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**DELEGATION OF
ADMINISTRATIVE AND FINANCIAL POWERS**
(Amended & updated 2008)

In respect of
**Governing Body, Chairman, Members,
and Secretary PCSIR Headquarters**
and
**Directors General/Directors/Principals
PCSIR Laboratories (Complexes)/Centres &
Institutes**

Pakistan Council of Scientific & Industrial Research
1-Constitution Avenue, G-5/2, Islamabad

**DELEGATION OF ADMINISTRATIVE
AND FINANCIAL POWERS TO
GOVERNING BODY,
CHAIRMAN, MEMBERS & SECRETARY PCSIR
AT HEADQUARTERS
AND DIRECTORS GENERAL/
DIRECTORS/PRINCIPALS OF PCSIR LABORATORIES
(COMPLEXES)/CENTRES & INSTITUTES
(AMENDED & UPDATED 2008)**

In exercise of powers under section 13 of PCSIR Act (Act XXX of 1973) (as amended upto date), the Council of PCSIR hereby prescribes delegation of powers to various authorities/officers as laid down below:

- These shall be called Delegation of Administrative and Financial Powers Rules (Amended & Updated 2008).
- These Rules shall have effect from the date of notification.
- From the date of notification all rules of Delegation of Powers presently in force shall stand repealed, provided that the repeal shall not adversely affect the orders passed and acts and deeds performed in accordance with the repealed Rules.

Any item of administrative or financial nature not covered under these rules shall be dealt with in accordance with the specific approval of the apex body i.e the Council of PCSIR.

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PART-I

Administrative and Financial Powers in respect of Governing Body, Chairman, Members and Secretary at PCSIR Headquarters

S.No.	Nature of Powers	Governing Body	Chairman	Members	Secretary
1	2	3	4	5	6
1.	GENERAL To define the limit and spheres of duties of the employees	---	Full powers	Full powers for employees under their control	Full powers for employees under his/her control
2.	To create posts subject to confirmation of the specific posts in the approved budget and observance of the relevant rules/policies of the government/council on the subject	---	Full power for BS 1-19	---	---
3.	i. Inter-lab/Unit/Posting transfers. ii. Inter-Directorate/Sectional transfers for the personnel working at the head office.	---	Full powers on the recommendations of respective Members.	---	---
		---	Full powers on the recommendation of respective members	Full powers for personnel under their control	Full powers for BS 1-15 under his/her control.
4.	APPOINTMENTS/PROMOTIONS a. Appointments/promotions against sanctioned posts on the	---	Full powers upto BS- 19	Full powers for BS 12-15	Full powers for BS 1-11

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	recommendations of the respective Selection/Promotion Boards/ Committees.				
	b. Promotions to BS-20 & above subject to recommendations of the respective promotion board.	Full powers	---	---	---
5.	a. To make appointments on contract/ contingent basis (as & when required)	---	Full powers	Full powers	Full powers for the posts from BS-1 to 4
	b. To extend joining time	---	-do-	---	-do-
	c. To terminate or extend the probationary period	---	-do-	---	Upto BS-16
	d. To suspend or transfer a lien.	---	-do-	---	---
6.	To engage local consultants, Tech/Non- technical experts in the interest of the council on such terms and conditions as it may deem appropriate, and determine and sanction their fee.	Full powers where the expenditure in each individual case does not exceed Rs.100,000/-	Full powers where the expenditure in each individual case does not exceed Rs.50,000/-	---	---
7.	To relax the maximum age limit for appointments in accordance with the government rules/policy.	Full powers	Full powers upto BS-18	---	---
8.	To grant higher initial pay through advance/premature increments on the merit of each case to be recorded in writing by the DSB subject to observance of the relevant	Full powers upto 6 increments on the recommendations of respective	Upto 4-increments on the recommendations of respective Selection board	---	---

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	government rules/instructions on the subject.	Selection Board.			
9.	GRANT OF LEAVE To sanction LFP/LHAP/maternity leave/medical leave/extraordinary leave/ quarantine leave/disability leave in accordance with the prevailing leave rules.	----	Full powers for self under Intimation to MoST, and to Members/ Secretary PCSIR/ Directors/ DGs of Labs./ Centres/ Institutes, and officers in BS-16 & above at the headquarters	----	Full powers for the employees in BS-1 to 15 at the headquarters.
10.	To sanction leave not due/study leave in accordance with the specific rules/ procedures in the council.	----	Full powers	----	----
11.	To sanction casual leave. (Note: Casual leave in respect of the employees in BS-1-17 working in different directorates at the headquarters will be sanctioned by the respective Directors)	----	Full powers in respect of self and personal staff, Members, Secretary/ Unit Directors, DGs & Principals.	Full powers in respect of officers of BS-18 & above and personal staff.	Full powers in respect of staff under his control.
12.	To sanction ex-Pakistan leave and allow the drawal of leave salary in Pakistani currency.	----	Full powers	----	----
✓ 13.	a. To sanction pension or to allow an employee to proceed on LPR.	----	Full powers	----	----

