

National Institute of Solar Energy

Delegation of Administrative and Financial Powers

As approved in the

Second Meeting of the Governing Council

held on

25th November, 2014

(Refer Agenda Item No.2.08 and Minutes of the meeting)

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 up to Rs. 2.0 crore at a time. Subject to following the relevant provisions of GFR 2005
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. Subject to following the relevant provisions of GFR 2005
3.	Publicity & Advertising	Full Powers Subject to following the relevant provisions of GFR 2005
4.	Promotional Sponsorships	Full Powers Subject to following the relevant provisions of GFR 2005
5.	Construction of building	Up to Rs. 1.0 crore at a time Subject to following the relevant provisions of GFR 2005
6.	Repairs and Maintenance of Civil Work including electrical fittings / installation	Full powers up to Rs. 50 lack at a time Subject to following the relevant provisions of GFR 2005
7.	Power to create contract posts in pay scales other than regular posts which do not require approval / clearance of ACC.	Full Powers. With the prior approval of the Administrative Ministry through FC
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. With the recommendation of the FC.
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 President , GC immediately thereafter. As per provisions of the bye-laws of the society – subject to following the relevant rules/regulations on the subject.
11.	Opening new Units or offices of the Society at new locations.	With the prior approval of the FC/GC
12.	Approval for deputing staff members (Except DG himself)	For Group A posts - Full Powers to President, GC and for Group B,C,D posts full powers to DG (Subject to instructions/ orders issued by the Government of India from time to time.)

Sr. No.	Subject Matter	(Director General DG)
13.	To permit undertaking of assignments abroad without involving the society's funds	For Group A posts - upto GP of Rs. 7600 . Beyond that to President GC. (Subject to instructions/ orders issued by the Government of India from time to time.)
14.	Deleted	
15.	Deleted	
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. Subject to following the relevant provisions of GFR 2005
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. Subject to following the relevant provisions of GFR 2005
18.	Write off 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 GC Subject to following the relevant provisions of GFR 2005
19.	Write-off /Waiver of losses / recoveries	Full Powers where depreciated value does not exceed Rs. 10 lacs. Subject to following the relevant provisions of GFR 2005
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 GC. Subject to following the relevant rules / instructions issued by Gol from time to time on the subject
22.	Approve commencing joint ventures, alliances and business with foreign agencies	Full Powers reporting to President Subject to following the relevant rules / instructions issued by Gol from time to time on the subject
23.	Approve policies to institute stipends, scholarships, associate-ships and fellowships to outstanding students and researchers in the areas of interest to the Society.	As approved by GC. Existing designation of JRF/SRF/RA to be renamed as Junior Research Scientist; Research Scientist; Senior Research Scientist.
24.	Grant of higher pay / additional increments on appointment /promotion	Full powers –for staff in the GP up to Rs. 7600 with the prior approval of Central Government.
25.	Purchase of Vehicles for office	Full powers up to Rs. 1.0 crore. With the concurrence Of Chairman, FC
26.	Condemnation of Vehicles	Full powers. . With the concurrence Of Chairman, FC
27	Recurring contingent expenditure not specifically covered under Powers of DG	Up to Rs 5 lacsat a time

Sr. No.	Subject Matter	(Director General DG)
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. (Report cases to EC). Subject to following the relevant provisions of GFR 2005
29.	Cash Purchases	Up to Rs. 50,000/ at a time
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.	For Group A posts - Full Powers to President,GC and for Group B,C,D posts full powers to DG(as per RRs)
34.	Probation Completion/ Extension and resignations.	For Group A posts - Full Powers to President,GC and for Group B,C,D posts full powers to DG(as per RRs)
35.	Promotions	For Group A posts - Full Powers to President,GC and for Group B,C,D posts full powers to DG(as per RRs)
36.	Disciplinary Powers including termination of service	As per Bye-laws
37.	Sanctioning Leave	Full Powers. (President 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 finalize 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. (as per extant GOI rules)
41.	Sanction of Office and residential telephone, Internet and mobile phone facility.	Full Powers. (as per extant GOI rules)
42.	Sanction of leased accommodation facility.	Full Powers. (as per extant GOI rules)
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.(as per extant GOI rules)
44.	Sanction of expenditure on entertainment and hospitality	Full Powers. Subject to economy instructions issued by GoI from time to time.

Sr. No.	Subject Matter	Director General (DG)
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 up to Rs. 50 Lack at a time
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 Subject to following the relevant provisions of GFR 2005 and concurrence of Chairman FC
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 President ,GC) Subject to following the instructions / orders issued by Gol(Ministry of Health) from time to time on the subject.
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. With the prior approval of FC/GC
56.	Incurring of Expenditure on Workshops / Exhibitions /Conferences / Seminars etc.	Full Powers up to Rs. 50 lacs. Subject to economy instructions issued by Gol from time to time.
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.



राष्ट्रीय सौर ऊर्जा संस्थान
(नवीन और नवीकरणीय ऊर्जा मंत्रालय, भारत सरकार का स्वायत्त संस्थान)
National Institute of Solar Energy
(An Autonomous Institute of Ministry of New and Renewable Energy, Govt. of India)
गुरुग्राम - फरीदाबाद रोड, ग्वाल पहाड़ी, गुरुग्राम - 122003, हरियाणा, भारत
Gurugram-Faridabad Road, Gwal Pahari, Gurugram - 122003, Haryana, India

No. A-04/008/2023-Admin/GC/AGM/NISE/245

Date: 11.01.2024

OFFICE ORDER

In pursuance of approved agenda item no. 11.0 by the Governing Council (GC), NISE in its 14th GC meeting held on 14.12.2023, the revised delegation of administrative and financial power of Deputy Director General (DDG) is hereby accorded as per details given in Annexure-I attached with this order.

