

NATIONAL COUNCIL OF SCIENCE MUSEUMS

Delegation of powers to the Director General, NCSM, Deputy Director General, NCSM and Director of Museum/Centre

Sr. No.	Nature of Power	Power delegated to Director General, NCSM	Power delegated to Deputy Director General, NCSM	Power delegated to Director of Museum/Centre for the respective museum/centre	Remarks
1.	<i>Personnel & Administration</i>				
1.1	Creation of temporary posts on approved scales of pay	to create posts carrying a level of pay of which the maximum does not exceed Pay Matrix Level-13A for a period not exceeding one year and to make ad-hoc appointments thereto.	to create posts carrying Pay Matrix Level-7 for a period not exceeding one year and to make ad-hoc appointments thereto.	(a) to create for a period not exceeding one year, Technical Assistant 'A' or equivalent (Pay Matrix Level-5). (b) to create the post of Office Assistant Grade III (Pay Matrix Level-3) on a purely temporary basis for a project work for which such staff may be absolutely necessary and to make ad-hoc appointment thereto for a period not exceeding one year.	For new projects only, subject to availability of funds by valid appropriation and re-appropriation within the budget provision and in conformity with scale of pay approved in NCSM and subject to reporting to DG, NCSM/the Executive Committee.
1.2	Appointments	to make appointments against sanctioned posts upto Grade 'F' in Pay Matrix Level-13A.	to make appointment against sanctioned posts upto Grade 'D' in Pay Matrix Level-12.	to make appointment against sanctioned posts upto Grade 'C' in Pay Matrix Level-11.	Subject to budget provision and on recommendations of duly constituted Selection Committee.

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1.3	Officiating appointments	to make officiating appointments in the case of all posts for which he is the appointing authority as per clause 1.2 above, in short term vacancy where (i) the duration of the vacancy exceeds 30 days or (ii) the total duration of a continuous chain of vacancies of a shorter period exceeds 60 days.	to make officiating appointments in the case of all posts for which he is the appointing authority as per clause 1.2 above, in short term vacancy where (i) the duration of vacancy exceeds 30 days or (ii) the total duration of a continuous chain of vacancies of shorter period exceeds 60 days.	to make officiating appointments in the case of all posts for which he is the appointing authority as per clause 1.2 above, in short term vacancy where (i) the duration of vacancy exceeds 30 days or (ii) the total duration of a continuous chain of vacancies of shorter period exceeds 60 days.	i)the posts should involve supervisory and managerial and administrative duties; ii)the officiating promotions should be made on the basis of seniority and satisfactory service records of persons in the same line of work, provided they possess the minimum qualifications, (relaxable in special cases for reasons to be recorded in writing) and experience required of the post and considered suitable by the Head of the Organisation to discharge the duties of the higher posts; and iii)the lower chain vacancies consequent on the officiating promotion should not be filled by officiating promotions of the lower categories of staff.
1.4	To make promotions	to make promotions to sanctioned posts upto Grade 'F' in Pay Matrix Level-13A.	to make promotions to sanctioned posts on scales of pay upto Grade 'D' in Pay Matrix Level-12.	to make promotions to sanctioned posts on scales of pay upto Grade 'C' in Pay Matrix Level-11.	Subject to budget provision and on recommendations of duly constituted Selection Committees.

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1.5	a) To grant advance increments	to sanction upto 5 advance increments to a selected candidate at the time of initial appointment by selection upto Grade 'F' in Pay Matrix Level-13A.	to sanction upto 3 advance increments at the time of initial appointment by selection upto Grade 'D' in Pay Matrix Level-12.	to sanction upto 3 advance increments at the time of initial appointment by selection upto Grade 'C' in Pay Matrix Level-11.	On recommendations of duly constituted Selection Committees recording in full details the reasons for granting such advance increments.
	b) grant of increment when withheld	Full	Full for the posts for which he is the appointing authority	Full for the posts for which he is the appointing authority	Nil
1.6	Accepting of resignation	Full powers for appointments made by the Director General	Full power for appointments made by the Deputy Director General.	Full power for appointments made by the Director of museum/centre	
1.7	All matters relating to grant of allowances according to rule.	Full	Full	Full	
1.8	Reimbursement of medical expenses in relaxation of rules in exceptional cases including journey expenses.	Full	Nil	Nil	
1.9	a) Self Controlling Officer	Director General, NCSM is Controlling Officer for all personnel, in NCSM including himself	Deputy Director General, NCSM is the Controlling Officer of himself/herself and employees working under him/her.	Director of museum/centre is Controlling Officer of all personnel including himself in the respective museum/centre	

