

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

NIOS/Secy/58<sup>th</sup> EB/2011

31<sup>st</sup> March 2011

**Office Order**

The Finance Committee of NIOS in its 43<sup>rd</sup> meeting held on 19<sup>th</sup> January 2011 and Executive Board of NIOS in its 58<sup>th</sup> meeting held on 11<sup>th</sup> March 2011 has approved the revised Delegation of Financial Powers to Chairman, Heads of Departments and other Officers of NIOS.

This will be made applicable in NIOS with immediate effect



(G. G. Saxena)  
Secretary

**Copy to :-**

1. PS to the CM for kind information of the Chairman
2. All HOD's
3. All Regional Directors
4. Notice Board

*Delegation of Financial Powers to  
Chairman, Heads of Departments  
and other Officers of NIOS  
(Revised as on 11.03.2011)*



**National Institute of Open Schooling**

(An autonomous organization under MHRD, Govt. of India)

A-24-25, Institutional Area, Sector – 62, NOIDA – 201301 (U.P)

# **Delegation of Financial Powers to Chairman, 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 this own money.
- (ii) The expenditure should not prima facie more than the occasion demands.
- (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) Proposal **exceeding Rs. 1,00,000/- shall** be decided on the recommendations of Advisory Committees concerned.
- (ix) All proposals **exceeding Rs. 50,000/- i.e.** the powers delegated to HODs shall be pre-checked by the Head of Accounts i.e. Secretary before submitting the proposals to the Chairman for approval.
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 will work as Drawing & Disbursing Officer and in his absence Dy. Director (Accounts) / Dy. Director (Administration) will perform his duties as directed by the Secretary. 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 Chairman 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 Chairman 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 contingencies means each type of expenditure. To illustrate in respect of repair up to Rs. 100 per annum in each case would mean incurring of expenditure on repairs on any number of occasions 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 number 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 Chairman/Secretary, Expenditure Sanction (ES) may be accorded by JD (Admn.)/ DD (Admn.) or Chairman may specifically authorize an officer not below the level of Dy. Director for approving 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	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
1	Library Books	Full powers	Upto Rs. 20000/-	Director (Acad.) Upto Rs.20000/-	Upto Rs.5000/- in each case	Upto Rs. 10000/- p.a	-----
2	Furniture & Fixture (including purchase of fans, heater, coolers etc.)	Full powers	Upto Rs.1,00,000/- in each case	-----	Upto Rs. 10000/- in each case	Upto Rs.10,000/- 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 2005 and its further amendment and availability of budget provision
3	Stores and equipments for Hqrs./RC/SRC's such as VCR/DVD,ACR, TV & office/Media/Training equipments satellite receivers etc.	Full Power	Rs. 100000/- in each case	-----	-----	Upto Rs. 10000/- in each case	-----
4	(i) Motor Vehicles (ii) Purchase of Motor Vehicles 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. 1,00,000/- in each case	-----	-----	Upto Rs. 10,000/- in each case	As far as possible purchase of stores should be made through DGS & D or on rate contract approved by him and observance of the rules for supply of stores laid down in GFRs /Purchase procedure

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
6	Purchase of Computer, printers and other computer hardware	Full power	Upto Rs. 1,00,000/- in each case	-----	Upto Rs. 10,000/- in each case	Upto Rs. 10,000/- in each case	Subject to observance of GFR 2005

## B. REVENUE EXPENDITURE

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
1.	Advertisement	Full powers	Full Powers where advts. have been approved by Chairman. Upto Rs. 50,000/- in each case for tender notice etc.	-----	-----	Upto Rs. 20,000/- in each case subject to the matter of advertisement being approved by the Chairman.	-----
2.	Books/Journals/ Academic Periodicals/ Newspapers	Full powers	Upto Rs.10000/- in each case	Director (Acad.) Upto Rs.20000/ in case of purchase of books for Library	Upto Rs.5000/- in each case	Upto Rs. 10000/- p.a	-----
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. 700/- p.m. per individual  -----	Upto Rs. 500/- p.m. per individual  Upto Rs. 15000/- p.m. for hiring of taxi	Upto Rs. 500/- p.m. per individual  Upto Rs. 15000/- p.m. for hiring of taxi	Approval will be made after verification of the journey.  -----
4.	Electricity, Gas and Water charges	Full powers	Full powers	-----	Full Powers	Full Powers	Subject to Budget provision.
5.	(i) Freight charges  (ii) Demurrage charges	Full powers  Full powers	Full powers  Full powers	-----  -----	-----  -----	Upto Rs. 5000/- in each case  Upto Rs. 5000/- in each case	-----  -----

