

**National Council for Cement and Building Materials**

Subject: - Sub – Delegation of Administrative and Financial power - Regarding

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## SCHEDULE OF POWERS

## SUB-DELEGATED TO HEAD OF SERVICES – HRS - PER

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers.
3	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To sanction LTC	Full power as per rules.
5	To approve requisitioning vehicles	Full powers.
6	To sanction travel expense for candidates called for interview on their travel and refreshment served	Full power as per rules.
7	To sanction honoraria to persons appointed / co-opted as members of the Assessment Board other than NCB officials under Service rules of NCB, provided the invitation to such persons have been approved by DG	As admissible under rules.
8	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list.  b.) Upto Rs. 25,000/- in each case for consumables.
9	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>III. FINANCIAL POWERS</b>		
1	To sanction cash advance and its settlement to NCB staff working for urgent and unforeseen purchase / procurement of services	Upto Rs. 10,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.

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2	To sanction payment against approved contracts for the engagement of Manpower through agency	Full powers as per approved contract.
3	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.
4	To sanction monthly charges of medical consultant	Full powers as per approved rates.
5	To sanction payment of medical examination fee to new entrants to NCB	Full powers as per rules
6	To sanction printing of stationery expenses etc.	Upto Rs. 5,000/- in each case.
7	To sanction other urgent and miscellaneous expenses	Upto Rs. 5,000/- in each case.
8	To sanction payment to legal advisors/counsels/advocates for providing all types of legal assistance including legal opinion, appearing in court cases on behalf of NCB etc.	Upto Rs. 25,000/- in each case

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## ANNEXURE - II

## SCHEDULE OF POWERS

## SUB-DELEGATED TO HEAD OF SERVICES - MMS

SI NO	Nature of Power	Extent of Power
<b>I ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To deputing staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstays to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables.
5	To approve requisitioning vehicles	Full powers.
6	To approve Tour Programmes of officials other than himself	Full powers subject to entitlement for officials working under him.
7	To approve amendments of purchase order	HOS-MMS may approve change of Delivery Schedule upto one week without imposing L/D clause giving proper justification. Further approval for extension of delivery schedule to be taken from DG
8	To approve modification / upgradation	Modification / Upgradation of Equipment: HOC of the indenting group
<b>II. FINANCIAL POWERS</b>		
1	To sanction a) Cash advance and its settlement to NCB staff working for urgent and unforeseen purchase / procurement of services	Upto Rs. 20,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is

	b) Recoupment of Imprest	outstanding against the individual concerned.  Full powers subject to individual items not exceeding Rs. 2,500/- in each case.
2	To sanction purchase of : a) Capital Items  b) Purchase of other consumables stores and services	Upto Rs. 50,000/- in each case for capital items subject to items being listed in approved list, pre-audit of proposal by FAS and observation of procedure laid down in the Material Management Guide.  Upto Rs. 1,00,000/- in each case subject to pre-audit by FAS and observance of procedures laid down in the Materials Management Guide.
3	To sanction advance / expenditure towards:  a) Freight and cartage for incoming materials and outgoing material including fees to Clearing Agents and Custom clearing expenses  b) Demurrage / Wharfage charges  c) Transit insurance and Baggage insurance etc.	Full powers subject to the conditions that air lifting of stores shall be in rare cases of extreme urgency.  Upto Rs 5,000/- in each case provided wharge / demurrage charges were not on account of negligence on the part of any NCB official  Full powers
4	To sanction conveyance charges to employees for local conveyance excepting for himself.	Upto Rs. 1,500/- subject to entitlement under NCB Service Rules and certification of non-availability of staff cars wherever necessary.
5	To sanction expenditure for printing of stationery	Upto Rs. 5,000/- in each case.
6	To sanction advance / expenditure for purchase of miscellaneous items including refilling of gas cylinders	Payment through RTGS/NEFT to party with ceiling of Rs. 10,000/- in each case.
7	To sanction towards capital / consumable items from Govt. portal and Govt. agencies like Kendriya Bhandar etc.	Upto Rs. 50,000/- in each case.

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**ANNEXURE - 1**

**SCHEDULE OF POWERS**

**SUB-DELEGATED TO HEAD OF SERVICES (HOS) – HRS (GEN)**

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers.
3	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list.  b.) Upto Rs. 25,000/- in each case for consumables
5	To approve Tour Programmes of officials other than himself	Full powers subject to entitlement for officials working under him.
6	To approve requisitioning vehicles	Full powers.
<b>II. FINANCIAL POWERS</b>		
1	To sanction payment for Municipal Rates and Taxes, rent for building hired by NCB	Full powers as per rules.
2	To sanction  a) Cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchase / procurement of services  b) Recoupment of Imprest	Upto Rs. 20,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.  Full powers subject to individual items not exceeding Rs. 2,000/- in each case.