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	b) declaring an officer as Controlling Officer	Full	Full	Full	Except for the Officer so declared
1.10	To make rules for the guidance of Controlling Officers (S.R.195e).	Full	Full	Full	
1.11	Advance of pay and TA in accordance with rules	Full	Full	Full	
1.12	To fix instalments for recovery of over payments of pay and allowances	Full	Full	Full	
1.13	To authorise air travel or higher class of rail accommodation in special circumstances, to non-entitled employees.	Full	Nil	Nil	
1.14	To sanction air travel to non-official members of Executive committees, other expert Committees, Selection Committees etc. For attending meetings of these bodies.	Full	Full	Full	Subject to the conditions that : i) air travel is essential in the interest of work of the NCSM; ii) air travel is the usual mode of travel of a member; and iii) single return air fare only will be admissible.
1.15	To grant loans and advances to the employees of the NCSM in accordance with the relevant rules.	Full	Full	Full	Subject to budget provision and availability of funds.

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1.16	Powers to classify quarters suitable for one or more specific rank.	Full	Full	Full	
1.17	Grant of compensation under Workman's Compensation Act	Full	Full	Full	Subject to statutory limitations, if any.
1.18	To sanction residential telephones To sanction telephone charge to eligible categories of officers	Full	Full	Full	Subject to the conditions that: i) such connections are in the interest of the work of NCSM and its museums/centres and that the expenditure on this account does not reflect heavily to increase the administrative expenditure beyond the limit of 20%. ii) Installation of residential telephones will be sanctioned in public interest and that the Director will personally satisfy themselves about it
1.19	Alteration of date of birth	Full – except his/her own	Nil	Nil	In this respect, the principles incorporated in the GFR of Government shall be observed.
1.20	Investigation of arrear claims	Full	Full	Full	Claims up to 6 years old.
1.21	To dispense with medical certificate on first appointment and in individual cases.	Full	Full	Full in case of Group C staff	Subject to conditions under F.R. 10

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1.22	Suspension of lien	Full for posts to which authorized to make appointments	Full for posts to which authorized to make appointments.	Full for posts to which authorized to make appointments	F.R. 14
1.23	Transfer of lien	Full for posts to which authorized to make appointments	Full for posts to which authorized to make appointments	- Do- (for both posts concerned)	F.R. 14 B
1.24	Transfer of NCSM servants from one post to another	Full	Full for Group B	Full for Group C	F.R. 15
1.25	Fixation of pay and allowances of staff treated as on duty under F.R. 9(6)(b)	Full	Full	Full	F.R. 20
1.26	Counting extraordinary leave for increments	Full for posts to which authorized to make appointments	Full for posts to which authorized to make appointments	Full for posts to which authorized to make appointments	Subject to the conditions specified under F.R.26
1.27	Powers to reduce the pay of an officiating servant	Full	Full	Full	F.R.35
1.28	Requiring medical certificate of fitness before return from leave.	Full	Full for all posts subordinate to Director of Museum/Centre	Full for all posts subordinate to Director of Museum/ Centre	F.R.71
1.29	Extension of leave to cover overstay	Full	Full for all posts subordinate to Director of Museum/Centre.	Full for all posts subordinate to Director of Museum/ Centre	Provided that the authority is satisfied that the officer will, on return, be under his control (FR.73).

