ORDER

In supersession of previous orders on the subject and in exercise of the powers vested in the undersigned under sub-by-law (2) of the bye-law 52 of the National Institute of Health and Family Welfare Bye-Laws, I hereby delegate to the Deputy Director (Admin.) the following powers subject to the restrictions indicated in column 3:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>Nature of powers</th>
<th>Extent of powers</th>
<th>Reference to/Rule/Bye-law</th>
</tr>
</thead>
</table>
| 1     | Power to countersign TA bills of officials and non-officials (where TA is payable by the Institute) invited to attend meetings convened by the Institute. | (i) For officials (Central and State-Govts.) TA/DA at the rate admissible to them under their respective Govt. rules.  
| 2     | Power to countersign TA bills of officers and staff of the Institute              | Except for Director and himself for all the members of the staff subject to the approval of the tour programme by the Director | SR-191                   |
| 3     | Power to allow mileage allowance by a route other than the shortest.               | Full powers, provided the selection of the route is in the Institute’s interest. | SR-31                    |
| 4     | Power to define the limit of Govt. servant’s sphere of duty                        | Full powers                                                                     | SR-60                    |
| 5     | Power to decide whether a particular absence is absence of duty                   | Full powers                                                                     | SR-62                    |
| 6     | Power to grant leave to Group B, C and D employees.                               | Full powers                                                                     | Ist schedule to CCS (Leave) Rules, 1972. |
| 7     | Power to sanction advance of pay & TA to officers and staff                       | To all members of the staff subject to approval of tour programme by the Director. | GFR-222                  |
sanction
GFR-191

1. Power to sanction
   advance for the purchase
   of conveyance.

   Full powers except for
   himself and the Director.

5th schedule of the
GFR Rules.

2. Power to sanction
   advances/final with-
   drawal out of General
   Provident Fund.

   Full powers in respect
   of all employees except
   himself and the Director.

   -do-

3. Power to vary repay-
   ment of advances.

   -do-

4. Power to sanction
   stipend to trainees or
   students.

   Full power at the rates
   approved by the Governing
   Body from time to time.

   By-law 10 of the
   Bye-laws of the
   Institute.

5. Power to sanction
   fee or honorarium to
   guests, lecturers or experts
   to deliver lectures.

   At the rates determined by
   the Director/Governing
   Body from time to time.

   Para 11(2) of the
   Bye-laws.

6. Power to sanction
   municipal rates and
taxes.

   Full powers.

   Item 11 of Annexure
   to Schedule V of
   Delegation of
   Financial powers
   Rule 1978.

7. Power to sanction
   telephone charges.

   Full powers.

   Item No.24 -do-

8. Power to sanction
   electricity and water
   charges.

   Full powers.

   Item No.04 -do-

9. Power to sanction
   expenditure on
   maintenance upkeep and
   repairs of vehicles.

   Up to Rs.10,000/-
   in each case.

   Item No.10(iii) -do-

10. Power to sanction
    expenditure on postal
    and telegraphs.

    Full Powers.

    Item No.13 -do-

11. Power to sanction
    expenditure for supply
    of liveries and uniforms.

    Full powers subject to
    conditions laid down in
    the delegation of
    financial powers rules.

    Item No.23 -do-

12. Power to sanction
    freight charges, convey-
    ance and octroi charges.

    Item No.6(i) -do-

13. Power to sanction
    expenditure on miscellaneous
    or contingent nature

    Upto an amount not
    exceeding Rs.1000/-
    in each case.

Schedule VI of
Delegation of
Fin. Powers Rules
1978.
sanction the purchase of all office equipments including typewriters, intercom equipment/calculators, electronic stencil cutters, tape recorders, photo copiers/ copying machine, franking machine, addressograph, filing and indexing system etc. excluding computers of all kinds (including hire upkeep and repairs of such machines) up to Rs. 1,000/- per month recurring and Rs. 10,000/- non-recurring subject to normal or special orders issued by the Min. of Finance or Dept. of Supply from time to time.

22. Maintenance of buildings - petty works and repairs

(i) Execution of petty works and special repair to Institute's own buildings including sanitary fittings, water supply and electric installation in such buildings.

(ii) Ordinary repairs

Full powers

23. Contingent expenditure i.e., all incidental and other expenditure including expenditure on stores which is incurred for the management of office or for the working of technical establishment such as laboratory, workshop and like.

Rs. 2,000/- per annum in each case if recurring and Rs. 10,000/- in each case if non-recurring.

Full powers subject to supplies being obtained through DGS&D rate contract.

24. Bicycles

Re-imbursement of actual conveyance charges paid for the journey performed within municipal limits of the headquarters subject to a maximum of Rs. 150/- per month.

25. Conveyance hire

(i) For Group 'A' Officer

Subject to the above conditions if the journey is performed by the ordinary mode of conveyance.

(ii) For Group 'B', 'C' & 'D' employees
26. Fixtures and Furniture, purchase and repairs
   Rs.5000/- in each case subject to such conditions as may be prescribed by the Govt.

27. Hire of office furniture, electric fans, heaters, coolers, clocks and call bells
   Rs. 5000/-

28. Staff paid from contingencies.
   Full powers subject to the conditions that the remuneration of such staff shall be regulated in accordance with the general and special orders issued by the Govt. in this behalf.

29. Local purchase of Stationary items
   Rs.10,000 per annum

30. Local purchase of rubber stamps and office seals
   Full powers

31. Repair to machinery (where the expenditure is not of a capital nature)
   Full powers

32. Printing and binding
   (i) Full powers where the printing is executed through or with the approval of the Director of Printing.
   (ii) Upto Rs. 4000 per annum (including the cost of papers and other binding materials for emergent and unforeseen petty printing and binding jobs executed through locally by private agencies.)

33. Publications
   (i) Official Publications
   (ii) Non official Publications
      (These include books, newspapers and other periodical publications)

34. Power to sanction advances for authorised contingent expenditure.
   Up to Rs. 2000 in each case

GFR 90.
35. Power to order sale by auction or otherwise in the interest of the instt. of unserviceable stores or perishable articles.

Full power

GFR Rul 124(4)

36. Power to write off
Loss of revenue or irrecoverable loans or advances

Rs. 1000/- in each case


37. Power to write off
irrecoverable loss of stores or public money

(i) If loss is not due to theft, fraud or negligence

Rs. 5000/- in each case

M.C. Kapilashrami
Director

(ii) Loss in other cases

Rs. 1000/- in each case

Copy to:

1. Accounts Officer, NIHFW
2. Accounts Officer (Project) NIHFW
3. Section Officer (Admin.I) NIHFW
4. Section Officer, (General Admin.) NIHFW
5. Stores Officer, NIHFW
6. W.M.O., NIHFW
7. All Heads of Departments, NIHFW
8. SPA to Director, NIHFW
9. PA to DD (Admin.)