

SCHEDULE OF DELEGATION OF POWERS

Sl. No.	Item	Chairman, Central Board	Member Secretary, Central Board	Divisional Heads / Zonal Officer/ Project Officer
(1)	(2)	(3)	(4)	(5)
ADMINISTRATIVE				
1.	Powers to make appointment in accordance with rules against sanctioned posts.	Full Powers upto the pay structure of GP of Rs.7600/- or Level 12 of Pay Matrix	Full Powers upto the pay structure of GP of Rs.2800/- or Level 5 of Pay Matrix	NIL
2.	Creation of a temporary posts out of Plan Fund.	Full powers upto the Grade Pay of Rs.7600/- or Level 12 of Pay Matrix for the period of Project not exceeding 6 months subject to ratification by the Board within 3 months of creation subject to the approval of MoEF&CC.	Nil	Nil
3.	Appointment on contractual basis under sponsored	Full powers on all posts upto the pay structure of Grade	Full powers on all posts upto the pay structure of Grade	For all Scientist 'E' and Scientist 'F' indicating as Incharge of Division and Zonal Officers only upto the pay

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	Projects for the specified period of the Project.	Pay of Rs.7600/- or Level 12 of Pay Matrix	Pay of Rs.2800/- or Level 5 of Pay Matrix	structure of Grade Pay of Rs.2800/- or Level 5 of Pay Matrix on daily wage basis against leave vacancies. The period should not be less than 30 days and engagement upto a maximum of 60 days subject to availability of funds and sanction by MS. A quarterly return about appointments should be furnished to the Administration (R) Division by 7 th of April, July, October and January of every year in prescribed proforma.
4.	Fixation of pay of the employees on promotion/ MACP/MFCS.	Full powers.	Full powers from upto the pay structure of Grade Pay of Rs.8900/- or Level 13A of Pay Matrix	For I/c Admn.(P) Full powers upto the pay structure of Grade Pay of Rs.7600/- or Level 12 of Pay Matrix
5.	Release of Annual Increments in normal course.	Full powers.	Full powers upto the pay structure of Grade Pay of	For I/c Admn.(P) Full powers upto the pay structure of Grade Pay of Rs.7600/- or Level 12 of Pay Matrix in normal course

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			Rs.8900/- or Level 13A of Pay Matrix	
6.	Power to grant Earned Leave, Half Pay Leave, Maternity Leave, Paternity Leave Casual Leave/ Restricted Leave/ Special Casual Leave /Child Care Leave etc.	Full powers.	Full powers for the officers upto the Grade Pay of Rs.8700/- or Level 13 of Pay Matrix and other Divisional Heads reporting directly to MS.	Full powers for Officers and staff working under them and forwarding monthly statement to Administration (P).
7.	Power to transfer / posting of staff / work allocation.	Full powers.	Full powers for the employees upto the pay structure of Grade Pay of Rs.6600/- or Level 11 of Pay Matrix.	Full powers for allocation of work within Division / Zonal Offices and within posted staff. These will also be applicable to Scientist 'E', Scientist 'F' if separately as Unit Head and reporting directly to MS or CCB.

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8.	Power to grant permission for NOC acquiring Indian Passport.	Full Powers.	Full Powers for the employees upto the GP of Rs.8700/- or Level 13 of Pay Matrix.	Full Powers for the employees upto the GP of Rs.6600/- or Level 11 of Pay Matrix to Incharge Admn.(P).
9.	Power to grant permission for part time/ correspondence higher studies including Ph.D. as per guidelines framed by the Board.	Full powers.	Full powers for the officers upto the grade pay of Rs.6600/- or Level 11 of Pay Matrix	Full Powers to Incharge Admn.(P) for the officers upto the grade pay of Rs.4200/- or Level 6 of Pay Matrix only on the recommendations of Divisional Head /Zonal Officer.
10.	Acceptance of dependents of the employees on production of required documents.	Full Powers.	Full Powers.	Full Powers to Incharge Admn.(P) subject to verification in accordance with rules.
SANCTION OF OFFICIAL TOUR PROGRAMMES OF OFFICERS / STAFF				
11.	Through entitled class.	Full powers.	Full powers for the officers upto the grade pay of Rs.8700/- or Level 13 of Pay Matrix	Full powers to all Sc.'E', Sc.'F' and all the Incharges reporting directly to the Member Secretary. Zonal Officer / Project Officer may take up tours within their jurisdiction/zone

