

## Agricultural Scientists Recruitment Board

### Delegation of Financial & Administrative Powers

Sl. No.	Nature of Power	Existing Authority	Revised Delegation	Remarks
1	Powers as are exercisable by the Heads of Departments vide various rules and regulations of Govt. of India.	Chairman, ASRB	Secretary, ASRB	In consonance with the decision of the Union Cabinet at its meeting held on 01.08.2018 for upgrading the position of Secretary, ASRB and delinking from ICAR, as a part of Re-structuring ASRB.
2	Re-appropriation of funds from one secondary unit to another within the same primary unit and within the approved budget	Chairman, ASRB	Chairman, ASRB	Subject to guidelines or any instructions of MoF/GoI from time to time.
3	Sanction of Miscellaneous & contingent expenditure (Recurring and Non-Recurring)	Chairman, ASRB in case of expenditure exceeding ₹ 50,000	Secretary, ASRB	Full powers as HOD. Subject to restrictions or any economy instructions of MoF/GoI from time to time.
4	Advances for authorized Contingent Expenditure	--do--	Secretary, ASRB	Full powers as HOD. Subject to restrictions or any economy instructions of MoF/GoI from time to time.
5	Payment of Recurring committed Expenditure like Re-imbusement of Telephone charges, Newspaper charges and other similar nature of expenditure / reimbursement to officers and staff.	Secretary, ASRB	Director, ASRB	Reimbursements shall be subject to the approved ceilings specified for each Level/ Grade/Group as per orders of MoF/GoI.
6	Payment of Recurring committed Expenditure like hiring charges of cars/conveyance and monthly/quarterly release of payments of approved AMCs/FSMAs	Secretary, ASRB	Director, ASRB	Subject to the specific terms and conditions of the contract/AMC
7	Passing of bills for pay, TA, other allowances	Secretary, ASRB	Under Secretary, ASRB	Subject to compliance and completion of all other prescribed formalities of GoI.
8	Passing of bills for contingent expenditure already sanctioned	Secretary, ASRB	Under Secretary (GA)	Subject to compliance and completion of all other prescribed formalities of GoI.

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Sl. No.	Nature of Power	Existing Authority	Revised Delegation	Remarks
9	Passing and countersigning of TA bills /Honorarium of Officials and Non-officials where TA is payable by ASRB for advisors / experts.	Secretary, ASRB	Director/COE/DS for respective committee(s) which they are coordinating.	Subject to compliance and completion of all other prescribed formalities of GoI and at approved rates of Honorarium.
10	To sanction Road Mileage on higher rates to officials and Non-Officials where TA is payable by ASRB	Chairman, ASRB	Secretary, ASRB	
11	Sanction reimbursement of cancellation charges on unused railway/ air-tickets in respect of officials and non-officials of Committee where TA is payable by the Board.	Chairman, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/GoI
12	Sanction of expenditure for payment to CGHS Directorate for CGHS facilities, renewal of CGHS cards		Under Secretary (GA)	As per instructions of Directorate of Health Services/CGHS
13	Sanction of expenditure for payment of License fee to Directorate of Estates for GPRA allotment and related issues		Under Secretary (GA)	As per instructions of Directorate of Estates.
14	Purchase of stores/ stationery items	Secretary, ASRB up to ₹ 50,000 and Chairman, ASRB for above ₹ 50,000 on one occasion	Secretary, ASRB for purchase above ₹ 50,000 and Director, ASRB for purchase up to ₹ 50,000 on each occasion	Subject to observance of all codal formalities complying with the requirements of GeM and GFRs.
15	Maintenance and upkeep/ repairs of vehicles and all other office equipments/ Machines/Computers etc.	Secretary, ASRB	Secretary, ASRB	

