

General Conditions

Organisation

Craft Development Institute, Srinagar is a Society Registered under the Jammu & Kashmir Societies Registration Act VI of 1998 (1941 A.D.) on 29th day of September, 2003 at Srinagar. The aims and objectives for which the Institute is established are:

Main Objectives:

The Institute is being established to promote and develop the traditional, contemporary, modern and diversified crafts and allied sectors in the state of Jammu & Kashmir by strategically planning, introducing and executing such Programmes as are specific to the art, culture, heritage and resources of the State and in particular to attain the following objectives:

- (i) To undertake and facilitate design innovation led by raw materials, markets, quality, tools, equipment and process for adoption by the craft community, ensuring effective utilization of existing skilled and semi-skilled manpower resources;
- (ii) To undertake, facilitate, aid, foster and co-ordinate, whether of its own or in association or collaboration with other institutions and organizations, scientific, technological and economic research into the matters relating to materials, tools, equipment, machinery, components and appliances, methods of production, total quality, value analysis, cost reduction, techniques of mass production, product innovation, improved product design, product development and product diversification;
- (iii) To collect or arrange to collect market intelligence by either conducting market studies and surveys in domestic and global markets and/ or by any arrangements with other national or international market research organizations, and making available such market intelligence and information to the end users and the manufacturer, artisans, craft persons and designers;
- (iv) To organize and provide education and training in one or more aspects of such crafts and in such disciplines and subjects and such other areas as may suitably be combined with the courses of study and training of the Institute and as thought fit by the Executive Committee;
- (v) To organize and conduct such orientation and training Programmes, field demonstrations and workshops, specialized training Programmes, entrepreneurship development programs, quality orientation and quality awareness Programmes, refresher courses, lectures and such other programs for benefit of artisans, craftsmen, processors, designers, professionals, technicians, engineers, and entrepreneurs, as may be decided by the Institute;
- (vi) To undertake provisioning of professional, technical, management, marketing and other advisory services and guidance for the benefit of the various constituents of crafts and allied sectors in the state;

- (vii) To organize or assist in transfer of technology from the Institute's own R&D cell, research professionals, other R&D institutions and other organizations in India and abroad and arranging support services to the entrepreneurs, designers, processors, artisans and craft persons including technical advice on specific issues, guidance and training and undertaking all such activities and Programmes as would facilitate a better outreach to the artisans, and craftsmen particularly in the unorganized sector and their development;
- (viii) To undertake or facilitate execution of promotional campaigns both within India as well as internationally, for stimulating awareness of Kashmiri handicrafts with a view to popularizing the same. The promotional campaigns would include but not be limited to audio-visual and printed mass media campaigns, road shows, exhibitions etc.;
- (ix) To set-up and run such common Facility Services Centre(s) equipped with most modern plant and machinery and sophisticated research and development, for improving quality and finishes of crafts right from the stage of raw materials up to the stage of finished products; at such places in the state, as may be decided by the Executive Committee;
- (x) To cultivate and foster closer linkage and interaction amongst various constituents of crafts and allied sectors and facilitate national and international level exchange and sharing of information and technology for expanding the market horizons for Kashmiri crafts and gearing them to achieve global competitiveness and acceptability by organizing or participation in exhibitions, workshops, conferences and seminars or by collaborating or establishing mutual relations with international organizations and institutions;
- (xi) To function as a nodal agency for building and exchange of such database, networks and expertise pool, both local and distant, to support the development of crafts in the state and allied sectors and to serve as a referral point for match making in respect of inquiries originating from overseas and Indian buyers;
- (xii) To establish a network of individual entrepreneurs and various marketing agencies in the alternative sector for providing marketing uplink ages for the crafts production in the state or to undertake directly or indirectly marketing activities for the purpose;
- (xiii) To delineate standards on inputs, process, products, finishing and packaging and act as a testing and/or certification agency in respect of conformity to such standards and for that purpose to procure/seek necessary accreditation or the rights and privileges as may be required.
- (xiv) To do all such other lawful things as may be incidental or conducive to the attainment of object of the Institute or any of them.

Short Title

This Rule may be called “**CDI Service Rules, 2005**”.

Name of the Society

The name of the Society shall be **Craft Development Institute** (hereinafter referred to as the ‘**Society**’ or as the ‘**Institute**’)

Situation of Registered Office

The Registered Office of the Society will be situated at the Campus of the Institute at Municipal Building Karan Nagar, Srinagar or at such other place in the state of Jammu & Kashmir as the Society may decide.

(An amendment has to be made in the Memorandum of Association for Change of Registered Office Clause as and when the Institute shifts to Baghi Ali - mardhan Khan, Nowshehra)

Area of Activities

The activities of the Institute shall primarily extend to the whole State of Jammu & Kashmir.

Definitions

1. ‘**Act**’ means the Jammu & Kashmir Societies Registration Act, 1998 as amended from time to time.
2. ‘**Central Government**’ shall mean the Administrative Ministry/ Department of the Government of India concerned with Handicrafts.
3. ‘**Committee**’ shall mean the Executive Committee of the Society.
4. ‘**Institute**’ shall mean ‘Craft Development Institute’, Srinagar.
5. ‘**Society**’ shall mean ‘Craft Development Institute’, Srinagar.
6. ‘**State Government**’ shall mean the Administrative Ministry/ Department of the State Government of Jammu & Kashmir concerned with handicrafts.
7. ‘**Director**’ means the Director of the Craft Development Institute, Srinagar.
8. ‘**General Meeting**’ includes the Annual General Meeting and any Special General Meeting.
9. ‘**Person**’ shall include an individual, a company, a corporation, a firm, an association of persons whether incorporated or not, a local authority and every other artificial juridical person.
10. ‘**President**’ means the secretary to the Administrative Ministry.
11. ‘**Appointing Authority**’ in relation to any post in Craft Development Institute means the authority competent to make appointment to that post.
12. ‘**Competent Authority**’ means the authority indicated for various purposes in these Rules or any other Rules applicable or in force in CDI or any such orders of the Government issued for its Societies.
13. ‘**Visitor**’ means authority so declared in Memorandum of Association or Rules and Regulations or CDI or by the Government.
14. ‘**Chairperson**’ shall mean Chairperson of the Executive Committee.
15. ‘**Member**’ shall mean the member of the Executive Committee.

Residuary Conditions of Service

Any matter relating to the conditions of service of the employees for which no provision is made in these rules shall be determined by the Chairperson in consultation with the Administrative Ministry of the Institute.

Power to Relax

Notwithstanding anything contained in these rules, the Chairperson of Executive Committee may relax any of the provisions of these rules. Relaxation should, however, be in very exceptional and rare circumstances.

