

Central Council for Research in Unani Medicine

(Ministry of Ayurveda, Yoga and Naturopathy, Unani, Siddha & Homoeopathy, Govt. of India)

Jawahar Lal Nehru AYUSH Anusandhan Bhawan,
61-65, Institutional Area, Opp.D-Block,
Janakpuri, New Delhi-110058**Dated : 01.12.2017****OFFICE ORDER No. 156 /2017**

The undersigned, in exercise of powers conferred on the Director General, CCRUM in Schedule-I (Rule-50) under Memorandum of Association, Rules & Regulations and Bye-laws of the Central Council for Research in Unani Medicine is pleased to declare Shri R.U. Choudhury, Assistant Director (Admn.) as Head of Office and to delegate the following administrative and financial upon him, with immediate effect until further orders. Shri R.U. Choudhury, Assistant Director (Admn.) will exercise the powers, except in his own case, following codal formalities, to the extent indicated hereunder :-

S.No.	Powers of DG as per Bye-laws	Powers delegated to Assistant Director (Admn.)	Extent of Powers
1.	DG-29	Power to sanction fixed recurring charges of a contingent character	Up to Rs. 50,000/- in each case provided the budget provision is not exceeded and subject to observance of codal formalities as per rules.
2.	DG-30	Power to sanction telephone Rents	Full powers
3.	DG-31	Power to sanction advances of pay to an officer under transfer	Full powers
4.	DG-32	Power to grant advance of T.A. to himself and to other employee	Full, as admissible under the rules
5.	DG-33	Power to sanction advances and final withdrawal from C.P./G.P. Fund in accordance with the Government rules as amended from time to time	Full, as per rules
6.	DG-34	Powers to sanction festival advance in accordance with the Government rules as amended from time to time	Full powers
7.	DG-35	Power to sanction advance for the purchase of conveyance in accordance with the Government rules as amended from time to time	Full powers
8.	DG-39	Power to sanction children education allowances and reimbursement of tuition fees in accordance with the Central Government rules as amended from time to time	Full powers
9.	DG-40	Power to sanction reimbursement of medical expenses incurred by an employee for himself or in respect of a member of his family in accordance with the Central Government rules as amended from time to time	Up to Rs. 50,000/- as per C.S.M.A./C.G.H.S. Rules except in case of relaxation of rules except in his own case.
10	DG-41	Power to sanction the purchase of type-writer	Up to Rs. 50,000/- in case & Budget provision
11	DG-47	Power to grant all kind of leave including Study Leave, Special Disability Leave to staff of the Central Council as per CCS (Leave) Rules	Full except in his own case and grant of Study Leave, special disability leave and leave not due.



12	DG-51	Printing and binding	Up to Rs. 50,000/- in each case provided the budget provision is not exceeded and subject to observance of codal formalities as per rules.
13	DG-52	Power to incur expenditure on miscellaneous items	Up to Rs. 50,000/- in each case provided the budget provision is not exceeded and subject to observance of codal formalities as per rules.
14	DG-54	Power to sanction purchase of Typewriter	Up to Rs. 50,000/- in each case provided the budget provision is not exceeded and subject to observance of codal formalities as per rules. This will henceforth include purchase of computers, printers, fax machines, photocopiers, etc. subject to observance of laid down procedure.
Powers delegated to Assistant Director (Admn.) as Head of Office			Extent of Powers
1.	HOO-1	Power to sanction TA/DA in respect of Group C & D employees and sanction of LTC and LTC advance in respect of Officers and staff of the Council and sanction pay on approved transfers/tours etc.	Full except his own case
2.	HOO-2	Purchase of Diesel and Petrol and issue of sanction	Full powers
3.	HOO-3	Power to attest entries in Service books, leave account, stock Registers etc.	Full Except his own case.
4.	HOO-4	Power to grant of periodical increments in respect of all groups.	Full powers
5.	HOO-5	Power to sanction convey conveyance charges to all groups.	Full, as per rules except his own case
6.	HOO-6	Purchase and issue of liveries to the entitled group C and D staff as per rules including Apron for medical and non-medical staff.	Full, as per rules
7.	HOO-7	Grant of O.T.A. to group C and D staff.	Full powers
8.	HOO-8	Sanction and payment Insurance, maintenance of equipments/instrument A.M.C., Photocopies charges etc.	Up to Rs. 25,000/- in each case
9.	HOO-9	Transfer of employees from one section to another in the Headquarters office (Up to JAO level)	Full powers



(Dr. Anil Khurana)

**Director General I/c
&**

Member Secretary (GB)

To,

1. Shri R.U. Choudhury, Assistant Director (Admn.), CCRUM, New Delhi.
2. Project Heads peripheral Institutes/Units/Centres under the Council.
3. The Assistant Director (Unani), CCRUM, New Delhi.
4. The Accounts Officer, CCRUM, New Delhi.
5. The Administrative Officer, CCRUM, New Delhi.
6. The Jr. Admn. Officer, CCRUM, New Delhi.
7. O/o, Director General, CCRUM, New Delhi.
8. Website of the Council.
9. Concerned file.