



भा. कृ. अनु. प. —केन्द्रीय शुष्क क्षेत्र अनुसंधान संस्थान  
**ICAR - Central Arid Zone Research Institute**  
जोधपुर / Jodhpur (राजस्थान / Rajasthan) 342003  
Website: [www.cazri.res.in](http://www.cazri.res.in), Email: [director.cazri@icar.gov.in](mailto:director.cazri@icar.gov.in)  
Phone No. 0291 - 2786584(Dir.)/2786485(CAO)/2785981(AO) FAX: 0291 - 2788706(Dir.)/2786498(PME))



F.No.5-123/DoP/2018-Admn.I


Dated: 23-07-2022

**OFFICE ORDER**

The Director, ICAR-Central Arid Zone Research Institute, Jodhpur has been please to re-delegate the powers to the different Officers under Administration/Finance of ICAR-CAZRI, Jodhpur for smooth functioning of the office, as detailed in Annexure-I.

These powers shall be exercised subject to the strict observance of the rules and orders issued by the GOI/ICAR from time to time.


**Encl.:** Annexure-1

  
(Ram Pal Verma) 23/07/2022  
Administrative Officer


**Distribution:**

1. HoDs of Division-I/II/III/IV/V/VI/Comptroller/SAO-I/II AO/AAOs of Admn-I/II/III/IV/V/Legal, FAO/AFAOs of Audit-I/II/III, Nodal Scientist-Rodent, I/c RCMS, I/c Library, I/c Farm Section, Security Section, OIC-Maintenance Unit, I/c- IGH/ Hostel.
2. HDs, CAZRI's RRS, Pali/Jaisalmer/Bikaner/Bhuj/Leh.
3. I/c of KVK-Jodhpur/Pali/Bhuj
4. I/c AKMU, CAZRI, Jodhpur for uploading a copy of this notification on CAZRI-INTRA.
5. PS to Dir/CAO (SG), ICAR-CAZRI, Jodhpur for information.


S.No.	Nature of Powers	Extent of Power re-delegated	To whom Powers are re-delegated	Remarks , if any
1.	Powers to sanction annual increments (F.R.-24)	Full in respect of all categories of employees carrying up the Maximum GP. 4800 Pre-revised and Pay Level-8	CAO (SG)/Head of office	
2.	Powers to require a medical certificate of fitness before return from leave (F.R.-71)	Full in respect of all categories of employees carrying up the Maximum GP. 6600 Pre-revised and Pay Level-11	CAO (SG)/Head of office	
3.	Powers to sanction C.L., R.H, C.H., Permission to avail the leave and holidays out of the Headquarter (Hq. Leave Permission)	Full in respect of all categories of employees of the administration working under their control	CAO (SG)/Head of office/Comptroller/Sr.A O/A.O/FAO	Subject to the maximum limitation and celings prescribed
4.	Powers to sanction E.L., HPL and EOL, (S.R.-206 & 208) with/without Hq. Leave Permission (F.R.-73)	Full in respect of all categories of employees of the administration working under their control of GP. 1800 to 4600 Pre-revised and Pay Level-1 to 7	Sr.AO -upto T-5, SAO and above – CAO (SG)	Subject to the recommendation of leave by the concerned Head/section
5.	Powers to sanction E.L., HPL and EOL, (S.R.-206 & 208) with/without Hq. Leave Permission (F.R.-73)	Full in respect of all categories of employees of the administration working under their control of GP. 4600 to 5400 Pre-revised and Pay Level-7 to 10	CAO (SG)/Head of office	Subject to the recommendation of leave by the concerned Head/section
6.	Grant of advances of formalities of employees of Non-gazetted status in indigent circumstances upon the death of employees	Full powers subject to the provisions of GFR-2017	CAO (SG)/Head of office	Subject to the observation of pre-requisite formalities
7.	Expenditure on entertainment and light refreshment	Expenditure up the Rs. 2000/- in each occasion subject to the ceilings and restriction laid down by the Council from time to time	CAO (SG)/Head of office	The overall expenditure per annum should not exceed the prescribed limit ceiling undo the Director