Interpretation

In the matter of the interpretation of any rule/ orders, the decision of the Chairperson, Executive Committee shall be final unless otherwise specially included in these rules. All other rules/ orders not indicated in the Service Rules applicable to the Administrative Ministry shall be applicable to the employees of the CDI.

Notwithstanding anything entertained in these rules, the Executive Committee shall be empowered to modify/ alter any of the provisions of these rules on any matter, subject to the condition that CDI would keep the instructions issued by the Government from time to time in view, while making modification/ alteration to any of the provision in these rules.

Definition of Family

The family for the purpose of these rules shall be, as defined in the rules applicable to the employees of the Administrative Ministry for various purposes.

Repeal & Saving

- a) Any of the provision of these rules can be repealed subject to the approval of Administrative Ministry.
- b) These Service Rules shall not affect adversely the interest of the existing employees by virtue the operation of any rule or any order made or an action taken earlier.

General Service Rules

The institute shall follow the Service Rules as applicable in the State Government and shall be deemed to have been adopted as under *abinitio*:

	Service Matters	Application
01	Leave Rules	The Jammu & Kashmir Civil Services (Leave) Rules, 1979, as amended from time to time.
02	Pay, Allowances, Probation, Regularization/ confirmation to service, Resignation, Superannuation, Transfer & Posting Policy, Working hours, Discipline and appeal rules, Conduct rules, Appraisal & Confidential Reports, Pay Fixation, Deputation & Permanent absorption.	The Jammu & Kashmir Civil Service Regulations with latest Govt. Orders in force with regard to : J&K Civil Service (revised pay) Rules; Rules regulating Pay and allowances; Conditions of qualifying Service; Rules for reckoning service; J&K CCCA (Conduct, Classification, Control, Appeal Rules)
03	Traveling Allowance Rules	Traveling Allowance for journeys on Tour/ Transfer/ Retirement, with current orders in force under J&K CSR
04	Terminal benefits: Contributory Provident Fund (CPF); Gratuity; Leave Encashment	Rules regulating CPF & Gratuity currently in force; J&K Civil Services (Leave) Rules.
05	Leave Travel Concession	As entitled to the employees of J & K State Government.

Following Matters shall be deemed to have been adopted *abinitio*:

	Service Matters	Application
01	Leave Rules for Contract Employees	Contract employees leave entitlement shall be governed by the Agreement Executed at the time of appointment, however, same shall not exceed as admissible as per rules of the J&K Govt. for contractual employment.
02	Leased Accommodation	<ul style="list-style-type: none"> i. Employees of the institute shall be provided with Hostel facility on availability with a written request. Such employees will not be entitled for House Rent Allowance. The charges on account of such accommodation will be recovered from the employees as per the rates determined by the Administrative Ministry. ii. The Institute may provide institutional or leased accommodation to the non-state subject employees, whose pay scale is equal to or more than 8000-13,500 by increasing the rates of House Rent Allowance, subject to a maximum of double the rate as entitled on their Pay Scale.
03	Appointment on Contract	Director will be competent to make appointment on contractual basis for sanctioned posts/ projects/ schemes, for a maximum period of one year, which can be extended further with the approval of the Chairperson.

Annexure – I

Forming the part of Service Rules showing Cadre Strength

Classification of Posts

Scale	Technical Staff		Ministerial Staff		Group Wise Classification
	Designation	No. of Posts	Designation	No. of Posts	
2550-55-2660-60-3200			Safaiwalla	03	Group 'D'
2650-65-3300-70-4000			Security Guard Office Attendant	02 03	
3050-75-3950-80-4590			Driver Asstt. Gr-I Cashier 01 Typist 02	02 03	
4000-100-6000	Skilled Asstt. Workshop Asstt	01 01	Asstt. Gr-II In charge (P&S) 01 Accounts 01	02	Group 'C'
5000-150-8000	Lab Asstt. (IT) In charge Workshop	01 01	Asstt. Gr-III Administration 01 Accounts 01	02	
5500-175-9000	Faculty Assistants Edu/ Training 01 Research 01 Consultancy 01	04			Group 'B'
8000-275-13500	Faculty Edu/ Training 01 Research 01 Consultancy 01 In charge (KMC) 01 In charge (IT Center) 01	05	Administration cum Finance Officer 01	01	Group 'A'
10000-325-15200	Senior Faculty Edu/ Training 01 Research 01 Consultancy 01	03			
12000-375-16500					
14300-400-18300			Director	01	
16400-450-20000					
18400-500-22400					
Total		15	Total	19	

Cadre Strength – Qualification, Experience & Pay Scales

A. Administration and Finance

Sr. No	Post/ Age Limit	Qualification	Relevant Experience/ Capability		Scale of Pay (Based on qualification & Experience)	No of Posts	Group
			Essential	Desired			
01	Director Age: 50 Years	Graduate or Postgraduate/ Professional Qualification from a recognized national or international institution of Design/ Fine Arts/ Applied Arts/ Architecture/ Engineering/ Business Administration & Management	15 years working experience in a relevant field. Work experience should include an integrated role in professional capacity and education with administrative responsibilities in a reputed organisation or institution. Additionally, the candidate must have demonstrated capabilities of project management, leadership and evolving innovative approaches.	20 years working experience with extensive involvement in a craft oriented organization or project and an exposure base of international market & business trends in the area of handicrafts & hard goods. Multi-disciplinary exposure and working skills.	14300-400-18300	01	'A'
02	Administration cum Finance Officer Age: 45 Years	M.Com/ SAS-II/ CA/ ICWA/ MBA (Finance)	10 Years working experience in Central Govt. Office/ Autonomous Bodies/ Society, particularly in the field of Accounts, Purchase & Administration. Additionally, the candidate must have demonstrated capabilities in developing efficient 'procedures' as well as human resource management.	More than 10 Years working experience in Central Govt. Office/ Autonomous Body/ Society particularly in the field of Accounts, Purchase & Administration. Computer literacy and working knowledge of software related to Administration & Accounts.	8000-275-13500	01	'A'
03	Assistant (Accounts) Grade-III Age: 30 Years	B.Com/ BA/ B.Sc./ BBA	5 Years working experience in accounts from a reputed organization. Fair Knowledge of Double Entry system of accounting. Working knowledge of relevant computer software.	More than 5 years working experience of maintaining accounts using a relevant computer software. Work experience in a Central/ State Govt. Department.	5000-150-8000	01	'B'
04	Assistant (Admn.) Grade-III Age: 30 Years	B.Com/ BA/ B.Sc./ BBA	5 years working experience in administration of a reputed organization. Fair knowledge of maintaining service records, leave accounts, personal claims like TA/ DA, LTC etc. Should have working knowledge of	More than 5 years working experience in administration in a Government organization. Fair knowledge of maintaining service records, leave accounts, personal claims like TA/ DA, LTC etc. Should have good working knowledge of computers.	5000-150-8000	01	'B'

