

POWERS OF DIRECTOR

NITTTR Chennai

**NATIONAL INSTITUTE OF
TECHNICAL TEACHERS TRAINING & RESEARCH**
(Southern Region) Taramani P.O., CHENNAI 600 113

SCHEDULE OF POWERS OF DIRECTOR

Sl. NO.	PARTICULARS OF ITEM	EXTENT OF POWER
(1)	(2)	(3)
01	To execute all powers of the Appointing Authority for appointing persons in Group 'B', 'C' and 'D' categories.	Full Powers
02	To execute the powers of Disciplinary Authority in regard to Group B, C and D posts, including placing a person under suspension, initiate disciplinary proceedings and imposing penalties as per relevant rules.	Full Powers
03	To permit retention of lien on a post under the institution	Full powers in respect of posts to which he is the Appointing Authority
04	To transfer a member of the staff from one post to another	Full powers
05	To sanction/grant and to permit acceptance of honorarium	Full powers upto a maximum of Rs.3,000/- and further regulation as per the provisions in Fundamental Rules.
06	To retain a member of the staff of the Institute beyond the age of superannuation	Full powers in respect of posts to which he is the Appointing Authority - to be exercised as per the Instructions of GOI from time to time regarding criteria and procedure for extension/re-employment.
07	To regulate all TA/DA claims including his own.	Full powers - to be regulated as per TA Rules of GOI.
08	To purchase stores required for works and other stores (i.e.) stores required for the working of the Establishment/ Laboratories furniture, instruments, stationery, equipment and apparatus	Full powers in consideration of the recommendations of the Inter Disciplinary Committee in respect of items costing more than Rs.10,000/-
09	To sanction permanent advance	Full powers - to be regulated as per General Financial Rules.
10	To sanction municipal rates and taxes	Full powers

11	<p>To sanction:</p> <p>i) Ordinary office accommodation</p> <p>a) where the accommodation is utilised entirely for the office</p> <p>b) where the accommodation is used partly as office and partly as residence</p> <p>ii) For residential and other purposes</p>	<p>Rs.15,000/- per annum</p> <p>Rs.1,000/- per month</p> <p>Rs.1,000/- per month</p> <p>Subject to report to the Board.</p>
12	To sanction the purchase of Typewriters, Calculating machines etc.	Full powers - on the purchase, hire, upkeep and repairs to such machines.
13	To order destruction of records	Full powers - to be regulated as per the guidelines given in GFR (with regard to pay bills, records relating to Accounts) and other records as per office procedure of the GOI.
14	<p>To write off:</p> <p>I.</p> <p>i) Irrecoverable losses of stores of public money - Not due to theft, fraud or negligence</p> <p>ii) Loss of revenue - or irrecoverable loans and advances</p> <p>iii) Deficiencies and depreciation in the value of stores (other than a motor vehicle or motor cycle)</p> <p>iv) Loss of irrecoverable loans and advances</p> <p>v) Deficiencies and depreciation in the value of stores other than a motor vehicle or a motor cycle included in the stock and other accounts.</p>	<p>Rs.25,000/-</p> <p>Upto Rs.25,000/-</p> <p>Rs.25,000/-</p> <p>Rs.1,000/-</p> <p>Rs.1,000/-</p>

	II. Condemnation of motor vehicles	<p>Rs.25,000/- This power may be exercised subject to the following restrictions, namely:</p> <p>a) the lives of various types of vehicles, in terms of distance run (in kilometers) and length of use (in years) whichever is reached later, have been fixed as under</p> <table> <tr> <th>Type of vehicles</th><th>Kms</th><th>Yrs</th></tr> <tr> <td>i) Heavy Commercial motor vehicles</td><td>20,00,000</td><td>10</td></tr> <tr> <td>ii) Motor vehicles fitted with less than 18 HP (RAC)</td><td>12,00,000</td><td>6</td></tr> </table> <p>All subject to report to Board and in consideration of the recommendations of the inter-disciplinary committee in respect of an item exceeding book value Rs.10,000/-</p>	Type of vehicles	Kms	Yrs	i) Heavy Commercial motor vehicles	20,00,000	10	ii) Motor vehicles fitted with less than 18 HP (RAC)	12,00,000	6
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15	To order sale by auction or otherwise in the interest of institution of unserviceable stores and stores of perishable nature	Full powers									
16	To grant any kind of leave to all the members of staff as provided in the CCS (Leave) Rules of Central Government	Full powers except in his own case.									
17	To appoint a staff member to officiate in a vacant post on leave, retirement or death	Full powers in respect of posts to which he is the Appointing Authority provided the duration of the vacancy exceeds 30 days.									
18	To withhold increments	Full powers in respect of posts to which he is the Appointing Authority									

