

राष्ट्रीय विज्ञान संग्रहालय परिषद
NATIONAL COUNCIL OF SCIENCE MUSEUMS
) MINISTRY OF CULTURE, GOVT OF INDIA)
Block-GN, Sector-V, Bidhan Nagar,
कोलकाता/Kolkata-700091

No. I-13019/1/2022/1234

Date: 1st September, 2022

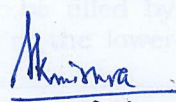
Office Order No.43/2022

In pursuance of power vested upon him as per Clause 12(c) of the amended Bye-laws of NCSM, Director General, NCSM has been pleased to re-designate Shri Samarendra Kumar, Curator 'G' as Deputy Director General (DDG), NCSM by virtue of being the senior most scientific officer in the Council in Grade 'G' with immediate effect. In the capacity of DDG, NCSM, he shall exercise the administrative and financial powers, as shown in **Annexure 'A'** to this Office Order.

Shri Kumar shall also have the following duties and responsibilities, as assigned to him by DG, NCSM:

1. He will continue to hold additional charge of Director(Hqrs.), NCSM;
2. He will closely monitor the strict time-targeted following projects assigned by Ministry of Culture, Govt. of India:
 - (i) **Developing Museum Spaces in and around the pilgrimage site of Kedarnath;**
 - (ii) **New Astronomy Software in collaboration with Inter-University Centre for Astronomy & Astrophysics (IUCAA), Pune;**
 - (iii) **Establishment of Freedom Fighters Museum at Gokhale Hall, Chennai;**
3. Assisting DG, NCSM in inter-unit coordination;
4. Looking after cultural exchange programme with foreign museums/science centres and other organizations;
5. Assisting DG, NCSM in planning and execution of science centre projects with the help of civil and electrical sections;
6. Monitoring of targets and achievements of all NCSM units;
7. To sanction special case advances and withdrawals from General Provident Fund in supersession of NCSM Office Order No.4/2005 dated 29.01.2005;
8. To approve and sanction all retirement benefits as per rules.
9. Any other work assigned by DG, NCSM from time to time.

This issues with the approval of DG, NCSM.


(S.K. Mishra)
Secretary, NCSM

Encl: as above

To:

Shri Samarendra Kumar
Curator 'G' & Dy. Director General
National Council of Science Museums
Sector - V, Block - GN, Bidhan Nagar
Kolkata - 700091

Copy to:

- 1) PPS to DG, NCSM
- 2) Directors [NCSM(Hqrs.)/BITM/Science City/CRTL/VITM/NEZ/NCSM/NSCD] & MD, CMD
- 3) Sr. CoFA, NCSM/CEO, NCSM
- 4) CoAs/Dy. CoAs of all NCSM units
- 5) PC/DSOs of all NCSM units
- 6) SE, NCSM
- 7) Consultant (Stores & Purchase)
- 8) PRO, Hindi Cell
- 9) SO(Admn.), VITM, Bangalore
- 10) Office copy

ANNEXURE-‘A’

Sl. No.	Nature of Power	Extent of power	Remarks
1.	Personnel & Administration		
1.1	Creation of temporary posts on approved scales of pay	to create posts carrying Pay Matrix Level-7 for a period not exceeding one year and to make ad-hoc appointments thereto.	For new projects only, subject to availability of funds by valid appropriation and reappropriation 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 appointment against sanctioned posts upto Grade ‘D’ in Pay Matrix Level-12.	Subject to budget provision and on recommendations of duly constituted Selection Committee.
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 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 on scales of pay upto Grade ‘D’ in Pay Matrix Level-12.	Subject to budget provision and on recommendations of duly constituted Selection Committees.
1.5	a) To grant advance increments	to sanction upto 3 advance increments at the time of initial appointment by selection upto Grade ‘D’ in Pay Matrix Level-12.	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 for the posts for which he is the appointing authority	Nil
1.6	Accepting of resignation	Full power for appointments made by the Deputy Director General.	
1.7	All matters relating to grant of allowances according to rule.	Full	

1.8	Reimbursement of medical expenses in relaxation of rules in exceptional cases including journey expenses.	Nil	
1.9	a) Self Controlling Officer	Deputy Director General, NCSM is the Controlling Officer of himself/herself and employees working under him/her.	
	b) declaring an officer as Controlling Officer	Full	Except for the Officer so declared
1.10	To make rules for the guidance of Controlling Officers (S.R.195e).	Full	
1.11	Advance of pay and TA in accordance with rules	Full	
1.12	To fix instalments for recovery of over payments of pay and allowances	Full	
1.13	To authorise air travel or higher class of rail accommodation in special circumstances, to non-entitled employees.	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	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	Subject to budget provision and availability of funds.
1.16	Powers to classify quarters suitable for one or more specific rank.	Full	
1.17	Grant of compensation under Workman's Compensation Act	Full	Subject to statutory limitations, if any.

