

Powers and duties of Director, VECC

- ❖ Head of the Unit
- ❖ In Charge of Research & Development activities of VECC
- ❖ Chairman Scientific Advisory Council
- ❖ Chairman, VECC Advisory Committee
- ❖ Disciplinary Authority
- ❖ Financial Powers

I—Works Contract for Plan Expenditure

Nature of Powers	Extent of Powers	
	In Consolation with Internal Finance	In consultation with Scientific Advisory Council after consideration by Tender Committee and in consultation with Internal finance
a) Open Tender	1 Cr.	Up to 6 Cr.
b) Limited Tender	50 Lakhs	Up to 4 Cr.
c) Nomination	10 Lakhs	
d) Single Tender	50 lakhs	Up to 2 Cr.

II—Consultancy

Indian Pvt. Firms	Govt./ R& D Establishments
Rs. 25 Lakhs	Up to 50 Lakhs

III—Purchase

	On recommendation of Stores & Equipment committee	In consultation with T. C.
	a) Open Tender	5 Cr.
b) Limited Tender	2 Cr.	Up to 3 Cr.
c) Single Nomination basis	1 Cr.	Up to 2 Cr.
d) Proprietary	1 Cr.	Up to 2 Cr.

IV	Payment of advance to Indian Suppliers Schedule VI-4(1)-EFPR 10	Upto 50 % of value in relaxation of normal terms of purchase by Director, VECC
V	Incurring contingent expenditure Schedule I 6.2 EFPR	Recurring—Rs. 10,000 p.a. in each case Non recurring Rs. 50,000/- in each case
VI	Miscellaneous Expenditure Schedule II	Recurring Rs. 3,000/- p.a. Non-recurring Rs. 30,000 p.a.
VII	Creation of posts	As delegated by the Department of Atomic energy under Rule 3.2.1
VIII	Write off losses Schedule—IV 10 EFPR	Irrecoverable losses of stores or public money—Rs. 5,000/- for losses due to theft, fraud or negligence. Deficiencies and depreciation in the value of stores included in the stock and other accounts—Rs. 5,000/-

Annexure
Variable Energy Cyclotron Centre

Delegation of Powers

SI No.	Nature of Power	Head of Group	Head of Division	Head of Section
I.	<p>Approving indents & acceptance of Purchase Tenders</p> <p>Procedures/conditions to be observed :</p> <p>a) The existing procedure of routing the indents through the Budget Cell will continue.</p> <p>b) The purchase recommendations should be routed through TPC and Finance.</p>	5,00,000/-	2,00,000/-	50,000/-
II.	<p>Direct Purchase:</p> <p>1. Emergency Purchase (following purchase procedure, concurrence of DCA, 3- quotations etc.)</p> <p>Procedures/conditions to be observed :</p> <p>a) Cases where delay in receipt of stores will result in shut-down of any operating Plant or affect the uninterrupted construction activity in a Project/Unit.</p> <p>b) Purchase of life-saving medicines, drugs and other similar items required for the hospitals and dispensaries.</p> <p>NOTE : In case separate order is not there detailing the Procedure, an order need be issued.</p>	50,000/-	10,000/-	NIL
	<p>2. Approve Temporary Advance for local purchase (N.A. certificate from Stores up to 5,000/-w/o quotation, above 5,000/- with 3- quotations.</p> <p>Procedures/conditions to be observed :</p> <p>a) Before resorting to Cash purchase, NON-AVAILABILITY CERTIFICATE from the Stores should be obtained.</p> <p>b) When the total value of an item or items of similar nature to be purchase at a time does not exceed Rs. 500/-, cash purchases can be made without obtaining competitive quotations.</p>	10,000/-	5,000/-	2,500/-

