

INDIAN STATISTICAL INSTITUTE
203 BARRACKPORE TRUNK ROAD
KOLKATA 700 108

OFFICE ORDER NO. D.O./2024/107 DATED 16 APRIL 2024

DELEGATION OF ADMINISTRATIVE & FINANCIAL POWER

Pursuant to the decision taken by the Council in its meeting held on 05 February 2024 and Finance Committee meeting held on 30 January 2024, and in supersession of all previous orders in this regard, delegation of administrative and financial power are revised with immediate effect as follows.

Administrative & Financial Power :

Designation	Existing Sanction limit	Revised sanction limit	Remarks
Director	Full Powers (Subject to recommendation/ approval of Budget by FC, Council & Nodal Ministry) House Building Advance Sanction to be issued by Director	Full powers (Subject to recommendation/ approval of Budget by FC, Council & Nodal Ministry) House Building Advance Sanction to be issued by Director	Except in cases of Construction Projects where Administrative approval of Ministry is required through PIB/DIB.

Financial Power :

Sl. No.	Designation	Existing Sanction limit	Revised sanction limit	Remarks
1	Deputy Director	a) Upto the limit of Rs.10.00 Lakhs	Rs.10.00 Lakhs	for Single General/Salary/ Capital item
		b) Rs.50.00 Lakhs for Construction Works (including Major Renovations)	Rs.50.00 Lakhs	Where prior approval of Ministry exists
2	Centre Heads (Including Head, RCBCCS)	a) Upto the limit of Rs.10.00 Lakhs	Rs.10.00 Lakhs	for Single General/Salary/ Capital item
		b) Rs.50.00 Lakhs for Construction Works (including Major Renovations)	Rs.50.00 Lakhs	Where prior approval of Ministry exists
3	Professor-in-Charge/ Head, SQ&OR	a) Rs.3.00 Lakhs for any single item of General / Salary / Capital under Internal Projects	Rs.3.00 Lakhs	for Single General/Salary/ Capital item
		b) Rs.5.00 Lakhs for any single revenue or capital item under Externally Funded Project	Rs.5.00 Lakhs	
4	Dean of Studies	a) Rs.3.00 Lakhs for any single revenue or capital item under erstwhile Plan Budget	Rs.3.00 Lakhs	for Single General/Salary/ Capital item
		b) Rs.1.00 Lakh for any single revenue item under erstwhile Non-Plan		
5	Chief Librarian	a) Rs.2.00 Lakhs any single Non-Capital item	Rs.3.00 Lakhs	for Single General/Salary/ Capital item
		b) Rs.1.00 Lakh (under erstwhile Non-Plan) for any single revenue item		
6	Heads of Scientific Units	Rs.1.00 Lakh for any single Capital/ Non-Capital item	Rs.1.00 Lakh	for Single General/Salary/ Capital item

Contd. 2/-

Sl. No.	Designation	Financial power	Revised sanction limit	Remarks
7	Head, Centre for Artificial Intelligence and Machine Learning (CAIML)	Same power as delegated to Prof.-in-Charge under 3(a) and 3(b)	Same delegation as proposed for Prof-in-Charge and as revised from time to time	
8	Co-ordinator, Centre for Artificial Intelligence and Machine Learning (CAIML)	Rs.1.00 Lakh for any single Capital/ Non-Capital item	Same delegation as proposed for Heads of Scientific Units and as revised from time to time	
9	In-Charge, Center for Soft Computing Research (CSCR)	Rs.1.00 Lakh for any single Capital/ Non-Capital item	Same delegation as proposed for Heads of Scientific Units and as revised from time to time	
10	Member-Secretary, International Statistical Education Centre (ISEC)	Rs.1.00 Lakh for any single Capital/ Non-Capital item	Same delegation as proposed for Heads of Scientific Units and as revised from time to time	
11	Head, Computer & Statistical Service Centre (CSSC)	Rs.1.00 Lakh for any single Capital/ Non-Capital item	Rs.5.00 Lakhs	for Single General/Salary/ Capital item
12	Principal Investigators	Rs.1.00 Lakh (Project below 25 lakhs/year)	Rs.3.00 Lakhs	for Single General/Salary/ Capital item
		Rs.2.00 Lakhs (Project below 100 but above 25 lakhs/year)		
		Rs.3.00 Lakhs (Project above 100 lakhs/year)		
13	In-Charge, Giridih	Rs.50,000/- for any single Non-recurring and Non-Capital item	Rs.50,000/-	for any single Capital/Non-Capital item
14	Chief Executive (A&F)	a) Rs.2.00 Lakhs any single Non-Capital item	Rs.3.00 Lakhs	for Single General/Salary/ Capital item
		b) Rs.1.00 Lakh for any single Capital item		
15	Dy. Chief Executive 'B'	Rs.25,000/- for any single Non-Capital item	Rs.1.00 Lakh	for Single General/Salary/ Capital item
16	Dy. Chief Executive 'A'	Rs.25,000/- for any single Non-Capital item	Rs.50,000/-	For any single Non-Capital item
17	In-Charge of Administrative Unit of Outlying Centres/ Branch where no DCE level position exists	Rs.5,000/- for any single Non-Capital	Rs.25,000/-	For any single Non-Capital item