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Sl. No.	Nature of Power	Existing Authority	Revised Delegation	Remarks
16	Execution of works such as New building /Renovation and remodelling of existing premises	Chairman, ASRB	Secretary, ASRB	Full powers as HOD. Subject to approval of SFC/EFC for new works and restrictions or any economy instructions of MoF/Gol from time to time.
17	Sanction expenditure on repairs and renovation of office premises	Chairman, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/Gol
18	Sanction of Honorarium to staff of ASRB	Chairman, ASRB	Secretary, ASRB	Subject to general guidelines of MoF/Gol
19	To sanction expenditure on advertisements through DAVP	Secretary, ASRB	Director, ASRB	Subject to the condition that the release of the Notification/advertisement is approved by the Competent Authority.
20	Grant of Medical advance and reimbursement of medical claims of officers and staff of ASRB	Secretary, ASRB	Director, ASRB	
21	Hiring of contractual manpower	Chairman, ASRB	Secretary, ASRB	Full powers as HOD. Subject to restrictions or any economy instructions of MoF/Gol from time to time.
22	Expenditure on Tea/Light refreshments/lunch/high Tea at meetings/workshops/official programmes of ASRB	Secretary ASRB	Director/CoE/DS for the respective committee(s) for which they are coordinating.	Subject to specified ceilings and other norms for refreshments
23	Grant of GPF advances from the Provident Fund.	Secretary, ASRB	Secretary, ASRB	
24	Writing off Losses not due to theft, fraud and negligence.	Chairman, ASRB	Secretary, ASRB	Powers to the extent delegated to HODs as per DPPP-1978 and as amended from time to time.
25	Grant of all kinds of leave to officers and staff of ASRB	Chairman, ASRB in respect of Members, Director, DS and CoE	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 office.	In case of Ex-India Leave of Chairman, Members and Secretary the proposal shall be forwarded to DARE. Secretary, ASRB shall have full powers to sanction for all other officers and staff of ASRB.

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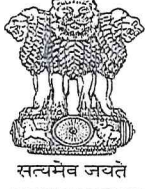
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Sl. No.	Nature of Power	Existing Authority	Revised Delegation	Remarks
26	Sanction of Tours	Chairman, ASRB in respect of Self, Members and officers up to and above the level of US.	Chairman, ASRB in respect of Self, Members, and Secretary. Secretary, ASRB in respect of all other officers and staff.	
27	Sanction of TA advance for approved Tours	Chairman, ASRB in respect of Self, Members and officers up to and above the level of US.	Chairman, ASRB in respect of Self, Members and Secretary. Secretary, ASRB in respect of all other officers and staff.	
28	To permit air travel to non-entitled officers of ASRB	Chairman, ASRB	Secretary, ASRB	
29	Payment of remuneration to paper setters / evaluators / invigilators / flying squad for exams conducted by the Board.	Chairman, ASRB	CoE/DS for the respective exams for which they are coordinating.	Subject to the ceilings and prescribed remuneration approved for this purpose.
30	Power to act as disciplinary authority in respect of officers and staff of ASRB		Secretary, ASRB	In consonance with the decision of the Union Cabinet at its meeting held on 01.08.2018 for upgrading the position of Secretary, ASRB and delinking from ICAR, as a part of Restructuring ASRB.
31	File and defend suits or other proceedings against the Board	Secretary, ASRB	Secretary, ASRB	
32	Engagement of empanelled Advocates at prescribed rates	Secretary, ASRB	Secretary, ASRB	
33	Legal charges/other expenses for Law suits for which ASRB is party	Secretary, ASRB	Secretary, ASRB	
34	To compromise, settle or refer to arbitration	Secretary, ASRB	Secretary, ASRB	
35	To sign the vakalatnama and to verify and sign pleadings on behalf on ASRB	Secretary, ASRB	Director, ASRB	
36	Permission for Lab tests and medical treatment from CGHS recognised hospitals.	Secretary, ASRB	Director, ASRB	

Sl. No.	Nature of Power	Existing Authority	Revised Delegation	Remarks
37	Forwarding of applications for employment in or outside organisations	Secretary, ASRB	Chairman, ASRB in respect of Self, Members and Secretary and Secretary, ASRB in respect of all other officers and staff.	
38	Finalisation of annual contracts of all kinds of outsourcing of services like security, sanitation and Housekeeping, Horticulture, Pest Control, Mieral Water, Floral arrangements etc.	Chairman, ASRB for value above ₹ 50,000 and Secretary for value upto ₹ 50,000	Secretary, ASRB	Subject to general guidelines of MoF/GoI
39	Transfer of staff and officials of ASRB		Chairman, ASRB in respect of officials upto the level of Under Secretary and Secretary, ASRB in respect of other officers and staff	

