

F.No.5-1/2019-U.3
Government of India
Ministry of Human Resource Development
Department of Higher Education
U.3 Section

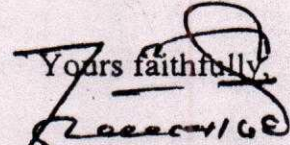
Shastri Bhawan, New Delhi
Dated: May 15th, 2019

To,
The Secretary,
Indian Institute of Advanced Study,
Rashtrapati Nivas,
Shimla - 171005

Subject: Amendment to Schedule of Powers of Director, Secretary and Librarian of Indian Institute of Advanced Study (IIAS), Shimla - reg.

Sir,

With reference to your letter no. F.5/Accts/IIAS/SOP-II/2018-19/2335 dated 13.03.2019, on the above mentioned subject, I am directed to convey that IIAS, Shimla may take a suitable decision with regard to amendment to Schedule of Powers as per the provision under Rule 46 of its MoA.

Yours faithfully,


(Sanjay Kumar Singh)
Under Secretary to Govt. of India
Tel: 011-23383538

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AO } SPK 46/23/5
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Schedule of Powers approved by the Governing Body at 162nd meeting held on 22nd January 2019 with modification in the Nature of Power as recommended by the Finance Committee

Annexure-A

INDIAN INSTITUTE OF ADVANCED STUDY, RASHTRAPATI NIVAS, SHIMLA- 171005					
SCHEDULE OF POWERS OF THE DIRECTOR (Revised)					
Last Approved by the Governing Body at its 89 th Meeting held on 27 th July 1996			Revised Schedule of Powers revised as on 21 January 2019		
Sl. No.	Nature of Power	Existing	Proposed Nature of Power	Proposed Power	Remarks
1.	Power to create temporary posts.	To create temporary posts of not more than one year's duration on approved scale of pay and allowances, provided no such post, the minimum of the scale of which is Rs. 2000/- or more shall be created.	Power to procure services through outsourcing.	To procure services through outsourcing in Group A, B and C cadres for a maximum period upto one year.	(1) Subject to expenditure being met from the existing budget provision. (2) With reference to DoPT guidelines issued from time to time in this regard.
2 (i)	Power to sanction the performance of journeys beyond jurisdiction.	Full powers in respect of Fellows, Secretary and Librarian.	Power to sanction the performance of journeys.	Full powers in respect of Fellows, Group A and B (Section head level) Officers of the Institute.	
2 (ii)	Declaration of Controlling Officer for T.A.	Full powers in respect of Fellows, Secretary, Librarian Members of Society, Governing Body, Finance and other Committees, visiting Professors/	Declaration of Controlling Officer for T.A.	(1) Full powers in respect of Fellows, Group A and B (Section head level) Officers of the Institute. (2) Members of Society, Governing Body, Finance and other Committees, Visiting Professors/	The Director being the head of the Department will be the Controlling Officer for himself.

		Scholars, Seminar Participants and other serving in connection with the affairs of the Institute.		Scholars, Guest Fellows, Seminar Participants and other serving in connection with the affairs of the Institute.	
3.	Power to fix the initial pay of an incumbent at a stage higher than the minimum of the time scale.	Full powers in respect of Group A & B Officers except Secretary and Librarian.	Power to fix the initial pay of an incumbent at a stage higher than the minimum of the time scale.	Full powers in respect of Fellows, Group A & B (Section heads level) Officers of the Institute.	(1) On the recommendation of a Screening/ Selection Committee in cases involving financial hardship. (2) Only in respect of appointments which could be made by the Director under powers vested in him by the Governing Body.
4.	Re-appropriation of funds from one head of budget to another without affecting in any way the total of the sanctioned budget.	Full powers for more than Rs. 50,000/- except salary heads.	Re-appropriation of funds from one minor head of budget to another without affecting in any way the total of the sanctioned budget.	Full powers for more than Rs. 50,000/- except salary heads.	(i) Re-appropriation will be done only subject to Rule 10 of DFPR. (ii) Subject to the rules/ other Government instructions on the subject.
5.	Powers to sanction officiating promotions in leave vacancies.	Full powers in respect of Group A & B Officers.	Powers to sanction officiating promotions in leave vacancies.	Full powers in respect of Fellows, Group A & B (Section heads level) Officers of the Institute.	For period not exceeding 300 days in each case.
6 (i)	Powers to sanction purchase of stores, furniture, type-	Rs. 3,00,000/- per item at a time subject to budget	Powers to sanction purchase of stores items (both	Full powers subject to budgetary provisions.	Subject to the instructions contained in the relevant purchase

