

CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

CORP:DG:1538
February 14, 2014

OFFICE MEMORANDUM

The Governing Council of C-DAC in its 30th meeting held at New Delhi on 16th December 2013 has passed the resolution amending the Delegation of Powers.

The amended Delegation of Powers of Governing Council, Coordination Committee and Director General are enclosed at **Annexure 'A'** and **'B'** respectively for your information and necessary action.

Accordingly, the undersigned in his capacity of Director General, further delegates powers vested in him to the Executive Directors, in terms of Sr. No. 60 of Annexure 'B' and the said Delegation of Powers to Executive Directors are given in *Annexure 'C'*. This supersedes the earlier delegation.

Necessary modification to give effect to this delegation stand incorporated in the bye-laws w.e.f. 16/12/2013. Any reference elsewhere relating to Delegation of Powers in Staff Rules or Rules of Regulations shall also stand amended accordingly.

In terms of Sr. No. 47 of Annexure 'C', Executive Directors may sub-delegate their powers to officers of their respective centres with prior approval of Director General. Existing Delegation of Powers made by Director General to Directors / other officers will continue until further orders.

All Centres are requested to note and adopt these changes and submit the proposals for the approval of Competent Authority accordingly.


014.02.2014

Prof. Rajat Moona
Director General

Encl: Annexure A, B and C.

To : All EDs/ Directors
Sr. Director (R&D)
Director (Legal & Contracts) and Registrar
Director (Finance)
Joint Director (HRD)
Office of Director General

Powers of Governing Council (GC) and Coordination Committee (CC)

Sr. No.	Subject Matter	Powers of Governing Council (GC)	Powers of Coordination Committee (CC)
1.	To receive financial contribution from abroad	Full Powers - Chairman, GC. Item to be reported to the GC in the next GC Meeting for information.	
2.	Approval for deputing DG abroad	Full Powers- Chairman, GC	
3.	Purchase of land/building	Full Powers- Chairman, GC. Item to be reported to the GC in the next GC Meeting for information.	
4.	Construction of building, Interiors or site preparation	Full Powers-Chairman, GC. Item to be reported to the GC in the next GC Meeting for information.	Full powers upto Rs. 2500 lacs. Item will be reported to GC in the next meeting.
5.	Purchase of Indian /foreign made Capital equipment, software, technical stores like raw material, components, consumables /semi-consumables including fabrication of equipment.	Full Powers-Chairman, GC. Item to be reported to the GC in the next GC Meeting for information.	Full powers up to Rs. 2500 lacs Each case above value of Rs 500 lacs shall be reported to the GC in the next GC meeting for information
6.	Repairs and Maintenance of Civil Work including electrical fittings / installation (including administrative approval)		Full Powers
7.	Creation of Regular Posts	Full Powers to create regular posts (with the concurrence of the Government)	
8.	Approving signing of MOUs / Contract agreement with foreign parties for achievement of objectives of the society		Full Powers – Chairman, CC. The matter to be reported to CC and GC in the next meeting.

Sr. No.	Subject Matter	Powers of Governing Council (GC)	Powers of Coordination Committee (CC)
9.	Amend provisions relating to extending monetary benefits to employees.	Full powers	
10.	Opening new Units or offices of the Society at new locations.	Full powers - For New Centres or upgradation of attached office or Cells to Centres or attached offices to Centres.	Full Powers – For Attached offices or upgradation of cells to centres
11.	Accord approval for taking up an activity other than the objects of the Society.	Full powers.	
12.	To permit undertaking of assignments abroad without involving the society's funds	Full Powers – Chairman GC in respect of DG.	Full Powers – Chairman, CC in respect of EDs and officers in the grade pay of 10000.
13.	Re-appropriation of funds outside major head viz. from Capital to Revenue etc. with respect to core grant.		Full powers – with reporting to GC.
14.	Re-appropriation of funds within each category viz. Capital, Revenue etc. with respect to core grant.		Full powers
15.	Disposal of unserviceable and obsolete stores including office equipments, materials, and furniture etc. and approve their mode of disposal/ write-off.		Full powers – To be reported to GC in the next meeting.
16.	Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers.	Full powers where depreciated value of each item does not exceed Rs. 25 lacs, and report to GC.
17.	Write off of loss not due to theft, fraud or negligence of individuals.		Full powers– To be reported to GC in the next meeting.
18.	Write-off /Waiver of losses / recoveries	Full powers.	Full Powers – To be reported to GC in the next meeting. Full powers for write-off / waiver of losses where depreciated value does not exceed Rs.50 lakhs and report to GC.

