

**LIST OF POWERS TO BE EXERCISED BY OFFICERS OF NATIONAL INSTITUTE OF HYDROLOGY**

**Annexure to  
A-Administrative/Financial Powers**

**FUNDAMENTAL RULES**

| <b>Sl. No.</b> | <b>Rule</b> | <b>Brief Description</b>  | <b>Competent Authority</b>   |
|----------------|-------------|---|--|
| 1.             | 9 (6) (b)   | To order that an employee should in certain circumstances be treated as on duty   | Director ,NIH  |
| 2.             | 9 (19)      | To appoint an employee to officiate in a vacant post  | Governing Body for Group 'A' and Director, NIH for Group 'B' & 'C' employees |
| 3.             | 9 (25)      | i) To sanction special pay to any employee<br>ii) To sanction special pay to Cashier<br>iii) To sanction special pay to Group 'D' staff assisting Cahier for depositing in or bringing cash from Bank | Director ,NIH  |
| 4.             | 9 (25)      | Extension of deputation tenure<br>1. For first year beyond the normal period of deputation<br>2. For second year or more beyond normal period or deputation.  | Governing Body for Group 'A' and Director, NIH for Group 'B' & 'C' employees |
| 5.             | 10          | To dispense with medical certificate of fitness for appointment to a post.  | Governing Body of NIH  |
| 6.             | 14          | To suspend lien of an employee  | Body for Group 'A'/ Director, NIH for Group 'B' & 'C'                        |
| 7.             | 15          | To transfer an employee from one post to another  | Director,NIH   |
| 8.             | 20          | To fix pay & allowances of an employee treated as on duty Under Rule 9 (6) (b)  | Director,NIH   |
| 9.             | 22/22 (c)   | To fix pay on appointment/promotion   | Director, NIH  |
| 10.            | 24          | To withhold increment of an employee  | Governing Body for Group 'A'/ Director, NIH for Group 'B' & 'C'employees     |
| 11.            | 26          | i) To allow counting of extra-ordinary leave for increment<br>ii) Counting of service for increment in a time scale.  | Director, NIH  |
| 12.            | 30          | To issue declaration for the purpose of promotion under "Next Below Rule"   | Governing Body for Group 'A' and Director, NIH for Group 'B' & 'C' employees |
| 13.            | 46 (b)      | To sanction the grant/acceptance of honorarium  | Director, NIH  |
| 14.            | 49          | Combination of appointment  | Governing Body of NIH  |
| 15.            | 56          | To retain an employee in service after the age of 58 years.   | Governing Body for Group 'A' and Director, NIH for Group 'B' & 'C' employees |

**SUPPLEMENTARY RULES**

| <b>Sl. No.</b> | <b>Rule</b> | <b>Brief Description</b>   | <b>Competent Authority</b> |
|----------------|-------------|--|----------------------------|
| 16.            | 11          | To approve the undertaking of work for which fee is offered & acceptance to fee. | Director, NIH              |
| 17.            | 20          | To decide the grade in which a part-time or fee paid employee shall rank         | Director, NIH              |
| 18.            | 22          | To sanction permanent travelling allowance                                       | Not Applicable             |
| 19.            | 30 (b)      | To decide the shortest of two or more routes.                                    | Director, NIH              |

|     |               |  |                       |
|-----|---------------|--|-----------------------|
| 20. | 31            | To allow mileage allowance to be calculated by a route other than the shortest or cheapest   | Director, NIH         |
| 21. | 48-B          | To authorize air travel to non-entitled staff.   | Governing Body of NIH |
| 22. | 48-C(ii)      | To authorize payment of cancellation charges on unused air travels   | Director, NIH         |
| 23. | 59            | To prescribe an employee's Headquarters.   | Director, NIH         |
| 24. | 60            | To define the limits of an employee's sphere of duty.  | Director, NIH         |
| 25. | 116 (A)       | To permit handing/taking over charge of a post away from Headquarters.   | Director, NIH         |
| 26. | 116 (b) (iii) | To extend in individual cases attendant with special circumstances, time limit of six months & one month within which members of the family of an employee may be treated as accompanying him. | Director, NIH         |
| 27. | 191           | To declare who shall be controlling Officer (s)  | Director, NIH         |
| 28. | 296           | To permit calculation of joining time by a route other than that which travelers ordinarily use.   | Director, NIH         |
| 29. | 301/302       | To extend joining time admissible under rule beyond the maximum of 30 days/within the maximum of 30 days.  | Director, NIH         |

