

I/6644/2023



**SANJAY GANDHI POSTGRADUATE INSTITUTE OF MEDICAL
SCIENCES, RAE BARELI ROAD,
LUCKNOW- 226014**

OFFICE OF THE DIRECTOR

Phones: 0522-2668112, 0522-2494059, 0522-2494001, 0522-2494003, 0522-2494280
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PGI/DIR/DC/330/2023

Date: 02.06.2023
Office order/Dir camp
RSD no. 1485/13

Office Order

It has been observed that various files are unnecessarily sent to undersigned for sanction/approval whereas the First Regulation, 2011 of Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow has clearly defined the powers of Director, Additional Director, Dean, Finance Officer etc in term of sanction/approval in "Schedule I". A copy of the same is being annexed herewith for ready reference (Enclosed).

In supersession of all previous orders if any and in order to speed up the movement of files and smooth functioning of the Institute, **all the establishment (CMS/JD(A)/ER/FO/JD(MM)) are directed to send the files to competent authority as per the powers laid down in Schedule I of the Institute's Regulation 2011.**

In addition, as per the decision taken in the meeting held on 02.06.2023 (with AD/Dean/CMS/FO/JD(A)/ER), powers vested to undersigned under SGPGIMS ACT 1983 and Institute's First Regulation 2011, [Section 41 (1)(h)], I hereby, delegate the powers of Director for sanctioning/approving the files in term of following to AD/CMS and Dean for their respective establishments:

Sl No.	Nature of Power	Additional Director	Dean	CMS
1.	Child Care Leave	In case of employees of Establishment of JD(A)]	In case of Establishment of E.R. (HODs & faculty members)	In case of employees Of Establishment CMS
2.	Grant of various leaves subject to condition & limitation if any, imposed by AB/GB from time to time, such as a) Casual leave b) Earned leave c) Leave on half pay d) Medical leave e) Commuted leave f) Maternity / Paternity Leave	-do- -do- -do- -do- -do- -do-	-do- -do- -do- -do- -do- -do-	-do- -do- -do- -do- -do- -do-
3.	Duty leave for academic/non-academic activities in India	-do-	-do-	-do-
4.	*LTC/HTC	-do-	-do-	-do-

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5.	To countersign traveling allowance bills of faculty members, officers & employees	-do-	-do-	-do-
6.	National Conferences (with and without finance) of faculty members/S.A.G.	-	-do-	-do-
7.	Forwarding of Utilization form of Extramural/Intramural projects	-	-do-	-
8.	Forwarding of Intramural/Extramural projects	-	-do-	-
9.	Recruitment of PhD students & their joining	-	-do-	-
10.	All type of NOCs except applying for recruitment outside the Institute such as Passport, Visa etc	-do-	-do-	-do-

All the establishments of the Institute are directed to ensure the processing of files for sanction/approval as above.

*Files related to sanction of LTC/HTC will not require financial concurrence; however, the claim bill will be settled by the Finance Department subject to availability of budget for the concerned financial year.

This order will be implemented with immediate effects and will be effective till further orders



(Radha Krishan Dhiman)
Director

Copy to:-

1. Additional Director
2. Dean
3. Executive Registrar
4. CMS/MS
5. Finance Officer
6. JD(A)/JD(MM)
7. Faculty Incharge Research
8. All Heads of Department
9. All Faculty Members
10. I/C e-Office/Server
11. Office order file

(Radha Krishan Dhiman)
Director

P.T.O.

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SCHEDULE I

(See Regulations 3, 4, 5, 7, 8, 9, 10 & 11)

Sl. No.	Nature of Powers	Dean/Finance Officer	Additional Director	Director	President	Governing Body	Institute Body	Remarks
1	2	3	4	5	6	7	8	9
1.	Permanent	-	-	Full powers in respect of Group B, C, and D	Full Powers in respect of Faculty and Group A Officer excepting Executive Registrar	-	Full Powers in respect of Executive Registrar or as delegated	Powers are Subject to regulations
2.	Power to confirm successful completion of probation period.	-	-	Full powers in respect of Group B, C, and D	Full Powers in respect of Faculty and Officers of Group A	-	-	-
3.	Power to accept Resignation	Dean-full powers in respect of JR, SR	-	Full powers in respect of Group B, C & D.	Full Powers in respect of Faculty and Group A	-	-	For research as laid down by Governing Body from time to time
4.	To retain a Professor or Head of Department in the Faculty of the Institute beyond the age of superannuation.	-	-	-	Power exercisable with prior approval of governing Body & subject to the provisions of the regulation	-	-	-
5.	Power to allow retention of lien in the Institute for employees when they are appointed elsewhere.	-	Power in respect of group B, C & D up to a period of two years as laid down in the regulation	Power in respect of Faculty and Group A upto a period of two years as laid down in the regulation	-	Extension of lien beyond two years can be allowed by Governing Body after consideration of case of merits	-	-
6.	Power for fixation of pay of Institute employees under normal Rules	-	Full powers in respect of all categories	-	-	-	-	-
7.	Power to accept the terms and conditions on	-	Full power in respect of	Full powers in respect of	-	-	Full powers in respect of	-

