

NATIONAL RESEARCH DEVELOPMENT CORPORATION

Ref: NRDC/82G408/2011

Dated: 23rd September, 2011

OFFICE MEMORANDUM

Sub: Channel of submission and level of final disposal of different categories of cases.

With a view to expedite the decision making in the Corporation, the channel of submission of cases and level of final disposal pertaining to Personnel & Administration Section of the Corporation has been finalized with the approval of the Competent Authority. A copy of the same is enclosed.

(Gurcharan Singh)
Section Officer (Pers.)

Copy to:-

1. For circulation amongst employees.
2. Notice Boards
3. Office Order file
4. Concerned files
5. NRDC Regional Office, Bengaluru.

S. NO	NATURE OF CASES	CHANNEL OF SUBMISSION
<u>PERSONNEL & ADMINISTRATION</u>		
1	Appointments above Basic Pay of ₹ 40,500	SO>AO>Inch(P&A)>CMD> Prior approval of Board
2	Appointments below Basic Pay of ₹ 40,500	SO>AO>Inch(P&A)>CMD> Approval of Board
3	Approval of Conveyance Allowance	SO>AO>Inch(P&A)>CMD
4	Approval of grant of Honorarium officers/staff to the Deptt.	SO>AO>Inch(P&A)>CMD
5	Approval of OTA & Food Subsidy	SO>AO>Inch(P&A)>CMD
6	Issue of Identity Cards	SO>AO
7	Budget proposals of loans & advances	SO>AO>Inch(P&A)>CMD
8	Change of home town	SO>AO>Inch(P&A)>CMD
9	Complaints against employees	SO>AO>Inch(P&A)>CMD>CVO
10	Regularization of contractual/Daily Rated employees	SO>AO>Inch(P&A)>CMD> Approval of Board
11	Creation/abolition of posts	SO>AO>Inch(P&A)>CMD> Approval of Board
12	Disciplinary cases of purely administrative nature	SO>AO>Inch(P&A)>CMD
13	Disposal of obsolete, surplus and unserviceable stores (as per DFP rules)	SO>AO>Inch(P&A)>CMD> Approval of Board
14	Distribution of works and re-allocation of duties, Postings & Transfers/deputation	SO>AO>Inch(P&A)>CMD
15	Examination of moveable/ immovable property returns	SO>AO>Inch(P&A)>CMD>CVO
16	Expenditure on – Training Programmes/ Conferences/Seminars etc.	SO>AO>Inch(P&A)>CMD
17	Expenditure on - Entertainments/light refreshments at inter-departmental meetings	SO>AO>Inch(P&A)>CMD
18	Expenditure on contingency	SO>AO>Inch(P&A)>CMD
19	Expenditure on stationery, stores, etc as per DFPR	SO>AO>Inch(P&A)>CMD
20	Fixation of pay in accordance with rules	SO>AO>Inch(P&A)>CMD
21	Framing and amendment of Recruitment Rules, (CAS) etc.	SO>AO>Inch(P&A)>CMD> Approval of Board
22	Leased. Accommodation	SO>AO>Inch(P&A)>CMD

23	CPF advance & withdrawals	Dealing Official>Secretary (Trust)>Chairman (CPF Trust)
24	Granting ex-post facto approval for acquiring, selling/disposal etc. of Immovable property	SO>AO>Inch(P&A)>CMD>CVO>Approval of Board
25	Granting ex-post facto approval for acquiring, selling/disposal etc. of movable property	SO>AO>Inch(P&A)>CMD>CVO>Approval of Board
26	HBA/PC/HAA/Car/Scooter/Cycle/Festival Advance, Personal Loan etc.	SO>AO>Inch(P&A)>CMD
27	Issue of 'No Demand Certificate'	SO>AO>Inch(P&A) >Concerned Division
28	Issue of NOC for Passport	SO>AO>Inch(P&A)
29	Issue of NOC for writing of exams, further studies	SO>AO>Inch(P&A)>CMD
30	Issue of retirement orders	AO/SO
31	LTC advance	SO>AO>Inch(P&A)>CMD
32	Maintenance of Service Book and attestation of entries therein	DEALING HAND/Supdt.>SO
33	Matters relating to joining time	SO>AO>Inch(P&A)>CMD
34	Notes & comments on notes for Cabinet/Cabinet Committees	SO>AO>Inch(P&A)
35	Purchase of stamps/Re-filling of Franking Machine for R&I Section	SO>AO>Inch(P&A)>CMD
36	Sanction of annual increment	SO>AO>Inch(P&A)>CMD
37	Sanction of leave (CL, RH, Commuted Leave, Half Pay Leave, Extraordinary Leave, etc.)	Reporting Officers > Inch (P&A) >CMD
38.	Travel on tour, etc., - Foreign travel for official purpose -	Reporting Officers > Inch (P&A) >CMD
39	Reimbursement of Medical claims, CEA, Book Award, Welfare Incentive for M.R. children, Incentive to Group 'D' employees etc	SO>AO>Inch(P&A)>CMD
40	Reimbursement of Course Fee, Orgn. Membership Fee etc	SO>AO>Inch(P&A)>CMD
41.	Implementation of Reservation Policy for SC/ST/OBC/PH/XSM etc.	SO>AO>Liaison Officer>Inch(P&A)>CMD