Wildlife Institute of India
Chandrabani Dehradun

File No. WII/Registrar/GFR/14/ 2020 Dated 2nd December 2021

Office Order

With approval of 70th Governing Body and concurrence of IFD, MoEFCC vide F. No. 22-14/ 2020-WL dated 30.11.2021, the **revised delegation of Administrative and Financial Powers to Director, Dean and Registrar/ Head of Office** (as attached) will come into effect immediately.

(Dr. Dhananjai Mohan)
Director

Copy forwarded for information:

1. Secretary MoEFCC & Chairman Governing Body, New Delhi
2. JS&FA, IFD, MoEFCC, New Delhi
3. IG, Wildlife Division, MoEFCC, New Delhi

(Dr. Dhananjai Mohan)
Director

Internal distribution for further necessary action:

1. PS to DWII
2. PA to Dean
3. PA to Registrar
4. All Faculty Members
5. Sectional Heads
6. Internal Audit Officer
7. Guard File

(Dr. Dhananjai Mohan)
Director

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS

Sl. No.	Nature of Power	Extent of Power				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
1	Grant of Special Pay to LDC/UDC appointed to the duties of a Cashier	Full Powers. Subject to conditions laid down by the Govt. of India, Ministry of Finance and rates prescribed for the purpose from time to time.	–	–	–	–
2	Powers to dispense with medical certificate of fitness before appointment to WII's service in individual cases (FR 10)	Full powers in the case of employees for whom Director is the appointing authority.	–	–	–	–
3	Power to suspend a lien. (FR 14)	Full powers provided the Director is authorized to make appointment to the post on which the lien is held.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
4	Power to transfer a lien. (FR 14-B)	Full powers provided that he is authorized to make appointments to both the posts concerned.	–	–	–	–
5	Power to transfer a Govt. servant from one post to another. (FR 15)	Full	–	–	–	–
6	Power to fix the pay and allowances of a WII's employees. (FR 20)	Full powers provided. Director is empowered to make a substantive appointment to the post with reference to which the pay and allowances are to be regulated.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS

Sl. No.	Nature of Power	Extent of Power				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
7	Power to sanction annual increments (FR 24)	To allow normal increments in all cases and crossing of efficiency bar for which Director is appointing authority.	–	Full Powers (excluding himself)	–	–
8	Power to allow an employee to count extra ordinary leave for increments (FR 26)	Full in cases where Director is the appointing authority.	–	Full powers in case of Group B, C & D employees	–	–
9	Power to grant premature increment on a time scale pay (FR 27)	Grant of higher initial pay on initial appointment not exceeding 5 increments in the case of direct recruits only, where Director is appointing authority.	–	–	–	–
10	Power to reduce te pay of an officiating employee (FR 35)	Full powers where he is appointing authority.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
11	Power to sanction the undertaking of work for which an honorarium is offered an the grant or acceptance of an honorarium (FR 46 (b)	Full powers upto a maximum of Rs. 5,000/- per case in a financial year.	–	–	–	–
12	Power to appointment a WII's employees to hold temporary or to officiate in more than one post and to fix the pay of subsidiary posts and the amounts of compensatory Allowance to be drawn.	Full powers if Director is appointing authority for each of the post concerned.	–	–	–	–
13	Power to require a medical certificate of fitness before return from leave. (FR 71)	Full if he empowered to grant leave.	Full if he empowered to grant leave.	Full if he empowered to grant leave.	Full if he empowered to grant leave.	Full if he empowered to grant leave.