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	<p>b. To sanction lump sum payment upto 180 days leave standing at the credit of an employee who expires during service to his/her legal heirs in accordance with the prevailing rules.</p> <p>c. To sanction leave encashment at the time of retirement in accordance with the rules.</p>	---	Full powers	Full powers to the Member Finance	Full powers in respect of the employees in BS-1 to 15
		---	Full powers	Full powers	-do-
14.	<p>TOURS & TRAVELLING</p> <p>i) To permit an employee to undertake tour within Pakistan</p> <p>ii) To sanction TA/DA in accordance with the prevailing rules and countersign the bills as controlling officer.</p> <p>iii) To allow a higher traveling class and hotel/guest house accommodation beyond the prescribed ceilings in exceptional cases for the reasons to be recorded in writing.</p>	---	Full powers for Self & the officers in BS-16 & above	Full powers for self with prior intimation to the Chairman and staff under his/her control.	Full powers in respect of employees working under his/her control.
		---	Full powers for self, Members of GB and Secretary PCSIR	Full powers to Member Finance for the employees in BS-16 & above.	Full powers in respect of all the employees in BS-1 to 15.
		---	Full powers		
15.	<p>a. To decide the shortest of the two or more routes.</p> <p>b. To allow mileage allowance to be calculated by a route other than</p>	---	Full powers	Full powers in respect of the employees under his/her control.	Full powers for BPS 1-15 employees working under his/her control.
			-do-	-do-	-do-

	<p>shortest or the cheapest.</p> <p>To extend the time limit where the family of a transferred employee is unable to join him/her at the new station upto one year due to shortage of accommodation, education of children or on medical and compassionate grounds</p> <p>d. Power to relax the time limit upto one month in respect of the family of a transferred employee proceeding him/her.</p> <p>e. To extend the prescribed limit for submission of T.A. bills upto 3 months</p> <p>f. To grant daily allowance for the compulsory halts at outstation due to dislocation of means of communication.</p>		-do-	-do-	-do-
6.	To permit an employee to undertake tours on official duty abroad and sanction the traveling expenses as per rules.	---	Full powers	---	---
7.	To grant T.A. to a person coming from within the country or abroad, not in PCSIR employment, attending PCSIR's meetings, seminars, etc. or performing duty in honorary capacity and to declare the grade to which such person shall be considered to belong.	---	Full powers	---	---
8.	To countersign the TA/DA bills and	---	Full powers	---	---

	sanction the TA/DA in respect of non officials.				
19.	STUDY/TRAINING To send the employees for studies/training / Workshops/ seminars/ conferences abroad subject to availability of funds and in accordance with the prescribed rules.	----	Full powers	----	----
20.	To grant extension in period of academic study/training abroad.	----	Full Powers	----	----
21.	To allow mid-career training of the employees in their relevant fields within Pakistan	----	Full powers	Full powers in respect of the employees in BS-1 to 16 under their control.	Full powers for the employees BS-1 to 15 under his/her control.
27.	HOUSING & ACCOMMODATION To allow the house hiring/lease, including self hiring for the employees where admissible on prevailing scales of the government, subject to the budget provision and observance of the relevant rules/procedure/policy.	----	Full powers with the concurrence of Member Finance	----	Full powers for BS 1-15 employees at the headquarters subject to concurrence of Member Finance
23.	To sanction rent for residential buildings subject to specific budgetary provision.	----	Full powers for the expenditure exceeding	Member Finance upto Rs.200,000/- a	----

			Rs.200,000/- a year	year in a single case.	
24.	To allow the leasing of office buildings and sanction rent.	----	Full powers	----	----
25.	MEDICAL a. To dispense with a medical certificate of fitness before appointment in individual cases. b. To accept a certificate signed by registered medical practitioner approved under the rules, as evidence of the fitness of an employee to return to duty.	----	Full powers	----	Full powers
26.	To register medical doctors, specialists, hospitals and approved chemists on the panel of the PCSIR	----	Full powers with the concurrence of Member Finance	----	----
27.	To fix professional fees/rates for services of medical treatment.	----	-do-	----	----
8.	To approve dependency of the parents / children for the purpose of medical treatment.	----	Full powers	----	----
9.	i) To sanction the medical expenditure in respect of In-service/ retired employees and their dependants in accordance with the medical rule of PCSIR, ii) To sanction the bills of approved hospitals/clinics/chemists	----	Full powers	Member Finance upto Rs.200,000/- in a single case.	----
		----	-do-	-do-	----

	pertaining to the council employees subject to observance of PCSIR medical rules.				
30.	<p>MISCELLANEOUS</p> <p>a. To allocate staff cars for the official use of Officers at the headquarters and PCSIR units in the council's interest.</p> <p>b. Use of staff cars/vehicles on official duty beyond municipal limits/ prescribed areas.</p> <p>c. To allow staff cars/vehicles for private use within municipal limits on payment as per prevailing rules/ procedure.</p>	<p>----</p> <p>---</p> <p>----</p>	<p>Full powers</p> <p>-do-</p> <p>-do-</p>	<p>----</p> <p>Full powers concerning their own assignments</p> <p>----</p>	<p>----</p> <p>----</p> <p>Full powers.</p>
31.	<p>(i) To allow the installation of telephone at office and residence of the entitled officers/ officials.</p> <p>(ii) To allow installation of telephone at the residence of non entitled officer/official at the council expense and in the interest of the council.</p> <p>(iii) To allow the use of Cell phone for official business and in the interest of council subject to the prescribed limits as prescribed from time to time. (This include the provision of free handset up Rs.10,000/-)</p>	<p>----</p> <p>---</p> <p>----</p>	<p>Full powers</p> <p>Full Powers</p> <p>Full powers</p>	<p>----</p> <p>----</p> <p>----</p>	<p>Only for office telephones</p> <p>----</p> <p>----</p>