			computers. Proven ability of human resource management.	Good inter-personal skills and ability to manage people.			
05	Assistant (Admn./Accounts) Grade-II Age: 30 Years	Graduate in any discipline, preferably Commerce	3 years working experience in Accounts/ Administration in a reputed organization. Fair knowledge of maintaining service records, leave accounts, personal claims like TA/ DA, LTC etc. Sufficient computer literacy.	More than 3 years working experience in accounts/ Administration in a Government organization. Fair knowledge of maintaining service records, leave accounts, personal claims like TA/ DA, LTC etc. Sufficient computer literacy.	4000-100-6000	01	'C'
06	Assistant (Purchase & Store) Grade-II Age: 30 Years	Graduate in any discipline, preferably Commerce	3 years working experience of "Purchase & Stores" in a reputed organization. Fair knowledge of maintaining stock book, asset records. Sufficient computer literacy.	More than 3 years working experience of "Stores and purchase" in a Govt. organization. Knowledge of maintaining stock book, asset records. Sufficient computer literacy.	4000-100-6000	01	'C'
07	Assistant (Cashier) Grade-I Age: 30 Years	Graduate in any discipline, preferably Commerce	3 years working experience as a Cashier in a reputed organization. Fair Knowledge of maintaining Cash Book, Bank Reconciliation Statements. Sufficient computer literacy.	More than 3 Years working experience as a Cashier in a reputed organization. Fair Knowledge of maintaining Cash Book and Bank Reconciliation Statements. Sufficient computer literacy.	3050-75-3950-80-4590	01	'C'
08	Assistant (PA/ Typist) Grade-I Age: 30 Years	10+2	2 years working experience as a stenographer in a reputed Organization. Minimum speed in English Typing - 40 WPM and Short Hand 80 WPM. Proficiency in handling Microsoft Office and other related software.	More than 3 years working experience as stenographer in a reputed Organization. Minimum Speed in English/ Hindi Typing - 40 WPM and Short Hand 80 WPM in English. Proficiency in handling Microsoft Office and other related software.	3050-75-3950-80-4590	02	'C'
09	Driver	Matriculation Ex-Serviceman	Driving License with a driving experience of more than 05 years and knowledge of repair and maintenance of the vehicle.	Driving License with a driving experience of more than 10 years and knowledge of repair and maintenance of the vehicle.	3050-75-3950-80-4590	02	'C'
10	Office Attendant	Matriculation	Not required	Not required	2650-65-3300-70-4000	03	'C'
11	Security Guard	Ex-Serviceman	Not Applicable	Not Applicable	2650-65-3300-70-4000	02	'C'
12	Safaiwalla	8 th Std. Pass	Not Required	Not Required	2550-55-2660-60-3200	03	'C'
						19	

B. Core Programmes/ Activities

Sr. No	Post/ Age Limit	Qualification	Relevant Experience/ Capability		Scale of Pay (Based on Qualification & Experience)	No of Posts	Group
			Essential	Desired			
01	Senior Faculty & Activity Head Age: 45 Years	Graduate or Postgraduate/ Professional Qualification from a recognized national or international institution of Design/ Fine Arts/ Applied Arts/ Architecture/ Engineering/ Business Administration & Management/ Social work.	10 years working experience in a relevant field. Should have taken administrative responsibilities in a reputed organization or of independent practice. Must have worked in multi-disciplinary projects. Demonstrated capabilities of innovation, leadership and independent decision making. Teaching & Training skills.	15 years working experience with an academic/ training institution of national or international repute. Integrated experience of professional practice, teaching and administration. Extensive experience of working on multi-disciplinary projects. Proven track record of being innovative and proactive with independent decision making & leadership qualities.	10000-325-15200	03	'A'
02	Faculty Age: 35 Years	Graduate or Postgraduate/ Professional Qualification from a recognized national or international institution of Design/ Fine Arts/ Applied Arts/ Architecture/ Engineering/ Business Administration and Management/ Social work.	Fresh graduates/ moderate working experience in the relevant field with a reputed organization or of independent practice. Aptitude to work in multi-disciplinary roles and having independent decision making capabilities. Inclination for teaching & training.	5 years of working experience in the respective field preferably with a commercial organization or educational institution. Experience of working on multi-disciplinary projects. Organizational skills and experience of teaching & training.	8000-275-13500	03	'A'
03	Faculty Assistant Age: 35 Years	Graduate or under graduate/ Professional Qualification from a recognized national/ international institution of Design/ Fine Arts/ Applied Arts/ Architecture/ Engineering/ Business Administration and Management/ Social work.	Freshly qualified/ moderate working experience in the relevant field with a reputed organization or of independent practice. Aptitude for documentation & research. Inclination for teaching & training.	3 years of working experience in the respective field preferably with a commercial organization or educational institution. Experience of teaching & training and working on a research/ documentation project in the area of handicrafts. Stenography skills	5500-175-9000	03	'B'
						09	

C. Technical Auxiliary

Sr. No	Post/ Age Limit	Qualification	Relevant Experience/ Capability		Scale of Pay (Based on Qualification & Experience)	No of Posts	Group
			Essential	Desired			
01	In charge Knowledge Management Centre Age: 45 Years	B. LIB/ M. LIB from a recognized institution of national or international repute.	5 Years working experience in an organization or department related to the field of Information & Knowledge Management or Library Sciences. Sufficient orientation & working knowledge of computers and application in the related field. Ability to lead and make independent decisions.	Additional qualification in Business Management & Administration with 3 years experience of working in a academic/ educational/ training institution. Teaching & Training Skills	8000-275-13500	01	'A'
02	In charge Information Technology Centre Age: 35 Years	B.Tech/ B.E/ M. Tech in Information Technology/ MCA from a recognized institution of national & international repute	3 Years working experience in an organization related to the field of Information Technology. Aptitude to work in multi-disciplinary projects/ roles and having independent decision making capabilities. Inclination for teaching & training.	Additional qualification in Business Management and Administration with 5 years experience of working in a academic/ educational/ training institution. Experience of working on multi-disciplinary projects. Organizational skills and experience of teaching & training.	8000-275-13500	01	'A'
03	In charge Workshop Age: 35 Years	3 year Engg. Diploma or equivalent in a related field of engineering from a recognized institution	3 years of working experience in the related field. Aptitude to work in multi-disciplinary projects and having independent decision making capabilities. Inclination for teaching & training.	Some relevant working experience in a commercial organization, educational institution or independent practice. Experience of working on multi-disciplinary projects. Organizational skills and experience of teaching & training.	5000-150-8000	01	'B'
04	Lab Assistant (Information Tech) Age: 30 Years	3 year Engg. Diploma or equivalent in a related field of engineering from a recognized institution	3 years of working experience in a related field. Inclination for teaching & training.	Moderate working experience in relevant field with a commercial organization, educational institution or of independent practice. Experience of teaching & training.	5000-150-8000	01	'B'