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(1)	(2)	(3)	(4)	(5)
			reporting directly to MS.	on self-approval basis with prior intimation to MS.
12.	Journey by class higher than the entitled class.	Full powers.	Full powers for the officers upto the grade pay of Rs.5400/- or Level 9 of Pay Matrix.	NIL
13.	Passing and reimbursement of TA/DA claims as per rules.	Full powers.	Full powers for the officers upto the grade pay of Rs.8700/- or Level 13 of Pay Matrix. those reporting directly to MS.	Full powers for the officers and staff working under them. The settlement of TA/DA claim shall be done by Finance & Accounts Division for officials posted at H.O.
FINANCIAL				
14.	Power to engage Technical and Scientific Consultant / Firms for carrying out specific technical jobs.	Full powers following the procedures laid down in the General Financial Rule, 2005.	Full powers subject to a maximum limit of Rs.2 crore after following the procedures laid down in the General Financial Rule	Full power upto to Rs.10.00 lakh against the approved schemes under the Annual Action Plan for that year after following the procedures laid down in the General Financial Rule.

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(1)	(2)	(3)	(4)	(5)
15.	To dispense with normal procedure to engage Technical and Scientific Consultant / Firms for carrying out specific technical jobs in exceptional cases of urgency etc. Reasons for each are to be recorded.	Full powers upon the recommendation of Purchase Committee/ Standing Committee constituted by the Chairman, Central Board.	Full powers upto Rs. 50.00 lakhs in each case upon the recommendation of Purchase Committee/ Standing Committee constituted by the Chairman, Central Board subject to a maximum of Rs. 200.00 lakhs per annum.	For Zonal Officer/Project Officer only. Full powers upto Rs. 5.00 lakhs in each case not exceeding the sanctioned budget provision upon the recommendation of Concerned Purchase/ Standing Committee at Zonal Office constituted by the MS.
16.	Write Off of irrecoverable losses on account of Stores/Materials due to normal wear and tear.	Full powers with recommendations of the Committee constituted for the purpose.	Full powers upto Rs.50.00 lakh per annum with recommendations of the Committee constituted for the purpose.	For ZO/PO/AO(M) / the Divisional Heads maintaining any kind of stores only. Full powers upto Rs. 5,00,000/- per annum for losses not due to theft or negligence with the recommendations of the Committee constituted for the purpose.
17.	Write Off of unserviceable material or very old, non-usable items (Instruments, E-Wastes, Furniture, Office Equipment's, etc.).	Full powers on the recommendations of the Committee constituted by the Chairman.	Full powers upto a maximum of Rs.50.00 lakhs per annum on the recommendation of the Committee	For ZO/PO/AO(M)/I/c. Bldg . only. Full powers upto Rs.2.00 lakh per annum on the recommendation of

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(1)	(2)	(3)	(4)	(5)
			constituted by the CCB.	the Committee constituted by the MS.
18.	To call tenders / quotations and to place supply order / work order following prescribed procedure for procurement of materials / supplies, major & minor equipment & works etc. and release of payment thereof.	Full powers to grant Administrative Approval upon the final recommendations of the Member Secretary.	Full powers upto Rs. 1.00 crore in each case subject to the Administrative Approval by the Chairman and upon the recommendations of Purchase Committee constituted by the Chairman subject to a maximum of Rs. 50.00 Crore per annum.	Full powers up to Rs. 10.00 lakhs in each case subject to the Administrative Approval by the Chairman and to award contract / place supply order to the competent bidder following prescribed purchase procedure and upon the recommendation of Local Purchase Committee subject to a maximum of Rs. 50.00 lakhs in a year.
19.	To call Expressions of Interest from the competitive bidders out sourcing of services etc., opening of tenders and release of payment thereof.	Full powers to grant Administrative Approval upon the final recommendations of the Committee constituted.	Full powers upto Rs. 1.00 crore in each case subject to the Administrative Approval by the Chairman and upon the recommendations of Committee	Full powers up to Rs. 10.00 lakhs in each case subject to the Administrative Approval by the Chairman and to award contract to the competent bidder following prescribed procedure and upon the recommendation of Local

