

Government of India
Department of Atomic Energy
Raja Ramanna Centre for Advanced Technology

PO: CAT
Indore – 452 013

November 19 , 2019

Amendment # 4 to Delegation Order D – 4 – 2017 dated 05.09.2017

Following amendments in Delegation Order D-4-2017 dated September 05, 2017 are hereby authorized:

Sr. No.	Nature of power delegated	Authority to whom power is delegated	Extent of power delegated	Procedure/conditions under which expenditure towards delegated power should be exercised
1	2	3	4	5
37.	a) Running of Guest House/Hostel Complex.	Chief Engineer / Head, C&SD	Full Power	Subject to following normal rules and procedures.
	b) Incidental charges for operation of Guest House/ Hostel Complex	Chief Engineer / Head, C&SD	Rs. 2,000/- on each occasion subject to maximum of Rs. 5,000/- per month	

Debashis Das
19/11/19.
(Debashis Das)
Director

Distribution:

Group Directors
Heads of Division/Section/Labs.
Regional Director, IRPSU
DCA
CAO

भारत सरकार
Government of India
परमाणु ऊर्जा विभाग
Department of Atomic Energy
राजा रामन्ना प्रगत प्रौद्योगिकी केंद्र
Raja Ramanna Centre for Advanced Technology
इंदौर/Indore-452013

दिनांक : 04.10.2019

Amendment # 3 to Delegation Order D – 4 – 2017 dated 05.09.2017

Following amendments in Delegation Order D-4-2017 dated September 05, 2017 are hereby authorized:

Sr.No.	Nature of power delegated	Authority to whom power is delegated	Extent of power delegated	Procedure/conditions under which expenditure towards delegated power should be exercised.
1	2	3	4	5
24	Powers of Controlling Officer for the purpose of reimbursement of amount paid by Government servant on account of medical attendance under Rule 3(2) of CS (MA) Rules.	Administrative Officer-III	Full powers	Subject to CS (MA) Rules and orders issued in this regard from time to time.
	Powers of Head of Office for reimbursement of medical claims in r/o treatment availed in emergency circumstances.	Chairman, ACRMC	As per item-wise ceiling prescribed under CGHS/ CS (MA) Rules, subject to an overall limit of Rs. 2.00 lakh per case.	Subject to CS (MA) Rules and orders issued in this regard from time to time.

Debashis Das
(Debashis Das)
Director

Distribution:

Members of DAC
Heads of Divisions/Sections/Labs.

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Raja Ramanna Centre for Advanced Technology
इन्दौर / Indore - 452013

दिनांक/Date : 22.03.2019

प्रत्यायोजन आदेश D - 4 - 2017 दिनांक 5. 9. 2017 संबंधी संशोधन # 2

Amendment # 2 to Delegation Order D - 4 - 2017 dated 5. 9. 2017

दिनांक 05.09.2017 के प्रत्यायोजन आदेश D-4-2017 एतद् द्वारा निम्नलिखित संशोधन प्राधिकृत किए गए हैं :

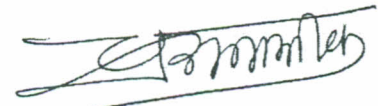
Following amendments in Delegation Order D-4-2017 dated September 5, 2017 are hereby authorized:

1. उपरोक्त प्रत्यायोजन आदेश के स्तम्भ "प्रत्यायोजित किए गए अधिकारों का स्वरूप" के तहत मद सं. 6 (ए) के विवरण में किए गए निम्नलिखित संशोधन तत्काल प्रभाव से लागू होंगे:
The description of item 6 (a) under column "Nature of power delegated" in the above delegation order stands amended as follows:

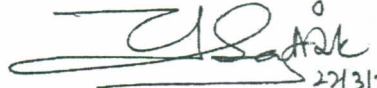
मद संदर्भ सं. / Item Ref. No.	वर्तमान प्रविष्टि / Existing Entry	संशोधित प्रविष्टि / Amended as
6 (अ)	फोटोकॉपियर मशीनों, प्रिंटरों, फैक्स मशीनों और अन्य कार्यालय उपकरणों की मरम्मत / रखरखाव ।	प्रयोगशाला उपकरणों सहित, फोटोकॉपियर मशीनों, प्रिंटरों, फैक्स मशीनों और अन्य सभी मशीनरी और उपकरणों की मरम्मत / रखरखाव ।
6 (a)	Repair/ maintenance of photocopier, printers, fax machines and other office equipment.	Repair/ maintenance of photocopier, printers, fax machines and all other machinery and equipment, including laboratory equipment.