32.	To waive off recovery on account of over payment of pay and allowances in exceptional cases.	Upto Rs.100,000/-	Upto Rs.50,000/- with the concurrence of Member (Fin.)	---	---
33.	To permit an employee to accept assignments such as to deliver lectures, paper setting, conduct an exam/viva voce etc subject to pre-set conditions on case to case basis.	---	Full powers	---	---
34	To sanction scholarships, bonuses and cash awards on meritorious services rendered by the employee(s) subject to observance of specific conditions as may determine the Governing Body PCSIR.	---	Full powers with the concurrence of Member Finance.	---	---
35.	<p>FINANCIAL POWERS</p> <p>Purchase, Disposal and Write-offs</p> <p>A. To approve and sanction the expenditure on purchase of machinery, scientific equipment and stores from abroad subject to the following conditions :</p> <p>i. Specific local and foreign exchange allocation and availability of funds under specific head of account.</p> <p>ii. Recommendations of the evaluation committee represented by the nominated officers from Science,</p>		Full powers with the prior concurrence of Member Finance	Upto Rs. 1.00 million with prior concurrence of Member Finance.	---

	Technology, Finance and Administrative Wings. iii) Observance of prevailing Government/ PPRA rules on the subject.				
36	To allow purchases upto Rs. 100,000/- without formation of Evaluation Committee subject to calling of limited quotations and sanction the expenditure.	---	Full powers	Full powers	---
37.	Local purchase of equipment, machinery, scientific and consumable stores, subject to the observance of the conditions under clause-38.	---	Full powers with the concurrence of Member Finance	Upto Rs. 5 lacs with the concurrence of Member Finance	Upto Rs.100,000/- with the concurrence of Member Finance
38.	A. To allow the purchase and sanction expenditure on furniture, fixtures, Office equipment/ computers, Gas and Electrical appliances, cycle/Motor cycle etc., subject to observance of the conditions prescribed under clause-38. B. For expenditure upto Rs. 100,000/- with the recommendations of purchase Committee and subject to calling of limited quotations	---	Full powers with the concurrence of Member Finance Full powers	Upto Rs. 1 lac with the concurrence of Member Finance Full powers	Upto Rs.100,000/- with the concurrence of Member Finance Full powers with the concurrence of Member Finance
39.	To allow calling for limited tenders dispensing with open tenders	Full powers	Upto Rs.1.00 million	---	---

40.	Dispense with calling of quotations in emergencies for the purchase of equipment and stores.	----	Full powers	Upto Rs.100,000/-	Upto Rs.40,000 with the concurrence of Member Finance
41.	To allow the purchase and sanction the expenditure on purchase of buses for transportation of employees, staff cars, operational vehicles and motorcycles subject to budgetary provision and observance of the relevant rules/procedure.	----	Full powers	----	----
42.	Purchase of books and journals (in hard/soft form) within the sanctioned budget provided that in case of foreign purchase the provision of specific foreign exchange is available.	----	Full powers	Upto Rs.100,000	Upto Rs. 40,000
43.	<p>a. To declare plant, machinery, scientific and other equipment and consumable stores as unserviceable or surplus to requirements or beyond economical repair on the recommendations of the committee comprising an officer of BS-17/18 each from Admn, Tech, Science & Finance wings to be assisted by the Stores Officer.</p> <p>b. To declare vehicles as unserviceable or beyond economical repair on the recommendations of the committee as under Item No.42(a).</p>	<p>Above Rs.2.5 Million</p> <p>----</p>	<p>Upto Rs. 2.5 Million</p> <p>Full powers</p>	<p>----</p> <p>----</p>	<p>----</p> <p>----</p>

44.	<p>a. To authorize sale or disposal of plant machinery, scientific/other equipment and surplus or beyond economical repair by the committee as defined under item No. 42(a)(i) subject to the minimum reserve price/prescribed procedures.</p> <p>b. To authorize sale or disposal of vehicles declared un-serviceable or surplus beyond economical repair by the committee as defined under item No. 42(a)(i) subject to minimum reserve price and prescribed procedure.</p>	----	Full powers	----	---
45.	<p>a. Write off irrecoverable value of plant, machinery, scientific equipment, stores and vehicles etc., provided that the loss is not due to the theft/fraud and it does not disclose a defect of system and procedure of serious negligence on the part of some individual servant of PCSIR which may possibly call for disciplinary action.</p> <p>b. Write off irrecoverable and recoverable value of stores or public money due to losses on account of reasons beyond control.</p>	<p>Full powers above Rs.1.00 million</p> <p>Full powers</p>	<p>Full powers upto Rs.1.00 million</p> <p>----</p>	<p>----</p> <p>----</p>	<p>---</p> <p>---</p>
46.	<p>ADVANCES</p> <p>a. To sanction temporary advance</p>	----	Full powers	Upto Rs.	Upto Rs.

for emergent and contingent expenditure.			100,000	40,000
--	--	--	---------	--------

Note: Second advance will be given to the same employee only under pressing conditions to be recorded in writing. No third advance shall be admissible.

