

Centre for Development of Advanced Computing

Powers of Director General (DG)

Sr. No.	Subject Matter	Director General (DG)
1.	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables / semi-consumables including fabrication of equipment.	Full Powers upto Rs. 100 lacs.
2.	Operational Expenses / Contingent Expenditure / Statutory Payments such as power, fuel, communication, rent, water, taxes, printing, stationery, books, journals, newspapers, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities, entertainment and special events.	Full Powers
3.	Publicity & Advertising	Full Powers
4.	Promotional Sponsorships	Full Powers
5.	Construction of building	Up to Rs. 100 lacs
6.	Repairs and Maintenance of Civil Work including electrical fittings / installation	Full powers upto Rs. 50 lacs..
7.	Power to create contract posts in pay scales other than regular posts which do not require approval / clearance of ACC.	Full Powers.
8.	Power to create posts on consolidated salary for projects / self supporting activities of the institution.	Full Powers
9.	Power to create posts of temporary duration -such as Research Associates, Visiting Software Engineers, Visiting Programmers, Trainees, Technical Associates, Consultants, etc.	Full Powers
10.	Approving signing of MOUs / Contract agreement with foreign parties for achievement of objectives of the society	Full powers - Where situation / time constraints demand with reporting to Chairman, CC and

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		Chairman, GC immediately thereafter.
11.	Opening new Units or offices of the Society at new locations.	Full Power – Cells or marketing offices.
12.	Approval for deputing staff members <u>(Except DG himself)</u>	<p>Full Powers Subject to DIT conditions that such tours are:</p> <p>(a) an integral part of a project duly approved by the Governing Council of the Society.</p> <p>(b) To be undertaken as a part of an MOU/Agreement signed by Societies with other organizations where there is no budgetary commitment of the DIT.</p> <p>(c) A provision in the budget exists for undertaking such a tour;</p> <p>(d) For attending seminars / training abroad having direct relevance to the functions of the individual officer. This will, however, be subjected to orders issued by the Government of India from time to time.</p> <p><u>To report quarterly to Group and ABC Division on tours undertaken with expenditure incurred</u></p>
13.	To permit undertaking of assignments abroad without involving the society's funds	Full powers – In respect of Officers in the grade up to Rs.16400.
14.	Re-appropriation of funds outside major head viz. from Capital to Revenue etc.	Full powers limited to 25% of specific provision
15.	Re-appropriation of funds within each category viz. Capital, Revenue etc.	Full powers within the overall position in the budget / project estimates
16.	Disposal of unserviceable and obsolete stores including office equipments, materials, and furniture etc. and approve their mode of disposal/ write-off.	Full powers when depreciated value is below Rs. 50 lacs.
17.	Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers where depreciated value of each item does not exceed Rs.2 lacs.

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18.	Write off of losses not due to theft, fraud or negligence of individuals.	Full Powers where depreciated value does not exceed Rs. 10 lacs in a year and reporting to CC.
19.	Write-off /Waiver of losses / recoveries	Full Powers where depreciated value does not exceed Rs. 10 lacs.
20.	To depute employees for full time training in India.	Full powers
21.	Approve policies to set up joint ventures, alliances and such other mechanisms as to fully exploit and develop markets for technologies / products developed by the Society.	Full powers – With reporting to CC.
22.	Approve commencing joint ventures, alliances and business with foreign agencies.	Full Powers in in case of exigencies, with reporting to Chairman, CC.
23.	Approve policies to institute stipends, scholarships, associate-ships and fellowships to outstanding students and researchers in the areas of interest to the Society.	Full powers.
24.	Grant of higher pay / additional increments on appointment / promotion	Full powers –for staff in the -grade up to Rs.16,400 - 20,000 as per relevant Rules.
25.	Purchase of Vehicle <u>s</u> for office	Full powers up to Rs.100 lakhs.
26.	Condemnation of Vehicle <u>s</u>	Full powers.
27.	Recurring contingent expenditure not specifically covered under the powers of DG.	Up to Rs 5 lacs
28.	Approve Single Tender / Single quotation in respect of proprietary items or specified brand goods or specialist works in case of electrical, civil and horticulture work.	Full Powers upto Rs. 25 lacs. <u>(Report cases to CC of values over Rs. 5 lacs)</u>
29.	Cash Purchases	Upto Rs.50,000

