

Delegation of Powers



AICTE

**All India Council for Technical Education
Nelson Mandela Marg, Vasant Kunj, New Delhi-110070**

2018

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

SCHEDULE SHOWING DELEGATION OF POWERS INCLUDING POWERS DELEGATED TO THE VARIOUS AUTHORITIES IN THE AICTE

SCHEDULE-1

S. No.	Nature of Power	To which delegated and extent of delegation	Conditions and limitations
1.	Appropriation and re-appropriation of funds from one head to another	Chairman -Full Powers	a) Subject to condition that, if any grant, received from GOI for capital and revenue (under plan, non-plan) expenditure. b) All appropriation/re appropriation shall be reported to Executive Committee.
2.	Creation of posts	Chairman - Full Powers for all groups posts	Subject to the condition that a) The posts above the level of Assistant Director shall be created with the approval of GOI b) The posts shall not be created for more than a year beyond which the approval of Govt. of India shall be necessary.
3.	Abolition of posts	The authority which is competent to create post may also sanction the abolition of the post.	
4.	Appointing Authority	Chairman - For the Post at the level of Assistant Director and above. Member Secretary – All Posts at the level below Assistant Director	a) All appointments shall be made in conformity with the Recruitment Rules and DoPT as applicable from time to time b) All appointments shall be reported to the Executive Committee (EC)
5.	Declaring an officer of the Council as Head of office/Regional Office	Chairman - Full Powers	Only officers of the level of Assistant Director and above can be declared as Head of office/RO.

6.	Indents, Contracts and purchase of stores (including, contracts and purchase of stores, engagement of manpower and contingent expenditure)	Chairman - Full Powers Vice Chairman – up to Rs. 100 lakhs in each case for non-recurring and Rs.75 lakhs in each case for recurring expenditure Member Secretary – up to Rs. 75 lakhs in each case for non-recurring and Rs. 50 lakhs in each case for recurring expenditure Bureau Head (Admn) - up to Rs.10 lakhs in each case for non-recurring and Rs. 5 lakhs in each case for recurring expenditure. Regional Officer - up to Rs. 50, 000/- in each case for non-recurring and recurring expenditure of Rs. 25,000/-	Subject to the following conditions. a) All purchases of more than Rs.25000 should be made in accordance with the procedure of GFR, GOI as amended from time to time. b) Delegated powers shall be exercised after ensuring availability of funds under the heads concerned. c) Expenditure over and above, the power of ROs shall be referred to AICTE Hqrs for sanction.
7.	Entertainment/Refreshment	Chairman – Full powers Vice- Chairman – up to Rs.5 lakhs per occasion Member Secretary – up to Rs. 3 lakhs per occasion. Bureau Head – up to Rs. 25,000/- per occasion Regional Officer - Rs 25,000/- per occasion.	Expenditure over and above, the power of ROs shall be referred to AICTE Hqs for sanction.
8.	Imprest Money	Bureau Head – Rs. 20,000/- Regional Officer – Rs. 10,000/-	
9.	Motor Vehicles (a) Maintenance & Repairs	Member Secretary – Full powers Bureau Head(Admin) - up to Rs 25000/- Regional Officer - up to Rs 5000/-	Subject to the condition that the power in this behalf shall be exercised in conformity with the instructions/orders of the Government of India and that the Administrative Officer who acts as a controlling officer of the staff cars shall certify on each contingent bill for purchase of petrol and oil that he has
	(b) Petrol & Oil	Bureau Head (Admn) - Full powers Regional Officer - Full powers	

			<p>scrutinized the log book of the vehicle and satisfied himself that no non-duty journeys have been performed in accordance with the Staff Car Rules and</p> <p>The quantity of petrol purchased has been entered in the log book of the respective staff car. Similarly, on contingent bill on account of maintenance and repairs & certificate will be recorded by the controlling officer to the effect that the purchase/repairs was essential and a record of repairs and replacement indicating the cost and the date on which the repairs were carried out and spare parts were purchased has been properly kept.</p>
	(c) Purchase /lease of New Vehicles	Chairman – Full powers	Exercise of these powers should be subject to the observation of the conditions and instructions laid down by Government of India from time to time for purchase/leasing of new vehicles.
	(d) Hiring of Taxies	Member Secretary – Full powers Bureau Head(Admn) - up to Rs.2 lakhs per month Regional Officer – up to Rs.1 lakh per month	Expenditure over and above, the power of ROs shall be referred to AICTE Hqs for sanction.
10.	a) Major repairs:	Chairman – Full powers	<p>The Council shall make its own arrangement for execution of works through tenders as per GFR/CPWD manual code. The execution of work shall be supervised by Council Engineer at Hqs and ROs.</p> <p>Expenditure over and above, the power of ROs shall be referred to AICTE Hqs for sanction.</p>
	b) Petty works:-	Chairman – Full powers Vice Chairman – Rs. 2 lakhs Member Secretary – Rs. 1 lakhs Bureau Head(Admn) - Rs.50,000/- per case Regional Officer – Rs. 2 lakhs per case	

