

National Institute of Open Schooling
A-24/25, Institutional Area, Sector -62, Noida

F-62-313 /2021/NIOS/Fin./80th EB

2nd December. 2021

OFFICE ORDER - 581/2021

In pursuance of the recommendations of the Finance Committee in its 69th meeting held on 8th October 2021 and subsequent approval of Executive Board of NIOS in its 80th meeting held on 27th October 2021, the Delegation of Financial Powers to Chairperson, Heads of Department and other Officers of NIOS have been revised with immediate effect as per **Annexure –‘A’**.

This issues with the approval of the Competent Authority.


(Anil Kumar)
Accounts Officer

Distribution

1. Secretary, NIOS
2. All Heads of Department, NIOS
3. PA (CPO) for kind information of Chairperson, NIOS
4. All Regional Directors, Regional Centres, NIOS
5. SAP for uploading on the Website of NIOS
6. Assistant Director (Audit), NIOS
7. Guard File

*Delegation of Financial Powers to
Chairperson, Heads of
Departments
and other Officers of NIOS*

(Revised as on 02.12.2021)



NATIONAL INSTITUTE OF OPEN SCHOOLING
(An Autonomous Institution under Department of S.E. & L, MoE, Govt. of India)
A-24/25, Institutional Area, Sector-62, Noida – 201 309

Delegation of Financial Powers to Chairperson, Heads of Departments and other officers of NIOS

General Rules:

1. The Executive Board in exercise of the powers vested in it under Rule 10(f) of Memorandum of Association of NOSS can delegate financial powers to Chairman, Heads of Division and other officers of the NIOS. The powers delegated are included in the Schedules annexed hereto. The powers delegated under these rules shall be exercised in conformity with the norms and scales, general special orders, directions and conditions laid down by Executive Board or which may be issued as prescribed by the Competent Authority.

These will be subject to following conditions:-

- (i) Every officer is expected to exercise the same vigilance in respect of expenditure incurred from NIOS moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (ii) The expenditure should not prima facie more than the occasion demand.
- (iii) No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- (iv) Expenditure from NIOS moneys should not be incurred for the benefit of a particular person or a section of the people, unless -
 - a) a claim for the amount could be enforced in a Court of Law or
 - b) the expenditure is in pursuance of a recognized policy or custom.
- (v) No expenditure shall be incurred from the NIOS revenues except on legitimate objects of expenditure without the sanction of the Competent Authority.
- (vi) Budget provision is a prerequisite for incurring expenditure in the financial year.
- (vii) All purchases shall be made through the Central Purchase Unit of NIOS Hqrs. except those delegated to the Heads of Regional Centres / other in their specific areas.
- (viii) The procurement of goods and services shall be made from GeM portal. In case the particular item or service is not available on GeM portal then procurement may be done following GFR.
- (ix) Notwithstanding the above provision in the event of requirement being emergent in nature which could not be anticipated the procurement could be made by adopting the procedure specified in the GFR for local purchases subject to the financial limits therein.

- (x) All proposals **exceeding** the powers delegated to HODs/ other officers shall be pre-checked by the Head of Accounts Division before submitting the proposals to the Chairperson for approval.
 - (xi) The proposal for requirement should not be split to avoid sanction of higher authorities.
2. Notwithstanding these delegations, in cases where adequate competition does not exist or emergent purchases are to be made or expenditure is to be incurred, concurrence of Head of Accounts Division will be necessary.
 3. Contingent or other expenditure involving departure from any general orders issued by Government of India or made by the Executive Board, shall not be incurred or any liability undertaken in connection therewith without prior sanction of Executive Board.
 4. The Accounts Officer shall be designated Drawing & Disbursing Officer and in his absence Dy. Director (Accounts) / Dy. Director (Administration) or any other officer of equivalent or higher level so authorized will perform his duties as directed by the competent authority. In the Regional Centres the Regional Director will act as Drawing & Disbursing Officer.
 5. Powers to write off losses :-
 1. The value of stores shall be the book value where priced accounts are maintained and not replacement value.
 2. The powers to write off losses are to be exercised in consultation with Accounts Division.
 3. Value in each case is to be reckoned with reference to the total value of stores to be written off on one occasion.
 6. Where the powers are to be exercised by the Chairperson in excess of the powers delegated, such powers shall be exercised with the approval of Executive Board and when EB is not likely to meet shortly the powers may be exercised by the Chairman and action reported to the EB for ratification.
 7. In respect of items where no specific delegation has been made Chairperson will exercise the powers of Head of Department in Ministry, as given Government of India Delegation of Powers Rules.
 - 8 .Explanation:
 - 8.1 Powers delegated to a lower authority can be exercised by a superior authority within that division.
 - 8.2 “Per annum in each case” in respect of recurring expenditure means each type of expenditure. To illustrate in respect of repair up to Rs. 1000/- per annum in each case would mean incurring of expenditure on repairs on any number of occasions for that item during the year subject to the limit of Rs. 1000/- for that year.
 - 8.3 “Each case” in respect of non recurring contingent expenditure means on each

