





II. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

-  [Duties and Responsibilities of CSB Officers and Employees](#)
 [Financial Powers - Circular - !\[\]\(7325769475e8f4bf67f57a0cbebc8ab9_img.jpg\) English Version - !\[\]\(1a468f12cdfc63dc07896d0781cf55ec_img.jpg\) Hindi Version](#)
[Financial Powers Circular dated 12/07/2019](#)
 [Disciplinary Powers](#)
 [Disciplinary Powers in respect of CFW/ TSWF workers](#)

Director, CMER&TI, Ladoigarh, Jorhat :

FINANCIAL POWERS

Head of Expenditure	Expenditure Limit	
	DIRECTOR, CMER&TI, Ladoigarh, Jorhat	Scientist D, RSRS, Boko/ RSRS Imphal
Repairs & Maintenance of Buildings	Up to Rs. 5.00 lakhs perwork order	Non-delegated units Rs. 75000.00 on recoupment basis.
Maintenance, upkeep and repairs of equipment, Vehicles, Computes, Furniture	Up to Rs.1.0 lakh per yearper equipment.	-
Purchase of Stationary / Stores	Up to Rs.50,000/- per order	-
Purchase of Assets like tools, equipments, plantand machineries, software etc. and furniture and other office equipments	Up to Rs.3.00 lakhs per order	-
Printing/Binding Publications and other Publicitymaterials.	Up to Rs. 1.00 lakh per order	-
Purchase of Chemicals, Pesticides andDisinfectants.	Up to Rs. 2.00 lakhs per order	-
Purchase of Fertilizers and Manure.	Up to Rs. 2.00 lakhs per order	-
Purchase of Library Books/ Journals.	Up to Rs. 1.00 lakh per order	-
Statutory Payments like Municipal ratesand Taxes & Insurance.	Full Power for current payment.	-
Rent	Up to Rs. 3.00 lakhs per Annum per case.	-

ADMINISTRATIVE POWERS

Director, CMER&TI, Ladoigarh, Jorhat :

01. To be the Head of the Institute and to take the decision on all matters pertaining tothe Institute and its nested units.
02. To be the Drawing & Disbursing officer of the Institute.
03. To grant leave and increment of all Officers and Staff working under his control.
04. To grant LTC to the officers and employees under his control.
05. To pass all salary & allowances bills, wage bills, parties bill etc.
06. To dispose off all the administrative, accounts, technical and research matters of

the institute and its nested units.

07. Having the power of transfer of group C and D employees within the units coming under his jurisdiction.
08. Grant of disability leave and special casual leave to officers and staff below his level as per rules.
09. Acceptance of resignation of officers/staff up to the level of Joint Director/Scientist-D.
10. To grant advance increment to Jr. Stenographer for acquiring higher speed in shorthand as per rules.
11. To grant special pay to clerical staff working as telephone operators as per rules.
12. To grant special pay to group D staff as per rules for operating Franking Machine, Gestetner and Photostat Machine.
13. To grant personal pay equivalent to one increment to officer and staff under his control on adoption of family planning norms.
14. To grant paternity, maternity and Child care leave to the employees under his control.
15. To close the probationary period in respect of the officers and staff below his rank as per rule.
16. To obtain annual property returns from the officers below his rank in Group A & B every year and to retain the same in safe custody.
17. To grant approval for acquisition/disposal of immovable properties in respect of officers/officials up to the level of Deputy Director.
18. To issue no objection certificate for obtaining passport as per rules for officers and staff below his rank working under his control.
19. To issue no objection certificate for obtaining visa and grant of leave for going abroad to the officers / staff up to the level of Deputy Director working under his control.
20. To grant permission for extension of time limit up to six months in addition to the normal six months for completion of journey on LTC by the family of officers/staff working under his control, except himself.
21. To sign bond on behalf of the Member Secretary, Central Silk Board for the employees who are granted study leave/deputed for training abroad/ scholarship /associateship/ fellowship etc.
22. Approval for change of Home Town in respect of officers/ staff working his control under intimation to Central Office as per rules.
23. Approval for change of surname in respect of officers/ staff working under his control as per rules under intimation to Central Office.
24. To dispose off pay anomaly requests of officers and staff working under his control within the Institute/Station.
25. To approve list of holidays for the units coming under his control with a copy to Central Office.