	<p>b. Advances against delivery of supplies subject to the conditions that advance shall not be made to parties other than government owned agencies without production of unconditional irrevocable bank guarantee. However, where the payment of advance is indispensable for any purchase, special exemption be accorded as per existing business practices of the supplier(s).</p>	----	Full powers	Upto Rs. 1.00 Million	Upto Rs. 100,000
--	--	------	-------------	-----------------------	------------------

Note: i) In case of foreign suppliers, bank guarantee may not be obtained for advance payments upto Rs. 50,000/-
ii) Advance payment upto Rs. 20,000/- may be made through crossed cheques to vendors without production of bank guarantee provided that a valid receipt has been secured from the vendor acknowledging such advance payment.

47.	<p>To grant advances for purchase of cycle, motorcycle/car to the employees according to their entitlement, subject to availability of funds on recommendations of the respective committee.</p>	----	---	Full powers to Member Finance in respect of BS-16 & above	Full powers for the employees upto BS-15 with concurrence of Member (Finance)
-----	--	------	-----	---	---

48.	To grant advances for House Building/Finishing on the recommendations of a duly constituted committee	---	---	-do-	-do-
49.	Grant of relaxation of time limit of one month within which purchase of conveyance should be completed.	---	---	Upto two months by Member Finance	Upto 1 month with the concurrence of Member (Finance)
50.	To grant Non Refundable advances to the employees out of their GPF accounts and sanction payment of final GPF balances on retirement/death/resignation etc. subject to observance of the relevant rules. (Note: Refundable GPF advances to the employees would be sanctioned by the Director Finance)	---	---	Full powers to Member Finance	---
51.	To grant relaxation in minimum age limit prescribed for drawal of non refundable GPF advances.	---	Upto one year	Member Finance upto 6-months.	---
52.	CLEARING/FORWARDING Insurance & Demurrage i) To sanction Insurance & demurrage charges ii) To sanction for clearing, forwarding, packing/unpacking, sales tax,	---	Full powers	Upto Rs.100,000	Upto Rs. 40,000
		---	Full powers	Upto Rs.200,000 by Member Finance	Upto Rs.50,000

	scientific consumable stores)				
	vi. Hostel expenses	----	-do-	-do-	-do-
	vii. Photographs & films	----	-do-	-do-	-do-
	viii. PCSIR Publications	----	-do-	-do-	-do-
	ix. Other miscellaneous expenses	----	-do-	-do-	-do-
	x. Fee for local training	----	-do-	-do-	-do-
	xi. Language Fees	----	-do-	-do-	-do-
	xii. Payment of fee etc. for professional examinations to bodies/societies including ICMA, etc.	----	-do-	-do-	-do-
	xiii. Freight and cartage	----	-do-	-do-	-do-
	xiv. Canteen charges	----	-do-	-do-	-do-
	xv. Toll tax	----	-do-	-do-	-do-
	xvi. Expenditure on conference and exchange of visits subject to administrative approval of Chairman (except expenditure on official lunch, dinner and entertainment).	----	-do-	-do-	-do-
	xvii. Renewal fees, patents & designs	----	-do-	Upto Rs.150,000/-	-do-
	xviii. Audit fee	----	-do-	-do-	Upto Rs.25,000
	xix. Legal charges	----	-do-	-do-	-do-
	xx. Ground rent lease	----	-do-	-do-	-do-
	xxi. Bank charges (to be sanctioned by the heads of respective Accounts sections)	----	-do-	-do-	-do-
54.	Entertainment expenses for the following purposes subject to budgetary provision and observance of the prescribed limits as notified from time to time: i. Formal official meetings, conferences, seminars/symposia etc.	----	Full powers	Upto Rs.100,000 by Member Finance	Upto Rs. 10,000

	ii. Visits of dignitaries and foreign scientists iii. Consulting and manufacturing				
55.	To present gifts to distinguished visitors subject to availability of funds and observance of prescribed limits.	---	Full powers	Upto Rs.10,000	Upto Rs. 5,000
56.	To sanction lump sum grants & expenditure from PCSIR Employees Social Welfare Fund upon the recommendations of relevant committee by observing the relevant rules on the subject and subject to availability of funds in the specific account.	---	Full powers	---	Full powers subject to concurrence of Member (Finance)
57.	To sanction time barred claims according to the prescribed rules.	---	Full powers with the concurrence of Member Finance	Upto Rs.25,000/- by Member (Fin)	---
58.	WORKS a. To accord technical, financial and administrative approval of civil works to be undertaken from other than PSDP funds subject to observance of the limits, relevant rules and procedure as prescribed under the works rules/procedure of GOP. b. To authorize variations in the contract cost on account of	---	Full powers as vested in the DG PPWD subject to concurrence of Member (Finance)	Full powers for Member Tech as vested in the Chief Engineer PPWD	---
		---	-do-	-do-	---

