

DELEGATION OF POWERS FOR RRCAT MEDICAL CENTRE

(Rs. In lakhs)

Sr. No.	Nature of power delegated	Authority to whom power is delegated			
		Head, LBAD	CMO	In-charge RMC	Medical Officers
1.	a) Purchase of medicines (Non-proprietary)	50.00	25.00	5.00	2.00
	b) Proprietary	25.00	10.00	0.00	0.00
2.	Authorizing reimbursement of the cost of medicines not available in dispensary	Full	Full	1.00	0.25
3.	Emergency purchase of medicines, medical devices and dental materials	2.00	1.00	0.25	Nil
4.	Powers to sanction advance and incur expenditure for cash purchase of materials required for RMC including petty stationery stores and lab coats etc.	0.05	0.05	0.05	Nil
5.	Approval of bills from empaneled Hospitals, clinics and Diagnostic Centers	50.00	NIL	NIL	Nil
6.	Power to sanction expenditure on entertainment of distinguished foreign & Indian guests, and in connection with official business.	Rs. 1000 p.m.	Rs. 500 p.m.	Rs.300 p.m.	Nil

DELEGATION OF POWERS TO VARIOUS AUTHORITIES IN RRCAT, INDORE

Sr. No	Nature of power delegated	Authority to whom Power is delegated				
		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director
1	Procurement of Stores					
A	Approval of Indent (Non-Proprietary)	5.00	25.00	50.00	100.00	300.00
B	Approval of Indent (Proprietary)	0.00	0.00	25.00	50.00	100.00

Sr. No	Nature of power delegated	Authority to whom Power is delegated					Recommending Bodies		
		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director	Purchase Sub-Committee (PSC)	Purchase Committee (PC) on recommendation of PSC	RRCAT Council on the recommendation of PC
C	Approval of Purchase (Public Tender with multiple offers)	5.00	25.00	50.00	100.00	300.00	>50 lakh	>100 lakh	>1000 lakh
D	Approval of purchase through Limited Tender	0.00	0.00	35.00	75.00	150.00	>25 lakh	>50 lakh	>500 lakh
E	Approval of Purchase (Proprietary/single/nominated/ negotiated) (including resultant single offer against Open/Public Tender)	0.00	0.00	25.00	50.00	100.00	>25 lakh	>50 lakh	>200 lakh
F	Approval of indent & purchase for furniture, fixtures, air conditioners, water coolers, water purifiers and refrigerators.	0.00	0.00	2.00	10.00	25.00			
G	Purchase of Battery operated two/ three/ four wheelers for material handling purposes and not requiring RTO registrations.	0.00	0.00	0.00	0.00	10.00			
H	Purchase of Photocopier, Fax Machines and Desktop PC including Computer Peripheral, OS and software	0.00	0.00	2.00	5.00	10.00			
I	Approval of Petty Purchase	0.00	0.10	0.25	0.50	1.00			
J	Approval of Minor Purchase	0.00	0.00	5.00	8.00	10.00			

Sr.No	Nature of power delegated	Authority to whom Power is delegated					Recommending Bodies		
		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director	Respective Committee	GB	DAC
2	Contracts								
A	Powers to sanction expenditures on repair of lab and other equipments, and minor fabrication and mechanical jobs, including charges for pre-repair assessment	0.00	0.00	2.00	5.00	10.00	Above Rs. 0.50 lakhs		
B	Minor Civil/Electrical Works	0.00	0.00	0.00	1.00	2.00	Above Rs. 0.50 lakhs		
C	Repair of photocopier, printers, fax machines and other office equipments not under AMC	0.00	0.00	0.25	0.50	5.00	Above Rs. 0.50 lakhs		
D	Repair/Maintenance/upgradation of Computers, peripherals, OS and Communication Networks including software related contracts. (Not included in AMC)	0.00	0.00	1.00	3.00	5.00			
E	Repair/ Maintenance of Battery operated two/ three/ four wheelers including replacement of battery	0.00	0.00	0.25	1.00	3.00			
F	Powers to sanction expenditure on AMC/CAMC	0.00	2.00	3.00	5.00	50.00	Above Rs. 3.00 lakhs		
G	Contracts for technical activities and outsourcing of services (Rule 197 of GFR 2017)	0.00	0.00	0.00	0.00	Full			
H	Repair/Maintenance of departmental vehicles	Concerned Head entrusted with the responsibility for repair/maintenance of departmental vehicles.							

