy Director(Admin.) and/or the Administrative Officers, to exercise any of the powers conferred upon
him under the Bye-Laws, up to the limit he may think fit.

*Incorporated vide Governing Body decision taken in the 18th Meeting held on 26-10-2004.
23. The primary accounts of the Institute shall be maintained in the following Registers in the Forms prescribed in GFR:

1. The Cash Book
2. The Register of Securities
3. The Receipt Book
4. The Register of Stock of Cheque Books
5. The Register of Stock of Receipt Books
6. The Register of Stock of Non-expendable Articles
7. The Register of Leave and Pensionary Contributions
8. The Register of Advances, Permanent and Temporary
9. The Annual Accounts

24. The Accounts Officer/DDO shall apply a check of the nature of pre-audit to all payments from the funds of the Institute and will maintain registers in the following forms:

10. Establishment Audit Register
11. Register of Pay & Allowances of Officers and Staff
12. Travelling Allowance/LTC Registers
13. Contingent Register
14. Register of Special Charges
15. Objection Book relating to irregular payments
16. Adjustment Register
17. Register of financial orders, delegations, etc.
18. Budget Control Accounts Register
19. Advance Register(H&B, Conveyance, Computer, etc.)

25. The accounts of the Institute shall be subject to audit and the functions of the Auditor of the Institute will be exercised by the Comptroller and Auditor General of India or any person appointed by him on his behalf. Any expenditure incurred in connection with such audit shall be payable by the Institute to the Comptroller and Auditor General of India or to the person/authority so appointed by him on this behalf.

*(a) The Director shall approve the unaudited Statement of Accounts and furnish the same to the Auditors for conduct of Audit. After the Audit is conducted, he shall place the Audited Accounts with the Audit Certificate before SFC/GB.

26. The Comptroller and Auditor General of India and any person appointed by him in connection with audit of the accounts of the Institute shall have the same rights, privileges and authority in connection with such audit as the Comptroller and Auditor General of India has in connection with the audit of the Government accounts and in particular, shall have the right to demand production of books of accounts, connected vouchers and other documents and papers and to inspect any of the offices of the Institute.

27. If expenditure from the funds of the Institute consists of a grant to any authority or individual under the audit of any officer, the Auditor will satisfy himself that the purpose of the grant-in-aid is within the scope of the objects of the Institute as set out in the Memorandum of Association and will call for and accept a certificate of audit of that audit officer of the expenditure from the grant. The Director shall arrange to obtain and produce such certificate of audit.

28. All sanctions, orders and delegation of competent authorities under the Rules and Regulations of these Bye-Laws affecting the Institute account shall be reduced to writing and communicated to the Accounts Officer.

29. The accounts of the Institute as certified by the Comptroller and Auditor General of India or any other person appointed by him in this behalf together with the audit report thereon, shall be forwarded annually to the Ministry of Health and Family Welfare, Department of Indian Systems of Medicine and Homoeopathy and also to the Governing Body.

30. The Director of the Institute shall exercise the powers similar to those of a "Head of a Department" of the Government of India and also those specified in Annexure-A attached to these Bye-Laws subject to the limits mentioned against each item therein.

31. The Director may, subject to such restrictions as he may think fit to impose, authorise the Deputy Director(Admn.) and/or the Administrative Officers, to exercise any of the powers conferred upon him under the Bye-Laws, up to the limit he may think fit.

*Incorporated vide Governing Body decision taken in the 18th Meeting held on 26-10-2004.
Disposal of Property

32. The Director shall have the powers to dispose of the non-expendable and other articles
and to write off any unserviceable and condemned articles subject to powers delegated under the

CONDITIONS OF SERVICE

Appointments

33. (a) Officers and Staff of the Institute shall be classified in the following categories:

- **Group-A**: A post carrying a pay or a scale of pay with a maximum of not less than 13,500
- **Group-B**: A post carrying a pay or a scale of pay with a maximum of not less than 10,500 but less than 13,500
- **Group-C**: A post carrying a pay or a scale of pay with a maximum over 4,000 but less than 10,500
- **Group-D**: A post carrying a pay or a scale of pay with a maximum of 4,000 or less

(b) Recruitment, appointment and promotion to all posts shall be made according to the National Institute of Ayurveda Service Rules as laid down by the Governing Body and also as per guidelines/orders/rules of the Government of India issued from time to time. Selection shall be made through the Selection Committee/Departmental Promotion Committee as specified in the NIA Service Rules.

