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Delegation of Powers to Director General

(Revised - August, 2018)

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
(Department of Chemicals & Petrochemicals
Ministry of Chemicals & Fertilizers, Govt. of India)
Head Office, Guindy
Chennai - 600032



PD(122)
[Signature]

No. 45012/93/2017-PC IV (FTS: 3011602)

Government of India

Ministry of Chemicals & Fertilizers

Department of Chemicals & Petrochemicals

Shastri Bhawan, New Delhi

Dated: 07/08/2018

Director General, CIPET

T.V.K. Industrial Estate,

Guindy, Chennai-600032

Subject: Delegation of powers of DG CIPET (Revised - August, 2018) – regarding.

Please refer to CIPET's letter no. CIPET/HO/PAF/DOP-DG/2018-19 dated 24.07.2018 on the above subject.

2. I am directed to convey the approval of Secretary, Department of Chemicals and Petrochemicals on the revised version of "**Delegation of Powers to Director General, CIPET; Revised-August, 2018**" as approved by the Governing Council on recommendation of the Committee chaired by AS & FA. The revised provisions may be implemented with immediate effect and the GC of CIPET should be informed of the same during its next meeting. A copy of the final version duly signed on every page by the officer concerned should be forwarded to this Department at the earliest.

(J.P. Singh)

Under Secretary (PC)

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Encl: As above

सिपेट - महानिदेशक कार्यालय / CIPET-DG'S OFFICE	
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Delegation of Powers to Director General, CIPET

(Revised – August, 2018)

Rules and Regulations of the CIPET defines the Powers and Functions of the Governing Council, the President and the Director General, which are as under;

Powers and Functions of the Governing Council

Rule 43: Subject to the provisions of the Memorandum, the Council shall have full powers and authority to do all acts, matters things and deeds which may be necessary or expedient for the purpose of the Society and without in any manner derogating from the generality of their powers, in particular the following :

- i) to accord approval for detailed plans and programmes of the Institute.
- ii) to look after and manage the institution and properties of the Society and to spend moneys required for that purpose.
- iii) to receive grants and contributions and to have custody of the funds relating to the Institute.
- iv) to prepare the budget estimates of the Society for each year, and to sanction the expenditure within the limits of the budget as approved by the Central Government.
- v) to prescribe and conduct courses of training in the Institute.
- vi) to prescribe rules and regulations for the admission of students to the various courses of training.
- vii) to lay down standard of proficiency to be demonstrated before the award of competence in respect of the courses offered by the Institute.
- viii) to establish procedures to sell or dispose of moulds dies or tools produced in the course of training.
- ix) to establish procedures in respect of service and technical advice to be rendered to the industry by the Society and the levy and collection of charges for the same.
- x) to create administrative, technical, ministerial and other posts under the Society and to make appointments thereto in accordance with the Rules & Regulations of the Society and the instructions issued in this regard by the Central Government from time to time provided that no post, the maximum salary of which exceeds Rs.20,000/- per month, shall be created or appointment, thereto made without the prior approval of the Central Government.

Rule 44: Subject to these Rules and the By-laws the Governing Council shall have the power to appoint officers and staff for conducting the affairs of the Society and to fix the amount of the remuneration and to define their duties.



- Rule 45: Subject to the specific approval of Governing Council, the Director General shall have the power to enter into arrangements with the Central Government, State Governments and other public or private organisations or individuals for securing and accepting endowments, grants-in-aid, donations or gifts to the Society on mutually agreed terms and conditions provided that the conditions of such grants-in-aid, donation or gift, if any, shall not be inconsistent or in conflict with the nature or objects of the Society or with the provision of these rules.

Functions and Powers of the President

- Rule 50: The President shall have the authority to review periodically the work and progress of the Society and to order enquiries into the affairs of the Society, and to pass orders on the recommendations of the reviewing or enquiry committees.

Functions and Powers of the Director General

- Rule 51: The Director General will be ex-officio Member Secretary of the Governing Council. He shall receive such remuneration as may be decided by the Central Government.
- Rule 52: Director General shall prescribe the duties of all officers and staff of the Society and shall exercise such supervision and disciplinary control as may be necessary in accordance with these rules. Subject to these rules, the Director General, shall in all matters under his charge, have power as similar to in the case of Head of Department (HOD), Govt. of India. The Governing Council may also delegate additional powers to the Director General to the extent considered necessary from time to time.
- Rule 53: It shall be the duty of the Director General to co-ordinate and exercise general supervision of over all activities of the Society.
- Rule 54: The Director General shall exercise his powers under the director of superintendence and control of the President of the Society.
- Rule 55: The Director General shall maintain a record of the proceedings of the Society and of the Governing Council and shall perform the duties pertaining to his office.

