

## SEC.4. (1) (b) (ii) The powers and duties of its officers and employees

**Delegation of Administrative powers approved by the Textiles Committee  
in its 108<sup>th</sup> meeting held on 26<sup>th</sup> June, 2012  
(Under Section 14 of Textiles Committee Act, 1963)**

S.No.	Nature of Power	Authority to which delegated	Extent of power delegated
1.	<b>Casual Leave and Restricted Holiday</b>		
	For Secretary	Chairman or Vice Chairman	Full Powers
	For Directors and RO In-Charge irrespective of Group	Secretary	Full Powers
	For Officers & Ministerial Staff at HQrs.	Respective HOD	Full Powers
	For Officers & Ministerial Staff at Regional Offices	Respective RO In-Charge	Full Powers
1.1.	<b>Earned Leave</b>		
	For Secretary	Chairman or Vice Chairman	Full Powers
	All officers drawing Grade Pay of Rs.5400/- and above	Secretary	Full Powers
	For all other group officials drawing Grade Pay below Rs.5400/-	Respective HODs	Full Powers
1.2.	<b>Half Pay Leave / Commuted Leave / Study Leave / Extra Ordinary Leave</b>		
	For Secretary	Chairman or Vice Chairman	Full Powers
	For other group officials	Secretary	Full Powers
1.3.	<b>Disability Leave</b>		
	For Secretary, Directors and Joint Directors	Chairman or Vice Chairman	Full Powers
	For all other group officials	Secretary	Full Powers
1.4.	<b>Maternity Leave / Paternity Leave / Child Care Leave</b>		
	For Secretary	Chairman or Vice Chairman	Full Powers
	For all other group officials	Secretary	Full Powers
2.	<b>Tuition Fee / LTC advance / Encashment of Leave with LTC / All kind of Advances etc and Agreement signing thereof –</b> For all group officials	Secretary	Full Powers
3.	<b>Acceptance of Declarations viz; Hometown, Dependents, Nominations, etc. –</b> For all group officials	Secretary	Full Powers
4.	<b>Permission of Study / Course, NOC for passport, visa, forwarding of applications for outside posts, etc.-</b> For all group officials	Secretary	Full Powers in respect of the officials upto the rank of Joint Director
		Chairman or Vice Chairman	Full Powers in respect of the officials above the rank of Joint Directors

S.No.	Nature of Power	Authority to which delegated	Extent of power delegated
5.	<b>Signing of Pension Orders –</b> For all group officials	Secretary	Full Powers
6.	<b>Acceptance of Resignation –</b> All employees of the Committee	Respective Appointing Authority	<b>Full Powers</b> However, in respect of Directors and Group “A” officials, the Member Secretary will forward the applications to Vice Chairman and Main Committee for approval.
7.	<b>Signing, Appointment / Promotion Orders –</b> For all group officials	Secretary	Full Powers
8.	<b>Increment, Pay Fixation on Promotion &amp; MACP –</b> For all group officials	Secretary	Full Powers
9.	<b>Approval of Transfers –</b> For all group officials	Secretary	Full Powers
10.	<b>Approval of Overtime Claims –</b> For entitled group of officials	Secretary	Full Powers
11.	<b>Correspondence with Ministry</b> For all correspondence	Secretary	<b>Full Powers.</b> However, in respect of policy matters Secretary should obtain prior approval of Chairman / Vice Chairman
<b>12.</b>	<b>Tour &amp; Travelling Allowances</b>		
12.1.	Power to decide the shortest of two or more routes	Secretary	Full Powers
12.2.	Power to allow mileage allowance to be calculated by a route other than the shortest or the cheapest provided that the journey is actually performed by such route	Secretary	Full Powers
12.3.	Power to sanction travel by Air – For himself, for officials drawing Grade Pay Rs.5400/- and above and rest of the employees depending upon the situation	Secretary	Full Powers
12.4.	Power to prescribe an employee’s headquarters while on tour.	Secretary	Full Powers
12.5.	Power to define the limits of an employee’s sphere of duty while on tour	Secretary	Full Powers
12.6.	Power to grant exemption from the rule limiting a halt on tour to ten days	Secretary	Full Powers
12.7.	Power to extend the time limits for shifting family	Secretary	Full Powers
12.8.	Power to sanction traveling allowances as for a journey on tour to an employee who is required while on leave to perform any duty	Secretary	Full Powers