1.18	To sanction residential telephones To sanction telephone charge to eligible categories of officers	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	Nil	In this respect, the principles incorporated in the GFR of Government shall be observed.
1.20	Investigation of arrear claims	Full	Claims up to 6 years old.
1.21	To dispense with medical certificate on first appointment and in individual cases.	Full	Subject to conditions under F.R.10
1.22	Suspension of lien	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.	F.R. 14B
1.24	Transfer of NCSM servants from one post to another	Full for Group B	F.R. 15
1.25	Fixation of pay and allowances of staff treated as on duty under F.R. 9(6)(b)	Full	F.R. 20
1.26	Counting extraordinary leave for increments	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	F.R.35
1.28	Requiring medical certificate of fitness before return from leave.	Full for all posts subordinate to Director of Museum/Centre	F.R.71
1.29	Extension of leave to cover overstay	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).
1.30	Permission for undertaking work for a private body and acceptance of fee (S.R.11)	Nil	Subject to fulfilment 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 for employees upto Group B	
1.32	Permission to scientific staff to write books/ manuals and to retain royalties/remunerations therefrom	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 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 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 for all posts for which he/she is the appointing authority.	S.R.62
1.36	To post any NCSM employee to any NCSM museum/centre/unit	As per Clause 1.24	S.R.59
1.37	Appointment of a substitute in place of an absentee on quarantine leave.	Full for the employees under his/her control.	
1.38	Sanction of acquisition /disposal of movable, immovable and valuable property.	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 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 for the employees working under him/her.	Deleted.
1.41	Sanction of special pay to Machine Operators including Check Writers.	Deleted	Deleted (Vide MoC letter dated 22.10.2021)

1.42	Grant of leave of all kinds in accordance with rules.	Full	As per CCS(CCA) Rules, 1972.
1.42.1	Grant of leave, other than Special Disability Leave to all officers and staff	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	For Group C staff only.	
1.42.3	To treat a NCSM servant on leave in occupation of residence	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	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.;; 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	
1.43.1	To decide the shortest of two or more routes	Full	S.R.30(b)
1.43.2	To allow mileage allowance by a route other than the shortest or cheapest.	Full	S.R.31
1.43.3	To decide the point of commencement or end of a journey in a station	Full	S.R.32
1.43.4	To restrict frequency and duration of journeys on tour	Full	S.R.63

1.43.5	Expenses for carriage of personal effects by road between stations connected by rail	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	Subject to if in the opinion of the competent authority, the candidate has culpably neglected to prepare himself for the examination.
1.43.7	To fix the amount of hire or charges payable for the use of NCSM conveyances	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 ₹50 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% for which he/she is the sanctioning authority.	
2.3	Technical sanction to detailed estimates for works administratively approved by Competent Authority	Full for which he/she is the sanctioning authority.	
2.4	Excess over technical sanction	Upto 10% for which he/she is the sanctioning authority.	
2.5	Acceptance of tenders for works	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	Nil	
2.7	To grant extension of time to contractors	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 for which he/she is the sanctioning authority.	As per Government of India practices.
2.9	Payment of substandard work at reduced rate	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	₹50 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	
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	
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.	₹10.00 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	Nil
3.6	Purchase from Government e-Market place (GeM).	Full	As per provisions in GFR & subject to budget provisions
3.7	Emergent purchase	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 for which he/she is the sanctioning authority.	
3.9	To waive liquidated damages in case of late deliveries	Nil	After recording reasons in writing.
3.10	To sanction for demurrage/ wharfage.	Full for which he/she is the sanctioning authority.	
3.11	Advance payment to Suppliers wherever necessary	As per provisions in GFR	Subject to budget provisions.
4.	Recurring & contingent expenditure of all kinds	Full	Subject to funds being available, under the provision for 'contingencies'.

4.1	Advertisement charges	Full	Upto the limit of budget provision.
4.2	Servicing of machinery / equipment etc.	Full	Subject to budget provisions.
4.3	Entertainments for distinguished visitors.	Upto ₹50000/- 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 ₹25000/- per annum	
4.5	Honorarium to staff	As delegated by DG, NCSM from time to time.	As per Govt. of India rules.
4.6	Honorarium to visiting Professors/ Scientist/Museum Experts for specialized lecture	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	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	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 ₹50000/- in each case.	The power may exercise provided: a) The loss does not disclose a defect rules or procedures; b) There has not been any serious lapse or negligence on the part of any NCSM employee calling for disciplinary action.
	b) Loss of revenue or irrecoverable loans and advances	Upto ₹20000/- in each case.	
	c) deficiencies in stores and depreciation in the value of stores included in the stock and other accounts	Upto ₹25000/- in each case.	
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 ₹50000/- in each case.	

5.3	To award contracts for loading, unloading, handling, transport of materials, equipment, machinery and outsourcing of services.	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	₹10.00 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	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	Nil	
5.7	To sanction expenditure on ceremonial occasions	Full	Subject to budget provision.
5.8	TA to Experts, Consultants etc.	Full	Subject to NCSM rules.
5.9	To incur expenditure on immediate safety of employees, plant and machinery etc. within works premises	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	Subject to NCSM rules.
6.	Residuary Powers :		
6.1	Powers not specifically covered in para 1 to 5 above	<p>i) Declaring an Officer as 'Head of Office' in the respective museum / centre.</p> <p>ii) Delegation of Powers to subordinate officers in respective museum / centre as per Bye Law 13(b).</p>	Sub-delegated powers not to exceed powers delegated to Director General, NCSM. Any sub-delegation should be reported to the Governing Body.