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			constituted by the Chairman subject to a maximum of Rs. 50.00 Crore per annum.	Committee subject to a maximum of Rs.50.00 lakhs in a year.
20.	To dispense with normal procedure of calling quotations in exceptional cases of urgency and or cases where the material required etc., is of a sophisticated nature and reasons for each are recorded for procurement and works.	Full powers upon the recommendation of Purchase Committee constituted.	Full powers upto Rs. 50.00 lakhs in each case upon the recommendation of Purchase Committee constituted by the Chairman, Central Board, subject to a maximum of Rs.1.00 Crore per annum. (Records with respect to limits to be kept by the Material Section).	Full powers upto Rs.2.00 lakhs in each case subject to a maximum of Rs.50.00 lakhs only per annum reasons to be recorded for dispensation. (Records with respect to limits to be kept by the respective ZOs/ PO).
21.	Power to sanction repair & maintenance expenditure on Furniture & fixtures, Scientific Instruments & Office appliances including Computers/Air Conditioner at Field Stations and day to day miscellaneous items and	Full Powers for non-recurring & recurring	Non-recurring upto Rs.50.00 lakhs in each case upto a maximum of Rs. 1.00 crore per annum and recurring upto Rs. 5.00 lakhs in each case upto a	Non recurring upto Rs. 2.5 lakhs in each case upto maximum of Rs. 50.00 lakhs per annum. Recurring upto Rs. 50,000/- in each case upto a maximum of Rs. 25.00 lakhs - per annum.

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	their AMCs against budget provision (Plan & Non – Plan) and release of payment thereof.		maximum of 50.00 lakhs per annum.	
22.	Purchase of Stationery items, Air Conditioners, UPSs, Furniture, Fixtures and other Office stores, computer consumables, monitoring shoes and other miscellaneous items on rate contract/ from co-operative stores as par the guidelines of the Government of India.	Full powers.	Full powers upto Rs.50.00 lakhs on each occasion subject to a maximum of 1.00 crore per annum.	Full powers upto Rs. 25,000/- on each occasion for purchase of items without calling quotations / tenders subject to a maximum of Rs. 5.00 lakhs per annum. Purchase of Stationery items, office equipment's/ furniture/ fixtures amounting to Rs. 2.00 lakh in each occasion subject to a maximum of Rs.20.00 lakhs from co-operative stores / on rate contract or after following due procedure. In case of ZOs/PO, on the recommendations of Local Purchase Committee. Scientist 'E' reporting directly to MS may also exercise the power for purchase upto Rs. 25,000/- in each case for local purchase subject to

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(1)	(2)	(3)	(4)	(5)
				maximum of Rs. 5.00 lakhs per annum. Purchase shall be done through AO(M) at Head Office and by ZOs/ P.O.
23.	Purchase of Glassware, Plastic wares, Chemical, Filter Papers, gases, refilling of gas cylinders, purchase of spares etc. on approved rate contract or purchase of spares and gases directly from the vendors.	Full powers.	Full powers upto Rs.50.00 lakhs on each occasion subject to a maximum of 1.00 crore per annum.	For ZO/PO/ Admn.(M) only. Full powers upto Rs.5.00 lakhs on each occasion subject to a maximum of Rs.50.00 lakh per annum for H.O. Rs.1.00 lakh on each occasion subject to a maximum of Rs.10.00 lakhs per annum in case of ZOs/PO.
24.	Power to accept quotations higher than the lowest quotations for reasons to be recorded in writing.	Full powers within the provisions of GFR.	Full powers within the provisions of GFR.	Full powers within the provisions of GFR upto Rs.50,000/- on each occasion.
25.	Payment of Electricity, Gas Water used in Office, Laboratory and Guest House & Insurance.	Full powers.	Full powers.	FOR ZO/PO/INCHARGE BLDG. Full powers subject to the condition that the bills are properly certified & entries of meter reading are recorded in the respective registers.

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26.	Telephone, Telex & Fax, Broad Band, Internet, Wi- FI installed in the office, monitoring stations and at the residence of the Officers.	Full powers.	Full powers.	Incharge ZO / PO & Incharge Building Full powers subject to the condition that the bills are properly certified & entries are recorded in respective registers (for office). For residential phone full powers subject to adoption/ sanction of phone by the Competent Authority.
27.	Postage & Telegram charges.	Full powers.	Full powers.	FOR ZO/PO/I/c Admn.(P). Full powers to the ZOs/PO/ relevant Divisional Incharge.
28.	Running & Maintenance of Board's vehicles including fuel charges, purchase of tyres, tubes, etc.	Full powers.	Full powers.	(a) For running and maintenance of vehicles. Rs.20,000/- in each case subject to a ceiling of Rs.10.00 lakhs per annum for HO and Rs.25000/- in each case subject to a ceiling of Rs.1.00 lakh for ZO/PO. (b) Fuel Charges – Full power subject to a ceiling of Rs.30.00 lakhs per annum for HO and Rs.5.00 per annum for ZO/PO.

