

S. R. Unit

**DELEGATION OF POWERS TO THE OFFICERS
OF THE COFFEE BOARD**

Assistant Secretary (SR)
Secretariat
Coffee Board, Govt. of India
Bangalore - 560 001.



**COFFEE BOARD
BANGALORE**



**COFFEE BOARD
SECRETARIAT DEPARTMENT
BANGALORE**

No.ADM/EB.I/2008-09/ 6442

Dated: 31 03.2009.

PROCEEDINGS OF THE CHAIRMAN

Sub: Revision of Delegation of powers to the Board's Officers – Reg.

In modification of all the earlier orders with regard to the Delegation of certain Financial and Administrative powers to the Officers of the Board, in exercise of the powers vested in the Chairman under Rule 39 of Coffee Rules, 1955, the Officers of the Board are hereby delegated with the revised financial and administrative powers as per the enclosed statement with immediate effect.

Encl. As above.

:: BY ORDER ::

[Handwritten Signature]
31/03/09
SECRETARY

Sd/-
(G. V. KRISHNA RAU)
CHAIRMAN

To: All the offices / units of the Board.

Copy to :

1. P.S. to Chairman
2. P. A. to Secretary / DF / DP
3. The D.R. CCRI
4. DD(P&C)/ DD(MR)/DD(A/CS,)/ DD(OL)/CQS,/ SLO (R)/JS(L)/EO.
5. All Sections in Head Office
6. SE. Guard File.

i/Delegation of Powers (Legal)

FINANCIAL POWERS:

Sl. No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)	Dy. Director (Research) / (Extn.) / Divnl. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer / A.O/ Asst. Directors/ Asst. Secretary (Admn) / (Welfare)/PS/ A.O.CCRI/ Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
1.	SANCTION OF EXPENDITURE (EXCLUDING SUBSIDIES REFERRED AT Sl.No.8) for recurring and non recurring on any single item subject to the Budget provision in cases where the expenditure is proposed to be met from sanctioned Budget Estimates.	Full Powers Outside India power to sanction expenditure upto Rs.10,000/-	Rs.2,00,000/- for recurring and Rs.1,00,000/- for non recurring	Rs.2,00,000/- for recurring and Rs.1,00,000/- for non recurring	Rs.2,00,000/- for recurring and Rs.1,00,000/- for non recurring	Rs.1,00,000/- for recurring and Rs.50,000/- for non recurring	Rs.50,000/- for recurring and Rs.25,000/- for non recurring .	Rs.50,000/- for recurring and Rs.25,000/- for non recurring .	Rs.10,000/- for recurring and non recurring.	Rs.25,000/- for recurring and Rs.15,000/- for non recurring	Rs.5,000/- for recurring and non recurring.	Full powers for purchase of ingredients for preparation of permitted items as per the scale prescribed. For all other items Rs.1000/- per month.
2.	POWER TO RE-APPROPRIATE SAVINGS from one activity to another within the sanctioned sub-head in the case of any one item.	Rs.20,000/-	Rs.20,000/-	Rs.20,000/-	Rs.20,000/-	Rs.20,000/-	-	-	-	-	-	-
3.	DISPOSAL OF UNSERVICEABLE STORES in book value for any one item.	Full powers	Upto Rs.25,000/-	Upto Rs.25,000/-	Upto Rs.25,000/- Full powers to dispose off by sale all used and unserviceable gunny bags irrespective of monetary limit.	Upto Rs.10,000/-	Upto Rs.5000/-	Liaison Officer: Upto Rs.5000/-	-	-	-	-

