



F.No.6- 1/96-NVS(ADMN.)

Dated: 20/08/2001

Sub. : Adoption of the Schedule of Delegation of Administrative and Financial Powers to the various authorities of the Samiti.

The Ministry of H.R.D, Deptt. of Secondary and Higher Education has approved the Delegation of Administrative and Financial Powers to the various authorities of the Samiti.

2. All the officers of the Samiti are requested to follow the instructions contained therein and exercise of powers in accordance with Procedures/Norms prescribed by the Samiti with immediate effect.
3. The Director, NVS is empowered to modify the powers delegated to Subordinate Authorities depending upon the requirements, on time to time, subject to the condition that the modified powers should not be more than the powers initially delegated.

(V.K. Sharma)
Dy. Director (P&E)

Encls : a/a

1. JDs (Adm/Plng & Montg)
2. DDs (NVS HQrs/Ros)
3. Directors, Navodaya Leadership Institute
4. ADs(NVS Hqrs)
5. Principals (JNVs)
6. SPA to Director.



FINANCIAL AND ADMINISTRATIVE POWERS DELEGATED TO VARIOUS AUTHORITIES OF NVS

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
	CONTINGENT EXPENDITURE			
1.	Item not specified below:			
	(i) Recurring:	Full Powers	Rs. 2500/- In each case subject to total of Rs. 50,000/- p.a.	Rs. 2000/- in each case subject to total of Rs. 25,000/- p.a.
	(ii) Non-recurring:	Full Powers	—	—
2.	Items specified below: Bicycles			
	(a) Purchase	Full Powers	Full Powers	Full powers upto one cycle for each school and for his Headquarters
	(b) Repairs	Full Powers	Full Powers	Full powers for repairs and condemnation of old Bicycle subject to general orders regarding the average life of a bicycle being adhered to and following codal formalities.



POWERS DELEGATED TO

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
3.	Conveyance hire	Full Powers as per GOI Instructions	Full Powers as per GOI Instructions	Full Powers as per GOI Instructions
4.	Electric and water charges	Full Powers	Full Powers	(a) For Schools: Full Powers (b) For his H.Q. : Full Powers
5.	Furniture and Fixture: (Purchase and Repairs)			
	(i) For Schools	Full Powers	Full Powers	Full Powers
	(ii) For Headquarter	Full Powers	Rs. 25,000/- in each case	Rs. 10,000/- in each case

Powers to be exercised in accordance with procedures and norms prescribed by Samiti, Subject to availability of funds and as per actual requirements

6.	(i) Freight Charges	(i) Full Powers	(i) Full Powers	(i) Full Powers subject to a maximum of Rs. 5,000/- p.a.
	(ii) Demurrage	(ii) Full Powers	—	—
7.	Hire of Office Furniture, electric fans, heaters	Full Powers	Upto Rs. 2500/- per annum for Head- quarters office/ Regional Office	Upto Rs. 1000/- per annum for his Hqrs./Vidyalaya
8.	Legal charges:			
	(i) Fees to Advocates	Full Powers	Full Powers as per Govt. notified rates	Full Powers as per Govt. notified rates.
	(ii) Fees for Arbitration	Rs. 10,000/- in each case	—	—
9.	Municipal Rates and taxes:	Full Powers	Full Powers	Full powers for his headquarters.
10.	(A) Petty works mainten- ance and Repairs to Hqrs/ R.O. buildings			