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
6	Motor Vehicle i) Repairs & Maintenance  ii) Petrol oil & lubricant	Full Powers  Full Powers	Upto Rs. 50,000/- in each case  Full Powers	-----  -----	Upto Rs.10,000/- in each case  Rs. 10,000/- 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.
7	Post & Telegraph charges	Full powers	Full powers	-----	Full powers	Full powers	-----
8.	Printing & binding	Full Powers for empanelment and fixing of rates	Full Powers in respect of empanelled printers at approved rates. Upto Rs. 1,00,000/- in other cases	-----	<b>Publication Officer</b> Upto Rs. 10,000/- in each case.	Upto Rs. 5000/- in each case	Subject to the condition the empanelment being recommended and tenders evaluated by Publication Advisory Committee

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
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.1,00,000/-	-----	Upto Rs.20,000/- in each case	Upto Rs.10,000/- in each case	Subject to observance of GFR 2005.
11.	Repair, Hiring & Maintenance of the equipments	Full Power	Full Power	-----	Upto Rs.20,000/- in each case	Upto Rs. 10000/- in each case	-----
12.	Computers i) Stationery, peripherals, floppy disk, etc. ii) Maintenance of Computer hardware iii) Software packages/ engagement of outside agencies for specified jobs	Full powers Full powers Full powers	Upto Rs.1,00,000/- in each case Upto Rs.1,00,000/- in each case Upto Rs.1,00,000/- in each case	----- ----- -----	Upto Rs.10,000/- in each case Upto Rs.10,000/- in each case Upto Rs.10,000/- in each case  <b>SAP</b> Rs.5000/- in each case. Subject to the non-availability in store and in emergent cases.	Upto Rs.10,000/- in each case Upto Rs.10,000/- in each case Upto Rs.5,000/- in each case	----- ----- -----
13.	Telephone and Internet Charges i) Installation ii) Maintenance	Full powers Full powers	Upto Rs. 10000/- in each case Full powers	----- -----	----- Full Powers Subject to condition that variation in the bill more than 15% from the average amount of the last three months bill will be recorded and brought to the approval of the Secretary.	----- Full powers subject to budget provision and variation of bill more than 15% from the average amount of last three months bill will be recorded and reported to Director (SSS).	----- -----

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
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	-----
14a	Expenditure on entertainment i) Conference, workshop, Orientation Programme, seminars etc.  ii) Entertainment at official meeting	Full powers  Full powers	Upto Rs. 50000/- per programme subject to prescribed limit per head from time to time  Upto Rs. 3000/- in each case subject to prescribed limit from time to time	Upto Rs. 50000/- per programme subject to approval of programme by CM, NIOS  Upto Rs. 2000/- in each case subject to prescribed limit from time to time	-----  Upto Rs. 500/- in each case subject to prescribed limit from time to time	Upto Rs. 20000/- per programme subject to prescribed limit per head from time to time  Upto Rs. 2000/- per month	Expenditure shall be incurred in accordance with the norms prescribed by Executive Board on the programmes approved by the concerned Advisory Committee/Chairman & the name/panel approved by the Chairman
15	<u>Evaluations Activities</u>						
(a)							
(i)	Setting of question paper (Payment to paper setter /moderators /Translators	Full Power	-----	<b>Director (Evaluation)</b> Full Power	-----	-----	Subject to the payment being made at the rates prescribed by EB and the persons are from the panel approved by Chairman .
(ii)	Printing of question paper booklets	Full power	-----	-----	-----	-----	
(b)	Payment to Exam Centres including payment to exam centre supdt. invigilators etc.	Full Powers	Full Powers	<b>Director (Evaluation)</b> Full Powers	-----	Full Powers subject to budget provision	Subject to the observance of rates fixed by EB.
(c)	Sanction of Centre Advance	Full powers	Full powers	<b>Director (Evaluation)</b> 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	<b>Director (Evaluation)</b> 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	Full powers	Full Powers	<b>Director (Evaluation/ Vocational)</b> Full Powers	-----	Full Powers subject to budget provision	As per panel approved by Director (Evaluation).
(f)	Secrecy work and Evaluation	Full powers	Full Powers	<b>Director (Evaluation)</b> Full Powers	-----	Full powers	As per panel approved by Director (Evaluation) on approved rates on approved rates and availability of budget provision.