05	Workshop Assistant Age: 30 Years	ITI/ Diploma in a related field of engineering from a recognized institution	3 years of working experience in a related field. Inclination for teaching & training.	Moderate working experience in relevant field with a commercial organization, educational institution or of independent practice. Experience of teaching & training.	4000-100-6000	01	'C'
06	Skilled Assistant Age: 35 Years	-	8 years of working experience with excellent hands-on skills in multiple crafts. Ability to operate simple machines, tools & equipments related to multiple materials. Inclination for teaching & training.	More than 8 years of working experience in multiple crafts or other skilled based activities. Ability to operate & maintain machines, tools & equipments related to multiple materials. Ability to plan & communicate effectively. Previous experience of teaching & training.	4000-100-6000	01	'C'
						06	

Pay Scales of the Institute

S. No.	Pay Scale	Group
01	2550-55-2660-60-3200	Group 'D'
02	2650-65-3300-70-4000	
03	3050-75-3950-80-4510	
04	4000-100-6000	Group 'C'
05	4500-125-7000	
06	5000-150-8000	
07	5500-175-9000	Group 'B'
08	6500-200-10500	
09	8000-275-13500	Group 'A'
10	10000-325-15200	
11	12000-375-16500	
12	14300-400-18300	
13	16400-450-20000	
14	18400-500-22400	

Classification of Groups

All posts in the society shall be grouped as under:

S. No	Description of Posts	Classification of Posts
01	Post carrying a pay or a scale of pay maximum of not less than Rs.13,500/-	Group 'A'
02	Rs. 9000/- but less than Rs.13,500/-	Group 'B'
03	Rs.4,000/- but less than Rs. 9,000/-	Group 'C'
04	Below Rs. 4000/-	Group 'D'

Annexure – II

Forming the part of Service Rules showing Mode of Appointment, Recruitment and General Conditions

A. Mode of Appointment

i. Ministerial Staff

Sr. No	Nomenclature	Mode of Appointment	Percentage	Total Strength	Experience
01	Director	Direct	-	01	15 years working experience in a relevant field. Work experience should include an integrated role in professional capacity and education with administrative responsibilities in a reputed organisation or institution. Additionally, the candidate must have demonstrated capabilities of project management, leadership and evolving innovative approaches.
02	Admin. cum Finance Officer	Direct	-	01	10 Years working experience in Central Govt. Office/ Autonomous Bodies/ Society, particularly in the field of Accounts, Purchase & Administration. Additionally, the candidate must have demonstrated capabilities in developing efficient 'procedures' as well as human resource management.
03	Asst. Grade III	Direct	50	02	5 Years relevant working experience from a reputed organization and working knowledge of computer software.
		Promotion	50		
04	Asst. Grade II	Direct	50	02	3 Years relevant working experience from a reputed organization and working knowledge of computer software.
		Promotion	50		
05	Asst. Grade I	Direct	-	03	2 Years relevant working experience from a reputed organization and working knowledge of computer software.
06	Driver	Direct	-	02	Driving License with a driving experience of more than 05 years and knowledge of repair and maintenance of the vehicle.
07	Group D Staff (Safaiwalla, Security Guard, Office Attendant)	Direct	-	08	Not Applicable

ii. Technical Staff

Sr. No	Nomenclature	Mode of Appointment	Percentage	Total Strength	Experience
01	Senior Faculty	Direct	67	03	<p>10 years working experience in a relevant field. Should have taken administrative responsibilities in a reputed organization or of independent practice.</p> <p>Must have worked in multi-disciplinary projects.</p> <p>Demonstrated capabilities of innovation, leadership and independent decision making.</p> <p>Teaching & Training skills.</p>
		Promotion	33*		
02	Faculty	Direct	67	03	<p>Fresh graduates/ moderate working experience in the relevant field with a reputed organization or of independent practice.</p> <p>Aptitude to work in multi-disciplinary roles and having independent decision making capabilities.</p> <p>Inclination for teaching & training.</p>
		Promotion	33		
03	In-Charge Knowledge Management Centre	Direct	-	01	<p>5 Years working experience in an organization or department related to the field of Information & Knowledge Management or Library Sciences. Sufficient orientation & working knowledge of computers and application in the related field.</p> <p>Ability to lead and make independent decisions.</p>
04	In-Charge IT	Direct	-	01	<p>3 Years working experience in an organization related to the field of Information Technology.</p> <p>Aptitude to work in multi-disciplinary projects/ roles and having independent decision making capabilities.</p> <p>Inclination for teaching & training.</p>
05	Faculty Asst.	Direct	-	03	<p>Freshly qualified/ moderate working experience in the relevant field with a reputed organization or of independent practice.</p> <p>Aptitude for documentation & research.</p> <p>Inclination for teaching & training.</p>
06	Workshop In-Charge	Direct	-	01	<p>3 years of working experience in the related field.</p> <p>Aptitude to work in multi-disciplinary projects and having independent decision making capabilities.</p> <p>Inclination for teaching & training</p>
07	Lab Asst.	Direct	-	01	<p>3 years of working experience in a related field.</p> <p>Inclination for teaching & training</p>
08	Workshop Asst.	Direct	-	01	<p>3 years of working experience in a related field.</p> <p>Inclination for teaching & training</p>
09	Skilled Asst.	Direct	-	01	<p>8 years of working experience with excellent hands-on skills in multiple crafts.</p> <p>Ability to operate simple machines, tools & equipments related to multiple materials.</p> <p>Inclination for teaching & training.</p>

* Faculty, In-Charge Knowledge Management Centre and In-Charge IT shall be the feeding cadre on joint seniority & experience basis.

B. Mode of Recruitment

Recruitment to the various posts shall be made by any of the following methods:

- a) Direct recruitment through advertisement/ Employment Exchange/ Zila Sainik Boards as per instructions of the Government issued from time to time.
- b) By Promotion.
- c) Deputation of suitable staff from the Central/ State Govt./ PSU/ Semi Govt. and Autonomous Bodies, or other authorities.
- d) Direct recruitment of specialists on a tenure or short-term consultancy or on contract basis.

All recruitments as indicated above from a) to d) shall be made through an aptitude test followed by an interview. Aptitude test and interview shall have weightage of Fifty Percent each.