(i)	Execution of petty works and special repairs to Samiti owned buildings, including sanitary fittings, watersupply and electric installations in such buildings and repairs to such installations.	Rs. 30,000/- in each case	Rs. 20,000/- in each case	Rs. 10,000/- in each case for his Headquarters
(ii)	Repairs and alternations to hired and requisitioned buildings (such expenditure may be incurred only if the landlord refuse to meet the charges himself and when the building is released, Samiti should have the right to remove any installation/ material added to the building.	Rs. 50,000/- p.a. non-recurring	Rs. 25,000/- p.a. non-recurring	—
10.	(B) Construction of Vidyalaya buildings	Rs. 6,000/- p.a. recurring	Rs. 3,000/- p.a. recurring	—
(i)	Sanction of new Project (Approval to be granted for full scope of the project covering all phases of buildings including development works. Administrative sanction may however be issued in Phases depending upon requirement and availability of budget provision).	Full Powers	—	—
(ii)	Sanctioning of items of works for already approved projects including revised estimates, development works, buildings boundary wall, water supply scheme, internal electrification installation of 100 KVA H.T. connection, alteration/ additions to buildings, additional toilets and bathrooms, development of play fields etc.	Full Powers	Upto estimate cost of Rs. 50,00,000/- in each case based on CPWD PAR or DSR within the project cost.	—
(iii)	Works of Temporary nature at Temporary Sites	Full Power	Rs. 10,00,000/-	Rs. 2,00,000/- per Vidyalaya per annum



(iv)	Maintenance and Repairs			
	(a) Own Buildings	Full Powers	Rs. 10,00,000/- in each case (Expenditure to be sanctioned in accordance with Samiti/CPWD Norms)	Rs. 2,00,000/- per Vidyalaya per annum (Expenditure to be sanctioned in accordance with Samiti CPWD Norms)
	(b) Hired/Temp. Buildings	Full Powers	Rs. 3,00,000/- in each case (Expenditure to be sanctioned in accordance with samiti/CPWD Norms)	Rs. 1,00,000/- per Vidyalaya one time (Expenditure to be sanctioned in accordance with Samiti/CPWD Norms)
10.	(C) Acceptance of Arbitration Awards	Full Powers	—	—
11.	(i) Postal & Telegraph Charges.	Full Powers	Full Powers	Full Powers
	(ii) Installations of Full Powers Telephone and payment of charges	Full Powers	Full Powers (a) for payment of charges for sanctioned telephone (b) For installation of telephones for at office/residence in respect of his Hqrs. Office/ residence of entitled officers.	Full Powers (a) Installation of two telephone for his Hqrs. (b) Payment of charges for duly sanction phone in respect of his Hqrs Office/ Residence of entitled officers.
12.	Printing and binding	Full Powers	Upto Rs. 50,000/- in each case	Upto Rs. 10,000/- in each case (for each Vidyalaya and for his Headquarters).
13.	Purchases of Stationery Stores:			
	(i) Local purchase of Stationery	Full Powers	Full Powers	Full Powers
	a) For Schools:			
	b) For Headquarters:	Full Powers	Rs. 1,00,000/- p.a.	Upto 75,000/- per annum

NOTE : Powers under Item 10-A and 10-B are to be exercised with the concurrence of IFA & CAO of the Samiti and the powers for Acceptance of Arbitration Awards under Sl. No. 10-C has been vested with the F.C. of N.V.S.



(ii)	(Local purchase of rubber stamps and office seal)	Full Powers	Full Powers	Full Powers for his Hqrs.
14.	Publication	Full Powers	Upto Rs. 20,000/- per annum	Upto Rs. 10,000/- per annum per school/for his Hqrs.
15.	Rent: (a) For accommodation to be used for Schools:	Full Powers	—	Upto Rs. 60,000/- p.a. per Vidyalaya. The Powers are to be exercised after obtaining certificate of reasonability of rent from PWD and on recommendation of the fair rent assessment Committee.
	(b) For Headquarters:	Full Powers The powers are to be exercised after obtaining certificate of reasonability of rent from the CPWD or on the recommendation of the fair rent assessment Committee. Accommodation requirement should be based on norms prescribed by Directorate of Estate for Govt. Offices.	—	—
	(c) For Residential and other purposes	Rs. 60,000/- p.a. in each case	—	—
16.	Staff paid from Contingencies	Full powers as per rates permitted by the local authorities for 6 months.	Full Powers as per rates permitted by the local authorities for 6 months	Full Powers as per rates permitted by the local authorities for 3 months for his Hqrs./Vidyalayas.

Powers to be exercised in accordance with procedures prescribed by Samiti, subject to availability of funds and as per actual requirements.