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3	To sanction expenditure on purchase and supply of uniforms, badges and other articles of clothing etc. and washing allowance.	Full powers within the financial limits prescribed by EC and in accordance with eligibility including advance payment
4	To sanction payment against approved contracts for the followings services:-  a) Transport of NCB officials ( Delhi-Ballabgarh – Delhi) b) Security c) Cleaning and Sweeping d) Pest Control e) Canteen Services f) Hiring of taxis on monthly basis g) Drinking Water	Full powers as per approved contract
5	To Sanction expenditure on vehicles including advance payment a) Maintenance, upkeep & repairs  b) Petrol / Diesel / Oil	Upto Rs. 10,000/- in each case for NCB-B vehicles at a time.  Rs. 5,000/- for NCB-B vehicles at a time.
6	To sanction expenditure towards  a) Reimbursement of conveyance charges to employee for local conveyance excepting for himself  b) Car hired for NCB  c) Bus hired for Trainees	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service and Conduct rules and certification of non-availability of staff cars wherever necessary.  (i) Upto Rs. 5,000/- in each case as per approved contract / contractor.  (ii) Full powers in case of expenditure recoverable from the sponsor  Full powers subject to laid down procedure / prior approval of the DG.
7	To sanction expenditure on Hiring of Photocopying, Spiral Binding, Computer & Manual Typing and Lamination	Full powers as per approved rates / contracts.

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ANNEXURE - 1

**SCHEDULE OF POWERS**

**SUB-DELEGATED TO HEAD OF SERVICES – FAS**

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning vehicles	Full powers.
5	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables.
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>II. FINANCIAL POWERS</b>		
1	To sanction LTC advance and settlement	Full power as per rules.
2	To sanction festival advance	Full power as per rules.
3	To sanction tour and transfer advances and final settlement of claims against approved tour programmes	Full power as per rules.
4	To sanction reimbursement of canteen coupons	Full power as per rules.
5	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.
6	To sanction expenditure on insurance : (i) Group Accident Insurance, (ii) Transit Insurance (cash) & (iii) Insurance of NCB's properties	Full powers as per policy of NCB for taking insurance cover from approved Insurance Company.

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8	To sanction first Aid and urgent medical expenditure including advance payment as per requirement of the situation	Full powers.
9	To sanction advance / expenditure on  a) Dispatch of letters / parcels etc. through Courier Services, P&T Deptt. and franking machine / cash postage  b) Telephone, mobile phone, fax and internet charges	Full power as per approved rates and contract  Full powers as per rules and approved guidelines on the subject and payment of penalty is not on account of negligence on the part of any NCB official
10	To sanction reimbursement of telephone, mobile phone, internet charges of NCB Officials	Full powers as per their entitlement / approved by the DG
11	To sanction expenditure on entertainment of official guests and meetings	Full power within the approved rates and on certification of the concerned Directors, Joint Directors, Heads of Centres, Focal Officials of Corporate Activities, Service Incharges, General Managers and PS – DG for CHO
12	To sanction ticket(s) fare and booking / cancellation charges of Rail / Air tickets	Full power subject to ticket(s) cancelled due to official reasons
13	To sanction expenditure towards printing of stationery etc.	Upto Rs. 5,000/- in each case
14	To sanction other urgent and miscellaneous expenses including refilling of fire extinguishers and photography services availed for officials meetings / farewell	Upto Rs. 5,000/- in each case
15	To sanction expenditure towards disposal of waste materials of NCB campus and NCB Housing Colony including used sample disposal; Activities required for Government's Swachhata Action Plan.	Upto Rs. 15,000/- in each case subject to approval of the DG.

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7	To sanction reimbursement of Medical expenses to staff / retired officials	Full powers provided reimbursement is strictly within the rules.
8	To sanction reimbursement of Educational Assistance to NCB officials	Full powers as per rules.
9	To sanction expenditure of bank and L/C charges	Full powers.
10	To sanction expenses on Revenue stamps	Full powers.
11	To sanction audit fee to statutory auditors / Internal Auditors	Full powers as per approval by the DG.
12	To sanction fees to Chartered Accountants / Advocates appointed for Income Tax, Service Tax, GST matters and for providing professional services as per approved contract	Full powers subject to approval by the DG.
13	To sanction stamp duty / fees for filing cases statutory fees etc.	Full powers as per rules.
14	To sanction expenditure towards (a) Printing of stationery (b) Binding of vouchers, ledgers etc.	(a) Upto Rs. 5,000/- in each case (b) Upto Rs. 15,000/- in each case
15	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen needs	Upto Rs. 5,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
16	To sanction other urgent miscellaneous expenses and purchase of stationery	Rs. 2,000/- in each case.
17	To sanction expenditure relating to AMC's of software being used in FAS	Full power as per contract.
18	To sanction expenditure for Certificate of Utilization Certificate and fees to Actuarial Valuation of Gratuity Funds and Leave Encashment	Upto Rs. 5,000/- in each case.
19	To sanction overtime allowance	Full powers as per rules

