



**COFFEE BOARD
GOVERNMENT OF INDIA
BENGALURU**

**DELEGATION OF POWERS
TO THE OFFICERS OF THE COFFEE BOARD - 2018**



**COFFEE BOARD
SECRETARIAT DEPARTMENT
BENGALURU**

No. ADM/EB.I(R)//2017-18/5008

Date 15-03.2018

PROCEEDINGS OF THE SECRETARY

Sub.: Delegation of powers to the Board's Officers-Revised- Regarding.

Ref.:1. Proceedings No.ADM/EB.I (R)/2017-18/319 dated 25.04.2017.

2. Proceedings No.ADM/EB.I (R)/2017-18/2906 dated 09.11.2017.

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In supersession of the Proceedings cited at reference (1) & (2), the revised delegation of powers to the officers of the Coffee Board as per the enclosed statement are hereby notified with immediate effect.

SECRETARY

: By Order:

Y. Raju
15/3/18
DIRECTOR OF FINANCE

Encl.: As above.

To: All the Sub Offices/Field units of the Board.

Copy to:

1. DS to Secretary
2. PA to Director of Finance/Director of Research, HO/CCRI
3. The DD(P&C)/DD(A/cs)DD(MR)/DH(CQ)/DD(OL)/SLO(Admin)/TO/JS(L).HO.
4. All Sections at Head Office.
5. SE. Guard file

FINANCIAL POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head (Plant Tissue Culture & Biotechnology / Coffee Quality)	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
1.	Sanction of Expenditure : (a) Non-recurring (i) Movable Assets: On any single item subject to the budget provision in cases where the expenditure is proposed to be met from sanctioned budget allocation	Up to ₹ 50 Lakh *	Up to ₹ 50 Lakh	Up to ₹ 50 Lakh	Up to ₹ 2 Lakh	Up to ₹ 1 Lakh	--	--	--	--	--
	(ii) Immovable Assets:	Up to ₹ 50 Lakh *	--	--	--	--	--	--	--	--	--
	(b) Recurring On any single item subject to the budget provision in cases where the expenditure is proposed to be met from budget allocation	Up to ₹ 50 Lakh *	Up to ₹ 10 Lakh on each occasion	Up to ₹ 10 Lakh on each occasion	Up to ₹ 5 Lakh on each occasion	Up to ₹ 1 Lakh on each occasion	Up to ₹ 1 Lakh on each occasion	Up to ₹ 10,000 on each occasion	Up to ₹ 25,000 on each occasion	Up to ₹ 5,000 on each occasion	Purchase of ingredients for preparation of permitted items as per the scale prescribed subject to ₹ 2 Lakhs per month and ₹25,000/- on each occasion. For all other items ₹ 5,000/- 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.	Full Powers	₹ 2 Lakh (Within the Major Head)	₹ 2 Lakh (Within the Major Head)	--	--	--	--	--	--	--

* Previous approval of Central Government should be obtained for expenditure in excess of ₹ 50 lakh (Proviso to Rule 36 of Coffee (Amendment) Rules, 2016).

Shilpa *Pranab*
7/3/18

FINANCIAL POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head (Plant Tissue Culture & Biotechnology / Coffee Quality)	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
3.	Disposal of Unserviceable Stores: In book value (written down value) for any one item	Full Powers	Up to ₹ 2 Lakhs on each occasion based on the recommendations of the committee constituted for this purpose	Up to ₹ 2 Lakhs on each occasion based on the recommendations of the committee constituted for this purpose	Up to ₹ 1 Lakh on each occasion based on the recommendations of the committee constituted for this purpose	--	--	--	--	--	--
4.	Legal Expenditure	Full Powers	Up to ₹ 1 Lakh on each occasion	Up to ₹ 1 Lakh on each occasion	Up to ₹ 15,000 on each occasion	--	--	Up to ₹ 10,000 on each occasion	--	--	--
5.	Sanction of Pay Advance / TA Advance and Other Interest Free and Interest bearing 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 / TA Advance to the Personnel working in Head Office and Promotional Units. All other advances to the officers and staff of the Board	Full powers to sanction Pay / TA Advance to the Personnel working in Research and Extension Department	May sanction Pay / TA Advance to the Personnel working under their direct control	Only Field Officers: : May sanction Pay / TA Advance to the Personnel working under their direct control	May sanction Pay / TA Advance to the Personnel working under his / her direct control	--	Only Field Officers: May sanction Pay / TA Advance to the Personnel working under their direct control	Only Field Officers: May sanction Pay / TA Advance to the Personnel working under their direct control	May sanction Pay / TA Advance to the Personnel working under their direct control
6.	Medical Advance In Emergency	Full Powers as per rules. For Secretary, DF and any officer from All India Services or Central Service holders of any executive positions, same rules will apply for private hospitals for inpatient, outpatient and diagnostic care at private rates.	Full Powers as per rules in respect of Personnel working in Accounts and Finance Department / Promotional Units	Full Powers as per rules in respect of Personnel working in Research / Extension Departments	Up to ₹ 50,000 in respect of Personnel working under their direct control as per rules.	--	--	--	--	--	--