The Revised Delegation of Powers to Director General, CIPET is as under:



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
1	Regular / Permanent Appointments			
1.1	Creation of Permanent Posts	—	—	Creation of permanent posts have to be as per the latest instructions of the Dept. of Expenditure and DOPT. Powers to be exercised by GC.
1.2	Appointments	Recruitment and issue of orders upto the scale of Pay Matrix Level upto 13A after completion of all formalities connected with such appointments as per Recruitment rules of CIPET.	Sub-delegated to Centre Heads* / Director (PAF) - Head Office for recruitment and issue of orders for posts from Pay Matrix Level 1 to 5 after completion of all formalities as per Recruitment rules of CIPET.	Recruitment and issue of appointment orders for pay matrix levels 13 & 13A shall be with the approval of G.C. Subject to compliance of instruction of DOPT and reporting to G.C
1.3	Relaxation of qualifications	—	—	Relaxation in qualification in exceptional circumstances by GC for reasons to be recorded.
1.4	Fixation of initial pay	Full powers for fixation of initial pay from Pay Matrix Level upto 13A as per Gol norms.	Sub-delegated to Centre Heads* / Director (PAF) - HO can fix the initial pay for Pay Matrix Level 1 to 5 as per Gol norms.	
1.5	To grant advance increments in the case of exceptional ability and good work for employees.	As per Govt. of India norms fixed from time to time.	—	
1.6	Grant of Joining time extension thereof	Full powers in respect of Pay Matrix level upto 13A as per Gol norms	Sub-delegated to Centre Heads* / Director (PAF) - HO in respect of Pay Matrix level 1 to 5 as per Gol norms	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
2	Temporary Appointments			
2.1	Creation of Temporary posts on approved scales of Pay for specific projects	—	—	Creation of temporary post has to be as per the latest instructions of the Dept. of Expenditure and DOPT. Powers to be exercised by GC.
2.2	Appointments	Full powers in respect of posts upto Pay Matrix Level 12 for a period of three years, subject to reporting to G.C. and Pay Matrix Level 13 & 13A with the approval of President, G.C.	—	
2.3	Abolition of Temporary Posts lying vacant	Full powers subject to reporting to G.C.	—	
2.4	Termination of Service of employees as per the terms of contract	Full powers in respect of temporary employees upto Pay Matrix level 13A	Sub-delegated to Centre Heads* / Director (PAF) - HO in respect of temporary employees from Pay Matrix Level 1 to 5, as per rules.	
3	Promotions and related matters			
3.1	Promotions	Full powers upto the Pay Matrix Level 13A based on the approved promotion channels of the Institute as per Recruitment rules of CIPET.	—	
3.2	Fixation of pay on promotion	Full powers in all pay scales as per Govt. of India norms fixed from time to time.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
4	Disciplinary Matters & Termination			
4.1	To institute disciplinary proceedings against regular employees	Full powers as per Conduct Discipline and Appeal (CDA) rules.	Centre Heads* / Director (PAF) - HO to initiate disciplinary proceedings for employees in Pay Matrix level 1 to 5 as per Conduct Discipline and Appeal (CDA) rules.	
4.2	Penalties (To impose major / minor penalties as per Administrative Manual of CIPET)	Full powers as per Conduct Discipline and Appeal (CDA) rules.	Centre Heads* / Director (PAF) - HO in respect of employees as per Conduct Discipline and Appeal (CDA) rules.	
4.3	Investigation of arrears of claims	Full powers upto 3 years beyond which the approval of G.C. is necessary	—	
4.4	Fixation of number of installments for recovery of advances/over payments made to employees	Full powers as per instructions and rules of Govt. of India	Centre Heads* / Director (PAF) HO in respect of employees from level 1 to 5 as per instructions and rules of Govt. of India	
5	Academics and Training of Faculty			
5.1	a) Academic Activities: within India / Overseas	Full powers for commencing Academic activities in India. For commencing Academic activities in Overseas with the prior approval of G.C.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
	b) Deputation of employees for Academic pursuance / training within India / Overseas	Full powers for deputation of employees for Academic pursuance / training - within county. Full powers for delegation for overseas subject to reporting to GC (spirit of the instructions of Govt. of India on the subject need to be followed).	—	
5.2	Training of Faculty members inland/Overseas	Full powers for domestic training; Full powers for Overseas training subject to reporting to G.C	—	
6	Controlling officer for himself and all employees under his control	Controlling officer for himself (DG) and employees from Pay Matrix level upto level 13A	Centre Heads* / Director (PAF) - HO will be Controlling Officers in respect of employees level 1 to 5 working under them.	
7	Capital Expenditure and Appropriation			
7.1	To re-appropriate from one revenue Head to another of the revenue budget, subject to the condition that the total sanction is not exceeded	Full powers within approved Budget Estimate / Revised Estimate for the year.	—	
7.2	To incur, in cases of emergency, capital or revenue expenditure not provided for specifically in the budget	Full powers upto Rs.5 Lakhs within overall budgetary provision, for the full year.	—	
7.3	To incur all Capital & Revenue expenditures approved under budget heads	Full power upto the extent of delegation in each case and after following the prescribed procedure.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
8	Purchases and Civil Works			
8.1	Purchases	Full power within the budget amounts sanctioned by the Governing Council, the Director General is empowered to arrange all the necessary purchases under the different heads, subject to the following conditions from 8.2 to 8.8 below.	The powers for purchase sub-delegated upto Rs 5 Lakhs	
8.2	Purchases against GeM rate contract	Full powers as per DFPR & GFR	DG Can delegate powers to Centre Head / Director (PAF) as per GFR & Procurement Manual	No Limit as per Rule No.149 of GFR 2017 and Chapter No.4.17.5 of Manual for Procurement of Goods 2017
8.3	By open tender, where more than one tender is received	Full powers as per DFPR & GFR	—	No limit as per Rule No.161 of GFR 2017 and Chapter No.4.2 of Manual for Procurement of Goods 2017
8.4	By Limited tender	Full powers upto Rs.25 Lakhs	The powers for purchase sub-delegated upto Rs 5 Lakhs.	Upto Rs. 20.00 crores for open or limited tender as per 21(b) of Delegation of Financial Power Rules 1978. Upto Rs.25 Lakhs as per Rule 162 of GFR 2017 and Chapter No.4.4 of Manual for Procurement of Goods 2017
8.5	By Open/ Limited tender where one tender only is received and by single tender	Full powers upto Rs.50 Lakhs	—	Upto Rs. 5.00 crores for negotiated or single tender or proprietary contracts as per 21(b) of Delegation of Financial Power Rules 1978.
8.6	Proprietary items	Full powers upto Rs.25 Lakhs	—	No limit as per Rule No.166 (i) & (iii) of GFR 2017 and Chapter No.4.6 of Manual for Procurement of Goods 2017