occasion. If on a particular occasion numbers of articles of furniture are to be purchased, the powers of the sanctioning authority shall be reckoned with reference to the total value of articles of furniture to be purchased on that occasion and not with reference to individual articles like table, chairs etc.

8.4 If an Administrative Approval (AA) is granted on a proposal by Competent Authority i.e Chairperson/Secretary/HoD/ any other officer, Expenditure Sanction (ES) may be accorded by JD/DD/AD or Chairperson may specifically authorize an officer not below the level of Assistant Director for approval of such expenditure. It is however clarified that administrative approval will be obtained for specific amount and in the name of specific party/agency.

Statement showing Delegation of financial Powers to the various Officials in NIOS

Schedule 1 A. FIXED ASSETS

S.N	Item of Expenditure	Chairperson	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
1	Library Books	Full powers	Upto Rs. 40000/-	Director (Acad/ Voc.) Full powers	Upto Rs20000/- in each case	Upto Rs. 20000/- p.a	Expenditure more than Rs. 2,00,000/- will be approved by Chairperson, NIOS
2	Furniture & Fixture (including purchase of Tables, Chairs, Sofa, fans, heater, coolers, Air conditioners etc.)	Full powers	Upto Rs.2,00,000/- in each case	Upto Rs50,000/- in each case	Upto Rs. 20,000/- in each case	Upto Rs 50,000/- in each case	Subject to such conditions and scales as may be prescribed from time to time and following the procedure laid down for purchase of stores in GFR 2017 and its further amendment and availability of budget provision
3	Stores and equipments for Hqrs./RC/SRC's such as TV & office/ Media / Training equipments satellite receivers etc.	Full Power	Rs. 2,00,000/- in each case	-----	Upto Rs. 20,000/- in each case	Upto Rs 50,000/- in each case	-----
4	(i) Motor Vehicles Purchase of Motor Vehicles (ii) Condemnations of Motor Vehicles	Full power Full power	----- -----	----- -----	----- -----	----- -----	For augmentations of staff cars approval of EB will be necessary Subject to the observance of the conditions laid down by the E.B
5	Indents contracts and purchase of stores Office equipment including intercom equipments, photocopier, franking machines, filing and index system etc.	Full power	Upto Rs. 2,00,000/- in each case	-----	Upto Rs. 20,000/- in each case	Upto Rs. 50,000/- in each case	As far as possible purchase of stores should be made through GEM and observance of the rules for supply of stores laid down in GFRs / Purchase procedure
6	Purchase of Computer, printers and other computer hardware and software etc.	Full power	Upto Rs. 2,00,000/- in each case	Upto Rs. 1,00,000/- in each case	Upto Rs. 20,000/- in each case	Upto Rs. 1,00,000/- in each case	Subject to observance of GFR 2017

7.	New Construction of Building	Full Power	Upto Rs. 2,00,000/- in each case	-----	-----	-----	
8.	Extension, modification, alteration and renovation of building	Full Power	Upto Rs. 2,00,000/- in each case	-----	-----	-----	

