

**INDIRA GANDHI NATIONAL CENTRE FOR THE ARTS (IGNCA)**  
**BYE-LAWS AND DELEGATION OF POWERS**

IGNCA incurs the expenditure using the income from IGNCA Trust funds (interest on Corpus Fund) other miscellaneous income and Plan Grants received from Ministry of Culture, Govt. of India for various projects. The Bye-laws and Delegation of Financial Powers given in succeeding paras are applicable to Funds of the Trust as well as Plan Grants received from Ministry of Culture, Govt. of India.

The Bye-laws primarily falls under Administrative and Financial Powers. Part-I deals with Administrative Powers and Part-II deals with Financial Powers. These powers are subject to terms and conditions given in part-III under heading 'General Conditions'. The format of various forms to be used and Annual Accounts are placed under Part-IV.



S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
3.	New posts by re-designation of existing posts carrying identical pay-scale/grade-pay/ pay band and allied duties	<p><b>Chairman, EC</b> – Full Powers for all Group ‘A’ posts.</p> <p><b>Member Secretary</b> – Full powers for Group ‘B’ and ‘C’ posts.</p>	Re-designation of Gr.’A’ post is to be reported to the EC.
4.	Appointments	<p><b>Chairman, EC</b> - Full Powers</p> <p><b>Member Secretary</b> – Full Powers upto the level of Director.</p>	<p>(i) All appointments shall be made in conformity with the RRs and regulations governing the service conditions of the officers and staff of IGNCA.</p> <p>(ii) All appointments in Group ‘A’ shall be reported to the Executive Committee.</p>
5.	Framing of and amendments to the Recruitment Rules	<p><b>Executive Committee</b> – Full Powers.</p> <p><b>Member Secretary</b> – full Powers in respect of Group ‘B’ and ‘C’ posts.</p>	<p style="text-align: center;">---</p> <p>Such amendments are to be reported to the EC.</p>
S.	Nature of	Authority to which	Conditions

<b>No.</b>	<b>Power</b>	<b>delegated and extent of delegation</b>	
6.	Classification of posts	<b>Member Secretary – Full Powers</b>	Classification in three categories viz. Group 'A', 'B' and 'C' shall be done strictly according to the norms of pay band and grade pay or pay scale as exists in the Govt. of India.
7	Declaration of an officer of IGNCAs as Head of Department/Division/Office	<b>Member Secretary – Full Powers</b>	Only officials with Grade/academic pay of Rs.7,600/- and above are to be appointed.
8	Indents, Contracts, Deeds or other instruments	<b>Member Secretary – Full Powers</b>	Member Secretary shall be competent to authorize any officer of IGNCAs to sign and execute any contract, deed or other instrument on his/her behalf.
9.	To file and defend suits and other legal proceedings	<b>Member Secretary – Full Powers</b>	Member Secretary may authorize any officer of IGNCAs to file and defend suits and other legal proceedings on his/her behalf or on behalf of IGNCAs.
10.	Signing of Vakalatnama for the purpose of litigation	<b>Member Secretary – Full Powers</b>	Member Secretary may authorize any officer of IGNCAs to sign Vakalatnama on his/her behalf or on behalf of IGNCAs.
<b>S.</b>	<b>Nature of</b>	<b>Authority to which</b>	<b>Conditions</b>

<b>No.</b>	<b>Power</b>	<b>delegated and extent of delegation</b>	
11.	Purchase of New Vehicles	<b>Executive Committee</b> – Full Powers	Subject to observance of the conditions and instruction issued by GOI for purchase of new vehicle.
12.	Condemnation of motor vehicles/ Motor cycles	<b>Member Secretary</b> – Full Powers	Subject to the observance of the conditions laid down by GOI. Such condemnations are to be reported to EC.
13.	Alteration of Date of Birth	<b>Member Secretary</b> – Full Powers	Instructions issued by GOI in this regard are to be followed.
14.	Suspension of lien	<b>Member Secretary</b> – Full Powers	As per provisions of FR 14 and instructions there under.
<b>S.</b>	<b>Nature of</b>	<b>Authority to which</b>	<b>Conditions</b>

No.	Power	delegated and extent of delegation	
15.	Transfer of officers/staff  (a) Within a Division  (b) Inter-Division  (c) Transfer between Head Office and Regional Offices	  <b>HOD</b> - Full Powers  <b>Joint Secretary</b> – Full Powers  <b>Member Secretary</b> – Full Powers	  ---
S.	Nature of	Authority to which	Conditions