	writers, equipment and other materials of the Institute including repairs to those articles (by calling quotations).	provision.	consumable and non-consumable), pharmaceutical/ medicines, equipment, stationery, furniture, electronic items (computers/ computers peripheral, servers and network items, printers, library resources (both print and electronic resources), other Library materials, etc., and other materials for the Institute including repairs to those articles.		provisions of GFR, 2017 as amended from time to time and other Government rules/ orders/ instructions.
(ii)	Power to sanction purchase of stores, equipment, books and other materials for the Institute including repairs to those articles (without calling quotations).	Rs. 5,000/- in each case subject to annual limit of Rs. 50,000/-	Power to sanction purchase of stores, equipment, books and other materials for the Institute including repairs to those articles (without calling quotations).	The item may be deleted as these items has already been covered under 6(i) <i>The purchase will be strictly as per the provision of the GFR</i>	Subject to the instructions contained in the relevant purchase provisions of GFR 2017 as amended from time to time.
7 (i)	Purchase of Stationary (Without calling quotations)	Rs. 1,000/- at a time subject to an annual limit of Rs.20,000/-	These items may be deleted as the same have been inserted	----	----

			in clause 6 (i) above.	---	---
(ii)	Purchase of Stationary (By calling quotations)	Full powers subject to budget provision	These items may be deleted as the same have been inserted in clause 6 (i) above.		
8.	Publications	Full powers for more than Rs. 50000/-	Publications	Full powers subject to budget provisions	Subject to general or special instructions issued by Gol on this subject.
9.	Entertainment of Visitors, local hospitality of VIP Visitors.	Refreshment not exceeding Rs. 50/- per head. Lunch or Dinner upto Rs. 200/- per head depending upon the occasion.	Entertainment of Visitors, local hospitality of VIP Visitors, etc.	Full powers subject to budget provisions and compliance of austerity measures/ instructions/ guidelines of Gol.	
10.	Arrangements for functions.	Full powers for more than Rs. 50000/-	Arrangement for functions. (including expenditure on exhibitions, demonstrations, fair including purchase of material connected therewith)	Full powers for more than 2,00,000/-	
11.	Power to incur misc. expenditure.	Rs. 10,000/- in each case (recurring) and Rs. 20,000 (non-recurring) subject to limit of Rs. 1,00,000/-.	Power to incur misc. expenditure.	Subject to budget provision: Full powers for more than Rs. 2,00,000 in Non-Recurring and Rs. 1,00,000/- per annum for Recurring in each case.	Subject to observance of GFR provisions on the subject.
12 (i)	Power to write off (i) losses, deficiencies	Rs. 10,000/- for losses not due to	Power to write off cost of articles/	Upto Rs. 2,00,000/- in each case for losses not	(i) Powers to be exercised subject to the