11.	Printing and Binding	Chairman – Full powers Vice Chairman – Rs.50 lakhs in each case Member Secretary – Rs.10 lakhs Bureau Head(Admn) - up to Rs.1 lakh in each case Regional Officer - Up to Rs.15000/- in each case	Subject to the following conditions. a) All purchases of more than Rs.25000 should be made in accordance with the procedure of GFR, GOI as amended from time to time. b) Delegated powers shall be exercised after ensuring availability of funds under the heads concerned. c) Expenditure over and above, the power of ROs shall be referred to AICTE Hqrs for sanction.
12.	Telephone a) Installation	Bureau Head(Admn) – Full powers Regional Officer - Full powers	Residential and office telephones shall be provided in accordance with the prescribed norms.
	b) Maintenance/Telephone Bill	Bureau Head (Admn) – Full powers Regional Officer - Full powers	Telephone charges for the calls in excess of approved limits as per GOI norms as may be fixed from time to time, shall be paid by the official concerned, unless the excess is on account of calls made for official purpose is approved by the Competent Authority.
13.	Condemnation of Motor Vehicles and Motor Cycle, Equipments/PCs/Furniture etc. and other Movable and Immovable assets	Member Secretary – Full Powers Regional Officer- Full powers	Subject to the observation of the conditions laid-down by the Government of India and matter to be placed before EC/Council for ratification.
14.	Write off losses of irrecoverable loans and advances from employees	Chairman - Full powers Vice Chairman – Rs.50,000/- Member Secretary – up to Rs.10,000/- in each case	All efforts are to be made to recover the loans/advances from out of dues payable after the eventuality
15.	Municipal rates and taxes including water charges, land rent, property tax etc.	Bureau Head (Admn) – Full Powers Regional Officers - Full Powers	
16.	Electricity charges of the office	Bureau Head (Admn) – Full Powers Regional Officer – Full Powers	

17.	Authentication of instruments/ letters/ documents issued by the Council	Member Secretary – Full Powers Concerned Bureau Head – Full Powers	
18.	Alteration of date of birth and change of Name	Chairman - Full powers	Instructions issued by the Government of India in this regard shall also be kept in view.
19.	Investigation of Arrear Claims	Bureau Head(Finance) - Full powers	
20.	Sanctioning of permanent advance	Bureau Head(Finance) - Full powers	
21.	Sanctioning advance for the purpose of conveyance, HBA, Festival all other advances.	Bureau Head (Admn) – full Powers	As per GOI rules.
22.	Grant of advance in connection with tours including LTC and leave salary	Member Secretary- Full powers Bureau Head (Admn) – up to Rs.1 lakh in each case. Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	As per GOI rules.
23.	Sanctioning of advance to employees whose property movable or immovable has been substantially affected or damaged in the area which is declared by the Govt. to have been affected by natural calamity.	Member Secretary – Full powers	Subject to the instruction issued by the Government of India from time to time.
24.	Sanctioning of advance to the dependent of employees who die while in service to enable the family to meet immediate requirements	Bureau Head(Admn) – Full Powers Regional Officer- Full Powers	To be sanctioned and recovered as per rules prevailing in Government from time to time.
25.	Sanctioning of advances of Traveling Allowance to the families of employees who die while in service to meet travel expenses which may be admissible to the family under the rules framed by Government from time to time.	Bureau Head(Admn) – Full Powers Regional Officer- Full Powers	
26.	Deciding the amount of various securities to be furnished by the official of the Council who are entrusted with custody of cash and stores.	Bureau Head (Finance) – Full Powers	