Sl. No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)/	Dy. Director (Research) / (Extn.) / Divnl. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer/A.O/ Asst. Directors/ Asst. Secretary (Admn)/Welfare/ PS/A.O.CCRI/ Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
4	LEGAL EXPENDITURE	Full powers	Not exceeding Rs.20,000/- per bill	Not exceeding Rs.20,000/- per bill	Not exceeding Rs.20,000/- per bill	-	-	-	-	-	-	-
5.	SANCTION OF PAY, CEA AND ADVANCES TO STAFF AND OFFICERS AS PROVIDED IN GENERAL FINANCIAL RULES OF THE CENTRAL GOVERNMENT AND SUBJECT TO THE CONDITIONS SPECIFIED THEREIN.	Full powers as per rules.	Full powers to sanction pay, CEA and other advances to staff and officers coming under his control as per rules and all the staff at HO	-	Full powers to sanction pay, CEA and other advances to staff and officers working under his control as per rules.	JDE: May sanction pay, CEA, Festival and T.A. advances to Officers and staff under their direct control.	May sanction pay, CEA, Festival and T.A. advances to Officers and staff under their direct control.	LIAISON OFFICER: May sanction pay, CEA, Festival and T.A. advances to Officers and staff under his direct control.	-	May sanction pay, CEA, Festival and T.A. advances to Officers and staff under their direct control.	May sanction pay, CEA, Festival and T.A. advances to staff under their control.	May sanction Pay, festival and T.A. advances to the staff working under their control.
6.	MEDICAL ADVANCE IN EMERGENCY	<ul style="list-style-type: none"> ➤ Full Powers to <i>Chairman</i>. ➤ To all the personnel working in Research / Extension Department - Director of Research ➤ For all other personnel - Secretary 										

No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension) /	Dy. Director (Research) / (Extn.) / Divnl. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer / A.O/ Asst. Directors/ Asst. Secretary (Admn) / (Welfare) / PS / A.O.CCRI / Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
7.	REIMBURSEMENT OF MEDICAL EXPENSES .	Full powers	Full powers in respect of the Group A,B,C & D personnel working in Head Office and all personnel working in Promotion Department.	-	Full Powers in respect of officers and staff in the Research / Extension Department.	<u>JDR:</u> May sanction upto Rs.50,000/- in each case in respect of the staff working at CCRI. <u>JDE:</u> May sanction upto Rs.50,000/- in each case in respect of the staff working under their control.	May sanction upto Rs.25,000/- in each case in respect of Gr. A, B, C & D staff working under their control.	<u>Liaison Officer:</u> May sanction upto Rs.10,000/- in each case in respect of Gr. B, C & D staff working under his control and to the staff working in Promotional Units in Delhi.	-	May sanction upto Rs.10,000/- in each case of Gr. B, C & D staff working under their control.	May sanction upto Rs.5,000/- in each case of Gr. 'C' & 'D' working under their control.	-
8.	SANCTION OF SUBSIDIES UNDER THE COFFEE BOARD'S SCHEME.	Full Powers	Rs.5,00,000/- in each case.	-	Rs.5,00,000/- in each case.	May sanction upto Rs.3,00,000/- in each case.	DDs(E) may sanction upto Rs.2,00,000/- in each case.	-	-	-	-	-
9.	TRANSIT AND STORAGE LOSSES AS PER NORMS UP TO Rs.10,000/-	Full Powers	Full powers	-	Full powers	-	-	-	-	-	-	-

Sl. No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)	Dy. Director (Research) / (Ext.) / Divn. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer/ A.O/ Asst. Directors/ Asst. Secretary (Admn)/ (Welfare)/ PS/A.O.CCRI/ Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
10.	GRANT OF INCREMENTS:	Full powers in respect of all the Head of Departments	Full powers in respect of Gr. 'A' & 'B' officers (other than HODs) working at H.O. and also L.O., New Delhi	-	Full Powers in respect of JD(R) / JDs(E)	JDE Full powers in respect of DDEs under their control and officers and staff of their own establishment. JD(R) Full powers in respect of Gr. A & B officers working under his control in CCRI	Full powers in respect of Gr. A, B, C & D staff working under their control.	Liaison Officer: Full powers in respect of Gr. B, C & D staff working under his control including to the staff working in Promotional units. In Delhi.	-	Full powers in respect of Gr. B, C & D staff working under their control.	JLO: Full powers in respect of Group C & D staff working under their control. A.O.CCRI: Full powers in respect of Group C & D staff working in CCRI. AS (Admn.) Full powers in respect of Group C & D staff working in Head Office and in Promotion Dept. except Delhi Units.	-
11.	SANCTION OF OVER TIME ALLOWANCE	Full Powers	Full powers in respect of staff working in Head Office.	-	Full Powers	-	-	-	-	-	-	-
12.	SANCTION OF CHARGE ALLOWANCE	Full Powers	-	-	-	-	-	-	-	-	-	-
13.	EXPENDITURE ON THE PURCHASE OF PETROL MAINTENANCE AND RUNNING OF DEPTL. VEHICLES	Full Powers	May incur Rs.1,00,000/- per annum .	May incur Rs.1,00,000/- per annum .	May incur Rs.1,00,000/- per annum	May incur Rs.60,000/- per annum .	May incur Rs.50,000/- per annum .	Liaison Officer: May incur Rs.50,000/- per annum .	-	May incur Rs.25,000/- per annum .	PRO: Rs.4,000/-p.m. for per petrol vehicle and Rs.3,000/- p.m. for diesel vehicle. JLO: Rs.12,000/- per annum	-