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1.30	Permission for undertaking work for a private body and acceptance of fee (S.R.11)	Full	Nil	Nil	Subject to fulfillment of conditions laid down under S.R.11 and S.R.12
1.31	Permission to accept posts in outside departments whether on foreign service terms or by retention of lien as the case may be	Full	Full for employees upto Group B	Full for employees upto Group C	
1.32	Permission to scientific staff to write books / manuals and to retain royalties/ remunerations therefrom	Full	Full	Full	Royalties/remuneration are exempted from SR 12 provided that such books are not mere compilation of Govt. of India rules and regulations or procedures but reveal the author's scholarly study of the subject.
1.33	To prescribe the Hqrs. of staff	Full	Full for all posts for which he/she is the appointing authority.	Full for all posts for which he/she is the appointing authority.	S.R.59
1.34	To define the limits of an employee's sphere of duty.	Full	Full for all posts for which he/she is the appointing authority.	Full for all posts for which he/she is the appointing authority.	S.R.60
1.35	To decide in cases of doubts whether a particular absence from Hqrs. is absence of duty (i.e. away on tour)	Full	Full for all posts for which he/she is the appointing authority.	Full for all posts for which he/she is the appointing authority.	S.R.62

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1.36	To post any NCSM employee to any NCSM museum / centre / unit	As per Clause 1.24	As per Clause 1.24	As per Clause 1.24	S.R.59
1.37	Appointment of a substitute in place of an absentee on quarantine leave.	Full	Full for the employees under his/her control.	Full for the employees under his/her control.	
1.38	Sanction of acquisition /disposal of movable, immovable and valuable property.	Full	Full for employees for which he/she is the appointing authority	Full for employees for which he/she is the appointing authority	
1.39	Permission to deliver lectures by Scientists / Curators / Technical Officers in universities / technical institutions and to accept remuneration thereof	Full	Full for the employees under his/her control.	Full for the employees under his/her control.	Subject to the exigencies of the work.
1.40	To approve completion of probationary period in respect of staff working under the Director / Head and belonging to NCSM	Full	Full for the employees working under him/her.	Full for the employees working under him/her.	Deleted.
1.41	Sanction of special pay to Machine Operators including Check Writers.	Full	Deleted	Deleted	Deleted (Vide MoC letter dated 22.10.2021)
1.42	Grant of leave of all kinds in accordance with rules.	Full	Full	Full	As per CCS(CCA) Rules, 1972.

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1.42.1	Grant of leave, other than Special Disability Leave to all officers and staff	Full	Full	Full	S.R.208 and Fin. O. M. No. F. 7(26)-E.IV/55 dtd. 27.6.55.
1.42.2	Grant of leave to employees declared medically unfit to return to duty	Full	For Group C staff only.	For Group C staff only.	
1.42.3	To treat a NCSM servant on leave in occupation of residence	Full	Full	Full	S.R.312(4)
1.42.4	To sanction leave due and admissible to members of the staff who desire to go abroad on private visits, other than for studies, training or deputation	Full	Full	Full	i) that no financial assistance is to be received by them from foreign Govt./bodies/organizations; ii) that they will not seek any employment or receive any remuneration from any agency; iii) that leave applied for by the member of the staff is for bonafide purpose and will not be mis-utilised by him for purposes other than those applied for; iv) that the museum/centre will not be responsible to assist him in the matter of obtaining passport, foreign exchange etc.;

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					v) that cases where leave is to be spent in countries with which India has no diplomatic and/or friendly relations will be sent to NCSM Headquarters.
1.43	To sanction unusual expenditures in connection with tour & transfer of an employee as per rules.	Full	Full	As indicated below	
1.43.1	To decide the shortest of two or more routes	Full	Full	Full	S.R.30(b)
1.43.2	To allow mileage allowance by a route other than the shortest or cheapest.	Full	Full	Full	S.R.31
1.43.3	To decide the point of commencement or end of a journey in a station	Full	Full	Full	S.R.32
1.43.4	To restrict frequency and duration of journeys on tour	Full	Full	Full	S.R.63
1.43.5	Expenses for carriage of personal effects by road between stations connected by rail	Full	Full	Full	S.R.116(a)(iii) Note:2
1.43.6	To disallow T. A. for a journey to attend an obligatory examination (Proviso 2(i) of S.R.130)	Full	Full	Full	Subject to if in the opinion of the competent authority, the candidate has culpably neglected to prepare himself for the examination.

