

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 108th meeting held on 26th June, 2012
(Under Section 14 of Textiles Committee Act, 1963)**

S.No.	Nature of Power	Authority to which delegated	Extent of power delegated
1.	Casual Leave and Restricted Holiday		
	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.	Earned Leave		
	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.	Half Pay Leave / Commuted Leave / Study Leave / Extra Ordinary Leave		
	For Secretary	Chairman or Vice Chairman	Full Powers
	For other group officials	Secretary	Full Powers
1.3.	Disability Leave		
	For Secretary, Directors and Joint Directors	Chairman or Vice Chairman	Full Powers
	For all other group officials	Secretary	Full Powers
1.4.	Maternity Leave / Paternity Leave / Child Care Leave		
	For Secretary	Chairman or Vice Chairman	Full Powers
	For all other group officials	Secretary	Full Powers
2.	Tuition Fee / LTC advance / Encashment of Leave with LTC / All kind of Advances etc and Agreement signing thereof – For all group officials	Secretary	Full Powers
3.	Acceptance of Declarations viz; Hometown, Dependents, Nominations, etc. – For all group officials	Secretary	Full Powers
4.	Permission of Study / Course, NOC for passport, visa, forwarding of applications for outside posts, etc.- 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.	Signing of Pension Orders – For all group officials	Secretary	Full Powers
6.	Acceptance of Resignation – All employees of the Committee	Respective Appointing Authority	Full Powers 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.	Signing, Appointment / Promotion Orders – For all group officials	Secretary	Full Powers
8.	Increment, Pay Fixation on Promotion & MACP – For all group officials	Secretary	Full Powers
9.	Approval of Transfers – For all group officials	Secretary	Full Powers
10.	Approval of Overtime Claims – For entitled group of officials	Secretary	Full Powers
11.	Correspondence with Ministry For all correspondence	Secretary	Full Powers. However, in respect of policy matters Secretary should obtain prior approval of Chairman / Vice Chairman
12.	Tour & Travelling Allowances		
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

S.No.	Nature of Power	Authority to which delegated	Extent of power delegated
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 for the Committee at a place other than the one where he is spending his leave.	Secretary	Full Powers
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 / Adhoc 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

S.No.	Nature of Power	Authority to which delegated	Extent of power delegated
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
14.	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
14.1.	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
15.	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
16.	Power to allot a building or a part of a building to an employee for residential purpose	Secretary	Full Powers
17.	Implementation of Government orders relating to payment of DA, Bonus, etc	Secretary	Full Powers
18.	Allotment of rooms in Guest House	Secretary	Full Powers
19.	Allotment of Quarters	Secretary	Full Powers

**Delegation of Financial powers approved by the Textiles Committee in its 108th meeting held on 26th June, 2012 and subsequent amendment in its 112th meeting held on 02.07.2013
(Under Section 14 of Textiles Committee Act, 1963)**

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit upto which the expenditure can be incurred
1.	Furniture's & Fixtures (Including purchases / repairs)	Vice Chairman / Chairman	Rs 2,50,000 in each case
		Secretary	Rs.1,25,000 in each case
2.	Charges relating to postage, telegrams, telephones, electricity, gas, water and Municipal rates and taxes.	Secretary	Full Powers

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit upto which the expenditure can be incurred
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.1,25,000/- in each case
		Vice-Chairman	Rs.2,50,000/- in each case
5.	Hire of Office furniture, typewriter, electrical & electronic appliances	Secretary	Rs.25,000 per annum per office
6.	Freight and demurrage / wharfage charges	Secretary	Full Powers
7.	Staff paid from contingencies	Secretary	Rs.50,000 per month
		Vice Chairman	Upto Rs.2,50,000 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	Not exceeding a maximum of Rs.150/- in any one month to an employee or as per Govt. rules.
10.	Legal charges	Secretary	Rs.60,000 in each case
		Vice Chairman	Rs.1,25,000 in each case
11.	Publicity and advertisement charges	Vice Chairman	Rs 2,50,000 in each case
		Secretary	Rs.1,25,000 in each case
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 2,50,000 per month
		Secretary	Rs.1,25,000 per month
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 2,50,000 in each case
		Secretary	Rs.1,25,000 per month
	b) Repairs and alterations to hired buildings	Vice Chairman	Rs.2,50,000 in each case
		Secretary	Rs.1,25,000 in each case

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit upto which the expenditure can be incurred
15.	Bicycles (purchase & repairs)	Secretary	Full Powers
16.	Typewriters, calculating and duplicating machines etc. (purchase of)	Secretary	Full Powers
17.	Purchase and installation of laboratory equipments/ instruments and other apparatus etc.,	Vice Chairman	Rs 2,50,000 in each case
		Secretary	Rs.1,25,000 in each case
18.	Procurement of accessories for laboratory equipments/ instruments etc	Vice-chairman	Rs.5,00,000 in each case
		Secretary	Rs.2,50,000 in each case
19.	Maintenance and upkeep of and repairs to motor vehicles, typewriters, calculating and duplicating machine, other equipment, instruments, apparatus, etc.	Secretary	Rs.50,000 in each case
		Vice Chairman	Rs.1,00,000 in each case
20.	Consumable stores required for the working of the office, laboratory and test house, etc.	Secretary	Rs.75,000 in each case
		Vice Chairman	Rs.1,50,000 in each case
21.	Cost of processing / analysis of statistical data	Vice Chairman	Rs 1,25,000 in each case per month
		Secretary	Rs.50,000 in each case per month
22.	Payment of Testing charges	Secretary	Full Powers
23.	Payment to local Investigators in connection with field survey for market research	Secretary	Full Powers
24.	Insurance of Committee's property (building, motor, vehicles, etc.)	Secretary	Full Powers
25.	Audit fees	Secretary	Full Power
26.	Power to sanction petty cash/contingency misc. and other immediate purchase of urgent nature.	Secretary	Rs.25,000 in each case
26(a)	Power to sanction booking of Air tickets to staff and officers of the Textiles Committee and payment thereof.	Secretary	Full power
27.	Expenditure not covered by items No 1 to 26 above	Vice-chairman	Full powers upto a limit of Rs 2,50,000 in each case in respect of non recurring expenditure and Rs 2,50,000 per annum in each case in respect of recurring of items

Sr. No	Item of Expenditure	Authority to whom the power has been delegated	Monetary limit upto which the expenditure can be incurred
		Secretary	Full powers upto a limit of Rs 1,25,000 in each case in respect of non recurring expenditure and Rs 1,25,000 per annum in each case in respect of recurring of items
28.	Any expenditure exceeding Rs.2.5 lakh and upto Rs.5.00 lakh	A Committee consisting of Chairman, Vice Chairman and Secretary	Exceeding Rs.2.5 lakh and upto Rs.5.00 lakh.
29.	Purchase and installation of computers - including accessories and software	Vice Chairman	Rs 2,50,000 in each case
		Secretary	Rs.1,00,000 in each case
30.	Payment of training/study-tour – including foreign – charges of officials of the Committee	Vice Chairman	Rs 2,50,000 in each case
		Secretary	Rs.1,00,000 in each case