

# **RAJA RAMMOHUN ROY LIBRARY FOUNDATION**

[ Established by the Ministry of Culture, Government of India ]

Block DD- 34, Sector-I, Salt Lake City

Kolkata 700 064

## **RRRLF Service Regulations, 1972 as amended in 1987**

[ Approved by the Department of Education, Ministry of Education and Social Welfare vide its letter No.F.1-3/74-NSY-III (AE III) dated July 22, 1975. Amended in 1987 with the approval of the Department of Culture vide its letter No.F.27-35/86-Lib. dated December 16, 1987 ]



No.F.27-35/86-Lib.  
Government of India  
Department of Culture

New Delhi, 16<sup>th</sup> December 1987

The Director  
Raja Rammohun Roy Library Foundation  
Block DD-34, Sector-I, Salt Lake City  
Kolkata 700 064

Subject :       Amendment of Service Regulations and Recruitment Rules of the  
Foundation.

Sir,

I am directed to refer to your letters No.6-12/DIR/87 dated 31.03.1987 and No.6-12/DIR/87-3294 dated 07.08.1987 on the above noted subject and to say that this Department has no objection to the amendments / modifications suggested by you in the Service Regulations and Recruitment Rules of the Foundation as summarized in the statement enclosed with your letter dated 07.08.1987. This has got the approval of IFD.

A copy of the modified / amended Service Regulations and Recruitment Rules may please be sent to this Department for perusal.

Yours faithfully,

Sd/-

( S.P. Biswas )  
Under Secretary



# RAJA RAMMOHUN ROY LIBRARY FOUNDATION SERVICE REGULATIONS

## Chapter I

### PRELIMINARY

S.R. 1      **Short title and commencement :**

- (1) These regulations may be called the Raja Rammohun Roy Library Foundation (Service) Regulations, 1972.
- (2) They shall be deemed to have come into force from 1<sup>st</sup> August 1972.

S.R. 2      **Application :**

- (1) These regulations shall apply to every employee of the Foundation.
- (1a) Notwithstanding anything contained in Clause (1), the Foundation may make such special provisions regarding the conditions of service in case of contract appointment as may be considered necessary.
- (2) These regulations will not apply to the employees recruited to implement ad-hoc and special projects taken up by the Foundation from time to time.

S.R. 3      **Definition :**

- (1) In these regulations, unless the context otherwise requires -
  - a) 'Administrative Committee' means the Administrative Committee of the Foundation.
  - b) \* 'Deputy Director ( Admn. & Accounts)' means the Deputy Director ( Admn. & Accounts ) of the Foundation.
  - c) 'Appointing Authority' in relation to any post under the Foundation means the authority competent to make appointments to that post under S.R. 6.
  - d) 'Borrowed Employee' means the employee of any other authority whose serve are obtained by the Foundation on loan.
  - e) 'Chairman' means the Chairman of the Foundation.

*\*The post of 'Executive Officer' was redesignated as Deputy Director ( Admn. & Accounts ) (Authority : Deptt. of Culture letter No.F.27-35/2000-Lib. dated 09.04.2003 and the Foundation Item 6 of the 61<sup>st</sup> meeting held on May 22, 2003).*



- f) 'Controlling Authority' means :
  - i) The Deputy Director ( Admn. & Accounts ) in relation to post in Group 'D' and 'C' ;
  - ii) The Director in relation to the posts in Group 'B' and 'A' except himself ; and
  - iii) Chairman in relation to post of Director
- g) 'Foundation' means the Raja Rammohun Roy Library Foundation.
- h) 'Employee' means any person serving the Foundation in any post specified in the First Schedule, as amended from time to time.
- i) 'Foreign Service' means service for which an employee receives, with the approval of the Controlling Authority, his pay from any source other than the funds of the Foundation.
- j) 'Government' means the Government of India.
- k) 'Director' means the Director and ex-officio Member-Secretary of the Foundation.
- l) 'Sanctioning Authority' means :
  - i) The Director in relation to Group 'C' and 'D' posts.
  - ii) The Administrative Committee in relation to all other posts except that of the Director.