17.	Supply of uniforms and liveries	Full powers, subject to the scales and rates prescribed by GOI/Samiti for the purpose	Full powers, subject to the scales and rates prescribed by GOI/Samiti for the purpose.	Full powers, subject to the scales and rates prescribed by GOI/Samiti for the purpose.
18.	Office Equipment including Typewriters, calculating machines, computers etc.	Full powers (including hiring)	Purchase : Full powers. Hiring : Up to 4 months Repairs: Full powers	(a) For school (covered by norms of expenditure): Full Powers Repairs: Upto Rs. 5,000/- in each case. (b) For Headquarters: For purchase upto Rs. 10,000/- in each case Hiring : Upto one month Repairs : Upto Rs. 5,000/- in each case.
19.	Stores: (Other than stationary & equipments)	Full Powers	—	For his Hqrs. upto Rs. 1,000/- in each case
20.	Entertainment expenses: At the time of Foundation stone laying ceremonies, opening of buildings etc.	Rs. 10,000/- in each case	Nil	Rs. 2500/- in each case
21.	Write off of irrecoverable losses:			
	(a) Irrecoverable losses of stores (including stamps)	(a) Rs.10,000/- on each occasion for loss of stores not due to theft fraud or negligence (b) Rs.10,000/- for other cases	—	Rs. 5,000/- on each occasion for Vidyalayas.
	(b) Loss of revenue or irrecoverable loan advances	* Rs. 50,000/- *Note: The powers towards write off loss of	—	—

Powers under 18 & 19 to be exercised in accordance with procedure prescribed by Samiti and subject to availability of funds and as per actual requirements. Purchases to be made at DGS&D rates wherever possible.



		revenue or irrecoverable loans and advances has been vested with the F.C. of N.V.S.		
22.	Allocation and re-appropriation of Funds	Full powers within the total budgetary provision fixed by the Ministry under Non-plan & Plan but not Non-Plan to Plan and vice-versa	—	Full powers in respect of Vidyalayas (except in respect of Construction works) within overall budget allotment for region as a whole under each head of account under non-Plan and Plan and subject to prescribed norms of expenditure but not Non-Plan to Plan and vice-versa.
23.	Motor Vehicles			
	(a) Maintenance & repairs	Full Powers	Full Powers	Upto Rs. 10,000/- in each case.
	(b) Condemnation of Vehicles	Full Powers subject to conditions laid down by GOI.	—	—
	II ADMINISTRATIVE FUNCTIONS			
24.	Sanction of new JNVs	Full Powers (The powers towards sanction of new JNVs has been vested with the Chairman, Executive Committee of NVS.	—	—
25.	Power subject to funds being available by valid appropriation, to sanction expenditure on various schemes provided that the project as a whole has been approved by the Finance Committee or the Executive Committee of the Samiti.	Full Powers	—	—



26.	Creation of operational posts for Vidyalayas as per approved norms.	Full Powers	—	—
27.	Appointments	To make appointments to all posts in the Samiti corresponding in status to Group 'A' excluding Joint Director, IFA & CAO and GM(C) the recommendation of selection committee constituted for the purpose, subject to following R/Rules and general instructions of the Govt. of India, if any.	To make appointments to all the posts of Vice-Principal & PGTs in Vidyalayas and all other posts corresponding to Group 'B' at the Headquarters office on the recommendations of Selection Committee constituted for the purpose subject to following the R/Rules and general instructions of the Govt. of India, if any.	To make appointments to PGTs, OS and Gr. 'C' & 'D' posts for his Hqrs./Vidyalayas on the recommendations of Selection Committee constituted for the purpose, subject to following the R/Rules and general instructions of the Govt. of India, if any.
28.	Service Conditions:			
(a)	To post, transfer and assign duties to all Group 'A' officers at the Headquarters, Regional Offices and Vidyalayas.	Full Powers	—	—
(b)	To post, transfer and assign duties to Group 'B' Officers at the Headquarters Regional Offices and Vidyalayas.	Full Powers	Full Powers	Full Powers to transfer and assign duties to PGT/OS at Vidyalayas within the Region.
(c)	To post, transfer and assign duties to all Group 'C' and 'D' posts in Hqrs., Vidyalayas and at Regional Offices.	Full Powers	Full Powers	Full Powers
(d)	To grant confirmation to Gr. 'A' 'B' 'C' & 'D' staff at the Hqr., R.O. and Vidyalayas	Full Powers	Full Powers	Confirmation of staff upto PGTs/ OS level in Vidyalaya and Gr. 'C' & 'D' staff at his Hqrs.