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30.	Deputing employees for short-term and specialized Training / Courses in India and Sanctioning of TA/DA etc. as admissible under the rules.	Full Powers.
31.	Declaring an officer as Controlling Officer for purpose of T. A., Medical, other claims including for counter-signing of these claims.	Full Powers.
32.	Abolition of Posts	Full Powers in respect of posts created under his powers.
33.	To make appointments against sanctioned posts in Group A, B, C and D.	Full Powers.
34.	Probation Completion/ Extension and resignations.	Full Powers
35.	Promotions	Full Powers as per relevant Rules.
36.	Disciplinary Powers including termination of service	As per Bye-laws
37.	Sanctioning Leave	Full Powers. (Chairman, CC in respect of DG for periods exceeding 7 days EL or CL at a time.)
38.	Approve deputation of employees to other organizations or approve nomination of employees to committees constituted by other organizations.	Full Powers
39.	To finalise the professional bodies for membership, Nominating authorized spokes-person, Permitting member to publish book.	Full Powers.
40.	Grant of Honorarium to visiting faculty, external experts, Council, TAC members etc.	Full Powers.
41.	Sanction of Office and residential telephone, Internet and mobile phone facility.	Full Powers.
42.	Sanction of leased accommodation facility.	Full Powers.

Sr. No.	Subject Matter	Director General (DG)
43.	Sanction of hire or repair of office equipments, furniture and fixtures, coolers / Air-conditioners, heaters, conveyance, PCs and such other items.	Full powers upto Rs. 50 lacs.
44.	Sanction of expenditure on entertainment and hospitality	Full Powers.
45.	Payment of rent towards accommodation for office, godowns, guesthouses, residential purposes etc.	Full Powers
46.	Sanction reimbursement of conveyance/ hire charges incurred for official purposes.	Full Powers
47.	Authorization of signatories to Bank Accounts and Documents	Full Powers.
48.	Upkeep and Maintenance of Centre's Campus.	Full Powers upto Rs. 50 Lacs.
49.	Award Contracts towards hiring of services for Pantry / Canteen / Security Services / Cleaning Services / Transport, etc.	Full Powers.
50.	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers.
51.	To authorize officers and staff to travel on official tours by a class mode to which they are not entitled under T. A. rules.	Full Powers.
52.	Sanctioning Tours within India, advance of TA/ DA for himself and all staff members.	Full Powers.
53.	Sanctioning Advance and claims LTC, HBA, TA/ DA, Medical Reimbursements.	Full Powers.
54.	Waiving normal stipulations with respect to medical reimbursements.	Full Powers – (In case of DG, to be taken up to Chairman, CC).
55.	To invest the funds of the Society in any public financial institution/scheduled banks, any other Government securities on long-term basis.	Full powers.

Sr. No.	Subject Matter	Director General (DG)
56.	Incurring of Expenditure on Workshops / Exhibitions / Conferences / Seminars etc.	Full Powers up to Rs. 50 lacs.
57.	To execute all agreements, contracts, MoUs etc. on behalf of the Society except those between himself and the Society.	Full Powers with respect to the institution.
58.	To constitute various Committees / sub-Committees comprising of internal/ _external members for effective functioning of the Society	Full Powers.

Notes:

- 1 Delegation of Powers -to Centres not headed by Executive Directors shall be done by DG separately from time to time to the extent needed and found appropriate.
- 2 Powers to be exercised in accordance with Rules & Procedures prescribed from time to time.

Centre for Development of Advanced Computing

Powers of Executive Directors

Sr. No.	Subject Matter	Executive Director (ED)
1.	Repairs and Maintenance including Civil Work electrical fittings / installation	Full powers upto Rs.25 lacs and up to Rs.50 lacs on recommendations of a Screening Committee constituted locally.
2.	Operational Expenses / Contingent Expenditure / Statutory Payments such as power, fuel, communication, rent, water, taxes, printing, stationery, books, journals, newspapers, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities, entertainment and special events.	Full Powers
3.	Publicity & Advertising	Full powers upto Rs. 25 lacs and up to Rs. 50 lacs on recommendations of a Screening Committee constituted locally.
4.	Promotional Sponsorships	Full Powers limited to Rs.5 lacs in a year.
5.	Construction of building	Up to Rs. 25 lacs and up to Rs. 50 lacs on recommendations of a Screening Committee constituted locally.
6.	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables /semi-consumables including fabrication of equipment.	Full Powers upto Rs.25 lacs and up to Rs.50 lacs on recommendations of a Screening Committee constituted locally.
7.	Power to create posts on consolidated salary for projects / self-supporting activities of the institution.	Full Powers for the duration of the Project, but not exceeding three years.
8.	Power to create posts of temporary duration such as Research Associates, Visiting Software Engineers, Visiting Programmers, Trainees, Technical Associates, Consultants/Advisors, etc. and make appointments on consolidated remuneration.	Full Powers - period to be not more than three years at a time