ADMINISTRATIVE POWERS:

: 1 :

No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)/	Dy. Director (Research) / (Extn.) / Divnl. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer/ A.O/ Asst. Directors/ Asst. Secretary (Admn)/ Welfare/ PS/ A.O.CCRI/ Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
1	OTHER DOCUMENTS To execute lease deeds, power of attorney and other legal documents. Also, Rental Deeds / Lease Deeds of respective Offices and subordinate offices in the standard format or prior approval from the competent authority.	Full Powers	Full powers other than Research / Extension Departments.	-	Full powers in respect of Research / Extension Departments.	JDE: Rental / Lease deeds relating to their offices.	Rental / Lease deeds relating to their offices and to their subordinate offices.	Liaison Officer: Rental / Lease deeds relating to his office and to his subordinate offices.	Full powers and may execute lease deeds, power of attorney and other legal documents in respect of all the departments of the Board after obtaining approval from the Secretary/ Chairman.	-	-	-
2.	SIGNING AND VERIFYING PLEADINGS All Pleadings and Judiciary and matters dealt by them. (in the standard format)	Full Powers	Full Powers in respect of Head Office.	Full powers in respect of Finance and Accounts Department.	Full powers in respect of Research / Extension Departments	JDE: Full powers within their jurisdiction.	Full powers within their jurisdiction.	Liaison Officer: Full powers within his jurisdiction	Full powers subject to approval from the Chairman/ Secretary	Full powers within their jurisdiction	Full powers within their jurisdiction	-
3	SANCTION AND COUNTERSIGNING OF T.A. BILLS AND APPROVAL OF TOUR PROGRAMME.	To self and to all the Heads of Departments.	To all Group A&B Officers working in H.O., other than Head of Depts. and Liaison Officer N.Delhi.	-	To JD(R) / All JDs(E), DDR / Divnl. Heads.	JD(R): To all officers of CCRI other than Divnl. Heads. JDE: To all the personnel working under their direct control.	To all Group A, B, C & D staff working under their control.	Liaison Officer: To all personnel working in Delhi.	-	To the Gr.'B', 'C' & 'D' personnel working under them.	JLO: To the Gr.C & D staff working under their control. A.O. CCRI: To the Gr.C & D staff working under his control. AS(A): To the Gr.C & D staff working in Head Office. AS(W): Will be the countersigning officer for the T.A. Bills of the Members	All bills of Group C & D staff working under their control except the LTC & Transfer T. A. bills other than in Delhi Units.

Sl. No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)/	Dy. Director (Research)/ (Extn.) / Divnl.Head (Tissue Culture)	Dy. Director (OL) / Dy.Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer/ A.O/ Asst. Directors/ Asst. Secretary(Admn)/ (Welfare)/PS/ A.O.,CCRI/ Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
6.	GRANT OF SPECIAL CASUAL LEAVE AS PER RULES.	Full powers	-	-	-	-	-	-	-	-	-	-
7.	COUNTER-SIGNING OF CHEQUES May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of Pool Fund Accounts and General Fund Account.	Full Powers	-	May countersign cheques and all orders for making deposits or investments or for withdrawal of the same for the disposal in respect of Pool Fund Accounts and General Fund Account after obtaining prior approval from the Chairman.	-	-	-	-	-	-	-	-
8.	INSPECTION	Full Powers	Full Powers	May inspect by himself / herself or authorize any officer / person.	Full Powers to inspect any offices under his control.	Full Powers to inspect any offices under their control.	-	-	-	-	-	-
9.	ACCEPTANCE OF TENDER FOR DISPOSAL OF FARM PRODUCE	Full Powers to accept tenders	Full Powers	Full Powers	May accept tenders upto Rs.1,00,000/- on any single item as per procedure to be prescribed, in consultation with the Director of Finance.	JDE May accept tenders upto Rs.50,000/- on any single item as per procedure to be prescribed in consultation with Director of Finance.	-	-	-	-	-	-

