

## CHAPTER 3: POWERS AND DUTIES OF NPC OFFICERS / EMPLOYEES

### [SECTION 4(1)(b)(ii)]

S. No.	Name of the Post	Job Responsibility
1.	Director General	<ol style="list-style-type: none"><li>1. The Director General is the Chief Executive of the Council and is appointed by the Government of India</li><li>2. DG is responsible for overall management and running of the NPC under the guidance of the Council and the Governing Body.</li><li>3. The DG exercises such executive and financial power as contained in the NPC rules or delegated to him by the Council and the Governing Body</li><li>4. The DG may delegate some of his power, functions and duties to subordinate levels.</li></ol>
2.	Dy. Director Generals (HQ)	<ol style="list-style-type: none"><li>1. The DDGs assist the DG in running the affairs of NPC.</li><li>2. They perform both administrative and professional functions.</li><li>3. They exercise such executive and financial power as per NPC rules.</li><li>4. They Monitoring &amp; review of performance of BDGs and RPMGs</li></ol>
3.	Directors / Group Heads	<ol style="list-style-type: none"><li>1. Overseeing the operations HQ Business Development groups/ Support Services Groups /Regional Directorates / Dr. Ambedkar Institute of Productivity.</li><li>2. They perform both administrative and Professional functions</li><li>3. They exercise such executive and financial Power as per NPC rules .</li></ol>
4.	Dy. Directors and Asst. Directors	Execution of Consultancy and Training Projects
5.	Non Cadre Officers and Supporting Staff	Logistic Support to the Consultants

## DELEGATION OF POWERS OF NPC OFFICIALS

### ADMINISTRATIVE POWERS

S. No.	Item	Officials	Delegated Powers
1	Creation of Permanent Posts	President	Full Powers on behalf of the Council
		Chairman	Full Powers upto GR II in anticipation of confirmation by GB
		DG	Full Powers upto GR III in anticipation of confirmation by Chairman & GB
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
2	Abolition of Posts	President	Full Powers on behalf of the Council
		Chairman	Full Powers upto GR II in anticipation of confirmation by GB
		DG	Full Powers upto GR III in anticipation of confirmation by Chairman & GB
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
3	Revision of the Pay of the Posts	President	Full Powers on behalf of the Council
		Chairman	Full Powers upto GR II in anticipation of confirmation by GB
		DG	Full Powers upto GR III in anticipation of confirmation by Chairman & GB
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
4	Creation of temporary posts	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades for a period not exceeding one year
		DG	Full Powers for the posts upto grade I for a period not exceeding one year
		DDG	Full Powers for the posts upto grade III for a period not exceeding one year
		Functional Head /GHs/H(RDs)	Full Powers for the posts upto grade IV for a period not exceeding 6 months. HQ to be kept informed
		GH(SS)	Full Powers for the posts upto grade IV for a period not exceeding 6 months.

5	Appointment against sanctioned posts	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	Full Powers for posts upto Gr III. The prescribed procedure of appointment through promotion will be dealt by HQ only when the appointment through promotion is not possible, direct recruitment will be made by H (RPMG/AIP/SD)
		GH(SS)	Full Powers for Grades upto GR III
6	Confirmation against sanctioned posts	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	Full Powers for Grades upto GR III
7	Promotions	President	Full Powers on behalf of the council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	Full Powers for Grades upto GR III
8	Acceptance of Resignations	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	Upto Gr III posts but orders of accepting resignation to be issued by HQ
		GH(SS)	Full Powers for Grades upto GR III
9	Grant of Increments	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	Full Powers for Grades upto GR III
10	Withholding of increment	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	Full Powers for Grades upto GR III

11	Suspension	President	Full Powers on behalf of the Council
		Chairman	Full Powers for the post of all grades
		DG	Full Powers for the post of all grades
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	Full Powers for Grades upto GR III
12 a.	Retrenchment of permanent employee	President	Full powers on behalf of the council
		Chairman	Full powers on behalf of the GB
		DG	
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
b.	Retrenchment of temporary employee	President	Full Powers on behalf of the Council
		Chairman	Full powers on behalf of the GB
		DG	Full powers for posts upto Gr-II
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
13	Penalties of all types	President	Full Powers on behalf of the Council
		Chairman	Full powers in anticipation of confirmation by GB
		DG	Full powers for posts upto GR II with approval of Chairman
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
14	Study Leave	President	Full Powers on behalf of the Council
		Chairman	Full powers for posts in all Grades
		DG	
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
15	Grant of all kinds of leave	President	Full Powers on behalf of the Council
		Chairman	Full powers for posts in all Grades
		DG	Full powers for post in all Grades
		DDG	Full powers for officers & staff under him except Functional Head/Group Heads
		Functional Head /GHs/H(RDs)	Full powers for officers & staff under him for CL, EL, HAP and Medical Leave
		GH(SS)	Full powers for officers & staff under him for CL, EL, HAP and Medical Leave