B. REVENUE EXPENDITURE

S.N	Item of Expenditure	Chairperson	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
1.	Advertisement	Full powers	Full Powers where advt. have been approved by Chairman. Upto Rs. 1,00,000/- in Other cases	-----	-----	Upto Rs. 1,00,000/- in each case subject to the matter of advt. approved by the Chairman Rs. 20,000/- in other cases.	-----
2.	Books/Journals/ Academic Periodicals/ Newspapers	Full powers	Upto Rs.20,000/- in each case	Director (Acad./ Voc.) Full powers	Upto Rs.10000/- in each case	Upto Rs.20000/- p.a	Expenditure more than Rs. 1,00,000/- will be approved by Chairperson, NIOS
2a	Reimbursement of the expenses of newspapers and periodicals to entitled officers at their residence	Full powers	Full powers	-----	Full powers	Full powers	Subject to limit prescribed time to time.
3.	Local Conveyance Charges i) Reimbursement of conveyance charges ii)Hiring of Taxies & other modes of conveyance	Full powers Full powers	Full powers Full powers	Upto Rs. 3000/- p.m. per individual Full powers	Upto Rs. 2000/- p.m. per individual Upto Rs. 50000/- p.m. for hiring of taxi	Upto Rs. 2000/- p.m. per individual Upto Rs. 50000/- p.m. for hiring of taxi	Approval will be made after Verification of the journey. The booking and processing of bills will be done centrally by Administration Department

4.	Electricity and Water charges	Full powers	Full powers	-----	Full Powers	Full Powers	Subject to Budget provision.
5.	(i) Freight charges	Full powers	Full powers	-----	-----	Upto Rs. 20000/- in each case	-----
	(ii) Demurrage charges	Full powers	Full powers	-----	-----	Upto Rs. 20000/- in each case	-----
6	Motor Vehicle i) Repairs & Maintenance	Full Powers	Upto Rs. 1,00,000/- in each case	-----	Upto Rs.50,000/- in each case	----- -	The controlling officer of staff car shall certify on each contingent bill for purchase of POL that (a) he has scrutinized the log book of the vehicle and satisfied himself that no non-duty journeys have been performed in accordance with staff car Rules (b) the quantity of POL purchased has been entered in the log book of respective staff car. In respect of Maintenance repair of staff a certificate on the contingent bill will be recorded that the purchase /repair was essential and a record of replacements/ repair indicating the cost and date of repair and spare parts purchased has been properly kept.
	ii) Petrol oil & lubricant	Full Powers	Full Powers	-----	Rs. 50,000/- in each case	----- -	
7	Postal charges and emergent courier charges	Full powers	Full powers	-----	Full powers	Full powers	-----

8:	Printing & binding etc.	Full Powers	Full Powers in respect of empanelled printers at approved rates. Upto Rs. 2,00,000/- in other cases	-----	Publication Officer Upto Rs. 30,000/- in each case.	Upto Rs. 20000/- in each case	Subject to the condition the Empanelment being recommended and tenders evaluated by Publication Advisory Committee
9.	Staff paid from contingencies	Full powers	Full Powers	-----	-----	Full powers subject to approval from Secy/CM, NIOS	This power is subject to the Instructions issued by Govt. of India from time to time for engagement of casual labour.
10.	Stationery Stores	Full Powers	Upto Rs.2,00,000/-	Upto Rs.50,000/- in each case	Upto Rs.50,000/- in each case	Upto Rs.50,000/- in each case	Subject to observance of GFR
11.	Repair, Hiring & Maintenance of the equipments	Full Power	Full Power	-----	Upto Rs.40,000/- in each case	Upto Rs. 40,000/- in each case	-----
12.	i) Stationery, peripherals, floppy disk, etc.	Full powers	Upto Rs.2,00,000/- in each case	-----	Upto Rs.25,000/- in each case	Upto Rs.25,000/- in each case	-----
	ii) Maintenance of Computer hardware including AMC payment	Full powers	Upto Rs.2,00,000/- in each case	-----	Upto Rs.25,000/- in each case	Upto Rs.25,000/- in each case	-----
	iii) Software packages/ engagement of outside agencies for specified jobs	Full powers	Upto Rs.2,00,000/- in each case	Upto Rs.2,00,000/- in each case	Upto Rs.25,000/- in each case SAP Rs.25,000/- in each case. Subject to the non-availability in store and in emergent cases.	Upto Rs.25,000/- in each case	-----
13.	Telephone and Internet Charges						
	i) Installation	Full powers	Upto Rs. 20000/- in each case	-----	-----	Upto Rs. 10000/- in each case	-----
	ii) Maintenance	Full powers	Full powers	-----	Full Powers	Full powers	-----