2. उपरोक्त प्रत्यायोजन आदेश में तालिका-I के स्तम्भ "अनुशंसा निकाय" के तहत मद सं. 6 के विवरण (आरआरकेट में मांगपत्र तैयार करने संबंधी अनुमोदन/अनुशंसा प्राधिकारियों) में किए गए निम्नलिखित संशोधन तत्काल प्रभाव से लागू होंगे:

The description of item 6 under column "Recommending Body" of Table-I (Approving/ Recommending Authorities in RRCAT with respect to raising of Indents) in the above delegation order stands amended as follows:



मद संदर्भ सं. / Item Ref. No.	विद्यमान प्रविष्टि / Existing Entry	संशोधन इस प्रकार है / Amended as
तालिका-I का कॉलम 6 Column 6 of Table-I	आरआरकेट परिषद् RRCAT Council	डीएसी DAC


27/3/2019

(पी.ए. नाईक / P.A. Naik)

निदेशक / Director

वितरण / Distribution:

डीएसी के सदस्य

Members of DAC

सभी प्रमुख, प्रभाग/अनुभाग/प्रयोगशाला

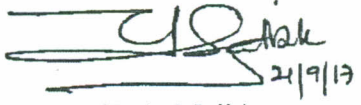
Heads of Divisions/Sections/Labs.

Government of India
Department of Atomic Energy
RAJA RAMANNA CENTRE FOR ADVANCED TECHNOLOGY
Indore – 452 013

September 21, 2017

DELEGATION ORDER D - 05 - 2017

In continuation of Delegation Order D-4-2017 dated 4th September 2017, Shri B. Devadasan, PPS, will exercise all administrative powers delegated to Lab. Heads vide the above Delegation Order, in so far as staff members in Director's Office are concerned.


(P.A. Naik)
Director

Distribution:

Shri B. Devadasan, PPS
All Members of DAC
DCA

ANNEXURE TO DELEGATION ORDER NO. D - 4 - 2017 DATED September 5, 2017

Sub: Delegation of powers to Officers at various levels in the Raja Ramanna Centre for Advanced Technology, Indore.

Sr. No.	Nature of power delegated	Authority to whom Power is delegated	Extent of power delegated	Procedure/ conditions under which expenditure toward delegated power should be exercised.
1.	Procurement of Stores (M&E and S&M)			
	a) Powers to raise indent (of non-proprietary nature)	Heads of Labs	Up to ₹ 5 lakhs	1) Funds should be available 2) Internal Finance should be consulted. 3) Purchase should not result in accumulation of huge stock. 4) Specific provision should be made for the purchase of items in the approved budget 5) When the expenditures are to be charged to a sanctioned project, the approval of the corresponding Project Coordinator should be obtained. 6) Details of indent approving authorities with various financial limits are given in Table-I. 7) The prescribed purchase procedure shall be followed. (Approval of PSC/ PC/ RRCAT Council/ DAE/ MF should be obtained for purchase proposals as per limits defined in the Table-II).
		Heads of Sections	Up to ₹ 15 lakhs	
		Heads of Divisions / Independent Sections	Up to ₹ 25 lakhs	
		Directors of Groups	Up to ₹ 200 lakhs with concurrence of respective Group Board wherever necessary (Ref. Table-I)	
	b) Powers to raise indent (of proprietary nature)	Directors of Groups	Up to ₹ 25 lakhs. Above ₹ 25 lakhs and up to ₹ 50 lakhs with the concurrence of respective Group Board	
	c) Powers to sanction expenditure and accept tenders	Heads of Labs	Up to ₹ 3 lakhs for proposals with multiple suitable offers against limited/ open tender.	
		Heads of Sections	Up to ₹ 10 lakhs for proposals with multiple suitable offers against limited/ open tender.	
		Heads of Divisions / Independent Sections	Upto ₹ 5 lakhs for proposals against single/negotiated tender or single resultant offer and up to ₹ 15 lakhs in the case of proposals with multiple suitable offers against limited/ open tender.	