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## ANNEXURE - 1

## SCHEDULE OF POWERS

## SUB-DELEGATED TO SERVICE INCHARGE – FAS

SI NO	Nature of Power	Extent of Power
<b>ADMINISTRATIVE AND FINANCIAL POWERS</b>		
1	To approve purchase indents	Upto Rs. 25,000/- in each case for consumables.
2	To sanction LTC advance, Leave encashment against LTC and its settlement.	Full power as per rules.
3	To sanction tour advances & settlement (within India).	Full power as per rules.
4	To sanction reimbursement of canteen coupons	Full power as per rules.
5	To sanction reimbursement of Medical expenses to retired / Working officials (Domiciliary and Hospitalization)	Upto Rs. 50,000/- in each case as per rules
6	To sanction reimbursement of Educational Assistance to NCB officials	Full powers as per rules.
7	To sanction overtime allowance	Full powers as per rules.
8	To sanction the refund of security deposit and earnest money to the parties	Full power subject to approval of HOS / HOC of respective centers.
9	To sanction the refund of Security deposit of housing colony to NCB's staff and CCE trainees	Full power subject to approval of HOS – HRS-GEN/ HOC-CCE.
10	To approve short leave of officials	Full power for staff working in FAS.

  
 18/01/2024

ANNEXURE-1

SCHEDULE OF POWERS SUB-DELEGATED TO  
HOC- CIS :

Sl No	Nature of Power	Extent of Power
<b>A. ADMINISTRATIVE POWERS</b>		
1.	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules.
2.	To Depute staff on duty outside the unit	Full powers for staff working under him.
3.	To sanction leave, leave encashment and extension of leave to cover overstay, to NCB Officials, other than special disability leave, Extraordinary leave	Full powers subject to entitlement of the officials working under him.
4.	To approve Requisitioning Vehicles	Full Powers.
5.	To approve Purchase Indents	(a) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. (b) Upto Rs. 25,000/- in each case for consumables.
6.	To approve Tour Programmes of officials other than himself	Full powers subject to entitlement of the officials working under him.
<b>B. FINANCIAL POWERS</b>		
1.	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service Rules and certification of non-availability of staff car, wherever necessary.
2.	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchases / procurement of services	Upto Rs. 5,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
3.	To sanction subscription charges for institutional membership of professional bodies, periodicals / journals	Full power subject to approval of the DG for the memberships of professional bodies and subscription of the periodicals / journals.
4.	To sanction expenditure on binding of books, periodicals etc.	Upto Rs. 50,000/- in year subject to approval of the DG.
5.	To sanction (a) expenditure on designing, installing and hosting of NCB website (b) Renewal of hosting of website	(a) Full power subject to approval of the DG. (b) Full power subject to approval of the DG.

  
15/10/22

6.	To sanction expenditure on hardware / software service (including upgradation), IT, component, accessories, consumables and AMC of software services.	a) Full power upto Rs. 2,000/- b) For materials / services costing more then Rs. 2,000/- subject to approval of the DG.
7.	To sanction expenditure of new internet accounts / renewal of internet account for using of internet at NCB-B	Full power as per approval of DG.
8.	To sanction other urgent and miscellaneous expenses	Upto Rs. 1,500/- in each case.
9.	To sanction expenditure on books, audio / video cassettes, cds etc., for library	Upto Rs. 5,000/- in each case.
10.	To sanction expenditure on photocopies, translations of papers on technical journal from outside institutions	Upto Rs. 5,000/- in each case.
11.	To sanction expenditure on all activities relating to Seminar / Workshop / Conference etc., organized by NCB	Full power subject to approval of the DG to organize the events and following of laid down procedures.
12.	To sanction Registration Fee for NCB officials attending Seminar / Workshop / Conference etc.	Full power subject to approval of the DG
13.	To sanction expenditure on designing, printing and production of NCB publications, reports, stationary, brochures and display materials	a. Full powers upto Rs. 10,000/- b. For jobs costing more than Rs. 10,000/- subject to approval of the DG
14.	To sanction expenditure on translation of Annual Reports, outcome budget, accounts report etc. from English to Hindi or vice versa	Upto Rs. 15,000/- in each case.
15.	To sanction expenditure on NCB advertisements, publicity services, audio-visuals, films, videos, Photography etc.	Full power subject to approval of the DG
16.	To sanction expenditure on participation in exhibition organised by agencies other than NCB	Full power subject to approval of the DG and following proper procedure and guidelines

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19/10/2024

ANNEXURE - 1

SCHEDULE OF POWERS

SUB-DELEGATED TO HEAD OF CENTRE – CRT

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning vehicles	Full powers.
5	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables.
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>II. FINANCIAL POWERS</b>		
1	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service rules and certification of non-availability of staff car wherever necessary.
2	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchase / procurement of services	Upto Rs. 5,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
3	To sanction expenditure for urgent and unforeseen purchase procurement of services.	Upto Rs. 2,000/- in each case.
4	To sanction payment to suppliers for procurement of services	Full powers as per approved contract.
5	To sanction expenditure for printing of stationery.	Rs. 5,000/- in each case.