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
(g)	Result Processing	Full powers	-----	<b>Director (Evaluation)</b> Full Powers	-----	-----	Subject to the firms selected are from the panel approved by CM and at the rates approved by CM.
(h)	Postage (exam related work)	Full powers	Full Powers	<b>Director (Evaluation)</b> Full Powers	-----	Full powers	Subject to budget provision
(i)	Hiring of Vehicle (for examination related work)	Full powers	Full Powers	<b>Director (Evaluation)</b> Full Powers	-----	Full powers subject to budget provision	Subject to budget provision
(j)	Exam/Evaluation Deptt. related contingent expenses	Full powers	Full Powers	<b>Director (Evaluation)</b> Upto RS. 20000/- in each case	-----	Upto Rs. 2000/- in each case	Subject to budget provision
(k)	Organizing meeting related to Evaluation work	Full powers	Full Powers	<b>Director (Evaluation)</b> Upto RS. 50000/- in each case	-----	Upto Rs. 2000/- in each case	Subject to budget provision
(l)	Data Punching work related to Admission & Examination	Full powers	Full Powers	<b>Director (Evaluation/SSS)</b> 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	<b>Director (SSS)</b> 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	----- -----	Full powers for release of payment for approved programme & subject to budget provision.	At the rates approved by EB & programme approved by CM
16.	<b>Academic Activities</b> Fees to course, lesson writers, script writers and other for preparations of course materials, editors & translators / script writers for Media Programme.	Full power	-----	<b>Director (Academic)/ Vocational</b> Upto Rs. 50,000/-	<b>Jt. Director (Media)</b> Upto Rs. 15,000/-	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 Chairman

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
17.	Fees to Counsellors / Academic Facilitators	Full powers	Full powers	<b>Director (SSS)</b> Full powers	-----	Full powers on the panel approved by Director (SSS)	At the rates & instructions issued by HQRS. from time to time
18.	Uniforms and Liveries to staff	Full powers	Full Powers	-----	Upto Rs. 20,000/-	-----	Subject to observance of the scales prescribed by Govt. of India and instructions issued by Govt. of India in this regard.
19.	Contingent expenditure other than expenditure on items specified in this schedule	Recurring Rs. 100000/- p.a in each case  Non-recurring Full powers	Recurring Rs. 50000/- p.a in each case  Non-recurring Rs. 100000/- p.a in each case	Recurring Rs. 5000/- p.a in each case  Non-recurring Rs. 10000/- p.a in each case	Recurring Rs. 10000/- p.a in each case  Non-recurring Rs. 20000/- p.a in each case	Recurring Rs. 10000/- p.a in each case  Non-recurring Rs. 15000/- 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 on budget provision
21.	Remuneration in connection with longer contact programme, TA, Hiring of Halls, local conveyance etc.	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	-----

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
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.	-----	-----	-----
27.	Festival Advance	Full powers	Full powers	-----	Full powers	-----	-----
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	Full powers	Full powers	-----	Full powers	Full powers in respect of staff of RCs	
31.	Table Fan Advance	Full powers	Full powers	-----	Full powers	Full powers in respect of staff of RCs	
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	-----	-----
34.	Advance	Full powers	Full powers	-----	-----	-----	-----
35.	Refund of fees to students	Full powers	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. 10000/- in each case & subject to budget provision	For exam related activities

