



कृषि वैज्ञानिक चयन मंडल
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार
चयन भवन, पूसा, नई दिल्ली-110012
AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
Department of Agricultural Research and Education, Govt. of India
Chayan Bhawan, Pusa, New Delhi – 110012



F.No. 09-04/2019-GA.

Dated: 18th December, 2025

OFFICE MEMORANDUM

Consequent upon restructuring of the ASRB in 2018, the fresh delegation of financial and administrative powers was issued last time vide Office Order of even no. date 27.11.2019. Thereafter modifications in certain provisions were carried out and issued with the approval of the Competent Authority vide Office Orders dated 13.09.2022 and 01.06.2023.

2. To expedite the decision-making powers and with the objective to ensure effective and efficient functioning of the Board, it has been desired to review the existing Delegation of Financial and Administrative Powers.

3. The matter has accordingly been reviewed, and with the approval of the Competent Authority of the Board, already delegated powers have been modified. The consolidated Delegation of Financial and Administrative Powers is enclosed for information, guidance and compliance.

This issues with the approval of Chairman, ASRB.

(Monika Mohale)
Under Secretary, GA


Distribution:


1. PPS to Chairman, ASRB
2. PPS to Secretary, ASRB
3. Director, ASRB; PPS to CoE, ASRB
4. Deputy Secretary (Fin.)
5. All Sections / Units of ASRB
6. Guard File

AGRICULTURAL SCIENTISTS RECRUITMENT BOARD
Delegation of Financial & Administrative Powers (as on 02.12.2025)

S.No.	Nature of Power	Authority / Power currently delegated to	Revised Authority/ Delegation	Remarks	Approved / Delegated vide
1.	Powers as are exercisable by the Head of Departments vide various rules and regulations of Govt. of India.	Secretary, ASRB	Secretary, ASRB	In consonance with the decision of the Cabinet in its meeting held on 01.08.2018 for upgrading the position of Secretary, ASRB and delinking from ICAR, as a part of Restructuring ASRB	O.O. No. 09(4)/2019-GA dated 27.11.2019
2.	Re-appropriation of funds from one secondary unit to another with in the same primary unit and within the approval budget	Chairman, ASRB	Chairman, ASRB	Subject to guidelines /instructions issued by MoF/GoI from time to time	O.O. No. 09(4)/2019-GA dated 27.11.2019
3a.	Sanction of Miscellaneous & contingent expenditure (Recurring and Non-Recurring) (for purchase of items / Assets)	Secretary, ASRB	Director, ASRB for sanctions upto Rs 20,000/- on each occasion. (This shall also include miscellaneous purchases such as banners, standee, bouquets, floral decoration work and other office utility items etc.) Secretary, ASRB for sanctions above Rs 20,000/-	Secretary, ASRB shall have full Powers as HOD, subject to restrictions or any economy instructions of MoF/GoI issued from time to time.	Revised vide this order
3b.	Sanction of Miscellaneous & contingent expenditure (Recurring and Non-Recurring) (sanction of bills of speed post, MTNL/BSNL, Central News agency etc.)	Secretary, ASRB	Director, ASRB for sanctions upto Rs 30,000/- on each occasion. (Delegation has been made only for sanctioning of bills. Powers of adding / deleting any new item (new MTNL/BSNL connection(s), change of plan(s), No. of books / newspaper etc.) shall continue to vest in Secretary, ASRB.) Secretary, ASRB for sanctions above Rs 30,000/-	Secretary, ASRB shall have full Powers as HOD, subject to restrictions or any economy instructions of MoF/GoI issued from time to time.	Revised vide this order
4.	Advances for authorized Contingent expenditure.	Secretary, ASRB	Secretary, ASRB	Full Powers as HoD, subject to restrictions for any economy instructions of MoF/GoI issued from time to time.	O.O. No. 09(4)/2019-GA dated 27.11.2019
5.	Payment of recurring committed expenditure like Re-imbursement of Telephone charges, Newspaper charges and other similar nature of expenditure/reimbursement to officers and staff	Director, ASRB	Director, ASRB	Reimbursement shall be subject to the approved ceilings specified for each Level/ Grade/Group, as per orders of MoF/GoI.	O.O. No. 09(4)/2019-GA dated 27.11.2019