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Sl. No.	Nature of Powers	Dean/Finance Officer	Additional Director	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
	foreign service terms in respect of deputationist of Central/ State Government where the terms are of usual nature.		Group B, C & D employees	Group A officers except the Executive Registrar			Executive Registrar or as delegated	
8.	Power of grant extension of tenure of senior/Junior Resident	Dean, Full powers subject to condition & limitations if any, imposed by AB/Governing Body from time to time	-	-	-	-	-	-
9.	To sanction grant of and to permit acceptance of honorarium.	-	-	Full power in respect of all officers and employees subject to the provisions of the regulations	-	-	-	-
10.	To Extend Joining time	Full power to Dean in respect of JR/SR/Students upto 30 days	Full power in respect of all employees upto 30 days	Full power in respect of all employees excluding self, beyond 30 days upto 90 days	-	-	-	-
11.	Grant of leave	-	-	-	-	-	-	All powers are exercisable subject to the provisions of leave Regulation
	a) Casual Leave	Full power in respect of all employees posted under him, not including himself	-	Full power in respect of HODs, Finance Officer, Executive Registrar	-	-	-	All power are exercisable subject to the provisions of leave regulation
	b) Earned leave	To Medical supdt. full power in respect of all employees of Group B, C, &	Full power in respect of all other employees of group	Full power in respect of Group A officers and Faculty	-	-	-	-

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Sl. No.	Nature of Powers	Dean/Finance Officer	Additional Director	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
		D on hospital side to Dean full powers with respect to IR/IR/students	B, C & D					
	e) Leave on half pay	-do-	-do-	-do-				
	d) Medical leave	-do-	-do-	-do-				
	e) Commuted leave	-do-	-do-	-do-				
	f) Maternity leave	-do-	-do-	-do-				
	g) extraordinary Leave	-	-	Full power in respect of employees of all Groups.	Full power in respect of faculty members	-	-	-
	h) Study Leave	-	-	In respect of all employees to be availed in India, full powers	In respect of all employees to be availed abroad, full powers	-	-	-
	i) Compensatory Leave	Only to employees of group C & D to HODs	-	-	-	-	-	-
	J) Disability Leave	-	In respect of employees of Group B, C, & D	In respect of faculty and officers of group A and officers of group A	-	-	-	-
12.	Power to permit the officers of the Institute for going abroad for any purpose	-	-	Full power up to 30 days	Full powers subject to the approval of Govt. of U.P.	-	-	-
13.	Power to permit the officers of the Institute to go abroad in connection with the work of the Institute and treatment of absence as on duty	-	-	Full powers up to 30 days	Full power subject to the approval of Govt. of U.P.	-	-	-

Sl. No.	Nature of Powers	Dean/Finance Officer	Additional Director	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
14.	To decide the shortest of cheapest of two or more routes,	-	-	-do-	-	-	-	-
15.	To permit class III & IV employees to draw higher class railway fare when accompanying an officer or train which provides no IInd class.	-	-	Full powers	-	-	-	-
16.	Power to sanction advances to Institute employees on tour, transfer etc.	Finance Officer	-	-	-	-	-	-
17.	To countersign traveling allowance bills of officers & employees	-	-	Full powers in case of HODs within the Country and respect of T.A. claims of persons not in service of the Institute excluding those for whom Dean is empowered	-	-	-	For Research staff as laid down by Governing body from time to time.
18.	Power to sanction temporary/final withdrawal from provident fund	-	-	Full powers in respect of all other officers and employees except Director	Full powers in respect of director	-	-	-
19.	Power to sanction advances for law suit to which Institute is a party	-	-	Full power	-	-	-	-
20.	Power to sanction	Full power to Finance Officer	-	-	-	-	-	-

