

ANNEXURE—16

SCHEDULE OF POWERS DELEGATED TO THE STATION ENGINEER, CENTRAL STORES,
AIR, NEW DELHI

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Sl. No.	Nature of Power	Extent of Power Delegated	Authority
I. ADMINISTRATIVE POWERS.			
1	Grant of Casual Leave.	Power to grant Casual leave to all Gazetted Officers and non-Gazetted officers under his administrative control.	Ministry of I&B letter No. 6/9/75-B(P) (i) dated 21-6-76.
2	Grant of leave other than Special Disability Leave.	Power to grant leave other than special disability leave under the rules applicable in each case: (i) to all categories of staff for whom he is the appointing authority and to engage substitutes in their places; and (ii) to all other gazetted and non-gazetted staff under his administrative control where no substitutes are required.	-do-
II. FINANCIAL POWERS.			
1	Recording of Measurements.	Power to record measurements in respect of all supplies, stores etc. in measurement books.	Main of I&B letter No. 12(15)/58-B (M)-1 dt. 28-3-60 read with their Memo No. 1/10/68-B (B) dt. 24-12-68 and 27-12-68.
2	Powers for incurring contingent expenditure (vide note in schedule V of DFP Rules 1958)	Recurring. Rs. 100 in each case. Non-Recurring. Rs. 500 in each case.	Min. of Finance (Deptt. of Expenditure) O.M. No. F.10(13)-E (Coord)/75 dated 10-4-75.
3	Purchase and repairs of Stores.	Power to incur expenditure upto a limit of Rs. 2,000 on each occasion on the purchase and repairs of electric apparatus and	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.

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4	Execution of petty works and repairs departmentally.	stores, engineering stores required for the operation and maintenance, books, newspapers, periodicals and musical plays, and other stores required for office purpose. Power to execute departmentally works and repairs costing not more than:	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
		(i) Rs. 2,000 in each case for buildings owned by AIR, subject to the observance of paras 137 and 141 to 142 of GFRs; and	
		(ii) Rs. 500 per annum non-recurring in the case of hired and requisitioned buildings provided such expenditure may be incurred only if the landlord refuses to meet the charges himself and when the building is released, Govt. should have the right to remove any installation or material added to the building.	
5	Liveries.	Power to sanction the supply of liveries to Class III and IV staff under his administrative control according to the scales sanctioned by the Govt. from time to time.	-do-
6	Purchase and repairs of furniture.	Power to sanction purchase and repairs of furniture upto a limit of Rs. 5,000 p.a. per office. The exercise of this power shall be subject to such conditions and scales as may be prescribed by Ministry of WH & S.	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
7	Stationery.	Full power to obtain stationery on payment from the Central Stationery Office, Calcutta subject to the general or special instructions contained in the 'Rules for the Supply and use of Stationery Stores', and other instructions issued from time to time.	-do-

- 8 Local purchase of petty Stationery Stores. Power to sanction local purchase of stationery articles as are ordinarily supplied by the Govt. Stationery Depot upto Rs. 5,000 per annum subject to the conditions laid down by Govt. from time to time provided that such purchase is unavoidable and is in the public interest and also subject to instructions contained in the 'Rules for Supply and use of Stationery Stores'. The powers do not extend to the purchase of paper for printing purpose except with the prior concurrence of CCP&S. Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
- 9 Freight charges, other than air lifting of Stores. Full powers. -do-
- 10 Repairs to motor Vehicles. Full powers on maintenance of motor vehicles including expenditure on repairs, spray painting, petrol, oil and grease, tyres tubes and accessories stocking of spares etc. -do-
- 11 Demurrage charges. Upto Rs. 250 in each case. -do-
- 12 Hiring of Transport for conveyance of stores. Power to sanction expenditure on hiring of transport for conveyance of office equipment upto Rs. 250 in each case and other stores upto Rs. 250 per day subject to the monthly limit of Rs. 1,000 (inclusive of Agent's Commission, Municipal Charges etc.) provided there is no government transport belonging to All India Radio available for the purpose. -do-
- 13 Grant of advance of Pay and T.A. Power to grant advance of T.A. on tour and Pay and T.A. on transfer to temporary staff of his office subject to the condition that the advance is granted in case of absolute necessity with undertaking and risk subject to the production of adequate security. Min. of I&B letter No. 12(15)/58-B(M) dated 19-12-60.
- 14 Issue of stores. Power to issue all stores and equipments of the value not exceeding Rs. 2,500 in each case to the Stations and Offices of AIR. D.G. AIR Memo. No. 2/13/69-A & G dated 27-9-69.

