Preamble: Pursuant to formation of the System Engineering Group (SEG) and in continuation of the Office Order # IIA.D.BBQ.7489 dated October 18, 2013, it has become necessary to authorize the Head of the SEG and Heads of five Divisions/Sections to exercise the following administrative and financial responsibilities and powers related to these activities:

1. Purchase: The Head-SEG may accord approvals for procurement of materials from indigenous and import sources and for service contracts, following the prescribed procedure, for value up to and including Rs.1,00,000/-. The Head-SEG may consider and accord approvals for cash purchase of items that are required urgently for operational reasons up to and including Rs.25,000/- in each case. The Accounts Officer & the Administrative Officer may submit to the Director every month details of such cash purchases.

2. Travel:

   i) The Heads of five Divisions/Sections may approve field trips of staff members in their Divisions/Sections to Kavalur, Kodaikanal & Gauribidanur and movements to CREST campus;

   ii) The Head-SEG may approve field trips of Heads and other personnel of the five Divisions/Sections to all field stations of the Institute;

   iii) The Head-SEG may approve, as recommended by Heads of Divisions/Sections, participation of personnel in their five Divisions/Sections in national scientific meetings/symposia/conferences, normally limited to twice in a financial year and tours within India for official purposes;

   iv) The Head-SEG may forward to the Director nominations for man power training programmes and applications for international tours, keeping in view general norms followed in the Institute for such matters; and

   v) The In-Charge of the field stations will continue to approve tours that do not involve air travel in respect of personnel posted in their campuses to nearby places and HQ for official purposes.

3. Civil Works: The Head-SEG may approve expenditure up to Rs.25,000/- for maintenance of buildings/laboratories which are minor in nature. However, proposals for construction/modification/renovation of any structure, to be submitted through the AO, will be forwarded by the Head-SEG to the Director.
4. **Miscellaneous expenditure**: The Head-SEG may approve expenditures up to and including a sum of Rs.25,000/- for activities of urgent nature related to five Division/Sections. The Accounts Officer may submit to the Director every month details of such expenditures.

5. **Assessment of work**: The Head-SEG, in consultation with the Dean may help the Director in the assessment of staff members of the SEG, who are in the level of Engineer A - D or equivalent and in accordance with rules prescribed for such reviews.

6. The Head-SEG will ensure general discipline in the five Divisions/Sections. He will apprise the Director periodically in all the above matters. The powers and responsibilities mentioned in this order are subject to change, as may be found necessary, for the smooth conduct of activities of the Divisions/Sections.

7. In the absence of the Head-SEG on leave or tour, the Head-Electronics Division will officiate as the Head-SEG.

This Order is effective from 1-11-2013 until further orders.

P.Sreekumar  
Director