Sl. No.	Nature of Powers	Dean/Finance Officer	Additional Director	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
	advance for House building/Motor Car	as provided in Regulations						
21.	Power of re-appropriation of funds from sanctioned budget.	-	-	Full power	-	-	-	Report on re-appropriation shall be placed before the F.C. & G.B. at its subsequent meeting. Report to be placed before F.C. & G.B.
22.	a) Write off of loss of irrecoverable value of stores of public money including expired drugs & consumables b) Deficiencies and depreciation in value of stores	-	-	Up to 1 lac in each case as per procedure to be laid down by G.B.	-	Full power	-	Report to be placed before F.C. & G.B.
	disposal of obsolete, surplus and unserviceable	-	-	-do-	-	-do-	-	-do-
23.	disposal of obsolete, surplus and unserviceable	-	-	Capital items of purchase not exceeding ten lac on recommendation of condemnation on board. Full powers in respect of non-capital items	-	Full powers on recommendation of condemnation on Board through HLPC	-	-
24.	Power to accord administrative approval expenditure sanction respect of contingent expenditure provided for in the budget.	All above -	through & departmental purchase in committee of	Upto Rs. 10 lac in case of capital items & full power in case of revenue items through Institute Purchase committee	-	Full powers for capital items through HLPC	-	Power with reference to utilisation of research grants to be defined separately by the Governing Body from time to time.

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उत्तर प्रदेश असाधारण गजट, 29 जुलाई, 2011

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Sl. No	Nature of Powers	Dean/FO	Addition al Director	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
25.	Power to approve purchases of stores the recommendation of Purchase Committee	-	-	upto fifty thousands	-	-	-	-
26.	Maintenance of building and petty works	-	-	1.00 Lacks	-	-	-	-
	a) Original works and special repairs	-	-	-Fifty thousands	-	-	-	-
	b) Ordinary repairs	-	-	1.00 lacks	-	-	-	-
	c) Annual repairs	-	-	Full power.	-	-	-	-
27.	Powers to direct the payment on the last working day of month the pay & allowances of employees of the Institute where the first day of the following month is public holiday	-	-	-	-	-	-	-
28.	Power to order finance officer the retention of un-disbursed pay and allowance of establishment for any period not exceeding three months.	-	-	will have full powers	-	-	-	-
29.	To allot residence	-	-	-	-	-	-	As per rule said down for the purpose
				Full powers in respect of all categories on recommendation of House allotment committee including cancellation & eviction & out of turn allotment on merit to all categories,				

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उत्तर प्रदेश असाधारण गजट, 29 जुलाई, 2011

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Sl. No	Nature of Powers	Dean/FO	Addition al Director	Director	President	Governing Body	Institute Body	Remark
1	2	3	4	5	6	7	8	9
30.	To direct that an officers on leave shall be considered to be in occupation of a residence	-	-	Full powers for the period of original deputation or the period of leave sanctioned.	-	Full powers	-	-
31.	Power to accept Research grant	-	-	Full powers	-	-	-	-
32.	Power to authorise the sale or transfer of motor vehicles purchased with advance from the Institute.	-	-	Full powers	-	-	-	-
33.	Destruction of official records	-	-	Full powers - subject to the conditions and period to be laid down by Governing Body by general or special order, and subject to the provisions of Regulations	-	-	-	-

SCHEDULE -II

The appointing Authority, Punishing Authority and Appellate Authority for various posts in the Institute

Serial Nos.	Description of Posts	Appointing Authority	Punishing Authority	Appellate Authority
1	2	3	4	5
1.	Director	Governor	Governor	—
2.	Additional Director	Government	Government	as defined in government rules
3.	Finance Officer	Government	Government	as defined in government rules
4.	Faculty	President	President	Visitor
5.	Class I Officers excluding Executive Registrar	President	President	Visitor
6.	Executive Registrar	Government	Government	as defined in government rules
7.	Class II Officers	Director	Director	President
8.	Class III & IV. Employees	Director	Director	President

पी०एस०यू०पी०-ए०पी० 290 राजपत्र (हि०)-2011-(675)-599 प्रतियां-(कम्प्यूटर/टी/आफसेट)।

पी०एस०यू०पी०-ए०पी० 5 सा० चिकित्सा-2011-(676)-500 प्रतियां-(कम्प्यूटर/टी/आफसेट)।