	and dep. value of stores other than motor vehicles or motorcycle included in stock and other accounts except furniture and furnishings of historical antique	theft or negligence and Rs. 50,000/- in other cases.	stores becoming unserviceable due to fair wear & tear, losses, deficiencies and depreciation value of stores other than motor vehicles or motorcycle included in stock and other accounts except furniture and furnishings of historical antique	due to theft or negligence.	relevant provisions of GFR and other Government Rules/ orders. (ii) For value, book value is to be taken for articles having priced accounts and replacement value for others. (iii) Subject to the condition that more than Rs. 2,00,000/- is to be referred to the Governing Body.
(ii)	Irrecoverable losses of stores or public money including loss of stamps not due to theft, fraud and negligence	Rs. 25,000/-	Irrecoverable losses of stores and stationery items or public money including loss not due to theft, fraud and negligence.	(1) Finance committee- Full Powers (2) Director - Rs. 25,000 in each case.	The power to be exercised subject to the relevant provisions of GFRs/ DFRs and other Government rules/ orders.
13.			To Sanction purchase of vehicle	Full powers subject to budget provisions	Subject to observance of rules on the subject

INDIAN INSTITUTE OF ADVANCED STUDY, RASHTRAPATI NIVAS, SHIMLA- 171005

SCHEDULE OF POWERS OF THE SECRETARY

Last Approved by the Governing Body at its 89th Meeting held on 27th July 1996

Revised Schedule of Powers revised as on 21 January 2019

Sl. No.	Nature of Power	Existing	Proposed Nature of Power	Proposed	Remarks
1.	2.	3.	4.	5.	6.
1.	Power to sanction the performance of journeys beyond jurisdiction.	Full powers in respect of other officers and staff employed in the Institute	Power to sanction the performance of journeys.	All Groups C and erstwhile Group D (now MTS) including Group B (other than Section Heads).	---
(ii)	Declaration of Controlling Officer for T.A.	Full powers in respect of other officers and employees of the Institute.	Declaration of Controlling Officer for T.A.	All Groups C and erstwhile Group D (now MTS) including Group B (other than Section Heads).	---
2.	Power to fix the initial pay of an incumbent at a stage higher than the minimum of the time scale.	Full powers in respect of Group C and D employees.	Power to fix the initial pay of an incumbent at a stage higher than the minimum of the time scale.	All Groups C and erstwhile Group D (now MTS) including Group B (other than Section Heads).	(1) On the recommendations of a Screening/ Selection Committee in cases involving financial hardship. (2) Only in respect of appointment which could be made by the Secretary under powers vested in him by the Governing Body.
3.	Re-appropriation of funds from one head of budget to another without affecting in any way the total of the	Rs. 50,000/- except salary heads	Re-appropriation of funds from one head of budget to another without affecting in any way the total of the	Upto Rs. 50,000/- except salary heads.	(i) Re-appropriation will be done only subject to Rule 10 of Delegation of Financial Powers Rules. (ii) Subject to the rules/ other Government

	sanctioned budget.		sanctioned budget.		Instructions on the subject.
4.	Powers to sanction officiating promotions in leave vacancies.	Full powers in respect of Group C and D Officers.	Powers to sanction officiating promotions in leave vacancies.	All Groups C and erstwhile Group D (now MTS) including Group B (other than Section Heads)	For period not exceeding 300 days in each case.
5.	Employment of staff paid from contingencies	Full powers	Employment of staff paid from contingencies	Full powers	(1) Subject to budget provisions and provided rates of payment are at approved scale and do not exceed those on regular establishment. (2) Provided the action is approved by the Director. (3) Provided the employment is made for a period not exceeding three months and no person is re-employed.
6 (i)	Power to sanction purchases of stores, furniture, type-writers, equipment and other materials for the Institute including repairs to those articles (by calling quotations).	Rs. 1,00,000/- per item at a time subject to budget provision.	Powers to sanction purchase of stores items (both consumable and non-consumable), pharmaceutical/medicines, equipment, stationery, furniture, electronic items (computers/ computers peripheral, servers and network items,	Upto 5,00,000/- in each case subject to the annual limit of Rs. 50,00,000/- (Subject to the budgetary provisions)	Subject to the instructions contained in the relevant purchase provisions of GFR, 2017 and DFRs as amended from time to time.