Sr. No.	Subject Matter	Powers of Governing Council (GC)	Powers of Coordination Committee (CC)
19.	Approve commencing joint ventures, alliances and business with foreign agencies.		Full Powers.
20.	Grant of higher pay / additional increments on appointment / promotion		Full powers
21.	Approval of any other item not specifically covered in this schedule.	Full powers	
22.	Recurring contingent expenditure not specifically covered under the powers of DG.		Full powers
23.	Approve Single Tender / Single quotation in respect of proprietary items or specified brand goods or specialist works in case of electrical, civil and horticulture work.	Full powers	Full powers upto Rs. 500 lacs Each item above value of Rs 100 lacs to be reported in the next GC meeting for information.
24.	Revision of leased accommodation rates	Full powers	

Powers of Director General (DG)

Sr. No.	Subject Matter	Powers of Director General (DG)
1.	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables /semi-consumables including fabrication of equipment.	Full Powers upto Rs. 1000 lacs. Each item having value above Rs 500 lacs to be reported to CC in the next meeting
2.	Operational Expenses / Contingent Expenditure / Statutory Payments such as power, fuel, communication, rent, water, taxes, printing, stationery, books, journals, newspapers, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities, entertainment and special events.	Full Powers
3.	Publicity & Advertising	Full Powers
4.	Promotional Sponsorships	Full Powers
5.	Construction of building (including administrative approval)	Up to Rs. 500 lacs per building, Each item above value of Rs. 100 lacs to be reported to CC in the next meeting
6.	Repairs and Maintenance of Civil Work including electrical fittings / installation	Full powers upto Rs. 100 lacs. Each item above value of Rs.50 lacs to be reported to CC in the next meeting
7.	Power to create contract posts in pay scales other than regular posts which do not require approval / clearance of ACC.	Full Powers.
8.	Power to create posts on consolidated salary for projects / self-supporting activities of the institution.	Full Powers
9.	Power to create posts of temporary duration such as Research Associates, Visiting Software Engineers, Visiting Programmers, Trainees, Technical Associates, Consultants, etc.	Full Powers

Sr. No.	Subject Matter	Powers of Director General (DG)
10.	Approving signing of MOUs / Contract agreement with foreign parties for achievement of objectives of the society.	Full powers - Where situation / time constraints demand with reporting to Chairman, CC and Chairman, GC immediately thereafter.
11.	Opening new Units or offices of the Society at new locations.	Full Power – Cells or marketing offices.
12.	Approval for deputing staff members (Except DG himself)	<p>Full Powers Subject to DeitY conditions that such tours are:</p> <p>(a) An integral part of a project duly approved by the Governing Council of the Society.</p> <p>(b) To be undertaken as a part of an MOU/Agreement signed by Societies with other organizations where there is no budgetary commitment of the DeitY.</p> <p>(c) A provision in the budget exists for undertaking such a tour;</p> <p>(d) For attending seminars / training abroad having direct relevance to the functions of the individual officer. This will, however, be subject to orders issued by the Government of India from time to time.</p> <p>(e) To report quarterly to the Programme Group and ABC Division of DeitY on tours undertaken with expenditure incurred</p>
13.	To permit undertaking of assignments abroad without involving the society's funds.	Full powers – In respect of Officers in the grade pay upto Rs.8900.
14.	Re-appropriation of funds outside major head viz. from Capital to Revenue etc.	Full powers limited to 25% of specific provision
15.	Re-appropriation of funds within each category viz. Capital, Revenue etc.	Full powers within the overall position in the budget / project estimates.
16.	Disposal of unserviceable and obsolete stores including office equipments, materials, and furniture etc. and approve their mode of disposal/ write-off.	Full powers when depreciated value is below Rs. 50 lacs.
17.	Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers where book value of each item does not exceed Rs.10 lacs.