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
38.	Insurance for Building and equipment	Full power	Full power Subject to annual premium being approved by Chairman and upto Rs. 50,000/- in each case in other cases	-----	-----	-----	-----
39.	Legal Charges /Audit fees	Full power	Full power	-----	Upto Rs. 10000/- on approved rate	-----	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	-----	Restricted to buildings /land the acquisition of which on rent/ lease rent has been approved by the Chairman.
41.	Petty works and Repairs	Full power	Upto Rs. 50,000/- in each case for ordinary repairs	-----	Upto Rs. 10,000/- in each case	Upto Rs. 10,000/- in each case	Full Powers for ordinary repairs . For special repairs and alterations to hired building the Powers shall be as under: (a) Rs. 5000/- in each case for recurring expenses (b)Rs. 50000/- per annum for non recurring

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
42	Hiring of Building on Rent	Full power	Full power	-----	-----	-----	All cases involving rental of Rs. 25.00 lakhs per annum and above will reported to the Executive Board . No building will be hired unless (i) the area in within the scales of accommodation authorized ,(ii) the lease will not exceed 5 years in each case, (iii) reasonableness of rent has been certified by a Committee constituted by the Chairman, NIOS
(a)	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	Full power	Full power	-----	Full powers if contract is approved	i) Full power if requirement is only for one Security Guard round the clock  ii) In other cases after approval of numbers of Security Guard 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. 1,00,000/- in each case	-----	Upto Rs. 20,000/- in each case	Upto Rs. 10,000/- in each case	As far as possible purchase of stores should be made through DGS & D or on rate contract approved by him and observance of the rules for supply of stores laid down in GFRs /Purchase procedure.

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
45.	Maintenance & Hiring of Computers	Full power	Full powers in respect of AMC approved by the Chairman and Rs. 1,00,000/- in each case in other cases	-----	Upto Rs. 10,000/- in each case  <b>SAP</b> Rs. 5000/- in each case	Upto Rs. 10,000/- in each case	Subject to observance of GFR 2005
46.	Purchase of printing paper, Art Card,	Full Power for requirement estimated for one year	Upto Rs. 2,00,000/-	-----	-----	-----	Subject to observance of GFR 2005
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	-----	-----	-----	-----	Subject to the norms prescribed by FC/EB
49.	Packing , transportation and distribution of study materials to AIs, AVIs/direct to students addresses etc	Full power	Full power	-----	-----	Upto Rs. 20,000/- in each case	-----
50.	Payments to Accredited Institutions towards personal contact programmers	Full power	Full power	<b>Director (SSS)</b> Full Power after following laid down conditions & procedure for release of payment	-----	Full Power after following laid down conditions & procedure for release of payment	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. 100000/- in each case	-----	Upto Rs. 10,000/- in each case	Upto Rs. 10,000/- in each case	-----
52	Assignment of studies / research /evaluations at a time	Upto Rs. 5,00,000/- at a time	-----	-----	-----	-----	-----
53	Write –off of Losses Power to write –off a) Irrecoverable losses of store or of or of NIOS money	Rs. 5,00,000/- for losses of stores not due to theft, fraud or negligence  Rs. 1,00,000/- in other cases	Rs. 1,00,000/- for losses of stores not due to theft, fraud or negligence  Rs. 50,000/- in other cases	-----	-----	-----	Subject to the observance of provisions contained in GFR

S.N	Item of Expenditure	Chairman	Secretary	Other HODs	JD/DD (Admn.)	RDs	Remarks
1	2	3	4	5	6	7	8
54 (a)	Deficiencies and depreciations in the value of stores included in the stock and other accounts	Full power	-----	-----	-----	-----	Subject to the observance of the provisions in GFR
(b)	Declaration of stores as obsolete , surplus or unserviceable	Full power	-----	-----	-----	-----	
55	Declaration of officer as Head of office as defined in GFRs	Full powers	-----	-----	-----	-----	Subject to the condition that only of the officers of the level of Dy. Director connected with administration /Regional Centres can be declared as Head of the office.

# **National Institute of Open Schooling**

**(An autonomous organization under MHRD, Govt. of India)**

**A-24-25, Institutional Area,**

**Sector – 62, NOIDA – 201301 (U.P)**

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