

NEIGRIHMS

North Eastern Indira Gandhi Regional Institute of Health & medical Sciences, Shillong
(An Autonomous Institute, ministry of Health and Family Welfare, Government of India)
Director's Block, P.O. Mawdiangdiang, Branch, Shillong-793018, Meghalaya

No.NEIGR-Estt-I/402/2008/439

Dated: Shillong ^{6th} September, 2022

NOTIFICATION

In pursuance to the approval of the 42nd Meeting of the Standing Finance Committee (SFC) held on 23rd August, 2022, the following “**Enhancement of Administrative & Financial Power of the Deputy Director (Admn), NEIGRIHMS, Shillong**” is hereby notified for information and necessary action of all concerned:-

SN.	Nature of Powers	Deputy Director (Admn)- Revised	Remarks
1	To incur expenditure on Salary of Officers and Staff including Medical Re-imburement, Children Education Allowance / Over Time Allowance	Full Powers	-
2	To incur expenditure on TA/DA for approved tours subject to budget provision	Full powers in respect of Group 'B' & 'C' posts.	-
3	To incur expenditure on the Civil Works	Up to ₹2,50,000/-*	*Ceiling of ₹10 Lakh in each Financial Year
4	To incur expenditure on Purchase of Stores subject to budget provision.	Up to ₹2,50,000/-*	*Ceiling of ₹15 Lakh in each Financial Year
5	To incur expenditure on the Purchase of Stationary including Printing of Forms , Newspaper, Books & Periodicals subject to budget provision.	Up to ₹35,000/-*.	*Ceiling of ₹10 Lakh in each Financial Year
6	To incur expenditure on the Office Expenses, i.e. Telephone Charges, Misc. Expenses, Wages, Maintenance of Vehicle , Imprest Account, P.O.L, Internet, Hiring of Transport etc., subject to budget provision and Codal formalities.	Up to ₹35,000/-* in each case.	*Ceiling of ₹10 Lakh in each Financial Year
7	To incur expenditure on TA/DA, food and lodging bills of Members of different Committees etc. subject to budget provision	Full Powers	-
8	To incur expenditure on House Rent subject to budget provision	Full Powers *	*After assessment by the CPWD.
9	To incur expenditure on the salary of hired Security Personnel and other hired employees subject to budget provision.	Full powers	-
10	To incur expenditure on Sitting Fee to members of the Selection Committees duly approved by the Standing Finance Committee	Full powers	-
11	To incur expenditure on Electricity Bill of the Administrative Office and Interim Hospital Facility premise subject to Budget Provision.	Full powers	-
12	To incur expenditure on Furniture/ Furnishing etc. subject to Budget Provision and Codal formalities.	Up to ₹ 35,000/- in each case. *	*Ceiling of ₹15 Lakh in each Financial Year
13	Powers to direct Payment on the last working day of the month the pay and allowance of employees of the Institute where the first four days of the following month are public holidays	Full Powers.	-

14	To sanction Medical Advance to the employees & dependents as recommended by AMA of the Institute & reimbursement of Medical claims	Full Powers.	-
15	To incur expenditure on Medicines/ Reagents	Up to ₹ 35,000/- in each case. *	*Ceiling of ₹15 Lakh in each Financial Year
16	To allow Mileage Allowance by a route other than the shortest or the cheapest, subject to adequate justification thereof being on record.	Full Powers.*	*Provided selection of the route is in the best interest of the Institute.
17	To countersign his/her own TA Bills where the tour has been approved by the Director, and those of other Employees for approved tours subject to budget provisions.	Full Powers.	-
18	Power to sanction/declare any particular employee to be entitled to an accommodation of a Higher Class than that prescribed for his/ (her) grade for journey by Railway where such travel is in the interest of the Institution.	Full Powers for Group 'B' and 'C'	-
19	Powers to sanction Advance TA to Institute employee on tour transfer etc. subject to the advance being limited to the actual cost of air/train/bus fare as the case may be and 80% other admissible D.A. costs.	Full Powers in respect of Group 'B' and 'C'	-
20	To sanction Annual Increment of Group 'B' and 'C' employees in normal case	Full Powers.	-
21	Grant of Earned Leave, Half Pay Leave, Casual Leave, Child Care Leave, Maternity Leave & Medical Leave	Full Powers in respect of Group 'B' and 'C' posts.	-
22	To allow Travel by Air to non-entitled officers in case of emergency & necessity in case Director is out of the station subject to ex-facto approval of Director.	Full Powers*	*Only in case of emergency and necessity to be recorded.
23	To allow Medical treatment of Institute's employees & their dependents at a recognized hospital.	Full Powers.	-
24	To allot Residential Quarter of Group 'B' & 'C' Staff	Full Powers.	-
25	To sanction General Provident Fund (Subscription & Withdrawal) & New Pension Scheme (Withdrawal)	Full Powers for Group "B" & 'C'	-
26	To incur expenditure on Training/Workshop of the employees of the Institute for Group 'B' & 'C'	Full Power	-
27	Hiring of Water Tankers	Up to ₹2,50,000/-* in each case*	*Annual Ceiling of 2.5 Lakh.
28	Audit Fees and Expenditure related to Internal & External Audit	Full Power for Audit Fees of C&AG Expenditure related to Internal & External Audit up to ₹2,50,000/-	-

Director,
NEIGRIHMS, Shillong

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Copy for wide circulation to all concerned:

1. All HODs/ HOD i/c, NEIGRIHMS, Shillong for information.
2. All Sections Heads, College of Nursing, Library, Nursing Section, Engineering Section (Civil & Electrical), Academic Section, Examination Cell, Store Section, Accounts Section, GAD/ Establishment – I/II/ III etc.,
3. PS to the Deputy Director (Admn), Shillong for favour of information of the DDA.
4. PS to the Deputy Financial Adviser, Shillong for favour of information of the Dy. FA.
5. PA to the Director, NEIGRIHMS, Shillong for favour of information of Director.
6. PA to the Dean / MS, NEIGRIHMS, Shillong for favour of information of Dean.
7. Shri. Ramanus Lyngdoh, UDC, NEIGRIHMS, Shillong and also directed to upload in the Institute's website.

Director,

NEIGRIHMS, Shillong

प्रोफेसर (डॉ.) नलिन मेहता
Prof. (Dr.) Nalin Mehta

निदेशक / Director
नीग्रिम्स, शिलांग-18

NEIGRIHMS, Shillong-18