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
8.7	Emergency purchases/without calling for tenders-reasons to be recorded in writing	Rs.1 Lakh in each case subject to an annual limit of Rs.20 Lakhs	Rs 25,000 in each case subject to annual limit of Rs 5 Lakhs	No Limit as per Rule No.166 (ii) of GFR 2017 and Chapter No.4.7 of Manual for Procurement of Goods 2017
8.8	Repeat orders (i.e.without again calling for tenders)	Within six months, only once; Full powers upto Rs.10 Lakhs	—	
8.9	Execution of civil works (Construction of Building and Workshed etc.,)	Repair / alteration upto Rs.50 Lakhs. New building with the approval of G.C	DG Can delegate minor repairs of value upto Rs. 2 Lakhs as per DFPR & GFR	
8.10	Execution of civil work during Natural calamities/emergency situation	Full powers upto Rs.10 Lakhs	—	No limit as per Rule No.136 (2) of GFR 2017
8.11	Power to incur excess of expenditure on works over that sanctioned by the Governing Council	Upto 10% of the original cost	—	
8.12	Acceptance of contracts without calling for tenders in emergent cases for valid reasons to be recorded in writing	Upto Rs.2,50,000 in each case.	—	No limit as per Rule No.136 (2) of GFR 2017
8.13	To Purchase and hire cars/trucks outsourcing of non-core services / activities i.e. security, sanitary work, canteen etc.	Full powers as per DFPR, GFR & Procurement Manual	DG Can delegate powers to Centre Head / Director (PAF) as per GFR & Procurement Manual	
8.14	Power to award labour contract for construction, Maintenance / additions / alterations of a single building when the material is supplied by the Institute	Full powers upto Rs.5 Lakhs	—	Matter would be reported to G.C



