

Ministry of Social Justice & Empowerment  
Department of Social Justice & Empowerment  
(Admn. Div.)

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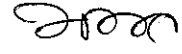
Shastri Bhawan, New Delhi  
Dated the 27<sup>th</sup> Aug, 2020

**OFFICE MEMORANDUM**

Subject: Delegation of Administrative and Financial Powers to Dr. Ambedkar Foundation after merger-reg.

In supersession of all existing Administrative and Financial Powers of various functionaries of DAF/DAIC & DANM, HMSJE/ the Chairperson of Dr. Ambedkar Foundation has approved the delegation of Administrative and Financial powers of various functionaries of the Dr. Ambedkar Foundation under different Heads as per **Annexure** enclosed. This Schedule of delegation of Powers comes into force with immediate effect.

2. Consequent upon the aforesaid DFPR, the Financial Advisor, DAIC shall be the Financial Advisor of the whole DAF.



(Bharat Lal Meena)  
Director (Admn.)  
Tele No: 23073552

To

1. Member Secretary, DAF
2. Director, DAIC/DANM, 15 Janpath, New Delhi
3. Director, DAF, 9<sup>th</sup> Floor, JP Building, KG Marg, New Delhi
4. PS to HMSJE/Chairperson, DAF
5. PS to Secretary
6. PS to JS&FA, D/o SJ&E

**Annexure**

**Delegation of Administrative and Financial Powers delegated to the various functionaries of the Dr. Ambedkar Foundation.**

Nature of powers	Director (DAF/DAIC & DANM )	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
<b>Administrative Powers</b>					
1. Creation, Continuation and abolition of the posts.	----	----	----	Full Powers	In consultation with FA, DAF.
2. (a) Appointment and Promotion of the Sanctioned Posts.	----	For Group "C" Posts	For Group "A & B" Posts.	----	----
(b) Confirmation of all the Posts declaration of satisfactory completion of probationary periods : as per Rules for the Sanctioned Posts	----	For Group "C" Posts	For Group "A & B" Posts	----	----
3. Temporary officiating arrangements against leave vacancies exceeding 30 days and not exceeding 90 days.	For Group 'C' Posts	For Group 'A' and 'B' Posts	----	----	----
4. Engagement of contractual staff for specific job and specific time for the time bound project and not against the regular post.	----	Full Powers	----	----	----
5. Suspension, removal and termination from service of Officers and staff and acceptance of resignations of Officers and staff subject to existing Rules and Regulations.	For Group 'C' Posts and all contractual/ contingency Staff	For Group 'A' and 'B' Posts with the approval of Chairperson.	----	----	----
6. Grant of Annual increment	----	Full Power	----	----	----
7. Sanction of leave in accordance with Rules.					
(a) All kinds of Leave except (Study leave / Disability leave).	(a) For Group 'B' & 'C' Posts	(a) For Group 'A' Posts	----	----	----
(b) Study Leave and Disability Leave	----	(b) For all Posts	----	----	----
(c) Recall/ Revocation from Leave	----	----	Full Powers	----	----

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Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
8 (a) Sanction of Tour LTC Travelling Advance LTC Advance. Sanction of all Advances including House Building Advance, Purchase of Car, scooter, motor Cycle Bicycle etc. Children's Education allowance, local conveyance, Overtime Allowance, Bonus as per rules Reimbursement of medical expenses and sanction of medical advance. Appointment of AMA etc.	For Group 'B' & 'C' Posts	For Group 'A' Posts	----	----	----
9.(a)Up gradation of Pay Scales of the Staff, implementing the Recommendation of Pay Commission. Pay fixation etc. To act as controlling Officer in respect of pay and allowances of the employees of the society.	----	Full Powers	----	----	----
(b) Grant of Special Pay/Special Allowance / Personal Pay / Personal Allowance.	----	Full Powers	----	----	----
(c) Grant of TA including Candidates.	----	Full Powers	----	----	----
(d) Sanction of Tour outside India.	----	----	Full Powers	----	----
(e) Authorising employees to travel by a Class/ mode higher than that authorized under the Institute's T.A. rules in special circumstances.	----	----	Full Powers	----	----
(f) Hiring of accommodation of office/Academic Accommodation and Hostels Accommodation.	----	----	Full Powers	----	----