		<p>Directors of Groups</p> <p>a) <u>On Recommendation of Head of Division:</u></p> <p>b) <u>On Recommendation of PSC:</u></p>	<p>Above ₹ 5 lakhs and upto ₹ 15 lakhs for proposals against single/negotiated tender or single resultant offer, and up to ₹ 25 lakhs in the case of proposals with multiple suitable offers against limited/ open tender,</p> <p>Above ₹ 15 lakhs and up to ₹ 25 lakhs for proposals against single/negotiated tender or single resultant offer.</p> <p>Above ₹ 25 lakhs and up to ₹ 50 lakhs for proposals against limited/open tenders with multiple offers.</p>	
2.	Powers to sanction expenditures on repair of equipments and minor fabrication jobs.	<p>Heads of Sections</p> <p>Heads of Divisions / Independent Sections</p> <p>Directors of Groups</p>	<p>Up to ₹ 50,000/-</p> <p>Up to ₹ 1.0 lakhs</p> <p>Up to ₹ 3.0 lakhs</p>	<ol style="list-style-type: none"> 1) Budget provision should be available. 2) Sanction should be accorded in the prescribed proforma. 3) Detailed cost estimates should be prepared and got approved before commencement of fabrication. 4) Requisite tendering procedure shall be followed. 5) A completion report should be submitted to ensure that the limit of powers has not been exceeded. 6) The fabricated item/ equipment should be accounted in Stores.

				<p>7) Works costing above ₹ 20,000 should be approved by the Minor Fabrication Committee.</p> <p>8) Works costing above ₹ 2.0 lakhs should also be published on RRCAT Webpage.</p>
3.	Direct Purchases without taking services of DPS/IRP&SU	Heads of Divisions / Independent Sections	Up to ₹ 50,000/-	<p>1) In case delay in receipt of stores will result in shutdown of an operating plant or hamper the construction activity in a Project/Unit.</p> <p>2) Purchase of life-saving drugs and similar items required for the hospitals and dispensaries.</p> <p>3) Reasonableness of the price to be established by obtaining minimum three quotation.</p> <p>4) With Local Committee & market survey for amount exceeding ₹ 50,000.</p> <p>5) Internal Finance to be consulted before placing order.</p>
		Directors of Groups	Up to ₹ 1.0 lakh	
4.	Powers to sanction advance and incur expenditure for cash purchase of materials required	Heads of Divisions / Independent Sections	Up to ₹ 5,000/-	<p>1) Prescribed purchase procedures to be followed.</p> <p>2) Purchase shall be subject to</p>

	for maintenance of workshop/ laboratory/ offices.	Directors of Groups	Up to ₹ 10,000/-	<p>non-availability certificate from stores and prescribed certificates in adjustment bills.</p> <p>3) Entry of purchase should be made in Centralized Divisional Register and Sl. No. of the register should be noted in adjustment bill.</p> <p>4) Minimum 3 quotations to be obtained when value of the item/s exceeds ₹ 5,000/-</p>
5.	Purchase and Repair of furniture and fixtures	Heads of Divisions / Independent Sections	Up to ₹ 1.0 lakhs	<p>1) Subject to purchases being done through IRP&SU/DPS</p> <p>2) Powers delegated will be subject to para 6.2.1 and other conditions and instructions laid down in Annexure to Schedule-I of the Exercise of Financial Powers (DAE) Rules, 1978 wherever applicable.</p> <p>3) Funds should be available in the approved budget to meet the expenditure.</p> <p>4) The purchase of furniture should be in accordance with the scales approved by the Scientific Committee of RRCAT and functional need.</p> <p>5) Repair works to be carried out after observing normal procedure.</p>
		Directors of Groups	Up to ₹ 3.0 lakhs	

6.	a) Repair/ maintenance of photocopier, printers, fax machines and other office equipments.	Heads of Divisions / Independent Sections	Up to ₹ 25,000/-	<ol style="list-style-type: none"> 1) Repair works to be carried out after following due procedure. 2) Annual maintenance contract to be concluded after following due tendering procedures as far as possible. 3) Machines under warranty periods shall not be considered for AMC. 4) Emergency requirements may be met by cash purchase/ direct purchase or through Local Purchase Committee
		Directors of Groups	Full Power	
b) Maintenance of Computers and Communication Networks	Director, TD&SG	Full Power		
7.	a) Purchase of air-conditioners and their maintenance/ repairs	Chief Engineer/ Director, TD&SG	Full Power	<ol style="list-style-type: none"> 1) Subject to functional requirement and in accordance with the approved scales. In all cases of functional requirements, Director, RRCAT may be consulted. 2) Annual Maintenance contract to be concluded after following due tendering procedures. 3) Machines under warranty periods shall not be included in AMC. 4) Emergency requirements may be met by cash purchase/ direct purchase or through Local Purchase Committee.

