

AGENCY ADMIN

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GOVERNMENT OF INDIA  
DEPARTMENT OF SCIENCE & TECHNOLOGY

Technology Bhawan,  
New Mehrauli Road,

New Delhi the 28th December, 1983

OFFICE MEMORANDUM

Subject : Simplification of administrative procedures for Scientific Departments/Organisations—Delegation of enhanced financial powers, regarding.

The Science Advisory Committee to the Cabinet (SACC) had recommended a series of measures for simplifying administrative procedures and delegating enhanced powers to the Scientific Departments and Organisations. These are aimed at promotion of a proper atmosphere in the Scientific Departments and Agencies so that Scientists and Technologists can make efficient and appropriate use of the facilities and perform the task assigned to them without avoidable loss of time. Some of these recommendations have been accepted by the Government and the President is now pleased to delegate following enhanced powers to such Departments/Agencies/Organisations :—

1. The Government have accepted in principle that the budgets of all S & T Departments/Agencies/Institutions should be regarded wholly as 'Plan' and formulated each year on the principles of 'zero' based budgeting. While all S & T Agencies/Institutions should be encouraged to follow this procedure, initially they may be allowed to exercise their option. A detailed procedure in this regard would be worked out in consultation with the Ministry of Finance and the Planning Commission.
2. Scientific Departments/Organisations are exempted from the purview of the D.G.S. & D for purchase of stores and disposal of surplus stores. This delegation is subject to the condition that they would evolve suitable procedure for the exercise of these powers in consultation with their internal finance.
3. Meetings of the Expenditure Finance Committee/Public Investment Board of the S & T Ministries/Departments shall be taken by the Secretary of the Ministry administratively concerned with the proposal. However, the composition of the EFC/PIB as laid down in O.M. No. 1(6)/PT-II/82 dated 12th October, 1982 remains unchanged.
4. Governing bodies of autonomous S & T Institutions like Council of Scientific and Industrial Research, Indian Council of Agricultural Research, etc. shall have full financial powers to enable the organisations to take appropriate decisions without further reference to the administrative ministry concerned. However, all financial matters should be brought up before the Governing Body only after it has received due scrutiny and examination by the Finance branch of the Agencies. No decision on financial matters would also be taken without the concurrence of the Member(Finance) of the Agency.
5. Heads of S & T Ministries/Department/Agencies shall have full powers of the Ministry as specified in Delegation of Financial Power Rules, 1972 to authorise expenditure pertaining to their Departments for the purposes of travel, transport, canteen etc., subject to the budgetary ceilings previously approved under various sub-heads and shall further be subject to the condition that all orders of economy and reappropriation issued by the Ministry of Finance from time to time are strictly observed.

6. Heads of S & T Ministries/Departments/Agencies shall also have powers to sanction deputation abroad/ international travel to the scientists working in their organisations subject to the following conditions :—
- a) the delegation of the power would be regulated by Budgetary Control. In the budget of the organisation a specific provision on International Travel should be made while framing the budget proposals. The amount so provided should include cost of passage, other local costs per diem cash allowance, contingencies, entertainment, accommodation, registration fee, etc. Specific details regarding the conference or the training programmes which are known in advance may also be given in the budget proposals as far as possible.
  - b) Once the budget along with the budget for foreign deputation/delegation is approved, the Head of the Organisation can sanction International Travel without having to obtain the approval of the Screening Committee wherever applicable. These powers cannot be delegated further by him. In the matter of selection, the guide lines given by SACC and shown as Annexure-I to this Memorandum should be followed.
  - c) No diversion of fund from any other head is permissible. The normal powers of reappropriation available to the Department will not be applicable for this purpose.
  - d) In approving such deputations abroad, other instructions of the Government of India on the subject should be strictly followed.
7. All Scientific Departments shall be excluded from the purview of the Staff Inspection Unit of the Ministry of Finance. Functions of the SIU in respect of such Departments would now be entrusted to a team appointed by the Head of the respective S & T Department consisting of the Core Member of the Staff Inspection Unit (Ministry of Finance) and Scientific/Technical personnel from the concerned Department/ Agency.
8. The Government have also accepted that there was a need to examine the extent of powers now enjoyed by the various non-autonomous S & T Institutions/Agencies functioning as attached/subordinate office which vary widely, to determine the extent to which further powers should be delegated to them. They have also accepted that as far as possible, efforts should be made to ensure that only one official from the Ministry of Finance is nominated to serve as the Member (Finance) to all the Scientific Agencies. Similarly, the Comptroller and Auditor General of India has been requested that the audit of all S & T Agencies and Departments may be brought under one single Agency under the Controller and Auditor General of India.