ANNEXURE - 1

**SCHEDULE OF POWERS**

**SUB-DELEGATED TO HEAD OF CENTRE - CDR**

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstays to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning vehicles	Full powers.
5	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables.
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>II. FINANCIAL POWERS</b>		
1	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service rules and certification of non-availability of staff car wherever necessary.
2	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchase / procurement of services	Upto Rs. 10,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
3	To sanction advance / expenditure for urgent and unforeseen purchase / procurement of services.	Payment through RTGS / NEFT to party with the ceiling of Rs. 15,000/- in each case.
4	To sanction payment to suppliers for procurement of services	Full powers as per approved contract.
5	To sanction expenditure for printing of stationery.	Rs. 5,000/- in each case.



SCHEDULE OF POWERS

SUB-DELEGATED TO HEAD OF CENTRE - CQC

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / , compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him
3	To sanction leave, leave encashment and extension of leave to cover overstaya to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning Vehicles	Full powers
5	To approve purchase indents	a.) upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables.
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>II. FINANCIAL POWERS</b>		
1	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service rules and certification of non-availability of staff car wherever necessary.
2	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchase / procurement of services	Upto Rs. 5,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
3	To sanction expenditure for urgent and unforeseen purchase procurement of services.	Upto Rs. 2,000/- in each case.
4	To sanction payment to suppliers for procurement of services	Full powers as per approved contract.
5	To sanction expenditure for printing of stationery.	Rs. 5,000/- in each case





## ANNEXURE - 1

## SCHEDULE OF POWERS

## SUB-DELEGATED TO HEAD OF CENTRE – CME - I

SI NO	Nature of Power	Extent of Power
<b>i. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning Vehicles	Full powers.
5	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>ii. FINANCIAL POWERS</b>		
1	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service rules and certification of non-availability of staff car wherever necessary.
2	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchase / procurement of services	Upto Rs. 5,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
3	To sanction expenditure for urgent and unforeseen purchase procurement of services.	Upto Rs. 2,000/- in each case.
4	To sanction payment to suppliers for procurement of services	Full powers as per approved contract.
5	To sanction expenditure for printing of Stationery.	Rs. 5,000/- in each case.

**ANNEXURE - 1**

**SCHEDULE OF POWERS**

**SUB-DELEGATED TO HEAD OF CENTRE – CCE**

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning Vehicles	Full powers.
5	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list.  b.) Upto Rs. 25,000/- in each case for consumables.
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>II. FINANCIAL POWERS</b>		
1	To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself	Upto Rs. 2,000/- in a month subject to entitlement under NCB Service rules and certification of non-availability of staff car wherever necessary.
2	To sanction cash advance and its settlement to NCB staff working under him for urgent and unforeseen purchase / procurement of services	Upto Rs. 5,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.
3	To sanction expenditure for urgent and unforeseen purchase procurement of services.	Upto Rs. 5,000/- in each case.
4	To sanction payment to suppliers for procurement of services	Full powers as per approved contract.

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5	To sanction expenditure for printing of stationery.	Rs. 5,000/- in each case.
6	To sanction payment of honorarium to faculty, their TA/DA/ local travel expenses etc. including recoupment of imprest for the same	Full powers subject to the condition that honorarium to faculty, their TA/DA expenses etc., are as per the approved NCB norms and guidelines.
7	To sanction CCE Hostel expenditure related to Laundry / cable connection etc.	Full powers as per the approved contract rates.
8	To sanction reimbursement of imprest for meeting miscellaneous CCE and CCE Hostel expenditure	Full powers subject to individual item not exceeding Rs. 1,000.00 in each case.
9	To sanction expenditure for trainees technical visit outside NCB-B (including advance payment to suppliers / staff)	Upto Rs. 25,000.00 for each visit.

ANNEXURE - 1

**SCHEDULE OF POWERS  
SUB-DELEGATED TO HEAD OF SERVICES – ETS**

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To depute staff on duty outside the Unit	Full Powers for staff working under him.
3	To sanction leave, leave encashment and extension of leave to cover overstays to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
4	To approve requisitioning vehicles	Full powers.
5	To approve purchase indents	a.) Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. b.) Upto Rs. 25,000/- in each case for consumables.
6	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
<b>II. FINANCIAL POWERS</b>		
1	To approve contracts (including AMC/s) for repairs and maintenance of Lab equipment, computers, office equipment and furniture and building including sanitary fitting. Water supply, electrical installation and air – conditioning etc.	Upto Rs. 20,000/- in each case subject to pre – audit by FAS.
2	To sanction payment against approved contracts for repairs and maintenance of lab equipment, computers, office equipment and furniture and building including sanitary fitting. Water supply, electrical installation and air – conditioning etc.	Full powers as per approved contract
3	To sanction : a.) Cash advance and its settlements to NCB staff for urgent and unforeseen purchases / procurement of services	Upto Rs. 10,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.

	b.) Reimbursement of Imprest	
		Full powers subject to individual items not exceeding Rs. 2,000/-.
4	To sanction conveyance charges to employees for conveyance excepting for himself.	Upto Rs. 1,500/- in a month subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.
5	To sanction expenditure on electricity and water charges for NCB-Ballabgarh including Housing Colony	Full powers excepting penalties.
6	To sanction other urgent, unforeseen purchase / procurement of services including supply of water from suppliers (including advance payment)	Upto Rs. 5,000/- in each case
7	To sanction expenditure for printing of stationery.	Upto Rs. 5,000/- in each case.