Sr. No.	Subject Matter	Powers of Director General (DG)
18.	Write off losses not due to theft, fraud or negligence of individuals.	Full Powers where depreciated value does not exceed Rs. 10 lacs in a year and reporting to CC.
19.	Write-off /Waiver of losses / recoveries	Full Powers where depreciated value does not exceed Rs. 10 lacs.
20.	To depute employees for full time training in India.	Full powers
21.	Approve policies to set up joint ventures, alliances and such other mechanisms as to fully exploit and develop markets for technologies / products developed by the Society.	Full powers – With reporting to CC.
22.	Approve commencing joint ventures, alliances and business with foreign agencies.	Full Powers in case of exigencies, with reporting to Chairman, CC.
23.	Approve policies to institute stipends, scholarships, associate-ships and fellowships to outstanding students and researchers in the areas of interest to the Society.	Full powers.
24.	Grant of higher pay / additional increments on appointment / promotion	Full powers –for staff in the grade up to Rs.16,400 - 20,000 as per relevant Rules.
25.	Purchase of Vehicles for office	Full powers up to Rs.100 lakhs.
26.	Condemnation of Vehicles	Full powers.
27.	Recurring contingent expenditure not specifically covered under the powers of DG.	Up to Rs 10 lacs . Each item having value above Rs 5 Lacs to be reported to CC in the next meeting
28.	Approve Single Tender / Single quotation in respect of proprietary items or specified brand goods or specialist works in case of electrical, civil and horticulture work.	Full Powers upto Rs.100 lacs. Each item above Rs 20 lacs to be reported to CC for information
29.	Cash Purchases	Upto Rs.50,000

Sr. No.	Subject Matter	Powers of Director General (DG)
30.	Deputing employees for short-term and specialized Training / Courses in India and Sanctioning of TA/DA etc. as admissible under the rules.	Full Powers.
31.	Declaring an officer as Controlling Officer for purpose of T. A., Medical, other claims including for counter-signing of these claims.	Full Powers.
32.	Abolition of Posts	Full Powers in respect of posts created under his powers.
33.	To make appointments against sanctioned posts in Group A, B, C and D.	Full Powers.
34.	Probation Completion/ Extension and resignations.	Full Powers
35.	Promotions	Full Powers as per relevant Rules.
36.	Disciplinary Powers including termination of service	As per Bye-laws
37.	Sanctioning Leave	Full Powers. (Chairman, CC in respect of DG for periods exceeding 7 days EL or CL at a time.)
38.	Approve deputation of employees to other organizations or approve nomination of employees to committees constituted by other organizations.	Full Powers
39.	To finalise the professional bodies for membership, Nominating authorized spokes-person, Permitting member to publish book.	Full Powers.
40.	Grant of Honorarium to visiting faculty, external experts, Council, TAC members etc.	Full Powers.
41.	Sanction of Office and residential telephone, Internet and mobile phone facility.	Full Powers.
42.	Sanction of leased accommodation facility.	Full Powers.

Sr. No.	Subject Matter	Powers of Director General (DG)
43.	Sanction of hire or repair of office equipments, furniture and fixtures, coolers / Air-conditioners, heaters, conveyance, PCs and such other items.	Full powers upto Rs. 50 lacs.
44.	Sanction of expenditure on entertainment and hospitality	Full Powers.
45.	Payment of rent towards accommodation for office, godowns, guesthouses, residential purposes etc.	Full Powers
46.	Sanction reimbursement of conveyance/ hire charges incurred for official purposes.	Full Powers
47.	Authorization of signatories to Bank Accounts and Documents	Full Powers including full powers for obtaining Non Fund based limit (LC/BG)
48.	Upkeep and Maintenance of Centre's Campus.	Full Powers upto Rs. 50 Lacs
49.	Award Contracts towards hiring of services for Pantry / Canteen / Security Services / Cleaning Services / Transport, etc.	Full Powers.
50.	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers.
51.	To authorize officers and staff to travel on official tours by a class mode to which they are not entitled under T. A. rules.	Full Powers.
52.	Sanctioning Tours within India, advance of TA/ DA for himself and all staff members.	Full Powers.
53.	Sanctioning Advance and claims LTC, HBA, TA/ DA, Medical Reimbursements.	Full Powers.
54.	Waiving normal stipulations with respect to medical reimbursements.	Full Powers - (In case of DG, to be taken up to Chairman, CC).