			printers, library resources (both print and electronic resources), other library materials, etc., and other materials for the institute including repairs to those articles.		
(ii)	Power to sanction purchases of stores, equipment, books and material for the institute including repairs to those articles (without calling quotations).	Rs. 2500/- in each case subject to annual limit of Rs.25,000/-.	Power to sanction purchase of stores equipment, books and other material for the institute including repair to those articles (without Calling Quotations)	The item may be deleted as these items have already been covered under 6(i) The purchase will be strictly as per the provision of the GFR	Subject to the instructions contained in the relevant purchase provisions of GFR 2017 and DFRs as amended from time to time.
7 (i)	Purchase of Stationary (i) without calling quotations.	Rs. 500/- at a time subject to an annual limit of Rs. 10,000/-.	These items may be deleted as the same have been inserted in clause 6 (i) above.	----	----
(ii)	Purchase of Stationary (ii) by calling quotations.	Full powers.	These items may be deleted as the same have been inserted in clause 6 (i) above.	-----	-----
8.	Publications.	Subject to annual limit of Rs. 50,000/-	Publications.	Subject to annual limit of Rs. 5,00,000/-.	Subject to general or special instructions issued by GoI on this subject.
9.	Municipal and other taxes.	Full powers.	Municipal and other taxes.	Full powers subject to budget provisions.	

10 (i)	Rent of office accommodation (e.g. Camp Office at New Delhi)	Full powers.	Rent of office accommodation (e.g. Camp Office at New Delhi)	Full powers subject to budget provisions.	
(ii)	Telephone rent including installation, shifting, trunk/ local call charges, etc., in respect of telephones in offices and residences of Fellows/ Officers of the Institute.	Full powers.	Telephone rent including installation, shifting, trunk/ local call charges, etc., in respect of telephones in offices and residences of Fellows/ Officers of the Institute.	Full powers subject to budget provisions.	
11.	Electricity and Water	Full powers.	Electricity and Water	Full powers subject to budget provisions.	
12.	Entertainment of visitors, local hospitality of VIP Visitors, etc.	Rs. 10/- per had for refreshment.	Entertainment of visitors, local hospitality of VIP Visitors, etc.	Rs. 5,000/- per annum for non-academic meetings/ functions subject to budget provision.	Subject to compliance of austerity measures/ instructions/ guidelines of Gol.
13.	Repairs and maintenance of motor vehicles including POLS and ancillary equipment.	Full powers.	Repairs and maintenance of motor vehicles including POLS and ancillary equipment.	Full powers subject to budget provisions.	Subject to observance of rules on the subject.
14.	Arrangements for functions.	Subject to annual limit of Rs. 50,000	Arrangements for functions.	Subject to annual limit of Rs. 2,00,000/- in each case.	
15.	Supply of liveries, badges and other articles and washing	Full Powers	Supply of liveries, badges and other articles and washing	Full powers subject to budget provisions	According to scales and other conditions laid down by Gol, MHRD from time to

	allowances to Class IV staff including staff car drivers.		allowances to Class IV staff including staff car drivers.		time.
16.	Postage and telegrams charges	Full powers.	Postage, telegrams, photograph and advertisement charges	Full powers subject to budget provisions.	
17.	Freight and demurrage charges	Full powers.	Freight and demurrage charges	Full powers subject to budget provisions.	
18.	Ordinary repairs and maintenance of building of Institute including water supply and electric installations.	Full powers.	Ordinary repairs and maintenance of building of Institute including water supply and electric installations.	Full powers subject to budget provisions.	
19.	Power to incur miscellaneous expenditure.	Rs. 5,000/- in each case (recurring) and Rs. 10,000/- (non-recurring) subject of limit of Rs. 1,00,000/- per annum.	Power to incur miscellaneous expenditure.	Upto Rs. 2,00,000/- in each item for non-recurring expenditure and Rs. 1,00,000/- per annum in each case of recurring expenditure	Subject to observance of GFR provisions on the subject.
20.	Power to fix rent of furniture for renting out to the staff of the Institute.	Full powers	Power to fix rent of furniture for renting out to the staff of the Institute.	Full powers subject to budget provisions	
21.	Power to sanction higher rates for purchases of liveries, etc., than those prevalent in Gol.	Full powers.	Power to sanction higher rates for purchases of liveries, etc., than those prevalent in Gol.	Full powers subject to budget provisions.	The higher rates of liveries, etc., than those prevalent in Gol should be considered with the approval of the Director subject to observance of codal formalities/ rules.

