

**Schedule of re-delegation of Powers of the
Heads of Departments of the National Institute of Education**
(Council's order No. F. 16-5/78-IF Cell dated 8.10.1984)

S. No.	Nature of Powers	Existing Powers	Remarks
1	2	3	4
1.	Tour Programmes of Officers and Staff.	Controlling Officer for tour (other than by air/ travel by air-conditioned coaches for non-entitled categories as defined in SR 43 & 48B) for officers and staff subordinate to him including himself.	
2.	Re-delegation of Powers.	To delegate any of any powers vested with him to any member of the staff with the approval of the Secretary, NCERT.	
3.	Disciplinary action and punishment	To impose minor penalties on all categories of group B, C & D staff working under the Head subject to compliance with the prescribed procedure laid down in CCS (CCA) Rules.	
4.	Grant of leave	Full powers to sanction casual leave and earned leave.	
5.	Making appointment against leave vacancies.	To make substitute arrangement for a group C & D vacancy, on daily wage basis through the employment exchange, upto a maximum of 89 days in each case, where the concerned establishment section intimates its inability to provide a substitute	
6.	Grant of temporary advance (provident fund).	Full powers subject to rules.	
7.	Sanction for write off of (i) Irrecoverable losses of stores or of public money. (ii) Deficiencies and depreciation in the value of stores (there than a motor vehicle or motor cycle) included in the stock and other accounts.	Rs. 1000/- in each case (for losses) of stores not due to theft, fraud or neglect. Every loss to be reported to the Council Sectt. This power may be exercised provided that (a) the loss does not disclosed a defect in rules or procedure, the amendment of which requires the orders of the higher authority or Finance Ministry and (b) there has not been any serious negligence on the part of any Council's employees which may call for disciplinary action. Rs. 500/- in each case.	

8.	Light refreshment (Miscellaneous expenditure)	Rs. 500/- per annum Non-recurring (refreshment to be confined to tea, coffee, cold drinks and charges per head per meeting not to exceed)	
9.	Disposal of obsolete, surplus or unserviceable stores.	Upto Rs. 1000/- at any one time.	
10.	Advance of pay and T. A. on Transfer	Full Powers	
11.	Advance of T. A. for journey on tour.	Full Powers	
12.	Advance on the eve of important festivals to non-gazetted Council's servant.	Full powers subject to the advance being restricted to the limit stipulated according to rules and regulations of the government.	
13.	Extension of leave to cover overstayal.	Full Powers.	
14.	To decide the shortest of two or more routes.	Full Powers.	
15.	To allow mileage allowance by a route other than the shortest or cheapest.	Full Powers.	
16.	To grant/ sanction of daily allowances beyond 30 days.	Full powers upto 180 days subject to rules in SR 73.	
17.	To allow exchange of daily for mileage allowance for the whole period of an absence from head quarter on tour.	Full powers under provisions of SR 75.	
18.	To impose restrictions on exchange of daily allowance.	Full powers under provisions of SR 75.	
19.	To sanction halts at our stations in excess of ten days.	Powers to sanction upto 30 days.	
20.	To disallow TA for a journey to attend an obligatory examination in the competent authority considers that the candidate has culpably neglected to prepare himself / herself for the examination.	Full powers	
21.	To authorize combination of holidays with leave and joining time.	Full powers.	

22.	Organization of seminars and workshops and incurring expenditure on payment of TA and DA honorarium to resource personnel and other contingent expenditure in connection therewith.	Powers upto Rs. 5000/- in respect of each programme duly approved by the Programme Advisory Committee and subject to the rates approve by the Council from time to time. Each such programme expenditure beyond this limit of Rs. 5000/- will be submitted to J. D. through Head DPRP&P for approval	At present, Secretary and Head, DPRP&P are authorized to sanction expenditure upto Rs. 5000/- in each such case. The proposed delegation of powers is limited to this financial ceiling for the time being.
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