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1.43.7	To fix the amount of hire or charges payable for the use of NCSM conveyances	Full	Full – subject to such general orders passed by Director General, NCSM from time to time.	Full – subject to such general orders passed by Director General, NCSM from time to time.	
2.	Works:				
2.1	Administrative approval and expenditure sanction of works (both for new works and repair)	upto ₹250 lakh in each case subject to budget provisions.	upto ₹50 lakh in each case subject to budget provisions.	up to ₹25 lakh in each case subject to budget provisions.	Work will be awarded subject to provisions in GFR.
2.2	Excess over administrative approval and expenditure sanction given by the Governing Body	up to 10% but not exceeding ₹20 lakh.	up to 10% for which he/she is the sanctioning authority.	up to 10% for which he/she is the sanctioning authority.	
2.3	Technical sanction to detailed estimates for works administratively approved by Competent Authority	Full	Full for which he/she is the sanctioning authority.	Full for which he/she is the sanctioning authority.	
2.4	Excess over technical sanction	up to 10% over technical sanction	Upto 10% for which he/she is the sanctioning authority.	Upto 10% for which he/she is the sanctioning authority.	
2.5	Acceptance of tenders for works	As per provisions of GFR.	As per provisions of GFR.	As per provisions of GFR.	
2.6	To sanction commencement of work of an urgency certificate after administrative approval but before technical sanction to the estimate	up to ₹50.00 lakh	Nil	Nil	

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2.7	To grant extension of time to contractors	Full	Full for which he/she is the sanctioning authority.	Full for which he/she is the sanctioning authority.	
2.8	To decide the quantum of compensation recoverable from contractors for delay in execution of full/part of the work in terms of the contract	Full	Full for which he/she is the sanctioning authority.	Full for which he/she is the sanctioning authority.	As per Government of India practices.
2.9	Payment of substandard work at reduced rate	Full on the recommendation of an Expert Committee.	Full powers for which he/she is the sanctioning authority on recommendation of an Expert Committee.	Full powers for which he/she is the sanctioning authority on recommendation of an Expert Committee.	
3.	Purchase :				
3.1	To sanction purchase of: a) Raw Materials b) Plant & Machinery c) Spares, Tools & other stores, repair of Plants & Machinery	₹250 lakh in each case subject to budget provisions.	₹50 lakh in each case subject to budget provisions.	₹25 lakh in each case subject to budget provisions.	Purchase will be made in accordance with the provisions of GFR
3.2	Acceptance of tenders when open tenders are invited and more than one valid tender is received	As per the provisions in GFR	As per the provisions in GFR	As per the provisions in GFR	

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3.3	Acceptance of tenders (single) by negotiation after invitation to tenders for reasons to be recorded in writing.	As per the provisions in GFR	As per the provisions in GFR	As per the provisions in GFR	
3.4	Repeat orders within 1 year of original order provided there has been no downward trend in prices and further the value of the repeat order does not exceed 100% of the value of original order.	₹50.00 lakh	₹10.00 lakh	₹5.00 lakh	Provided that the repeat order is necessitated for additional requirement which could not be foreseen at the time of original order.
3.5	Purchase at controlled rates or purchases of proprietary articles without calling for tenders.	As per the provisions in GFR	As per the provisions in GFR	As per the provisions in GFR	Nil
3.6	Purchase from Government e-Market place (GeM).	Full	Full	Full	As per provisions in GFR & subject to budget provisions
3.7	Emergent purchase	As per the provisions in GFR	As per the provisions in GFR	As per the provisions in GFR	Subject to budget provision and availability of funds.
3.8	Grant of extension of time beyond the period stipulated for execution of the purchase order	Full	Full for which he/she is the sanctioning authority.	Full for which he/she is the sanctioning authority.	
3.9	To waive liquidated damages in case of late deliveries	Upto ₹5.00 lakh	Nil	Nil	After recording reasons in writing.