A list of the scientific Departments/Agencies/Institutions to whom these orders apply as approved by SACC is attached as Annexure II. The criteria suggested by it for identification as an S & T institution is attached as Annexure III.

Formal amendment to the Delegation of Financial Power Rules, would issue in due course.  
Hindi version will follow.

Sd/-  
(G. CHATTERJEE)  
Joint Secretary & Financial Adviser

To,

All Ministries/Departments

- cc : 1. Director Generals, CSIR, ICAR & ICMR  
2. Ministry of Finance, Establishment Divn.  
3. Cabinet Secretariat  
4. Chairman, SACC

Sd/  
(G. CHATTERJEE)

**Guidelines for participation of Indian Scientists and Technologists in International Conferences/Symposia as approved by Science Advisory Committee to the Cabinet.**

1. All Scientific Departments should each have a specific budget head/allocation for supporting their scientists/technologist to attend international conferences/symposia in subjects with which they are concerned. Support should cover to and from as appropriate in the specific cases, air fare in full, per diem expenses, registration fees etc.
2. Powers regarding selection/clearances/approval of scientists and technologists for participation in international conferences/symposia may be delegated to the scientific head of the concerned agency. The selection could be made by a small Screening Committee headed by the head of the agency.

A detailed proforma and check list may be prepared and used invariably taking into consideration the specific aspects of subjects dealt with by each agency, including Security/Sensitivity considerations. The proforma would also elicit general information such as relevance and importance of the conference/symposia in relation to functions of the agency, the role of the nominee (as Chairman, rapporteurs invited/key note speakers, author of contributed papers etc.), the importance of his contribution to the subject of the conference/symposia, conferences if attended to in the past etc. **Submission or acceptance of a paper for a conference would not by itself be a justification for sponsoring participation in a conference.** The papers to be presented should be evaluated for quality. A directory will be prepared of standard recognised international conferences/symposia such as those listed by UNESCO, etc. Attendance at these should not involve any security/sensitivity aspects and corresponding clearances from Ministry of External Affairs.

A mechanism will be established, consisting of the Heads of the scientific institution/organisation and concerned officials of the other appropriate departments/ministries (eg. Ministry of Home Affairs/Ministry of External Affairs) to discuss the participation in conferences which do not fall in the purview of the above mentioned categories or where any sensitive issues might be involved.

3. The above Screening Committee would arrive at and communicate decisions quickly. Normally, the following selection procedure would be adopted :

- a) Notifications received by a Scientific agency/Department regarding conferences/symposia to be held abroad, would be circulated to the relevant subject-matter institutions under its jurisdiction, for making a selection, at the level of each such institution, there would be a Selection Committee to screen the candidates. In other cases, such as requests made by individual scientists for participation in a conference abroad or invitations received by individual scientists/technologists by name, a view may be taken directly ie. without circulation.
- b) In cases involving scientists/technologists of high standing who receive invitations by name for presentation of papers, for chairing sessions, for giving keynote addresses etc. and are paid by outside agencies, the candidatures should normally be supported and not withheld.
- c) In cases of scientists and technologists who receive paid invitations by name but who cannot be considered of such high standing as at (b) above, security/sensitivity aspects may need to be looked into, as also aspects of financing if special foreign currency funds are involved.
- d) Cases involving short-term and long-term deputations for training abroad should be dealt with separately and should not be covered under these guidelines.
- e) In cases where participation is fully funded by the department/organisation in India, one visit in a period of three years may normally be taken as a guideline. There would be expectation, in cases of