**SCHEDULE OF POWERS SUB DELEGATED TO UNIT IN CHARGE, NCB HYDERABAD**

SL.No	NATURE OF POWER	EXTENT OF POWER
<b>ADMINISTRATIVE POWERS</b>		
1	Salaries and applicable allowances	Full powers as per 7 <sup>th</sup> CPC & as approved by NCB
2	To call staff on Overtime allowance and to sanction overtime allowance and / or compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subject
3	To depute staff on Duty outside the unit	Full powers for the staff attached to NCB-H
4	To sanction leave, Leave encashment extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full power subject to entitlement for official working in NCB-H except for Unit in charge
5	Requisitioning of Vehicles	Full powers as per rules
6	To sanction LTC	Full powers as per rules
7	To sanction travel expenses for candidates called for Interview on their travel and refreshment served	Full powers as per rules
8	To sanction honorarium to Faculty To sanction Honoraria to persons appointed / Co-opted as members of the assessment boards other than NCB officials under service rules of NCB, Provided that the invitations to such person have been approved by DG	As admissible under rules
9	To approve purchase indents a. Capital Equipment  b. General Purchases (consumables, Stores Items/Materials, Stationary & lab chemicals)	Up to Rs 50000-00 in each case as per approved procurement list.  Up to Rs 15000-00 per indent
10	To approve tour programs of official other than himself / herself	Full power subject to entitlement for official working under him / hcr.
<b>FINANCIAL POWERS</b>		
1	To sanction Salaries/Allowances/ Statutory Payments etc	As per NCB rules
2	To sanction payment for Municipal rates and taxes, Rent for buildings hired by NCB	Full powers as per rules
3	a. To sanction General advance, its settlement to NCB staff for urgent and unforeseen purchases / procurement of services.  b. Recoupment of imprest and Sanctioning of imprest advance  c. Consumables /Stores items/Stationary/Services	Upto Rs.15,000/-, in each case subject to condition that account of advance shall be rendered within a week and No previous advance is outstanding against the individual concerned.  Full powers subject to individual items not exceeding Rs.5,000/- in each case.  Upto 15,000/- in each case including procurement made through Govt eportal/Govt Organization.
4	To sanction expenditure on purchase and supply of uniforms, Badges and other articles of clothing etc. and Washing allowances.	Full powers within the financial limits prescribed by EC and in accordance within eligibility
5	To sanction payment against approved contracts for the following services. a. Security Services	Full powers as per the approved contracts/ Actual fee

	<ul style="list-style-type: none"> <li>b. House Keeping</li> <li>c. Extra man power services through agency</li> <li>d. Pest Control</li> <li>e. Hiring of Vehicles on monthly basis / Per call basis</li> <li>f. Electrical maintenance</li> <li>g. Computers maintenance &amp; office Eqpt</li> <li>h. AMC of Lab Equipments</li> <li>i. Renewal accreditation fee for NABL/BIS/ISO</li> </ul>	(22)
6	To sanction expenditure for DG set Diesel and Lubricants	Upto 15,000/- per month or on actual
7	To sanction local conveyance to Staff	Upto Rs. 2,000/- in a month subject to entitlement as per NCB rules and Certification of Non availability of staff cars wherever the necessary
8	To sanction hiring of Photocopying, Spiral Binding, Computer typing and Lamination etc	Full powers as per approved rates
9	<ul style="list-style-type: none"> <li>a. First Aid</li> <li>b. Safety accessories (safety shoes, Uniforms, Mask &amp; Helmets etc.)</li> </ul>	Upto 5000/- per year on actual cost
10	To sanction Monthly charges of Medical consultant	Full powers as per approved rates and contract
11	To sanction advance / Expenditure on dispatch of letters / parcels etc. through Post / Courier services	Full powers as per approved rates and contract
12	To sanction Telephone / Mobile /Fax /Inter Net /Broad band charges etc	Full powers as per rules and approved guidelines on the subject except payment of penalty
13	To sanction payment of Medical examination fee to New entrants to NCB	Full powers as per rules
14	To sanction expenditure on entertainment of official guests and meetings	Full powers within the approved rates and on certification of the concerned directors, Joint Directors, Head of the Centers, Focal officials of the Corporate activities, Service in charges, General Managers.
15	To sanction LTC advances and Settlements	Full powers as per rules
16	To sanction Tour and transfer advances and Final settlement of claims against approved tour programmes	Full powers as per rules
17	To sanction reimbursement against Canteen coupons	Full powers as per rules
18	<ul style="list-style-type: none"> <li>To sanction expenditure on Insurance of assets</li> <li>a. Transit Insurance of NCB Equipment</li> <li>b. Insurance Fire Burglary of NCB Assets</li> </ul>	Full powers as per policy of NCB for taking insurance cover and from approved insurance company
19	To sanction Reimbursement of Medical expenses to NCB staff / retired officials and educational assistance to NCB staff	Full powers as per rules
20	To sanction expenditure on Bank Charges and LC Charges	Full powers as per rules
21	To sanction Expenses on revenue stamps/ Stamp papers etc	Full powers as per rules
22	To sanction expenditure on Electricity and Water supply charges including packaged Drinking water	Full powers as per rules except penalties or as per approved contract
23	To sanction other urgent/ miscellaneous and maintenance expenditure	Upto Rs. 15,000/- in each case

