

DECISION MAKING PROCESS/DELEGATION OF POWERS

The procedure followed to take a decision on various matters is in accordance with the rules and regulations governing the subject matter that are under consideration. In order to arrive at a particular decision for important matters, the Research Council of CSMCRI gives direction of the R&D activities to be conducted by the Laboratory. Such R&D activities of the laboratory are managed by the Director with the advice and a Management Council constituted for managing the affairs of the laboratory.

1.	Regarding R&D Activities, Each discipline/area at CSMCRI has a Divisional Chair (DC) who normally takes a decision in process making, in consultation with the Director. DCs also supervise the R&D activity in their discipline. The individual Scientific/Technical/Supporting Staff in each area report to the corresponding Division Head. The Division heads are accountable to the Director, who in turns reports to the Research and Management Council.
2.	In administration, there are Section Officers for each section who report to Controller of Administration/Administrative Officer. The Director is assisted by a Controller of Administration/Administrative Officer, Controller of Finance & Accounts/Finance & Accounts Officer and Controller of Stores & Purchase/Stores & Purchase Officer who advise the director on all administrative, financial and purchase matters.
3.	Various Internal Committees have been constituted which are bestowed with specific responsibility to address specific problems. These committees give their recommendations to the Director, who takes a final decision.
4.	The final authority in the decision making process rests with the Director and in certain specified matters, the final authority rests with Director General, CSIR (DGSIR), New Delhi. However, certain powers have been delegated to lower functionaries by the Director.
5.	CSMCRI is guided in its activities by its Controlling Authority, i.e. Council of Scientific and Industrial Research (CSIR). Based on its directives, the decisions are taken at Laboratory level by the Head of the Laboratory, i.e. Director.

Personal Matters / Claims:

Sr. No.	Nature of Power	Extent of Power	Authority
1.	Sanction of Medical reimbursement in relaxation of normal rules such as medical treatment in emergencies, time barred claims etc.	Full	Senior-most Scientist, On recommendations of the Medical Welfare Committee
2	Sanction of tours and tour advances/ refund of cancellation charges in case cancellation of tour is in public interest	(1) All staff working in the Scientific Divisions including DCs & Heads of Admin., Stores & Purchase, Finance & Accts. (2) Senior-most Scientist	Senior-most Scientist, after scrutiny by AO and FAO Director, after scrutiny by AO and FAO
3	Air Travel to non-entitled staff in relaxation of Rules.	Full	Director
4.	Sanction of conveyance advance & HBA	Full	Director
5.	To sanction leave due and admissible to members of staff who desire to go abroad on private visits other than for studies/ training or deputation	Full	Director
6.	Inter Discipline transfer of Scientific, Technical and Administrative staff	Full	Director
7.	Inter Sectional transfer of scientific, technical and Administrative staff	Full	Discipline Coordinator concerned
8.	Proposals related to the pay fixation of all the categories of staff which are as per rules and vetted by Finance & Accounts	Full	AO
9.	Tuition Fee and Children Educational Allowance (CEA)	Full	AO
10.	Sanction of CPF/GPF advance	Full	AO
11.	Sanction of CPF/GPF withdrawal & conversion of refundable to non-refundable	Full	COA

12.	Approval for final payment of accumulations in Provident Fund on retirement / resignation	Full	COA
13.	Approval for encashment of leave on retirement / resignation/LTC	Full	COA
14.	Overtime Allowances	(1) For staff for which expenditure is met from project funds. (2) For staff for which expenditure is met from Instt. Funds.	Project Leader COA
15.	Controlling Officer for medical reimbursement claim	(1)Sci. EI & above and Heads of Admin., Accounts, Stores & Purchase (2) All non-gazetted and gazetted staff up to the level of Sci. C or equivalent including Fellows (CSIR JRF/SRF) and Research Associates	Senior-most Scientist AO
16.	Controlling Officer for TA	(1)Sci. EI & above and Heads of Admin., Stores & Purchase and Accounts (2) All non-gazetted and gazetted staff up to the level of Sci. C or equivalent including Fellows/ Project Assistants etc.	Senior-most Scientist AO

17.	Sanctioning authority for LTC	Full	Senior-most Scientist
18.	Controlling Officer for LTC	(1)Sci. EI & above and Heads of Admin., Stores & Purchase and Accounts (2) All non-gazetted and gazetted staff up to the level of Sci. C	Senior-most Scientist AO
19.	Sanction of festival advances (interest bearing and non-interest bearing)	Full	AO
20.	Sanction of casual leave	(1) All staff members other than DCs (Record to be maintained in respective Disciplines) (2) Discipline Coordinators (Record to be maintained in Director's Secretariat)	Discipline Coordinator concerned Director
21.	Sanction of due & admissible Earned Leave, Half Pay Leave, Commuted Leave; Maternity Leave and Paternity Leave	(1) All staff members (except DCs) (2) Discipline Coordinators	Discipline Coordinator concerned Director
	Sanction of due & admissible Study Leave, Extraordinary Leave, Leave Not Due and Child Care Leave	Full	Director
22.	Sanction of special casual leave (Record to be maintained in respective Disciplines)	Full	Senior-most Scientist
23.	Sanction of leave to all project staff (appointed for projects) and to maintain its record.	Full	Project Leader