	b) Purchase and Maintenance of water coolers and water purifier & refrigerators	Heads of Divisions / Independent Sections	Up to ₹ 50,000/-	<ol style="list-style-type: none"> 1) Work to be carried out/ contract to be concluded after observing normal procedure. 2) Subject to availability of fund. 3) Internal finance to be consulted wherever necessary.
		Chief Engineer	Full Power	
		Directors of Groups	Full Power	
8.	Issue of Lab Coats, Uniforms, Liveries items and safety shoes to Scientific, Technical, Medical and Auxiliary Staff	Heads of Divisions / Independent Sections	Full Power	<ol style="list-style-type: none"> 1) The scale of uniform, type, financial limits, etc. prescribed by the DAE and Govt. of India shall be adhered to and guidelines formulated at by RRCAT from time to time should be followed. 2) Subject to availability of fund. 3) Services of IRP&SU/DPS may be utilized for procurement. 4) Subject to approval of competent authority for the issue to an individual. 5) Unless otherwise authorised by general or special orders, uniforms and other articles shall not be supplied to any category other than Group D Staff, Car Drivers and Despatch Riders

9.	a) Supply of uniforms, badges and other articles, clothing etc. to Security Personnel and sanctioning of their washing allowance.	Chief Administrative Officer	Full Power	1) The scale of uniform, type, financial limits, etc. prescribed by the DAE and GOI shall be adhered to and guidelines formulated at by RRCAT from time to time should be followed. 2) Subject to availability of fund. 3) Services of IRP&SU/DPS may be utilized for procurement.
	b) Supply of uniforms, badges and other articles, clothing etc. to Fire Service Personnel and sanctioning of their washing allowance	Chief Administrative Officer	Full Power	
10.	Authorizing payments of Electricity, Gas & Water bills	Chief Engineer	Full Power	As per laid down procedures.
11.	a) Maintenance, upkeep and repairs of Motor Vehicles	Head, ACDFD	Up to ₹ 20,000/-	1) Repair works costing more than ₹ 20,000/- shall be taken up with recommendation of Minor Fabrication Committee 2) Internal finance to be consulted 3) Normal procedures to be followed.
		Director, TD&SG	Full Power	
	b) Expenditure on Petrol/ Diesel, Oil and Lubricants for vehicles	Chief Administrative Officer/ Administrative Officer-III	Full Power	
12.	Sanction of rent, Municipal rates and taxes etc.	Chief Administrative Officer	Full Power	As per laid down procedures.
13.	a) Authorizing payments of Postal charges, Telephone, mobile, FAX and Broad Band bills	Chief Administrative Officer/ Administrative Officer-III	Full Power	1) Bill payment should be without any penalty charges. 2) Payments to be done as per

	b) Authorizing payments of lease lines rents for Internet and PRI (Primary Rate Interface) links	Director, TD&SG	Full Power	laid down procedures.
14.	Cash purchase of petty stationery stores	Heads of Sections	₹ 2,000/-	1) Subject to certification of non-availability of items in the Stores. 2) Purchase should not result in over stocking
		CAO/ CMO/ JC(F&A)	₹ 5,000/-	
		Heads of Divisions/ Independent Sections	₹ 5,000/-	
		Directors of Groups	₹ 10,000/-	
15.	Expenditure on horticulture	Chief Engineer/ Director, TD&SG	Full Power	1) Subject to availability of fund
16.	a) Purchase of medicines	Chief Medical Officer	Full Power	1) The expenditure will be subject to CHSS rules prescribed by DAE. 2) Services of IRP&SU/ DPS may be utilized for procurement. 3) Emergency requirements may be met by cash purchases under prescribed limits
	b) Authorizing reimbursement of the cost of medicines not available in dispensary	Chief Medical Officer	Full Power	
17.	Issue of medical certificate of fitness on initial appointment	Chief Medical Officer	Full Power	1) Tests / examinations to be conducted as per prescribed standards. 2) Normal fitness certificate can be issued by any Medical Officer.