## SCHEDULE OF POWERS UNIT INCHARGE - AHMEDABAD

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To sanction leave, leave encashment and extension of leave to cover overstayal to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
3	To depute staff on duty outside the Unit	Full Powers for staff working under him.
4	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
5	To approve purchase indents	Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. Upto Rs. 25,000/- in each case for consumables.
<b>II. FINANCIAL POWERS</b>		
1	To sanction travel expenses for candidates called for interview on their travel and refreshment served (confined to tea / coffee only)	Full powers as per rules
2	To sanction payment against approved contracts for repairs and maintenance of lab equipment, computers, office equipment and furniture and building including sanitary fitting. Water supply, electrical installation and air - conditioning etc.	Full powers subject to : a.) The contract having been approved by the DG. b.) The expenditure not exceeding the approved contract.
3	To sanction payment for Municipal Rates and Taxes, rent for building hired by NCB	Full powers as per rules
4	To approve Tour Programmes of officials other than focal officials and for himself	Full powers Subject to entitlement for officials working under him.
5	To sanction a) Cash advance and its settlement to NCB officials / staff, Quality Assurance Supervisors (QAS) to meet project	Upto Rs. 15,000/- in each case subject to the condition that account of advance shall be rendered within the week and no



	expenses & unforeseen purchase / procurement of services / repairs of equipment / furniture / buildings etc.  b) Reimbursement of Imprest	previous advance is outstanding against the individual concerned.  Full power subject to individual items not exceeding Rs. 2,000/- in each case.
6	To sanction purchase of (a) Capital Items  (b) Purchase of consumable stores and services	Upto Rs. 25,000/- in each case for capital items subject to items being listed in approved list, pre-audit of proposal by FAS and observance of procedure laid down in the Materials Management Guide.  Upto Rs. 25,000/- in each case subject to pre-audit by FAS and observance of procedures laid down in the Materials Management Guide.
7	To sanction advance / expenditure on freight and demurrage / wharfage charges  (a) Freight and cartage charges for incoming materials and outgoing materials  (b) Demurrage / wharfage charges	Full power subject to the conditions that air lifting of stores shall be in rare cases of extreme urgency only for which reasons to be recorded in the file.  Upto Rs. 1,000/- in each case provided wharfage / demurrage charges were not on account of negligence on the part of any NCB official.
8	To sanction expenditure on purchase and supply of uniforms, badges and other articles of clothing etc.	Full power within the financial limits prescribed by EC and in accordance with eligibility and pre-audit of proposal by FAS
9	To sanction payment against approved contracts for the followings services:-  a) Security b) Cleaning and Sweeping c) Pest Control d) Canteen Services e) Hiring of taxi	Full powers as per approved contract.
10	To sanction expenditure on vehicles :- a) Maintenance upkeep and repairs	Upto Rs. 5,000/- in each case for NCB-A vehicles at a time.



	b) Petrol / Diesel / Oil	Upto Rs. 3,000/- in each case for NCB-A vehicles at a time
11	a) To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself b) Sanction expenditure for car hired for NCB	Upto Rs. 2,000/- in a month subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.  Upto Rs. 3,000/- in each case subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.
12	To sanction expenditure on Electricity and Water charges	Full power, excepting for penalties.
13	To sanction advance / expenditure on: a) Dispatch of letters / parcels etc. through Courier Services, P&T Deptt. and franking machine / cash postage b) Telephone, mobile phone, fax and internet charges	Full powers as per rules.  Full powers as per rules on the subject except payment of reinstatement fees & penalty
14	To sanction expenditure on entertainment of official guests, meeting in NCB premises.	Upto Rs. 3000/- in each case
15	To sanction expenditure on transit insurance and Insurance of NCB's properties	Full powers as per policy of NCB for taking insurance covers from approved insurance company.
16	To sanction expenditure on First Aid	Upto Rs. 500/- in each case.
17	To sanction expenditure of bank charges	Full powers.
18	To sanction expenses on Revenue stamps	Full powers.
19	To sanction advance / expenditure for urgent and unforeseen purchase / procurement of service.	Payment through RTGS/NEFT to party with ceiling of Rs. 15,000/- in each case.
<b>III. MANPOWER ENGAGEMENT</b>		
1	Sanction for engagement of casual labour / driver for project work	Upto 90 man-days per month subject to approval of the DG.