(c) The Selection Committee shall examine the credentials of all candidates who have been called for interview and may also consider other suitable names, if any. The Selection Committee may interview any or all the candidates as it thinks fit and shall make its recommendation to the appointing authority.

(d) The powers to make an appointment to a post having a salary (excluding allowances) or a maximum in salary scale (excluding allowances) of Rs.22,400/- per mensem or more shall vest in the Appointments Committee of Cabinet of the Government of India.

(e) The Appointing Authority for various posts in the Institute shall be as specified in the National Institute of Ayurveda Service Rules, 1982.

Tenure of Appointment

34. Service under the Institute shall be temporary until it is made permanent.

(a) A person appointed on a regular vacancy shall be placed on probation for a period of
two years in the case of Direct Recruitment and for one year in the case of Promotion provided probation shall apply to promoted persons only once in each Group of post at the time of his entry to that Group. In case an official is considered and fit for the post on which he is placed on probation, his reversion/termination should be considered. Cases of probation of official should be reviewed every six months. In case the result of review of performance of an official is found indifferent, he should be warned of the consequences, i.e., termination of his service/reversion to the post from which he is promoted. Such a warning should be issued at least six months in advance after which the performance of the official concerned should be continuously kept under observation. If during the period of probation or any extension thereof, as the case may be, if the person is not found fit for temporary or permanent appointment, he shall be discharged or reverted to the post held by him prior to his appointment in the service, as the case may be.

(b) The conditions of service of temporary official are governed by the provisions of CCS (TS) Rules 1965. The services of an official can be terminated without giving any reason under Rule 5 of the said Rules or for any misconduct under the provisions of the said Rules, after observing the procedure prescribed therein. The services of a temporary official shall be liable to termination at any time by a notice in writing given either by an official to the appointing authority or by the appointing authority to an official. The period of such notice shall be one month provided that the service of any such official may be terminated forthwith and on such termination an official shall be entitled to claim a sum equivalent to the amount of pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services or, as the case may be, for the period by which such notice falls short of one month.
(c) The service of a permanent employee can be terminated as per the rules and conditions laid down by the Government of India and after following the said procedures in this regard.

35. The period of probation, seniority, etc. shall be as specified in the National Institute of Ayurveda Service Rules and as per the guidelines/orders/rules issued by the Government of India, from time to time.

Employees to be whole-time Servants

36. Unless otherwise provided, the whole-time of an employee of the Institute shall be at the disposal of the Institute and he may be employed in any manner required by the proper authority of the Institute without any claim for additional remuneration.

Superannuation

37. The Rules governing retirement of employees of the Government of India, as amended from time to time, shall mutatis mutandis apply to the employees of the Institute. However, the retirement age in respect of any category of posts may be raised to the extent the Governing Body and Government of India may decide.


Private Practice

39. The service under the Institute debar the teaching, research and clinical officers from either private or consulting practice of any kind.

Status of non-officials for regulation of TA

40. Private persons who are not whole-time servants of the Institute or who are remunerated wholly or partly by fees, rank for the purpose of travelling allowance under Supplementary Rule 17 in such grade as the Institute may with due regard to their status declare. The air travel to private members shall be allowed with prior approval of the Department of ISM&H.

De-facto Permanent and Temporary Status of the Institute Employees

41. The employees of the Institute with three years of continuous service or more will, for the purpose of withdrawal of increments, fixation of pay, grant of personal advances, etc. be treated in the same manner and shall be subject to the same rules as are applicable to permanent Government servants and to the staff with less than three years service, rules as for temporary Government servants shall apply.

Deputation in India and abroad

42. Such employees of the Institute as have completed five years of service and are awarded fellowships for higher studies or training in India or abroad, may be granted deputation-cum-special leave terms. The grant of these terms shall be regulated mutatis mutandis by the orders issued on the subject by the Government of India, from time to time with the approval of the Ministry.