14:	Reimbursement of bills for residential telephones expenses to entitled officers subject to limit prescribed time to time	Full Powers	Full Powers	-----	Full Powers	Full powers including RD	Reimbursement shall be made at central place for Headquarters officers
14a	Expenditure on entertainment i) Conference, workshop, Orientation Programme, seminars etc. ii) Entertainment at official meeting	Full powers Full powers	Upto Rs. 200000/- per programme subject to approval of programme by CM, NIOS Upto Rs. 5000/- in each case subject to prescribed limit from time to time	Upto Rs. 200000/- per programme subject to approval of programme by CM, NIOS Upto Rs. 5000/- in each case subject to prescribed limit from time to time	----- Upto Rs. 2000/- in each case subject to prescribed limit from time to time (it includes PO,SAP,DDO etc.)	Upto Rs. 50000/- per programme subject to prescribed limit per head from time to time Upto Rs. 4000/- per month	Expenditure shall be incurred in accordance with the norms prescribed by Executive Board on the programmes approved by the concerned Advisory Committee /Chairperson & the name/panel approved by the Chairperson
15 (a) (i)	Evaluations Activities Setting of question paper (Payment to paper setter /moderators / Translators)	Full Power	-----	Director (Evaluation) Full Power	-----	-----	Subject to rates approved by Chairperson
(ii)	Printing of question paper booklets	Full power	-----	Director (Evaluation) Full Power	-----	-----	Subject to the firms selected are from the panel and rates approved by Chairperson
(b)	Advance and Payment to Exam Centres including payment to exam Centre Supdt., Invigilators and other related activities for conduct of exam .	Full Powers	Full Powers	Director (Evaluation) Full Powers	-----	Full Powers subject to budget provision	Subject to the observance of rates fixed by EB.
(c)	Sanction of Centre Advance and final settlement	Full powers	Full powers	Director (Evaluation) Full Powers	-----	Full Powers subject to budget provision	Subject to the observance of rates fixed by EB.
(d)	Settlement & Release of Advance adjustment	Full powers	Full powers	Director (Evaluation) Full Powers	-----	Full Powers subject to budget provision	Subject to the observance of rates fixed by EB.
(e)	Payment to Nodal Officers/Observers/ Flying Squad and other related activities for conduct of examination including CCTV charges	Full powers	Full Powers	Director (Evaluation) Full Powers	-----	Full Powers subject to budget provision	As per panel approved by Director (Evaluation).

(f)	Secrecy work and Evaluation activities. Hiring of agencies for secrecy work including generation of secrecy codes, data punching, scanning of flyers and other related activities. Scanning and procurement of any other exam material	Full powers	Full Powers	Director (Evaluation) Full Powers	-----	Full powers	As per panel approved by Director (Evaluation) on approved rates and availability of budget provision.
(g) (i)	Result Processing including procurement of answer books, OMR sheets, Labels and stickers and other confidential related material including computer stationery and other processing material	Full powers	-----	Director (Evaluation) Full Powers	-----	-----	Subject to the firms selected and rates approved by Chairperson
(g) (ii)	Printing and supply of Mark sheets and other certificates and other exam related documents/material.	Full powers	-----	Director (Evaluation) Full Powers	-----	-----	Subject to the firms selected and rates approved by Chairperson
(h)	Postage (exam related work), delivery of exam material like Ans. Books to Exam Centre, dispatch of certificates, payment of service charges to Postal department and courier charges and other postage charges for all exam activities.	Full powers	Full Powers	Director (Evaluation) Full Powers	-----	Full powers	Subject to budget provision
(i)	Hiring of Vehicle (for all examination related work) and deputing officials for various examination activities	Full powers	Full Powers	Director (Evaluation) Full Powers	-----	Full powers subject to budget provision	Subject to budget provision
(j)	Exam/Evaluation Deptt. related contingent expenses (recurring and non-recurring)	Full powers	Full Powers	Director (Evaluation) Upto Rs. 50,000/- in each case.	-----	Upto Rs. 10,000/- in each case	Subject to budget provision
(k)	Organizing meetings related to Evaluation work	Full powers	Full Powers	Director (Evaluation) Upto Rs. 1,00,000/- in each case.	-----	Upto Rs. 20,000/- in each case	Subject to budget provision