Procedure for Direct Recruitment

Classification	Screening Committee	Selection Committee
Group 'A' (Above or equivalent to the scale of Rs.10000-375-15200)	Applications received shall be screened by a screening committee consisting of 3 members constituted by the Chairperson of the executive committee of the Institute and out of which one member shall represent the Development commissioner, Handicrafts.	<ol style="list-style-type: none">1 Chairperson, Executive Committee of the Institute.2 Director Handicrafts, J&K Govt.3 Director CDI4 One Representative from Development Commissioner (Handicrafts)5 Two outside Experts from the relevant field and appropriate level
Other Group 'A' Posts	Applications received shall be screened by a screening committee consisting of 3 members constituted by the Director of the Institute.	<ol style="list-style-type: none">1 Director Handicrafts, J&K Govt.2 Director of the Institute3 One Representative from Development Commissioner (Handicrafts) of appropriate level.4 One Departmental Expert from the relevant field5 One outside Experts from the relevant field and appropriate level
Group 'B' Posts	Applications received shall be screened by a screening committee consisting of 3 members constituted by the Director of the Institute.	<ol style="list-style-type: none">1 Director Handicrafts, J&K Govt.2 Director of the Institute3 One Departmental Expert from the relevant field.4 One outside Expert from the relevant field and appropriate level.
Group 'C' & 'D'	<ol style="list-style-type: none">1 Director2 One senior faculty member3 One Accounts/ Admn. Head	<ol style="list-style-type: none">1 Director of the Institute2 Senior Faculty3 Head Accounts/ Admn.4 One outside Expert.

Appointing Authority

S. No	Post Category	Appointing Authority
01	Director	Chairperson, Executive Committee
02	Group 'A' other than Director	Director of the Institute (Appointment to be made with the approval of Chairperson, Executive Committee)
03	Group 'B' & 'C'	Director of the Institute
04	Group 'D'	Admn-cum-Finance Officer (with the approval of the Director)

C. General Conditions for Appointment & Recruitment

Age

Maximum/minimum age limit would be as per CDI Recruitment Rules for various Categories of posts. Relaxation in age to SC/ ST/ OBCs / ex-defense personnel/ departmental candidates would be given as per instructions issued by government from time to time.

Application Fees

Application fees for the various posts shall be charged as follows:

S. No	Post Category	Prescribed Fees
01	Group 'A' posts	Rs. 250/-
02	Group 'B' & 'C'	Rs.150/-
03	Group 'D'	Rs. 50/-

No fee shall be charged from candidates belonging to reserved categories.

TA for Test/ Interview

Candidates called for interview or test from outstations shall be reimbursed to and fro single fare subject to production of necessary tickets from the actual place of undertaking journey or from the normal place of residence whichever is nearer to the place of interview/test as per following entitlements:

S. No	Post carrying Pay Scale	Entitlement
01	Rs.14300 – 18300 & Above	1 st Class Rail Fare or II AC / AC Chair Car/ III Tier AC/ AC Bus
02	Rs. 6500 – 14,399	2 nd Class Rail Fare or Bus Fare limited to Rail Fare for places connected with Rail
03	Below Rs. 6,500	Nil

Medical Examination

Basic Requirements

Every new appointee shall be required to undergo for a medical examination and submit Medical Certificate from a Competent Medical Authority as follows:

S. No	Post Group	Medical Authority
01	GROUP 'A' & "B"	Medical Board
02	Group 'C' & 'D'	District Medical Officer

A person appointed on short term contract, paid from contingency fund, or already in Government service and declared fit as per the same medical standard, are not required to undergo for another medical examination.

Temporary Unfit

Candidates declared as temporary unfit for appointment for a brief period, will be re-examined by the medical authority as prescribed above and would be allowed to join provisionally for a period of three months.

Appeal Against Adverse Findings

CDI will not accept any appeal against the findings of a Medical Authority or Board.

Reimbursement of Fees etc.

Fees charged by the Medical Authority/Board for initial Medical Examination will be reimbursed to the candidate by the CDI.

Incidental Charges to be borne by the Candidates

The expenses incurred on radiographic examination of the chest, other x-ray examination, medical specialist fee, hospitalization charges, laboratory fees for blood sugar and other tests called for by the Medical Specialist, shall be borne by the candidates in all the cases.

No traveling Allowance will be admissible for a journey undertaken to obtain a health certificate on first appointment.

Verification of Character & Antecedents

It is the responsibility of the Appointing Authority to satisfy itself about the identity and suitability of the candidates selected for appointment. For this purpose, verification of character and antecedents shall be pre-requisite condition for all candidates appointed by direct recruitment. To avoid delays, provisional appointment letter maybe issued. However, for verification of character and antecedents, certificates given by two references mentioned by the selected candidates will form the basis and attestation by the candidates should be signed by the Notary/ Gazetted Officers/ MPs/ SDMs / Principal / Head of Institution.

Appointment on Deputation

Candidates may be appointed on deputation and will be governed by rules and instructions issued by the Government from time to time.

Pay Fixation

Fixation of pay as per Rules and as amended from time to time.

Permanent Absorption

With a view to attract experienced and talented persons and to maintain continuity of such employees, Institute may offer appointment to Government Servants on Permanent Absorption basis at the time of their initial selection or at a later date while they are on deputation with the institute whenever they exercise their option for permanent absorption in the institute.

Reservation in Recruitment

Procedure followed by the Administrative Ministry and as amended from time to time on Reservation for SC/ ST/ OBC, etc.

Promotion Policy

1. Promotion Policy for Group 'A' Posts

Technical & non-technical posts will have "Person Oriented Promotion" scheme. The persons promoted will hold the higher post till he/she continues in the services of CDI against the sanctioned lower post against which he/she was recruited. On his/her promotion to the higher post, his/her lower post gets temporarily upgraded and will not fall vacant. It will fall vacant for filling up by direct recruitment only when he/she vacates the post on resignation/retirement.

2. Annual Confidential Report

Annual Confidential Report (ACR) will be maintained for each employee. The ACR will be assessed on a 10 point-scale as under:

Outstanding	10
Very Good	08
Good	06
Average	04
Poor	00

3. Residency Period

All the posts covered under the Promotion Scheme of CDI shall carry the following uniform scales of pay, designations and the minimum residency period linked to performance:

Scales of pay	Designation	Minimum Residency Period linked to Performance
16,400-450-20000	Director	Five Years
10,000-375-15200	Senior Faculty	Five Years
8,000-275-13500	Faculty, Admn. cum Finance Officer, In Charge – (Knowledge Management Centre) In Charge – (IT Centre)	Five Years

4. Criteria for Considering Promotions

All employees will be first screened on the basis of grading in the Annual Confidential Reports (ACRs) for consideration for promotion. Those employees who satisfy the minimum residency period linked to their performance as indicated in the table below will be screened.