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Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
10. Appointment of Statutory Auditor to Conduct Audit every year.	----	----	Full Powers	----	The proposal to be placed before Governing Body for its ratification. FA to facilitate audit team.
11. Sanction / Release Remuneration of Statutory Auditor.	----	Full Powers	----	----	----
12. Approval of Annual accounts.	----	----	----	Full Powers	----
13. Free Distribution of CWBA Books to reputed various University, Institution, Colleges, School, Library etc.	----	----	Full Powers	----	Detailed distribution to be placed before Governing Body for its ratification
14. Fixing of Price and Discount policy of CWBA Books.	----	Full Powers	----	----	Detailed report to be placed before Governing Body for ratification.
15. Appointment of Sales Distributor to various regional language.	----	----	Full Powers	----	----
16. Composition/Constitute of Review Committee for review of various Scheme.	----	Full Powers	----	----	----
17. Appointment of Managing Editor for Various languages of CWBA.	----	Full Powers	----	----	----
18. Permission for allowing deputation of regular employees to various Ministry/Departments.	----	Full Powers	----	----	----
19. In-situ Promotion/ad-hoc Promotion of Regular Employees within the sanction strength.	----	----	Full Powers	----	----

Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
20. Filling of Statutory returns (Income Tax / TDS / EPF) and comply with various statutory departments.	----	----	----	----	FA and individual Directors to facilitate.
<b>Financial Powers</b>					
1. Sanctioning/Releasing of Pay & Allowances etc.	Full Powers	----	----	----	----
1.(a) Payment of Post Doctoral Fellows and Doctoral fellows of DAIC.	----	Full Powers in Consultation with FA, DAF	----	----	----
2. Sanctioning of EPF Advance / withdrawal, pension, Gratuity and encashment of EL etc.	Full Powers	----	----	----	----
3. Sanctioning of grant of honorarium for meritorious work, subject to budget provision powers upto Maximum of Rs. 5000/- in a year.	----	Full Powers in Consultation with FA, DAF	----	----	----
4. (a) Sanctioning of expenditure of Petrol / Oil for Office Vehicles, Raw material, Office Stationery, Newspaper/Magazines and periodicals. Expenditure on repairs and Maintenance of Computer, Equipments, Furniture & Fixtures subject to budget Provision.	Full Power Up to Rs. 50,000/- in each case	Above Rs. 50,000/- Full Powers in Consultation with FA, DAF	----	----	----
(b) Payment of Electricity, Water, Telephone bill, Insurance, Postage as per actual to the Government body, like NDMC, BSES, MTNL for the building premises for running of the office (Recurring).	Full power	----	----	----	----
5. Sanctioning of expenditure on entertainment subject to budget provision.	Expenditure on (1) Casual visitors :2000/-per month (2) For structured Meetings Rs. 20,000/- per Month.	Full Powers	----	----	----

Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
6. (a) Sanctioning of contingent expenditure other than those for which specific powers have been delegated, subject to budget provision.	Expenditure upto Rs. 10,000/- on each occasion.	Full powers	----	----	----
(b) Sanctioning of expenses on honorarium for visiting Faculty as per rules.	----	Full powers	----	----	----
(c) Appointment of Visiting/ Guest Faculty/Part time faculty	----	Full powers	----	----	----
7. (a) Expenditure on publicity for promotion of sale of Collected work for Baba Saheb Ambedkar (CWBA) Books. Publication/ Printing of Pamphlets, Booklets, Broachers/ Journals for various Schemes and maintenance and binding of books & Papers.	Upto Rs. 50,000/- in each case.	Upto Rs. 5,00,000/- in each case in consultation with FA, DAF.	Full Powers	----	----
(b) To award contracts for loading, unloading, handling, transport etc. and to incur expenditure thereon.	Full Powers	----	----	----	----
8. Expenditure on all advertisements including vacant posts functions subject to budget provision.	Upto Rs. 50,000/- in each case.	Full Powers in Consultation with FA, DAF.	----	----	----
9. Procurement of goods (Computers and accessories, Software Packages. Furniture and Fixtures, Office equipments etc) as per the provisions under GFR and within the budget provision.	Up Rs. 5,00,000/- in each case in consultation with FA, DAF	Upto Rs. 10,00,000/- in each case in consultation with FA, DAF.	Full Powers	----	----

Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
10. Procurement of services / Outsourcing of services (engagement of Security Guards, House keeping Services, Technical & Professional Services from reputed / placement Agencies.( subject to budgetary provision)	Up to Rs. 5,00,000 /- in case of payment of annual contract.  In other cases Upto Rs. 1,00,000/- in consultation with FA, DAF	Beyond Rs. 5,00,000/- Upto Rs. 60,00,000/- in case of payment of annual contract.  In other cases Beyond Rs 1,00,000/- in consultation with FA, DAF	Full Powers	----	----
11. Works including new construction, additions and alterations and repairing work. Petty works & repairs	Upto Rs. 5,00,000 in consultation with FA, DAF	Upto Rs. 20 Lakhs in consultation with FA, DAF	Full powers	----	----
12. Legal & Professional Charges as per the prescribed. Fees to Advocates, Pleaders, Arbitrators and Professionals of various fields Other Professional Charges. Reimbursement of legal expenses incurred by Govt. Servants in cases arising out of their official duties.	Up to Rs. 50,000/- in each case.	Full Powers	----	----	----
13. Sanction of Permanent advance/Imprest	Upto Rs 50,000/-	Full Powers	----	----	----
14. Disposal of unserviceable goods	Up to Rs. 10,000/- on each case.	Full Powers	----	----	----
15.(a) Purchase of new Vehicle.	----	----	Full Powers	----	----
(b) Hiring of vehicle.	----	Full Powers	----	----	----
(c) To act as Controlling Officer for the Institute's vehicles / machinery to incur expenditure on their installation, repairs & maintenance, to fix hire charges for their use and sanction reduction / permission where necessary.	----	Full Powers	----	----	----

Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
16. Sanction / Release /Advance Payment relating Birth/Death Anniversary function to various Agency-CPWD,PWD,NDMC, DTC,Khadigram Udyog, Parliament Canteen and any other Govt. Agency	Full Powers in consultation with FA	----	----	----	Payment would be done within the overall estimate to the function.
17.Pre-mature of investment for emergence requirements of funds.	----	Full Powers	----	----	Consultation with FA
<b>Schemes and Projects.</b>					
1.Sanction of New Cases	----	----	----	Full Powers	----
2. Releasing of grants for New Cases	---	Up to Rs. 5.00 lakh in each case in consultation with FA.	Full Powers	----	----
3. Sanction and Release grants for Ongoing Cases	---	Up to Rs. 10.00 lakh (per Financial Year) in consultation with FA.	Full Powers	----	----
4. (a)Sanctioning of grants for celebration of Birth Anniversary of Great Saints.	----	----	----	Full Power	----
(b) Releasing of grants for celebration of Birth Anniversary of Great Saints.	----	Full power	----	----	----
(c) Expenditure on gifts for visiting dignitaries	----	Full power	----	----	----
5. Birth / Death Anniversary function expenses. Arrangement of function for distribution of National Award, International Award, Scholarship Award etc.	----	Full Power	----	----	----



Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
6. Dr. Ambedkar National Award for Social Understanding and upliftment of Weaker Sections of Society.	----	----	Full Power	----	After Jury recommends an Awardee, it shall be placed before Governing Body for Information
7. Dr. Ambedkar International Award for Social change.	----	----	Full Power	----	
8.(a) Merit Scholarship Award to SC/ST Students	----	----	Full Power	----	----
(b) Sanction of Fellowship approved by Governing Body	----	Full Power	----	----	----
9. Medical Aid to poor SC people for treatment	----	----	Full Power	----	----
10. Seminar/Lecture Series Expenditure.	----	----	Full Power	----	----
(b) Membership of organizations	----	Full powers for enrolment of the Institute as a member of the organizations connected with matters of interest to the Institute(s)	----	----	----
11. Sanction of expenditure in respect of collected Works of Baba Sahib Ambedkar (CWBA) project viz. Translation, vetting, typing, Reading, Editing, Indexing, Printing/Binding, purchase of paper under rate contract (DGS&D) directly from the supplier etc.	Upto 50,000/- in each case subject to budgetary provision	Up to Rs. 10 Lakh Each case subject to budgetary provision	Full Powers.	----	----
12. Purchase of books within budget provision	Upto Rs 1 Lakh PA	Upto Rs 10 lakh PA in consultation with FA.	Full Powers	----	----
13. Storage of Books, Paper etc. (Subject to budgetary provision)	Upto Rs. 5.00 lakh in each FY	Up to Rs. 10.00 Lakh in each case	Full Powers	----	----