(f)	Data Punching work related to Admission & Examination	Full powers	Full Powers	<u>Director (Evaluation/SSS)</u> Full Powers	-----	Full powers, the agency will be selected after following due procedure of GFR and approved by competent authority.	Subject to budget provision
(m)	Tutor Mark Assignments	Full powers	Full Powers	<u>Director (Acad.)/(SSS)</u> Full Powers	-----	Full powers on approved rates	Subject to payments being regulated at the rates approved by EB
(n)	Honorarium to resource person invited to give lectures i) Course lectures ii) Extension lectures	Full powers Full powers	Full powers Full powers	Full powers Full powers	----- -----	Rs. 5,000/- and Full powers for release of payment for approved programme & subject to budget provision.	At the rates approved by EB & programme approved by Chairperson.
16.(i)	<u>Academic Activities</u> Payment to lesson writers, editors, translators, copy writer / editor and proof reader for self learning material and other activities etc. related to department	Full power	-----	<u>Director (Academic)/ Vocational</u> Full powers	<u>Joint Director (Media)</u> Upto Rs. 50,000/- in each case	Full powers for release of payment for approved programme and subject to budget provision	Expenditure shall be incurred at the rates prescribed by Executive Board and the members are from the panel approved by Chairperson and Expenditure more than Rs. 2,00,000/- will be approved by Chairperson, NIOS.
(ii)	Payment to type writing / data processing work, graphic designing, data analysis / data entry, cover designing, figures, illustrations, animation pictures for self learning material and other documents	Full power	-----	<u>Director (Academic)/ Vocational</u> Full powers		Full powers for release of payment for approved programme and subject to budget provision	Expenditure shall be incurred at the rates prescribed by Executive Board and the members are from the panel approved by Chairperson and Expenditure more than Rs. 2,00,000/- will be approved by Chairperson, NIOS
(iii)	Payment to script writers, script reviewer, presenter, graphic design, animation etc. for media activities	Full power	-----	<u>Director (Academic)/ Vocational</u> Full powers	<u>Jt. Director (Media)</u> Upto Rs. 50,000/-		Expenditure shall be incurred at the rates prescribed by Executive Board and the members are from the panel approved by Chairperson and Expenditure more than Rs. 2,00,000/- will be approved by Chairperson, NIOS.

(iv)	Payment for development of question banks for ODES	Full power	-----	<u>Director (Academic)/ Vocational</u> Upto Rs. 50,000/-			Expenditure shall be incurred at the prescribed rates
(v)	Meetings/ workshops/ orientation programmes related to academic/ vocational/ SSS/ Evaluation	Full power	-----	Upto Rs. 50,000/-		Full powers for release of payment for approved programme and subject to budget	
(vi)	Payment of registration fee and TA/ DA for attending conference/ workshop/ seminar	Full power	Full power	Full power*			*Expenditure more than Rs. 2,00,000/- will be approved by Chairperson, NIOS
(vii)	Payment for development of Tutor Marked Assignment / Other assignments	Full power	-----	<u>Director (Academic)/ Vocational</u> Full powers			Expenditure shall be incurred at the prescribed rates
(viii)	Payment related to any project funded by other organizations approved by the Chairman	Full power	-----	<u>Director (Academic)/ Vocational</u> Upto Rs. 1,00,000/-			Payment will be made as per norms prescribed by the funding organization..
17.	Fees to Counsellors / Academic Facilitators	Full powers	Full powers	<u>Director (SSS)</u> Full powers	-----	Full powers as per panel approved by Director (SSS)	At the rates & instructions issued by HQ. from time to time
18.	Uniforms and Liveries to staff	-----	-----	-----	-----	-----	Abolished by Government of India
19.	Contingent expenditure other than expenditure on items specified in this schedule	Recurring Rs. 2,00,000/- p.a in each case Non-recurring Full powers	Recurring Rs. 1,00,000/- p.a in each case Non-recurring Rs. 2,00,000/- p.a in each case	Recurring Rs. 10,000/- p.a in each case Non-recurring Rs.20,000/- p.a in each case	Recurring Rs. 20,000/- p.a in each case Non-recurring Rs.20,000/- p.a in each case (Includes DDO)	Recurring Rs. 20,000/- p.a in each case Non-recurring Rs. 30,000/- p.a in each case	The powers are to be exercised to meet all expenditure on items relating to their Deptt./relating to their field of work after following the prescribed procedure.
20.	Payment of TA/DA etc. to participants in seminars/workshops/ meeting	Full powers	Full powers	Full powers	-----	Full powers	Subject to programme approved by the Competent Authority and approved budget provision