And

- iii) The Foundation in relation to the Director.
- m) 'Schedule' means a schedule to these regulations.
- n) 'Selection Committee' means :
  - i) In relation to posts in Group 'D', a committee consisting of the Deputy Director ( Admn. & Accounts ) and three members nominated by the Director of whom one should preferably be a person belonging to SC/ST/Minority Community. The Director shall appoint the Chairman of the Selection Committee.
  - ii) In relation to posts in Group 'C' and 'B', a committee consisting of Director, Deputy Director ( Admn. & Accounts ) and three nominees of the Chairman of whom one should preferably be a person belonging to SC/ST/Minority Community. The Director shall be the Chairman of the Selection Committee.
  - iii) In relation to a post in Group 'A', a committee consisting of the Director and two to three specialists nominated by the Chairman. The Chairman of the Foundation or his nominee shall be the Chairman of the Selection Committee. And
  - iv) In relation to the post of Director, a committee constituted by the Foundation.

- (2) All words and expressions used but not defined in these regulations and defined in the Rules of the Foundation shall have the meaning respectively assigned to them in the said Rules.



**Chapter II****CREATION AND CLASSIFICATION OF POSTS**

S.R. 4

**Grades and categories of posts :**

1. The posts under the Foundation shall be divided according to their pay scales into such Groups as specified in the First Schedule.
2. The Foundation may direct -
  - i) The creation and abolition of any category of posts.
  - ii) The revision of the pay-scale of any post except that of Director. And
  - iii) The revision of the pay-scale of Director with the approval of Government and thereupon the First Schedule shall stand amended in accordance with such direction.

S.R.5

**Number and Duties of posts :**

The Sanctioning Authority in relation to any category of posts shall, subject to the direction of any higher authority, have the power -

- i) To determine the number of posts in that category ;
- ii) To create or abolish any posts in that category ;
- iii) To determine whether any post created in that category shall be temporary or permanent ;
- iv) To specify the period for which a temporary post is created.
- v) To determine the duties attached to any post in that category.



## Chapter III

RECRUITMENTS.R. 6 Appointment Authorities :

Appointment to a post under the Foundation shall be made :

- i) By the Deputy Director ( Admn. & Accounts ) in the case of all post in Group 'D'.
- ii) By the Director in the case of posts in Group 'C' and 'B'.
- iii) By the Chairman in the case of posts in Group 'A' except that of the Director

And

- iv) By the Foundation with the approval of Government in respect of the post of Director.

S.R.7 Methods of Recruitment :

Recruitment to a post under the Foundation may be made in accordance with the Recruitment Rules for the various posts laid down in Schedule III :

- i) By promotion ;
- ii) By direct recruitment ;
- iii) By transfer ;
- iv) By deputation foreign service terms of a borrowed employee ;
- v) On contract for a specified period.

S.R.8 Recruitment by promotion :

1. Appointment by promotion shall be made on the recommendation of the Departmental Promotion Committee as provided in the Recruitment Rules.

S.R.9 Direct Recruitment :

Appointment by direct recruitment to any post may be made on the recommendation of a Selection Committee.

- i) From amongst candidates recommended by the Employment Exchange on requisition ; or
- ii) From amongst candidates employed in other Government, autonomous or statutory organizations who apply in response to any



circular ; or

- iii) From amongst candidates applying in response to any advertisement ;  
or
- iv) From amongst candidates who have been recommended by Members of the Foundation and such other persons or authorities as are requested by the Foundation to send recommendations.

**Note**

The cases of 'borrowed employees' working in the Foundation may be considered for posts which they otherwise qualified without any formal application, subject to the provisions of Recruitment Rules.

S.R.10

Orders of Government regarding reservation of vacancies for Schedule Castes and Schedule Tribes for any other specified categories shall apply to posts filled by direct recruitment and by promotion where applicable.