16	Extension of service after retirement	President	Full Powers on behalf of the Council
		Chairman	Full powers for posts in all Grades
		DG	Full powers for posts up to Gr-II on behalf of the Governing Body
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
17	Relaxation of age and fixation of pay at the time of appointment	President	Full powers on behalf of the council
		Chairman	Full powers on behalf of the GB
		DG	Full powers for posts upto Gr-II on behalf of the Governing Body
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	Full powers upto Gr IV

## FINANCIAL POWERS

S. No.	Item	Officials	Delegated Powers
1	To write off losses of cash capital, stores and bad debts	President	Full Powers on behalf of the Council
		Chairman	Full powers on behalf of the GB
		DG	Upto Rs. 5 lakhs
		DDG	Upto Rs.1 Lakh
		Functional Head /GHs/H(RDs)	Upto Rs.1 Lakh
		GH(SS) Upto	Rs.50,000
2	Re-appropriation	President	Full Powers on behalf of the Council
		Chairman	Full powers on behalf of the GB
		DG	Full powers in anticipation of approval by Chairman
		DDG	
		Functional Head /GHs/H(RDs)	
		GH(SS)	
3	Capital Purchase	President	Full Powers on behalf of the Council
		Chairman	Full powers on behalf of the GB
		DG	Upto Rs. 50 lakhs
		DDG	Upto Rs. 5 lakhs
		Functional Head /GHs	Upto Rs. 3 Lakhs
		H(RDs)	Upto Rs. 5 Lakhs
4	Revenue Expenditure	President	Full Powers on behalf of the Council
		Chairman	Full powers on behalf of the GB
		DG	Upto Rs. 30 Lakhs
		DDG	Upto Rs. 5 Lakhs
		Functional Head /GHs/H(RDs)	Upto Rs. 5 Lakhs

5	Approval of Tour Programmes	President	Full Powers on behalf of the Council
		Chairman	Full powers on behalf of the GB
		DG	Full Powers
		DDG	Full Powers upto Directors Gr.I
		Functional Head /GHs/H(RDs)	Full po wers for all officers and staff under RPMG including Head RPMG excepting inter regional tours at NPC's cost. All air travel of non-entitled will be approved by DG.
		GH(SS)	
6	Countersigning of TA Programmes	President	
		Chairman	
		DG	Full Powers
		DDG	Full powers upto Gr.I
		Functional Head /GHs/H(RDs)	Full po wers for all officers and staff working under him excluding himself and in abs ence of GH full powers to next senior consultant
		GH(SS)	Full powers upto Gr. II
7	Passing of TA Bills	President	
		Chairman	
		DG	Full Powers
		DDG	Full powers upto Gr.I
		Functional Head /GHs/H(RDs)	Full po wers for all officers and staff working under him excluding himself and in abs ence of GH full powers to next senior consultant
		GH(SS)	Full powers upto Gr. II
8	LC Bills at HQ station or on tour – Countersigning and passing for payment	President	
		Chairman	
		DG	
		DDG	Full powers up Gr I
		Functional Head /GHs/H(RDs)	Full powers for all officers and staff working under him excluding himself
		GH(SS)	Full powers upto Gr. II
9	Medical Bills - Countersigning and passing for payment	President	
		Chairman	
		DG	Full Powers for bills exceeding Rs.50000
		DDG	Full powers for Bills upto 50,000
		Functional Head /GHs/H(RDs)	Full powers for bills upto Rs.5,000
		GH(SS)	
10	Sanction of Festival Advance	President	
		Chairman	
		DG	
		DDG	
		Functional Head /GHs/H(RDs)	Full powers for staff under him
		GH(SS)	Full powers for all staff of HQ