21.	Remuneration in connection with longer contact programme, TA, Hiring of Halls, local conveyance etc.	Full powers	Full powers	Full powers	-----	Full powers	Subject to programme approved by the Competent Authority and approved on budget provision
22.	Remuneration for evaluation of assignments	Full powers	Full powers	Director (Eval.) Full powers	-----	Full powers subject to evaluators is approved by the Competent Authority and as rates approved by EB from time to time for different courses	-----
23.	Refund of Programme fee of in-eligible applicants	Full powers	Full powers	-----	-----	-----	-----
24.	LTC Advance	Full powers	Full powers	-----	-----	-----	-----
25.	Transfer TA Advance	Full powers	Full powers	-----	-----	-----	-----
26.	Advance in official Tour	Full powers	Full powers	Full powers related to their Deptt.	-----	-----	Subject to adjustment of earlier advance
27.	Festival Advance						Abolished
28.	LTC Final Bills	Full powers	Full powers	-----	-----	-----	-----
29.	Tour TA Bills	Full powers	Full powers *	Full powers related to their Deptt.*	-----	-----	* Subject to entitlement to the approved Airlines.
30.	Cycle Advance						Abolished
31.	Table Fan Advance						Abolished
32.	Indoor/Outdoor Medical Bills	Full powers	Full powers	-----	Full powers for Outdoor treatment Subject to entitlement.	-----	-----
33.	Education allowances	Full powers	Full powers	-----	Full powers	-----	Subject to norms prescribed time to time
34.	Advance	Full powers	Full powers	Full powers	-----	-----	Subject to adjustment of earlier advance

35.	Refund of fees / multiple payments to students	Full powers	Full powers	<u>Director (SSS)/ Evaluation</u> Full powers	-----	-----	-----
36.	Appropriation & Re-appropriation of funds from one head to another	Full power	-----	-----	-----	-----	No expenditure on fresh items i.e items not originally included in the budget shall be incurred subject to the re-appropriations being ratified by Finance Committee.
37.	Hiring of Gen. set for Examination period including POL	Full power	Full power	-----	-----	Upto Rs. 25000/- in each case & subject to budget provision	For exam related activities
38.	Insurance for Building and equipment	Full power	Full power	-----	-----	-----	-----
39.	Legal Charges /Audit fees	Full power	Full power	-----	Upto Rs. 30,000/- on approved rates	-----	Subject to the observance of the rates prescribed by the competent authority
40.	Municipal rates and taxes including water charges, land rent, property tax	Full power	Full power	-----	Full power	Full power	Restricted to buildings / land the acquisition of which on rent/ lease rent has been approved by the Chairperson.
41.	Petty works and Repairs	Full power	Upto Rs. 2,00,000/- in each case for ordinary repairs	-----	Upto Rs. 40,000/- in each case	Upto Rs. 40,000/- in each case	Full Powers for Ordinary repairs .For special repairs and alterations to hired building the Powers shall be as under: (a) Rs.20,000/- in each case for recurring expenses (b)Rs.50,000/-per annum for non recurring

42	Hiring of Building on Rent	Full power	Full power	-----	-----	-----	All cases involving rental of Rs. 50.00 lakh per annum and above will reported to the Executive Board. No building will be Hired unless (i) the area is within the scales of accommodation authorized, (ii) the lease will not initially exceed 5 years in each case, (iii) reasonableness of rent has been certified by a committee constituted by the Chairperson, NIOS
(a)							
(b)	Payment of Rent	Full power	Full power	-----	Full Powers for payment of rent of building already hired as per lease agreement with the approval of Chairman	Full Powers for payment of rent of building already hired as per lease agreement with the approval of Chairman	
43.	Maintenance contracts for sweeping , cleanliness, Security Guards / Horticulture / Manpower etc.	Full power	Full power	-----	Full powers if contract is approved	i)Full power if requirement is only for one Security Guard round the clock and two sweepers ii) In other cases after approval of number of Security Guard / sweeper from Secretary, NIOS Full power	Subject to fulfilling of all legal & statutory requirements by Regional Director
44.	Indents contracts and purchase of stores Stores required for working of NIOS except specified stores for media /computer division	Full power	Upto Rs. 2,00,000/- in each case	-----	Upto Rs. 50,000/- in each case	Upto Rs. 25,000/- in each case	As far as possible purchase of stores should be made through GeM and observance of the rules for supply of stores laid down in GFRs /Purchase procedure.
45.	Maintenance & Hiring of Computers	Full power	Full powers in respect of AMC approved by the Chairman and Rs. 2,50,000/- in each case in other cases	-----	Upto Rs. 25,000/- in each case SAP Rs. 25,000/- in each case	Upto Rs. 25,000/- in each case	Subject to observance of GFR 2017
46.	Purchase of printing paper, Art Card,	Full Power	Upto Rs. 5,00,000/-	-----	-----	-----	Subject to observance of GFR 2017