COFFEE BOARD
NON PLAN ACCOUNTS
BANGALORE

Ref: CB/FIN/NPA/2012-13/ 574

Dated: 13/02/2013
15

To
The Director of Research,
Central Research Institute,
Coffee Board,
Chickmagalur – 577 177.

Sir,

- Sub: Use of delegation of powers by pay drawing officers – Reg.
Ref: 1. Proceedings No.ADM/EB-I/2008-2009/6442 dated 31/03/2009.
2. Proceedings of the Chairman No. ADM.EBI (R) /2012-2013/4697
dated 17/01/2013
3. Your letter No. RES/CCRI/EB/2012-13/3671 dated 30.01.2013
addressed to Secretary, Coffee Board, Bangalore.

The pay & allowances and other personal claims like, Children Education Allowance (CEA), Medical Reimbursement, Travelling Allowance Bills, LTC Claims, Pay Advance, TA Advance, bonus, etc., in respect of Pay Drawing Officers are to be drawn and disbursed by the Pay Drawing Officers of higher cadre as indicated in the proceedings of the Chairman No.ADM/EBI/2012-13/4697, dated 17/01/2013. This expenditure shall be booked under the Scheme/Components on which the salary of the Officer is allocated under XIIth Five Year Plan.

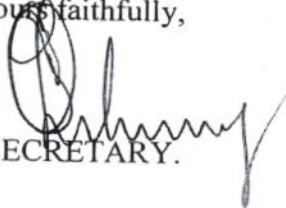
The remittances towards Salary deductions such as Income Tax, Professional Tax, LIC,PLI, RD, Electricity/Water Charges etc., may be effected by the field offices where the officer is working for which necessary advice may be issued by O/o Director of Research as per the pay bill drawn. The funds required for remittances may be used out of monthly Imprest provided to the unit concerned.

Contd...2

The remittances on account of other Pay Bill deductions like PF, PF Advance, GSLI, HBA, CPA, PCA, MCA, Benevolent Fund, Co-Operative Societies etc., shall be made by the O/o Director of Research within the due date to the concerned office.

The above procedure may be followed strictly.

Yours faithfully,


SECRETARY.

Copy to:

1. PA to DF/Secretary/DD (A/cs)
2. DS (Non Plan)/AS (Plan)
3. AS (Pay Unit)
4. All JDs (E)
5. All DDs (E)/DDs (R)
6. All SLOs/Los
7. SLO (Admn), Head Office, Bangalore.



**COFFEE BOARD
SECRETARIAT DEPARTMENT
BANGALORE**

Ref: No. ADM/EB.I[R]/2012-13/4697

Date: 17.01.2013

PROCEEDINGS OF THE CHAIRMAN

Sub: Use of Delegation of Powers by Pay Drawing Officers – Reg.

Ref: Proceedings No. ADM/EB.I/2008-09/6442 dated 31.03.2009

The delegation of Financial / Administrative Powers circulated vide Proceedings of the Chairman cited under reference does not permit the Pay Drawing Officers to draw their own Pay & Allowances, Advances etc. But, it is observed that most of the Pay Drawing Officers are exercising powers for drawing their own Pay & Allowances, Advances etc., contrary to the Delegation of Powers.

In order to regulate the Pay drawing powers, it is hereby ordered that the Pay & Allowances and Advances etc., of the following Officers will henceforth be drawn by the Pay Drawing Officers as indicated hereunder with immediate effect:

Sl. No.	Designation of the Officer	Pay Drawing Officer
1	*Liaison Officer [Erstwhile Jr. Liaison Officer]	Senior Liaison Officer
2	*Jr. Liaison Officer [Erstwhile AEO Gr.I]	
3	*Senior Liaison Officer	Deputy Director [Extension]
4	Liaison Officer, New Delhi	Director of Finance
5	Officer in-charge of Coffee Promotional Units	
6	*Deputy Director [Extension]	Joint Director [Extension]
7	Joint Director [Extension]	Director of Research
8	*Joint Director [Research]	Director of Research
9	Deputy Director [Research]	Director of Research

* Except those working in Research Stations for whom the Pay Drawing Officer will be the concerned controlling officer. For officers working at Head Office, Secretary will be the Pay Drawing Officer.

