

Delegation of Administrative and Financial Powers to Head, NIE-Workshop
(No.F. 1-4/2004-EC dated 25.7.2006)

Sl. No.	Nature of power	Extent of Administrative Powers	Extent of Financial Powers	Authority to which delegated
1	Development and Production of all types of kits.	<ol style="list-style-type: none"> 1. Approval of indents for procurement of Kit items. 2. Constitution of Committee for procurement of goods without quotation. 3. Constitution of Local Purchase Committee for market survey to assess reasonableness of rate, quality, specifications and identify appropriate supplier. 4. Approval of documents for inviting limited tenders; ensuring clarity of specifications, allied technical details and all other terms and conditions; evaluating technical and financial bids; awarding contracts, inventorising equipment received and passing of bills for payment. 5. Passing of expenditure on petty items without bill. 	<ol style="list-style-type: none"> 1. Full Powers 2. As per Rule 145 of the GFR upto Rs. 15,000/- on each occasion 3. As per Rule 146 of the GFR upto Rs. 15,000/- to Rs.1,00,000/- on each occasion 4. From Rs. 1,00,000/- upto Rs.2,00,000/- on each occiaion by following the procedure laid down in Rule 151 GFR. 5. Rs. 250/- on each occasion limited to a maximum of Rs. 5,000/- per annum. 	Head NIE (Workshop)

2	<p>Repair and Maintenance:</p> <p>i. Furniture</p> <p>ii. Electrical / electronic equipment</p> <p>iii. Mechanical equipment</p> <p>iv. Work related to the installation / repair / maintenance of the above equipments.</p>	<p>1. Approval of proposals for outsourcing of repair and maintenance services for identified items, including for entering into Annual Maintenance Contracts / On-the-job-basis contracts.</p> <p>2. Approval of documents for inviting bids for outsourcing of repair and maintenance service/ annual maintenance contracts/ ensuring clarity of specifications, allied technical details and all other terms and conditions; evaluating technical and financial bids; awarding contracts, inventorising equipment received and passing of bills for payments.</p> <p>3. Approval of documents for inviting bids for on-the-job-basis contracts, ensuring clarity of specification, allied technical details and all other terms and conditions; evaluating technical and financial bids, awarding contracts, inventorising equipment received and passing of bills for payments.</p>	<p>1. Full Powers</p> <p>2. Upto Rs. 2,00,000/- per contract</p> <p>3. Upto Rs. 50,000/- per bill.</p>	<p>Head, NIE (Workshop)</p>
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		4. Purchase of items required for repairs and maintenance undertaken in-house by the NIE Workshop.	4. As per Rule 145 and 146 of the GFR upto Rs. 15,000/- upto Rs.1,00,000/- as the case may be, on each occasion.	
3	Miscellaneous	<ol style="list-style-type: none"> 1. Contingencies for office work. 2. Contingencies for PAC approved programmes. 3. Approval for hiring private local transport for transportation of goods and equipment, when official transportation is not available. 4. Approval of labour charges for loading and unloading of goods transported. 	<ol style="list-style-type: none"> 1. Full Powers 2. Full Powers 3. Full Powers 4. Full Powers 	Head, NIE (Workshop)
4	Revolving Fund for Repair & maintenance for Hot & Cold equipments & other equipments/ items pertaining to NCERT	Approval of proposal for Sanction & Drawl of Revolving fund for Repair & maintenance of Hot & Cold equipments and other equipments / items pertaining to NCERT, purchase using petty cash & passing of the bills for payments.	Full powers for sanction & drawal of Rs.10,000/- at each instant, recoupable after submission of account.	Head, NIE (Workshop)

5	Revolving Fund for Repair & Maintenance for Plant & Machinery installed in NIE Workshop.	Approval of proposal for Sanction & Drawl of Revolving fund for Repair & maintenance of Plant & machinery installed in NIE Workshop, purchase using petty cash & passing of the bills for payments.	Full powers for sanction & drawal of Rs.10,000/- at each instant, recoupable after submission of account.	Head, NIE (Workshop)
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