Sr. No.	Subject Matter	Powers of Director General (DG)
55.	To invest the funds of the Society in any public financial institution/scheduled banks, any other Government securities on long-term basis.	Full powers.
56.	Incurring of Expenditure on Workshops / Exhibitions /Conferences / Seminars etc.	Full powers Upto Rs 50 lacs.
57.	To execute all agreements, contracts, MoUs etc. on behalf of the Society except those between himself and the Society.	Full Powers with respect to the institution.
58.	To constitute various Committees / sub-Committees comprising of internal/ external members for effective functioning of the Society	Full Powers.
59.	Approval of Foreign tours of Officers including of ED's	Full powers subject to instructions of DOPT & Min Of Finance.
60.	Proposed Delegation of Powers to Executive Directors	Full powers limited to own powers.
61.	Powers to Centres Heads heading the centres & Registrar, Sr. Directors, Director (Finance), Director-Legal & Contracts, Director-HRD	Director General from time to time as per functional requirement can Sub delegate some of the powers for efficient functioning of the centres/ corporate office

1. Powers to be exercised in accordance with Rules & Procedures prescribed from time to time.

Powers of Executive Directors delegated by Director General

Sr. No.	Subject Matter	Delegated Powers of Executive Director (ED)
1.	Repairs and Maintenance of Civil Work including electrical fittings / installation	Full powers upto Rs.25 lacs and up to Rs.50 lacs on recommendations of a Screening Committee constituted locally.
2.	Operational Expenses / Contingent Expenditure / Statutory Payments such as power, fuel, communication, rent, water, taxes, printing, stationery, books, journals, newspapers, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities, entertainment and special events.	Full Powers
3.	Publicity & Advertising	Full powers upto Rs. 25 lacs and up to Rs. 50 lacs on recommendations of a Screening Committee constituted locally.
4.	Promotional Sponsorships	Full Powers limited to Rs.5 lacs in a year.
5.	Construction of building	Up to Rs. 25 lacs and up to Rs. 50 lacs on recommendations of a Screening Committee constituted locally.
6.	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables /semi-consumables including fabrication of equipment.	Full Powers upto Rs.25 lacs and up to Rs.50 lacs on recommendations of a Screening Committee constituted locally.
7.	Power to create posts on consolidated salary for projects / self-supporting activities of the institution.	Full Powers for the duration of the Project, but not exceeding three years.
8.	Power to create posts of temporary duration such as Research Associates, Visiting Software Engineers, Visiting Programmers, Trainees, Technical Associates, Consultants/Advisors, etc. and make appointments on consolidated remuneration.	Full Powers - period to be not more than three years at a time against the projects.
9.	Re-appropriation of funds outside major head viz. from Capital to Revenue etc.	Full powers limited to 10% of specific provision and to inform DG.

Sr. No.	Subject Matter	Delegated Powers of Executive Director (ED)
10.	Re-appropriation of funds within each category viz. Capital, Revenue etc.	Full powers up to 25% within the overall position in the budget of self supporting activities & GIA for salary &overheads and to inform DG.
11.	Disposal of unserviceable and obsolete stores including office equipment, materials, and furniture etc. and approve their mode of disposal/ write-off.	Full powers when depreciated value is below Rs. 10 Lacs.
12.	Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers where depreciated value is up to Rs. 25,000/-.
13.	Write off of loss not due to theft, fraud or negligence of individuals.	Full Powers where depreciated value does not exceed Rs. 2 lacs.
14.	Write-off bad debts /Waiver of losses / recoveries	Full Powers where depreciated value does not exceed Rs.2 lakhs.
15.	To depute employees for full time training in India.	Full powers for officials subordinate to him, for training duration not exceeding 30 days.
16.	Grant of higher pay / additional increments on appointment / promotion	Full powers as per approved procedure for persons where he is the appointing authority. Details of such cases to be reported to DG from time to time.
17.	Purchase of Vehicle for office	With the approval of DG Full powers up to Rs.25 lacs
18.	Condemnation of Vehicle	Full powers up to a depreciated value of Rs.2 lacs.
19.	Recurring contingent expenditure not specifically covered under the powers of ED.	Up to Rs 1 lac.
20.	Cash Purchases	Upto Rs.10,000 Cash purchase above Rs 10,000 to Rs. upto Rs.25,000 through Purchase Committee.
21.	Deputing employees for short-term and specialized Training / Courses in India and Sanctioning of TA/DA etc. as admissible under the rules.	Full Powers for officials subordinate except himself.
22.	Declaring an officer as Controlling Officer for purpose of T. A., Medical, other claims including for counter-signing of these claims.	Full Powers