#### **DELEGATION OF FINANCIAL POWER RULES, 1978**

| Sl. No. | Rule         | Brief Description  | Competent Authority                                 |
|---------|--------------|--|---|
| 30.     | 11           | Creation of posts:<br>i) For a period of 1 year<br>ii) Temporary/Permanent post likely to        | Governing Body of NIH with the approval of GOI      |
| 31.     | 12           | Abolition of post  | Department of Water Resources, RD & GR              |
| 32.     | 13 (Sch.IV)  | Powers of appropriation and re-appropriation   | Department of Water Resources, RD & GR              |
| 33.     | 13 (Sch.V)   | Powers of incurring contingent expenditure recurring and non-recurring<br><br>(Refer note below) | Director, NIH as per DFPR Schedule V.               |
| 34.     | 13 (Sch.VI)  | Power to incur miscellaneous expenditure<br><br>(Refer note below)                               | Head of Divisions/Director, NIH as per DFPR Sch.-VI |
| 35.     | 13 (Sch.VII) | Power to write off losses.   | Director, NIH as per DFPR Sch.- VII                 |
| 36.     | 14           | Power to declare a gazette officer as 'Head of Office'   | Governing Body of NIH                               |

These powers shall be exercised by the concerned officers only in respect of items mentioned under schedule V and schedules VI of DFPR. These powers shall not be exercised for procurement of office equipment/stationery/binding/photocopies, etc. which are procured/got done in centralized basis for all the offices of NIH located at Roorkee.

**CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES  
NATIONAL INSTITUTE OF HYDROLOGY**

| Sl. No. | Description of Post                 | Appointing Authority | Authority competent to impose penalties which it may impose (with reference to item numbers in Rule-7) |           | Appellate Authority         |
|---------|-------------------------------------|----------------------|--|-----------|-----------------------------|
|         |                                     |                      | Authority  | Penalties |                             |
| 37.     | Director                            | Government of India  | Government of India  | All       | Government of India         |
| 38.     | Scientist 'F'                       | Governing Body       | Chairman, Governing Body   | i to iv   | President of NIH Society    |
| 39.     | Scientist 'E'                       |                      | President of NIH Society   | v to ix   |                             |
| 40.     | Scientist 'C'<br>Scientist 'B'      | Governing Body       | Director   | i to iv   | Chairman,<br>Governing Body |
|         |                                     |                      | Chairman, Governing Body   | v to ix   | President of NIH Society    |
| 41.     | Chief Admn. Officer/Finance Officer | Governing Body       | Director   | i to iv   | Chairman,<br>Governing Body |
|         |                                     |                      | Chairman, Governing Body   | v to ix   | President of NIH Society    |
| 42.     | Group 'B' and Group 'C' Posts       | Director             | Director   | All       | Chairman,<br>Governing Body |
| 43.     | Group 'D' Posts                     | Director             | Chief Admn. Officer  | All       | Director                    |

**CENTRAL CIVIL SERVICES (CONDUCT) RULES, 1964**

| Sl. No. | Rule           | Brief Description  | Competent Authority |
|---------|----------------|--|---------------------|
| 44.     | 4(2)(ii)       | Acceptance of employment in a private undertaking by a member of a family        |                     |
| 45.     | 8(2)           | Publication of books/contribution or articles/Radio broadcast.                   |                     |
| 46.     | 13(2) & 13 (3) | Making of and accepting gifts on occasions of wedding, religious ceremonies etc. |                     |
| 47.     | 15 (2)         | Engagement of a member of family in a trade, business, insurance agency etc      |                     |
| 48.     | 15(4)          | Acceptance of fee  |                     |
| 49.     | 16(4) (ii)     | Investment, lending and borrowing  |                     |
| 50.     | 17             | Insolvency & habitual indebtedness   |                     |
| 51.     | 18             | Movable, immovable and valuable property   |                     |
| 52.     | 19 (2)         | Vindication of acts & character.   |                     |

**CENTRAL CIVIL SERVICES (LEAVE) RULES**

| Sl. No. | Rule  | Brief Description  | Competent Authority                |
|---------|-------|--|------------------------------------|
| 53.     | 3 (C) | (i) To approve/grant leave including special disability leave<br>(ii) To grant study leave               | Director, NIH/Appointing Authority |
| 54.     | 39    | To sanction cash payment in lieu of unutilized earned leave on the date of retirement/while availing LTC | Director, NIH                      |

|     |      |   |               |
|-----|------|---|---------------|
| 55. | 39-A | To sanction cash equivalent of leave salary in case of death of any employee while in service | Director, NIH |
|-----|------|---|---------------|