Shilpa Prasad
25/3

FINANCIAL POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
7.	Reimbursement of Medical Expenses : (a) In-patient	Full Powers	₹ 2 Lakhs in respect of Personnel working in Accounts & Finance, Export Division, Quality Control, Market Research and Promotional Units	₹ 2 Lakhs in respect of Personnel working in Research / Extension Departments	₹ 50,000 in respect of Personnel working under their control	Only Field Officers: ₹ 25,000 in respect of Personnel working under their control	₹ 10,000 in respect of Personnel working under his/her control	--	Only Field Officers: ₹ 10,000 in respect of Personnel working under their control	--	--
	(b) Out patient	Full Powers	Full Powers	Full Powers	₹ 10,000 in each case in respect of Personnel working under their control	Only Field Officers: ₹ 10,000 in each case	₹ 10,000 in each case	--	Only Field Officers: ₹ 10,000 in each case	Only Field Officers: ₹ 10,000 in each case	--
8.	Sanction of Subsidies under the Coffee Board's Scheme	Full Powers	Up to ₹ 50 Lakh in each case in respect of ISS / Export Incentives / R&G Units / Rainfall Insurance	Up to ₹ 50 Lakh in each case in respect of component of Development support other than the subsidy components allocated to DF	Up to ₹ 5 Lakh in each case in respect of component of Development support other than the subsidy components allocated to DF	Only Field Officers: Up to ₹ 3 Lakh in each case in respect of component of Development support other than the subsidy components allocated to DF	--	--	--	--	--
9.	Condonation of Transit and Storage Losses	Full Powers	Up to ₹ 5000 as per norms	Up to ₹ 5000 as per norms	--	--	--	--	--	--	--

Shibir

Poranku

1/7/3

FINANCIAL POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Office	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
10.	Grant of Increments	Full powers in respect of all the Head of Departments	Full powers in respect of Group 'A', 'B' and 'C' officials (other than Heads of Department) working at Head Office and Promotional Units	Full Powers in respect of JD(R) / JDs (E)	JD(E): 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.	Only Field Officers: Full powers in respect of Group 'A', 'B' and 'C' staff working under their control.	Full powers in respect of Group 'B' and 'C' staff working under his / her control	--	Only Field Officers: Full powers in respect of Group 'B' and 'C' staff working under their control.	JLOs (Only Field Officers): Full powers in respect of Group 'C' staff working under their control. DS, CCRI: Full powers in respect of Group 'C' staff working at CCRI.	--
11.	Sanction of Over-time Allowance	Full Powers	Full Powers	Full Powers	Full Powers as per Rules	Only Field Officers: Full Powers as per Rules	Full Powers as per Rules	--	--	--	--
12.	Sanction of Charge Allowance	Full Powers	--	--	--	--	--	--	--	--	--
13.	Maintenance of Departmental Vehicles : (a) Purchase of Petrol, Oil, Lubricants, Diesel etc.,	Full Powers	₹ 2 Lakh Per Annum	₹ 2 Lakh Per Annum	₹ 1,25,000/- Per Annum	Only Field Officers: ₹ 1 Lakh Per Annum	₹ 1 Lakh Per Annum	--	Only Field Officers: ₹ 75,000/- Per Annum	PRO: ₹ 10,000/- Per Vehicle towards fleet card and recoupment on expiry. JLO : ₹ 25,000/- Per Annum	--
	(b) Major repairs with recommendation of the RTO	Full Powers	₹ 1 Lakh Per Annum	₹ 1 Lakh Per Annum	₹ 75,000/- Per Annum	₹ 60,000/- Per Annum	₹ 60,000/- Per Annum	--	Only Field Officers: ₹ 50,000/- Per Annum	JLO : ₹ 25,000/- Per Annum	--