No.	Power	delegated and extent of delegation	
16.	<p>(i) Grant of Earned Leave/EOL/HPL/ Maternity Leave/CCL</p> <p>(!!) Grant of Casual leave</p>	<p><b>(i) Chairman , EC</b> – in respect of Member Secretary  <b>(ii) Member Secretary</b> – In respect of officials drawing Grade/academic pay of Rs.7,600/- and above. Divisional Heads, Regional Offices, Joint Secretary, Director and Dy. Secretary level officers.  <b>(iii) Joint Secretary/Divisional Heads/Director, Regional Centres/Head of office</b> in respect of staff working under them except for CCL  <b>(iv) Joint Secretary</b> – Powers to approve CCL in respect of employees drawing grade/academic pay below Rs.7600/-  <b>(i) Chairman, EC</b> – for MS.  <b>(ii) Member Secretary</b> – for JS  <b>(iii) Joint Secretary</b>- for all Head of Divisions/office.  <b>(iv) Director (Admn.)</b> – in respect of Under Secretary and Section Officer level officers  <b>(v) Under Secretary (Admn.)</b> – For all others    <b>(vi) Other Head of Division/office</b> in respect of employees working under them.</p>	---
S.	Nature of	Authority to which	Conditions

<b>No.</b>	<b>Power</b>	<b>delegated and extent of delegation</b>	
17.	Fixation of pay/remuneration of retired persons on re-employment or as Consultants	<b>Joint Secretary</b> – Full Powers	As per GOI instructions issued from time to time.
18.	Sanction of transfer to foreign service in India	<b>Member Secretary</b> – Full Powers	--
19.	Acceptance of resignation from service	<b>Chairman, EC</b> – in respect of Member Secretary  <b>Member Secretary</b> – all other officers/staff	–
20.	Permission to withdraw resignation before it becomes effective	Authority competent to accept resignation	--
21.	Sanction to travel by Air/AC Coach by non-entitled category of staff	Member Secretary – Full Powers	Reasons are to be recorded.
<b>S.</b>	<b>Nature of</b>	<b>Authority to which</b>	<b>Conditions</b>



<b>No.</b>	<b>Power</b>	<b>delegated and extent of delegation</b>	
22.	Condonation of interruption in service	<b>Member Secretary – Full Powers</b>	--
23.	Sanction of reimbursement of tuition fee, Children's Education Allowance	<b>Director (Admn.) -- Full Powers</b>	--
24.	Acceptance of contracts, agreements, mortgage bonds, surety bonds, etc. on behalf of IGNSA	<b>Joint Secretary (Admn.) – Full Powers</b>	These may be signed by Director (Admn.)/Head of Division after its approval by Joint Secretary (Admn.).
25.	Forwarding of application of employees for employment elsewhere	<b>Joint Secretary (Admn.) – Full powers</b>	Subject to the conditions laid down by the Govt. of India
26.	Sanctioning of over-time allowance	<b>HODs/Head of Office – Upto a maximum of 25 hours in a month</b> <b>Joint Secretary(Admn.) - Full Powers</b> <b>Director (CIL) – Full Powers in respect of staff under him</b>	Govt. Rules on the subject are to be followed.
<b>S.</b>	<b>Nature of</b>	<b>Authority to which</b>	<b>Conditions</b>

No.	Power	delegated and extent of delegation	
27.	Engagement of Casual Labour for miscellaneous work	<b>Director (Admn.)</b> - Full Powers	Payment is to be made as per rates notified by Delhi Government.
28.	Opening of tenders/quotations	Director (Admn.) to constitute a Committee	Committee must have one Accounts Officer and one officer from outside the Division. GFR Rules are to be followed.
29.	Residuary matters not covered by the aforesaid entries	<b>Member Secretary</b> – Full Powers	Subject to the observance of the rules/orders/instructions issued by GOI and EC from time to time.
30.	Communication of sanctions	By an authorized official	Sanctions accorded by the Secretary or Head of Department or Head of office may be communicated to the Accounts Branch by an authorised officer duly signed by him for Secretary or Head of Department or Head of office, as the case may be. In cases where the bill for payment is signed by the Head of office or the Head of Division himself, a separate sanction may not be issued.