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
14	Power to sanction Casual leave.	Full including for himself.	Full powers in respect of HoDs, Librarian and staff working under Dean	Full powers for Group B Officers, Group C & D staff working under him in the administration	Full powers in respect of Faculty members junior to HoDs (In case of Faculty members senior to HoDs, Dean shall be the leave sanctioning authority)	Full powers in respect of Group C & D staff working under him

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
15	Power to sanction Earned leave. (SR 206 & 207)	Full powers to grant leave other than special disability leave, excepting for him-self provided no officiating arrangements are involved in respect of posts which the Director is not competent to fill up. (This includes extra ordinary leave for prosecuting higher studies. The exercise of this power will be subject to observance of all relevant rules of Govt. of India/WII in this regard.	● Upto 15 days in respect of HoDs Upto 30 days in respect of Faculty Members & Librarian. ● Full Powers in respect of Staff (Group C & D) working under him.	● Upto 15 days in respect of Group B officers. ● Full Powers in respect of Staff (Group C & D) working under him.	●Upto 15 days in respect of faculty members junior to HoD (in case of Faculty members senior to HoD, Dean shall be the leave sanctioning authority) ● Full powers in respect of Staff (Group B, C & D) working under him.	● Upto 15 days in respect of staff (Group C & D) working under him.