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*(Signature)*



कृषि वैज्ञानिक चयन मंडल  
कृषि अनुसन्धान एवं शिक्षा विभाग, भारत सरकार  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली-110012  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
Department of Agricultural Research and Education, Govt. of India  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi – 110012



F. No. 9-4/2019-GA.

Dated 13<sup>th</sup> September, 2022

**OFFICE ORDER**

In continuation of the Board's Office Order of even number dated 27.11.2019, the Delegation of Financial & Administrative Powers mentioned at Serial No. 9 & 10 is hereby revised as under:

S. no.	Nature of Power	Revised Delegation
1	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
2	To sanction Road Mileage on higher rates to officials and Non-Officials where TA is payable by ASRB	Director/CoE for respective committee(s) which they are coordinating

This issues with the approval of Secretary, ASRB.

(Monika Mohale)

Under Secretary (GA)

**Distribution:**

1. PPS to Chairman, ASRB
2. PPS to Member (AS), PPS to Member (PS)/ PPS to Member (NRM), ASRB
3. PS to Secretary, ASRB
4. Director, ASRB
5. Controller of Examinations, ASRB
6. Deputy Secretary (Exam)/US (Exam)/US (R&A), ASRB
7. Sr. FAO/DDO, ASRB
8. Guard file



कृषि वैज्ञानिक चयन मंडल  
(कृषि अनुसंधान एवं शिक्षा विभाग)  
कृषि एवं किसान कल्याण मंत्रालय  
कृषि अनुसंधान भवन-1, पूसा, नई दिल्ली 110 012.  
**AGRICULTURAL SCIENTISTS RECRUITMENT BOARD**  
(DEPARTMENT OF AGRICULTURAL RESEARCH AND EDUCATION)  
MINISTRY OF AGRICULTURE AND FARMERS' WELFARE  
Krishi Anusandhan Bhavan-I, Pusa, New Delhi-110012



F.No. 9-4/2019-GA

Dated 01<sup>st</sup> June, 2023

**Office Order**

Reference is invited to Office Order of even number dated 27.11.2019 and 13.09.2022 regarding delegation of financial and administrative powers of ASRB. The delegation of financial and administrative powers mentioned at S. No. 22, 23, 25, 26 and 29 shall stand modified as under with immediate effect:

S.No. of the Delegation of Powers	Nature of Power	Revised Delegation
22	Expenditure on Tea/ Light refreshments/ lunch/ high tea at meetings /workshops / official programmes of ASRB	Secretary, ASRB in respect of expenditure for selection/ screening / examination related meeting / workshops/ official programmes of ASRB as the proposed expenditure is based on centralized system.  Director, ASRB in respect of expenditure for refreshments as per entitlements of the officers for hospitality.
23	Grant of GPF advances from the Provident Fund	Director, ASRB
25	Grant of all kinds of leave to officers and staff of ASRB	Chairman, ASRB in respect of Self, Members 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.  For all other staff the respective Reporting/ Controlling Officer as per Leave Management System in e-office.
26	Sanction of Tours	Chairman, ASRB in respect of Self, Members 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/ US level.  Director/CoE in respect of all other staff posted in their respective division.

*M. Anand*

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.
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This issues with the approval of Chairman, ASRB.



**(Monika Mohale)**  
**Under Secretary (Estt.)**

**Distribution:**

1. PPS to Chairman, ASRB
2. PPS to Member (AS) /PPS to Member (PS)/ PPS to Member (NRM), ASRB
3. PS to Secretary, ASRB
4. Director, ASRB
5. Controller of Examinations, ASRB
6. Under Secretary (Finance), ASRB
7. DDO, ASRB
8. Guard File