S.No.	Nature of Power	Authority to which delegated	Extent of power delegated
	for the Committee at a place other than the one where he is spending his leave.		
12.9.	Power to sanction traveling allowances as on tour to an employee who proceeds on earned leave from headquarters and resumes duty at a tour station after the expiry of earned leave	Secretary	Full Powers
12.10	Power to sanction traveling allowance for a journey made after the termination of an employee service	Secretary	Full Powers
12.11	Power to sanction traveling allowance to the family of an employee who dies while in service	Secretary	Full Powers
12.12	Power to regulate traveling allowance to persons other than members of the Committee or Ad-hoc Committees and employees of the Committee, attending commissions of enquiry etc., or performing duties for the Committee in an honorary capacity	Secretary	Full Powers
12.13	Powers to approve tours for self and all employees	Secretary	Full Powers
12.14	Power to countersign TA claims as Controlling Officer	Chairman	Full Powers in respect of his own claim
		Secretary	Full Powers in respect of – (1) His own claim (2) The claims of members of the Textiles Committee / Standing Finance Committee / Ad-hoc Committees, etc. (3) All Directors of Textiles Committee and Chief Accounts Officer
	For others	Chief Accounts Officer	Full Powers
12.15	Power to grant TA advance in respect of tours already approved	Chief Accounts Officer	Full Powers
12.16	Power to sanction transfer to Foreign Service in India and to fix pay in Foreign Service	Respective Appointing Authority	Full Powers
13.	Power to countersign Medical claims of the employees governed by the Textiles Committee Employees (Medical Benefits) Regulations, 1968	Chief Accounts Officer	Full Powers

<b>S.No.</b>	<b>Nature of Power</b>	<b>Authority to which delegated</b>	<b>Extent of power delegated</b>
<b>14.</b>	Power to sanction the undertaking of work by the TC officials for which an honorarium or fee is offered and the acceptance of the honorarium or fee.	Chairman / Vice Chairman	Full Powers
		Secretary	Full Powers upto a maximum of Rs.25,000/- in each case
<b>14.1.</b>	Power to sanction ex-gratia honorarium to staff and officers	Secretary	Full Powers upto a maximum of Rs.5,000/- in a year in each case as per performance
<b>15.</b>	Power to extend the joining time admissible under rules	Secretary	Full Powers in respect of the officials upto the rank of Joint Director
		Chairman or Vice Chairman	Full Powers in respect of the officials above the rank of Joint Director
<b>16.</b>	Power to allot a building or a part of a building to an employee for residential purpose	Secretary	Full Powers
<b>17.</b>	Implementation of Government orders relating to payment of DA, Bonus, etc	Secretary	Full Powers
<b>18.</b>	Allotment of rooms in Guest House	Secretary	Full Powers
<b>19.</b>	Allotment of Quarters	Secretary	Full Powers

**DELEGATION OF FINANCIAL POWERS APPROVED BY THE TEXTILES  
COMMITTEE IN ITS 121<sup>st</sup> MEETING HELD ON 23<sup>rd</sup> APRIL, 2021  
(Under Section 14 of Textiles Committee Act, 1963)**

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit up to which the expenditure can be incurred
1.	Furniture's & Fixtures (Including purchases / repairs)	Vice Chairman / Chairman	Rs 10,00,000/- in each case
		Secretary	Rs.5,00,000/- in each case
2.	Charges relating to postage, telegrams, telephones, electricity, gas, water and Municipal rates and taxes.	Secretary	Full Powers
3.	Telephone charges (installation of telephones in the office or at the residence of any officer)	Secretary	Full Powers
4.	Stationery stores including rubber stamps and office seals, printing and binding and publications including books, News papers and other periodicals	Secretary	Rs.5,00,000/- in each case
		Vice-Chairman	Rs.10,00,000/- in each case
5.	Hire of Office furniture, typewriter, electrical & electronic appliances	Secretary	Subsumed under SI No.27
6.	Freight and demurrage / wharfage charges	Secretary	Full Powers
7.	Staff paid from contingencies	Secretary	Rs.1,00,000/- per month
		Vice Chairman	Upto Rs.10,00,000/- per month
8.	Supply of uniforms, badges and other articles of clothing.	Secretary	Full Powers
9.	Conveyance Hire [For journeys in the Committee's interest within a radius of 8 km. from the headquarters of the employees when a staff car is not available.]	Secretary	Routine Office work: As per prevailing transport charges subject to production of invoice or as per Govt. rules.  <u>For Projects</u> involving travel in interior places far away from HQ: As per exigencies & Prevailing conditions
10.	Legal charges	Secretary	Rs.1,20,000/- in each case
		Vice Chairman	Rs.2,50,000/- in each case
11.	Publicity and advertisement charges	Vice Chairman	Rs.10,00,000/- in each case
		Secretary	Rs.5,00,000/- in each case