partial funding by a Department, depending on the nature of work/accomplishment, etc. Exceptions to this guideline could be made on the basis of justifications submitted. In cases where a scientist/technologist invited is an established leader in a given field, and his participation in an international conference is likely to enhance the image of India, such personnel should be allowed to participate in international conferences without undue restrictions.

4. The absence of scientists/technologists from an institution, for participation in an international conferences/symposia, should be treated as duty.
5.
  - a) Each scientific department should have some funds available to support delegations, composed of scientists from various Institutes, in the country which could be sent for international meetings that are of special interest and importance to the Department.
  - b) The Screening Committee in a scientific institute/agency should prepare well in advance a list of conferences that would be of importances for purpose of sending delegations, so that decisions in these matters can be taken well in advance.
  - c) At present, partial travel assistance is provided for participation of scientists in international conferences etc. by the Ministry of Education, University Grants Commission, Department of Science and Technology, besides Indian Council of Agricultural Research and Indian Council of Medical Research and Indian National Science Academy. As a result, a scientist approaches several agencies hoping to get a part of assistance from each. He has to run to several organisations without being sure of getting the total assistance that is needed. It should be ensured that the scientist can participate with support from not more than two agencies provided his attendance can be considered worthwhile otherwise.

**List of S & T Institutions under various Ministries/Departments of the Central Government**

**I. Institutions having Ministry, Attached or Subordinate type status :-**

1. Department of Science & Technology (DST)-Headquarters and i) Survey of India, ii) National Atlas and Thematic Mapping Organisation
2. Department of Environment—Headquarters and Botanical Survey of India, Zoological Survey of India, National Museum of Natural History, Wild Life Institute of India.
3. Department of Ocean Development.
4. Defence Research & Development Organisation (DRDO) (Headquarters and all laboratories/institutes under DRDO)
5. India Meteorological Department
6. National Test House (Calcutta, Bombay, Madras & Ghaziabad)
7. Department of Mines
  - i) Geological Survey of India, Calcutta
  - ii) Indian Bureau of Mines, Nagpur
8. Ministry of Communications.
  - i) Telecommunications Research Centre, New Delhi
  - ii) Technical and Development Circle, Jabalpur
  - iii) Advanced Level Telecommunications Training Centre, Ghazibad
9. Department of Civil Aviation
  - i) R & D Directorate, New Delhi
10. Ministry of Irrigation
  - i) Central Water and Power Research Station, Pune
  - ii) Central Soil and Materials Research Station, Delhi
  - iii) Central Ground Water Board, Faridabad
  - iv) Central Water Commission, New Delhi
11. Department of Agriculture
  - i) Forest Research Institute, Dehra Dun and its regional stations
  - ii) Central Fertilisers Quality Control & Training Institute, Faridabad
12. Department of Food
  - i) National Sugar Institute, Kanpur
  - ii) Indian Grain Storage Institute, Hapur
13. Department of Culture
  - i) Anthropological Survey of India, Calcutta
  - ii) National Research Laboratory for Conservation of Cultural Property, Lucknow
14. Ministry of Health & Family Welfare
  - i) All India Institute of Hygiene & Public Health, Calcutta
  - ii) All India Institute of Physical Medicine & Rehabilitation, Bombay
  - iii) All India Institute of Mental Health, Bangalore
  - iv) BCG Vaccine Laboratory, Madras
  - v) Central Food Laboratory, Calcutta
  - vi) Central Research Institute, Kasauli
  - vii) Central Leprosy Teaching Research Institute, Chengleput