Note : (I) & (II) above will be subject to budget provision and in consultation with IFA & CAO of the Samiti.



29.	Disciplinary powers	Disciplinary powers will be exercised by the appointing authority in respect of each category of posts subject to the provisions in the CCS (CCA) Rules.		
30.	Declaring an officer to be 'Head of Office'	Full Powers	—	—
31.	Alteration of date	Full Powers except Group 'A', which will be subject to approval of the Finance Committee and also subject to Govt. guidelines issued from time to time in this regard.	—	—
32.	Sale or transfer of motor vehicle purchased out of advance from the Samiti.	Full Powers	Full Powers	Full Powers in respect of Group B & C employee.
33.	Advance for Law suits to which Samiti is a party	Full Powers	Full Powers	—
34.	Form of security bond to be executed by the Samiti staff handling cash and stores etc.	Full Powers in consultation with IFA	Full Powers in consultation with IFA	Full Powers in consultation with IFA
35.	Grant of honorarium	Full Powers as per Govt. rules in consultation with IFA.	—	—
36.	Transfer to foreign service in Indian and fixation of pay in foreign service	Full powers in consultation with IFA	Full powers in respect of Group B, C & D in consultation with IFA	Full powers in respect of Group C & D within the Region/Hqrs. in consultation with IFA.
37.	Transfer to foreign service out of India	Full powers in consultation with IFA	—	—
38.	Travel by air by non-entitled officers	Full powers	—	—



39.	To grant T.A. to non-official members attending the meeting of various committees of the Samiti in the honorary capacity etc.	Full powers in consultation with IFA and subject to guidelines adopted in the Govt. of India	—	Full powers In case of non-official members attending meeting of Selection Committee, Executive Committee, Samiti etc. in accordance with norms issued by the Samiti.
40.	Permission to publish any work/participation in radio broadcast, talks of contribution to Magazines/periodicals	Full powers	Full powers	Full powers upto B, C and D Group
41.	Re-delegation of powers	Full powers with the approval of Executive Committee	Any of the powers vests with the Joint Director to any officer with approval of Director	—
42.	Appointment on Compassionate ground	Full powers subject to Govt. of India Instructions.	—	—
43.	Printing of Admission Test Material	Full Powers	Full Powers	Full powers subject to following the norms prescribed by the Samiti and availability of funds/allocation.
44.	Purchase of Library Books for Vidyalaya	Full powers (subject to adhering to the norms prescribed by Samiti and availability of funds/allocation)	Full powers (subject to adhering to the norms prescribed by Samiti and availability of funds/allocation)	Full powers to Regional Offices (subject to adhering to the norms prescribed by Samiti and availability of funds/allocation)
45.	Vidyalaya Vehicle			
(i)	Purchase of Tire & Tube	Full Powers	Full Powers	Full Powers for purchase of 4 tires and tubes once in 3 years.
(ii)	Repairs	Full Powers	Upto Rs. 75,000/- p.a. per Vidyalaya	Upto Rs. 25,000/- per annum per Vidyalaya. The above powers are subject to observing the norms & codal formalities of G.O.I. & Samiti and availability of funds/allocation in the Vidyalaya.