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
16	Power to extend leave (FR 73)	Full powers provided the original leave was sanctioned by the Director and the employee on his return will be under his administrative control.	To the extent he is empowered to grant leave.	To the extent he is empowered to grant leave.	To the extent he is empowered to grant leave.	To the extent he is empowered to grant leave.
17	Power to sanction transfer to foreign service in India. (FR 110 (e)	Full powers subject to observance of rules and orders issued by Ministry of Finance/Home Affairs.	–	–	–	–
18. (a)	Power to fix pay in foreign service.	Full Powers subject to observance of rules and orders issued by Ministry of Finance/Home Affairs.	–	–	–	–
18. (b)	Grant of Fees & Honorarium (FR 46 (b) (SR 11)	Full powers upto Rs. 5,000/- per person in a financial year	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
19	Power to sanction the undertaking of work for which a fee is offered and the acceptance of a fee (SR 11)	Upto a maximum of Rs. 25000/- in each case except in their own cases for which Governing Body approval is necessary. In the case of recurring fees, the limit would apply to the total amount of recurring payment made to an individual in a year. The approval is subject to conditions under Rule 12 of FRSR	–	–	–	–
20	Power to decide the shortest of two or more routes. (SR 30(b))	Full powers for journeys within their jurisdiction.	–	Full powers excluding himself	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
21	Power to allow mileage allowance to be calculated by a route other than shortest or cheapest. (SR 31)	Full powers	–	Full powers excluding himself	–	–
22. (a)	Power to sanction travel by Air to non officials on WII work entitled to TA as Grade I Officer of Govt. of India. (SR 48 (b) (ii))	Full powers	–	–	–	–
22. (b)	Power to sanction travel by Air in public Air transport companies regularly plying for hire to non entitled Class-I Officers on official duty. (SR 48 (b) (ii)).	Full powers	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
23	Power to sanction of refund of cancellation charges on air ticket. (including himself).	Full powers	–	Full powers excluding himself	–	–
24	Power to prescribe headquarters of the WII's employees. (SR 59)	Full powers	–		–	–
25	Power to define the limits of WII's employees' sphere of duty.	Full powers	–	–	–	–
26	Power to decide whether a particular absence is absence on duty.	Full powers	Full powers for faculty members excluding HoDs.	Full powers for employees of Group B, C & D	–	–
27	Power to restrict the frequency and duration of journeys. (SR 63)	Full powers	Full powers for HoDs & faculty members	Full powers for employees of Group B, C & D	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
28	Power to grant exemption from the rule limiting a halt on tour to 10 days (SR 73).	Full powers to grant daily allowance beyond the first 30 days on continuous absence from headquarters, subject to satisfaction of conditions mentioned in paras (a) & b) to proviso to SR 73. Where the prolonged absence beyond 30 days has the effect of prolonged halt at one and the same place, daily allowance beyond the 30th day should be at half the rates, upto a maximum of 90 days.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
29	Power to allow actual cost of maintaining a camp during a sudden journey away from it. (SR 79).	Full Powers	–	–	–	–
30	Power to prescribe the scale of camp equipment etc., to be carried at WII's expense by a WII's employee allowed to recover the actual cost of the first or last journey of an extensive tour (SR 80)	Full Powers	–	Full powers excluding himself and Dean	–	–
31	Power to permit the recovery of the actual cost conveying camp equipment etc. and to limit the number or weight. (SR 81 (a) & (b))	Full Powers	–	Full powers excluding himself and Dean	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
32	Power to permit recovery of the actual cost of the conveying camp equipment between places connected by road only. (SR 81 (c))	Full Powers	–		–	–
33	Power to permit recovery of the actual cost of maintaining camp equipment during a halt at or near headquarters (SR 91).	Full Powers	–		–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
34	Power to extend the time limit of six months within which the members of the family of WII's employee may be treated as accompanying him in individual cases attendant with special circumstances. (SR 116 (b) (iii))	Full Powers	–	Full powers excluding himself and Dean	–	–
35	Power to sanction TA as for a journey on tour to a Govt. Servant who is required while on leave in India to perform any WII's/public duty at a place other than one where he is spending his leave. (SR 135).	Full powers provided TA may not be granted for a journey while proceeding on leave or while returning from leave.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
36	Power to allow the actual cost of a journey to appear before a medical board, preliminary to voluntary retirement or invalid pension. (SR 160 (b))	Full powers	–	Full powers excluding himself and Dean	–	–
37. (a)	Power to sponsor candidate for short term course and count the period spent on training as duty.	Full subject to conditions laid down in Govt. of India, Ministry of Finance Memo. No. F. (71) Estt. II/60, dated 02.12.60, as modified time to time.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
37. (b)	Power to decide the rates of TA admissible to a WII's employee deputed to undergo a course of training in India. (SR 164)	Full powers subject to the following:- If the period of training does not exceed 90 days in duration & if the pay & allowances of the officer deputed for Training have not been increased to meet the expenses of training, he may be allowed TA & DA at the sliding scale as on Tour viz: 1. First 30 days – Full DA 2. Next 180 days (beyond 30 days & upto 180 days) – Half of full rate 3. Beyond 180 days – Nil	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
38	Power to sanction hire charges when a WII's employee is provided means of locomotion at the expenses of Central/State/Public Sector undertakings etc. but pay all cost of its use or propulsion (SR 183)	Full powers	–	–	–	–
39	Power to declare who should be controlling officers (SR 191).	Full powers provided that the Director may not declare a WII's employee to be his own controlling officer.	–	–	–	–
40	Power to make rules for the guidance of controlling officers. (SR 195 (e)).	Full powers	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
41	Power to waive proviso (a) to SR 209 and to authorize departure from SR 211. (SR 210 &211).	Full powers	–	–	–	–
42	Power to accept a certificate signed by any registered medical practitioner as evidence of the fitness of an employee of non-gazetted status to (SR 213)	Full powers	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
43	Power to grant leave to a WII's employee in respect of whom medical Committee has reported that there is no reasonable prospect that he will ever be fit to return to duty. (SR 233)	Full powers where the Directors are empowered to grant leave.	–	–	–	–
44	Power to grant maternity/paternity leave (SR 267)	Full powers subject to provisions of SR 267.	Full powers for HoDs and Faculty members	Full powers for Group B, C, & D employees	–	–
45	Power to grant hospital leave (SR 269)	Full powers	–	–	–	–
46	Power to permit the calculation of joining time by a route other than that which travelers ordinarily use. (SR 296).	Full powers	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
47	Power to extend joining time on certain condition within a maximum of 30 days. (SR 303)	Full powers	–	–	–	–
48	Countersignature of TA bills.	Full powers for all including self	Full Power in case of Faculty Members excluding HoDs & himself	Full Powers excluding HoDs , himself & Dean	–	–
49	Power to sanction reimbursement of cancellation charges on unused Railway tickets.	Full powers	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
50	Authorising a WII's employee to proceed on duty to any part of India and to sanction tour programme	Full powers	Full Power for faculty members, (based on the recommendation of concerned HoDs, in case of Faculty Member being Junior to HoDs) Librarian & Group C & D staff attached to him.	Full Power for employees of Group B C & D.	Full powers for staff (Group C & D) attached to him.	–
51	Power to make officiating appointment to a vacant post in a vacancy (including those in continuous chain of vacancies) each of one month or more.	Full powers. To be exercised only in very exceptional circumstances and subject to observance of instructions issued by the WII's from time to time.	–	–	–	–