Administrative Powers:

a) Chief Executive (A&F) – Full Powers regarding following:

- i) General and Office Expenses like Electricity & Telephone Charges, Water Charges/Tax, Outsourcing Agency Charges, Statutory Taxation etc.
- ii) Children Education Allowances (w.r.t. Non Faculty workers) and Overtime Allowances;
- iii) Expenses relating to Canteen, Guest House, Transport expenses (Including Maintenance of Vehicles and Insurance of same), Postage Expenses, Legal expenses and Contingency Expenses;
- iv) Sanctioning of Tour Programmes, LTC, LTC Advance, Computer Advance and Leave of Non Faculty workers;

b) Dy. Director, Heads of Centres, Professors-in-Charge and Dean –

Administrative powers as mentioned in Office Orders No., D.O./2020/285 dated 12 October 2020 and D.O./2017/433 dated 30 August 2017 and D.O./2022/273 dated 15 September 2022 will remain the same.

- c) Terminal Benefits to Retired Workers – Leave Salary, Gratuity and Commuted Pension shall be sanctioned by Director/Dy. Director/ CE(A&F) as per the financial power delegated to them in this proposal.

For all other conditions and processes, existing delegation of power in respect of (i) Dy. Director, vide O.O. No. D.O./2020/285 dated 12th October 2020 (ii) Heads of Centres, vide O.O. No. D.O./2017/433 dated 30 August 2017 (except point 2.1 as revised in this proposal), (iii) Professors-in-Charge/Head, SQC & OR Division & Dean, vide O.O. No. D.O./2022/273 dated 15 September 2022 (except financial power in point 8 as revised in this proposal), (iv) Heads of Units, vide O.O. No. D.O./2017/78 dated 10 February 2017 (except financial power as revised in this proposal) will remain in force.

Note: The approving/sanctioning authorities should satisfy themselves about the necessity of the expenditure and that laid down procedures/norms/rules as well as provisions of GFR are adhered to.


(Sanghamitra Bandyopadhyay)
Director

Copy to :

1. Deputy Director
2. All Heads of Centres
3. All Professors-in-Charge/Head, SQC & OR Division
4. Dean of Studies
5. Heads of Scientific Units
6. Chief Librarian
7. Head, CAIML
8. Co-ordinator, CAIML
9. In-Charge, CSCR
10. Member-Secretary, ISEC
11. Head, CSSC
12. In-Charge, Giridih
13. All PIs of externally funded projects
14. Chief Executive (A&F)
15. All Dy. Chief Executives (Admn.)
16. All Dy. Chief Executives (Finance)
17. All Sr. Administrative Officers
18. All Administrative Officers
19. Director's Office.

INDIAN STATISTICAL INSTITUTE

203 B.T. Road, Kolkata – 700108

No. CAF/3-1/088

20th May 2024

OFFICE ORDER

In pursuance of Resolution passed by the Council vide Resolution No. 6.1.9.2 in its meeting held on 5th February 2024, the undersigned hereby authorizes all Senior Administrative Officers and Administrative Officers of ISI Kolkata to incur expenses of contingent and miscellaneous nature upto an amount of ₹2500, as per Rule 16 of DFPR, Govt. of India.


(Ravinder Kumar)

Chief Executive (Admn. & Finance)

- Copy to:
1. Director
 2. Deputy Director
 3. All Heads of Centres
 4. All Professors-in-Charge/Head, SQC & OR Division
 5. Dean of Studies
 6. Heads of Scientific Units
 7. Chief Librarian
 8. Head, CAIML
 9. Co-ordinator, CAIML
 10. In-Charge, CSCR
 11. Member-Secretary, ISEC
 12. Head, CSSC
 13. In-Charge, Giridih
 14. All PIs of externally funded projects
 15. All Dy. Chief Executives (Admn.)
 16. All Dy. Chief Executives (Finance)
 17. All Sr. Administrative Officers
 18. All Administrative Officers
 19. Council Section
 20. Director's Office.