	<p>c) Where the value of an item or items of similar nature to be purchased at a time does not exceed Rs. 5,000/- quotations should be obtained from at least 3 firms in the line either by telephone or by on-the-spot enquiry to be got confirmed in writing subsequently, before effecting purchase. However, since medicines are patented items, Medical Section can resort to local purchase of medicines, when each such purchase does not exceed Rs. 500/- without obtaining any competitive quotation. At the time of recouping the imprest amount, all Heads of Divisions etc., to whom powers have been delegated in this regard except in respect of patented medicines should record a certificate on the imprest bill to the effect that such quotations were obtained.</p> <p>d) Quantities required should not be split into a number of indents in order to maintain the total cost of individual purchases.</p> <p>e) All such cases of Cash Purchase must be accounted in Stores.</p> <p>f) The power will not be operated in respect of purchases of the nature indicated below :</p> <ol style="list-style-type: none"> a) Foreign purchases. b) Purchase of materials from up-country firms, c) Where items to be purchased are required to be dispatched to outstation, d) Where the sale procedure of a particular supplier does not provide for cash sale and e) Where the nature of transaction makes it necessary to issue of regular purchase order. 			
III.	<p>GENERAL</p> <p>1. Write-off of over payments and losses : Irrecoverable losses of stores not due to theft, fraud or negligence</p> <p>Procedures/conditions to be observed :</p> <ol style="list-style-type: none"> a) The loss should not disclose defects in rules or procedures. b) The loss should not be due to serious negligence of any person such as to call for disciplinary action. c) Consultation with Finance shall be necessary. d) The provisions of the Atomic Energy (Control and Production & Use) Order 1953 have to be complied with for disposal of any prescribed substance or schedules mineral. 	NIL	NIL	NIL

	e) Procedure regarding disposal should not involve departure from prescribed rules and instruction issued by the Govt. of India as adopted or modified by the Atomic Energy Commission.			
IV.	Contingent expenditure connected with the working of the Groups/Divisions/Sections. Procedures/conditions to be observed : a) Expenditure not to be of an unusual character. b) Expenditure not to involve departure from the prescribed scales or rules & instructions issued from time to time by Govt. of India as adopted or modified by the Atomic Energy Commission. c) Subject to funds being available in the approved budget. d) Consultation with Finance shall be necessary.	Rs. 1000/- in each case, subject to an annual ceiling of Rs. 10,000/-	Rs. 500/- in each case, subject to an annual ceiling of Rs. 5,000/-	NIL
V.	Payment of demurrage and wharfage : Procedures/conditions to be observed : a) The reasons for demurrage and wharfage need be investigated before payment is authorized and should and should be realized from the suppliers whenever required. b) A monthly report on incidences of such payments should be submitted to Director, VECC.	Rs. 1000/- in each case	NIL	NIL
VI.	Purchase of Stationary Procedures/conditions to be observed : a) Common use stationery should be obtained from Purchase & Stores sources. b) Non availability Certificate should be obtained from source c) This power is not available for Purchase of novelties and gifts.	Rs. 500/- PA	NIL	NIL
VII.	Purchase of gases & Payment of rentals for empty cylinders Procedures/conditions to be observed : a) Purchase should be made from the authorized dealers only. b) Purchase should be made through VECC Stores.	FULL	NIL	NIL

VIII.	Repair of equipments / any minor fabrication job.	50,000/-	20,000/-	NIL
IX.	AMC Procedures/conditions to be observed : a) Work may be arranged to be carried out by the sanctioning authority or the services of the DPS may be utilized for carrying out the work. b) Concurrence of Finance will be needed in all cases.	50,000/-	20,000/-	NIL
X.	Conveyance charges and Incidental expenses on carriage of records, equipments etc. Procedures/conditions to be observed : a) Subject to normal rules	FULL	FULL	Upto Rs. 500/- at a time
XI.	All kinds of leave except Special Leave, Special Disability Leave & Study Leave to all working under them. Procedures/conditions to be observed : a) The sanctioning authority will decide whether the leave applied for can be granted or not keeping in view the exigencies of work in respect of all officers and staff working under him. b) The sanction of leave shall in all cases be subject to the fulfillment of the conditions laid down in the CCS (Leave) Rules. c) Advance of leave salary can be sanctioned by the officers to whom powers to grant leave has been delegated subject to the normal procedures & conditions regarding the drawal of such advances. d) The above Delegation does not cover cases of grant of EOL for the purposes of higher studies or for post-doctoral fellowships.	3 months	1 month	15 days