



**F.No: R-12011/13/2023-HS**  
(FTS No.173772)

भारत सरकार/Government of India  
आयुष मंत्रालय/Ministry of Ayush

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आयुष भवन, 'बी' ब्लॉक, जी.पी.ओ कॉम्प्लेक्स, आई.एन.ए,  
Ayush Bhawan, 'B' Block, GPO Complex, INA,  
नई दिल्ली/ New Delhi - 110023

दिनांक: 3rd January 2024

To,  
**The Director,**  
National Institute of Homoeopathy,  
Block-GE, Sector-III, Salt Lake,  
Kolkata, West Bengal-700106.

**Subject:- Re-delegation of powers to the Joint Directors, NIH, Kolkata  
& NIH, Delhi-reg.**

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Sir,

I am directed to refer to your letter no.8-225/NIH/Power-Delegation/2023/2016 dated 10.11.2023, on the above subject and to convey the approval of the Hon'ble Minister of Ayush, for re-delegation of powers hitherto vested with the Director, NIH, Kolkata, to the extent indicated in your letter under reference, as provided in the relevant sections of Bye-Laws of NIH, Kolkata and as per Rule 13 (3) DFPRs, 1978 on functional grounds.

This issues with the approval of the Competent Authority

Yours faithfully,  
**Signed by Shiela Tirkey**  
**Date: 03-01-2024 16:49:17**  
**Reason: Approved**  
**(Shiela Tirkey)**

Under Secretary to the Govt. of India

Copy to: Sr. PPS to Secretary (Ayush) / PPS to DDG (SP)/Advisor (H) at this  
Ministry.

## ANNEXURE II

### Schedule of powers proposed to be vested with the Joint Director, NIH, Kolkata and Narela, Delhi

At the satellite campus of NIH, Kolkata, one of the senior regular teaching faculties will act as Principal to take care of smooth functioning of academic activities in the Institute at the discretion of Director, NIH, Kolkata. The Joint Director, NIH, Narela will be the Administrative Head of NIH, Narela. He will be the Controlling Officer of all staffs under Administration (Establishment Section, Accounts Section, Stores & Purchase Section, Contractual & Outsourced staffs) other than the staffs under Hospital Superintendent & teaching staffs under Principal. Director, NIH, Kolkata will be reporting authority of Joint Director, Hospital Superintendent & Principal.

The following powers proposed to be vested with the Joint Director for smooth running of the Institute. However, matters related to crucial decisions and matters for which powers have not been vested with the Joint Director, will need the approval of the Director, NIH, Kolkata.

Sl. No.	Power	Extent
<b>I. ADMINISTRATIVE POWERS</b>		
1.	To accept a certificate signed by any registered Medical practitioner as evidence of fitness of Gr- B & C (Regular & Contractual) employee before appointment.	Full powers.
2.	To sanction honorarium.	Up to a maximum of Rs. 2500/- (Rupees Two thousand and Five Hundred only) in each case.
3.	To decide the shortest of two or more routes.	Full powers other than violation
4.	To define the limits of workers' sphere of duty in r/o Gr- B & C employees.	Full powers.
5.	To decide whether a particular absence is absence on duty in r/o Gr- B & C employees.	Full powers
6.	To restrict the frequency and duration of journeys in r/o Gr- B & C employees.	Full powers.
7.	To impose restrictions on mileage allowance by Gr- 'B' & 'C' employees traveling in a public or hired conveyance.	Full powers.
8.	Power to sign internal Office Order, Circular, Office Memo and correspondences, except policy making and financial decision, with the Ministry upto the level of Under Secretary	Full power under intimation to Director, NIH, Kolkata
9.	Power to order destruction/weeding out of records as per Govt. of India guidelines..	Full power
10.	To order sale, by auction or otherwise, in the interest of the Institute, of unserviceable stores or perishable articles/condemned/obsolete/surplus items.	With the approval of Director, NIH, Kolkata
11.	Power to grant all kinds of leave other than Study Leave to Gr - 'B' & 'C' employees of the Institute along with extension of leave.	Full powers.
12.	To sanction tour programme &	Full powers.