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S.No.	Nature of Power	Authority / Power currently delegated to	Revised Authority/ Delegation	Remarks	Approved / Delegated vide
6.	Payment of Recurring committed Expenditure like hiring charges of cars/conveyance and monthly/quarterly release of payment of approved AMCs/FSMAs	Director, ASRB	Director, ASRB	Subject to the specific terms and conditions of the contract /AMC	O.O. No. 09(4)/2019-GA dated 27.11.2019
7.	Passing of bills for pay, TA other allowances	Under Secretary, ASRB	Under Secretary, ASRB	Subject to compliance and completion of all other prescribed formalities of GoI.	O.O. No. 09(4)/2019-GA dated 27.11.2019
8.	Passing of bills for contingent expenditure already sectioned	Under Secretary, GA	Under Secretary, GA	Subject to compliance and completion of all other prescribed formalities of GoI.	O.O. No. 09(4)/2019-GA dated 27.11.2019
9.	Passing and countersigning of TA bills /Honorarium of Officials and Non-officials where TA is payable by ASRB for advisors / Experts.	Director/CoE/DS/US for respective committee(s) which they are coordinating	Director/CoE/DS/US for respective committee(s) which they are coordinating	Subject to compliance and completion of all other prescribe4d formalities of GoI and at approved rates of Honorarium	O.O. No. 09(4)/2019-GA dated 13.09.2022
10.	To sanction Road Mileage on higher rates to officials and Non-Officials where TA is payable by ASRB	Director/CoE/DS/US for respective committee(s) which they are coordinating	Director/CoE for respective committee(s) which they are coordinating		O.O. No. 09(4)/2019-GA dated 13.09.2022
11.	Sanction reimbursement of cancelation charges on unused railway/ air-ticket in respect of officials and non-officials of Committee where TA is payable by the Board	Secretary, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/GoI	O.O. No. 09(4)/2019-GA dated 27.11.2019
12.	Sanction of expenditure for payment of CGHS Directorate for CGHS facilities, renewal of CGHS cards	Under Secretary, GA	Under Secretary, GA	As per instructions of Directorate of Health services/CGHS	O.O. No. 09(4)/2019-GA dated 27.11.2019
13.	Sanction of expenditure for payment of License fee to Directorate of Estate for GPRA allotment and related issues	Under Secretary, GA	Under Secretary, GA	As per instructions of Directorate of Estate	O.O. No. 09(4)/2019-GA dated 27.11.2019
14.	Purchase of stores/stationery items	Secretary, ASRB for the purchase above ₹ 50,000 and Director, ASRB for the purchase up to ₹ 50,000 on each occasion	Secretary, ASRB for the purchase above ₹ 50,000 and Director, ASRB for the purchase up to ₹ 50,000 on each occasion	Subject to observance of all codal formalities complying with the requirements of GeM and GFR.	O.O. No. 09(4)/2019-GA dated 27.11.2019
15.	Maintenances and upkeep/repair of vehicles and all other office equipment's/ Machines/Computers etc.	Secretary, ASRB	Director, ASRB for purchases/expenditure upto Rs 10,000/- on each occasion. (This shall also include misc. and petty expenditures on routine upkeep and maintenance such as laundry services / dry cleaning services, electrical /internet works/services etc.) Secretary, ASRB for purchases above Rs 10,000/-		Revised vide this order

S.No.	Nature of Power	Authority / Power currently delegated to	Revised Authority/ Delegation	Remarks	Approved / Delegated vide
16.	Execution of works such as New building /Renovation and remodeling of existing premises	Secretary, ASRB	Secretary, ASRB	Full powers as HOD, subject to approval of SFC/EFC for new works and restrictions or any economy instructions of MoF/GoI issued from time to time.	O.O. No. 09(4)/2019-GA dated 27.11.2019
17.	Sanction expenditure on repairs and renovation of office premises	Secretary, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/GoI	O.O. No. 09(4)/2019-GA dated 27.11.2019
18.	Sanction of Honorarium of staff of ASRB	Secretary, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/GoI	O.O. No. 09(4)/2019-GA dated 27.11.2019
19.	To sanction expenditure on advertisement through DAVP	Director, ASRB	Director, ASRB	Subject to the condition that the release of the Notification/ advertisement has the approval approved of the Competent Authority.	O.O. No. 09(4)/2019-GA dated 27.11.2019
20.	Grant of Medical advance and reimbursement of medical claims of officers and staff of ASRB	Director, ASRB	Director, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
21.	Hiring of contractual manpower	Secretary, ASRB	Secretary, ASRB	Full powers as HOD, subject to restrictions or any economy instruction of MoF/GoI issued from time to time.	O.O. No. 09(4)/2019-GA dated 27.11.2019
22.	Expenditure on Tea/Light refreshment/lunch/high Tea at meetings/workshop/official programs of ASRB.	Secretary, ASRB in respect of expenditure for selection/screening / examinations related meeting workshop/ official programmes of ASRB as the proposed expenditure is based on centralized system. Director, ASRB in respect of expenditure for refreshment as per entitlements of the officers for hospitality.	Secretary, ASRB in respect of expenditure for selection / screening / examinations related meeting(s) / workshop(s)/ official programme of ASRB as the proposed expenditure is based on centralized system. Director, ASRB in respect of expenditure for refreshment as per entitlement of the officers for hospitality.	Subject to specified ceilings and other norms for refreshments 	O.O. No. 09(4)/2019-GA dated 01.06.2023