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
9	Disposal & Write off Losses			
9.1	Disposal of obsolete/used tools/machinery, which are rendered unserviceable	Full Powers based on the report of the Technical Committee. All cases of book value of Rs. 1 Lakh and above must be reported to G.C. In addition where an equipment is being declared obsolete / unserviceable in less than 5 years of purchase may also be to intimated to G.C.	—	
9.2	Write off in case of shortages in stock verification	Upto Rs.25,000 in each case after due investigation	—	
9.3	Write off irrecoverable losses of stores or of money	Upto Rs.50,000 for each case after due investigation provided there is no serious negligence on the part of any employee calling for disciplinary action	—	
9.4	Losses due to errors in calculations or due to acts committed in good faith resulting in over payments not recoverable	Upto Rs.25,000 in each case after due investigation	—	Matter to be reported to G.C
9.5	Losses due to defalcation, fraud, misappropriation, pilferage, theft etc.	Upto Rs.50,000 in each case after due investigation	—	Matter to be reported to G.C
9.6	Irrecoverable amounts including small balances outstanding in customers accounts	Full powers upto Rs.25,000	—	Upto Rs. 1.00 Lakh each case as per Schedule VII (2) of DFPR Matter to be reported to G.C



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
9.7	To declare stores and spares etc. as surplus unserviceable and prescribe the mode of their disposal.	Full powers as per recommendations of Technical Committee of the Centres and after following the prescribed procedure.	—	
9.8	To sell by auction all scrap, unserviceable and obsolete materials, Plant and Machinery	Full power subject to recommendations of the Technical Committee.	—	
9.9	To sell moulds produced as training exercises by the Institute and to fix prices thereof	Full powers as per the price policy of the Institute.	—	
10	Administrative & Welfare matters			
10.1	Allocations of functions and duties to the employees under his administrative control	DG is empowered for allocation of duties & responsibilities to Functional Heads of Head Office and Centre Heads*.	Centre Heads* to allocate the duties & responsibilities to Officers & Staff posted in the Centre.	
10.2	To grant increments	Full powers in respect of Pay Matrix level upto 13A as per Govt. of India norms fixed.	Centre Heads* / Director (PAF) - HO in respect of Pay Matrix level 1 to 5 employees as per Gol norms.	
10.3	To fix the limits on cash holdings by the Institute from time to time	To fix cash holding by each CIPET centre maximum upto a limit of Rs.10,000 on any working day, and following Gol norms from time to time.	—	
10.4	Grant of advance of T.A.	Full powers as per CIPET/Government of India Rules.	Full powers to Centre Heads* / Director (PAF) - HO in respect of employees working under them as per CIPET/Gol rules	
10.5	To permit non entitled employees to travel by Air	Full powers. Matter to be reported to Finance and Accounts Committee in its next meeting with full details.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
10.6	To authorise an employee to travel on duty in a class higher than the class to which he is entitled	Full powers. Matter to be reported to Finance and Accounts Committee in its next meeting with full details.	—	
10.7	Grant of Full D.A. upto 180 days	Full powers	Centre Heads* / Director (PAF) - HO in respect of Officers & Staff posted in the Centre/ HO as per GOI norms.	
10.8	Drawal of Pay, T.A., D.A. and contingent bills	Full powers as per GOI norms.	Centre Heads* / Director (PAF) - HO in respect of Officers & Staff posted in the Centre/ HO as per GOI norms.	
10.9	Sanction of actual expenses incurred on road journeys from a place of halt at outstations	Full powers as per GOI norms.	Centre Heads* / Director (PAF) - HO in respect of Officers & Staff posted in the Centre/ HO as per GOI norms.	
10.10	Grant of Leave	Full powers in respect of all employees (Pay Matrix Level upto 13A).	Centre Heads* / Director (PAF) - HO in respect of employees from Pay Matrix Level 1 to 5.	
10.11	Grant of Honorarium to employees	Full powers upto Rs.5,000 per employee per annum.	—	
10.12	Grant of Honorarium / Sitting Fees to G.C members	Full powers to pay sitting fee as decided by G.C	—	
10.13	Reimbursement of Medical expenses (In-patient claims)	Full powers for reimbursement of in-patient medical claims subject to rules & regulations of the Institute and budget provision.	Centre Heads* / Director (PAF) - HO in respect of Officers & Staff posted in the Centre/ HO subject to rules & regulations of the Institute & Budget provision	
10.14	To incur any expenditure for staff welfare and related matters	Full powers to incur expenditure out of staff welfare fund.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
10.15	Sanction of Temporary advance to Officers/staff for carrying out official transaction	Full powers upto Rs.50,000 at a time	Full powers to sanction temporary advance max. upto Rs. 5,000 on each occasion subject to recoupment.	
10.16	Sanction of contingent advance to Officers	Sanction Contingent Advance: • Upto Rs. 1,00,000 to meet the expenses relating to organizing of seminars / workshops / exhibitions / inauguration / foundation stone laying functions etc. and • Upto Rs. 2,00,000 to meet the expenses during the establishment of new CIPET centres till such time bank account is opened and operated for new centre.	Sanction Contingent Advance: • Upto Rs. 25,000 to meet the expenses relating to organizing of seminars / workshops / exhibitions / inauguration / foundation stone laying functions etc. and • Upto Rs. 50,000 to meet the expenses during the establishment of new CIPET centres till such time bank account is opened and operated for new centre.	
10.17	Grant of advance to employees	Full powers subject to the rules of Govt. of India	—	
10.18	Acceptance of fitness certificate to join duty after leave on medical grounds	Full Powers	Centre Heads* / Director (PAF) - HO in respect of Officers & Staff posted in the Centre/ HO.	
10.19	Payment of compensation to workers for injury/accident in the course of work.	Full powers as admissible under the relevant law/rules	—	
11	Execution of Agreements / MOUs and Legal matters			
11.1	Execution of all Deeds, MoU & Agreements etc. on behalf of the Institute	Full Powers for execution of all Deeds, MoU & Agreements etc., with the approval of G.C.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
11.2	To institute, conduct and defend legal proceedings/suits on behalf of the Institute	Full powers under intimation to G.C	—	
11.3	Referring any claim or demand by or against the Institute to arbitration	Full powers upto Rs.2 Lakhs. Above Rs.2 Lakhs subject to reporting to G.C.	—	
11.4	To make and give receipts, releases and discharge of moneys payable to the Institute and for the claims or demand of the Institute	Full powers	—	
12	Miscellaneous			
12.1	To pay all expenses of preliminary/incidental nature in formation of New Centres/New activities already approved by Governing Council/Government of India	Full powers within the allocated budget provision.	—	
12.2	To invest the surplus funds of the /Institution	Full powers for investment of surplus funds of the Institute as per the Policy prescribed by G.C.	—	
12.3	To draw interest or negotiate or sell or endorse both Government and Non-Government securities and loan bonds letters of credit etc., standing in the name of the Institute and to do such other things incidental thereto	Full powers subject to terms of issue of securities bonds and letters of credit etc.	—	