Sl. No.	Power	Extent
	countersignature on traveling allowance bills of Gr- 'B' & 'C' employees.	
13.	Control of staff cars and vehicles etc. of the Institute	Full power
14.	Grant of LTC to Gr- 'B' & 'C' employees	Full power
15.	Refund of SD/EMD and caution money deposit, Performance Security Deposit, etc.	With the approval of the Director, NIH, Kolkata
16.	To depute Gr- 'B' & 'C' employees for short term training course and count the period spent on training as duty.	Full power, subject to pursuance of guidelines laid down by Govt. of India up to a period of 15 days.
<b>II. FINANCIAL POWERS</b>		
1.	Power to approve TA/DA, in r/o Gr- 'B' & 'C'.	Full powers as per TA rules
2.	Power to approve medical bill	Up to 50,000/- as per CSMA rules
3.	Power to approve and sanction statutory taxes of State/Central Govt.	Full powers.
4.	Power to approve AMC/CAMC of Electronic, Electrical items, HVAC, MGP, etc.	Up to 50,000/-
5.	Power to Purchase within budgetary limits official and non-official publications required by him or by officers under his control.	Up to 50,000/- in each occasion
6.	Power to sanction fixed recurring charges of a contingent character.	Up to 50,000/- in each occasion
7.	Power to sanction newspaper bills/telephones bills /internet/ broadband bills.	Full powers. (for new connection under any schemes with the approval of the Director, NIH, Kolkata)
8.	Power to grant advance of traveling allowance, Festival advance to Gr- 'B' & 'C' employees of the Institute.	Full powers.
9.	Power to sanction Children Education Allowance	Full powers.
10.	Power to sanction the purchase of Computers/Printers and peripherals	Up to 50,000/- in each occasion
11.	Power for local purchase	Up to Rs.50,000/- in each occasion
12.	Power to recoupment of sanctioned imprest petty cash	Rs.50,000/-
13.	Power to sanction establishment cost (electricity, gas, water charges, etc.)	Full power
14.	Power to sanction bill for LPG, Oxygen, etc.	Up to 50,000/- in each occasion
15.	Hire of conveyance	Up to 50,000/- in each occasion
16.	Hire of furniture, PCs and any type of	Up to 50,000/- in each occasion

Sl. No.	Power	Extent
	equipment for official purposes	
17.	<b>Petty works &amp; repairs</b>	
	i. Execution of petty works and routine repairs to buildings owned by the Institute.	Up to 50,000 /- in each occasion
	ii. Maintenance and ordinary repairs of office building and staff quarters	Up to 50,000 /- in each occasion
	iii. Repairing of plants, electronic items, machineries including fixture and furniture	Up to 50,000 /- in each occasion (within the allotted budget)
18.	Postal services, courier, parcel, etc.	Full power
19.	Local preparation/ purchase of rubber stamps and office seals	Full power
20.	To purchase working stores, tools and plants, equipments, etc.	Up to 50,000 /- in each occasion according to usual rules and prescribed procedure.
21.	Power to sanction non-recurring contingent charges within budgetary limits.	Up to 50,000/- in each occasion according to the prescribed procedure.
22.	Sanction of expenditure on refreshment charges, lunch during meeting/conferences, visit of VIP, dignitaries, etc.	Up to 50,000/- in each occasion.
23.	Power to procure diet, medicine and sundry items for IPD and OPD patients	Up to 50,000 /- in each occasion
24.	Power for procurement of furniture, fixture, computer, equipment, instruments for the Institute.	Up to 50,000 /- in each occasion
25.	Power for collection of fees/user charges and deposit the same to NIH accounts	Full power
26.	Power of payment of bills/ tax invoice to contractors/ suppliers	Up to 50,000 /- in each occasion
27.	Payment of honorarium/ sitting fees/ remuneration to officials as per approved rates of NIH	Full power

**The above powers are subject to following conditions:**

- i. The exercise of the delegated powers shall be in strict conformity with the FR& SR and General Financial Rules in concurrence with the Procurement Manual issued by Govt. of India from time to time.
- ii. They do not apply to new schemes, powers to not be used for starting any scheme and they also do not apply to re-appropriation of funds.
- iii. They are subject to economy instructions in force.
- iv. They are subject to allotted budget.