

Annexure-7

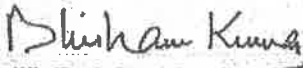
TIFAC

F.No.36/12/Reg./TIFAC

March 06, 2012

OFFICE ORDER

In supersession of Office Memorandum no.1-28/Admn.TIFAC/2006 dated March 28, 2006 regarding delegation of powers with regard to administration, finance and related matters in TIFAC, the revised delegation of powers duly approved by the Competent Authority are enclosed for information of all officers.

  
(B.K. Raichandani)  
Registrar

Encl: As mentioned

Copy to;

1. All Programme Coordinators
2. Technical Officers
3. Non-technical Officers & Staff
4. Guard File

Copy for information to;  
**Scientist-in-Charge**

## Delegation of Powers and Duties in TIFAC

### 1. Administration

As per Bye-laws all the members are under general control of Executive Director, TIFAC.

#### A. Recruitment on Scale

As specified in Bye-laws.

#### Recruitment on Consolidated Remuneration

With approval of E.D.

Recruitment on consolidated Remuneration – beyond one year – with approval of TEC or Chairman, TEC

#### B. Tours within India

Tours of Executive Director	Self controlling	---
Tours of Programme Heads* / Registrar	Executive Director	---
Tours of other Staff directly reporting to Executive Director and External People / Experts	Executive Director	---
Tours of Technical and Non-technical Staff working with Programme Heads	Executive Director on recommendation of respective Programme Heads	---
Tours of Staff in Administration and Finance	Registrar	---
Tours of Non-entitled Class	Executive Director	To be routed through Registrar

Programme Heads\* to be not less than the grade of Director / Scientist-E. Tours to be undertaken as per Government of India norms.

Tours and Conveyance bills subsequently to be passed based on approvals.

\* As per Annexure -- 1

### Tours outside India (Foreign Tours)

Foreign Travel of Executive Director	Chairman, Governing Body on the recommendation of TIFAC Committee / Chairman, TEC	---
Foreign Travel of TIFAC Staff	E.D.	---
Foreign Travel of Non-TIFAC Employees	Chairman, TEC	---

### C. LEAVE

Leave of Executive Director (Apart from C.L. and RH)	Chairman, TEC	---
All types of Leave applications of Programme Heads and Registrar	Executive Director	---
Leave Applications of other categories of Staff (Technical / Non-technical / Administrative / Finance)	Registrar on the recommendations of the controlling officer The controlling Officers will sanction the CL/RH of all employees working with them	Maintenance of leave record of all categories of staff will be done by the Administration

### D. PERFORMANCE APPRAISAL

The following mechanism will be followed:

S.No.	Category of Staff	Reporting Authority	Reviewing Authority
1.	Executive Director	Chairman, TIFAC Committee	Chairman-Governing Body, TIFAC
2.	Program Heads / Registrar	Executive Director	Chairman, TEC
3.	Scientific / Technical Officers other than Program Heads	Program Heads	Executive Director
4.	Non-Technical Staff working with Scientific / Technical Officers	Respective Controlling Officer	Respective Controlling Officer
5.	Non-Technical Staff working in Administration, Finance	Respective Controlling Officer	Registrar Executive Director for whom Registrar is Controlling Officer

**D. Releases of Administrative Expenses**

Administrative Expenditure releases	Registrar	Based on approvals as above
Medical Expenses	Registrar	Based on Medical Scheme of TIFAC
All advances / withdrawal from CPF / LTC	Registrar.	In case of any exceptions from the rule, E.D. to approve.
• In case of any exception from the rule	ED to approve	
• In case of Registrar. (advances from CPF / LTC etc)	ED to approve	
• In case of ED (CPF / LTC etc.)	Chairman, TEC	