S.R.11

**Appointment of Borrowed Employees :**

A borrowed employee may be appointed to any post with the approval of a Selection Committee on such terms and conditions as may be agreed to between the Foundation and the lending authority.

S.R.12

**Qualifications :**

The qualifications for appointment to any post shall be such as may be prescribed in the Recruitment Rules for the post concerned.

**Note 1**

The Administrative Committee may relax the prescribed qualifications in the cases of candidates who are otherwise well qualified.

**Note 2**

The Administrative Committee may, also prescribe such additional qualifications as may be deemed necessary for any specialized type of work.

S.R.13

**Age at entry :**

The minimum age of direct recruits to the posts in Group 'C' and 'D' shall be 18 years and the maximum age shall be as prescribed in the Recruitment Rules. The appointing authority may relax the upper age limits in exceptional cases subject to ratification by the Administrative Committee. However, upper age limit is relaxable upto five years in the case of Schedule Case and Schedule Tribe candidates and such other categories as are specified by Government of India from time to time.

S.R.14

**Fitness :**



No person shall be appointed to any post by direct recruitment unless :

- i) He produces a certificate of health in the prescribed form from the medical officer / medical practitioner approved by the Appointing Authority in this behalf ; any fees paid by the recruit for the production of such a certificate will be reimbursed to him if he is declared fit in the first examination but any fees paid by him for any subsequent examination on his bearing declared temporarily unfit in the first examination will not be reimbursed by the Appointing Authority in this behalf.
- ii) The Appointing Authority is satisfied that he possesses good character and antecedents ;
- iii) He signs a declaration regarding his marital status in the prescribed form ; and
- iv) He takes an oath of allegiance to the Constitution of India.



## Chapter IV

### TENURE

S.R.15

#### Probation :

- 1) Every person appointed to a post under the Foundation whether by promotion or by direct recruitment, shall be on probation in such post for a period of two years ; provided that the Appointing Authority may, in any individual case, extend or curtail the period of probation.
- 2) Where a person appointed to a post under the Foundation or probation is, during his period of probation, found unsuitable for holding that post or has not completed his period of probation satisfactory, the Appointing Authority may -
  - i) In the case of a person appointed by promotion, revert him to the post held by him immediately before such appointment ; and
  - ii) In the case of a person appointed by direct recruitment, terminate his services under the Foundation without assigning any reason.
- 3) Every person appointed to a permanent post under the Foundation by promotion or by direct recruitment shall, on satisfactorily completing his period of probation, be eligible for permanent appointment to that post.

S.R.16

#### Temporary and Permanent Service :

- 1) An employee shall be a temporary employee of the Foundation till he is appointed substantively to permanent post under the Foundation.
- 2) An employee appointed substantively to any permanent post under the Foundation shall be a permanent employee of the Foundation.

S.R.17

#### Permanent Appointments :

No employee shall be appointed permanently to any post unless :

- 1) Such post is permanent and nobody else has been permanently appointed to it ; and
- 2) The service of the employee under the Foundation is approved by the Appointing Authority.



S.R.18

**Termination of Service :**

- 1) The service of a temporary employee may be terminated by the Appointing Authority without assigning any reasons in the following circumstances :
  - i) During the period of probation following the first appointment, at any time, without notice, and
  - ii) After satisfactory completion of the period of probation, at any time, by a notice of one month, in writing, given by the Appointing Authority to the employee or on payment of one month's pay in lieu of such notice.
- 2) Without prejudice to the provisions of Clause (1), the service of a temporary employee shall terminate :
  - i) If his appointment is made for a specified period, on the expiry of such period unless the appointment is extended for a further period ; or
  - ii) If his appointment is made against a temporary post, on the abolition of the post or on the expiry of the period for which the post is created ; or
  - iii) If he fails to resume duty on the expiry of the maximum period of extra-ordinary leave granted to him under the prescribed rules and after his explanation, if any, in reply to a show cause notice, which should be given in all such cases, has been taken into account.
- 3) The service of a permanent employee may be terminated by a notice of three months or on payment of pay for such period as the notice falls short of three months or without notice on payment of three months' pay if the post to which he is substantively appointed is abolished.
- 4) An employee who is given notice of termination of service under Clause (3) may be granted, during the period of notice, such earned leave as may be admissible to him ; and where the leave so admissible and granted is more than three months, his services shall be terminated on the expiry of such leave.