Shilpa Poranula

15/3

FINANCIAL POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
14.	Powers to sign Cheques / EFTs / RTGS for expenditure	Full Powers jointly with Director of Finance / Director of Research	Up to Rupees One Crore jointly with DD (A/cs)	Up to Rupees One Crore jointly with DS, CCRI	Full powers to sign EFTs / RTGS towards Salary and Allowances. Others up to ₹ 2 Lakh jointly with DS / AS / Cashier-in-Charge	Only Field Officers: Full powers to sign EFTs / RTGS towards Salary and Allowances. Others up to ₹50,000/- jointly with DS / AS / Cashier-in-Charge	Full powers to sign EFTs / RTGS towards Salary and Allowances. Others up to ₹50,000/- jointly with DS / AS / Cashier-in-Charge	--	Only Field Officers: Full powers to sign EFTs / RTGS towards Salary and Allowances. Others up to ₹25,000/- jointly with DS / AS / Cashier-in-Charge	Only Field Officers: Full powers to sign EFTs / RTGS towards Salary and Allowances. Others up to ₹10,000/- Only Head Office:- DS - Plan / Non-Plan / Admin / Welfare / Pension, AS (PF) may sign Cheques / EFTs / RTGS for expenditure up to ₹ 50 Lakhs in the event of non-functioning of PFMS or any other exigencies with prior approval of Director of Finance	Only Field Officers: Full powers to sign EFTs / RTGS towards Salary and Allowances. Up to ₹ 1 Lakh for purchase of ingredient.
15.	Power to sanction and sign Cheques / EFTs / RTGS in respect of Fund Transfers from one account to another including IEBR	Full Powers for sanction	Full powers For signing Cheques / EFTs / RTGS etc., jointly with DD (A/cs)	--	--	--	--	--	--	--	--
16.	Power to sign for PFMS	DS / AS countersigned by DD (Accounts) in Head Office			Asst. Secy. countersigned by JDE/R	Asst. Secy. countersigned by DDE / DDR / DH	Asst. Secy. countersigned by OSD, New Delhi	--	Field Offices: SA / JA countersigned by SLO	Field Offices: SA / JA countersigned by JLO	Payment in respect of ICH, Guruvayur will be made from Head Office, Bengaluru
17.	Powers to sanction and Cheque signing powers to Surplus Deposits under General and Pool Fund	Full Powers for sanction	--	--	--	DD (A/cs) countersigned by Director of Finance -	-	--	--	--	--

Shilpa *Pramela* *[Signature]*

FINANCIAL POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
18.	Sanction of retirement benefits : (a) Employees of the Board	Full Powers	Full Powers	Leave encashment in respect of Personnel working in Research / Extension Departments	Leave encashment in respect of Personnel working under their control	Only Field Officers: Leave encashment in respect of Personnel working under their control	Leave encashment in respect of Personnel working under their control	--	--	--	--
	(b) Mazdoors working in Board's Farms	Full Powers	--	Full Powers	Full Powers	--	--	--	--	--	--
19.	Sanction of Pay and Allowances	Full Powers	Full Powers in respect of Personnel working in Accounts and Finance Department / Promotional Units	Full Powers in respect of Personnel working in Research / Extension Departments	Full Powers in respect of Personnel working under their control	Only Field Officers: Full Powers in respect of Personnel working under their control	OSD, New Delhi: Full Powers in respect of Personnel working under his / her control	--	Only Field Officers: Full Powers in respect of Personnel working under their control	JLOs: Full Powers in respect of Personnel working under their control	Full Powers in respect of Personnel working under their control
20.	Sanction of Immediate Death Relief Advance of ₹ 8,000/- to Family Members of the Deceased	Full Powers	Full Powers	Full Powers	Full Powers	Only Field Officers: Full Powers	--	--	--	--	--
21.	Contingency Advance on AC Bill	Full Powers	Full Powers	Full Powers	₹ 25,000/- at a time	Only Field Officers: ₹ 25,000/- at a time	₹ 25,000/- at a time	--	Only Field Officers: ₹ 10,000/- at a time	JLOs: ₹ 5,000/- at a time	--
22.	Drawal of Self Cheque	--	₹ 5,000 /- at a time jointly with DD (A/cs)	₹ 5,000/- at a time jointly with DS	₹ 5,000/- at a time jointly with AS	₹ 5,000/- at a time jointly with AS	--	--	₹ 5,000 at a time	JLOs: ₹ 5,000/- at a time	₹ 5,000 at a time