S. No	Designation	Number of Years in the Grade					
		3	4	5	6	7	8
		Minimum Percentage for Eligibility (based on ACR)					
01	Director			90%	80%	70%	65%
02	Faculty to Senior Faculty			90%	80%	70%	65%
03	Admn cum Finance Officer			90%	80%	70%	65%

- a) Exceptionally meritorious candidates with all outstanding grading may be granted relaxation in the residency period, the relaxation being not more than one year on any single occasion. Such a relaxation will be limited to a maximum of two occasions in their entire career.
- b) The cumulative percentage obtained over the years in a particular grade has to be equal to or greater than the above mentioned percentage for qualifying for interview for the next grade. For calculating the percentage, six months of continuous service in a year will be required. The ACRs will be for each financial year.

5. Procedure for Assessment for Promotions

All employees who are screened-in will be called for interview. The performance in the interview will also be graded similarly on a 10 point scale and the eligibility for promotion will be based on the same norms as in the table 4 above.

6. The DPC/ Assessment committee will consist of the following:

Chairman: Chairperson, Executive Committee/ Director
Members: Director of the Institute;
Three experts of the relevant field approved by the Executive Committee. The members should be two ranks above the grade of promoting officer.

7. Date of Assessment

Date of assessment for the employees appointed on regular basis shall normally be effective from 1st January.

Promotion Policy for Group 'B' Posts

The promotion of staff members in Group 'B' will be based on credits earned by them

1. ANNUAL CONFIDENTIAL REPORT

Annual Confidential Report will be maintained for each employee. The ACR will contain one overall grading for each employee as follows along with respective weight ages:

A+	Exceptionally Brilliant	10
A	Outstanding	09
A-	well above average standard	08
B+	Good average person	07
B	Average person, reasonably competent but without special ability or initiative	06
B-	Insufficient imitative and capacity For work without constant Supervision	05
C	Indifferent but just worth retaining	04
D	Not worth retaining in the present Grade	03

2. Date of Assessment

For those appointed on regular basis promotion shall normally be effective from a fixed date, i.e. 1st January.

3. Reckoning of length of Service

For calculating the length of service in CDI, six months of regular and continuous service in the grade rendered by the officers would only count for consideration for promotion to the next higher grade.

4. Retrospective Promotion when Not Admissible

Staff that go on study leave, scholarship and extraordinary leave are not eligible for promotion from retrospective date, since the period of such absence is not treated as duty. As a general rule, retrospective promotion is to be avoided as far as possible, and this particular aspect has to be kept in mind while sponsoring candidates for training/study leave.

5. Promotion Scheme For Group 'B' Posts

The promotion of staff members in Group 'B' will be based on credits earned by them in their Annual Confidential Reports as per Para 1. Internal Promotion Committee (IPC) constituted by the Director, CDI will assess the ACRs and recommend the candidates found suitable for promotion.

Scales of Pay	Designation	Minimum number of Credits needed in the preceding Grade for Assessment by DPC
5000-150-8000	In Charge - Workshop Faculty Assistant Asstt. Grade-III	50 Credits
4000-100-6000	Workshop Asstt.	60 Credits

Promotion Scheme for Group 'C' & 'D' Posts

The promotion of staff members in Group 'C' will be based on the credits earned by them in their Annual Confidential Reports as per Para 1. Internal Promotion Committee (IPC) constituted by the Director, CDI will assess the ACRs and recommend the candidates found suitable for promotion.

Scales of pay	Designation	Minimum number of Credits needed in the preceding Grade for Assessment by DPC
4000-100-6000	Asstt. Grade-II	50 Credits
4000-100-6000	Skilled Asstt.	60 Credits
3050-75-3950-80-4590	Asstt. Grade-I, Driver,	70 Credits
2650-65-3300-70-4000	Office Attendant, Security Guard, Safaiwalla	70 Credits

Nomenclature of Model Cadre Structure

Director		
Technical Auxiliary Wing	Core Programmes/ Activities Wing	Administration & Finance Wing
In Charge - Knowledge Management Centre	Senior Faculty & Activity Head	Administration cum Finance Officer
In Charge - Information Technology	Faculty	Assistant Grade – III (Accounts/ Administration)
In Charge - Workshop / Lab Asst. IT	Faculty Assistant	Assistant Grade – II (Accounts/ Stores & Purchase)
Workshop Assistant		Assistant Grade – I (Cashier/ Stenographer)
Skilled Assistant		Driver
		Office Attendant
		Security Guard
		Safaiwalla

Entry/ Promotional Scales of Model Cadre Structure

1. Administration and Finance

Director

The CDI, Srinagar, shall have a Director who will be responsible for the entire management & activities related to Administration, Accounts and Technical Affairs of the Institute.

The Director shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 14,300-400-18,300

Administration cum Finance Officer

Since the CDI, Srinagar, is a small organization, it will not have separate Accounts & Administration wings with respective Heads. To economize the expenses of the establishment, there will be one position of an Administration cum Finance Officer to manage the Accounts & Administration of the Institute.

The Administration cum Finance Officer shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 08,000-275-13,500

The Administration cum Finance Officer will either be appointed on deputation basis, which can later be absorbed permanently in the Institute or a departmental candidate selected through direct recruitment process as per regulations of the Institute.

Other Non-Technical Posts

There will be a combined cadre for Administration and Accounts support staff. The incumbents of the posts in the scale of pay of 5,500-175-9000 and below shall be posted in administration, accounts etc. They will continue to perform the same duties/ functions consequent on re-destination of the posts if required like purchase, stores, care taker etc.

2. Core Programmes/ Activities (Education, Research & Consultancy)

Senior Faculty & Activity Head

The main activities of the CDI, Srinagar, being Education, Research and Consultancy, each activity shall be coordinated & headed by a Senior Faculty Member. The Senior Faculty shall be responsible for the management of various programmes under each activity head and provide leadership in collaboration with other team members.

The Senior faculty & Activity Head shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 10,000-325-15,200

Faculty

All programmes, under various activity platforms of the Institute, shall be managed by the Faculty members. The Faculty members will work in close collaboration with each other and Senior Faculty Heads.

The Faculty members shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 08,000-275-13,500

Faculty Assistant

The Faculty Assistants shall provide support to the Seniors Faculty & Activity Heads as well as Faculty members, in the planning & execution of all programmes related to various activities of the Institute.

The Faculty Assistants shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 05,500-175-09,000

3. Technical Auxiliary

In Charge – Knowledge Management Center

All resources related to relevant information & knowledge, in terms of published materials, samples, CDs, videos, case studies, teaching material, documentations, devices related to recording & communication, etc., shall be managed by the Knowledge Management Center of the Institute. The In Charge – Knowledge Management Center, shall be responsible for organization, maintenance and facilitation of the concerned resources under the Center.