	<p>changed scope of work, additional quantities of works, execution of NoN BOQ items etc. subject to the prevailing limits & condition provided in the PPWD code/instructions of the works department.</p> <p>Note:</p> <ol style="list-style-type: none"> 1. Powers of Director Works in case of above would be equivalent to those of the Superintending Engineer PPWD. 2. The tender opening and evaluation committee would consist representative officers from Technology, Finance, Science and Administration wings. 3. For execution of all the civil works including major, minor, petty works, consultancies etc. guidelines instructions provided in the CPWD/CPWA codes shall apply in toto. 4. For the civil works pertaining to PSDP projects, the expenditure would be sanctioned by the concerned Project Director or any other officer as nominated by the Chairman PCSIR. The expenditure sanction would however, be subject to the recommendations of Director Works. 				
59.	i. To grant extension in the completion period of a specific contract upon the	---	Upto one year	Upto six months	---

	<p>recommendations of Site Engineer with the condition that it does not involve any additional liability over and above the already approved cost.</p> <p>ii. To grant extension in the completion period of a specific contract which involve execution of additional items of work due to change in the scope of work or otherwise as already approved by the competent authority provided the total completion cost does not exceed the overall provisions under the civil works. (Note: Extension upto three months would be granted by the Director Works upon the recommendation of Site Engineer).</p>	---	-do-	-do-	---
60.	<p>To award contracts and sanction expenditure for minor works, addition/alterations and annual repairs of PCSIRs buildings and rented office buildings according to prescribed procedure and on the recommendations of the committee comprising officers from Technology, Finance, Science and Administration wings. (Note: Director Works upto Rs.100,000/-)</p>	---	Full powers	Full powers	Upto Rs. 25,000
61.	<p>To dispense with the calling of open tenders for execution of works where considered essential in the interest of</p>	---	Full powers upto Rs.1.00 million	Full powers Upto Rs.0.20 million	---

	the Council. (Note: Director Works upto Rs.0.100 million with the concurrence of Finance wing).				
62.	To nominate project incharge for any civil work. The officer so nominated will exercise powers as delegated by the competent authority on case to case basis.	---	Full powers on the recommendations of Tech. Wing	---	---
63.	To authorize advance payment to contractors consultants subject to the following conditions: a. The mobilization advance shall not exceed 10% of the contract value and shall be subject to production of irrevocable and unconditional bank guarantee. b. The advances against work done and secured advances (against certified material on site) shall not exceed the 75% of the assessed value of work/material on site. c. Advance to Govt. agencies may be made without production of bank guarantee. d. Powers shall be exercised only in exceptional cases for the reasons to be recorded in writing.	---	Full powers with the concurrence of Member Finance	Upto Rs. 2.00 million with the concurrence of Member Finance	---
64.	To engage firms/ consultants of established repute in the specified field for execution/supervision of civil works	---	Full powers	---	---

	subject to observance of the relevant rules/procedure.				
65.	To sanction purchase of construction material for repairs, maintenance and minor work subject to availability of funds and observance of the relevant rules/procedure.	----	Full powers	Upto Rs.0.500 million with the concurrence of Member Finance.	Upto Rs.50000 subject to concurrence of the Member Finance.
66.	To purchase or hire construction plant and machinery/ equipment etc. from private/public organizations for technically and administratively approved projects/works upon recommendation of the duly constituted committee, subject to availability of funds under the specific head of expenditure and observance of the relevant rules/procedure. (Note: Director Works upto Rs.25,000/-)	----	Full powers	Upto Rs.1.00 million with the concurrence of Member Finance.	----
67.	To dispense with calling of open tenders for purchase of construction materials/stores equipment when considered essential in the interest of the Council.	----	Full powers	Upto Rs. 2 lacs by the concerned Member	----
68.	To declare project Stores and structures surplus and to authorize its sale to the highest bidder through auction or by inviting open bids subject to evaluation	----	Full powers with the concurrence of Member	Upto Rs. 2 lacs	----

	by a Committee comprising of representatives from Technology, Administration, Finance and Science Wings.		Finance		
65.	Re-appropriation of funds from one head of expenditure to another within the yearly allocated non development budget.	---	Full powers with concurrence of Member (Finance)	---	---