Sr. No.	Subject Matter	Executive Director (ED)
9.	Re-appropriation of funds outside major head viz. from Capital to Revenue etc.	Full powers limited to 10% of specific provision and to inform DG.
10.	Re-appropriation of funds within each category viz. Capital, Revenue etc.	Full powers up to 25% within the overall position in the budget and to inform DG.
11.	Disposal of unserviceable and obsolete stores including office equipments, materials, and furniture etc. and approve their mode of disposal/ write-off.	Full powers when depreciated value is below Rs. 10 Lacs.
12.	Write off irrecoverable loss due to theft, frauds or negligence of individuals.	Full powers where depreciated value is up to Rs. 25,000/-.
13.	Write off of loss not due to theft, fraud or negligence of individuals.	Full Powers where depreciated value does not exceed Rs. 2 lacs, with reporting to DG.
14.	Write-off /Waiver of losses / recoveries	Full Powers where depreciated value does not exceed Rs. 2 lacs.
15.	To depute employees for full time training in India.	Full powers for officials subordinate to him, for training duration not exceeding 30 days.
16.	Grant of higher pay / additional increments on appointment / promotion	Full powers as per approved procedure for persons where he is the appointing authority. Details of such cases to be reported to DG from time to time.
17.	Purchase of Vehicle for office	Full powers up to Rs.25 <u>lacs</u> .
18.	Condemnation of Vehicle	Full powers up to a depreciated value of Rs.2 lacs.
19.	Recurring contingent expenditure not specifically covered under the	Up to Rs 1 lac

Sr. No.	Subject Matter	Executive Director (ED)
	powers of ED.	
20.	Cash Purchases	Upto Rs.10,000. Cash purchase above Rs 10,000 to Rs. upto Rs.25,000 through Purchase Committee.
21.	Deputing employees for short-term and specialized Training / Courses in India and Sanctioning of TA/DA etc. as admissible under the rules.	Full Powers for officials subordinate except himself.
22.	Declaring an officer as Controlling Officer for purpose of T. A., Medical, other claims including for counter-signing of these claims.	Full Powers
23.	Abolition of Post	Full Powers in respect of posts created under his powers.
24.	To make appointments against sanctioned posts in Group A, B, C and D.	Full Powers where he is the appointing authority. All appointments on merits, on a uniform basis across all C-DAC Centres, in terms of entry criteria, recruitment and selection methodologies and appointment order forms, and terms for grades Rs.8000/- and above.
25.	Probation Completion/ Extension and resignations.	Full Powers
26.	Promotions	Full Powers in respect of members for whom he is the appointing authority.
27.	Disciplinary Powers including termination of service	As per Bye-laws.
28.	Sanctioning Leave	Full Powers. (DG in respect of EDs for periods

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		exceeding 7 days EL or CL at a time.)
29.	(a) Approve deputation of employees to other organizations (b) Approve nomination of employees to committees constituted by other organizations.	(a) Full powers in respect of officials where he is appointing authority. (b) Full powers in respect of officials subordinate to him.
30.	Grant of Honorarium to visiting faculty, external experts, Council, TAC members etc.	Full Powers
31.	Sanction of Office and residential telephone, Internet and mobile phone facility.	Full Powers
32.	Sanction of leased accommodation facility.	Full powers
33.	Sanction of hire of office equipments, furniture and fixtures, coolers / Air-conditioners, heaters, conveyance, PCs and such other items.	Full Powers upto Rs. 10 lacs.
34.	Sanction of expenditure on entertainment and hospitality	Full Powers as per policy and guidelines in force.
35.	Payment of rent towards accommodation for office, godowns, guesthouses, residential purposes etc.	Full Powers in respect of respective Centres/Units.
36.	Sanction reimbursement of conveyance/ hire charges incurred for official purposes.	Full Powers
37.	Authorization of signatories to Bank Accounts and Documents	Full Powers
38.	Award Contracts towards hiring of services for Pantry / Canteen / Security Services / Cleaning Services / Transport, etc.	Full Powers
39.	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers to be reported to DG.
40.	To authorize officers and staff to travel on official tours by a class mode to which they are not entitled under T. A. rules.	Full Powers

Sr. No.	Subject Matter	Executive Director (ED)
41.	Sanctioning Tours within India, advance of TA/ DA for himself and all staff members,	Full Powers
42.	Sanctioning Advance and claims LTC, HBA, TA/ DA, Medical Reimbursements,	Full Powers
43.	Waiving normal stipulations with respect to medical reimbursements	Full Powers – (In case of ED, to be taken up to DG)
44.	To invest the funds of the Society in any public financial institution/scheduled banks, any other Government securities on long-term basis.	Full Powers – To be reported to DG on a quarterly basis.
45.	Incurring of Expenditure on Workshops / Exhibitions / Conferences / Seminars etc.	Full powers up to Rs 15 lacs-
46.	To approve agreements, contracts, MoUs etc. on behalf of the Centre except those between himself and the Society.	Full powers limited to the financial authority vested in him.
47.	Signing of MOUs / Agreements / Contracts	Full powers on approval by Competent Authority.

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- 4 Powers to be exercised in accordance with Rules & Procedures prescribed from time to time.