The In Charge – Knowledge Management Center, shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 08,000-275-13,500

In Charge – Information Technology Center

The CDI, Srinagar, will have an Information Technology Center that shall provide the concerned technical support to all programmes & activities undertaken by the Institute. The In Charge – IT Center, will be responsible for conceiving, establishing and management of the related infrastructure as well as imparting various education, training & orientation based modules, supplementary to the core activities and programmes of the Institute.

The In Charge – IT Center shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 08,000-275-13,500

In Charge – Workshop/ Lab Asst. IT

The In Charge – Workshop/ Lab Asst. IT, shall be responsible for the overall management of the concerned infrastructure & activities related to various technical workshops/ IT activities of the Institute. The technical workshops/ IT Centre shall provide facilities in terms of facilities & software, skilled human resource and machinery, tools equipments & basic materials towards training, sampling, demonstration, etc.,.

The In Charge – Workshop/ Lab Asst. IT, shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 05,000-175-09,000

Workshop Assistant

The Workshop Assistant shall provide technical support in the management & maintenance of the concerned infrastructure and activities related to various workshops of the Institute.

The In Workshop Assistant, shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 04,000-100-06,000

Skilled Assistant

The Skilled Assistant shall provide hands-on support towards conducting skill based training programmes as well as in the design & development of various samples, prototypes, etc., with respect to the initiatives taken by the Institute from time to time.

The In Skilled Assistant, shall be initially appointed on the following scale and promotion to the next scale will be made as per the Promotion Policy:

Scale: 04,000-100-06,000

Delegation of Financial Powers

S No	Nature/ Subject Matter	Power of Authority & Extent Thereof		Remarks
		Executive Committee	Director	

Non-Recurring Expenditure

01	Budget Estimates	Full powers to approve all non-recurring expenditures as recommended by the Director.		
02	Purchase of Store Items Without Quotations With Quotations (at least 3 quotations) Open Tender Limited Tender Single Tender in case of branded items, proprietary items, or items having DGS&D Rate contracts.	- - Full Powers Full powers Full Powers	Rs. 1,000/- Rs.1001 to 10,000 Up to 50,000/- Up to 50,000/- Up to 1.0 Lakh	Not to split the tenders/ requirements of a similar nature. No repetitions.
03	Execution of Works Civil Electrical Civil (executed by Instt.) Electrical (Executed by the Institute)	Full Powers Full Powers - -	Upto 50,000/- Upto 50,000/- Upto 30,000/- Upto 30,000/-	Civil & Electrical works has to be done through Govt. Agency. Civil works up to 30,000/- may be executed by the Institute on hiring labour and purchase of materials after following purchase procedures.
04	Library Books	Full powers	Upto 1.0 Lakh per instance.	Within budgets and purchase as per instructions of Good Offices Committee.
05	Repair & Maintenance Civil works Electrical works Capital Goods Annual Maintenance Contract (AMC)	- - - -	Rs.30,000/- Rs.30,000/- Rs.50,000/- 20% of the cost machine or items	Ref. 2 Above for procedures. AMC to be executed with the authorized service provider.
06	Purchase of Vehicle	-	Full Powers	Through DGS&D Rate Contract
07	Any other Capital Expenditure not specified above	Full powers	Rs.10,000/-	Provided in approved budget estimates.

Recurring Expenditure

	Budget Estimates	Full Powers to approve all the recurring expenditures as recommended by the director.		
01	Expenditure on Printing & Stationery	Above Rs.50,000.00	Up to 50,000.00	As per rules governing purchase procedures
02	Cash Purchase	Rs.20,000.00	Rs.10,000/-	in each case
03	Conveyance Expenses	-	Full Powers	
04	Hire charges of equipment for official purposes	-	Full Powers	
05	Expenditure on refreshments during			
	a. Meetings	Above Rs. 25,000.00	Upto Rs. 25,000.00 per occasion	
	b. Conferences/ visit of dignitaries	Above Rs. 50,000.00	Upto Rs. 50,000.00 per occasion	
06	Expenditure on Newspapers, periodicals.	-	Full Powers	
07	Postage, telegram	-	Full Powers	
08	Courier, freight	-	Full Powers	
09	Insurance	-	Full Powers	
10	Electricity fee	-	Full Powers	
11	Lease rent, taxes	-	Full Powers	
12	Running/ maintenance of staff vehicle	-	Full Powers	
13	Hiring of vehicle	-	Full Powers	
14	Legal fee	-	Full Powers	
15	Honorarium & fee		Full Powers	As per rules of the Institute
16	Expenditure on telephone, mobile, internet, website hosting	-	Full Powers	
17	Insurance, freight charges	Full Powers	Full Powers	
18	Payment of demurrage charges	Full Powers	Full Powers	
19	Advertisement expenditure	Full Powers	Full Powers	As per rules apart from observing economy
20	Contingent expenditure	-	Full Powers	
21	Staff Tea/ refreshment.	-	Up to 10.00 per day per official	
21	Expenditure on projects	-	Full Powers	Against all heads of accounts as estimated
22	Reimbursement of membership fee	-	Full Powers	As per rules of the Institute
23	Any other recurring expenditure not specified above.	Full Powers	Rs.5,000.00	Provided in the approved budget allocations

Local Conveyance:

S. No	Particulars	Entitlement
01	Members of the Executive Committee, Director	Actual Expenses
02	Having basic pay above Rs. 8,000/-	Actual expenses incurred on hiring of taxi or any other mode of conveyance duly supported by registration number of taxi and details of journey subject to the maximum of two DA's eligible at the place of visit per day. In exceptional cases Director will have powers to sanction actual expenditure even beyond the limit prescribed.
03	Having basic pay below Rs. 8,000/-.	Actual expenses incurred on hiring of taxi or any other mode of conveyance duly supported by registration number of taxi and details of journey subject to the maximum of one DA eligible at the place of visit per day. In exceptional cases Director will have powers to sanction actual expenditure even beyond the limit prescribed.

Note: Conveyance claim shall be reimbursed on submission of Institutional Conveyance bill format. No other bill will be required for such reimbursement except authentication of the claiming official.

Temporary Employees

A person employed temporarily by competent authority is entitled to traveling allowance under the rules applicable to officers of corresponding rank with the permanent appointment.

Other Employees

Part-time, honorary or non-Government servants or those who are remunerated wholly or partly by fees work, rank for purposes of traveling allowance for government duty performed under orders of competent authority in such grade, as the Government may with due regard to their status declare.