PART-II

PCSIR Laboratories (Complexes), Centres, Institutes/Units

S.No.	Description	Management Committee	Director General/ Director/Principal	Head of Research Centre
1	2	3	4	5
70.	APPOINTMENTS/PROMOTIONS/POSTING To define the limit and spheres of duties of employees	----	Full powers for the employees in BS-1 to 15	Full powers for employees under their control.
71.	To transfer the employees within the Establishment/unit	---	Full powers for BPS 1-15	Full powers for BS-1
72.	Appointments/promotions against sanctioned posts on the recommendation of the respective selection/ promotion committees. (Note: Sanctioned post means post sanctioned by the competent authority and notified as such.)	---	-do-	---
73.	a. To extend joining time b. To terminate or extend the probationary period	---- ----	Full powers for BS 1-15	---- ----
Note: Powers as in item No.71 & 72 above to be exercised by Chairman in respect of employees in grades 16 and above.				
74.	To engage skilled/semi-skilled and work charged staff on casual basis at prevailing wages for a period not exceeding 89 days within the sanctioned budget under the specific heads, provided that the work(s) for which labor/	----	Full powers	----

	laborers are required to be engaged is occasional/casual in nature and is likely to be completed within the period specified above. Further extension will however be subject to approval from head office.			
75.	To relax the maximum age limit for appointments upto BS-15 in exceptional cases.	Full powers	----	----
76.	To permit an employee to accept assignment such as to deliver lecture or for paper setting and marking subject to the condition that the original assignments of the officer/official are not disturbed.	----	Full powers	----
77.	To grant all the allowance to employees as admissible to them under the rules.	----	Full powers	----
78.	To grant honoraria to the employees engaged on research contracts awarded by local/foreign agencies provided award does not exceed one month's pay per year and subject to availability of funds.	----	Full powers for the employees upto BS-15	----
79.	To allow higher initial pay by grant of advance /premature increment(s); subject to recommendations of the respective selection committee on the merit of each case to be recorded in writing.	Upto 4 increments to the employees in BS-1 to 15	Upto 2 increments on the recommendation of selection committee to employees upto BS-15	----

	LEAVE To sanction LFP/LHAP/Maternity leave/Hospital leave/extra ordinary leave/special leave/quarantine leave/disability leave in accordance with the leave rules/policy instructions of PCSIR.	----	Full powers	Full powers for BS 1-11
81.	To sanction leave not due to the employees in BS-1 to 15 in exceptional circumstances.	----	Upto 4 months	----
82.	To sanction disability leave outside the leave account on each occasion on such medical advice as the head of office may consider necessary for disability caused by injury, ailment or disease contracted in course or in consequence of duty or official position.	Full powers upto 6 months for the employees in BS-1 to 15	----	----
83.	To sanction casual leave to the officers/officials.	----	Full powers	Full powers for employees under their control
84.	a. To grant LPR and leave encashment to the employees in BS-1 to 15 under intimation to the head office b. To sanction lump sum payment to the family of the deceased employee on account of his/her In-service death as permissible under the prevailing government rules.	----	Full powers	----
		----	Full powers for the employees in BS-1 to 15	----

85.	TOURS/TRAVELLING To permit an employee to undertake tour within Pakistan and to sanction TA/DA in accordance with the rules.	---	Full powers in respect of (i) self with prior permission of Chairman (ii) for all employees under his/her control	---
86.	To grant TA to a person coming from within the country, not in PCSIR employment, attending Seminars, Conferen-ces etc or performing duty in honorary capacity and to declare the grade to which such person shall be considered to belong.	---	Full powers	---
87.	To countersign the TA Bills of Non officials.	---	Full powers.	---
88.	a. To allow mileage allowance to be calculated by a route other than shorter or the cheapest. b. To declare a particular employee to be entitled to railway accommodation of higher class than that prescribed for his/her grade. c. To extend the time limit where the family of a transferred employee is unable to join him/her at the new station upto one year due to shortage of accommodation, education of children, or on medical and compassionate grounds in exceptional cases. d. Power to relax the time limit upto one month in respect of family of a transferred employee preceding him. e. To extend the prescribed time limit for submission of TA bills upto three months.	--- --- --- --- ---	Full powers -do- -do- -do- -do-	--- --- --- --- ---

	<p>STUDY /TRAINING</p> <p>To allow local training (within Pakistan) in the respective fields in respect of personnel in BS-1 to 15 subject to observance of relevant training rules of PCSIR.</p>	----	For a period not exceeding 6 month	----
90.	To allow extension in the period of academic study/training within the country.	----	Full powers for not more than six months only once upto BS-15	----
91.	<p>ACCOMMODATION</p> <p>a. To lease houses, including the houses for self occupation, for employees where admissible, according to the prescribed rules and at approved scales subject to the budgetary provision and recommendation of the relevant committee.</p> <p>b. To sanction rent of hired residential buildings subject to specific budgetary provision.</p> <p>c. To allot accommodation in the PCSIR campus colonies (wherever available) on the recommendation of relevant allotment committees subject to observance of relevant rules/procedure.</p> <p>d. To allow out of turn allotment of accommodation in the interest of the council in exceptional cases on the recommendation of the relevant allotment committee.</p>	----	Full powers	----
		----	Full powers	----
		----	Full powers	----
		----	----	----
92.	To lease office buildings and sanction rent, subject to budgetary provision and approval from the head office.	----	Full powers	----