SCHEDULE OF DELEGATION OF ADMINISTRATIVE POWERS						
Sl. No.	**Nature of Power**	**Extent of Power**				
		Director	**Dean**	**Head of Office/ Registrar**	**Heads of Departments in WII**	**Sectional Heads**
52	Power to make adhoc appointment.	Full powers where the Director is appointing authority.	–	–	–	–
53	Disciplinary Powers.	According to Classification, Control & Appeal Rules applicable to Central Government.	–	–	–	–

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
8. (ii)	Other stores i.e. stores required for the working of an establishment, instruments and apparatus.	Full powers	–	–	–
9	Repairs to and removal of machinery and scientific equipment.	Full powers	–	–	–
10	Maintenance of motor vehicle including payment of insurance charges	Full powers	–	Full powers subject to availability of budget sanctioned by the Finance Committee/GB and to the extent approved by the Director, WII	–
11	Staff paid from contingencies.	Full powers	–	–	–

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
12	Purchase of stationery	Full powers	_	Full powers subject to availability of budget sanctioned by the Finance Committee/GB and to the extent approved by the Director, WII	_
13	Purchase of Liveries, Badges for Class III & Class IV staff.	Full powers	_	_do_	_
14	Expenditure on advertisement	Full powers	_	_do_	_
15	Payment of Electricity and water charges, telephone charges, house tax and other taxes payable under the law.	Full powers	_	_do_	_
16	Expenditure on postage and telegrams and commission on Money Orders, Bank Drafts.	Full powers	_	_	_

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
17	Power to sanction subsidy as financial assistance to Departmental Canteens.	Full powers	_	_	_
18	Incurring of expenditure	Full powers	_	_	_
19	Condemnation of Typewriters and other stores.	Full powers	_	_	_
20	Freight and Demurrage/Wharfage charges.	Full powers	_	Rs. 10000.00 in each case	_
21	Write_off stores (other than motor vehicles/motor cycle).	Full powers			_
22	Power to write_off irrecoverable losses of stores/public money including loss of stamps.	(i) Rs. 25000.00 for loss of stores not due to theft, fraud or negligence. Subject to follow the conditions as mentioned in scheduled VII of DFPR.	_	_	_

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
		(ii) Rs. 5000.00 for other cases. Subject to follow the conditions as mentioned in scheduled VII of DFPR.	_	_	_
23	Advance payment against suppliers.	Full powers	_	_	_
24	Powers of incurring contingent expenditure not specifically covered under any of the sub_items mentioned herein.	**Recurring**	_	_	_
		Rs. 5000.00 per annum in each case.	_	_	_
		Non_recurring	_	_	_
		Rs. 20000.00 per annum in each case.	_	_	_
	(i) Bicycle	Full powers	_	_	
	(ii) Conveyance hire	To the extent out line in column 4 against item 3 or Schedule V or DFE Rules 1958 (item 3 of Annexure to Schedule V DFPR 1958).	–	Full powers for requirement of conveyance for general administrative use(except for individual use) subject to allocation of budget by the Director, WII within the overall ceiling of funds in this head.	_

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
	(iii) Repairs and alterations to hired and requisitioned buildings.	Rs. 50000.00 per annum recurring. Subject to follow the conditions at column 03 at S.No 12 of Annexure to Schedule V of DFPR.	_	Rs. 25000.00 per annum recurring. Subject to follow the conditions at column 03 at S.No 12 of Annexure to Schedule V of DFPR.	_
	(iv) Indents, contracts & Purchases.	Full powers	_	_	_
	(v) Miscellaneous expenditure	Recurring Rs. 25000.00 per year Non_recurring Rs. 50000.00 per year.	_	_	_
25	Alteration of date of birth in respect of Non_Gazetted staff.	Full powers in case of bonafide clerical error.	_	_	_
26	Powers to relax the age limit for initial appointment to posts for which the Director is the appointing authority (Section_I, Appendix 2 of FR and SR Vol. II)	Full powers. Subject to approval of the Governing Body.	_	_	_