Shilpa
 Praveen
 6/3/13

ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
1.	To execute Lease Deeds / Rental Deeds of respective offices and subordinate offices in the standard format	Full Powers	Full Powers in respect of Promotional Units	Full powers in respect of Research / Extension Departments	JDs (E): Rental / Lease Deeds relating to their offices	Only Field Officers: Rental / Lease Deeds relating to their offices and to their subordinate offices	Rental / Lease Deeds relating to his / her office and his / her subordinate offices	May execute Lease Deeds after obtaining approval from the Departments concerned	--	--	--
2.	Signing and verifying Pleadings: All Legal Documents, Power of Attorney, Affidavits Judicial matters in the standard format	Full Powers	Full Powers in respect of Finance & Accounts, Export Division, Quality Control, Market Research and Promotional Units	Full Powers in respect of Research / Extension Departments	--	--	--	Full powers to sign Legal Documents etc., subject to approval from Heads of the Departments concerned	--	--	--
3.	(a) Approval of Tour Programme (b) Sanction and Countersigning of T A Bills	Full powers including self	Full powers in respect of the Personnel working in Head Office and Promotional Units	To JD(R) / All JDs (E), DD(R) / Divisional Heads and all Personnel working in Research and Extension Department	JDR: To all officers of CCRI other than Divisional Heads JDsE: To all the Personnel working under their control	To all Group 'A', 'B' & 'C' Personnel working under their control	To all the Personnel working under his / her control	--	Only Field Officers: To the Group 'B' & 'C' staff working under them	JLOs: To Group 'C' officials working under their control	All bills of Group 'C' staff working under their control other than in Delhi Units





ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
4.	Sanction to Refunds of Security Deposits / EMDs	Full Powers	Full Powers	Full Powers	Full Powers	Only Field Officers: Full Powers	Full Powers	--	Only Field Officers: Full Powers	--	--
5.	Grant of Leave: (In the Standard Format) (a) EL / HPL / Commuted Leave	Full Powers	Full Powers	Full Powers	<p>JDR: Up to 30 days to all Group 'B' officers and Group 'C' staff under his / her control Up to 15 days to all Group 'A' officers under his / her control</p> <p>JDs (E): Full powers for Group 'B' & 'C' staff working in their establishment. Up to 15 days to all DDs(E) and up to 30 days to all SLOs under their control</p>	<p>Up to 30 days in respect of Group 'C' staff.</p> <p>Up to 15 days to Group 'A' & 'B' officers under their control DF is the sanctioning authority in the absence of DD for concerned Departments</p>	<p>Up to 30 days in respect of Group 'C' staff.</p> <p>Up to 15 days to Group 'A' & 'B' officers under their control</p>	Up to 15 days to the staff working under his control	Up to 15 days to Group 'B' & 'C' staff	<p>JLO: Up to 15 days to Group 'C' staff working under their control</p> <p>DS, CCRI: Up to 15 days to Group 'C' staff working at CCRI</p> <p>While sanctioning leave for the personnel working other than his control, recommendation of the concerned HoD / Controlling Office is necessary</p> <p>DS, Admin: Up to 15 days to Group 'C' staff working at Head Office</p> <p>While sanctioning leave for the personnel working other than his control, recommendation of the concerned HoD / Controlling Office is necessary</p>	--

