

Schedule II**Powers delegated to the Chairman/Secretary of Agricultural Scientists' Recruitment Board (approved by GB at its meeting held on 16 January 1975)**

S.No.	Nature of power	Extent of power delegated to	
		The Chairman ASRB	The Secretary ASRB
1.	Expenditure sanction of a miscellaneous & contingent nature	(a) Recurrings up to Rs 1,000 per annum in each case	(a) Recurring up to Rs 500 per annum in each case
2.	Sanctioning of advances for authorised contingent expenditure	(b) Non-recurring up to Rs 5,000 in each case	(b) Non-recurring up to Rs 3,000 in each case
3.	Write-off losses	(i) Rs 1,000 in each case of losses of stores or funds of the Society not due to theft, fraud or negligence (ii) Rs 1,000 for other cases in each case	
4.	Grant of leave to officers and other staff in the service of the ASRB	The powers vested in the Head of Department	Grant of leave to officers corresponding to Class II Gazetted Officers
5.	Sanction of undertaking of work for which fee is offered and the acceptance of a fee	Full power up to a maximum of Rs 1,200 in each case. In the case of recurring fees the limit applies to the total of recurring payments made to an individual in a year.	
6.	Sanction to the undertaking of work for which an honorarium is offered and the grant of acceptance of an honorarium	Full power up to a maximum of Rs 500 in each case. In the case of recurring honoraria this limit applies to the total of recurring payments to be made to	

Headings

	an individual in a year	
7. Sanctioning of tours	Full in respect of members of ASRB, Secretary and Under Secretary, ASRB PS including himself	Officers of lower rank than Under-secretary and all gazetted scale of pay
8. Sanctioning of TA advances for approved tours.	Same powers as for sanctioning tours.	
9. Passing of Bills for pay, TA & other allowances for Headquarters staff	-	Full
10. Passing of bills for Contingent expenditure already sanctioned	-	Full
11. Passing and countersigning TA bills of non-officials and officials (where TA is payable for meeting convened by ASRB)	-	Full
12. To sanction air-travel to non-officials/advisers on the selection committees (where TA is payable for meetings convened by ASRB)	Authorized to allow air-travel to non-official advisers subject to the conditions prescribed by ICAR from time to time	
13. To sanction road mileage on higher rates to non-official/official advisers (where TA is payable for meeting convened by ASRB)	Full powers in respect of non official/official advisers on the Selection Committee constituted by the ASRB to the extent permissible in accordance with guidelines contained in ICAR circular No. 10-8/83-Cdn(A&A) dated 13.7.1983 as amended from time to time	
14. To make payment of honorarium to non-official/ official advisers, as per norms followed by the UPSC	Full powers subject to the conditions that the honorarium is paid to the non-official/ official advisers on the Selection Committee of the ASRB as per norms and rates prescribed by the ICAR from time to time	

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| 15. To decide rates of remuneration to paper setters, evaluators, etc. in connection with exams conducted by ASRB | Full powers provided the rates prescribed do not exceed the rates prescribed by the UPSC for the similar purpose from time to time |
| 16. Conveyance hire in respect of employees working in ASRB | Full powers to the extent mentioned in column 4 against item 3 of Schedule V of Govt of India Delegation of Financial Powers Rules 1978 |
| 17. Local purchase of stationery stores | Full subject to Budgetary provisions and office procedure for purchases after observing all the rules without making any relaxation/ exception as ASRB as since been declared as a separate unit |
| 18. Local purchase of rubber stamps, office seals | Full powers |
| 19. Hire of type-writers, calculating machines and duplicating machines | Full powers provided non-availability of the machines has been certified by the concerned Dy Secretary at ICAR Headquarters that the machines are not available and the same are hired by strictly following the general or special orders issued by the Council/ Govt. of India from time to time |
| 20. Power to sanction re-imbusement of 'cancellation charges' on unused
(i) Railway ticket and
(ii) Air ticket in respect of official/non-official advisers on the Selection Committee | Full powers subject to observing guidelines/instructions of the Council/ Govt. of India |
| 21. Power to incur expenditure of contingent and miscellaneous nature | Full powers subject to observance of instructions of the Council/ Govt. of India on each item of expenditure |
| 22. Power to purchase stores | Full powers provided the purchase is made as per budget provisions and by following the prescribed procedure of the Council/ Govt. of India and all the articles are entered in the stock register as per established procedure |
| 23. Engagement of casual labourers for job contract | Full powers provided non-availability of casual labourers is certified by the Dy Secretary |