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				(c) Insurance – Full powers for HO/ZO
29.	Hiring of vehicles for official purpose as per approved rates by CPCB.	Full powers.	Full powers.	Full powers to the respective Incharge Building /ZOs/PO upto Rs. 15.00 lakhs per annum for hiring the vehicle for local journeys within their city / zone/area under approved project work (survey monitoring, inspection etc.)
30.	Reimbursement of local conveyance for official duties.	Full powers.	Full powers.	Full powers upto a ceiling of Rs.3000/- per month for the staff working under them. Monthly statement to be prepared at Division/ZO level and send to MS for cross check.
31.	Printing & Binding from the empanelled printers.	Full powers.	Full powers.	For ZO/PO/Incharge PR only. Full powers upto Rs. 50,000/- per annum subject to Rs.10 lacs per annum.
32.	Contingent expenditure from Impress Account.	Full powers.	Full powers.	Full powers upto Rs. 10,000/- in each case with total bill upto Rs. 1.00 lakh per annum.

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(1)	(2)	(3)	(4)	(5)
				(full power for approval and settlement)
33.	Hiring and termination of Security Services.	Full powers.	Full powers.	For Zonal Officers/ Project Officer and Concerned Divisional Incharge only in HO. Full powers subject to the sanctioned budget after following the prescribed procedures.
34.	Expenditure on official meetings on tea / coffee / lunch.	Full powers	Full powers.	Full powers subject to the rates fixed by the Canteen Committee. Record of attendance as well as expenditure on this account to be maintained. Rates fixed will also be applicable in the case of ZOs/PO.
35.	Release of payments for salary of JRF / SRF / RA/ Project staff / Temporary Status & Daily wagers.	Full powers.	Full powers.	Full powers to ZOs/PO/ I/c Admn.(R) against sanction given by MS/CCB after appointment. No power for appointment of JRF/SRF/RA.
36.	Power to sign cheques and make payments where such payments are clearly authorized by the Competent Authority.	Full powers	Full powers	Authorized Signatories including Zonal Officers at Zonal Offices/ Project Office and Incharge F&A at Head Office.
37.	Passing of payment vouchers where such payments are	Full powers	Full powers	Full powers to Zonal Officers/ I/c Project Office/ Incharge F&A.

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	clearly authorized by the Competent Authority.			
38.	Security Services Bills (Passing & Payment).	Full powers.	Full powers.	Full powers to Zonal Officers/ I/c Project Office /Incharge Building.
39.	Release of payment on account of Rent, Rates & Taxes and other profession fee (advocate charges, actuarial valuation, etc.) as per approved rates.	Full powers.	Full powers.	Full powers to Zonal Officers / I/c Project Office /Incharge F & A and Incharge Legal Division.
40.	Advertisement & Publicity.	Full powers.	Full powers beyond Rs.2.00 lakhs.	Full Powers to Incharge PR and Incharge ZO/PO upto Rs.2 Lakhs under approved project.
41.	Building Maintenance & Minor works.	Full powers.	Full powers beyond Rs.2.00 lakh in each case subject to a maximum of Rs.1.00 crore per annum within sanctioned budget on the recommendations of the Committee	FOR I/C BLDG. H.O. /ZOs/PO ONLY. Full powers up to Rs.2.00 lakh in each case subject to a maximum of Rs.10,00,000/- per annum at Head Office and upto Rs.1 lac in each case subject to a maximum of Rs.2 lac per annum at ZO subject to availability of sanctioned budget and on recommendation of committees

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(1)	(2)	(3)	(4)	(5)
			constituted for the purpose.	constituted for this purpose, following proper procedure
42.	Purchase of books & library equipment etc.	Full powers.	Full powers on the recommendations of the Library Committee.	Full powers to Incharge PR and Zonal Incharges/Project Incharge for purchase of books subject to sanctioned Budget upto Rs.5.00 lakhs per annum upon the recommendations of the Library Committee for HO and Rs.50,000/- per annum for Zos on the recommendations of Local Committee.
43.	Purchase of reference books.	Full powers.	Full powers.	Full powers upto Rs.10,000/- in each case subject to a maximum to Rs.1.00 lakh per annum.
44.	Engagement of Advocates.	Full powers.	Full powers for engagement and release of fees as per the approved schedule of fees to the advocates on the approved panel of advocates.	FOR ZONAL INCHARGES/ INCHARGE LEGAL CELL ONLY Full powers for finalizing a panel to engage Government counsel in consultation with MS as per rates approved by CPCB.
45.	Hiring of accommodation / Office staff quarters.	Full powers on the recommendations of the Committee	Full powers for hiring accommodation more than Rs.1.00 lakh per month rent on the	FOR ZONAL INCHARGES / PROJECT INCHARGE & I/C. BUILDING AO Concerned ONLY

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		constituted by the CCB.	recommendations of the Committee constituted by the CCB.	Full powers for office accommodation for signing of lease agreement on behalf of MS for approved cases. Full powers for staff accommodation as per the entitlement.
46.	LTC Sanction.	Full powers.	Full powers for the officers in the Grade Pay of Rs.6600/- and above	Full powers to I/c Admn.(P) upto Grade Pay of Rs.5400/-. Monthly statement to be maintained and two Officers from one Division/ZO of the same rank should not go at one time.
47.	Children Education Reimbursement.	Full powers.	Full powers.	Full powers to I/c Admn.(P) for the employees posted at HO and Full powers to ZO/PO subject to verification by AO(P) on submitting the claim by the employees on first occasion.
48.	Telephone Bills reimbursement.	Full powers.	Full powers.	Full powers to Zonal Officers/Project Officer and Incharge Building as per entitlement.