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
12.4	To undertake job orders and to levy charges therefor to render all other services connected therewith	Full powers as prescribed in the Memorandum of Association of the Institute and as per the norms approved by the F&A/Governing Council and the user charges approved by G.C. from time to time.	—	
12.5	Hiring of premises	Full powers	The Centre Heads may hire the buildings on rental basis based on the requirement with the approval of DG	
13	Sub-delegation of powers mentioned above	The Director General can delegate the powers above to his subordinates in the former's absence or any of the above powers during the former's presence to ensure smooth functioning of the Institute.	—	
	Important Note:			
	This delegation is subject to the following conditions :-			
	(a) All financial powers upto the level of HOD of Govt. of India shall be exercised by the Director General, CIPET.			
	(b) The due procedures as per the relevant rules, regulations and manuals of CIPET shall be followed while exercising the powers where no rules on the subject exist in CIPET, relevant rules of Government of India i.e. GFR, DFR, FR & SR			
14	Deleted Items			
14.1	Permission to employees to render outside services	Deleted as not applicable to CIPET		



S.No	Nature of Power	Powers delegated to DG (Revised - August, 2018)	Powers delegated to Centre Heads* / Director (PAF) - HO (Revised - August, 2018)	Remarks
14.2	Officiating arrangements in regard to vacancies which last for more than a month	Deleted.		
14.3	Grant of Festival advance	Deleted as per 7th Pay Commission recommendation		
14.4	Grant of advance of pay	Deleted as per 7th Pay Commission recommendation		
14.5	Grant of dual charge allowance to employees for performing duties of similarly graded or higher post in addition to his own.	Deleted as dual charge allowance is not applicable to CIPET		
14.6	Sanction of posts on workcharged establishments	Deleted as not applicable to CIPET		
14.7	Dates of disbursement of salaries	Deleted.		
14.8	To declare the holidays for the Institute and to fix the working hours of the Institute	Deleted.		
* Centre Heads refer to the Head of the Centre in the Pay Matrix 13 and above as per Seventh Pay Commission.				