Sr. No.	Subject Matter	Delegated Powers of Executive Director (ED)
23.	Abolition of Post	Full Powers in respect of posts created under his powers.
24.	To make appointments against sanctioned posts in Group A, B, C and D.	Full Powers where he is the appointing authority. All appointments on merits, on a uniform basis across all C-DAC Centres, in terms of entry criteria, recruitment and selection methodologies and appointment order forms, and terms for grades Rs.8000/- and above.
25.	Probation Completion/ Extension and resignations.	Full Powers
26.	Promotions	Full Powers in respect of members for whom he is the appointing authority.
27.	Disciplinary Powers including termination of service	As per Bye-laws.
28.	Sanctioning Leave	Full Powers. (DG in respect of EDs for periods exceeding 7 days EL or CL at a time)
29.	(a) Approve deputation of employees to other organizations (b) Approve nomination of employees to committees constituted by other organizations.	(a) Full powers in respect of officials where he is appointing authority. (b) Full powers in respect of officials subordinate to him.
30.	Grant of Honorarium to visiting faculty, external experts, Council, TAC members etc.	Full Powers
31.	Sanction of Office and residential telephone, Internet and mobile phone facility.	Full Powers
32.	Sanction of leased accommodation facility.	Full powers
33.	Sanction of hire or repair of office equipment, furniture and fixtures, coolers / Air-conditioners, heaters, conveyance, PCs and such other items.	Full Powers upto Rs. 10 lacs per year
34.	Sanction of expenditure on entertainment and hospitality	Full Powers as per policy and guidelines in force.
35.	Payment of rent towards accommodation for office, godowns, guesthouses, residential purposes etc.	Full Powers in respect of respective Centres/Units.
36.	Sanction reimbursement of conveyance/ hire charges incurred for official purposes.	Full Powers

Sr. No.	Subject Matter	Delegated Powers of Executive Director (ED)
37.	Authorization of signatories to Bank Accounts and Documents.	Full Powers
38.	Award Contracts towards hiring of services for Pantry / Canteen / Security Services / Cleaning Services / Transport, etc.	Full Powers
39.	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers to be reported to DG.
40.	To authorize officers and staff to travel on official tours by a class mode to which they are not entitled under T. A. rules.	Full Powers
41.	Sanctioning Tours within India, advance of TA/ DA for himself and all staff members.	Full Powers
42.	Sanctioning Advance and claims LTC, HBA, TA/ DA, Medical Reimbursements.	Full Powers
43.	Waiving normal stipulations with respect to medical reimbursements.	Full Powers – (In case of ED, to be taken up to DG)
44.	To invest the funds of the Society in any public financial institution/scheduled banks, any other Government securities on long-term basis.	Full Powers – To be reported to DG on a quarterly basis.
45.	Incurring of Expenditure on Workshops / Exhibitions /Conferences / Seminars etc.	Full powers up to Rs 15 lacs
46.	To execute all agreements, contracts, MoUs etc. on behalf of the Society except those between himself and the Society.	Full powers limited to the financial authority vested in him.
47.	Delegation of powers to officials of the Centre.	ED'S can delegate powers to officers with the prior approval of DG. However the responsibility for the powers so exercised by the officers will be of ED's