47.	Refund of Earnest money / Security deposit	Full power	Full power	-----	Full Power	Full Power for their concerned region.	-----
48.	Hiring of consultant for under taking specific task and fixations of consultancy fee	Full power	Full power for payment only	-----	-----	-----	Subject to the norm prescribed by FC/EB
49.	Packing , transportation and distribution of study materials to AIs,	Full power	Full power	-----	Upto Rs. 50,000/- in each case	Upto Rs. 50,000/- in each case	-----
50.	Payments to Accredited Institutions towards personal contact programmers	Full power	Full power	Director (SSS) Full Power after following laid down conditions & procedure for release of payment	-----	Full Power After following laid down conditions & procedure for release of	Subject to the rates and conditions prescribed by Executive Board
51	Repair and maintenance of office equipments , Air conditioners , Furniture, D.G. Set etc.	Full power	Full power in respect of AMC contracts where rates have been approved by the Chairman and in other cases upto Rs. 500000/- in each case	-----	Upto Rs. 50,000/- in each case	Upto Rs. 50,000/- in each case	-----
52	Assignment of studies / research /evaluations approved by the Chairman	Upto Rs. 10,00,000/- at a time	-----	Director (Acad.) Upto Rs.2,00,000/-	-----	-----	-----
53	Write –off of Losses Power to write –off i) Irrecoverable losses of store orr of NIOS money	Full power for losses of stores not due to theft, fraud or negligence Rs 5,00,000/- in other cases	Rs. 5,00,000/- for losses of stores not due to theft, fraud or negligence Rs. 1,00,000/- in other cases	-----	-----	-----	Subject to the observance of Provisions contained in GFR
54 (a)	Deficiencies and depreciations in the value of stores included in the stock and other accounts	Full power	Full power	-----	-----	-----	Subject to the observance of the provisions in GFR
(b)	Declaration of stores as obsolete, surplus or unserviceable	Full power	Full power	-----	-----	-----	

55	Declaration of officer as Head of office as defined in GFRs	Full powers	-----	-----	-----	-----	Subject to the condition that only officers of the level of Dy. Director connected with Administration /Regional Centres can be declared as Head of the office.
56.	Pay and allowances, Retirement benefits, Pension etc. in respect of regular staff	Full power	Full power	-----	DDO Full power	-----	
57.	Monthly remuneration to contractual staff/ daily wage staff / per diem staff	Full power	Full power	-----	DDO Full power	Full power	Subject to engagement of staff done by the competent authority
57	GPF and interest bearing advances	Full power	Full power	-----	-----	-----	
58(i).	Capacity Building Cell Honorarium and TA/DA to experts	Full power	Full power	-----	Jt. Director (CBC) Upto Rs. 20,000/=	-----	
(ii)	Tea/snacks, lunch during the programme	Full power	Full power	-----	Jt. Director (CBC) Upto Rs. 20,000/=	-----	
(iii)	Stationery, banners, hiring of equipments etc.	Full power	Full power	-----	Jt. Director (CBC) Upto Rs. 20,000/=		
(iv)	Expenditure on conduct of SWAYAM @school workshop at various schools, study centres, institutions etc. and any other expenditure including live and recording of videos	Full power	Full power	Director (Acad.)/(Voc.) Full Power	Jt. Director (CBC) Upto Rs. 20,000/=		Expenditure will be made as per SWAYAM norms.
59	Release of quarterly budget to Regional Centres	Full power	Full power	-----			Subject to annual budget of Regional Centres included in BE and approved by the competent authority