ANNEXURE-I**SCHEDULE OF POWERS SUB-DELEGATED TO SH AMIT GANDHI, GROUP  
MANAGER, NCB-AHMEDABAD**

SI No.	Nature of power	Extent of Power
<b>A. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance/Compensatory Holiday in Lieu thereof	Full powers subject to conditions laid down in the rules on the subjects
2	To sanction leave, leave encashment and extension of leave to cover over-stayal to NCB Officials/Contract officials other than special disability leave, Extraordinary leave	Full powers subject to entitlement for officials working under him at NCB-Ahmedabad
3	To depute staff on duty outside the unit	Full powers for staff working under him
4	To approved tour programmes of officials other than himself	Full powers subject to entitlement for officials working under him
<b>B. FINANCIAL POWERS</b>		
1	To sanction payment against approved contracts for repairs and maintenance of Lab Equipment, computer, office equipment and furniture and buildings including sanitary fittings, water supply, electrical installation and air-conditioning etc.	Full powers subject to:- (a) The contract having been approved by DG. (b) The expenditure not exceeding the approved contract.
2	To sanction tour and transfer advances and final settlement of claims against approved tour programmes	Full powers as per rules for officials working under him
3	To sanction (a) Cash advance and its settlements to NCB officials/Contract officials for urgent and unforeseen (b) Reimbursement of Imprest	Upto Rs 10,000/- in each case subject to the condition that account of advance shall be rendered within four weeks and no previous advances is outstanding against the individual concerned.  Full powers subject to individual item not exceeding Rs 2,000/- in each case.

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16/02/2022

4	To sanction purchase of consumable stores	Upto Rs 5,000/- in each case subject to pre-audit by FAS and observance of procedures laid down in the Materials Management Guide.
5	To sanction advance/ expenditure on Freight and demurrage/ wharfage charges : a) Freight and cartage charges for incoming materials and outgoing materials b) Demurrage / wharfage charges	Full powers subject to the conditions that air lifting of stores shall be in rare cases of extremes urgency only for which reasons to be recorded in the file  Upto Rs. 1,000/- in each case provided wharfage/demurrage charges were not on account of negligence on the part of any NCB officials
6	To approve purchase indents	Upto Rs 5,000/- in each case for consumables.
7	To sanction payment against approved contract for the following services:- a) Security b) Cleaning and sweeping c) Canteen services d) Pest Control e) Casual	Subject to DG's approval for engagement of casual labour.  Full powers as per approved contract -do- -do- -do- -do-
8	To sanction expenditure on vehicles: - a) Maintenance, upkeep and repairs b) Petrol/Diesel/Oil	Upto Rs 5,000/- in each case for NCB-A vehicle subject to compliance of guidelines on the subject.  Rs 3,000/- in each case for NCB-A vehicle
9	a) To sanction conveyance charges reimbursement to employees for local conveyance except for himself:-  b) Sanction expenditure for car hired for NCB	Upto Rs 2,000/- in a month subject to entitlement under NCB Service Rules and certification of Non-availability of staff cars wherever necessary.  Upto Rs 3,000/- in each case subject to entitlement under NCB Service Rules and certification of Non-availability of staff cars wherever necessary.
10	To sanction expenditure on Electricity and Water charges	Full powers, excepting for penalties.
11	To sanction advance/expenditure on:- a) Dispatch of letters/parcels etc. through courier services, P&T Deptt.	Full powers as per rules

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	And franking machine/cash postage	
	b) Telephone, Mobile phone, FAX & Internet Charges	Full powers as per rules on the subject except payment of re-installation fees and penalty
12	To sanction expenditure on entertainment of officials guests, meeting in NCB premises	Rs. 2,000/- total maximum per month
13	To sanction of expenditure on transit insurance & Insurance of NCB's Properties	Full powers as per policy of NCB for taking insurance covers and from approved Insurance Company
16	To sanction expenditure on First Aid	Upto Rs 500/- in each case.
17	To sanction expenditure of Bank charges	Full powers.
18	To sanction expenses on Revenue Stamps	Full powers.
19	To sanction advance/expenditure for urgent and unforeseen purchase/procurement of services	Upto Rs. 1,000/- in each case

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*[Handwritten Signature]*  
 18/6/2020

(29)