#### GENERAL FINANCIAL RULES, 2005

| Sl. No. | Rule    | Brief Description   | Competent Authority |
|---------|---------|---|---------------------|
| 56.     | 256     | Alteration of date of birth   | Director, NIH       |
| 57.     | 264     | Investigation of arrear claim   | Director, NIH       |
| 58.     | 275     | To accept security deposit from an employees.   | Director, NIH       |
| 59.     | 15-32   | To sanction advance for purchase of conveyance.   | Not Applicable      |
| 60.     | 38A-38F | To sanction advance to Group "D" Staff for purchase of table fan  | Not Applicable      |
| 61.     | 39-46   | To sanction advances on transfer/retirement   | Director, NIH       |
| 62.     | 48-51   | To sanction advances in connection with tours.  | Head of Office      |
| 63.     | 52      | To sanction LTC Advance   | Director, NIH       |
| 64.     | 53-62   | To sanction festival advance  | Not Applicable      |
| 65.     | 64-69   | To sanction advance to non-gazetted staff affected by natural calamities like flood, cyclone etc.       | Director, NIH       |
| 66.     | 76-78   | To sanction advance in lieu of leave salary   | Director, NIH       |
| 67.     | 79-81   | To sanction lump advance to provide immediate relief to families of employees who die while in service. | Head of Office      |
| 68.     | 82-84   | To sanction travel expenses to families of employees who die while in service                           | Director, NIH       |

#### GENERAL PROVIDENT FUND (CENTRAL SERVICES) RULES, 1960

| Sl. No. | Rule | Brief Description  | Competent Authority                      |
|---------|------|--|--|
| 69.     | 12   | To sanction advance from C.P.F.                          | Head of Office                           |
| 70.     | 15   | To sanction withdrawal from C.P.F.                       | Scientist 'G' nominated by Director, NIH |
| 71.     |      | To sanction final payment from C.P.F. on retirement etc. | Director, NIH                            |

#### MISCELLANEOUS

| Sl. No. | Rule | Brief Description  | Competent Authority |
|---------|------|--|---------------------|
| 72.     |      | To accept change in Home Town declaration in respect of  | Director, NIH       |
| 73.     |      | To sanction special casual leave to employees:<br>Group "A" Post.<br>Group "B" Post.<br>Group "C/D" Post | Director, NIH       |
| 74.     |      | To sanction Provisional pay pending receipt of service documents   | Director, NIH       |
| 75.     |      | To sanction payment of Extra Work Allowance.   | Director, NIH       |
| 76.     |      | Reimbursement of Medical Expenses.   | Director, NIH       |

#### B-WORK POWERS

**As per the clause no. 35 of Bye-laws and working rules as approved by the Government of India, in all matters connected with the execution of the works of the Society, the Director shall have powers similar to the powers of the Chief Engineer in Central P.W.D.**



**CENTRAL CIVIL SERVICES (CLASSIFICATION, CONTROL & APPEAL) RULES  
NATIONAL INSTITUTE OF HYDROLOGY**

| Sl. No. | Description of Post                 | Appointing Authority | Authority competent to impose penalties which it may impose (with reference to item numbers in Rule-7) |           | Appellate Authority      |
|---------|-------------------------------------|----------------------|--|-----------|--------------------------|
|         |                                     |                      | Authority  | Penalties |                          |
| 01.     | Director                            | Government of India  | Government of India  | All       | Government of India      |
| 02.     | Scientist 'F'                       | Governing Body       | Chairman, Governing Body   | i to iv   | President of NIH Society |
| 03.     | Scientist 'E'                       |                      | President of NIH Society   | v to ix   |                          |
| 04.     | Scientist 'C'<br>Scientist 'B'      | Governing Body       | Director   | i to iv   | Chairman, Governing Body |
|         |                                     |                      | Chairman, Governing Body   | v to ix   | President of NIH Society |
| 05.     | Chief Admn. Officer/Finance Officer | Governing Body       | Director   | i to iv   | Chairman, Governing Body |
|         |                                     |                      | Chairman, Governing Body   | v to ix   | President of NIH Society |
| 06      | Group 'B' and Group 'C' Posts       | Director             | Director   | All       | Chairman, Governing Body |
| 07.     | Group 'D' Posts                     | Director             | Chief Admn. Officer  | All       | Director                 |

#

#

##

| Sl. No. | Designation of post                  | Appointing Authority  | Authority competent to impose penalties | Appellate Authority |                     |
|---------|--------------------------------------|-----------------------|---|---------------------|---------------------|
|         |                                      |                       |   | <b>Penalty</b>      |                     |
| 1.      | Senior Gr. "A" Posts (Director, NIH) | Govt. of India        | Govt. of India                          | All                 | Government of India |
| 2.      | Other Group "A" Posts                | Governing Body of NIH |   | All                 |                     |
| 3.      | Group "B" Posts                      |                       |   | All                 |                     |
| 4.      | Group "C" Posts                      |                       |   | All                 |                     |
| 5.      | Group "D" Posts.                     |                       |   | All                 |                     |