This order is implemented w.e.f. 11.01.2024.


(Rahul Kumar)
Administrative Officer

Copy to: -

1. All Regular Officers.
2. DG-NISE for kind information.
3. Finance & Account Division.
3. PD, MNRE.
4. Guard File.



**Delegation of Administrative & Financial
Powers of Dy. Director Generals of NISE
(Effected from 11.01.2024)**

Sr. No	Subject Matter	Power
1.	Repairs and Maintenance of Civil Work including electrical fittings / installation	Full powers up to Rs. 25 lakhs at a time to DDG (Technical) having charge of Administration. Subject to following the relevant provisions of GFR 2017.
2.	Operational Expenses / Contingent Expenditure	Full powers up to Rs. 25 lakhs at a time to respective DDG (Technical) in respect of their divisions.
3.	Promotional Sponsorships	Full powers up to Rs. 5 lakhs at a time to respective DDG (Technical) in respect of their divisions subject to following the relevant provisions of GFR 2017.
4.	Construction of building	Up to Rs. 25 lakhs at a time to DDG (Technical) having charge of Administration subject to following the relevant provisions of GFR 2017.
5.	Purchase of Indian / Foreign made Goods (including equipment, software, Journals, Standards, Books, and all types of consumables) and Services.	Full powers up to Rs. 25 lakhs at a time to respective DDG (Technical) in respect of their divisions. Subject to following the relevant provisions of GFR 2017.
6.	Deleted	
7.	Disposal of unserviceable and obsolete stores including office equipment, materials, and furniture etc. and approve their mode of disposal / write-off.	Full powers when depreciated value is below Rs. 1 lakh to DDG (Technical) having charge of Administration. Subject to following the relevant provisions of GFR 2017.
8.	Deleted	
9.	Deleted	
10.	To depute employees for full time training in India.	Deleted (as NISE has no Group C & D posts)
11.	Recurring contingent expenditure	Up to Rs. 5 lakhs at a time to respective DDG (Technical) in respect of their divisions.
12.	Cash Purchases	To respective DDG (Technical) in respect of their divisions up to Rs. 25,000 and Cash purchase above Rs. 25,000 to up to Rs. 2,50,000/- through Local Purchase Committee at a time as per Rule 155 of GFR 2017.
13.	Deputing employees for short-term and specialized Training / Courses in India and Sanctioning of TA/DA etc. as admissible under the rules.	Deleted (because it is same as Sr. 10)
14.	Sanctioning of all kinds of Leave in India or abroad	Full powers to respective DDG (Technical) in respect of their divisions except for self. (DG in respect of DDGs)



Sr. No	Subject Matter	Power
15.	Sanction of hire or repair of office equipment, furniture and fixtures, coolers / Air-conditioners, heaters, conveyance, PCs and such other items.	Full powers up to Rs. 10 lakhs to respective DDG (Technical) in respect of their divisions. Subject to following the relevant provisions of GFR 2017.
16.	Sanction reimbursement of conveyance / hire charges incurred for official purposes.	Full powers to respective DDG (Technical) in respect of their divisions.
17.	Approval to return EMD and Performance Bank Guarantee	Full powers to respective DDG (Technical) in respect of their divisions.
18.	NOC for Passport and VISA	Full powers to DDG (Technical) having charge of Administration.
19.	Approval to forward letter for Police Verification of character and Antecedent and Caste Certificate to DM	Full powers to DDG (Technical) having charge of Administration.
20.	Approval to issue Experience Certificates and NOC for forwarding applications for outside Employment	Full Powers to DDG (Technical) having charge of Administration.
21.	Sanction of reimbursement of Newspaper expenditure, office and residential telephone, internet and mobile phone facility, Children Education Allowance etc..	Full powers to DDG (Technical) having charge of Administration. (As per extant Gol rules adopted by NISE).
22.	Grant of honorarium to visiting faculty, External experts, Governing Council, TAC members etc.	Full powers to respective DDG (Technical) in respect of their divisions (As per extant Gol rules adopted by NISE).
23.	Sanction of payment of salary to regular staff, remuneration to Sr. Consultants, Consultants, project staff, Contractual staff, out sourced staff and such other staff.	Full powers to DDG (Technical) having charge of Administration (As per entitlement/remuneration approved by competent authority).
24.	Sanction of Statutory Payments such as GST, Taxes, TDS etc	Full powers to DDG (Technical) having charge of Administration.
25.	Sanction of Electricity bill payments, Internet and Telephone connection payments to BSNL	Full powers to DDG (Technical) having charge of Administration.
26.	General powers of Head of Office	All powers of Head of Office to DDG (Technical) having charge of Administration.
27.	Controlling Officer for the purpose of TA/DA Claims	Full powers to respective DDG (Technical) for staff working under their divisions.

Above mentioned delegation of administrative and financial powers (DoP) are approved in the meeting of 14th Governing Council of NISE held on 14th December 2023 at 7th Floor, Atal Akshay Urja Bhawan, MNRE, New Delhi-110003.