Sr.No	Nature of power delegated	Authority to whom Power is delegated					Admin/Accts		
		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director	AO-III/ DCA	JCFA	CAO
3	General								
A	Emergency Purchases	0.00	0.00	0.00	0.30	0.50	0.00	0.00	0.20
B	Powers to sanction advance and incur expenditure for cash purchase of materials required for maintenance of work-shop/ laboratory/ offices, including petty stationery stores and lab coats.	0.00	0.05	0.05	0.05	0.05	0.05	0.05	0.05
C	Direct settlement to vendors	0.00	0.00	0.00	0.00	0.10	0.00	0.10	0.10
D	Supply of uniforms, badges and other articles, clothing etc. to Security Personnel and sanctioning of their washing allowance.	NA	NA	NA	NA	NA	NA	NA	50.00
E	Approving reimbursement of registration fee for members participating in symposium/ training	0.00	0.00	0.00	0.00	Full			
F	Power to sanction expenditure on entertainment of distinguished foreign & Indian guests, and in connection with official business.	0.00	0.00	Rs 1000 p.m.	Rs 2000 p.m.	Rs 5000 p.m.	Rs1000 p.m.	Rs.1000 p.m.	Rs. 5000 p.m.
G	Contingent Expenditure in connection with the working of the Divisions and Laboratories a)Recurring b) Non-recurring	0 0	0 0	0.00 0.20	0.00 0.50	0.10 1.00	0.10 (AOIII only) 0.10	0.00 0.10	0.20 0.20

Sr.No	Nature of power delegated	Authority to whom Power is delegated					Admin/Accts			
		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director	AO-III/DCA	JCFA	CAO	DCSO
4	Administrative									
A	Powers of a Controlling Officer for the purpose of TA Rules. (The duties of controlling officers are explained in SR-195). Conveyance charges and incidental expenses on carriage of records, equipments, etc. (On tour)	Nil	Nil	For officers and staff working under him/her including self	For officers and staff working under him/her including self	For officers and staff working under him/her including self	For officers and staff working under him/her (excluding self)	For officers and staff working under him/her (including self)	For officers and staff working under him/her (including self)	For officers and staff working under him/her (excluding self)
B	Powers of Controlling Officers for local journey	Nil	Full powers for officers and staff working under them	Full powers for officers and staff working under them	Full powers for officers and staff working in the group (in the absence of GD)	Full powers for officers and staff working under them	Full powers for officers and staff working under them	Full powers for officers and staff working under them	Full powers for officers and staff working under them	Full powers for officers and staff working under them
C	Grant of all kinds of leave due and admissible such as EL, HPL, Commuted Leave, Maternity Leave, Paternity Leave, Child Care Leave, EOL on Medical grounds and/or without MC and Personal reasons (including casual leave / Special CL in lieu of restricted holidays) but excluding* special Casual leave for participation in sports and cultural activities/ Union & Association meetings / family planning / Blood donation /	Only Casual leaves and C-off in respect of officers and staff	Only Casual leaves and C-off in respect of officers and staff	For staff and officers working under them	For staff and officers working in the Group (in the absence of GD)	For staff and officers working in the Group.	For Staff up to Assistant level	For staff and officers working under them	For staff and officers working under them	For Staff up to Sr. Security Guard (SSG) level