46.	Purchase of Generator for Vidyalaya	Full Powers	Full Powers	Full Powers for providing one 15 K.V. generator subject to following the guidelines of Samiti and availability of budget provision.
47.	Purchase of Text Books for students	Full Powers	Full Powers	Full Powers subject to purchasing from NCERT, NBT etc. and following Samiti's norms and allocation of funds.
48.	Provisions of Gas Connection to Vidyalaya	Full Powers	Full Powers	Upto Rs. 50,000/- at a time including desposit with Gas Authority per Vidyalaya
49.	Grant of House building Advance	Full Powers	Full Powers for Group B, C & D Staff	—



POWERS DELEGATED TO

Sl. No.	Supple- mentary Rule No.	Nature of Items	Director	Joint Director(A)	Dy. Director(R.O.)/ Dy. Director(A) Hqrs.
1.	30(a)	Powers to decide the shortest of two or more routes.	Full powers	Full powers for B, C and D staff	—
2.	31	To allow mileage allowances to be calculated by a route other than the shortest or cheapest	Full powers as per approved rate provided that the selection of such route is in the interests of the Samiti	Full powers with the proviso as in col. 5	Full powers (for both schools and his Headquarters) with the proviso as in col.5
3.	59	To prescribe the Hqrs. of employees	Full powers	Full powers	Full powers in respect of staff of Navodaya Vidyalaya/ Staff of his Hqrs.
4.	60	To define the limits of Samiti employees sphere of duty.	Full powers	Full powers	-do-
5.	62	To decide whether a particular absence is absence from duty	Full powers	Full powers	Full powers in respect of staff of JNV/his Hqrs. (to be exercised with due regard to the special circumstances and public purpose served).
6.	63	To restrict the frequency and duration of journeys	Full powers	Full powers	Full powers (School & H.Q.)
7.	73	Power to extend time limit of 6 months and one year within which the family members of Samiti employee may be treated as accompanying him in special circumstances.	Full powers	Full powers in respect of group B, C & D employees	—
8.	132	To permit recovery of T.A. for attending an examination other than those mentioned in S.R. 130 & 131.	Full powers	—	Full powers in respect of Vidyalaya staff other than Principals.



9.	164	To decide the scales of T.A. for journeys on a course of training	Full powers	Full powers	Full powers in respect of Vidyalaya Staff other than Principals.
10.	190(a) & 190(b)	To grant T.A. to non-officials attending public duties in an honorary capacity & to declare the grade to which they belong	Full powers	Full powers	Full powers as per norms
11.	191	To declare who shall be the Controlling Officer	Full powers (including himself)	—	—
12.	195(e)	Power to make rules for the guidance of Controlling Officers	Full powers	—	—
13.	206	To grant leave other than Special Disability leave to Group C & D officer	Full powers	Full powers	Full powers in respect of Group C & D staff of his Hqrs/Navodaya Vidyalaya
14.	208	To grant leave other than special D'sability leave to Group A & B Officials	Full powers	Full powers in respect of Earned Leave exceeding 120 days and EL exceeding 30 days for Principals and sanction of LTC.	Full powers in respect of Group B, C, D Staff of Hqrs. & Navodaya Vidyalayas upto 120 days EL, not exceeding 30 days to Principals of Navodaya Vidyalaya excluding the LTC along with EL/CL
15.	267	To grant maternity leave	(c) Full powers	Full powers	Full powers In respect of his Hqrs./Vidyalayas
16.	233	To grant leave to an employee in respect of whom a medical committee has reported that there is no prospect of the employee returning to Duty.	Full power	Full power for Group B, C and D staff	Full power for Group C & D staff



17.	265	To decide in a case of doubt whether a particular employee is saving in a vacation department i.e. whether the employee belongs to the vocational/non-vocational staff.	Full power	Full Power	—
18.	296	To permit calculation of joining time by a route other than the normal route.	Full power	Full power	—
19.	302	To extend joining time on certain conditions within a maximum of 30 days	Full power	Full power	Full Power for Group B, C & D Staff
20.		To appoint an employee who is above 25 years of age or less than 18 years of age.	Full power as per provision of RRs and Govt. of India Instructions	Full power as per provision of RRs and Govt. of India instructions	Full power of Group B, C & D staff as per provisions of RRs and Govt. of India instructions.