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit up to which the expenditure can be incurred
12.	Payment of honorarium to persons acting as liaison officers & respondents in connection with the conduct of market research surveys	Secretary	Full Powers
13.	Rent of office accommodation whether used entirely for the office/ partly as residence.	Vice Chairman	Rs.10,00,000/- per month in each case
		Secretary	Rs.5,00,000/- per month in each case
14.	Petty works and repairs a) Execution of petty works and repairs to building owned by the Committee including sanitary fittings, water supply & electrical installations in such buildings and repairs to such installations.	Vice Chairman	Rs.10,00,000/- in each case
		Secretary	Rs.5,00,000/- per month
	b) Repairs and alterations to hired buildings	Vice Chairman	Rs.10,00,000/- in each case
		Secretary	Rs.5,00,000/- in each case
15.	Typewriters, calculating and duplicating machines etc. (purchase of)	Secretary	Full Powers
16.	Purchase and installation of laboratory equipments/ instruments and other apparatus etc.,	Vice Chairman	Rs.10,00,000/- in each case
		Secretary	Rs.5,00,000/- in each case
17.	Procurement of accessories for laboratory equipments/ instruments etc	Vice-chairman	Rs.10,00,000/- in each case
		Secretary	Rs.5,00,000/- in each case
18.	Maintenance and upkeep of and repairs to motor vehicles, typewriters, calculating and duplicating machine, other equipment, instruments, apparatus, etc.	Secretary	Rs.1,00,000/- in each case
		Vice Chairman	Rs.2,00,000/- in each case
19.	Consumable stores required for the working of the office, laboratory and test house, etc.	Secretary	Rs.1,50,000/- in each case
		Vice Chairman	Rs.3,00,000/- in each case
20.	Cost of processing / analysis of statistical data	Vice Chairman	Rs.2,50,000/- in each case per month
		Secretary	Rs.1,00,000/- in each case per month
21.	Payment of Testing charges	Secretary	Full Powers

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit up to which the expenditure can be incurred
22.	Payment to local Investigators in connection with field survey for market research	Secretary	Full Powers
23.	Insurance of Committee's property (building, motor, vehicles, etc.)	Secretary	Full Powers
24.	Audit fees	Secretary	Full Powers
25.	Power to sanction petty cash/contingency misc. and other immediate purchase of urgent nature.	Secretary	Rs.50,000/- in each case
26.	Power to sanction booking of Air tickets to staff and officers of the Textiles Committee and payment thereof.	Secretary	Full powers
27.	Expenditure not covered by items No 1 to 26 above	Vice-chairman	Full powers upto a limit of Rs.10,00,000/- in each case.
		Secretary	Full powers upto a limit of Rs.5,00,000/- in each case.
28.	Any expenditure exceeding Rs.10 lakh	A Committee consisting of Chairman, Vice Chairman and Secretary	Exceeding Rs.10 lakh and upto Rs.20.00 lakh.
29.	Purchase and installation of computers - including accessories and software	Vice Chairman	Subsumed into SI. No. 27
		Secretary	
30.	Payment of training/study-tour – including foreign – charges of officials of the Committee	Vice Chairman	Subsumed into SI No. 27
31.	Fixation of Commercial rate for testing and inspection of textiles and textiles goods including Tender rates	Secretary	Full Powers
32.	Fixation of implementation fee under project mode	Secretary	Full Powers
33.	Expenditure to be incurred under various heads of MoT approved projects implemented by the Committee	Secretary	Full Powers