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Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
14. Fix rent of premises	----	----	----	Full Powers	----
15. Execution of instruments, deeds, leases, contracts etc.	----	Full powers to execute contracts, deeds, instruments and insurance of property and in particular- (a) All service agreements, (b) leases of houses, lands or other immovable property and (c) Agreements, deeds etc. for lending/borrowing	----	----	----
16. Inter Cast Marriage	----	Full Powers	----	----	A report containing details of the sanctioned application will be submitted to the Chairman on monthly basis for his/her information
17. Dr. Ambedkar National Relief to SC/ST Victim of Atrocity	----	Full Power	----	----	----
18. Essay Competition Scheme	----	----	Full Powers	----	----
19. Medical Aid Scheme (The Hospitals / treatments / Surgery not covered under medical aid scheme)	----	----	Full Powers	----	The proposal to be placed before Governing Body for ratification.

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1	2	3	4	5	6
<b>Cash Management and Operation of Bank Accounts</b>					
1. Investment of surplus as per approved investment plan.	----	Full Power	----	----	After obtaining concurrence of FA irrespective of the amount invested, the details will be placed before Governing Body
2. Authorization of maintenance of case and imprest	Upto Rs. 50,000/-	----	----	----	----
3. Signing of cheques & other Valid instruments drawn on banks (Bank Payment advice letter).	Jointly with Account officer/ Accountant for single payment for amount not exceeding Rs. 50,000/- on the basis of proper payment vouchers	Full powers jointly with Director on the basis of Proper voucher above Rs.50,000/- MS can Authorize his/her powers to any of the Director of the Ministry/ DAIC/ Officials (FA) to sign the cheques.	----	----	----
4. Other Miscellaneous Works relating to Cash Management	Full Powers	----	----	----	----
5. Power to write off losses	----	----	----	----	As per DF PR
<b>LEGAL POWERS</b>					
1. The Memorandum of Understanding with Universities / Institutions for running Dr. Ambedkar chair.	With Indian Universities	Approval for Overseas Universities. In consultation with MEA	Full Powers for or release of grants.	Full Powers for Policy matters	In consultation with M/O Law, With respect to Ambedkar chair's/ Policy / Technology exchange matters

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Nature of powers	Director (DAF/DAIC & DANM)	Member Secretary	Chairperson	Governing Body of DAF	Remarks
1	2	3	4	5	6
2. To refer claims to accept & execute arbitration award.	----	Full powers As per vetting done by Ministry of Law.	----	----	----
3. To institute, conduct, defend compound open abandon any legal Proceedings, to sign vakal atnamas, Mukhtyarnamas, plaints, written statements & all other documents / papers in connection with cases in the Courts of law for & on behalf of the Dr Ambedkar Foundation.	----	Full powers As per vetting done by Ministry of Law.	----	----	----
4. To execute contractual arrangements, deeds for Security/housing arrangements, AMC for Office equipment etc. And Bond Agreements for releasing grants.	----	Full powers As per vetting done by Ministry of Law in case required	Full powers	----	----

Note:

1. Advice/ Concurrence of Financial Advisor shall be obtained in accordance with the Bye-Laws and Memorandum of Association etc. of Dr. Ambedkar Foundation.
2. GFR, DFPR, FRSR, Manual for Establishment & Administration, CSMA Rules etc and Government of India Orders/ Instructions issued from time to time in this regard shall be followed in the relevant cases.
3. The receipt of money by means of collection from renting out auditoriums at DAIC shall be credited to the account of DAIC and maintained under a separate head and adjusted in the Budget head of next financial year.
4. Sanction for permanent advance/Imprest money for Rs. 50,000/- (Rupees Fifty Thousand) to Director (DAF)/Director (DAIC) will be approved by Member Secretary, DAF.



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