S.R.19

**Retirement :**

- 1) An employee shall retire from the service of the Foundation ;
  - i) On his attaining the age of \* (60) sixty years ; or
  - ii) On his being declared medically unfit for service by a Medical Board



to be designated by the Administrative Committee in this behalf.

iii) On the imposition of the penalty of compulsory retirement.

Provided that in exceptional cases, an employee may, at the discretion of the Foundation ( which shall be absolute ), be reemployed in service after the age of 60 years on a yearly extension basis till he has attained the age of 62 years, if he is mentally and physically fit and if his re-employment in service is considered to be in the interest of the Foundation.

- 2) Notwithstanding anything contained in Clause (1) above, the Appointing Authority shall, if it is of the opinion that it is in the Foundation's interest so to do, have the absolute right to retire any employee by giving him notice of not less than three months in writing or three months' pay and allowances in lieu of such notice after he has attained the age of 55 years.
- 3) Any employee may, by giving notice of not less than three months in writing to the Appointing Authority retire from service after he has attained the age of 55 years ; provided that it shall be open to the Appointing Authority to withhold permission to any employee under suspension who seeks to retire under this Clause.

S.R.20

**Resignation :**

- 1) An employee may, by notice of one month, in writing, addressed to the Appointing Authority, resign from the service of the Foundation.
- 2) The Appointing Authority may, if it deems proper in any special circumstances, permit an employee to resign from the service of the Foundation by notice of less than a month.
- 3) The resignation shall be effective from the date of its acceptance by the Appointing Authority.

*\* Increased to 60 years in terms of Ministry of Personnel, Public Grievances and Pension ( Deptt. of Personnel & Training O.M. No.25012/8/98-Estt(A) dated May 30, 1998 and Department of Culture's letter No.F.27-41/98-Lib.I dated June 02, 1998 and decision vide Item 7 of the 49<sup>th</sup> meeting of the Foundation held on September 16, 1998.*



**Chapter V****PAY****S.R.21      Scales of Pay :**

The scales of pay for the posts under the Foundation shall be as specified in the First Schedule, as amended from time to time.

**S.R.22      Initial Pay :**

An employee shall, on his appointment to a post on a time-scale of pay, draw pay at the minimum of the time-scale unless higher pay is admissible under S.R. 23.

**S.R.23      Fixation of initial pay, increments, leave salary etc. :**

Government Rules regarding fixation of initial pay, drawal of increments and salary and allowance during leave of various kinds or suspensions shall apply *mutates mutandis* to the employees of the Foundation save as specifically provided herein.

**S.R.24      Advance increments :**

In the case of direct recruits to any category of posts :

- 1) The Chairman may grant upto five advance increments on the recommendation of the Selection Committee ; and
- 2) The Administrative Committee of the Foundation may on the recommendation of the Selection Committee allow initial pay at any stage above the minimum but not above the maximum of the scale.

**S.R.25      Premature increments :**

The Administrative Committee may grant premature increments to an employee on a time-scale of pay as per Government of India Rules in force from time to time.

**S.R.26      Pay of re-employed persons :**

The pay of persons who are re-employed after retirement from Government service or service of a University or Government Undertaking or Government aided autonomous organization shall be



fixed in accordance with the Government Rules and order in force.

S.R.27

**Special Pay, Personal Pay, Honorarium and Fee :**

The Administrative Committee of the Foundation may sanction to an employee, in any special circumstances, such special pay, personal pay, honorarium or fee and on such conditions as it may deem fit and only upto such limits as can the Administrative Ministry sanction.

