

केन्द्रीय रेशम बोर्ड

(वस्त्र मंत्रालय - भारत सरकार)

केरेबो कांप्लेक्स, बी.टी.एम. लेआउट,
मडिवाला, बेंगलूरु-560 068.



CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

CSB Complex, B.T.M. Layout,
Madiwala, Bengaluru-560 068.

No.CSB-63(1)/2001-ES.I.Vol.II

Date: 31 October 2019

*All the Directors of the
Main Institutes and Officers
holding independent
charge of the stations*

Sir,

Sub: Delegation of administrative powers to Directors and Officers holding independent charge of the Stations- Withdrawal of powers for acceptance of resignation & retirement in respect of Group-A Officers – regarding.

Kindly refer to Central Office letter No.CSB-63(1)/2001-ES.I dated 7th August 2001 (copy enclosed) delegating additional administrative powers to Directors and Officers holding independent charge of Stations, wherein administrative powers were delegated for acceptance of resignation of Officers/Staff upto the Level-12 of Pay Matrix by the Directors of the Institutes and upto the Level-11 of Pay Matrix by the Officer holding independent charge of Stations.

The Competent Authority has reviewed the issue and decided to withdraw the powers delegated for acceptance of resignation/Voluntary Retirement under FR 56 and CCS Leave Rules in respect of Group-A Officers because they are posted at various stations during their tenure and their Vigilance Profile (Group-A) are maintained at Central Office. Henceforth, all request of Group-A Officers for acceptance of resignation & retirement may be referred to Central Office for taking further necessary action.

This issues with the approval of the Competent Authority.

Yours faithfully,

Encl: as above

Julian Tobias 31-10-19
[Julian Tobias]
Joint Director [Admn]



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पो.बा.सं/ P.B. No. : 6825

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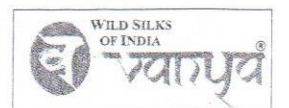


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Eco Friendly Indian Silks

243 (68)

CENTRAL SILK BOARD

(Ministry of Textiles - Govt. of India)

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रेशम बोर्ड

भारत सरकार - भारत सरकार

ग. कॉम्प्लेक्स

1. एम. लेआउट, मडिवाला

सू. - 560 068.

No.CSB-63[1]/2001-ES.1

Date: 7th August 2001

All the Directors of the
Main Institutes &
JDA holding independent
charge of the Stations

Sir,

Sub : Delegation of additional administrative powers to the Directors, of the Main Institutes, Joint Directors holding independent charge of the Stations - regarding.

The Directors of the Research Institutes and Joint Directors holding independent charge of the Stations have been exercising certain administrative and financial powers as delegated from time to time. The existing administrative powers being exercised by the Directors and Joint Directors holding independent charge of the Stations have been reviewed and it has been decided by the Competent Authority to authorize the Directors and Joint Directors holding independent charge of the Stations to dispose of the following items of work at their level for speedy disposal and to avoid references to Central Office.

- (1) Grant of Disability Leave and Special Casual Leave to Officers and Staff below his level as per Rules.
- (2) Acceptance of resignation of Officers/Staff upto the level of Joint Director by the Directors of the Institutes and upto the level of Deputy Director by the Joint Directors holding independent charge of Stations, under intimation to Central Office.
- (3) To grant advance increments to Junior Stenographers for acquiring higher speed in Shorthand as per Rules.
- (4) To grant special pay to clerical staff working as Telephone Operators as per Rules.

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6682149, 6685450, 6680086, 6689152

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- (5) To grant special pay to Group-D staff as per Rules for operating (a) Franking Machines, (b) Gestetner and (c) Photostat Machine.
- (6) Closure of probationary period in respect of the Officers and Staff below his rank as per Rules.
- (7) Acceptance of Voluntary Retirement applications of Officers/ Staff below his rank as per Rules under intimation to Central Office.
- (8) To obtain annual property returns in the prescribed proforma from Officers below his rank in Group-A every year and to retain the same in safe custody.
- (9) To grant approval for acquisition/disposal of immovable properties in respect of Officers/Officials upto Deputy Director level.
- (10) To issue 'No Objection Certificate' for obtaining Passport as per Rules for officers and staff below his rank working under his control
- (11) To issue 'No Objection Certificate' for obtaining Visa and grant Leave for going abroad to the Officers/Staff upto the level of Deputy Director working under their control.
- (12) To grant permission for extension of time limit upto 6 months in addition to the normal 6 months for completion of journey on LTC by the family of Officers/Staff working under his control, except himself.
- (13) To sign bond on behalf of Member Secretary, CSB in respect of Officers/Staff working under his control who are granted Study Leave/deputed for training abroad/Scholarship/ Associateship/Fellowship, etc.
- (14) Approval for change of Home Town in respect of Officers/Staff working under his control under intimation to Central Office as per Rules.
- (15) Approval for change of surname in respect of Officers/Staff working under his control as per Rules under intimation to Central Office.

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- (16) To dispose of pay anomaly requests of Officers/Staff working under his control within the Institute/Station.
- (17) To approve list of Holidays for units coming under his control with a copy to Central Office.

While exercising administrative powers as indicated above it may kindly be ensured that the prescribed rules and procedures are followed in respect of each item.

This issues with the approval of the Competent Authority.

Yours faithfully,

Sd/-

[G.K.UNNITHAN]
DEPUTY SECRETARY [ADMN]

Copy for information to :

- ✓ 1] Establishment Section - II
- 2] I A Section
- 3] Vigilance Section


[G.K.UNNITHAN]
DEPUTY SECRETARY [ADMN]