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49.	MOU with Hospitals.	Full powers.	Full powers.	Full powers to Sr.AO/AO concerned and Incharge ZOs/PO as the case may be.
50.	Approval of AMA.	Full powers.	Full powers.	Full powers to Sr.AO/AO concerned and Incharge ZOs/PO as the case may be.
51.	Issuing of Credit letter to Hospital for Employee.	Full powers.	Full powers.	Full powers to AO concerned and Incharge ZO/PO as the case may be.
52.	Reimbursement of Medical Bill as per CSMA/CGHS rates.	Full powers.	Full powers upto Rs.5.00 lakhs in each case.	Full Powers to I/C-ZOs /PO/ AO concerned/ I/c F & A upto Rs.1,00,000/- in each case. Monthly statement is to be made.
53.	Hosting of any functions such as World Environment Day/CPCB Foundation Day/ Farewell on Retirement/Annual Sports meet/ Hindi Diwas and other functions.	Full powers.	Full powers.	Incharge PR upto Rs.20,000/- for farewell parties & other functions and Incharge ZOs upto Rs.15,000/- and I/c PO upto Rs.10,000/- for Hindi Diwas / Farewell Parties & other functions only in each case.

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EXECUTION OF THE PROJECTS FOR WHICH ADMINISTRATIVE APPORVAL IS GRANTED BY THE CHAIRMAN, CPCB				
54.	Release of payment in respect of approved Project/Studies (Plan & Non Plan)	Full powers.	Full powers upto Rs.50.00 lakhs.	Full Powers upto Rs. 5.00 Lakh for approved Projects to the respective Incharges and officer reporting directly to MS against approved Project.
POWER TO SANCTION ADVANCE TO THE EMPLOYEES OF THE BOARD (INTEREST BEARING ADVANCES)				
55.	Bicycle/Table Fan/P.C.	Full powers.	Full powers.	Full Powers to ZOs/PO/ Incharge F & A.
56.	Motor Cycle / Motor Car.	Full powers.	Full powers.	Full Powers to Incharge Admn. (P).
57.	House Building Advance.	Full powers.	Full powers.	NIL
58.	TTA and TA/DA advances for approved official tour	Full powers.	Full powers.	Full powers in respect of the employees working under them.

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	programmes/ Transfer in Public Interest.			
59.	Leave Salary Advance.	Full powers.	Full powers.	For ZOs/PO/I/c Admn.(P) Only. Full powers for staff working in ZOs/PO and full powers to I/c Admn. (P) for all the staff working at Head Office/ZOs/PO as the case may be with an intimation to the Incharge F & A for recovery.

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**POWER TO SANCTION ADVANCE TO THE EMPLOYEES OF THE BOARD
(NON-INTEREST BEARING ADVANCES)**

60.	Festival advance / LTC advance / Natural calamities advance etc., subject to rules in GFR & other instructions issued by the Government from time to time on the subject.	Full powers.	Full powers.	For ZOs/PO/I/c Admn.(P) Only. Full powers for staff working in ZO/PO and full powers to I/c Admn. (P) for all the staff working at Head Office, Delhi with an intimation to the Incharge F & A.
61.	CPF advance / withdrawal	Full powers.	Full powers-	Full powers to I/c Admn.(P) with an intimation to the Incharge F & A.
62.	Final Settlement of CPF Account	Full Powers.	Full Powers on the recommendations of Admn.(P) Division and Accounts Division	Nil
63.	Payment of Monitoring Allowance, licence fee/ lease rent in case of Monitoring Stations.	Full powers-	Full powers-	Full powers to ACO-II on the recommendations of the respective Incharges. As per approved rates.

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Note:

- (i) *The officers must exercise the powers delegated to them and shall be accountable/responsible for the same.***
- (ii) *The details of expenditure incurred during each financial year shall be maintained by all the concerned delegated officers.***
- (iii) *Any provisions/items left in this Delegation of Powers, the same will be exercised by the MS/CCB.***

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