Non Adherence to these instructions will be viewed seriously.

CHAIRMAN

: BY ORDER :


SECRETARY

To: All the Offices of the Board

.....2

Copy to:

- (1) D S to Chairman
- (2) PA to Secretary / Director of Finance / Director of Research, CCRI / HO
- (3) The Joint Director Research [Projects], HO, Bangalore
- (4) The Dy. Director [P&C] / Dy. Director [Accounts], Head Office, Bangalore
- (5) DS / AS – Recruitment / Claims / SR / Pay-Bill / Welfare / Plan / Non-Plan [A/cs] / IAP / PF / GSLI / Vigilance / Pension / RTI / OL Wing , Head Office, Bangalore
- (6) CBECS / CBECHS, Bangalore
- (7) CBEA
- (8) Personal File
- (9) SE Guard File



**COFFEE BOARD
SECRETARIAT DEPARTMENT
BANGALORE**

No.ADM/EB.I/2009-10/ 3142

Dated: 7, 10.2009.

PROCEEDINGS OF THE CHAIRMAN

Sub: Revision of Delegation of powers to the
Board's Officers – Modifications - Reg.

Ref: Proceedings No.ADM/EB.I/2008-09/ 6442 dtd.: 31 03.2009.

Powers vested in the Chairman were delegated to various functionaries of the Board vide proceedings dated 31.3.2009 cited above. There were requests for review of powers delegated under certain heads viz., sanction of expenditure, OTA, expenditure on purchase of petrol, maintenance and running of Departmental Vehicle under Financial Powers and grant of leave under Administrative Powers.

After review, in partial modification of the proceedings cited above, modified delegated powers in respect of the items at the annexure are ordered with immediate effect.

Further, the Officers holding the posts of Divisional Head (Quality Control) and Coffee Quality Specialist, Chikmagalur are delegated the powers on par with comparable Scientific / Technical officers. The DD (P&C) is delegated powers on par with other Dy.Directors in Head Office.

Encl. Annexure.

Sd/-
(G. V. KRISHNA RAU)
CHAIRMAN

:: **BY ORDER** ::

[Signature]
9/10/09
SECRETARY

To: All the offices / units of the Board.

Copy to :

1. P.S. to Chairman
2. P. A. to Secretary / DF / DP
3. The D.R. CCRI
4. DD(P&C)/ DD(MR)/DD(A/CS,)/ DD(OL)/CQS,/ SLO (R)/JS(L)/EO.
5. All Sections in Head Office
6. SE. Guard File.

Financial Powers:

ANNEXURE

Item No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)	Dy. Director (Research) / (Extn.) / Divnl. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer / A.O. / Asst. Directors / Asst. Secretary (Admn) / (Welfare) / PS / A.O., CCRI / Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
1.	SANCTION OF EXPENDITURE (EXCLUDING SUBSIDIES REFERRED AT Sl.No.8) for recurring and non recurring on any single item subject to the Budget provision in cases where the expenditure is proposed to be met from sanctioned Budget Estimates.	Full Powers Outside India power to sanction expenditure upto Rs.10,000/-	Rs.2,00,000/- for recurring and Rs.1,00,000/- for non recurring	Rs.2,00,000/- for recurring and Rs.1,00,000/- for non recurring	Rs.2,00,000/- for recurring and Rs.1,00,000/- for non recurring	Rs.1,00,000/- for recurring and Rs.50,000/- for non recurring	Rs.50,000/- for recurring and Rs.25,000/- for non recurring.	Rs.50,000/- for recurring and Rs.25,000/- for non recurring.	Rs.10,000/- for recurring and non recurring.	Rs.25,000/- for recurring and Rs.15,000/- for non recurring	Rs.5,000/- for recurring and non recurring.	Full powers for purchase of ingredients for preparation of permitted items as per the scale prescribed. For all other items Rs.2000/- per month.
11.	SANCTION OF OVER TIME ALLOWANCE	Full Powers	Full powers in respect of staff working in Head Office.	-	Full Powers	-	Full Powers	Full powers (Except DD(OL) & DD (A/cs.)	-	-	-	-
13.	EXPENDITURE ON THE PURCHASE OF PETROL MAINTENANCE AND RUNNING OF DEPTL. VEHICLES	Full Powers	May incur Rs.1,00,000/- per annum .	May incur Rs.1,00,000/- per annum .	May incur Rs.1,50,000/- per annum .	May incur Rs.1,25,000/- per annum .	May incur Rs.1,00,000/- per annum .	<u>Liaison Officer:</u> May incur Rs.1,00,000/- per annum .	-	May incur Rs.75,000/- per annum .	<u>PRO:</u> Rs.4,000/-p.m. for per petrol vehicle and Rs.3,000/- p.m. for diesel vehicle. <u>JLO:</u> Rs.25,000/- per annum	-