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		without reference to the Directorate. While issuing the stores, due consideration should be given to the stock position and likely requirements of other Stations/Offices. Necessary adjustment should be carried out in accordance with the procedure laid down in paras 22.6.4 and 22.6.5 of AIR Manual Vol. I.	
15	Transfer of stores.	Power to effect the transfer of all stores and equipments the value of which does not exceed Rs. 2,500 in each case from one Station/Office in one zone to another Station/Office in another zone without reference to the Directorate. Requests for such transfer should be routed through the Regional Engineer concerned.	D.G. AIR Memo. No. 2/13/69. A&G dated 27-9-69.
16	Write off/strike/off from stock books, gramophone records, furniture etc.	(i) Power to declare items as unserviceable and strike off from stock books, gramophone records, furniture and other stores which have become unserviceable due to normal wear and tear upto a limit of Rs. 10,000 in each case. (ii) Power to write off from stock books, gramophone records and furniture etc. which have become unserviceable due to other causes, before the expiry of normal life upto a limit of Rs. 100 in each case. (iii) Power to sanction write off of losses on stores etc. due to theft, fraud or negligence of individuals up to a limit of Rs. 100 in each case.	Min. of I&B letter No. 12/15/58-B(M) dated 24-11-61 and corr. No. 12(15)58-B(M) dated 8/12-11-63.
17	Electric, gas and water charges.	Full powers.	Min. of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
18	Employment of contingent paid staff.	-do-	Min. of I&B letter No. 12(9)/62-B(M) dated 10-7-62.

- 19 Entertainment to visitors. Power to sanction expenditure upto Rs. 50 (Rupees fifty) only per mensem on entertainment of visitors subject to the condition that expenditure per head on any occasion should not exceed Re. 1 (Rupee one) only. Min. of I&B letter No. 12(12)/62-B(M) dated 14-9-62.
- 20 Grant of imprest. Power to grant imprest upto Rs. 500 (Rupees five hundred) only in each case to gazetted officers for the execution of works. Min. of I&B letter No. 12(33)/61-B(M) dated 14-2-64.
- Payment made from the imprest should be subject to the observance of the various rules and orders in force from time to time.
- 21 Advertisement charges. Power to sanction expenditure on advertisements upto Rs. 500 in each case. Min. of I&B letter No. 25(29)/65-B(A) dated 6-8-65.
- 22 Postal and Telegraph Charges. Full powers, subject to general conditions laid down in the Delegation of Financial Powers Rules, 1958. Min. of I&B letter No. 6/9/75-B(P) (ii) 21-6-76.
- 23 Purchase and repairs of Bi-cycles. Full powers, subject to conditions laid down in D.F.P. Rules 1958. -do-
- 24 Grant in aid. Full powers to Heads of All India Radio Stations/Offices located at places other than Delhi/New Delhi to sanction recurring grants-in-aid for the provision of the amenities, to their recreation Clubs, on terms and conditions stipulated in Min. of H.A. O.M. No. 2/169/59-Welfare dated 10-3-1961 as also such other general orders as have been or may in future be issued from time to time on the subject. The powers are also subject to conditions that funds are available within the sanctioned budget grant. Min. of I & B letter No. B-11017/61/72-WL dated 17-2-75.
- 25 Subsidy to departmental/Co-operative Canteen and Tiffin Rooms. Full powers to sanction subsidy to departmental/Cooperative Canteen and Tiffin Rooms as envisaged in Para 3(iii) of the Min. of H.A.O.M. No. 7/1/62-WII dated 28-12-1966 and such general orders as have been and may be issued from time to time on the subject.

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		<p>The powers are subject to the conditions that funds are available within the sanctioned budget grant.</p> <p>NOTE: The power to sanction interest free loans referred to in the O.M. dated 28-12-1962 and grants to cover the cost of suitable initial equipment referred to in the Cabinet Secretariat (Department of personnel and Administrative Reforms) O.M. No. 6/39/69-Welfare dated 10-12-1971 will, however, continue to be exercised only by DG, AIR.</p>	
26	Miscellaneous expenditure.	<p>Recurring : (i) Rs. 750 p.a. in each case.</p> <p>Non-Recurring : (ii) Rs. 2,000 in each case.</p> <p>Full powers.</p>	Ministry of I&B letter No. 6/9/75-B(P) (ii) dated 21-6-76.
27	(a) Purchase of typewriter. (b) Repairs to typewriters.	<p>Power to sanction expenditure on servicing and repairs to typewriters upto Rs. 200 per machine per annum and full power in respect of replacement of parts. The expenditure on the purchase, hire upkeep of and repairs to such machines shall be incurred subject to general or special orders issued in this behalf.</p>	-do- -do-
28	Municipal rates and taxes.	<p>Full power to sanction recurring payment of municipal rates and taxes. The expenditure shall be incurred in accordance with the Rules for the payment of Municipal Rates and Taxes on Buildings.</p>	-do-
29	Local purchase of rubber stamps and office seals.	<p>Rs. 25 per annum, subject to a limit of Rs. 10 at a time.</p>	-do-
30	Shifting of Residential tele-phones.	<p>Full powers provided that it shall not be shifted to the residence of any officer who is not entitled to residential telephones.</p>	-do-