43. The grant of leave to employees of the Institute under the Bye-Law shall not debar employment of temporary substitutes provided the nature of duties performed requires that a substitute should be engaged.

Leave Rules

44. The Central Civil Service(Leave) Rules, 1972, as amended from time to time, shall apply, mutatis mutandis, to the employees of the Institute appointed other than on contract basis. Employees appointed on contract/part-time basis shall be granted leave under the same rules as are applicable to such employees of the Government of India.

Medical Facilities

45. The employees of the Institute shall be governed by the Central Civil Service(Medical Attendance) Rules, mutatis mutandis.
Scale of Pay of various Posts

46. The scale of pay and allowances applicable to various posts in the service of the Institute shall be those prescribed by the Government of India for similar personnel under them.

Note: Bye-Law 41 and 42 are not applicable to Government Servants employed in the Institute on foreign service terms.

Allotment of Institute Residence to Employees

47. The employees of the Institute shall be eligible to the allotment of Institute Residential Quarters, if available, as per the rules laid down for the purpose.

Conduct, Discipline and Penalties

48. The Central Civil Service(Conduct) Rules and also the Central Civil Service(Classification, Control and Appeal) Rules of the Government of India will, mutatis mutandis, apply to the employees of the Institute.

49. The authorities empowered to impose penalties shall be as specified in Annexure-B and the appeals from orders imposing any of the penalties specified shall be made to the authorities specified in Column 4 or 5, as the case may be, of the said Annexure and whose decision shall be final.

*(i) If the charge-sheet is against the Head of the National Institute, the charge-sheet will be signed by the Joint Secretary "for and on behalf of" the President of GB/HFM;

*(ii) If the charge-sheet is against officers other than Director/Head of Institute, the charge-sheet will be signed by the Director of the Institute (whether regular or officiating).

Other Conditions of Service

50. In respect of matters not provided for in these Bye-Laws, the rules as applicable to Central Government servants regarding general conditions of service, pay, allowances, TA and daily allowances, foreign service terms, deputation in India and abroad, etc. and orders and decisions issued in this regard or any other regard by the Central Government, from time to time, shall apply, mutatis mutandis, to the employees of the Institute.

(a) Proposals relating to emolument structure, i.e. adoption of pay scales, allowance, and revision thereof and creation of posts etc. would need the prior approval of the Government of India in consultation with the Ministry of Finance, Department of Expenditure.

51. Any alteration in these Bye-Laws shall require prior approval of the Governing Body of the Institute.

******


POWERS AND FUNCTIONS OF DIRECTOR

(Bye-Law 30)

1. The Director shall be the Chief Executive of the Institute and shall be responsible for the coordination of policies, planning and execution of various programs under the Institute. Without prejudice to the generality of the foregoing provisions, the Director shall exercise such powers and discharge such functions as specified in Schedule-I and also those laid down below subject to any direction under the relevant rules as issued by the Govt. of India, from time to time:

(i) He shall do all such acts as may be required for the proper conduct of the ordinary current administrative and business duties and affairs of the Institute;

(ii) He shall allocate duties to officers and employees of the Institute and shall exercise such supervising and executive control as may be necessary subject to the rules and these regulations;

(iii) All the correspondence shall be over his signature or of an officer(s) authorized by him in this behalf;

(iv) He shall also be a Member (ex-officio) of all the Committees appointed by the Governing Body and shall attend at his discretion all or any meetings of such Committees;

(v) He shall exercise such of the financial and administrative powers as may be delegated by the Governing Body or by the President;

(vi) The Director shall sign and execute on behalf of the Governing Body all agreements, contracts, etc. which may be necessary for the proper conduct of the business of the Institute. The drafts of all contracts involving consideration exceeding Rs. 50,000/- shall be submitted to the Solicitor to the Government of India or such other officer dealing with conveyancing matter in the Ministry of Law for his advice as to its correctness of their form;

(vii) He shall sign and verify plaints, written documents, statements, affidavits, petitions and tabular statements and institute or defend suits, action, and other legal proceedings on behalf of the Institute/Governing Body;

(viii) He shall have power to compromise, settle or refer to arbitration any dispute relating to the Institute after taking competent legal advice.