  
23/07/2022


8.	Controlling officer for the purpose of T.A., TTA (S.R. 191 & 116) and countersigned the T.A. Bills	Full in respect of all categories of employees carrying up the Maximum GP. 6600 Pre-revised and Pay Level-11	CAO (SG)/Head of office	
9.	To approve the Tour Programme and Tour Reports	Full in respect of all categories of employees of the administration working under their control of Pay Level-1 to 11 (7 <sup>th</sup> CPC)	CAO (SG)/Head of office	
10.	Power to sanction reimbursement of cancellation charges on unused Railway tickets	Full in respect of all categories of employees of the administration working under their control of Pay Level-1 to 11 (7 <sup>th</sup> CPC)	CAO (SG)/Head of office	Subject to recorded satisfactory reasons
11.	Power of incurring contingent expenditure in General	Recurring Rs. 15000/ P.M. in each case.	CAO (SG)/Head of office	Subject to the provisions of Rule 1958 and observations procedure and other directions contained in GFR-2017
12.	Conveyance Hire	Up to 2500/- in each case	CAO (SG)/Head of office	
13.	Electricity, Gas, Water and telephone charges	Full	CAO (SG)/Head of office	
14.	Freight Charges	Up to 10000/- in each case	CAO (SG)/Head of office	
15.	Demurrage/Wharfage charges	Upto 5000/- in each case	CAO (SG)/Head of office	
16.	Postage	Full	CAO (SG)/Head of office	

  
23/07/2022

17.	Purchase of stationery/rubber stamps/office seals for stores	Up to 25000/- in each case	CAO (SG)/Head of office	
18.	Printing and binding	Up to 25000/- in each case	CAO (SG)/Head of office	
19.	Sanction of Temporary advances for purchase of working stores and other misc. items of the general nature	Rs. 10000/- in each case	CAO (SG)/Head of office	
20.	Supply of uniforms, badges and other articles of clothing and washing allowances/charges	Full	CAO (SG)/Head of office	
21.	Grants of Advances of Pay and T.A on Transfer (GFR-222)	Full in respect of all categories of employees of Pay Level-1 to 11 (7 <sup>th</sup> CPC)	CAO (SG)/Head of office	
22.	Grants of Temporary advances from Provident Fund	Full in respect of all categories of employees of Pay Level-1 to 11 (7 <sup>th</sup> CPC)	CAO (SG)/Head of office	
23.	Grants of LTC Advances and leave encashment	Full in respect of all categories of employees of Pay Level-1 to 11 (7 <sup>th</sup> CPC)	CAO (SG)/Head of office	
24.	Reimbursement of medical expenses as admissible under Central Services (Medical attendance Rule-1944)	Full in respect of all categories of employees of Pay Level-1 to 7 (7 <sup>th</sup> CPC)	CAO (SG)/Head of office	
25.	Grant of CEA and reimbursement of tuition fees	Full in respect of all categories of employees up to GP-6600 pre-revised and Level-11	CAO (SG)/Head of office	
26.	Refund of security deposits, EMD related to stores	Full	CAO (SG)/Head of office	Subject to full fill all the conditions laid down in GFR-2017
27.	Maintenance and repairs of items related computer, AC, Electric, printer, fax machine installed in administration	Up to 25000/- in each cases	CAO (SG)/Head of office	

  
23/07/2022

28.	TA to the family of deceased family	Full	CAO (SG)/Head of office	As per rule
29.	Power to sanction expenditure on the insurance of motor vehicle under the MV Act, 1939 and to pay Road Tax wherever levied	Full	CAO (SG)/Head of office	
30.	Reimbursement of News Paper allowances	Full	CAO (SG)/Head of office	

  
23/07/2022