22.	Advertisement Charges	Full powers.	Advertisement Charges	Full powers subject to budget provisions.	In accordance with Central Civil Services Medical Attendant Rules, 1944 as amended from time to time by Gol.
23.	Powers to sanction medical reimbursement claims.	Full powers.	Powers to sanction medical reimbursement claims.	Full powers subject to budget provisions.	
24 (i)	Power to write off (i) losses, deficiencies and dep. Value of stores other than motor vehicles or motorcycle included in stock and other accounts except furniture and furnishings of historical antique value.	Rs. 5,000/- for losses not due to theft or negligence and Rs. 25,000/- in each case in other cases.	Power to write off cost of articles/stores becoming unserviceable due to fair wear & tear, losses, deficiencies and depreciation value of stores other than motor vehicles or motorcycle included in stock and other accounts except furniture and furnishings of historical antique	Upto Rs. 25,000/- in each case for losses not due to theft or negligence.	For value, book value is to be taken for articles having priced accounts and replacement value for other.
(ii)	Irrecoverable losses of stores or public money including loss of stamps not due to theft, fraud or negligence.	Rs. 10,000/-	Irrecoverable losses of stores and stationery items or public money including loss of stamps not due to theft, fraud or negligence.	Upto Rs. 15,000/- in each case.	The power to be exercised subject to relevant provisions of the GFRs, 2017 and other Government Rules/ orders.
25.	Power to sanction legal expenditure.	Full powers.	Power to sanction legal expenditure.	Full powers subject to budget provisions.	

INDIAN INSTITUTE OF ADVANCED STUDY, RASHTRAPATI NIVAS, SHIMLA- 171005

SCHEDULE OF POWERS OF THE LIBRARIAN (Revised)

Last Approved by the Governing Body at its 89 th Meeting held on 27 th July 1996			Revised Schedule of Powers revised as on 21 January 2019		
Sl. No.	Nature of Power	Existing	Proposed Nature of Power	Proposed	Remarks
1.	2.	3.	4.	5.	6.
1 (i)	Power to sanction the performance of journeys beyond jurisdiction.	Full powers in respect of library staff.	Power to sanction the performance of journeys.	Full powers in respect of library staff under his control.	
(ii)	Power to sanction purchase of stores, furniture, type-writers, equipment and other library materials for the Institute including repairs to those articles (by calling quotations).	Rs. 50,000/- for books in a year.	Power to sanction purchase of Library resources (both print and electronic resources), furniture, equipment and other library materials.	Rs. 50,000/- in each case subject to the annual limit of Rs. 10,00,000/- (subject to the budgetary provisions)	Subject to the instructions contained in the relevant purchase provisions of GFR, 2017 and as amended from time to time and other Government Rules/ orders issued on the subject.
General	<ol style="list-style-type: none"> 1. Notwithstanding the above, the Director, with the prior approval of the Chairman, may withdraw and re-delegate any of the powers of other officers provided that he is satisfied that such withdrawal and re-delegation is in the interest of the Institute. 2. All the powers delegated above are subject to the provisions of Act, Rules, Regulations, GoI instructions issued and MoU signed with the Ministry of Human Resources Development, Government of India. 3. All these powers are subject to fulfilment of all codal formalities and observance of rules/ procedures and other general and specific orders/ instructions of the Ministry/ Institute. 4. All the powers are subject to explicit provision and availability of funds in the respective heads/ schemes; allocation of funds in each case and are to be exercised strictly keeping in view the financial propriety and prescribed procedures. 5. The powers delegated to a lower authority can be exercised by the higher authority. 				

Sd/-

Director (IAS)