(ix) The Director may, subject to such restrictions as he may think fit to impose, authorize the Departmental Heads/Deputy Director(Admn./ Administrative Officer/Accounts Officer and Disbursing Officer, as the case may be, to exercise powers upto the extent indicated by him.

(x) The Director may, subject to such restrictions as he may think fit to impose, authorize the Heads of the Projects, to exercise such of the powers conferred upon him under the Bye-Laws.

(xi) The Drawing and Disbursing Officer or any other officer of Group A or B authorized by the Director on his behalf shall have the power to sanction an expenditure of contingent nature upto an amount not exceeding Rs.500/- in each case.

Note: 1. In the event of any authorization by the Director under items (i), (j) and (k) above, the authorized officers shall be responsible for the correctness, regularity and propriety of the decisions taken by them. However, the Director shall continue to be responsible for all such decisions taken by the authorized officers.

2. Powers of the Director in regard to writing off the irrecoverable value of stores, money, advances etc. shall not be re-delegated.

3. In case of any doubt, the matter should be referred to the Ministry of Health & Family Welfare of the Govt. of India.

4. The word 'the Government' in Schedule-I means the Govt. of India.
### SCHEDULE OF POWERS VESTED IN DIRECTOR

<table>
<thead>
<tr>
<th>SLN no.</th>
<th>Power</th>
<th>Extent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>To declare an Institute employee to be a ministerial servant.</td>
<td>Full powers</td>
</tr>
<tr>
<td>2.</td>
<td>To dispense with a medical certificate of fitness before appointment (in individual case)</td>
<td>Full powers in respect of the categories of the posts for which Director is the appointing authority.</td>
</tr>
<tr>
<td>3.</td>
<td>To suspend a lien</td>
<td>Full powers provided he is authorized to make appointments to the post in question.</td>
</tr>
<tr>
<td>4.</td>
<td>To transfer a lien</td>
<td>Full powers provided that he is authorized to make appointments to both the posts concerned.</td>
</tr>
<tr>
<td>5.</td>
<td>To transfer an employee from one post to another.</td>
<td>Full powers</td>
</tr>
<tr>
<td>6.</td>
<td>To appoint an employee to hold a dual charge and to fix emoluments.</td>
<td>Full powers provided he has power to make appointment in each post.</td>
</tr>
<tr>
<td>7.</td>
<td>To sanction grant or acceptance of honorarium</td>
<td>Upto a maximum of Rs. 2,500/- in each case per year</td>
</tr>
<tr>
<td>8.</td>
<td>To permit teaching staff of the Institute to accept fee for examinership, invigilatorship, paper setting, valuation of answer book etc.</td>
<td>Full powers subject to the provision of SR-12 and maximum of Rs. 2,500/- in a financial year.</td>
</tr>
<tr>
<td>9.</td>
<td>To permit undertaking of private work and acceptance of fee.</td>
<td>Upto Rs. 1,200/- in case of each employment per year.</td>
</tr>
<tr>
<td>10.</td>
<td>To decide the shortest of two or more routes.</td>
<td>Full powers</td>
</tr>
<tr>
<td>11.</td>
<td>To allow mileage allowance by a route other than the shortest.</td>
<td>Full powers provided selection of the route is in the Institute's interest.</td>
</tr>
<tr>
<td>12.</td>
<td>To define the limits of an employee's sphere of duty for the purpose of TA</td>
<td>Full powers</td>
</tr>
<tr>
<td>13.</td>
<td>To decide whether a particular absence is absence or duty for the purpose of TA</td>
<td>Full powers</td>
</tr>
<tr>
<td>14.</td>
<td>To authorize an employee to proceed on duty to any part of India.</td>
<td>Full powers</td>
</tr>
<tr>
<td>15.</td>
<td>To restrict the frequency and duration of journey.</td>
<td>Full powers</td>
</tr>
<tr>
<td>16.</td>
<td>To reimburse cancellation charges on unused air/rail tickets.</td>
<td>Full powers where the cancellation was done in the interest of the Institute.</td>
</tr>
</tbody>
</table>
To allow actual expenses for carriage of personal effects by road between Stations connected by rail.