Bu 9/10/09

Administrative Powers:

(Proceedings No. ADM/EB.1/2069-10/

DATED .10.2009)

: 2 :

Slm No.	Item	Chairman	Secretary	Director of Finance	Director of Research	Joint Director (Research) / (Extension)	Dy. Director (Research) / (Extn.) / Divnl. Head (Tissue Culture)	Dy. Director (OL) / Dy. Director (A/cs.) Liaison Officer	Joint Secretary (Legal)	Sr. Liaison Officer	Jr. Liaison Officer / A.O/ Asst. Directors/ Asst. Secretary (Admn) / (Welfare/PS/ A.O.,CCRI/ Estate Officer / Public Relations Officer	AS(F)/SO
		1	2	3	4	5	6	7	8	9	10	11
5.	GRANT OF LEAVE: (In the standard format) (c) E.L / HPL / COMMUTED LEAVE	Full Powers	Upto 90 days to the Group C & D staff working in H.O and personnel working in Promotion Dept. upto 30 days to all the Gr. 'A', B officers working in H.O. and personnel working in Promotion Dept <div style="border: 1px solid black; padding: 2px;">While sanctioning leave for the personnel working in other Section/ Department recommendation of the concerned HOD is necessary</div>		Upto 15 days to JD(R) / JDs (E), upto 30 days to Group 'A' officers and upto 90 days to all Gr. B officers and full powers in respect of Gr.C & D staff under his control.	JDE: Full powers for Gr. C & D working in their Jurisdiction Upto 15 days to all DDs under their control. Upto 30 days to all SLOs and JLOS under their control. JD (R): Upto 30 days to all Gr.B officers and full powers in respect of Gr. C & D under his control. Upto 15 days to all Gr. A officers under his control.	Upto 90 days in respect of Gr.D staff. Upto 30 days to all Gr.C staff Upto 15 days to Gr.A & B officers under their control.	Upto 90 days in respect of Gr.D staff. Upto 30 days to all Gr.C staff Upto 15 days to Gr.A & B officers under their control.	Upto 15 days to the staff working under his control.	Upto 30 days to Gr.D staff. Upto 15 days to Gr.B & C staff	JLO: Upto 15 days to all the Gr. C & D staff working under their control. A.O. CCRI : Upto 15 days to all the Gr. C & D staff working at CCRI. <div style="border: 1px solid black; padding: 2px;">While sanctioning leave for the personnel working other than his control, recommendation of the concerned HOD / Controlling Officer is necessary</div> AS (Admn.) Upto 15 days to all the Gr. C & D staff working at Head Office. <div style="border: 1px solid black; padding: 2px;">While sanctioning leave for the personnel working other than his control, recommendation of the concerned HOD / Controlling Officer is necessary.</div>	
	(c) MATERNITY/ PATERNITY LEAVE AND SPECIAL LEAVE	Full Powers	Full Powers as per rules.			Full Powers as per rules.						
	(d) EOL AND LND	Full Powers	Full Powers					Liaison Officer: Full Powers as per rules.		Full Powers as per rules.		

Kasi/Delegation of Powers (Legal)