Shrinis
 Poranule
 20/08/2018
 15/18

ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer r	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
	(b) Maternity and Paternity Leave	Full Powers	Full Powers	Full Powers	Full Powers for officers and staff working under their control	Full Powers for officers and staff working under their control	Full Powers for officers and staff working under their control	--	--	--	--
	(c) Extra Ordinary Leave (EOL) and Leave Not Due (LnD)	Full Powers	Full Powers in respect of Personnel working at Head Office and Promotional Units	Full Powers in respect of Personnel working in Research and Extension Department	--	--	--	--	--	--	--
	(d) Child Care Leave (CCL)	Full Powers	Full Powers	Full Powers	Upto 15 days to all Deputy Director level officers under his/her control Upto 30 days to all SLO/SMS level officers under his/her control Full powers for Group 'B' & 'C' staff working in their establishment	Upto 15 days to Group 'A' officers under their control Upto 30 days in respect of Group 'B' and Group 'C' Staff under their control	--	--	--	--	--
	(e) Grant of Special Casual Leave as Per Rules	Full Powers	Full Powers in respect of Personnel working at Head Office and Promotional Units	Full Powers in respect of Personnel working in Research and Extension Department	--	--	--	--	--	--	--
	(f) Casual Leave	Full Powers	Full Powers up to 5 days at a stretch	Full Powers up to 5 days at a stretch	Full Powers up to 5 days at a stretch for officers and staff under their control	Full Powers up to 5 days at a stretch for officers and staff under their control	Full Powers up to 5 days at a stretch for officers and staff under his / her control	Full Powers up to 5 days at a stretch for officers and staff under his / her control	Full Powers up to 5 days at a stretch for officers and staff under their control	Full Powers up to 5 days at a stretch for officers and staff under their control	Full Powers up to 5 days at a stretch for staff under their control

Shilpa Poranula

15/3

ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - Plant Tissue Culture & Biotechnology / Coffee Quality	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
6.	Inspection	Full Powers	Full Powers	Full Powers in respect of Research and Extension Units	Full Powers to inspect any offices under their control	Full Powers to inspect any offices under their control	Full Powers to inspect any offices under their control	--	Full Powers to inspect any offices under their control	--	--
7.	Acceptance of Tender for Disposal of Farm Produce	Full Powers	--	Full Powers based on the recommendation of the Committee constituted for the purpose of disposal of farm produce	--	--	--	--	--	--	--
8.	Sanction of LTC / and LTC Advance	Full Powers	Full Powers in respect of the Personnel working in Head Office and Promotional Units	Full Powers in respect of the Personnel working in Research and Extension Department	Full Powers in respect of the Personnel working under their control	Full Powers in respect of the Personnel working under their control	Full Powers in respect of the Personnel working under his / her control	--	Only Field Officers: Full Powers in respect of the Personnel working under their control	--	--
9.	Sanction of Honorarium / Cash Awards	Full Powers	Full Powers	Full Powers	--	--	--	--	--	--	--
10.	Leave Salary Contribution / Pension Contribution / Board's Share for Deputationists	Full Powers	Full Powers	Full Powers	--	--	--	--	--	--	--

Shivika

Poornima

[Signature]
15/11

ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head (Plant Tissue Culture & Biotechnology / Coffee Quality)	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
11.	Sanction of CEA / Tuition Fee / Hostel Subsidy	Full Powers	Full Powers in respect of Personnel working in Head Office and Promotional Units	Full Powers in respect of Personnel working in Research / Extension Department	Full Powers in respect of Personnel working under their control	Full Powers in respect of Personnel working under their control	--	--	--	--	--
12.	Filing of Returns with other Government Agencies such as Income-Tax, Sales Tax, Service Tax, VAT, GST, Prof. Tax and EPF	Full Powers	Full Powers	Full Powers	Full Powers	Only Field Officers: Full Powers	Full Powers	Full Powers	Only Field Officers: Full Powers	Only Field Officers: Full Powers	Full Powers
13.	Consultancy / Professional Services etc.,	Full Powers	₹ 1 Lakh in each case	₹ 1 Lakh in each case	--	--	Up to ₹50,000/- in each occasion	--	--	--	--
14.	Payments for Research Projects / Study / Evaluation etc.,	Full Powers	--	--	--	--	--	--	--	--	--
15.	Uniforms	Full Powers	Full Powers	Full Powers	Full Powers in respect of Personnel working under their control	Full Powers in respect of Personnel working under their control	--	--	--	--	--
16.	Training / Study Tour / Seminar etc.,	Full Powers	₹ 1 Lakh on each occasion	₹ 1 Lakh on each occasion	Only Field Officers: ₹ 25,000 on each occasion	₹ 15,000 on each occasion	--	--	₹ 10,000 on each occasion	Only JLOs of Field Offices: ₹ 5,000 on each occasion	--
17.	Domestic Exhibition under Promotion Activities	Full Powers	₹ 5 Lakhs on each occasion *	--	--	--	--	--	--	--	--

* Subject to approval of Calendar by the Secretary, Coffee Board.

ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - (Plant Tissue Culture & Biotechnology / Coffee Quality)	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCR) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
18.	Foreign Exhibition under Promotion Activities	Full Powers *	Up to ₹ 50 Lakhs on each occasion	--	--	--	--	--	--	--	--
19.	Acceptance of Quotations for Supplies & Disposals and Works Contracts	Full Powers	₹ 1 Lakh on each occasion	₹ 1 Lakh on each occasion	--	--	--	--	--	--	--
20.	Acceptance of Tenders for Supplies & Disposals and Contracts for Works / Creation of Assets	Up to ₹ 50 Lakhs	₹ 5 Lakhs (A Commercial Advisory Committee shall advise Secretary for items above ₹200000)	₹ 5 Lakhs (A Commercial Advisory Committee shall advise Secretary for items above ₹200000)	--	--	--	--	--	--	--
21.	Final settlement of GSLI / Benevolent Fund	Full Powers	Full Powers	--	--	Full powers to DD(A/cs).	--	--	--	--	--
22.	Deposit of Surplus Amount of General Fund and Pool Fund with Nationalized Banks	Full Powers	Full Powers	--	--	--	--	--	--	--	--
23.	Opening / Closure of Bank Accounts or Transfer of Accounts from One Branch to Another	Full Powers	--	--	--	--	--	--	--	--	--
24.	Price fixation for Market Support Scheme	Full Powers	--	Full Powers	--	--	--	--	--	--	--

* Subject to approval of Calendar by Ministry of Commerce & Industry, New Delhi.

Shilpa

Poonam

20/02/2018
15/3/18

ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - (Plant Tissue Culture & Biotechnology / Coffee Quality)	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
25.	Payment of Interest / Penalty	Full Powers	Full Powers		--	--	--	--	--	--	--
26.	Deputation for Seminars / Fairs / Exhibitions / Meeting in India	Full Powers	Full Powers	Full Powers	--	--	--	--	--	--	--
27.	Deputation Abroad for Seminars / Fairs / Exhibitions / Meeting	Full Powers subject to approval of Govt. of India	--	--	--	--	--	--	--	--	--
28.	Allotment of Departmental Quarters	Full Powers	--	Full Powers in respect of Research and Extension Departments	JDs(E): May allot Staff Quarters directly under their control to their staff.	DDs (R): May allot Staff Quarters directly under their control to their staff.	--	--	Only Field Officers: May allot Staff Quarters directly under their control to their staff.	--	--
29.	Issue of Export Permits	Full Powers	--	--	--	DD (MR) : With the approval of DF	--	--	--	--	--
30.	GeM: Government E-Market	Full powers jointly to Director of Finance and Deputy Director (Market Research)									
31.	Issue of No Objection Certificate to obtain Passport / Confirmations thereon	Full Powers	Full Powers	--	--	--	--	--	--	--	--
32.	Permission for pursuing Higher Studies	Full Powers	Full Powers	--	--	--	--	--	--	--	--
33.	Reconveyance of documents pertaining to HBA / CPA etc.,	Full Powers	Full Powers	--	--	--	--	--	--	--	--

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ADMINISTRATIVE POWERS:

Sl. No.	Item	Secretary	Director of Finance	Director of Research	Joint Director (Research / Extension)	Deputy Director - Research / Extension / P&C / MR / A/cs / OL, Divisional Head - (Plant Tissue Culture & Biotechnology / Coffee Quality)	Officer on Special Duty - New Delhi	Joint Secretary (Legal)	Senior Liaison Officer / Technical Officer	Junior Liaison Officer (Unit Offices) / Deputy Secretary - (Admin. / Secretary's Office / Welfare / Claims / Pension / Plan / Non-Plan / Promotion EB / RTI / CCRI) / Estate Officer / Public Relations Officer	Assistant Secretary (Promotional Units)
1	2	3	4	5	6	7	8	9	10	11	12
34.	Forwardal of applications to the other organizations in Public sector undertakings / Central State Govt. organizations /Universities, UPSC / other state PSCs etc. in response to the Advertisement/Notification	Full Powers	Full Powers	Full Powers	--	--	--	--	--	--	--
35.	Engagement of consultants on contract basis based on the requirement	Full Powers	Full Powers Up to Rs.50000/- per month in each case.	--	--	--	--	--	--	--	--
36.	Grant of permission to visit foreign countries on private visit	Full Powers	Full Powers	Full Powers	--	--	--	--	--	--	--