19	To allow an employee to count extra ordinary leave for increment	Full powers in respect of posts to which he is the Appointing Authority
20	To grant subsistence allowance as admissible under Central Government rules to an employee under suspension	Full powers in respect of posts to which he is the Appointing Authority
21	To sanction telephone installations	Full powers provided they relate to installations in offices.
22	To sanction the purchase of a bicycle	Full powers
23	To admit students/teacher trainees	Full powers
24	To grant stipends to students/teacher trainees according to Rules.	Full powers
25	To take disciplinary action against students/teacher trainees	Full powers
26	To act as Controlling Authority for Students/Teacher Trainees funds in hostel and extra curricular activities	Full Powers
27	To declare certain days as closed days	Full powers upto the limit of 10 days in a year
28	To incur expenditure on Bank charges	Full powers
29	To create full time temporary posts on a pay scale not exceeding Rs.750/- p.m. for a period of two years.	Full powers subject to report to the Board and observance of ban orders or GOI as may be issued from time to time for creation of such posts.
30	Employment of any category of persons on daily wages basis	Full powers - Not exceeding the rates as prescribed for each category of worker from time to time by the GOI or local authorities, as the case may be
31	To permit execution of works under Civil/Electrical maintenance	Full powers in consideration of the recommendations of the inter-disciplinary committee in respect of a work exceeding Rs.10,000/-
32	Power to advertise in newspapers regarding vacant positions, Tender Notifications, courses of study and other Notifications as the circumstances may demand	Full powers
33	To make local purchases of articles of stationery and miscellaneous items out of contingency for the working of the Institute without calling for quotations but after enquiry of local rates.	Full powers provided the amount does not exceed Rs.500/- at a time.
34	To sanction the undertaking of work for which a fee is offered and the acceptance of a fee.	Full powers upto a maximum of Rs.3,000/- in each case - to be regulated under SR 11 & 12

35	To purchase rare and out-of-print books at prices higher than the published prices	Full powers to the extent of Rs.1,000/- per annum
36	To sanction all types of advances to staff members as per provisions contained in General Financial Rules.	Full powers.
37	To sanction HBA to staff of the Institute as per HBA Rules of Govt. of India.	Full powers - subject to report to the Board.
38	To write off stipend in the case of discontinuance of trainees on valid grounds to be decided by the Principal in consultation with the concerned Directors of Technical Education.	Full powers - subject to report to the Board.
39	Building Maintenance work including Electrical on nomination basis.	Rs.1,000/- at one time subject to Rs.5,000/- per year under Building/Electrical maintenance.
40	To give effect to the orders of GOI for implementation in the Institute with regard to DA/Adhoc Bonus etc. to the staff members and Dearness Relief and other relief to pensioners/Family Pensioners from time to time, as sanctioned to Central Government employees.	Full powers - subject to report to the Board in respect of matters where specific approval of the Board is not contemplated in the orders issued by the Government from time to time.
41	To permit the staff members in Group A, B, C and D to prosecute further studies/training within the country without detriment to the normal work in the Institute.	Full powers subject to report to the Board in respect of Group A posts in consideration of the recommendations of the Inter-disciplinary committee.
42	To permit the staff members to participate in Short courses/Work shops and as Resource persons on invitation from foreign agencies without any financial commitment on the part of the Institute subject to clearance of Government in respect of all staff members.	Full powers.
43	To incur expenditure on Printing and Binding.	Full powers
44	Equipment/Fixtures and furniture repairs and maintenance.	Full powers
45	To incur legal charges	Full powers

46	To supply uniforms, badges and other articles of clothing etc. and washing allowance	Full powers as per GOI Rules.
47	To permit conduct of courses and undertake consultancy projects and distribute half to two thirds of the fees received among the staff.	Full powers.
48	To authorise the Director to authenticate the communications to be issued to the concerned on the approval accorded and orders passed by the Board or Chairman, Board of Governors.	Full powers to authenticate all Administrative, Financial, Legal and other matters.
49	In respect of other matters not covered by the above delegation of powers.	Full powers of Head of the Department of a Central Government Organisation for purposes of rules in the Account Code, the F.R. & S.R. and other Rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the Institute.