27.	Sanction advances, re-imbusement of medical expenses for working and retired employees	Member Secretary – Full powers Bureau Head (Admn) - up to Rs.1 lakh in each case Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	As per the Medical Attendance Regulations made by the Council.
28.	Lien for the regular posts in the Council	Chairman – Full powers	The power shall be exercised as per relevant provision in the fundamental rules and the Government of India's Orders issued there under from time to time.
29.	Transfers	Chairman – Full powers Vice Chairman – All Officers of Group 'A' posts Member Secretary – Transfer of Officers up to Group 'A' Bureau Head - Transfer staff including officers within his/her Bureau	
30.	Grant Higher pay on initial appointment	Chairman – Full powers Vice Chairman – For officials of Group 'B' and Group 'C' posts	Subject to the condition that a higher initial pay not exceeding five stages/increments reckoned from the minimum of the scale of pay applicable to the post may be granted to any person on initial appointment by the Selection Committee
31.	Fixation of pay of employees of the Council on first appointment/promotion/reversion etc.	Member Secretary – For Group 'A' officers Bureau Head (Admn) - For officials below Group 'A' Officers	a) All cases depart from the normal rules will be put-up to Chairman. b) All such cases shall be pre-audited by the Finance Bureau
32.	Allow employees to count for increment any period of extraordinary leave taken otherwise than on Medical Certificate	Chairman – Full powers Vice Chairman - All officers up to the level of Asst. Director Member Secretary – All officers/officials below the level of Asst. Director	Subject to the rules applicable.

33.	(a) Sanction of honorarium for the work relating to the Council	Chairman – Full powers Vice Chairman – Rs.1 lakh Member Secretary – up to Rs.50, 000/- in each case. Regional Officer - up to Rs.25,000/- in each case.	Subject to the GOI rules.
	(b) Sanction the undertaking of the work on behalf of an outside body and acceptance of an honorarium there for.	Chairman – Full powers Vice Chairman – Up to Group ‘A’ officers	Subject to the instructions of the Government of India
34.	(a) Appointment of Employees after superannuation as Consultant up to the age of 70 years.	Chairman – Full powers	(a) Subject to the prescribed GOI rules.
	(b) Fix the pay of superannuated employees on re-employment in the Council as Consultants.		(b) Subject to the ‘fixation of pay on re-employment Rules’ issued by the Government of India from time to time.
35.	Grant or extending Earned leave, Half pay leave, Commuted Leave, Extra-ordinary Leave, Maternity Leave, Hospital Leave, Leave not due CCL, etc.	Chairman – Power to sanction leave to himself, Vice-Chairman and the Member Secretary. Vice Chairman – For Group ‘A’ Officers Member Secretary – For all others Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	Subject to the prescribed GOI rules.
36.	Grant of Casual Leave	Chairman – Power to sanction leave to himself, Vice-Chairman and the Member Secretary. Member Secretary – Full powers Bureau Heads - Up to 5 days Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	Subject to the prescribed GOI rules.

37.	Sanction or extension of Special Disability Leave	Chairman - Full Powers	
38.	Sanction or extension of study leave	Chairman – Full powers	
39.	Ordering officers/officials to return to duty before expiry of Leave	Authority competent to sanction or extend leave	
40.	Transfer to foreign service/deputation	Chairman - Full powers	Subject to GOI norms
41.	Accept resignation of an employees from service	Chairman - Full powers Vice Chairman – For Group ‘A’ Officers Member Secretary - For Group ‘B’ & ‘C’ Officers	
42.	Permit the withdrawal of resignation of an employee from service before it becomes effective	Chairman - Full powers	As per GOI rules.
43.	Sanction the undertaking of work for which a fee is offered and the acceptance of a fee by employee of the Council.	Chairman – Full powers Vice Chairman – In respect of Group ‘A’ Member Secretary – In respect of all other employees.	Subject to GOI rules.
44.	Journey by a route other than shortest route	Bureau Head (Finance) – Full Powers Regional Officer – Full Power for other employees working in Regional Office and experts. For Regional Officer himself, he will take approval of the Member Secretary.	As per TA/DA rules of AICTE.
45.	Sanction of travel by non entitled class	Member Secretary – Full powers	As per TA/DA rules of AICTE.
46.	Sanction travel by Road between places connected by Rail	Bureau Head (Admn) – Full Powers Regional Officer – Full Power for other employees working in Regional Office and experts. For Regional Officer himself, he will take approval of the Member Secretary.	Subject to the condition that the places are not conveniently connected by rail and the journey by road is in the public interest. In such cases road mileage may be permitted as per existing rules.