Journey by Personal Conveyance

A Government servant who travels by conveyance which belongs to him or is hired by him may draw full traveling allowance under rules. Actual fare will be paid for travel by public bus. Mileage allowance at 60 Paise per Km will be admissible for journey by bicycle/foot. For journeys by auto Rickshaw/Taxi/Car, entitlement will be at the rates notified by the concerned Director of Transport.

If no rates have been notified/ prescribed, prevailing rates in the metropolitan city of the State may be adopted. If no such rates have been fixed, then the rates of the neighboring state are adopted. When no rates become available even after this, following rates may be fixed.

For journeys performed in own car	Rs.8.00 per Km
For journeys performed by Auto rickshaw/ scooter	Rs.4.00 per Km

Delegation of Administrative Powers

S. No	Nature/ Subject Matter	Power of Authority & Extent Thereof		Remarks
		Executive Committee	Director	

Establishment

01	Creation of New Posts New posts may be created under Projects (Plan Schemes) and under non-plan after taking into consideration the various instructions issued by the department of Finance/ Ministry of finance.	For all posts		For creation of non-plan posts, one of the main conditions prescribed is that, matching savings are required, which should be by surrender of posts in the same group or of posts in the immediate line of promotion
02	Appointments	For the post of Director; approval for appointment of other Group 'A' posts recommended by the Director of the Institute.	For the posts of Group 'A' (other than Director) 'B' & 'C' posts; approval for appointment to the Group 'D' Posts recommended by the Admn-cum-Finance Officer.	When appointments are made to sanctioned or vacant posts, the Director puts up the proposals to the Chairperson Executive Committee for recruitment.
03	Temporary appointment of staff against:			The appointment will be on contract basis and co-terminus. Payment of wages will be regulated as per CDI rules governing contract appointments.
	Leave vacancies	Full Powers	For a period of two months at a time	
	Project execution & temporary engagements	Full Powers	For a period of six months at a time	
03	Increments	For the post of Director	For all the posts except Director's post.	
04	Resignation, disciplinary action and termination.	Full powers to accept resignation; initiate disciplinary proceedings, issue termination orders for all posts.	Full powers to initiate disciplinary proceeding.	The process will be governed by the CCS (Conduct) Rules applicable to the Government Employees & CSR.
05	Staff welfare expenses	-	Full powers	
06	Fixation of Pay	-	As per rules	As Per Rules.
07	TA/ DA Advance / claims of reimbursement	Full Powers (Foreign)	Full Powers (Inland)	As per Rules
08	Higher Class of Accommodation/ Travel	Full powers	5 instances per year maximum	
09	Overtime Allowance	-	Full Powers	
10	LTC Advance / claims of reimbursement		Full Powers	As per Rules
11	Engagement of casual workers in emergency	-	Full powers	

Powers to Sanction

01	Operation of Bank Accounts	Full Powers in any Scheduled Bank	Powers to operate Bank Accounts may be sub-delegated by the Director to the extent of powers delegated to him in the event of absence from the Head Quarter.	Powers to operate Bank Accounts will be delegated by the chairman to the Director of the Institute.
02	Issuance of Purchase Orders/Work Orders	Full Powers	Full Powers	
03	Sanction of advances to faculty & employees for local purchases regarding trainings, consultancy, etc.	-	Up to 25,000.00	Against sanctioned/ Approved estimates of expenditure.
04	Sanction of impressed advances	-	Full powers up to Rs.5,000.00	
05	To execute agreements, contracts on behalf of the Institute	Full powers	Full powers	Against approval
06	To invest funds of the institute in any recognized public financial institutional.	Full powers	Full powers	
07	Approve Deputation of employees	Full powers	Full powers except Director	Director's deputation to be sanctioned by Chairperson, CDI
08	Approve nomination of employees to committees constituted by other organizations	Full powers	Full powers	
09	Sanction of purchase of vehicle	Full powers	-	
10	Certify bills for payment	-	Full powers	
11	Award contracts for outsourcing services of the Institute.	Full powers	Full powers	
12	Write off of loss on account of disposal of unserviceable stores, obsolete items, materials, furniture, equipment etc.	Full powers	Up to Rs10,000.00 (Book Value of the item in each case)	
13	Write off due to frauds thefts or negligence	Rs. 10,000/-	Rs.2,000.00	
14	Declare stores unserviceable/obsolete	Full powers	Rs.10,000.00 (Book Value of the item in each case)	
15	To delegate any or all powers to any officer of the Institute	Full powers	Full powers in case of powers delegated	The entire responsibility of the same shall lie on the delegating authority.

Disposal of Obsolete Machinery/ Equipment/ Furniture and other Scrap Materials

Whenever any machinery, equipment, furniture or other waste materials are intended to be disposed off, a committee of the respective sections will be constituted by the Director of the Institute to declare the items obsolete. After the recommendations of the committee, Director will send a note with details of items to be disposed as well as justifications to the Chairman for approval.

Procedure for Items to be Disposed-off

Items not recorded in Asset Register

1. Those items, which are not listed in the Asset Register, will be sorted and stacked aside in lots by the concerned staff for disposal.
2. Advertisements will be issued in local dailies inviting quotations from scrap dealers along with earnest money deposit. Rates for different kinds of waste and scrap materials will be fixed with the approval of the Chairperson of the executive committee on the recommendations of the Director.
3. Based on the approved rates of particular scrap dealers, the waste materials will be disposed off occasionally in lots whenever sufficient quantity is accumulated. All such sale of scrap will be as per actual quantity measured in the office premises. Final weight will be certified by store in charge.
4. All the relevant documents, i.e. quotations, Chairman's sanction, offer letter, weight/ measurement slip, cash receipt etc. will be attached with the relevant vouchers.

Items recorded in Asset Register

1. For disposal of those items which are listed in the capital assets register approval, on the recommendations of the Director of the Institute, of the Chairman Governing Council will be sought for disposal.
2. Advertisements will be issued in local dailies inviting quotations from scrap dealers along with earnest money deposit. Rates for different kinds of obsolete asset items will be fixed with the approval of the Chairman of the Governing Council on the recommendations of the Director.
3. Director of the Institute and Accounts-cum-finance Officer with one Group 'A' officer should attend the auction and record the final bids.
4. Director should also be present when the article sold are released, his presence being most essential when the release of the articles take place some time after the auction or when it involves process such as weight/measurement, etc.
5. A report of surplus stores for disposal should be prepared in Form GFR 17. This report should be signed by the Director after satisfying that all the surplus stores have been correctly included in the surplus report.
6. A Sale Account should also be prepared in Form GFR-18. The sale Account should be signed by the officer who supervised the auction after comparing the entries made in the Sale Account with the report of surplus stores. If the articles are released in the presence of an officer other than the one who supervised the auction, the entries Column 9 of the Sale Account should be attested by dated signature of such officer.

