

TATA INSTITUTE OF FUNDAMENTAL RESEARCH  
Homi Bhabha Road, Bombay 400 005

DEL-1-92

May 14, 1992

DELEGATION BY THE DIRECTOR  
NATIONAL CENTRE FOR BIOLOGICAL SCIENCES

The following powers with respect to the National Centre for Biological Sciences are hereby delegated to the Project Director of the Centre :

Sr. No.	Nature of Power	Extent of power delegated	Remarks/Limitations
1a. <i>Now</i>	Creation of academic posts including Research Scholars	Upto the level of Fellow (C & SD)	Subject to the prescribed procedures and availability of funds and the overall no. of posts as proposed in the Project document and duly approved by DAE. A quarterly statement of the posts created will be sent to the Director, TIFR for his ratification.
b.	Creation of non-academic posts.	Upto SO(SD) and equivalent under all categories	-do-
2. <i>Now</i>	Appointment to posts	For all posts covered by 1a & b above	Appointments will be approved on behalf of the appointing authority. A quarterly statement will be sent to the Director, TIFR for his ratification.
3. <i>Now</i>	Purely temporary and officiating appointments of personnel in scientific, technical, administrative and auxiliary categories for periods not exceeding 180 days	Purely temporary appointments shall be made only upto the level of SA(C) and equivalent under all categories	-do-



Sr. No.	Nature of Power	Extent of power delegated	Remarks/Limitations
4.	Appointment on contract of persons upto the category of SO-SD or equivalent	Full	Subject to the prescribed procedures, rules and guidelines in force. A quarterly statement of appointments made will be sent to the Director, TIFR.
5.	Employment of Casual labour	Full	Subject to the prescribed procedures, rules and guidelines in force.
6.	Appointment of Visiting Professors, Visiting Fellows and Visiting members for periods not exceeding 2 years	Full	-do-
7.	Constitution of Screening and Selection Committees	For all posts covered by 1a & b above	Subject to the prescribed guidelines.
8.	Acceptance of resignation and curtailment of period of notice	Full in the case of personal upto the limit of SO(SD) and equivalent	Subject to the prescribed guidelines. A quarterly statement will be sent to the Director, TIFR.
9.	Detention of staff on Sundays and Holidays	Full	As far as possible, compensatory off shall be given. Only in extraordinary circumstances OTA may be permitted subject to the rules in force and limitations, if any.
10a.	Drawal of increments	Full	
b.	Permission to cross EB	Full	
11a.	Sanction of all kinds of leave excluding leave for study abroad	Full	Subject to rules and regulations in force.
b.	Sanction of study leave	Full	Subject to rules and prescribed guidelines.



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12.	Leave Travel Concession	Full	Subject to rules and regulations in force.
13.	To sanction advances to staff for		
	i) Payment of deposit or brokerage for acquiring residential accommodation for personal use	Full	-do-
	ii) Purchase of furniture and fixtures for installation in the members' residences	Full	-do-
	iii) Purchase of electrical, gas and household appliances	Full	-do-
	iv) Purchase of refrigerators and airconditioners	Full	-do-
	v) Purchase of bicycles, scooters and cars	Full	-do-
14.	Sanction of vacation and compensatory vacation to academic staff	Full	Subject to rules and guidelines issued by the Director, TIFR from time to time.
15.	Maintenance of service & leave records in respect of personnel	Full	



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16.	Deputation for attending conferences, symposia, seminars, training etc. of personnel in India and abroad	Full	Subject to availability of funds and following guidelines issued by the Director TIFR from time to time.
17.	Holding conferences, symposia, seminars etc. in India	Full	-do-
18.	Travel of staff members within India	Full	As per TA/DA rules and Standing Orders on the subject.
19.	Air-travel to non-entitled category	Full	A quarterly report to be sent to Director, TIFR for ratification.
20.	a) hiring residential accommodation	Full	Subject to the rules and procedures prescribed.
	b) Passing HRA claims	Full	-do-
21.	TA/DA/Honorarium to visitors	Full	-do-
22.	Reappropriation of funds between different major budget heads	Upto Rs. 5 lakhs	Proposals for reappropriation of funds exceeding Rs. 5 lakhs will be dealt with by STC or PMC as the case may be.
23.	Power to approve indents	Full	
24.	Approval of expenditure for purchase of equipment, materials, machines, services etc. and acceptance of tenders for all items including imports	Upto Rs. 10 lakhs in each case	As per rules laid down and procedures prescribed from time to time. The power of approval of expenditure will not be subdelegated to any authority for value exceeding Rs. 5 lakhs.



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25.	Power to approve placing of Purchase Orders, opening of LCs, etc.	Full	Subject to the procedures prescribed from time to time.
26.	Urgent cash purchases	Upto Rs. 1,000/-	
27.	Maintenance of equipment	Upto Rs. 0.5 lakhs in each case	
28.	Purchase of Books and periodicals	Full	
29.	Signing of Contracts and agreements	Full	Subject to the approval of the competent authority and following the purchase procedure as amended from time to time.
30.	Legal matters	Full	The firm of solicitors approved by the Council shall be consulted. In case a firm located in Bangalore is to be appointed as a measure of expediency, prior approval of the Director shall be obtained.
31.	Sanction of imprest	Upto Rs. 1,000/- in each case	
32.	Endorsement of Bills for payment	Full	
33.	Official entertainment	Full	Subject to the scales laid down by the Director from time to time. However, the Project Director at his discretion may allow senior members of staff to host lunches/dinners subject to the guidelines laid down in this regard.



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34.	Hiring and Maintenance of vehicles	Full	
35.	Installation of communication facilities like telephone, telex and fax in Offices and provision of residential telephones where considered essential.	Full	
36.	Statutory payments including telex, fax, telephone charge etc.	Full	
37.	Expenditure on maintenance of buildings	Full	Within the budgetary allocations approved.
38.	Medical reimbursements	Full	subject to the limits and procedures prescribed.
39.	Supply of uniforms	Full	As per scales laid down and prescribed procedures.
40.	Annual physical stock verification	Full	Report to be sent to Registrar, TIFR.
41.	Signing of Roster for SC/ST and physically handicapped personnel	Full	
42.	Disciplinary proceedings		
	Issuing Memos/Show cause notices/Charge sheets	In respect of staff upto the level of SA(C) or equivalent	Subject to the prescribed procedures.



Sr. No.	Nature of Power	Extent of power delegated	Remarks/Limitations
43.	Conferring functional designations/titles to Officers of the Centre	Full	The designations shall be decided in consultation with the Director. Registrar, TIFR shall be kept informed as and when designations are conferred/revoked.

The project Director may delegate in part or in full, as considered appropriate, to officers working under him, the powers listed above except those listed under Sr. Nos. 1,2,3,4,6,11(b),16,17,19,20,20(a),22,31,35,42 and 43.

*V. Singh*  
(V. Singh)  
Director

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