18.	Powers for reference to specialists etc. under CHS Scheme	Medical Officers	Full Power	The entitlement of accommodation during hospitalization shall be as per guidelines in CHS Scheme. In exceptional cases, relaxation can be considered, if it is certified by the attending specialist and the Medical Superintendent / Director of the concerned Hospital / Clinic, that the illness is of contagious nature or the patients is to be kept in isolation, otherwise harmful for other patients (psychological disorder). Chief Medical Officer, RRCAT should be consulted in such cases.
19.	Approval of bills from empaneled Hospitals and other approved specialists	Chairman, Advisory Committee for RMC	Full Power	On recommendation of Chief Medical Officer, RMC
20.	Approving reimbursement of registration fee for members participating in symposium/ training	Heads of Divisions / Independent Sections	Full Power	1) The reimbursement should be authorized based on decision of Group Boards / Scientific Committee of RRCAT. 2) Provision should be available to meet the expenditure in the approved budget.
21.	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)	Chief Administrative Officer	Full Power	1) To the extent and subject to the conditions laid down in the relevant rules. 2) Internal Finance should be consulted whenever

	Rules, LTC Rules, CSMA Rules and Re-employment of Army Pensioners orders (Ref. D-5-90 dated 23.7.90)			necessary.
22.	Powers of Head of office as per EFPR, DAE (Ref. D-3-90 dated 08.06.90 & D-6-90 dated 13.09.90)	Administrative Officer-III	Full Power	To the extent and subject to the conditions laid down in the relevant rules.
23.	Powers of a Controlling Officer for the purpose of TA Rules. (The duties of controlling officers are explained in SR-195)	CAO/ JC(F&A)/ AO-III	Full Power	For officers and staff reporting to them
		Chief Medical Officer	Full Power	For officers and staff working in RRCAT Medical Centre.
		Heads of Sections	Full Power	For officers and staff reporting to them upto and including the level of SO/E
		Heads of Divisions/ Independent Sections	Full Power	For themselves and for officers and staff reporting to them.
		CAO / RD, IRP&SU	Full Power	Members of ACD will be controlling officers for themselves and for all the staff working under them in respective Groups.
		Directors of Groups	Full Power	
24.	Powers of a Controlling Officer for the purpose of CSMA Rules.	Administrative Officer-III	Full Power	Subject to CSMA Rules
25.	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 Personal reasons (including	Head of Labs	Only Casual leaves and C-off in respect of officers and staff working under them	1) The sanction of leave shall in all cases be subject to the fulfilment of the conditions laid down in the CCS (Leave) Rules. 2) Leave salary advance can be
		Chief Medical Officer	Full Power in respect of staff working in Medical Centre	

	casual leave / Special CL in lieu of restricted holidays) <i>but excluding</i> special Casual leave for participation in sports and cultural activities/ Union & Association meetings / family planning / Blood donation / Natural Calamities, Bandh, Curfew, failure of transport etc, / Election / Sp.CL to differently abled employee / Special Disability leave / Child Adoption Leave / Hospital Leave / study leave / EOL abroad which requires approval of Head of Office / Head of Department / DAE, as the case may be.	Chief Administrative Officer / JC(F&A) /AO-III	Full Power in respect of staff and officers working under them	<p>sanctioned by the officers to whom powers to grant leave has been delegated subject to the normal procedures & conditions regarding the drawal of such advances.</p> <p>3) CL should not be granted for more than 5 days at any one time except under special circumstances.</p> <p>4) Normally C-off should be granted within one month of its becoming due and not more than two days C-off should be allowed at a time. Relaxation in special circumstances can be made with the approval of Group Director.</p>
		Heads of Sections	}	
		Heads of Divisions / Independent Sections	}	
		RD, IRP&SU	} Full Power in respect of entire staff and officers working under them	
		Directors of Groups	}	
26.	Sanction of Over Time Allowance	Chief Administrative Officer	}	<p>1) Expenditure on O.T. is kept to the minimum possible.</p> <p>2) Monthly O.T. payment should not be more than half basic pay in pre-revised scale.</p> <p>3) Payment of overtime should be resorted to only under unavoidable circumstances.</p> <p>4) The monthly expenditure should be commensurate with the annual allocation of funds for the particular group/ activity.</p>
		Heads of Divisions / Independent Sections	} Full Power	

27.	Powers of Controlling Officers for local journey	CAO/JC(F&A)/ CMO/	} Full Power	<ul style="list-style-type: none"> 1) Expenditure to be incurred for bonafide official work. 2) If more than one official is deputed to work at the same place and time, conveyance should be shared. 3) Total monthly reimbursement in individual case to be restricted as per ceilings prescribed. 4) Mode of journey to be regulated as per entitlements.
		Heads of Sections		
		Heads of Divisions/ Independent Sections		
28.	Printing, Binding and subscriptions of Journals etc.	Head Computer Division	} Full Power	<ul style="list-style-type: none"> 1) Purchase of books / periodicals / Journals & subscriptions for Library will require approval of Library Committee and recommendation of librarian. 2) Purchase should be done within the limit of approved budget. 3) Services of IRP&SU/ DPS may be utilized for procurement 4) Purchase should not result in over stocking.
		Chief Administrative Officer		
		RD, IRP&SU		
		Directors of Groups		