S.R.28

**Drawal of Pay :**

- 1) An employee shall be entitled to the pay of the post to which he is appointed from the date on which he assumes charge of the post.
- 2) Pay in respect of any month shall become payable on the last working day of the same month, but the Director may, if necessary, direct that the pay be disbursed earlier than the last working day of the month as per Government directions.
- 3) An employee resigning from the services of the Foundation without the notice prescribed by S.R.20 shall not, unless the Controlling Authority directs otherwise, be allowed to draw pay due but not drawn ; provided that the pay not so allowed to be drawn shall not exceed the pay for one month.



**Chapter VI****ALLOWANCES**

S.R.29

The employees of the Foundation will be eligible to draw all allowances as are admissible to the Central Government employees from time to time.



**Chapter VII****MEDICAL FACILITIES**

S.R.30

Until such time as the employees of the Foundation are admitted to the benefit of the CGHS they will be eligible for reimbursement of medical expenses as per rules approved by the Government of India.



**Chapter VIII**

**LEAVE**

S.R.31

The regular employees of the Foundation shall be governed by the Revised Leave Rules applicable to the Central Government employees.



## Chapter IX

### RETIREMENT AND OTHER BENEFITS

S.R.32

#### Contributory Provident Fund and Gratuity :

The employees who opted for Contributory Provident Fund will be governed by the Contributory Provident Fund Rules and Gratuity Rules of the Foundation.

S.R.33

#### Pension :

The employees of the Foundation except those who opted for the CPF scheme, the borrowed employees and those appointed on a contract basis, shall be covered by the Pension Scheme of the Foundation. Those covered by the Pension Scheme shall be governed by the Pension Rules and General Provident Fund Rules of the Government of India as amended from time to time.

S.R.34

#### Special benefits for employees forgoing their pension and other benefits :

The Administrative Committee with a view to compensating a permanent employee of the Foundation who, having been in permanent employment service elsewhere, has opted for permanent under the Foundation for any loss caused by such option, after taking into account any monetary benefits granted to the employee, may direct that -

- i) The Contributory Provident Fund Account of such employee shall be credited with a special contribution of a specified amount ; or
- ii) Any period of service in full or in part of such employee under the previous employer shall be regarded as service under the Foundation for the purposes of S.R. 32 and 33 in accordance with the Government of India Rules amended from time to time.



**Chapter X****GENERAL CONDITION OF SERVICE**

S.R.35

**Whole-time appointment :**

- 1) The whole time of an employee shall be at the disposal of the Foundation and he may be employed by the Foundation for the performance of such duties as may be assigned to him.
- 2) Without prejudice to the generality of Clause (1)
  - i) An employee may be required to undergo a course of study or instruction within or outside India ;
  - ii) An employee may be required to serve the Foundation at any place and in any post not lower than the post to which he is substantively appointed or to which he is reduced as a measure of punishment in accordance with the provision in Chapter XI ;
  - iii) An employee may be transferred to foreign service or sent, on deputation within or outside India.



Chapter XICONDUCT AND DISCIPLINE

S.R.36

In relation to matters concerning the conduct and discipline, the Central Civil Services Conduct Rules and the Central Civil Services ( Classification, Control and Appeal ) Rules, as amended from time to time, shall apply *mutates mutandis* to the employees of the Foundation.



**Chapter XII****MISCELLANEOUS**

S.R.37

**Special provision for existing employees :**

Every person holding a post under the Foundation at the commencement of these regulations shall, on such commencement, be deemed to have been appointed under the provisions of these regulations to the corresponding post in the First Schedule to be specified wherever necessary by the Director and shall draw the pay drawn by him immediately before such commencement.

S.R.38

**Authentication :**

All order and decisions of the Foundation and of the Administrative Committee shall be authenticated by the signature of the Member-Secretary or by such other officer as may be specified by the Foundation in this behalf.

