With a view to streamline fiscal transactions and other activities at Kodaikanal Observatory, the Scientist-in-charge (SIC) may follow the instructions given below:

1) The Imprest money may be utilised for payments of (i) bills from Govt/Statutory bodies (e.g. phone/mobile, electricity, water, municipal tax, vehicle road tax), (ii) TA/DA advance and settlement (after observing due procedures), (iii) procurement of consumable stores of urgent nature and (iv) expenditure of contingent/miscellaneous nature including very minor civil/estate/office maintenance works, value of which not exceeding Rs.1000/-.

Payments may be made through cheques, save contingent expenses. All payment vouchers should be supported by requisite bills, duly passed by designated officers. Statements for each withdrawal of imprest cash along with vouchers and supporting documents thereof may be submitted to the Professor-in-charge (PIC); he/she may forward the same to the AO/AcO.

2) Periodic maintenance work in the campus/quarters like clearing of the bushes, chopping of branches/fallen trees, etc. may be consolidated/projected and submitted through the PIC for approval. Payments for such works may be made through cheques.

3) Proposals for minor civil works, which are in the nature of maintenance/repairs, value of which is more than Rs.1,000/- but less than Rs.5,000/-, may be submitted to the PIC for approval. Such works may be normally outsourced and related payments may be made through cheques against requisite bills and on certification.

4) Hiring of additional security personnel for a period not exceeding a month may be resorted to with the approval of the PIC; requirements for a longer duration require recommendations of the PIC/HREC and approval of the Director. Such personnel may be requisitioned from the outsourcing agency with which the Institute has already entered into an agreement/contract. Payments to the Outsourcing agency for such personnel may be made through cheques against specific invoices and as per the terms and conditions already approved by the Institute.

5) A Tree Register may be maintained for log of the trees on the campus; chopping of branches for safety of public/building etc., or fallen during heavy rains and disposals thereof may be recorded; fallen trees and branches may be used as firewood only at the Guest House. Periodically the log book may be inspected and countersigned by the PIC.
6) Non consumable stores required for the Observatory may be indented through ERP, following the attendant procedures.

7) Inventory of stores in the guest house may be strictly maintained. Purchases made for the guest house for consumption during meetings/conferences/schools may be accounted separately for approval of the PIC and organizers/coordinators of the meeting concerned. The settlement of advances for such meetings may be expeditiously submitted.

8) Serving breakfast/dinner in the guest house should ordinarily be limited to the period when there are visitors. Use of Guest house is permitted only for bonafide visitors, duly approved by the PIC. The SIC is authorized to allot, under compelling emergency circumstances, a maximum of two rooms for bonafide visitors and the details of such allotments may be reported to the PIC for ratification. Courtesies may be extended to local dignitaries/officials visiting the Observatory; details of such visitors, purpose and the arrangements made for their visits may be intimated to the PIC. The guest house occupancy registers may be strictly maintained with relevant details filled in and counter-signed by the SIC.

9) The SIC in consultation and with the approval of the PIC may take necessary steps to ensure that the above activities are carried out in a smooth manner. The PIC may take actions on the proposals/notes submitted by the SIC, as appropriate within his/her administrative/financial powers, as already defined in office orders.

10) The PIC may regularly apprise the Chairman-GC-I/Dean/Director with regard to the smooth functioning of the the above and other activities of the Observatory.

This Order is effective from the date of issue until further orders.