**PART-II**  
**FINANCIAL POWERS**

S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
1	2	3	4
1.	Approval of Budget Estimates and Revised Estimates	Executive Committee – Full Powers	Member Secretary shall submit the proposal for Budget Estimates and Revised Estimates to the EC for approval latest by 1 <sup>st</sup> February every year. However, if, EC is unable to accord approval before 31 <sup>st</sup> March due to delay in holding of its meeting or otherwise, MS, IGNC A may proceed to incur expenditure in accordance with the draft Budget pending its approval.
2.	Appropriation and re-appropriation of funds from one Head to another within a Division	Member Secretary – Full Powers	<p>(i) All cases of appropriation/re-appropriation shall be reported to the Executive Committee.</p> <p>(ii) For the transfer of funds from Plan to Non-Plan approval of the Govt. of India shall be sought.</p>

<b>S. No.</b>	<b>Nature of Power</b>	<b>Authority to which delegated and extent of delegation</b>	<b>Conditions</b>
3.	Appropriation and re-appropriation of funds from one Division to another	<p>Member Secretary – Full Powers upto Rs.10.00 lakh on the merits of each case.</p> <p>Chairman, EC – Full Powers beyond Rs.10.00 lakh.</p>	<p>(i) All cases of appropriation/ re-appropriation shall be reported to the Executive Committee.</p> <p>(ii) For the transfer of funds from Plan to Non-Plan approval of the Govt. of India shall be sought.</p>
4.	Supplementary Budget	Executive Committee – Full Powers	Member Secretary shall submit the proposal for additional/ supplementary budget to the EC for approval. In case of a contingency expenditure may be met by the Member Secretary with the approval of Chairman, EC. However, all such expenditure shall be reported to the EC.

S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
5.	Powers to incur expenditure	<p><b>(i)Member Secretary –</b> Rs. 10 crore for each item</p> <p><b>(ii)Joint Secretary (Admn.) –</b> <u>Recurring :</u> Rs.15,00,000/- in each case subject to a ceiling of Rs.1.0 crore p.m. <u>Non-recurring :</u> Rs.5,00,000/- in each case subject to a ceiling of Rs.5.0 crore p.m.</p> <p><b>(iii)Director (Admn.) –</b> <u>Recurring</u> Rs.1,00,000/- in each case subject to a ceiling of Rs.10,00,000/- p.m. <u>Non-recurring</u> Rs.2,00,000/- in each case subject to a ceiling of Rs.20,00,000/- p.m.</p> <p><b>(iv)Heads of Division other than Director (Admn.) –</b> <u>Recurring</u> Rs.5,000/- in each case subject to a ceiling of Rs.25,000/- p.m. <u>Non-recurring</u> Rs.10,000/- in each case subject to a ceiling of Rs.50,000/- p.m.</p> <p><b>(v)Head of Office -</b> <u>Recurring</u> Rs.2,000/- in each case subject to a ceiling of Rs.10,000/- p.m. <u>Non-recurring</u> Rs.5,000/- in each case subject to a ceiling of Rs.30,000/- p.m.</p>	<p>(i) Sanction for Expenditure above Rs. 10 Crores is to be obtained from Chairman E.C.</p> <p>(ii) Nil</p> <p>iii) Director (Admin) will exercise full powers for payment of bills for normal AMC /Service contracts ie security/House keeping etc entered with different agencies with approval of competent authority</p> <p>(iv)For consumable items only.</p> <p>(v)For consumable items only.</p>

S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
6.	Motor Vehicles (a) Maintenance and Repairs  (b) Petrol and Oil	<b>Director (Admn.)</b> – Upto Rs.50,000/- in each case.  <b>Director (Admn.)</b> – Full Powers	Expenditure beyond Rs.50,000/- on a particular vehicle at a time will be put up to Joint Secretary for approval.  —
7.	Write off of losses of stores of the IGNCA money other than motor vehicles/motor cycles	<b>Chairman, EC</b> – Upto Rs.50,000/- in each case subject to maximum of Rs.10.00 lakh in a year.  <b>Member Secretary</b> – Upto Rs.10,000/- in each case subject to a maximum of Rs.5.00 lakh in a year.	Write off of losses beyond these limits shall be with the approval of the EC. Such losses shall also be reported to the IGNCA Trust.
8.	Write off of losses of irrecoverable loans and advances	<b>Chairman, EC</b> – Full Powers  <b>Member Secretary</b> – Upto Rs.10,000/- in each case.	Such cases are to be reported to the EC.  Such cases are to be reported to the EC.

