

INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
NEW DELHI

Admn./3(718)2001

December 14, 2012

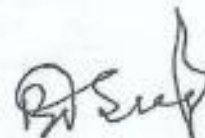
OFFICE ORDER PART II- 372/2012

With the approval of the Director, the following powers have been delegated by the Director to the Registrar:-

1. Power to sanction an amount of expenditure upto Rs 5000/ (Rupees five thousand only) in each case.
2. Power to sanction overtime.
3. Reimbursement of medical claims of Group C & D employee upto an amount of Rs 5000/ (Rupees five thousand only)

For reimbursing the medical claims, overtime allowance and purchase of items etc. with effect from 16.10.2012 onwards (in any doubtful cases of the above category to be brought to the Director's notice).

This issues with the approval of the Director



(Dr. B.D. Singh)
Dy. Registrar (Estt.)

Dr. C. Giri, Registrar

Copy to: All Faculty members
Librarian
Registrar-I
Assistant Editor
Dy. Registrar (Fin)
All Senior Library & Administrative Staff
Sr. P.S to Director
Personal file

POWERS & MAJOR FUNCTIONS OF DIRECTOR

Annexure-A

1. Creation/upgradation/re-designation of Group B & C posts and appointments thereto. Creation of Group D posts.
2. Sanction of all kinds of leave (except special disability leave/study leave/sabbatical leave) for Group A employees and deputation for training or for assignment in India (for all employees).
3. Disciplinary action against Group B & C employees.
4. Sanctioning foreign visits of faculty/equivalent staff where no financial implications are involved.
5. Sanction of medical reimbursement claims of all employees within Rules.
6. Identification of Judges for Essay Prize and Case Study Competitions (in consultation with Chairman, Standing Committee).
7. Approval of internally funded research projects including those of the Branches.
8. Institution of legal proceedings (in consultation with Chairman, Standing Committee).
9. Conduct of elections to the Executive Council as Returning Officer.
10. Re-appropriation of funds within the same Budget Head (in consultation with Hony. Treasurer).
11. To make officiating appointments against vacancies caused on account of leave, retirement, death or otherwise for a period not exceeding six months.
12. All such matters as may be delegated by the Executive Council.

Note: In regard to matters of urgent nature, the Director may take decisions when the Chairman of a Committee is not available and convening of the Committee meeting is not possible at short notice.

Upto Rs.10.00 Lakh	Any two Deputy Registrars or one Deputy Registrar along with Registrar
Rs. 10.01 lakh to Rs.50.00 lakh	One Deputy Registrar along with Registrar
Above Rs.50 lakh	Director General along with designated EC Member or Registrar along with any one of the above Two, in urgent situations if either of the above Two is on leave/out of station.