29.	Power to sanction expenditure on entertainment of distinguished foreign & Indian guests, and in connection with official business.	Directors of Groups	₹ 1,000/- on each occasion subject to a ceiling of ₹ 3,000/-per month (Expenditure on snacks during Group Board meetings will be approved by the respective Group Directors, but the expenditure on other official committee meetings will need the approval of Director.)	<ol style="list-style-type: none"> 1) Entertainment should not be lavish but it should commensurate with the dignity of the guests. 2) Subject to budget provisions and economy instructions issued by Govt. from time to time. 3) A certificate stating that expenditure towards entertainment for the month has not exceeded the powers delegated may be furnished at the time of bill settlement. Else approval of next higher authority should be obtained.
30.	a) Purchase of books and periodicals for reference in Purchase, Accounts and Administration.	RD, IRP&SU/CAO/ JC(F&A)	Full Power	<ol style="list-style-type: none"> 1) Subject to availability of fund 2) The economy instructions issued by Govt. of India should be strictly followed. 3) In concurrence with internal finance.
		AO-III	₹ 3,000/- at a time for approved sets of reference books	
	b) Purchase of Newspapers	RD/ CAO/ JC(F&A)	₹ 500/- per month	
31.	Purchase of bicycle/ Motor Assisted pedal cycle (MOPED)/ Scooty, motorcycle & Car	Chief Administrative Officer	Full Power	<ol style="list-style-type: none"> 1) Powers delegated will be exercised subject to para 6.2.1 and subject to the conditions, instructions laid down in Annexure to Schedule-1 of the Exercise of Financial Powers (DAE) Rules, 1978 wherever applicable.
32.	Hiring of Conveyance	Chief Administrative Officer	Full Power	

33.	Hiring of furniture, electric fan, heaters and coolers	Chief Administrative Officer	Full Power	<p>2) Funds should be available in approved budget to meet the expenditure.</p> <p>3) Expenditure not listed in this schedule if required to be incurred, the limits laid down in Schedule-1 of EFP (DAE) Rules, 1978 will apply.</p>
34.	Purchase of Battery operated two/ three/ four wheelers for material handling purposes and not requiring RTO registrations.	Directors of Groups	Full Power	<p>1) Funds should be available in approved budget to meet the expenditure.</p> <p>2) Such vehicle shall be used solely for material handling and will not be taken out of RRCAT Campus.</p>
35.	Purchase of Photocopier, Fax Machines and Desktop PC including Computer Peripherals	Directors of Groups	Up to ₹ 3.0 lakhs	<p>1) As per specifications approved by DAC.</p> <p>2) Purchase of more than 5 machines or ₹ 3.0 lakhs at a time will require approval of DAC</p>
36.	Medical Examination charges and other charges incidental to deputation of staff abroad	Chief Administrative Officer	Full Power	Will be exercised only in case of deputation abroad approved by DAE.
37.	a) Running of Guest Houses/ Hostel Complex.	Chief Administrative Officer	Full Power	Subject to following normal rules and procedures.
	b) Incidental charges for operation of Guest Houses/ Hostel Complex	Administrative Officer-III	₹ 2,000/- on each occasion subject to a maximum of ₹ 5,000/- per month	

38.	a) Authorization of signing of gate passes for taking out materials/ drawings/ data storage devices	As per extant orders issued by Director, RRCAT	As per extant orders	1) Director may also authorize any other officer/s depending on functional requirement. 2) Security Officer/ CISF will arrange to obtain specimen signature of the officers authorized for gate passes. 3) Stores Officer will arrange to obtain specimen signature of the officers authorized for stores requisition.
	b) Authorizing requisition for issue of materials through Stores	As per extant orders issued by Director, RRCAT	As per extant orders	
39.	a) Additions and alterations to buildings debited to Revenue Budget	Directors of Groups	₹ 50,000/-	1) Internal Finance to be consulted regarding availability of funds. 2) Design and location shall be approved by the CE/ Architect wherever necessary. 3) The expenditure on the work shall be met within the approved budget.
	b) Minor works debited to Revenue Budget	Directors of Groups	₹ 50,000/-	
40.	Write-off of losses a) Irrecoverable losses of stores or of public money not due to theft, fraud or negligence.	Directors of Groups	₹ 5,000/-	a) The loss should not be due to serious negligence of any person such as to call for