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3.10	To sanction for demurrage/ wharfage.	Full	Full for which he/she is the sanctioning authority.	Full for which he/she is the sanctioning authority.	
3.11	Advance payment to Suppliers wherever necessary	As per provisions in GFR	As per provisions in GFR	As per provisions in GFR	Subject to budget provisions.
4.	Recurring & contingent expenditure of all kinds	Full	Full	Full	Subject to funds being available, under the provision for 'contingencies'.
4.1	Advertisement charges	Full	Full	Full	Upto the limit of budget provision.
4.2	Servicing of machinery / equipment etc.	Full	Full	Full	Subject to budget provisions.
4.3	Entertainments for distinguished visitors.	Full	Upto ₹50000/- per annum	Upto ₹25000/- per annum	Hospitalities in the form of lunch/dinner to distinguished Indian and foreign visitors, scientists/museologists, E.C. and other expert committee members and internal travel in respect of foreign visitors.
4.4	Gifts to high dignitaries visiting museum /centre	Upto ₹50000/- per annum	Upto ₹25000/- per annum	Upto ₹20000/- per annum	
4.5	Honorarium to staff	Full	As delegated by DG, NCSM from time to time.	As delegated by DG, NCSM from time to time.	As per Govt. of India rules.

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4.6	Honorarium to visiting Professors/Scientists/ Museum Experts for specialized lecture	Full	As delegated by DG, NCSM from time to time.	As delegated by DG, NCSM from time to time.	
4.7	Honorarium / Fee for Instructors / Reporters appointed for giving dictation and evaluating the transcriptions for recruitment to posts of Stenographers / or for conducting typing tests in case of LDC's or for conducting aptitude test for technical posts	Full	Upto ₹2000/- in each case	Upto ₹2000/- in each case	Subject to the condition that it will be exercised in cases where payment of honorarium is made to an outsider.
4.8	In all other cases	Full	As per approval of DG, NCSM from time to time	As per approval of DG, NCSM from time to time	
5.	Financial:				
5.1	Power to write off loses				
	a) Irrecoverable loses of stores	Upto ₹2.5 lakh in each case.	Upto ₹50000/- in each case.	Upto ₹20000/- in each case.	The power may be exercised provided: a) The loss does not disclose a defect in rules or procedures;
	b) Loss of revenue or irrecoverable loans and advances	Upto ₹50000/- in each case.	Upto ₹20000/- in each case.	Upto ₹10000/- in each case.	

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	c) deficiencies in stores and depreciation in the value of stores included in the stock and other accounts	Upto ₹1.00 lakh in each case.	Upto ₹25000/- in each case.	Upto ₹10000/- in each case	b) There has not been any serious lapse or negligence on the part of any NCSM employee calling for disciplinary action.
5.2	To sell or dispose of any raw materials, plant or machinery found in excess of the requirements of NCSM or found unserviceable or obsolete	Upto a book value of ₹5.00 lakh in the case of each individual item.	Upto ₹50000/- in each case.	Upto ₹25000/- in each case.	
5.3	To award contracts for loading, unloading, handling, transport of materials, equipment, machinery and outsourcing of services.	Full	Full upto his/her sanctioning power	Full upto his/her sanctioning power	On the basis of the lowest technically acceptable tender/quotation.
5.4	To sanction any project for research and development	₹50.00 lakh	₹10.00 lakh	₹5.00 lakh	Subject to budget provision for developmental projects and reporting to Research Advisory Board of CRTL.
5.5	To hire premises / offices for NCSM or subsidiary units	Full	Nil	Nil	Reasonableness of rent being subject to consultation with Government and local authorities.
5.6	To sanction re-appropriations in the sanctioned budget from one unit to another	Full as per NCSM Bye Law 10.	Nil	Nil	