- viii) Central Drugs Laboratory, Calcutta
- ix) Department of Serologist and Chemical Examiner, Calcutta
- x) **Family Planning Training Research Institute, Bombay**
- xi) J.N. Institute of Post-graduate Medical Education and Research, Pondicherry
- xii) National Malaria Eradication Programme, Delhi
- xiii) National Tuberculosis Institute, Bangalore
- xiv) National Institute of Communicable Diseases, Delhi
- xv) Rural Health Training Centre, New Delhi
- xvi) National Institute of Mental Health & Neuro science, Bangalore
- xvii) Central Institute of Psychiatry, Ranchi
- xviii) National Medical Library, New Delhi
- xix) Central Leprosy Research & Teaching Institute, Raipur
- xx) Regional Leprosy Research & Training Institute, P.O. Asaka, Distt. Ganjam
- xxi) Food Research & Standardisation Laboratory, Ghaziabad
- xxii) Central Indian Pharmacopoeia Laboratory, Ghaziabad

15. Ministry of Home Affairs

- i) Central Forensic Science Laboratory(CBI), New Delhi
- ii) Central Forensic Science Laboratory, Calcutta, Hyderabad and Chandigarh
- iii) Institute of Criminology and Forensic Science.

16. Ministry of works and Housing

- i) National Buildings Organisation, New Delhi
- ii) Town and Country Planning Organisation, New Delhi

**II. Institutions having Commission status and those registered as Societies and Autonomous Institutions.**

1. Department of Atomic Energy(R&D) and institutions under it.
2. Department of Space and S & T Institutions under it.
3. Department of Non-conventional Energy Sources
4. S & T Institutions under Department of Electronics
5. Council of Scientific & Industrial Research (CSIR) and institutions under it.
6. Indian Council of Agricultural Research (ICAR) and institutions under it
7. Indian Council of Medical Research (ICMR) and institutions under it.
8. Department of Science & Technology—Aided institutions
9. Ministry of Health & Family Welfare
  - i) Institute of Post-graduate Medical Education and Research, Calcutta
  - ii) National Institute of Health and Family Welfare, New Delhi
  - iii) Pasteur institute of Southern India, Conoor, (Tamil Nadu)
  - iv) All India Institute of Speech & Hearing, Mysore
  - v) Chittaranjan National Cancer Research Centre, Calcutta
  - vi) Cancer institute, Madras
  - vii) International Institute of Population Studies, Bombay
  - viii) Institute of Research in Indigenous System of Medicine, Jogindernagar (H.P.)
  - ix) Post-graduate Institute of Medical Education Research, Chandigarh
  - x) Vallabhi Patel Chest Institute, Delhi
  - xi) All India Institute of Medical Sciences, New Delhi
10. Ministry of Tourism & Civil Aviation
  - i) Indian Institute of Astrophysics