S.R.39

**Holidays :**

The Foundation shall observe such holidays as are observed by the Government of India offices located in Kolkata.

S.R.40

**Service Books and Character Rolls :**

- 1) The Foundation shall maintain a Service Book and a Character Roll of each employee in such form and setting out such particulars as may be prescribed by the Administrative Committee.
- 2) The entries in the Service Book of an employee shall be authenticated by the Deputy Director ( Admn. & Accounts ).
- 3) The entries in the Character Roll of an employee shall be made by the authority to whom such employee, is immediately subordinate and shall be countersigned by the Controlling Authority with his remarks, if any.

S.R.41 ✓

Any matter relating to the condition of service of an employee for which no provision is made in these regulations, shall be determined by the Administrative Committee subject to report to the Foundation, provided that any concession which is allowed by Government to its employees may be allowed also to the employees of the Foundation subject to the rules and conditions governing the grant of such



concessions to Government employees, with the approval of the Administrative Committee and a report about all such concessions will be made to the Foundation as early as possible.

S.R.42

Notwithstanding anything contained in these regulations, the Foundation may, in the case of any employee, relax any of the provisions of these regulations to relieve him of any undue hardship arising from the operation of such provisions or in the interest of the Foundation.

S.R.43

**Removal of Doubts**

Where a doubt arises as to the interpretation or application of any of the provision of these regulations, the matter shall be referred to the Administrative Committee for decision.



## SCHEDULES TO REGULATION



## FIRST SCHEDULE

( See S.R.1 and S.R. 20 )

Group	Designation	Pay Band	*Scale of Pay	Grade Pay
A	Director	4	Rs.37400 – 67000/-	8700/-
	System Manager	3	Rs.15600 - 39100/-	7600/-
	Deputy Director	3	Rs.15600 – 39100/-	6600/-
	Assistant Director	3	Rs.15600 – 39100/-	5400/-
B	Accounts Officer	2	Rs.9300 – 34800/-	4600/-
	Section Officer	2	Rs.9300 – 34800/-	4600/-
	Programmer	2	Rs.9300 – 34800/-	4600/-
	Statistical Officer	2	Rs.9300 – 34800/-	4600/-
	Field Officer	2	Rs.9300 – 34800/-	4600/-
	Hindi Translator	2	Rs.9300 – 34800/-	4600/-
	Stenographer (Sr.)	2	Rs.9300 – 34800/-	4200/-
	Library Information Assistant	2	Rs.9300 – 34800/-	4200/-
	Data Processing Assistant	2	Rs.9300 – 34800/-	4200/-
	Accountant	2	Rs.9300 – 34800/-	4200/-
	Assistant	2	Rs.9300 – 34800/-	4200/-
	Stenographer (Jr)	1	Rs.5200 – 20200/-	2400/-
	Upper Division Clerk	1	Rs.5200 – 20200/-	2400/-
	Lower Division Clerk	1	Rs.5200 – 20200/-	1900/-
C	Staff Car Driver	1	Rs.5200 – 20200/-	1900/-
	Gestetner Operator	1	Rs.5200 – 20200/-	1800/-
	Daftry	1	Rs.5200 – 20200/-	1800/-
	Peon	1	Rs.5200 – 20200/-	1800/-
	Cook-cum-Chowkider	1	Rs.5200 – 20200/-	1800/-

RRRLF DEPARTMENTAL CANTEEN

	Kitchen Clerk	1	Rs.5200 – 20200/-	1900/-
	Tea-Coffee Maker	1	Rs.5200 – 20200/-	1800/-
	Wash Boy	1	Rs.5200 – 20200/-	1800/-

\*Revised pay scales in terms of GOI, Ministry of Pen. Pub. Griv. & Pen, Deptt. of Pen. & Pensioners' Welfare Memo No.38/37/08-P&PW(A) dated 01.09.2008 and recommendations of 85<sup>th</sup> Administrative Committee Meeting held on 24.09.2008.