				<p>disciplinary action</p> <p>b) Consultation with finance shall be necessary</p> <p>c) The provision of the Atomic Energy (control of production & Use) Order 1953 have to be complied with for disposal of any prescribed substance or scheduled mineral.</p> <p>d) Procedure regarding disposal should not involve departure from prescribed rules and instruction issued by the Govt. of India as adopted or modified by the Atomic Energy Commission</p>
	b) In all other cases	- Nil -	- Nil -	
41.	Declaration of stores as surplus or obsolete or unserviceable	Directors of Groups	Up to ₹ 5.0 Lakhs	<p>1) Disposal of all such store will be through DPS</p> <p>2) Declaration shall be based on the recommendation of the Survey & Disposal Committee, RRCAT and after scrutiny and clearance by finance.</p>
42.	Conveyance charges and incidental expenses on carriage of records, equipments, etc.	Heads of Sections	Up to ₹ 500/- in each case	Subject to following normal rules and procedures.
		Heads of Divisions/ Independent Sections	Full Power	

43.	Refund of cancellation charges in respect of air tickets solely due to official reasons	Heads of Divisions/ Independent Sections	For domestic travel	1) Cancellation should be in public interest or with reasonable justification due to which the official could not undertake the journey.
		Directors of Groups	Including foreign travel	
44.	Contingent Expenditure in connection with the working of the Divisions and Laboratories	Directors of Groups	₹ 5,000/- in each case subject to a ceiling of ₹ 1,00,000/- per annum	1) Expenditure should not be of an unusual nature. 2) Expenditure not to involve departure from the prescribed scales or rules and instructions issued from time to time by Government of India as adopted or modified by the Atomic Energy Commission. 3) Subject to items being available within the Divisional budget. 4) Consultation with Finance shall be necessary.
45.	Accepting, Communicating, Retaining and Competent Authorities for APARs in RRCAT	As per Table-III attached		

Note:

1. The exercise of these powers will be subject to availability of funds and in accordance with the rules, regulations, guidelines, procedures etc. as are applicable from time to time. Consultation and concurrence of Internal Finance shall invariably be obtained wherever applicable.
2. Approving authorities higher in rank will be eligible to exercise all the power of their subordinates by virtue of their position.
3. In-Charge of an Activity will not have any financial powers.
4. In normal course, Associate Director will have the powers of a Division Head. However, he/she will exercise the powers of Director of Group, when the latter is on leave or out of station for more than 2 days.
5. Wherever not mentioned specifically, Regional Director, IRP&SU will exercise the powers of a Head of Division, apart from the powers delegated by Director, DPS.
6. Wherever not mentioned specifically, Chief Engineer will exercise the powers of a Head of Division, apart from the powers delegated under works procedure.
7. Wherever not mentioned specifically, CAO,/JC(F&A) and CMO will exercise the powers of a Head of Division.
8. When there is no designated CMO, In-Charge RMC will exercise the powers of the CMO.
9. When there is no JC(F&A) posted at RRCAT, DCA will exercise the above powers delegated to JC(F&A) at RRCAT.
10. Purchase of Laptops and Cameras will require approval of Director's Advisory Committee (DAC).
11. Advisories issued by DAC on Air Travel, from time to time, shall apply to all officers travelling on official duty by Air.

Table-I: Approving / Recommending Authorities in RRCAT with respect to raising of Indents

Sr. No.	Approving Authority	Nature of Indent	Recommending Body	Financial Limits	Remarks/ Conditions
1.	Heads of Labs	Proprietary Items		- Nil -	1) Nonproprietary indents with cost estimate above ₹ 25 lakhs will require approval of respective Group Board and those above ₹ 200 lakhs will require approval of DAC. 2) Proprietary indents above ₹ 25 lakhs will require concurrence of respective Group Board and those above ₹ 50 lakhs will require concurrence of DAC 3) Proprietary indents beyond ₹ 200 lakhs will require prior approval of DAE/ MF. 4) Proprietary Article Certificate in the prescribed format is to be provided for all indents of proprietary nature.
		Nonproprietary Items		Up to ₹ 5 lakhs	
2.	Heads of Sections	Proprietary Items		- Nil -	
		Nonproprietary Items		Up to ₹ 15 lakhs	
3.	Heads of Divisions/ Independent Sections	Proprietary Items		- Nil -	
		Nonproprietary Items		Up to ₹ 25 lakhs	
4.	Directors of Groups	Proprietary Items	Self-assessment	Up to ₹ 25 lakhs	
			Group Board	Above ₹ 25 lakhs and up to ₹ 50 lakhs	
		Nonproprietary Items	Group Board	Above ₹ 25 lakhs and up to ₹ 200 lakhs	
5.	Director, RRCAT	Proprietary Items	DAC	Above ₹ 50 lakhs and up to ₹ 200 lakhs	
		Nonproprietary Items	DAC	Full Power	
6.	DAE/ MF	Proprietary Items	RRCAT Council	Above ₹ 200 lakhs	

