

**CSIR-INDIAN INSTITUTE OF TOXICOLOGY RESEARCH
VISHVIGYAN BHAWAN, 31, MAHATMA GANDHI MARG, LUCKNOW**

No: IITR/GEN/DELIGATION/2022

Dated – 02.01.2023

OFFICE MEMORANDUM

Subject: Delegation of Administrative & Financial powers/responsibilities –reg

Ref :- CSIR OM IITR/GEN/DELIGATION202/2 dated 09.12.2022.

In addition to this office OM dated 09.12.2022, the Director, CSIR-IITR, Lucknow has been pleased to approve the following delegation of Administrative & Financial powers/responsibilities to the concerned officers and scientists, in addition to their existing assigned duties for the smooth functioning of CSIR-IITR with immediate effect, as per details given below :-

Delegation of Administrative & Financial Powers


Nature of powers/responsibilities	Name/Designation of the officer to whom the powers/responsibilities delegated
<p>1. <u>Sanction of Tour & LTC & Controlling Officer for signing of TA/LTC Bills (SR 191)</u></p> <ul style="list-style-type: none">➤ Sanction of Tour & LTC and Controlling Officer for signing in TA/LTC Bill claims of Chief Scientists.➤ Sanction of Tour & LTC and Controlling Officer for signing in TA/LTC Bill claims upto Sr. Pr. Scientists & COA/SPO/AO/FAO in the pay level-11 and above.➤ Sanction of Tour of all Technical Staff & LTC and Controlling Officer for signing in TA/LTC Bill claims of all Technical Officers in the pay level-11 & above.➤ Sanction of Tour & LTC and Controlling Officer for signing in TA/LTC Bill claims of all other Administrative Staff, Technical, Isolated & Support Staff in the pay level-10 & below.➤ Settlement of all TA/LTC Bills of all Staff (i.e. Scientific, Technical, Administrative) <p>All other powers related to for serving employees and Pensioners are vested in Director as per instructions issued by CSIR from time to time.</p>	<p>Director</p> <p>Dr. N. Manickam, Chief Scientist</p> <p>Dr. V. P. Sharma, Chief Scientist</p> <p>COA/ Head of the Office (In absence of the above senior most AO)</p> <p>COA/ Head of the Office (In absence of above senior most AO)</p>


21/1/23

<p>2. <u>Guest House Booking</u></p> <ul style="list-style-type: none"> ➤ Approval for Booking of VIP Room No. D-II ➤ Approval for Booking of Room No. S-I, S-II, D-I <p>All the other powers related to above are vested in Director, as per instructions on the subject issued by Gol/CSIR from time to time.</p>	<p>Dr. Yogeshwar Shukla, Chief Scientist</p> <p>COA/ Head of the Office (In absence of above senior most AO)</p>
<p>3. <u>Staff Car</u></p> <ul style="list-style-type: none"> ➤ Approval for official use of Staff Car for Official Tour within the Municipal Limits. ➤ Approval for official use of Staff Car for Official Tour outside the Municipal Limits, in exceptional cases. <p>All the other powers related to above are vested in Director, as per instructions on the subject issued by Gol/CSIR from time to time.</p>	<p>COA/ Head of the Office (In absence of above senior most AO)</p> <p>Director</p>
<p>4. <u>Staff Quarter Allotment</u></p> <ul style="list-style-type: none"> ➤ Forwarding of routine requests/applications for staff quarters/hostel allotment from regular staff/project staff /JRF/SRF to CSIR-NBRI, CSIR-CDRI. ➤ Approval for HRA payment/deductions, and matters related to recovery License fee etc. <p>All other powers related to request for change of staff quarters, out of turn allotment etc. are vested in Director as per instructions issued by CSIR, from time to time.</p>	<p>COA/ Head of the Office (In absence of above senior most AO)</p>
<p>5. <u>Medical facilities & reimbursement Bills</u></p> <ul style="list-style-type: none"> ➤ Approval for reimbursement of Medical claims upto Rs 2000 of OPD and Rs 5000 for IPD ➤ Approval for reimbursement of Medical claims of Serving employees/Pensioners upto Rs 2 Lakh ➤ Approval for reimbursement of Medical claims of Serving employees/Pensioners above Rs 2 Lakh <p>All other powers related to Medical permission/treatment/emergency case/ reimbursement etc. for serving employees and pensioners are vested in Director as per instructions issued by Gol/CSIR/CSIR-IITR from time to time.</p>	<p>COA/ Head of the Office (In absence of above senior most AO)</p> <p>Sh. Nikhil Garg, Chief Scientist (pre-audit from Finance Division)</p> <p>Director (pre-audit from Finance Division)</p>

<p>6. <u>Processing of Taxi Bills</u></p> <p>➤ Financial Approval of Rs 50000 and below from the Project Heads for a single event.</p> <p>➤ Financial Approval of Rs 50000 and below from the Budget Head P-04 for a single event.</p> <p>All the other powers related to above are vested in Director, as per instructions on the subject issued by Gol/CSIR from time to time.</p>	<p>With the recommendation of Project Leaders/PIs respective Area Coordinators.</p> <p>COA/ Head of the Office (In absence of above senior most AO)</p>
<p>7. <u>Processing of Reimbursement claims of News Paper, Telephone, postage charges etc.</u></p> <p>➤ Financial Approval of Rs 50000 and below from the Budget Head P-04.</p> <p>All the other powers related to above are vested in Director, as per instructions on the subject issued by Gol/CSIR from time to time.</p>	<p>COA/ Head of the Office (In absence of above senior most AO)</p>
<p>8. <u>Processing of Reimbursement of Children Education Allowance (CEA).</u></p> <p>➤ Financial Approval from the respective Budget Head P-03.</p> <p>All other powers related to above are vested in Director as per instructions issued by CSIR from time to time.</p>	<p>COA/ Head of the Office (In absence of above senior most AO)</p>
<p>9. <u>Processing of Departmental Canteen Bills</u></p> <p>➤ Financial Approval of Rs 50000 and below from the Project Heads for a single event.</p> <p>➤ Financial Approval of Rs 50000 and below from the Budget Head P-04 for a single event.</p> <p>All the other powers related to above are vested in Director, as per instructions on the subject issued by Gol/CSIR from time to time.</p>	<p>With the recommendation of Project Leaders/PIs respective Area Coordinators.</p> <p>COA/ Head of the Office (In absence of above senior most AO)</p>

Except the delegation of powers/responsibilities notified vide this office OM of even no. dated 09.12.2022 & the above, all other financial and administrative powers/responsibilities on the related matters shall vest with the Director, CSIR-IITR.


(L.N. Pandey)
Section Officer

Copy to:

1. All concerned Scientists/officers.
2. PPS to Director
3. All staff via e-mail
4. IT Cell to upload on Intranet

***Hindi Version will follow ***