Power to declare an officer of Group A or B to be Head of an Office (Powers of Head of Office to sign bills and cheques, last pay certificates, contingent registers etc. He can also delegate such powers in certain cases to any other gazetted officer subordinate to him)

Power to permit an officer to countersign TA advance bills where permanent TA Advances have been sanctioned to that officer.

To declare who shall be the controlling officer and to make rules for his guidance.

To purchase raw and prepared drugs, dressings, medical stores hospital equipment, dietary articles, furnitures, other stores etc. for working of the Insitute/Departments, Hospital or any of its Units, for teaching, research and hospital purposes.

Power to sanction non-recurring contingent charges within budget limits.

Power to sanction recoupment of permanent advance.

Power to sanction Municipal or Cantonment taxes.

Power to purchase within budget limits Government and Non-Government publications required by him or by Officers under his control.

Power to sanction the renting of ordinary offices and hostel accommodations.

Maintenance of buildings and petty works repairs and alterations to hired and requisitioned buildings.

Power to sanction fixed recurring charges of a contingent character.

Power to sanction telephone rents.

Power to sanction advances of pay to an officer under transfer.

Power to grant advance of TA to himself and to other employees.
32. Power to sanction advances and final withdrawal from CP Fund/EP Fund/GP Fund in accordance with the Government rules as amended from time to time.

33. Power to sanction Festival Advance in accordance with the Government rules as amended from time to time.

34. Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time.

35. Power to incur expenditure and sanction advances for Law Suits to which the Institute is party in accordance with the Government Rules as amended from time to time.

36. Power to vary the terms of repayment of advances.

37. Power to order retention of undischarged pay and allowances.

38. Power to sanction Children Education Allowance and reimbursement of Tuition Fees in accordance with the Central Government Rules as amended from time to time.

39. Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government Rules as amended from time to time or Institute’s own Rules/Scheme on medical attendance as approved by the Governing Body.

40. Power to sanction the purchase of typewriter.

41. Power in regard to writing of the irrecoverable value of stores, money, advances, etc. provided that (i) the loss is not due to theft, (ii) it does not disclose a defect of system or serious negligence on the part of some individual servant of the Institute which might possibly call for disciplinary action requiring the orders of a higher authority.

42. Power to order destruction of records.
43. To order, sale by auction or otherwise in the interest of Institute of unserviceable stores or perishable articles.

44. Power to give gift items/medicines to visiting dignitaries or public bodies at his discretion.

45. Power to countersign his own travelling allowance bills.

46. Power to grant all kinds of leave excluding study leave to staff of the Institute as per CCS leave Rules.

47. Power to grant upto five advance increments in respect of Group C and D staff on the basis of the recommendations of the Selection Committee.

48. Printing and binding

49. Power to incur expenditure on miscellaneous items.

50. Power to purchase stationery for offices/Hospital use.

Full powers

Upto Rs.1,000/- in each case.

Full powers

Full powers

Full powers

Full powers

Full powers subject to codal formalities.

Maximum limit up to which the expenditure may be sanctioned on each individual item:

Recurring Rs.1,200/- in each case.
(Example - Payment on Training of staff etc.)

Non-Recurring - Rs. 10,000/- in each case.
(Example - Laying of foundation stone, opening of new building etc.)

Full powers according to necessity subject to budget provision.

