


**Delegation of Administrative and Financial Powers of KRSRAC  
approved in the 41<sup>st</sup> meeting of the Executive Committee of  
KRSRAC held on 16-02-2022**

Sl. No	Subject	Director, KRSRAC	Chairman, EC-KRSRAC
1	All leaves applicable under KCSR and sanction of leave other than disability leave to the staff, sanction of leave prior to retirement, sanction of maternity leave, sanction of condonation of claims.	Full powers	-
2	Sanction for purchase of uniforms etc. to Group D staff and Drivers.	Full powers	-
3	Fixing rates on hiring charges for computers, computer peripherals, softwares, expendable items, vehicles and other related facilities to users. Rates could be charged as per the prevailing market rates.	Full powers	-
4	To declare stores / dead stock and other equipments / articles / materials etc. as obsolete and sanction of losses and write off.	Full powers	-
5	To sanction in-charge arrangements for the posts which are vacant.	Full powers	-
6	Sanction of HRA, MCA, Cycle advance, clothes advance, surrender leave, encashments, gratuity, reimbursement of medical bills etc. as per rules to permanent staff of KRSRAC and staff on deputation.	Full powers	-
7	Refund of EMD and Security deposit.	Full powers	-
8	Acceptance and rejection of resignation.	Full powers for administrative and technical staff upto Scientist-D.	Full powers for Scientist-E and above.
9	Disciplinary action against the officials of KRSRAC.	Full powers for administrative and technical staff upto Scientist-D.	Full powers for Scientist E and F.
10	For taking technical staff and administrative staff on deputation from other Govt. departments including autonomous organizations and corporations (State / Central).	Full powers for administrative and technical staff upto Scientist-D.	Full powers for Scientist-E and above.
11	For taking projects related to Remote Sensing, GIS, Photogrammetry, LIDAR, Drone, RADAR, GPS / DGPS Survey and Communication	Full powers. A minimum of 15% towards institutional	-

*(Signature)*

	activities from both State and Central Govt. departments including autonomous organizations and corporations.	development charges / overhead / service charges should be included in the project.	
12	<p>Approval for deputation / nomination of staff, project staff, supporting staff, administrative staff and consultants / advisors.</p> <ul style="list-style-type: none"> <li>For study tour / training / meetings/ workshops/ seminars/ conventions and other related programmes for shorter duration (about a month) including the Director within India.</li> <li>For study tour / training / workshops/ seminars/ conventions and other related programmes for shorter duration (about a month) outside the country including the Director.</li> <li>For study tour / training / and other related programmes for duration exceeding a month within India. (* allowed only if it is inbuilt in the proposal).</li> <li>For study tour / training / and other related programmes for duration exceeding a month (including the Director) outside India.</li> </ul>	<p>Full powers</p> <p>-</p> <p>Upto 6 months</p> <p>-</p>	<p>-</p> <p>Full powers</p> <p>Upto 1 year. beyond one year to be placed in EC.</p> <p>Upto 6 months. Above 6 months to be placed in EC.</p>
13	Hiring of project staff, supporting staff, administrative staff and consultants / advisors on contract basis.	Full powers	-
14	Fixing the monthly remuneration /salary and annual increments for the contractual staff of the Centre.	Full powers subject to the fund provisions under the specific budget head / project.	-
15	Retention of Scientist / technical staff beyond the age of 60 year and administrative staff beyond the age of 58 years on contract basis.	Full powers	-
16	Sanction of TA/DA for staff, project staff, administrative staff, supporting staff and Consultants / advisors.	Full powers as per the provisions under the budget heads.	-
17	To allot and assign duties to officers and staff in general for specific purpose on carrying out the affairs of the Centre.	Full powers	-

18	In house refreshments and extending hospitality to guests / visitors / and staff of the Centre working beyond office hours.	Full powers	-
19	Sanction of honorarium to visiting officials and in house staff during workshops, seminars and training programmes. Sanction of honorarium to the in house staff / outsourced staff / guest faculty in recognition of their extra work beyond the office hours.	Full powers	-
20	Keeping terms deposits.	Full powers in scheduled banks.	-
21	Purchase of satellite imageries / Digital data from NRSC / high resolution satellite data from the empaneled vendors of NRSC and topo sheets from SOI.	Full powers	-
22	Financial powers to sanction and incur expenditure on any of the items / service at each time required by the Centre.	Upto Rs. 50 lakhs as per provisions in the budget heads.	Above Rs. 50 lakhs and upto Rs. 5 crore as per provisions in the budget heads.
23	Hiring / construction / purchase of building land for office purpose.	Full powers for hiring / construction / purchase of building / land for office purpose as delegated under Sl. No. 22.	Full powers for hiring / construction / purchase of building / land for office purpose beyond 5000 Sq. ft. as delegated under Sl. No. 22.
24	Promotion of Remote Sensing, GIS, Photogrammetry, LIDAR, Drone, RADAR, GPS / DGPS Survey and Communication related activities both within and outside the Centre either by the Centre or by Govt. departments / academic institutions / other agencies / organizations.	Full powers as delegated under Sl. No. 22.	Full powers as delegated under Sl. No. 22.
25	Re-appropriation of funds from one project to another project.	Upto Rs. 50 lakhs.	Above Rs. 50 lakhs and upto Rs. 5.00 Crore.
26	Sanction of funds for R&D projects to universities, educational institutions and other professional and academic organizations.	Full powers as delegated under Sl. No. 22.	Full powers as delegated under Sl.No. 22.



27	AMC for office hardware / software / computer peripherals and office equipments.	Full powers as delegated under Sl. No. 22.	Full powers as delegated under Sl.No. 22.
28	To sanction for conducting workshops / seminars / conference and trainings both within and outside the Centre depending upon the provisions under the budget heads.	Full powers as delegated under Sl. No. 22.	Full powers as delegated under Sl.No. 22.
29	Purchase of stationery, books, periodicals, office furnitures, fixtures and equipments.	Full powers as delegated under Sl. No. 22.	Full powers as delegated under Sl.No. 22.
30	Maintenance and repair of office buildings and premises.	Full powers as delegated under Sl. No. 22.	Full powers as delegated under Sl.No. 22.

**Note:** The items which are not covered in the delegation of financial and administrative powers as listed above can be referred to Chairman-EC, KRSAC for necessary approvals. However, the items which are not covered in the delegation of financial powers could be listed and placed before the EC for necessary action.

  
**Director,**  
**KRSAC**

Karnataka State Remote Sensing Applications Centre  
Department of Personnel and Administrative  
Reforms (e-Governance), GoK  
Doora Samvedi Bhavana, Major Sandeep Unnikrishnan Road  
Doddabettahalli, Bengaluru - 560 097