47.	Sanction of tour programs of employees of the Council	Chairman – Full powers Vice Chairman – For Group ‘A’ Officers Member Secretary - For Group ‘B’ Officers Bureau Head(Admn) - For Group ‘C’ Officers Regional Officer – Full Powers for other employees and experts working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	A copy of the tour programmes should invariably be sent to Bureau Head(Admn) for record updation.
48.	Extend the limit of six months to one year within which the members of the family of an employee may be treated as accompanying him in individual cases as attendant with special circumstances.	Member Secretary - Full powers Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	
49.	Declare who shall be the Controlling Officer for T.A. Bills	Chairman, Vice-Chairman and Member Secretary will be their own controlling officers Member Secretary – For all others Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	
50.	Sanctioning of advance from Contributed Provident Fund (including those for which special reasons are required to be recorded)	Bureau Head (Finance) – Full Powers	This power shall not be exercised for sanctioning advance to him/her self. Such cases will be put up to the next higher authority.
51.	Sanctioning of advance from CPF in special circumstances	Chairman – For Vice Chairman and Member Secretary Bureau Head (Finance) – All other officers	As per CPF rules
52.	Withdrawal from the C.P.F fund	Bureau Head(Finance) – Full powers	As per CPF rules
53.	Conversion of an advance into a withdrawal	Bureau Head(Finance) – Full powers	As per CPF rules

54.	Payment of interest on fund accumulations after the date of retirement	Bureau Head(Finance) – Full powers	As per CPF rules.
55.	Grant of permission for Commercial employment after retirement	Chairman – Full powers Vice Chairman - for all 'A' category Officers Member Secretary – for all others	As per the GOI rules.
56.	Condonation of interruption in service	Chairman – Full powers	
57.	Sanction of gratuity and family pension and other retirement benefits.	Member Secretary - Full powers	As per GOI rules.
58.	Physical verification of cash in the custody of the Cashier	Sr. Accounts Officer/EDO – At the end of each month i.e. before pay day Regional Officer - Full Powers	In addition Sr. A.O./RO/EDO will conduct surprise verification of cash once in a month.
59.	Attestation of all monetary transaction in the cash book Form T.R. 4	Account Officers/Sr. Account Officer/EDO – Full powers Regional Officer - Full Powers	One officer amongst Accounts Officer/Sr. A.O./EDO will be designated.
60.	Attestation of monetary transaction of cheques etc. in the cash book relating to general accounts, establishment accounts G.P./C.P. fund accounts	Account Officer/Sr. A.O. /EDO – Full powers Regional Officer – Full powers	One officer amongst Accounts Officer/Sr. A.O./EDO will be designated.
61.	Daily verification of the totaling of the cash book	Accounts Officer/Sr. A.O. / EDO/Regional Officer - Full Powers	One officer amongst Accounts Officer/Sr. A.O./EDO will be designated.
62.	Signing of cash receipts for cash or cheques received on behalf of the Council	Accounts Officer /Assistant Director/ EDO/Regional Officer - Full Powers	One officer amongst Accounts Officer/Sr. A.O./EDO will be designated.
63.	Power to open a new account with a Nationalized Bank	Chairman – full powers Regional Officer - Full Powers	
64.	Operate the Bank accounts of the AICTE	The Chairman is authorized to nominate any five officers not below the rank of Accounts Officer/Sr. A.O./EDO to operate the bank accounts. Each cheque shall bear signatures of any of those two officers. However, cheques below Rs.5000/- will bear the signature of any one of the five officers.	

		In case of Regional Office, the concerned Regional Officer will be authorized by Chairman AICTE to operate the bank account.	
65.	Pass grant in aid bill received from the concerned Bureau processing the grant in aid schemes	Drawing & Disbursing Officer (DDO)	
66.	Pass pay bills on claims for pay & allowances of staff of all categories. Medical bills, provident fund payments, tuition fees, T.A. Bill and various advances and contingent bills.	DDO Regional Officer/ DDO- Full Powers Regional Officer – Full Power for other employees working in Regional Office and experts. For Regional Officer himself, he will take approval of the Member Secretary.	Subject to the condition that the payment have been sanctioned by the competent authority wherever necessary.
67.	Payment of arrears of pay and allowances on behalf of deceased employees	Member Secretary - Full powers Bureau Head (Finance) – Up to Rs.1,00,000/- in each case Regional Officer - Full Powers	
68.	Attest entries in the Service Book	Admn Officer/Sr. A.O./EDO	
69.	Sanction of reimbursement of tuition fee of children's employees of the Council	Bureau head (Admn) – Full powers Regional Officer – Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	As per the GOI rules.
70.	Sanction refund of medical examination fees to the employees of the Council on initial appointment	Bureau head (Admn) – Full powers Regional Officer - Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	
71.	Sanction reimbursement of stamp duty paid in respect of document for which the Council is a party	Bureau head (Admn) – Full powers Regional Officer -Full Powers	

