

**Transaction of Business by the Council and its powers and Functions/ Norms set by discharging its functions:**

Subject to the provisions of the Memorandum the Council shall have the following powers in the governance of the affairs of the Society:

- i) To prepare and execute detailed plans and programmes for the Institute and to carry out its administration and management;
- ii)
  - (a) to receive the grants and contribution from Government and other sources;
  - (b) To have custody of the funds of the Society and to manage the movable and immovable properties of the Society;
  - (c) to deposit the funds and invest them in such a manner as the council deems fit;
  - (d) to borrow, raise or receive funds; and,
  - (e) To incur all expenses of the Society and of the Institute in accordance with the Regulations to be framed by the Director.
- iii) To consider and pass resolutions on the annual Report, the annual accounts and the financial estimates the Society and the Institute as it thinks fit, such annual reports, annual accounts and financial estimates along with the resolutions passed there on by the Council being submitted to the Government;
- iv) To prepare the budget estimates of the Institute for each year and to submit them to the Government for approval;
- v) To lay down general guidelines for Director;
- vi) To grant degrees, diplomas, certificate other distinctions and to prescribe rules and procedures for the admission of candidates to various courses of study in conformity with the policy approved in this behalf by the Government;
- vii) To lay down standards of proficiency to be demonstrated before the award of degrees, diplomas, certificate and other distinctions in respect of the courses offered by the Institute;
- viii) To Institute and award fellowships, scholarships, prize and medals;
- ix) To provide for and supervise the residence, health, discipline and the well-being of the students and participants of the Institute;
- x) To create teaching, administrative, technical ministerial and other posts under the Institute other than the post of Director and to make appointments to the posts of Joint Director and Professors and Associate Professors;
- xi) To co-operate and collaborate with any other organization in the matter of education, training, research, and consultancy in management and allied areas;
- xii) To deal under the laws of the State, for the time being in force, with any immovable property belonging to or vested with the Society in such manner as the Society deems fit for advancement of its objects

provided that prior approval of the Government shall be obtained for any disposal of or for any creation of encumbrance on such property;

- xiii) To build, construct, maintain, repair , adapt, alter, improve, develop or furnish any buildings or works necessary or convenient for the purpose of the Society;
- xiv) To undertake or accept the management of and execute any endowment or trust, fund or donation;
- xv) To sue and defend all legal proceedings on behalf of the Society;
- xvi) To appoint Committees/Sub-Councils for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the Society;
- xvii) To delegate or further delegate to such extent as may be deemed necessary any of its powers to the Director or any committee;
- xviii) To make, adapt, amend, vary or rescind, from time to time, regulation;
  - a) For the conduct of the business of the Council and committees/Sub-councils thereof; and
  - b) For delegation of its powers;
- xix) To perform such additional functions and to carry out such duties as may, from time to time, be assigned to the Society by the Government.

**JAMMU & KASHMIR**  
**INSTITUTE OF MANAEMENT PUBLIC ADMINISTRATION AND RURAL**  
**DEVELOPMENT (J&K IMPARD),**  
**REGIONAL CENTRE: SIDHRA JAMMU**

Sub: Delegation of financial powers to the Director General, J&K IMPARD-Recasting thereof.

Ref: i) Decision taken under Agenda Item No: 3.10 in the 3<sup>rd</sup> meeting of J&K IMPARD Executive Council.  
ii) Decision taken in the 11<sup>th</sup> meeting of J&K IMPARD Executive Council held on 25.09.2012 under Agenda Item No. 11.05 (a) and approved of the Hon'ble Chief Minister J&K (Chairman, J&K IMPARD Executive Council) conveyed vide their No. PRS/HCM/1198/2012 dated 06.11.2012.

**IMPA Order No. 906/J of 2012**

**Dated: 19/12/2012**

As approved by the J&K IMPARD Executive Council in its 11<sup>th</sup> meeting held on 25.09.2012 under the Chairmanship of Hon'ble Chief Minister, J&K, sanction is hereby accorded to the delegation of financial powers to the Director General, J&K IMPARD to depute gazetted and non-gazetted officers to other parts of India for the purpose of training o attending conferences or other official purposes and also to permit these officers/officials, who are not entitled to travel by Air to do so in exigencies subject to the ceiling of Rs. 50,000/- per deputationist.

Sd/-

(Dr. Pawan Kotwal) IAS  
Director General

No. IMPA/EC-11<sup>th</sup>/2012/10100-11

Dated: 19/12/2012

Copy to:

1. Principal Secretary to Hon'ble Chief Minister (Chairman, J&K IMPARD Executive Council) for kind information of HCM, Civil Secretariat, Jammu.
2. Secretary to Government, General Administration Department (Member, IMPA EC), Civil Secretariat, Jammu.
3. Principal Private Secretary to the Chief Secretary J&K (Vice-Chairman, J&K IMPARD Executive Council) for kind information of the Chief Secretary.
4. Principal Private Secretary to the Financial Commissioner, Finance Deptt. Member IMPA EC) fkio Financial Commissioner.
5. Private Secretary to Principal Secretary, Plg & Dev. Deptt. (Member, IMPA E.C.) fkio Principal Secretary.
6. Private Secretary to Commissioner/Secretary, ural Dev. Deptt. (Member, IMPA EC) fkio Commissioner/Secy.
7. Private Secretary to Director General, J&K IMPA fkio DG.
8. Financial Advisor/Chief Accounts Officer, J&K IMPARD.
9. Deputy Director, J&K IMPARD Srinagar/Jammu.
10. Administrative Officer, J&K IMPARD, Srinagar.
11. Chairman, J&K IMPARD Low Paid Employees Union, Srinagar
12. Order File (with 03 spare copies.