93.	<p>MEDICAL</p> <p>a. To dispense with a medical certificate of fitness before appointment in exceptional cases.</p> <p>b. To accept a certificate signed by registered medical practitioner approved under the rules, as evidence of the fitness of an employee to join/resume duty.</p>	Full powers for BPS 1-15	Full powers	---
94.	<p>a. To register medical Doctors, Specialists, Hospitals (government/private) and approve chemists on the panel of PCSIR subject to observance of PCSIR medical rules.</p> <p>b. To fix professional fees/rates for services of Medical treatment in accordance with the medical rules of the council.</p>	---	-do-	---
95.	To allow the outdoor/indoor medical treatment of the employees and their dependants through the approved hospitals/clinics and sanction the medical expenditure subject to availability of funds and observance of PCSIR medical & treatment rules..	---	-do-	---
96.	<p>FINANCIAL POWERS</p> <p>Purchase, Disposal and Write-off</p> <p>To allow the purchase of machinery, scientific equipment and stores from abroad and sanction the expenditure subject to the following conditions :</p> <p>i. Specific local and foreign exchange allocation and availability of funds under specific heads of account.</p> <p>ii. The PPRA and all other rules/procedure on the subject are observed in letter and spirit,</p>	Full powers	Full powers	---

	<p>iii. Purchase above Rs. 100,000/- will be made on the recommendations of Evaluation Committee consisting of 2 scientists/engineers of Grade 18 or above, Store/Procurement officer and head of the local Accounts/Audit branch.</p> <p>iv. Head of Establishment may allow the procurement and sanction the expenditure upto Rs.40,000/- without formation of Evaluation Committee, subject to calling of limited quotations and acceptance of the lowest.</p>			
97.	<p>To allow local purchase of equipment, machinery and scientific and consumable stores and sanction the expenditure subject to fulfillment of the prescribed rules/procedure and the following conditions:</p> <p>i. Availability of funds under specific heads of accounts.</p> <p>ii. the quotation of lowest bidder has been accepted as a matter of routine.</p> <p>iii. Purchases exceeding Rs. 100,000/- will be made on the recommendations of Evaluation Committee consisting of 2 scientists/engineers of Grade 18 or above, Store/Procurement Officer and Head of Accounts branch.</p> <p>iv. Head of Estt: may allow the purchase and sanction expenditure upto Rs.40,000/- without formation of Evaluation Committee</p>	---	Full powers	---
98.	<p>To allow the purchase and sanction expenditure on furniture, fixtures, office equipment (computers etc), electrical and gas appliances, bicycle/motorcycle etc., subject to observance of the conditions as laid down under clause-97 above.</p>	---	Full powers	---

99.	To dispense with the calling of quotations in emergencies for purchase of equipment and stores.	---	Full powers upto Rs. 100,000/-	---
100.	To sanction the expenditure on purchase of buses for transportation of staff, staff cars etc. with prior approval of the head office subject to observance of relevant rules/procedure and availability of funds for the purpose.	Full powers except staff cars.	---	---
101.	To allow the purchase of books and journals (hard/soft versions) and sanction the expenditure within the budgetary provisions. (In case of foreign purchase, subject to availability of specific foreign exchange allocation).	---	Full powers	---
102.	<p>a. To declare plant, machinery, scientific/ other equipment and consumable stores as unserviceable or beyond economical repair after meeting all the prescribed conditions/ formalities and on the recommendation of a committee consisting of the following:</p> <ol style="list-style-type: none"> i. Two scientists/engineers (including one specialist) for scientific/technical, stores. In case of Admn./non-technical stores, rep. of Admn. to be included. ii. a representative each of Stores/Accounts. iii. The senior most member of the committee will act as Convenor. <p>b. To declare vehicles as unserviceable or beyond economical repair on the recommendation of the committee as prescribed above and after meeting all the</p>	---	Full powers	---

	required formalities and observance of the procedure.			
103.	To authorize sale or disposal of plant, machinery, scientific/other equipment, stores, vehicles etc declared unserviceable or beyond economical repair by the Committee as defined above and subject to adherence to the minimum reserve price/prescribed procedure.	---	-do-	---
104.	To allow the write off of irrecoverable value of plant, machinery, scientific equipment, stores and vehicles etc. provided that the loss is not due to theft/fraud, it does not disclose a defect of system/procedure or serious negligence on part of some individual servant of the Council which may possibly call for disciplinary action and that the matter has already been referred to the head office for information/necessary action.	---	Upto Rs. 50,000	---
105.	ADVANCES To sanction temporary cash advance for emergent and contingent expenditure.	---	Rs. 50,000/-	Rs.10,000 against Research allocation
<p>Note: Second advance will be granted to the same employee only under pressing conditions to be recorded in writing. No third advance shall be admissible.</p>				
106.	Advances against delivery of supplies subject to the conditions that advance shall not be made to parties other than government owned agencies without production of unconditional irrevocable bank guarantee. However, where the payment of advance is indispensable for any purchase,	---	Full powers	---

