

I/35965/2021

**ICAR- NATIONAL RESEARCH CENTRE ON PIG
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
RANI, GUWAHATI-781131, ASSAM**

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File no: 734/NRCP/17-18/GA

Date:20.05.2021

Office Order

In pursuance of Council's Office Order No. FIN/6/1/2006-CDN (A&A) dated 25.01.2018, all the Principal Investigators (PIs) will exercise the following power for the smooth functioning of the externally funded projects carried out/to be carried out in ICAR-NRC on Pig, Guwahati from (i) National and International Agencies; (ii) Projects funded by the Private Sector; (iii) Consultancy Projects (training, consultancy, contract research etc.); (iv) ICAR projects such as Revolving Fund Schemes and NICRA.

Sl. No.	Particulars	Powers Delegated
(i)	Engagement of approved staff under the project.	Full Powers
(ii)	Procurement of goods/equipment costing Rs. 20 lakh or less, as approved under the project.	Full Powers
(iii)	Management of consultancies approved under the project.	Full Powers
(iv)	Management of project staff (PIs and Co. PIs and other permanent staff associated with the project)	Approval of Director may be obtained for the tours by PIs, Co-PIs and other permanent staff members. However, PIs may sanction the TA advance after approval of the tour by the Director, and counter sign the TA bill while passing of TA claims by the Audit.
(v)	Civil/Electrical Works (Capital items) approved under the project.	Powers to be retained with the Director (Considering the necessity for undertaking the work as per the Master Plan of the Institute.)
(vi)	Hiring of Vehicles	As per project, if there is balance available, the hiring of vehicle can be done as per rate contract of Institute or after following codal formalities.
(vii)	Management of the temporary project staffs (RA/SRF/YP/Other contractual personnel) for travel pertaining to the project, leave, fellowship/wages etc.	SRF/RA etc. should be recruited after following all codal formalities. However approval of recruitment is done by Director of Institute. Day to day management of project is to be taken care by PI.

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1. Prior or after exercising the above mentioned powers, approval of Director, ICAR-NRC on Pig, Guwahati against each proposal should be obtained by the P.Is.
2. P.Is shall maintain all files, registers and other records related to the functioning of the projects.
3. The P.Is shall follow all the codal formalities and procedures and process all proposals through administration and finance & audit section of the Institute.
4. All the Office Orders/Circulars and other correspondence excluding purchase order related to functioning of the projects shall be issued by the P.Is. However, Purchase Orders will continue to be issued by Administration/Store & Purchase Section of the Institute.
5. Director, ICAR-NRC on Pig, Guwahati will monitor physical and financial progress/achievement of the projects during the Annual IRC Meetings and any other times felt necessary.
6. These powers can be exercised only subject to availability of budget in the concerned project.

This issues with the approval of Director, ICAR-NRC on Pig, Guwahati.



(Uttam Prakash)
Asstt. Administrative Officer

Copy to:

1. The Director, ICAR-NRC on Pig, Guwahati for kind information.
2. All the P.Is of Externally Funded Projects.
3. The AFAO, ICAR-NRC on Pig, Guwahati.
4. The DDO, ICAR-NRC on Pig, Guwahati.
5. Institute Website.
6. Guard File.