## DELEGATION OF FINANCIAL POWERS TO DIRECTOR IMPA

It was resolved that the director IMPA would exercise powers of a Major Head of Department.

2. The following powers were also agreed to be delegated to the Director IMPA.

|    |   |                                 |
|----|---|---------------------------------|
| 1. | To sanction prolong halting allowance in respect of gazetted and on-gazetted staff  | Full Powers                     |
| 2. | To invite guest faculty and sanction payment of TA/DA and lecture fee to them at rates which have been approved by the Committee.           | -Do-                            |
| 3. | To sanction expenditure on entertaining Institute guests to lunch/dinner  | Upto Rs. 500/- on each occasion |
| 4. | To sanction write off of irrecoverable value of stores lost by fraud or negligence or other causes  | Full Powers                     |
| 5. | To accord administrative approval to expenditure on individual works including sanctioning of rent for residential houses hired for faculty | Full Powers                     |
| 6. | To sanction expenditure on hiring of private accommodation for use as lecture halls or office accommodation.                                | Full Powers                     |
| 7. | To form Purchase Committee in the Institute   | Full Powers                     |
| 8. | To sanction auction of trees in the Institute campus  | Full Powers                     |
| 9. | To sanction disposal of stores declared surplus or unserviceable and to sanction resultant loss wherever                                    | Full Powers                     |

|     |  |   |
|-----|--|---|
|     | necessary  |   |
| 10. | To allow all non-deputationist Officers in the Institute to cross efficiency bar                         | Full Powers   |
| 11. | To permit Officers to count for increment leave without allowances.                                      | Full Powers   |
| 12. | To incur expenditure on tea, coffee and lunch etc. for trainee participants                              | Subject to fixing of norms reg. the menu to be served & the total expenditure to be incurred per head |
| 13. | To sanction advance to employees of IMPA for medical treatment as per rules for the time being in force. | Full Powers   |
| 14. | To sanction advance payment for supplies and services.   | Full Powers   |
| 15  | To sanction payment of course fee to Organizers of training courses of IMPA nominees.                    | Full Powers   |

In respect of the following:

1. To sanction deputation of gazetted and non-gazetted Officers to other parts of India for the purpose of training or attending Conferences or other purposes.
2. To permit those Officers who are not entitled to travel by air to do so in exigencies.

It was resolved that these powers would be exercised by the Vice Chairman ( Chief Secretary).



**Jammu and Kashmir**  
**Institute of Management, Public Administration & Rural Development**  
**Main Campus, Maulana Azad Road, Srinagar**

**Sub: Delegation of financial powers in respect of sanctioning expenditure.**

**IMPA ORDER No. 381 of 2012**

**D A T E D: 18.10.2012**

In partial modification of IMPA Order No: 357 of 2009 dated: 10.07.2009, sanction is hereby accorded to the delegation of Financial Powers in favour of Deputy Director, Main Campus, Srinagar & Deputy Director Regional Centre Jammu for sanctioning expenditure per occasion to the extent of Rs. 20,000/- (Rupees Twenty thousand only) on the approved programmes and activities of expenditure.

By order of Director General.

Sd/-

Joint Director  
IMPA, Srinagar

No. IMPA/Accts/DP/2012/2360-63

Dated: 18.10.2012.

Copy to the:-

1. Financial Advisor/CAO IMPA for information.
2. Deputy Director, Srinagar/Jammu for information.
3. Private Secretary to DG for kind information of Director General, IMPA.
4. Order/confirmed file.

**Jammu and Kashmir**  
**Institute of Management, Public Administration, & Rural Development**  
Main Campus, Moulana Azad Road, Srinagar-190001.

Subject:-Delegation of Financial Powers.

IMPA Order No. 346 / of 2013  
Dated: - 28 /6-2013


In continuation of IMPA Order No 381 of 2012 dated 18/10/2012 on the subject, sanction is hereby accorded to the delegation of Financial Powers in favour of following officers of the IMPA for sanctioning expenditure per occasion on the approved programmes and activities of expenditure. to the extent as shown against each:-

1. *Joint Director* *Rs 75,000/= (Seventy five thousand )only*
2. *FA/Chief Accounts Officer* *Rs. 50,000/= ( fifty thousand) only*

All such files shall be submitted by Deputy Director (J)/ Deputy Director (K) for obtaining approval of Joint Director/ FA/Chief Accounts Officer as the case may be to the extent of above mentioned expenditure involved. All cases other than above shall be submitted to Director General for his approval.

This order shall come into force with immediate effect.

By order of Director General, IMPA.

  
Deputy Director,  
IMPA, Srinagar.

NoIMPA/Adm/D-14/2013 1235-40  
Dated: 28 /06/2013

Copy to the:-

1. Joint Director, IMPA
2. FA/Chief Accounts Officer, IMPA
3. Deputy Director, Jammu
4. Pvt. Secretary to Director General, for kind information of DG, IMPA . This refers to DG's orders dated 12/06/2013
5. Office order /concerned file.