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5.7	To sanction expenditure on ceremonial occasions	Full	Full	Full	Subject to budget provision.
5.8	TA to Experts, Consultants etc.	Full	Full	Full	Subject to NCSM rules.
5.9	To incur expenditure on immediate safety of employees, plant and machinery etc. within works premises	Full	Full	Full	Subject to NCSM rules.
5.10	To sanction expenditure for transport of materials other than by the cheapest mode in case of emergencies (reasons to be recorded in writing)	Full	Full	Full	Subject to NCSM rules.
6.	Residuary Powers :				
6.1	Powers not specifically covered in para 1 to 5 above	i) Declaring senior most Curator 'G' as Deputy Director General and Curator 'E' & above as 'Director of Museum / Centre' as per Bye Law 12(b) & 12(c) and declaring an Officer in NCSM Hqrs. as Head of Office under delegation of Financial Powers Rules, 1978 as amended from time to time and under the Fundamental and Supplementary Rules.	i) Declaring an Officer as 'Head of Office' in the respective museum / centre. ii) Delegation of Powers to subordinate officers in respective museum / centre as per Bye Law 13 (b).	i) Declaring an Officer as 'Head of Office' in the respective museum / centre. ii) Delegation of Powers to subordinate officers in respective museum / centre as per Bye Law 13 (b).	Sub-delegated powers not to exceed powers delegated to Director General, NCSM. Any sub-delegation should be reported to the Governing Body.

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		ii) Delegation of Powers to subordinate officers in NCSM Hqrs. as per Bye Law 13(b). iii) Sub-delegation of powers to other officers of NCSM.			

**Schedule of Delegation of Powers that can be delegated to Subordinate Officers in NCSM
By the Director General/Deputy Director General or Director of Museum/Centre**

Sl. No.	Nature of Power	Can be delegated to*	Extent of Power	Remarks
1.	Telephone, electricity, water, gas, municipal taxes, insurance charges, house rent (where renting of accommodation is approved by competent authority.)	Secretary, NCSM, Sr. Controller/Controller/Dy. Controller of Administration of Museum/Centre.	Actuals	Subject to budget provisions
2.	Local purchase of stationery	-do-	Actuals	Subject to the following general principles: i) the purchase will be made after ascertaining availability from the Controller of Printing & Stationery. ii) Normal purchase procedure i.e. inviting competitive rates etc. be followed, and iii) In making purchase, only indigenous articles will be obtained except where an imported item may be inevitable.

*Secretary, NCSM will exercise the power in NCSM headquarters while **Sr. Controller/Controller/Dy. Controller of Administration** of individual museums/centres will exercise the same power in respective museums/centres.

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3.	Light refreshment	-do-	Upto ₹20.00 per head for one meeting subject to ₹25000/- per annum.	Tea, coffee, biscuits, cold drinks etc. in meeting other than inter-departmental.
4.	Grants-in-aid to Staff	-do-	Grants-in-aid to staff clubs per annum will be as under:- a) The rate of the grant-in-aid at all places will	Grant-in-aid will be admissible on the basis of the entire strength of non-gazetted staff borne on the regular strength in accordance with Rule 245 of GFR 2017.

Sl. No.	Nature of Power	Can be delegated to*	Extent of Power	Remarks
			be the same viz. ₹50/- per head per annum. b) Besides this an additional grant-in-aid upto ₹25/- per head per annum to match the subscriptions collected by the staff club will also be admissible. This additional grant will, in no case, exceed the amount of subscription collected from the staff and will be subject to the overall limit of ₹10/- per head per annum.	
5.	Repair and maintenance of building and service	-do-	Upto ₹20000/- in each case.	Subject to availability of funds.
6.	Advance for purchase of computer/laptop etc.	-do-	Full	As per Govt. of India rules and subject to availability of funds.
7.	Extension of number of instalments for repayment of advance.	-do-	Full	
8.	Acceptance of surety bond to be executed by employees handling cash, stores etc. on behalf of NCSM	-do-	Full	
9.	To accept a fitness certificate from any female medical practitioner in case	Deleted (Vide MoC letter dated 22.10.2021)	Deleted (Vide MoC letter dated 22.10.2021)	Deleted (Vide MoC letter dated 22.10.2021)