Table-II: Approving/ Recommending Authorities in RRCAT with respect to Purchase Proposals

Sr. No.	Approving Authority	Recommending Body	Tendering Conditions	Financial Limits
1.	Heads of Labs		Single /negotiated tender or single resultant offer	- Nil -
			Limited/open tender with multiple suitable offers	Up to ₹ 5 lakhs
2.	Heads of Sections		Single /negotiated tender or single resultant offer	- Nil -
			Limited/open tender with multiple suitable offers	Up to ₹ 10 lakhs
3.	Heads of Divisions/ Independent Sections		Single /negotiated tender or single resultant offer	Up to ₹ 5 lakhs
			Limited/open tender with multiple suitable offers	Up to ₹ 15 lakhs
4.	Directors of Groups	Heads of Divisions / Independent Sections	Single /negotiated tender or single resultant offer	Above ₹ 5 lakhs and up to ₹ 15 lakhs
			Limited/open tender with multiple suitable offers	Above ₹ 15 lakhs and up to ₹ 25 lakhs
5.	Directors of Groups	Purchase Sub-Committee	Single /negotiated tender or single resultant offer	Above ₹ 15 lakhs and up to ₹ 25 lakhs
			Limited/open tender with multiple suitable offers	Above ₹ 25 lakhs and up to ₹ 50 lakhs
6.	Director, RRCAT	Purchase Committee for RRCAT	Single /negotiated tender or single resultant offer	Above ₹ 25 lakhs and up to ₹ 100 lakhs
			Limited tenders with multiple offers.	Above ₹ 50 lakhs and up to ₹ 200 lakhs
			Open/Public tenders with multiple offers.	Above ₹ 50 lakhs and up to ₹ 500 lakhs
7.	Director, RRCAT	Council for RRCAT	Single /negotiated tender or single resultant offer	Above ₹ 100 lakhs and up to ₹ 200 lakhs
			Limited tenders with multiple offers.	Above ₹ 200 lakhs and up

				to ₹ 300 lakhs
			Open/Public tenders with multiple offers.	Above ₹ 500 lakhs and up to ₹ 800 lakhs
8.	DAE/Member Finance	Council for RRCAT	Single / negotiated tender or single resultant offer	Above ₹ 200 lakhs
			Limited tenders with multiple offers.	Above ₹ 300 lakhs
			Open/Public tenders with multiple offers.	Above ₹ 800 lakhs

Table-III: APAR Closure Structure in RRCAT

Grade Pay / Level	Accepting Authority	Communicating Authority	Competent Authority	Retaining Authority
DS / (Level 16)	Director, RRCAT	Director, RRCAT	Chairman, AEC	Chairman, AEC
OS / (Level 15)	Director, RRCAT	Director, RRCAT	Chairman, AEC	Chairman, AEC
SOH / (Level 14) HoD / HoIS	Director, RRCAT	Group Director	Chairman, AEC	Director, RRCAT
SOH / (Level 14)	Group Director	Group Director	Director, RRCAT	Director, RRCAT
SOG / (Level 13A)	Group Director	Group Director	Director, RRCAT	Director, RRCAT
SOF / (Level 13)	Group Director	Group Director	Director, RRCAT	Director, RRCAT
₹ 7,600 / (Level 12)	Group Director	HoD, HoIS	Director, RRCAT	Group Director*
₹ 6,600 / (Level 11)	Group Director	HoD, HoIS	Director, RRCAT	Group Director*
₹ 5,400 / (Level 9 & 10)	Group Director	HoD, HoIS	Director, RRCAT	Group Director*
₹ 4,800 and below/ (Level 1 to 8)	HoD, HoIS	HoD, HoIS	Group Director	HoD, HoIS

* Until proper arrangements are made in Group Directors' offices, these APAR dossiers will continue to be in the custody of Director's office.