*******
<table>
<thead>
<tr>
<th>Particulars of Post</th>
<th>Authority empowered to impose Penalties and the Penalties which may be imposed</th>
<th>Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Minor</td>
<td>Major</td>
</tr>
<tr>
<td>Group A-I</td>
<td>President</td>
<td>Governing Body</td>
</tr>
<tr>
<td>Group A-II</td>
<td>President</td>
<td>President</td>
</tr>
<tr>
<td>Group B</td>
<td>Director</td>
<td>President</td>
</tr>
<tr>
<td>Group C</td>
<td>Dy.Director(Admn.)</td>
<td>Director</td>
</tr>
<tr>
<td>Group D</td>
<td>Admin Officer</td>
<td>Dy.Director(Admn.)</td>
</tr>
</tbody>
</table>

Group A-I includes posts the maximum of the pay scale of which is not less than 22,400
Group A-II includes posts carrying a pay or a scale of pay with a maximum of not less than 13,500 but less than 22,400
Group B includes posts carrying a pay or a scale of pay with a maximum of not less than 10,500 but less than 13,500
Group C includes posts carrying a pay or a scale of pay with a maximum over 4,000 but less than 10,500
Group D includes posts carrying a pay or a scale of pay with a maximum of 4,000 or less
13. No expenditure from the funds of the Institute shall be incurred without sanction of the competent authority.

14. The Director shall have full powers to sanction the expenditure on any item included in the budget.

15. The Deputy Director/Administrator, to whom all the administrative matters of the Institute are transferred, shall have the powers to sanction an expenditure of a miscellaneous or contingent nature up to an amount not exceeding Rs.100,000/- in any one contract. The Deputy Director/Administrator shall prepare and submit to the Governing Body for his approval the sanctioned estimates for the ensuing financial year, along with a statement showing the budget estimates for such years which have not been duly approved by the Governing Body.

16. The Director shall, on behalf of the Governing Body, prepare a detailed estimate of all contracts which may be entered into by the Institute, the cost of which is expected to exceed Rs.50,000/- during the ensuing financial year. The estimates shall be submitted to the Governing Body at least six months before the close of the financial year for its approval. No expenditure on such contracts shall be incurred before the approval of the Governing Body.

17. Investments

- Should it be proposed, during the course of a financial year, to finance any scheme, project, or service, the Directors may, if the Governor approves the proposal, make such investments in such manner as they may think fit, whether by contributions, by way of a general or a special assessment, or by way of capital, by way of borrowed money, by way of a security, or by any other mode, or by any amount, or for any object, or for any purpose, or in any manner.

- The Director shall furnish an annual certificate to the Auditor as to the correctness of the annual balance.

18. One copy of the finally sanctioned estimates shall be supplied to the Auditor. All investments of funds of the Institute shall be made in the name of the Institute. All purchase, sale, exchanges, or transfers of such investments shall be carried on with the written consent of the Director, and all contracts, transfer deeds or other documents relating thereto shall, if not executed in the name of the Institute, be executed in the name of the Director and will be verified once in six months with the Register of Securities and a certificate of verification shall be sent to the Registrar of Companies. The Director shall maintain a register of securities held by the Institute in which the securities shall be recorded.

- Funds will be drawn from the Bank in the manner laid down in Rule 25. Cheque Books for this purpose shall remain in the personal custody of the Director or his representative, and no other officer shall have access to them.

- The Director of the Institute or in his absence, any officer as may be directed by the Director or his representative, may, on an application in writing, issue requisitions for the supply of any materials or services required in the execution of the work of the Institute.

- Reappropriation and Expenditure Sanction

- The Director shall keep a watch over expenditure against the grants sanctioned by the Government of India or any other authority. The accounts, if any, which have been sanctioned by the Government of India or any other authority, will not become operative until they have been specifically approved by the Auditors. The Accounts Officer/DDO will advise the Director for the accuracy and completeness of the accounts and the expenditure. No expenditure on any item will not become operative until it has been approved and sanctioned by the Director. All expenditures on items not approved and sanctioned by the Director will not be accepted.

- Maintenance of Accounts, Registers and Conduct of Audit

- The Director shall keep a watch over expenditure against the grants sanctioned by the Government of India or any other authority. The accounts, if any, which have been sanctioned by the Government of India or any other authority, will not become operative until they have been specifically approved by the Auditors. The Accounts Officer/DDO will advise the Director for the accuracy and completeness of the accounts and the expenditure. No expenditure on any item will not become operative until it has been approved and sanctioned by the Director. All expenditures on items not approved and sanctioned by the Director will not be accepted.