- ii) Indian Institute of Geo-magnetism
- iii) Indian Institute of Tropical Meteorology
- 11. Department of Heavy Industry
  - i) Central Machine Tool Institute, Bangalore
  - ii) Automotive Research Association of India
  - iii) Welding Research Institute, Tiruchirappalli
  - iv) Central Metal Forming Institute, Hyderabad
  - v) Corporate R & D Complex, BHEL, Hyderabad
- 12. Department of Industrial Development
  - i) Central Pulp and Paper Research Institute
  - ii) Cement Research Institute of India
  - iii) Indian Plywood Industries Research Institute
  - iv) Indian Rubber Manufacturers Research Association
  - v) Central Coir Research Institute (Coir Board)
  - vi) National Institute of Design, Ahmedabad
  - vii) S & T Institutions under Khadi & Village Industries Commission
- 13. Ministry of Commerce
  - i) Ahmedabad Textile Industries Research Association (ATIRA)
  - ii) Bombay Textile Research Association (BTRA)
  - iii) South India Textile Research Association (SITRA)
  - iv) North India Textile Research Association (NITRA)
  - v) Man-made Textile Research Association (MANTRA)
  - vi) Silk and Art Silk Mills Research Association (SASIMRA)
  - vii) Wool Research Association (WRA)
  - viii) Indian Jute Industries Research Association (IJIRA)
  - ix) Central Tasar Research Station, Ranchi
  - x) Central Coffee Research Institute, Mysore (under Coffee Board)
  - xi) Rubber Research Institute of India, Kottayam (under Rubber Board)
  - xii) UPSAI Tea Research Station, Coimbatore
- 14. Department of Petroleum
  - i) Institute of Petroleum Exploration (under ONGC)
  - ii) Institute of Drilling Technology ( " " )
  - iii) Institute of Reservoir Studies (under ONGC)
- 15. Department of Power  
Central Power Research Institute
- 16. Department of Coal  
Central Mine Planning and Design Institute (A subsidiary of Coal India Ltd.)
- 17. Ministry of Information & Broadcasting  
Research Department, All India Radio
- 18. Ministry of Railways  
Research Designs and Standards Organisation (RDSO)
- 19. Ministry of Shipping & Transport
  - i) Optical Research Laboratory, Deptt. of Light Houses and Light Ships
  - ii) Hydraulic Study Department, Calcutta Port Trust
- 20. Ministry of Civil Supplies  
Indian Standards Institution
- 21. Ministry of Education
  - i) Indian School of Mines & Applied Geology, Dhanbad
  - ii) National Institute of Foundry & Forge Technology, Ranchi
  - iii) Universities (having S & T Department), Indian Institute of Technologies, and S & T institution deemed to be Universities
- 22. Ministry of Irrigation  
National Institute of Hydrology
- 23. Department of Culture  
National Council of Science Museums

**CRITERIA FOR IDENTIFICATION OF INSTITUTION/ORGANISATIONS WHICH CAN BE CONSIDERED AS SCIENTIFIC & TECHNOLOGICAL INSTITUTIONS**

1. The institutions referred to as S & T would be characterised by pursuit of excellence.
2. They should be engaged in research design development or programme implementation (including review, analysis, promotion and aspects of science policy etc.) which could cover a broad spectrum of pure and applied research but the essential feature would be innovative character and spirit of enquiry that permeates their overall functioning.
3. The scientific culture is characterised by a few salient aspects, namely the persons involved are highly qualified and skilled technical personnel, involved in creative and innovative activity, they are willing to be judged on the basis of merit and competence rather than on the basis of seniority and a hierarchical structure.
4. The criteria could cover; the aims and objectives of the institution/organisation, qualifications of the personnel qualitative requirements for performance of various types of activities, etc.
5. The institutions/organisations to be considered as S & T could be broadly classified under the following two groups :
  - i) **Research and Development :**
    - a. **Basic Research :** Original investigation to gain new scientific knowledge, not necessarily directed towards and specific practical aim or application.
    - b. **Applied Research :** Original investigation to gain new scientific or technical knowledge directed towards a specific practical aim or objective.
    - c. **Experimental Development :** Use of scientific knowledge to produce new or substantially improved materials, devices, products, processes, systems or services.
  - ii) **S & T :** These activities are very closely linked to R & D in terms of operations, institutions and personnel and comprise of :
    - a. Scientific and technical information, data collection, testing and standardisation, feasibility studies for engineering products, specialised medical care, patent & licences work.
    - b. Geological, geophysical, meteorological and natural resources survey, including mapping.
    - c. Scientific activities of the museums in terms of display of exhibits and fabrication of prototypes.
    - d. Zoological and botanical gardens (floristic & faunistic surveys and research & development work relating to plant and animal sciences)
    - e. Application of S & T for rural extension marketing and storage, inventory control and productivity enhancement, project implementation and scheduling, fabrication and construction of plant and equipment, design engineering services and technical consultancy.
    - f. Post-graduate education and research in science/agriculture at universities and equivalent levels in engineering and technology.