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
27	Investigation of arrear claim.	Upto six year of its becoming due. Full powers. May be exercised subject to provision of GFR and orders of Government of India.	–	–	–
28	To execute contracts Deeds and other instruments for and on behalf of the Governing Body, WII	Full powers, subject to approval of Governing Body.	–	–	–
29	Form of surety bond to be T TR TS F 88 b T _ TTb handling cash/stores etc. acceptance thereof.	Full powers as laid down in Central Govt. rules.	–	–	–
30	Grant of Advances for purchase of conveyance	Full powers (including himself) subject to approval of the Governing Body.	–	–	–
31	Grant of advance of Pay & TA on Transfer	Full powers	–	Full powers (except for himself)	–

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
32	Grant of advance for purchase of warm clothing and table fan.	Full powers	–	Full powers	–
33	Grant of advance in connection with tour.	Full powers	–	Full powers to the extent HOO is empowered to sanction tours (except for himself) based on the recommendations through finance section	–
34	Grant of advance in connection with leave travel concession.	Full powers	–	Full powers	–
35	Grant of advances in connection with festival.	Full powers	–	Full powers (except for himself)	–
36	Grant of advances in connection with natural calamities.	Full powers	–	–	–
37	Advances in connection with P b b WRWF 88 b bP party.	Full powers	–	–	–

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
38	Advances to Govt. servants for departmental expenses.	To the extent Director is competent to sanction expenditure for the purpose.	–	–	–
39	Grant of Temporary advances including special advances from Provident Fund.	Full powers	–	As per GPF Rules (except for himself)	–
40	Grant of advance in lieu of leave salary.	Full powers	–	Full powers (except for himself)	–
41	Grant of House Building Advances.	Full powers	–	–	–
42	Final withdrawal including part final withdrawals from Provident Fund.	Full powers	–	–	–
43	BP R _T b UF 88 b employees.	Full powers, where Director is appointing authority.	–	–	–

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
44	Grant of Overtime Allowance.	Full powers	_	Full powers provided the deployment is done by the competent authority as prescribed in Annexure_I to Office Order No. A/2_18/86_WII dated 04th May 2005	_
45	BP R F 88 b5T bW_b subject to rules in force.	Full powers	_		_
46	Sanction of Forest Advances to PI of the project in connection with the project work.	Full powers	_	Rs. 2.00 Lakh in each case based on the recommendations through finance section. Suubject to provision in the project.	_
47	Sanction of Research Grant.	Full powers			_

SCHEDULE OF DELEGATION OF FINANCIAL POWERS					
SL. NO.	**NATURE OF POWER**	**EXTENT OF POWER**			
		DIRECTOR	**DEAN**	**HEAD OF OFFICE/ REGISTRAR**	**FIN OFFR**
48	Drawal of Pay & Allowances for the regular staff, CDLs, contractual employees and researchers/technical assistants	Full powers	–	–	Full powers as per rules
49	Reimbursement of Medical expenses to all the eligible employees from the approved medical practitioners as per rules of WII.	Full powers	–	Full powers as per rules	Full powers as per rules
50	To accord administrative approval and expenditure sanction for individual civil works (Departmental)	Residential Rs. 500000.00	–	–	–
		Non Residential Rs. 1000000.00	–	–	–
51	Fencing, Plantation, Animal enclosure, other fencing, hides, Machan etc.	Up to Rs. 200000.00	–	–	–

SCHEDULE OF DELEGATION OF FINANCIAL POWERS

SL. NO.	NATURE OF POWER	EXTENT OF POWER