72.	Accept contracts, agreements, mortgage bonds, surety bonds etc. on behalf of the Council	Bureau Head (Admn) – Full powers Regional Officer -Full Powers	
73.	Forward application of staff for employment in outside organizations.	Chairman – Vice Chairman and Member Secretary Vice Chairman – All Group ‘A’ officers Member Secretary - For Group ‘B’ officers Bureau Head (Admn) – For the posts of Group ‘C’	As per the GOI rules.
74.	Issue of no objection certificate for various purposes.	Bureau Head (Admn) - Full Powers Regional Officer - Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	
75.	Issue of No Demand Due Certificate for various purposes	Bureau head (Admn) – Full powers Regional Officer - Full Powers for other employees working in Regional Office. For Regional Officer himself, he will take approval of the Member Secretary.	
76.	Engagement of Casual Labour for Miscellaneous work	Bureau Head (Admn) – Full powers Regional Officer -Full Powers	The power is subject to the instructions issued by the Government of India from time to time regarding engagement of Causal Labour.
77.	Sanctioning Overtime	Member Secretary - up to Rs.10 lakhs in each case Bureau Head (Admn) – upto Rs.3 lakhs in each case Regional Officer - Full Powers for the employees working in Regional Offices	No overtime shall be payable unless there are exceptional circumstances when compensatory holiday cannot be granted, overtime can be paid in accordance with the orders of the Government in this behalf provided prior approval of the duty by the Bureau Head (concerned) and Member Secretary is obtained in each case in advance with full justification of the work to be done and its urgency.

78.	Opening of tenders/quotations	Committee of three officers of the rank of AO/EDO or above. Regional Officer – A Committee of three members at the level of Asst. Professor	Whenever necessary tender concerned would be present at the time of opening of tender etc.
79.	Sanctioning of conveyance charges to staff of the Council	Member Secretary – Full powers Bureau Head(Admn) – Below AD Regional Officer - Full Powers Regional Officer – Full Powers for other employees working in Regional Office and experts. For Regional Officer himself, he will take approval of the Member Secretary.	In accordance with the instructions issued by the Government of India for time to time.
80.	Leveries of Staff Car Drivers, Chowkidars and other Group 'D' Employees	Bureau Head (Admn) – Full powers	Subject to the general orders of the Government of India.
81.	Advertisements	Chairman - Full powers Vice Chairman – Rs.50 lakhs in each case Member Secretary - Rs.25 lakhs in each case Bureau Head(Admn) - Rs.10 lakhs in each case Regional Officer – Rs.2 lakhs in each case	
82.	Signing of Vakalatnama for purpose of litigation	Member Secretary or his nominee/Director(Legal)/RO - Full powers	
83.	Residuary matters not covered by the aforesaid entries.	Chairman - Full powers	Subject to the observation of the rules/orders/instructions issued by Government of India.

1. In the event of non availability of officer who has been delegated the power, next higher level officer will exercise his powers.

2. Above delegation of powers are also subject to any other general or specific orders/instructions issued by the Government of India from time to time.
3. Relaxation, if any, of the above regulations will only be made with the Executive Committee/Council/Government of India.

Schedule-II

Statement showing the delegation of powers in regard to (a) approval of proposal received from the universities/colleges/institutions etc. for plan/non-plan grants/revenue and capital for release of grants under various scheme.

1.	Approval for release of Grants	Chairman - Full powers Vice Chairman – Up to Rs.100 lakhs in each case Member Secretary - Upto Rs.50 lakhs in each case	Subject to the terms and conditions of the approved schemes of Financial Assistance and annual budget after obtaining Utilization Certificates of earlier grants paid to the institutions.
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