Sr.No	Nature of power delegated	Authority to whom Power is delegated					Admin/Accts			
		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director	AO-III/DCA	JCFA	CAO	DCSO
	Natural Calamities, Bandh, Curfew, failure of transport etc, / Election / Sp.CL to differently abled employee / WRIL / Child Adoption Leave / study leave / EOL abroad which requires approval of Head of Office / Head of Department / DAE, as the case may be.	working under them	working under them							
D	Sanction of Over Time Allowance	Nil	Nil	Full powers for staff working under them	Full powers for staff working under them	Full powers for staff working under them	Nil	Full powers for staff working under them	Full powers for staff working under them	Full powers for officers and staff working under them
E	Powers of Head of Department under FRs/SRs, HBA Rules, GFRs, GPF/CPF, Leave Rules, SC/ST Rules and orders, FR45-A&B, Rule 18 of CCS(Conduct) Rules, LTC Rules, CSMA Rules and Re-employment of Army Pensioners orders (Ref. D-5-90 dated 23.7.90)						Full powers for grant of LTC advance and its final settlement, grant of GPF advances		Full Power to the extent and subject to the conditions laid down in the relevant rules	
F	Powers of Head of office as per EFPR, DAE (Ref. D-3-90 dated 08.06.90 & D-6-90 dated 13.09.90)						Full to AO III			
G	Write-off of losses:	Nil	Nil	Nil	Nil	0.10	Nil	Nil	Nil	Nil

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		Head of lab	Head of Section	HODIS/ RD/ CAO / JCFA	Associate Director	Group Director	AO-III/DCA	JCFA	CAO	DCSO
	a) Irrecoverable losses of stores or of public money (including loss of stamps) due to theft, fraud or negligence.									
	b) In all other cases	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
	c) Deficiencies and depreciation in the value of stores included in the stock and other accounts	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
H	Declaration of stores as surplus or obsolete or unserviceable.	Nil	Nil	Nil	5.00	10.00	Nil	Nil	Nil	Nil
I	Refund of cancellation charges in respect of air tickets solely due to official reasons	Nil	Nil	Nil	Nil	Full powers in respect of officials under their group, including foreign travel	Nil	Nil	Nil	Nil
J	Powers for the purpose of CSMA Rules.	NA	NA	NA	NA	NA	AO-III Full for Ayurvedic & Homeopathy	NA	NA	NA
K	Purchase of bicycle/ Motor Assisted pedal cycle (MOPED)/ Scooty, motorcycle & Car	NA	NA	NA	NA	NA	Nil	NA	Full	NA
L	Hiring of Conveyance	NA	NA	NA	NA	NA	NA	NA	Full	NA
M	Medical Examination charges and other charges incidental to deputation of staff abroad	NA	NA	NA	NA	NA	NA	NA	Full	NA
N	Settlement of telephone / fax related bills including delayed charges	NA	NA	NA	NA	NA	Full	NA	Full	NA
O	Payment of Petrol, Diesel, Lubricant / Oil charges	NA	NA	NA	NA	NA	Full	NA	Full	NA
P	Sanction of Rent, municipal rates and taxes etc	NA	NA	NA	NA	NA	NA	NA	Full	NA

(Rs. In lakhs)

Sr.No	Nature of power delegated	Authority to whom Power is delegated			CE RRCAT on the recommendation of	
		Executive Engineer	Superintending Engineer	Chief Engineer	Works Committee	RRCAT Council
5	Works Contracts					
A	Open Tender/Limited Tender	5.00	100.00	500.00	Above Rs. 500 lakhs	Above Rs. 800 lakhs
B	Single/Nominated/Negotiated Tender	0.00	10.00	100.00	Above Rs. 100 lakhs	Above Rs. 200 lakhs
C	Award of work without call of tender	0.00	1.00	6.00	-	-
D	Authorizing payments of Electricity, Gas & Water bills	0.00	0.00	Full as per actuals		