## SECOND SCHEDULE

### ADMINISTRATIVE AND FINANCIAL POWERS OF OFFICERS OF THE FOUNDATION

#### CHAIRMAN

The Chairman shall have the power to act on behalf of the Foundation in cases which, in his opinion require urgent attention, subject to report to the Foundation at the first meeting following such action.

#### DIRECTOR

The Director shall exercise generally the powers of a Head of Department and particularly those specified in Appendix I.

#### DEPUTY DIRECTOR ( ADMN. & ACCOUNTS )

The Deputy Director ( Admn. & Accounts ) shall exercise generally the powers of a Head of Office and particularly those specified in Appendix II.

All the powers are to be exercised, where necessary, in consultation with the Financial Adviser.



**APPENDIX I****SCHEDULE OF POWERS VESTED IN THE DIRECTOR**

Sl.No.	Power	Extent
1.	To permit retention of lien on a post under the Foundation	Full powers, provided he is authorized to make appointment to the post in question.
2.	To transfer an employee from one post to another	Full powers, in the same cadre.
3.	To sanction grant and to permit acceptance of honorarium	Upto a maximum of Rs.1000/- in each case subject to report to Foundation.
4.	To allow mileage allowance by a route other than the shortest	Full powers, provided selection of the route in Foundation's interest.
5.	To decide the shortest of two or more routes	Full powers.
6.	To sanction non-recurring contingent charges within budget limits	Upto a limit of Rs.10,000 in each case.
7.	Purchase of books for the office and library of the Foundation	Full powers subject to budget provisions.
8.	To purchase working stores and office equipment etc.	Full powers subject to budget provisions.
9.	To sanction permanent advances	Full powers upto a limit of Rs.2000/- subject to report to Foundation.
10.	To sanction Municipal or Cantonment taxes	Full powers.
11.	To sanction fixed recurring charges of a contingent character	Upto the budget provisions for such purpose.
12.	To sanction advance of pay to any officer under transfer	Full powers.
13.	To sanction advance for the purchase of conveyances	Within budget provisions and subject to the observance of the same limits and conditions and procedural regulations as in the Govt. of India.
14.	To sanction other advances and terms of repayment of advances	Full powers
15.	To sanction the purchase of typewriters	Full powers
16.	To order destruction of records	Full powers
17.	Power in regard to writing off the irrecoverable value of stores etc., provided that (1) the loss is not due to theft and (2) it does not disclose a defect of system or serious negligence on the part of some individual employee(s) of the Foundation which might possibly call for disciplinary action.	Upto Rs.10,000/- subject to report to the Foundation.
18.	To order sale, by auction or otherwise in the interest of the Foundation of unserviceable stores or perishable articles	Full powers.



**APPENDIX II****SCHEDULE OF POWERS VESTED IN DEPUTY DIRECTOR (ADMN. & ACCOUNTS)**

Sl.No.	Powers	Extent
1.	To grant advances of TA to employees of the Foundation	Subject to prior approval of tour programme by the Director
2.	To purchase in the absence of the Director official and non-official publications required for the Foundation	Upto the limit of Rs.200/- in each case within the budget provision with report to the Director.
3.	To make petty purchase of stationery, rubber stamps and office equipment	Upto Rs.500/- in each case, within the budget provision and not more than a maximum of Rs.1500/- per month.
4.	To sanction expenditure of a miscellaneous or a contingent character	Upto Rs.500/- in each case, within the budget provision and not more than a maximum of Rs.1500/- per month.
5.	To grant any leave other than special disability leave in respect of Group D posts	Full powers.
6.	To fill substantively all posts in Group D	Full powers, subject to Recruitment Rules and recommendations of duly constituted Selection Committee.
7.	To sanction hot and cold weather charges of contingent nature	Upto Rs.500/- in each case subject to the budget provisions.
8.	To sign pay bills of the Foundation	Full powers.
9.	To sign and countersign TA bills of the Foundation	Full powers in respect of employees in Group 'C' and 'D'.