**ANNEXURE - 1**

**SCHEDULE OF POWERS UNIT INCHARGE - BHUBANESWAR**

SI NO	Nature of Power	Extent of Power
<b>I. ADMINISTRATIVE POWERS</b>		
1	To call staff on overtime and to sanction overtime allowance / compensatory holiday in lieu thereof	Full powers subject to condition laid down in the rules on the subjects.
2	To sanction leave, leave encashment and extension of leave to cover overstay to NCB officials, other than special disability leave, extraordinary leave	Full powers subject to entitlement for officials working under him.
3	To depute staff on duty outside the Unit	Full Powers for staff working under him.
4	To approve Tour Programmes of officials other than himself	Full powers Subject to entitlement for officials working under him.
5	To approve purchase indents	Upto Rs. 50,000/- in each case for capital equipment in the approved procurement list. Upto Rs. 25,000/- in each case for consumables.
<b>II. FINANCIAL POWERS</b>		
1	To sanction travel expenses for candidates called for interview on their travel and refreshment served (confined to tea / coffee only)	Full powers as per rules
2	To sanction payment against approved contracts for repairs and maintenance of lab equipment, computers, office equipment and furniture and building including sanitary fitting, Water supply, electrical installation and air – conditioning etc.	Full powers subject to : a.) The contract having been approved by the DG. b.) The expenditure not exceeding the approved contract.
3	To sanction payment for Municipal Rates and Taxes, rent for building hired by NCB	Full powers as per rules
4	To approve Tour Programmes of officials other than focal officials and for himself	Full powers Subject to entitlement for officials working under him.
5	To sanction a) Cash advance and its settlement to NCB officials / staff, Quality Assurance Supervisors (QAS) to meet project expenses & unforeseen purchase /	Upto Rs. 15,000/- in each case subject to the condition that account of advance shall be rendered within the week and no previous advance is outstanding against the individual concerned.

2

	procurement of services / repairs of equipment / furniture / buildings etc.  b) Reimbursement of Imprest	Full power subject to individual items not exceeding Rs. 2,000/- in each case.
6	To sanction purchase of (a) Capital Items  (b) Purchase of consumable stores and services	Upto Rs. 25,000/- in each case for capital items subject to items being listed in approved list, pre-audit of proposal by FAS and observance of procedure laid down in the Materials Management Guide.  Upto Rs. 25,000/- in each case subject to pre-audit by FAS and observance of procedures laid down in the Materials Management Guide.
7	To sanction advance / expenditure on freight and demurrage / wharfage charges  (a) Freight and cartage charges for incoming materials and outgoing materials  (b) Demurrage / wharfage charges	Full power subject to the conditions that air lifting of stores shall be in rare cases of extreme urgency only for which reasons to be recorded in the file.  Upto Rs. 1,000/- in each case provided wharfage / demurrage charges were not on account of negligence on the part of any NCB official.
8	To sanction expenditure on purchase and supply of uniforms, badges and other articles of clothing etc.	Full power within the financial limits prescribed by EC and in accordance with eligibility and pre-audit of proposal by FAS
9	To sanction payment against approved contracts for the followings services:-  a) Security b) Cleaning and Sweeping c) Pest Control d) Canteen Services e) Hiring of taxi	Full powers as per approved contract.
10	To sanction expenditure on vehicles a) Maintenance upkeep and repairs  b) Petrol / Diesel / Oil	Upto Rs. 5,000/- in each case for NCB-Bhubaneswar vehicles at a time. Upto Rs. 3,000/- in each case for NCB-Bhubaneswar vehicles at a time

2

11	a) To sanction conveyance charges reimbursement to employees for local conveyance excepting for himself  b) Sanction expenditure for car hired for NCB	Upto Rs. 2,000/- in a month subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.  Upto Rs. 3,000/- in each case subject to entitlement under NCB service rules and certification of Non-availability of staff cars wherever necessary.
12	To sanction expenditure on Electricity and Water charges	Full power, excepting for penalties.
13	To sanction advance / expenditure on: a) Dispatch of letters / parcels etc. through Courier Services, P&T Deptt. and franking machine / cash postage  b) Telephone, mobile phone, fax and internet charges	Full powers as per rules.  Full powers as per rules on the subject except payment of reinstallation fees & penalty
14	To sanction expenditure on entertainment of official guests, meeting in NCB premises.	Upto Rs. 3000/- in each case
15	To sanction expenditure on transit insurance and Insurance of NCB's properties	Full powers as per policy of NCB for taking insurance covers from approved insurance company.
16	To sanction expenditure on First Aid	Upto Rs. 500/- in each case.
17	To sanction expenditure of bank charges	Full powers.
18	To sanction expenses on Revenue stamps	Full powers.
19	To sanction advance / expenditure for urgent and unforeseen purchase / procurement of service.	Payment through RTGS/NEFT to party with ceiling of Rs. 15,000/- in each case.
III. MANPOWER ENGAGEMENT		
1	Sanction for engagement of casual labour / driver for project work	Upto 90 man-days per month subject to approval of the DG.



Ref: SEC/10.4  
08 March 2019

**Sub: Financial Matters - CHO**

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Secretary-NCB, is hereby authorized to exercise all administrative and financial powers relating to DG's Office, with immediate effect.



8/3/19  
DIRECTOR GENERAL

Shri S K Chaturvedi  
Secretary-NCB

FAS

SEC