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	of a female candidate			
10.	Drawl of daily allowance	Secretary, NCSM, Sr. Controller/Controller/ Dy. Controller of Administration of Museum/Centre.	at approved rates	Subject to conditions mentioned in S.R.73.
11.	To allow exchange of daily allowances for mileage allowances	-do-	Full	S.R.75
12.	To impose restrictions on exchange of daily allowance for mileage allowance	-do-	Full	S.R.76 & 77
13.	To grant leave, other than special disability leave, to non-gazetted employees.	-do-	Full	S.R.206
14.	Combination of holidays with leave and joining time	-do-	Full	S.R.210 & 211
15.	Grant of maternity and hospital leave and sick leave.	-do-	Full	S.R.267, 269, 274
16.	Change of Home Town in respect of all categories of staff	-do-	Full	Subject to Min. Home O.M. No. 43/1/55-Estt(A)Part dt.11.10.56
17.	Relaxation of the time limit within which compensatory leave in lieu of duty on Holidays may be availed of in exceptional circumstances	-do-	Full	
18.	Extension of limits of 6 months from the date of transfer of an employee or one month preceding his transfer within which a	-do-	As per Govt. of India Rules	

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	member of the employee's family may be treated as accompanying him for purposed of transfer T.A.			
19.	Relaxation of the limit of 15 days' regular leave for the admissibility of LTC	-do-	As per Govt. of India Rules	
20.	Sanction refund of cancellation charges paid by an employee on unused air tickets purchased by them in connection with journeys which are cancelled due to circumstances beyond control.	-do-	Minimum charges for cancellation before 48 hours	
21.	Execution of instruments, deeds, leases, contracts etc.	-do-	Full	Subject to approval of Director General or Director of Museum/ Centre as the case may be.
22.	To institute, defend, compound or abandon legal proceeding or refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, Mukhtiarnamas, plants, written statements and all other documents and papers in connection with the cases in law Court, etc.	-do-	Full	Subject to approval of Director General. Subject to approval of Director of Museum/Centre.
23.	Each sub-head of contingencies under GIA-General	Secretary, NCSM	₹1000/- in each case for recurring, ₹20000/- in each case for non-recurring.	

Sl. No.	Nature of Power	Can be delegated to*	Extent of Power	Remarks						
		Sr. Controller/ Controller /Dy. Controller of Administration of Museum/Centre	₹500/- in each case for recurring, ₹10000/- for non-recurring.							
24.	To sanction advance out of GPF/CPF	Secretary, NCSM, Sr. Controller/Controller /Dy. Controller of Administration of Museum/Centre	As per rules	Cases pertaining to grant of final withdrawals and non-refundable advances will however be decided by the Director General, NCSM.						
25.	Purchase of stores, chemicals, tools, equipment etc. for a particular project.	Project Coordinators in the Grades of 'B', 'C' & 'D' of the respective projects Project Coordinators in the Grades of 'E' & 'F' of the respective projects	<table border="1"> <tr> <td>Grade 'B'</td> <td>upto ₹5000/- in each case</td> </tr> <tr> <td>Grade 'C' & 'D'</td> <td>Upto ₹10000/- in each case</td> </tr> <tr> <td>Grade 'E' & 'F'</td> <td>upto ₹25000/- in each case</td> </tr> </table>	Grade 'B'	upto ₹5000/- in each case	Grade 'C' & 'D'	Upto ₹10000/- in each case	Grade 'E' & 'F'	upto ₹25000/- in each case	Project Co-ordinators to be declared as such by the Director of Museum/Centre.
Grade 'B'	upto ₹5000/- in each case									
Grade 'C' & 'D'	Upto ₹10000/- in each case									
Grade 'E' & 'F'	upto ₹25000/- in each case									
26.	Purchase of equipment, stores, chemicals, tools etc.	Officer who is next to the Deputy Director General/ Director of Museum/ Centre.	Upto ₹50000/- in each case.							