S.No.	Nature of Power	Authority / Power currently delegated to	Revised Authority/ Delegation	Remarks	Approved / Delegated vide
23.	Grant of GPF advances from the Provident Fund.	Director, ASRB	Director, ASRB		O.O. No. 09(4)/2019-GA dated 01.06.2023
24.	Writing off Losses not due to theft, fraud and negligence.	Secretary, ASRB	Secretary, ASRB	Powers to the extent delegated to HoDs as per DFPR – 1978 and as amended from time to time.	O.O. No. 09(4)/2019-GA dated 27.11.2019
25	Grant of all kinds of leave to officers and staff of ASRB	Chairman, ASRB in respect of Members and Secretary. Secretary. ASRB in respect of Director, DS, CoE and US. For all other staff the respective Reporting/ Controlling Officer as per Leave management System in eoffice.	Chairman, ASRB in respect of Self, Members and Secretary. In the absence of Chairman, Senior - most Member, ASRB in respect of self, other members and Secretary. Secretary, ASRB in respect of Director, CoE & Deputy Secretary. For all other staff, the respective Reporting/ Controlling Officer as per Leave Management System in e-office.	In case of Ex- India Leave of Chairman and Members, the proposal shall be forwarded to DARE. In case of Secretary, the proposal shall be forwarded to his/her parent office. Secretary, ASRB shall have full powers to sanction Ex-India Leave of all other officers and staff of ASRB.	Revised vide this order
26.	Sanction of Tours	Chairman, ASRB in respect of Self, Member and Secretary. In the absence of Chairman, ASRB Senior most Member in respect of Self, Members and Secretary, ASRB. Secretary, ASRB in respect of Director/CoE/ DS and US level. Director/CoE in respect of all other staff posted in their respective division.	Chairman, ASRB in respect of Self, Member and Secretary. In the absence of Chairman, ASRB the Senior-most Member, ASRB in respect of Self, other Members and Secretary, ASRB. Secretary, ASRB in respect of Director/CoE/ DS and US level. Director/CoE in respect of all other staff posted in their respective division.		O.O. No. 09(4)/2019-GA dated 01.06.2023
27.	Sanction of TA advance for approved Tours / LTC advance	Secretary, ASRB	Director, ASRB	For all the Officers / Officials of ASRB, Director, ASRB shall be the sanctioning authority for TA / LTC advance.	Revised vide this order

S.No.	Nature of Power	Authority / Power currently delegated to	Revised Authority/ Delegation	Remarks	Approved / Delegated vide
28.	To permit air travel to non-entitled officers of ASRB	Secretary, ASRB	Secretary, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
29.	Payment of remuneration to paper setters/ evaluators / invigilators/ flying squad for exams conducted by the Board. Besides, payment to the Observers deputed for different examinations	CoE/DS for the respective exams for which they are coordinating	CoE/DS for the respective exams for which they are coordinating.	Subject to the ceilings and prescribed approved rates for this purpose.	O.O. No. 09(4)/2019-GA dated 01.06.2023
30.	Power to act as disciplinary authority in respect of officers and staff of ASRB	Secretary, ASRB	Secretary, ASRB	In consonance with the decision of the Union Cabinet in its meeting held on 01.08.2018 for upgrading the position of Secretary, ASRB and delinking from ICAR, as part of Re-structuring ASRB.	O.O. No. 09(4)/2019-GA dated 27.11.2019
31.	File and defend suits or other proceedings against the Board	Secretary, ASRB	Secretary, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
32.	Engagement of empanelled Advocates at prescribed rates	Secretary, ASRB	Secretary, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
33.	Legal charges/ other expenses for Law suits for which ASRB is party	Secretary, ASRB	Secretary, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
34.	To compromise, settle or refer to arbitration	Secretary, ASRB	Secretary, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
35.	To sign the vakalatnama and to verify and sign pleadings on behalf on ASRB	Director, ASRB	Director, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
36.	Permission for Lab tests and medical treatment from CGHS recognized hospitals.	Director, ASRB	Director, ASRB		O.O. No. 09(4)/2019-GA dated 27.11.2019
37.	Forwarding of applications for employment in or outside organizations	Chairman, ASRB in respect of Self, Members and Secretary. Secretary, ASRB in respect of all other officers and staff.	Chairman, ASRB in respect of Self, Members and Secretary. Secretary, ASRB in respect of all other officers and staff.		O.O. No. 09(4)/2019-GA dated 27.11.2019

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38a.	Finalization of annual contracts of all kinds of outsourcing of services like security, sanitation and Housekeeping, Horticulture, Pest Control, Mineral Water, Floral arrangement etc.	Secretary, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/GoI	O.O. No. 09(4)/2019-GA dated 27.11.2019
38b.	Constitution of Committees such as Technical Evaluation Committee, local Purchase Committee etc., where final sanctioning authority in Secretary, ASRB	--	Director, ASRB	Authority for final Administrative Approval and Expenditure Sanction shall continue to vest in Secretary, ASRB	Added vide O.M No. 09-(04)/2019-GA dated 04.12.2025
39.	Transfer of staff and officials of ASRB	Chairman, ASRB in respect of official up to the level of Under Secretary. Secretary, ASRB in respect of other officers and staff	Chairman, ASRB in respect of official up to the level of Under Secretary. Secretary, ASRB in respect of other officers and staff		O.O. No. 09(4)/2019-GA dated 27.11.2019