24.	Sanction of leave to fellows (CSIR JRF/SRF/RA) and to maintain its record.	Full	Research Guide/Supervisor
25.	Acceptance of bonds, surety bonds for deputation, training interest bearing advances	Full	COA
26.	Approve tender advertisement for works and services	Full	EE Civil / Workshop Supdt.
27.	Approve advertisement for regular appointment in newspapers etc.	Full	COA

Transport:

(i) Hiring of Vehicles [Out Station]:

1.	Hiring taxi for official visits in public Interest	Full	AO, on recommendations of the DC/Project Leader concerned
2.	Hiring taxi for official Visitors to CSMCRI	Full	AO, on recommendations of the DC/Project Leader concerned

(ii) Hiring of Vehicles [Local]

1.	Hiring taxi for Official visits in Public Interest connected to project work funded by outside funding agency	Full	AO, on recommendations of the DC/Project Leader concerned
2.	Hiring taxi for official visits in public Interest and the expenditure from Institute Funds	Full	AO, on recommendations of the DC/Project Leader concerned

Recruitments/Appointments:

1.	Approval for appointment / Termination of Project personnel under sponsored Projects	Full	Director
2.	Approval for extension/acceptance of resignation of Project personnel under sponsored Projects	Full	Senior-most Scientist

3.	Release of advertisements/constitution of selection committees/screening of applications/conducting of interviews for appointments in projects.	Full	Project Leader concerned
4.	Acceptance of medical Certificate on first Appointment	Full	AO

Permissions etc.:

1.	To permit undertakings of non-CSIR work for which honorarium/fee/royalty is offered including delivering of lectures, writing books and manuals	Full	Director
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Works & Services

1	Sanction of emergent expenditure under the following budget sub-heads subject to budget provision. P-6 Lab. Building maintenance/ Q-VII staff quarters maintenance.	i) Upto Rs.50,000/- ii) Upto Rs.2 lakhs iii) Above Rs.2 lakhs	E.E. Civil / Workshop Superintendent Chairman, Works Committee Director
2.	Sanction expenditure on purchase of small implements, soil, sand bricks, pesticides for use in the Garden Section under P-6.	Full	AO
3.	Sanction expenditure on maintenance on lift, ACs. exhaust fans and other installations under P-6 and Q-VII.	Full	Workshop Superintendent

Miscellaneous:

1.	Sanction of expenditure towards statutory payments such as Electricity, Telephones (recurring), Property Taxes etc.	Full	AO
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2.	Contingent expenditure for day to day management of office excluding expenditure on items of stores	Rs.30,000/- (Non recurring)	AO/COA
3.	Contingent expenditure for day to day management of office excluding expenditure of items of stores	Full (Non-recurring & Recurring)	Sr. Most Scientist
4.	Miscellaneous expenditure such as refreshments & other than expenditure falling under specific Budget Heads	Full	Sr. Most Scientist
5.	Exercise of the powers vested in the Head of the Institute under CSIR Staff Quarter Allotment Rules 1997	Full	Senior-most Scientist
6.	Sanction expenditure towards Institute's publicity	Full	P.R.O.
7.	Mementos to Dignitaries	Full	Director
8.	Treating official visitors as guests (free boarding, lodging, Travel to & fro) either in the guest house or in a Hotel)	Full	Discipline Coordinator / Project Leader
9.	Approval for official Entertainment / lunch / Dinner / refreshments	Full	Discipline Coordinator / Project Leader
10.	Allotment of Guest House No.1	Full	AO [In consultation with COA wherever necessary]
11.	Allotment of VIP Guest House No.2	Full	Director

Sr. No.	Nature of Power	Extent of Power	Authority
1.	Sanctioning authority and Controlling Officer for Honorarium claims of Non-official members for attending meetings/giving lectures at CSIR-CSMCRI.	Full	Senior Most Scientist
2.	Sanctioning authority and Controlling Officer for TA claims of Non-official members for attending work pertaining to CSIR-CSMCRI.	Full	Senior Most Scientist
3.	Sanction of due & admissible Earned Leave, Half Pay Leave, Commuted Leave, Maternity Leave, Paternity Leave	Full	Senior Most Scientist

	and Casual Leave to all Discipline Coordinators		
4.	Approve proposals for hiring of personnel through “Allied Maintenance & Outsourcing Contract”	Full	Senior Most Scientist