	special exemption be accorded as per existing business practices of the supplier(s).			
<p>Note: i) In case of foreign suppliers, bank guarantee may not be obtained for advance payments upto Rs. 50,000/-</p> <p>ii) Advance payment upto Rs. 20,000/- may be made through crossed cheques to vendors without production of bank guarantee provided that a valid receipt has been secured from the vendor acknowledging such an advance payment.</p>				
107.	To grant advance for the purchase of cycle/motorcycle/car to employees according to their entitlement, subject to availability of funds on the recommendations of duly constituted committee of which the local Accounts Officer shall be a member.	---	Full powers	---
108.	To grant House Building/House finishing/Revolving fund Advance in accordance with the prescribed rules/procedure and on the recommendations of a duly constituted committee of which Accounts Officer shall be a member.	---	Full powers	---
109.	Grant of relaxation of time limit upto additional one month during which the purchase of conveyance against the sanctioned conveyance advance should be completed.	---	Full powers	---
110.	<p>CLEARING/FORWARDING Insurance & Demurrage</p> <p>i) To sanction Insurance & demurrage charges</p> <p>ii) To sanction for clearing, forwarding, packing/unpacking, sales tax, cartage & freight, services of clearing agent and all the allied expenditure.</p>	---	Full powers -do-	---

11 **CONTINGENT EXPENDITURE**

To sanction recurring expenditure under the following heads of contingencies subject to the specific budgetary provision:

"A" i. Electricity, gas & other utilities charges	----	Full powers	----
ii. Postage, telegrams and telex	----	-do-	----
iii. Conveyance charges (subject to prescribed limits)	----	-do-	----
iv. Newspapers, magazines, periodicals and journals (local)	----	Full powers	----
v. Telephones	----	-do-	----
vi. Water charges	----	-do-	----
vii. Vehicles parking rent.	----	-do-	----
viii. Late sitting charges (subject to observance of prescribed rules & limits).	----	-do-	----
ix. Hire charges of busses etc.	----	-do-	----
x. Advertising and publicity charges	----	-do-	----
xi. Insurance (general)	----	-do-	----
xii. Petrol, oil and lubricants for vehicles.	----	-do-	----
"B" i. Repair and maintenance of capital equipment, furnitures, office machines/equipment, staff cars, busses and motorcycles etc.	----	upto Rs.100,000/-	----
ii. Hire charges of plant and machinery, office machines, furnitures and fixtures etc.	----	-do-	----
iii. Stationery and printing	----	-do-	----
iv. Uniforms and liveries subject to prescribed limits/rates)	----	-do-	----
v. Miscellaneous supplies (non-scientific consumable stores)	----	-do-	----
vi. Hostel expenses	----	-do-	----
vii. Photographs and films	----	-do-	----
viii. Other miscellaneous expenses	----	-do-	----
ix. Fee for local training (subject to observance of specific rules)	----	-do-	----
x. Payment of fee etc., for professional examinations to Bodies/societies including ICMAP etc. (subject to	----	-do-	----

	<p>observance of specific rules on the subject matter)</p> <p>xi. Freight and cartage</p> <p>xii. Canteen charges</p> <p>xiii. Toll tax</p> <p>xiv. Expenditure on conferences and exchange of visits subject to administrative approval of the Chairman PCSIR</p> <p>"C" i. Renewal fees, Patents, and Designs.</p> <p>ii. Audit fee</p> <p>iii. Legal charges</p> <p>iv. Ground rent lease</p> <p>v. Bank charges (by the Accounts Officer)</p> <p>vi. Group Insurance premium</p>	<p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p>	<p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p> <p>-do-</p>	<p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p> <p>----</p>
112.	<p>a. To award contracts and sanction expenditure for minor works, additions/alterations and annual repairs of official/ residential buildings of PCSIR rented buildings according to prescribed procedure with the following conditions:</p> <p>i. Availability of funds for the specific purpose,</p> <p>ii. Observance of the prescribed procedure as laid down under the CPWD code etc.</p> <p>iii. Prior technical approval of the directorate of works at head office has been obtained for the work Estimates ,</p> <p>iv. Works are to be awarded on the recommendations of the tender opening/evaluation Committee consisting of officer(s) from Research Labs/Civil Engineering section/ Administration/ Accounts branch (Minor works upto Rs.40,000/- may be undertaken without calling tenders and recommendation of</p>	<p>----</p>	<p>Upto Rs.0.25 million</p>	<p>----</p>

	the above mentioned committee)			
	b. To sanction purchase of construction material for repairs maintenance and minor works against the administratively and technically approved estimates	----	Full powers	----
113.	MISCELLANEOUS			
	a. To allow the use of staff cars/vehicles on official duty beyond municipal limits/prescribed areas	---	Full powers	---
	b. To allow staff cars/vehicles for private use within municipal limits on payment as per prescribed rates	----	Full powers	----
114.	To allow the installation of telephone at office and residence of the officials as under the rules and sanction the expenditure on this account.	----	Full powers	----
Note: Residential (as entitled). For those not entitled, with the prior approval of the Chairman.				
115.	Entertainment/gift expenses subject to budgetary provision and for the following purposes: i) Formal official meetings ii) Visit of dignitaries and foreign scientists etc. iii) Consultants, industrialists, clients etc.	----	Full powers upto Rs. 10,000/-	----
116.	To sanction expenditure from PCSIR Employees Welfare Fund subject to observance of the prescribed rules /procedure	---	Full powers.	----
117.	To sanction time barred claims according to the prescribed rules.	----	Full powers for claims not older than one year.	----