		concerned at ICAR Headquarters and that necessity, the number of labourers, and the period for their engagement is decided with the prior approval of the Council
24. Power to incur expenditure on serving light refreshment		Full powers subject to conditions that the expenditure is incurred within the rates prescribed by the Council from time to time and that the light refreshment is served in accordance with instructions in vogue from time to time
25. Powers to the rate of remuneration of paper-setters, evaluators, etc.in connection with examinations conducted by ASRB	2	Full powers provided the rates have been approved by chairman, ASRB, and that the work was assigned with the approval of the competent authority.
26. To sanction expenditure on advertisements through Directorate of Audio and Visual Publicity	9	Full subject to the conditions that the decision to get the particular matter advertised has been taken at appropriate levels
27. To allow non-official members to travel in AC I Class	Full	Delegated by DG ICAR vide O.O. No.6 (2)91-Cdn (A&A) dt. 19.12.1994
28. To sanction Air Travel to non-official members who are attending the Boards meetings by economy class/private Airlines	Full	Subject to fulfillment of GOI/Council's instructions (ICAR no/6-2/2004/CDN (A&A) dt 31.3.05
29. To permit air travel to non-entitled officers of ASRB	Full	Delegated by DG ICAR vide o/o No 6-2/97 Cdn (A&A) dt 19.11.2001
30. Sanctioning expenditure on repairs and renovation works	Upto Rs. 75.00 lakh	Subject to the budgetary provisions and general instructions/ conditions issued form time to time by GOI/ICAR. The proposals for such works costing more than Rs. 5.00 lakh be got vetted by the Director (works) (ICAR 0/0-6-2/2004-Cdn (A&A) dt 24.3.04)

Annexure 1 to Schedule II

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 10(4)/89-Cdn (A&A)**Dated the 15th December 1994****OFFICE ORDER**

Considering that operation of Bank Account is necessary for the Agricultural Scientists' Recruitment Board, in view of its functioning and the heavy amount involved, it has been decided with the approval of Director-General, Indian Council of Agricultural Research, that Agricultural Scientists' Recruitment Board would function as a separate accounting unit with effect from 1.1.1995. The unit has to maintain the necessary records such as Cash book, Bank Reconciliation Statement, etc, as required under the rules. Secretary, Agricultural Scientists' Recruitment Board may arrange the distribution of work among different officers/staff. Necessary orders for posting of one Assistant and one Lower Division Clerk as decided in the meeting have already ^{cc} issued by the Administration. With regard to allocation of budget from the budget allocation made for 1994-95 for the Indian Council of Agricultural Research including Agricultural Scientists' Recruitment Board, separate orders are being issued.

^{Post} Ex parte approval of Director-General, Indian Council of Agricultural Research, is also conveyed for the opening of a Bank Account and its operation by Agricultural Scientists' Recruitment Board

Sd/-
(P.K. DUTT)
Section Officer
CDN (A&A) Sec.

Annexure 2 to Schedule II

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 6(2)/91-Cdn (A&A)**Dated the 19 December 1994****OFFICE ORDER**

Attention is invited to the Council's letter No. 10(4)/89-Cdn (A&A) dated the 13/26th June 1990, under which Rules for TA/DA to officials and non-officials for attending the meetings of the ICAR and its committees etc. were circulated.

In view of the provisions of Bye-law 9 (i) of the Bye-laws of the ICAR, the Director-General has been pleased to delegate the powers to the Chairman, Agricultural Scientists' Recruitment Board, to allow the non-official members to travel in AC I Class.

Sd/-
(B.L. JANGIRA)
Dy. Director (Finance)

Annexure 3 to Schedule II

INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAVAN, NEW DELHI

F.No. 10(4)/91-Cdn (A&A)

Dated the 23 December 1994

OFFICE ORDER

In continuation of this Council's Office Order of even number dated the 15th December 1994 regarding separation of Agricultural Scientists' Recruitment Board for accounting purposes with effect from 1.1.1995, the undersigned is also directed to convey the approval of the competent authority that the work of Scholarships/Fellowships, etc. of the Education Division, which is presently looked after by Assistant Finance & Accounts Officer, Agricultural Scientists' Recruitment Board, will be looked after by the Finance & Accounts Officer, National Agricultural Research Project. Krishi Anusandhan Bhavan, with effect from 1.1.1995.

Sd/-
(B.L. JANGIRA)
Dy Director (Finance)