S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
9.	Sanction of grant-in-aid and scholarships, loans and advances from Trust Funds	<b>Member Secretary</b> – Full Powers	To be reported to EC in Annual Accounts.
10.	Declaration of stores and equipment obsolete, unserviceable or surplus	<b>Member Secretary</b> – Full Powers  <b>Joint Secretary</b> – Upto Rs.1.00 lakh in each case subject to Rs.10.00 lakh in a year.	To be reported to EC in Annual Accounts.  To be reported to EC in Annual Accounts.
11.	Works and repairs/ renovation of buildings and other works	<b>Member Secretary</b> – Full Powers  <b>Joint Secretary</b> – Rs.15.00 lakh in each case.	(i) Works may be executed through CPWD or through tenders and shall be supervised by IGNC A Engineer-in-charge. (ii) All repairs/renovation above Rs.25.00 lakh in each case are to be reported to EC.
12.	(a) Authorisation and Installation  (b) Maintenance /payment of bills	<b>Member Secretary</b> – Full Powers  <b>Director (Admn.)</b> – Full powers	Residential and office telephones shall be provided in accordance with the prescribed norms.  Expenditure in excess of prescribed limits for official calls will be put up to the Joint Secretary for approval.

S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
13.	(a)Municipal taxes including land rent, property tax, etc. (b) Water & Electricity Charges	<b>Director (Admn.)</b> – Full powers.  <b>Joint Secretary (Admn.)</b> – Full Powers	—
14.	Sanction of advances for the purchase of vehicles, house building, computers, Table Fans, and other such advances as per GOI instructions	<b>Director (Admn.)</b> – Full Powers	Subject to Govt. Rules and availability of funds. Concurrence of accounts branch is to be taken for HBA and vehicles/computer Advance.
15.	Grant of advances in connection with official tours	<b>Director (Admn.)</b> – Full Powers	All tour programmes of officers and staff drawing Grade/Academic pay below Rs.7600/- shall require prior approval of Joint Secretary (Admn.).  Tour programmes of the officers having Grade/Academic Pay of Rs.7600/- and above shall require prior approval of Member Secretary.



S. No.	Nature of Power	Authority to which delegated and extent of delegation	Conditions
16.	Sanction of LTC and payment of advances for the purpose of availing of LTC	<b>Director (Admn.)</b> – Full Powers	Subject to leave being sanctioned for the purpose by the Competent Authority.
17.	Advance in lieu of leave salary to employees who proceed on leave for a period not less than a month/30 days.	<b>Director (Admn.)</b> - Full Powers	Govt. Rules are to be followed.
18.	Sanction for reimbursement of medical expenses	<b>Director (Admn.)</b> – Full Powers	As per Govt. Rules for regular staff and for other staff it will be as per special approval of EC.
19.	Sanction of advance/ withdrawal from Provident Fund	<b>Director (Admn.)</b> – Full Powers	Subject to limits as per IGNCA PF Rules. For any relaxation approval of Member Secretary is required.
20.	Sanctioning of Conveyance charges to the Officers/staff of IGNCA	<b>Joint Secretary(Admn.)</b> – Full Powers in respect of ‘A’ Officers. <b>Director (Admn.)</b> – in respect of others	In accordance with GOI instructions.

<b>S. No.</b>	<b>Nature of Power</b>	<b>Authority to which delegated and extent of delegation</b>	<b>Conditions</b>
21.	(i) Maintenance of Accounts of IGNCAs, preparation of Annual Accounts.  (ii) Physical verification of Non-consumable stocks, books, vehicles and land etc.	FA & CAO  The concerned Division/Office Head	The overall responsibility lies with Member Secretary.
22.	Appointment of Auditors and relative procedures	Executive Committee – Full Powers	EC is to be guided by Para 19.1 Deed of Declaration of IGNCAs and other Government orders issued specifically on this.

**PART-III**  
**GENERAL CONDITIONS**

1. When it is not possible to convene the Meeting of Executive Committee at a short notice, then, the powers of the Executive Committee can be exercised by the Member Secretary with the prior approval of the Chairman, EC. All such cases are to be placed before EC in its next meeting.
2. During the absence of the Chairman, Executive Committee, the Member Secretary will exercise all his powers and during the absence of Member Secretary, Joint Secretary (Admn.) will exercise all his/her powers.
3. These delegation of powers are also subject to any other general or specific orders/instructions issued by the EC/Govt. of India from time to time. All laid down provisions of GFR and canons of financial disciplines are to be followed.
4. Relaxation, if any, in the Bye-laws and delegated powers will only be made with the approval of the Executive Committee.

**PART-IV**  
**FORMAT OF VARIOUS FORMS TO BE USED AND ANNUAL ACCOUNTS**

The various formats are available with FA&CAO and Dy.FA&Sr.A.O.(HQ). These can be seen/referred as and when required.