III-MEDICAL ATTENDANCE RULES, 1944

POWERS DELEGATED TO

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
1.	To authorize reimbursement of medical expenses in relaxation of the rules	Full powers in consultation with the Internal Financial Advisor of the Samiti	—	—
2.	To grant advances for medical attendance and treatment	Full powers as per provision of Govt. of India Rules	Full powers as per provision of Govt. of India Rules	Full powers in respect of school staff/ Hqrs. staff upto the level of Group B officers as per provision of Govt. of India rules.
3.	To grant advance of T.A. in connection with medical attendance and treatment	Full powers including himself	Full powers in R.O./Hqrs. staff as per Govt. of India Rules	Full powers in R.O. school/Hqrs. staff upto the level of Principal as per Govt. of India Rules.



IV-CONTRIBUTORY PROVIDENT FUND RULES, 1965 **POWERS DELEGATED TO**

Sl.	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
1.	To permit re-employed pensioner to join the fund.	Full powers	—	—
2.	To relax the condition of payment of second advance while the first advance is outstanding	Full powers	Full powers	—
3.	To order deduction from the final withdrawal of accumulations in the fund of an employee who quits service or dies while in service.	Full powers	—	—
4.	Sanction of Advance (from employees own subscription)	Full powers	—	Full powers for Vidyalaya Staff and officers upto A.D. at his Hqrs. in r/o cases covered under the Rules.
5.	Part Withdrawals (from own subscriptions)	Full powers	Full powers	—

6. Powers for final settlement/withdrawal of CPF balance on superannuation/resignation/discharge/death will be exercised by IFA & CAO.



V-GENERAL FINANCIAL RULES, 1963

POWERS DELEGATED TO

Sl	Nature of Items	Director	Joint Director (A)	Dy. Director (R.O./Dy./ Director(A) Hqrs.
1.	To in investigate arrear claim preferred after the expiry of 3 years, but not after the expiry of 6 years	Full power	Full power	—
2.	To fix the amount of permanent advance	Full power	Full power	Full power up to Rs. 250 in r/o each school (Rs. 1500/- for his own office)
3.	To vary the amount of instalments of repayment of advances in exceptional cases	Full powers	Full powers	—
4.	Advances for the purchase of conveyances: (i) Other than cycle (Scooter/Motor cycle)	Full power as per Govt. of India Rules	Full power as per Govt. of India Rules	Full powers for staff upto Asstt./Audit Asstt. level in his Hqrs. and upto PGTs level in Vidyalayas.
	(ii) Bicycle	Full power as per Govt. of India Rules	Full power as per Govt. of India Rules	-co-
	(iii) Motor car/Computer	Full powers	—	—
6.	Advance of pay and T.A. on transfer advance of T.A. on tour and LTC Advance	Full power	Full power	Full power
7.	Advance of T.A. to a retiring employee proceeding to his permanent residence	Full power	Full power	Full power in r/o his Hqrs./Vidyalayas.
8.	Grant of Festival Advance	Full power	Full power	Full power in r/o his Hqrs./Vidyalayas
9.	Advance for purchase of Table fan for Group-D staff	Full power	Full power	Full power
10.	To determine the form of security bond to be executed at the time of furnishing security	Full power	Full power	—



11.	(a) Disposal of surplus or unserviceable articles	Full powers	upto Rs. 25,000 in each case subject to a maximum of Rs. 1,00,000/- p.a	Upto Rs. 10,000 in each case. Subject to maximum of Rs. 50,000/- p.a.
	(b) Condemnation of Stores/Office equipments which are unserviceable	Full power	Full power for equipment with book value of Rs. 50,000/-	Full power for equipment with book value upto Rs. 20,000/-
The power is to be exercised keeping in view the life-span of articles, prescribed procedure and other instructions issued by the Samiti/Govt. of India and on the recommendations of duly constituted condemnation board.				
	(c) Condemnation of vehicles	Full powers subject to conditions laid down by Govt. of India	—	—
	(d) Sanction write off of book value of condemned articles and their disposal	Full powers	Up to Rs. 25000/- in each case subject to a maximum of Rs. 100000/- p.a.	Upto Rs. 10000/- in each case subject to a maximum of Rs. 50,000/- p.a.

(Procedures, as per Govt. of India Rules to be followed)