

AGENCY FOR NEW AND RENEWABLE ENERGY RESEARCH AND TECHNOLOGY

PROCEEDINGS OF THE CEO ANERT
(Present: Narendra Nath Veluri I F S)

ABSTRACT

ANERT - Delegation of Powers to Chief Executive officer, Chief Technical Manager, General Manager and Chief Finance Officer – Orders issued.

File No.: ANERT-ADM/26/2021-JM(HRM)

A.O. No. 65/2021/ANERT

05/08/2021

- Read:
1. Decision of 42nd Meeting of the EC of ANERT held on 23-12-2014
 2. A.O No. 03/HRM/2015/ ANERT dated 07-01-2015
 3. G.O (Rt). No.382/2017/Power dated 09/11/2017
 4. G.O (Ms). No. 8/2021/POWER dated 25-02-2021
 5. A.O No. 41/HRM/ANERT/2021 dated 26-02-2021
 6. G.O (Ms). No. 12/2021/POWER dated 19-03-2021
 7. Decision of 56th Meeting of the EC of ANERT held on 13-07-2021

ORDER

As per the reference read as 3rd above Government have accorded administrative sanction for the organisational study of ANERT. On the basis of this study conducted by Centre for Management Development (CMD) a detailed proposal on restructuring of ANERT was submitted before the Government. After a detailed scrutiny, the council of Ministers approved the proposal with minor modifications and released G.O read as 4 above. Accordingly restructuring was implemented in ANERT vide administrative order referred as 5 above. Later the Government had redesignated some of the posts vide G.O read as 6 above, to make the staff structure in line with similar professional agencies. In view of the fact that the order of hierarchy have changed considerably due to restructuring it had become necessary to revise the prevailing delegation of powers assigned to senior posts in ANERT.

As per the decision of the 56th meeting of the Executive committee of ANERT held on 13/07/2021 (item No. 56.10) the following Administrative and financial powers are delegated to Chief Executive officer, Chief Technical Manager, General Manager and Chief Finance Officer with immediate effect.

1. Chief Executive officer

I. Administrative Powers:

1. To make regular/adhoc appointment in all sanctioned posts in Administrative, Scientific and Technical categories having present scale of pay up to and including Rs.39500-83000 provided general recruitment rules for the post stands approved by Government.

2. To sanction leave without allowance to take up employment abroad/to join spouse abroad vide provisions contained in G.O(P) No.152/2020/Fin dated 05-11-2020.
3. Approval of all policy and important matters.
4. Approve and finalise the communications to Central Government and other state Governments.
5. Final approval of statement of facts, affidavits etc. in court cases and matters related to litigations.
6. Approval of final reply to Assembly.
7. To make transfers of officers of ANERT.

II. Financial Powers:

- a). To sanctions contingent advance up to Rs.50,000/- to Heads of District Offices for meeting miscellaneous expenses.
- b). To purchase stationery for an amount above Rs. 1 lakh and not exceeding Rs.2.50 lakh (as annual ceiling).
- c). To hire Private buildings for the functioning of offices without insisting on the rent and non-availability certificate of PWD subject to the upper limit of Rs. 50,000/- in each case.
- d). To purchase movable items costing above Rs.2 lakh and up to Rs.10 lakh in each case subject to budget provision and observing stores Purchase Rules of the Government. Vehicles shall be purchased only with government sanction.
- e). To sanction write off of irrecoverable arrears of revenue and other irrecoverable amount including value of stores up to Rs.25,000/- in each case subject to an annual limit of Rs.1,00,000/- .
- f). Administrative approval and expenditure sanction for works and schemes above Rs. 25 lakhs and up to Rs.5 crore.
- g). Acceptance of deposit works up to Rs.5 crore.
- h). Acceptance of tender for works/schemes up to Rs.5 crore.

2. Chief Technical Manager

I. Administrative Powers :

1. To execute Agreements/MOUs in respect of projects with other partnering institutions / agencies/ departments which are approved by CEO.
2. To appoint Technical and Graduate Apprentice Trainees which are approved by CEO.
3. Approval of tour proposals of Technical / Project staffs within the State.
4. Approval of hiring vehicles for performing journeys in connection with Programme implementation if official vehicle is not available.
5. Assign district level targets on various activities and projects as per approved ANERT budget.
6. Report to State Government and Central Government organisations

regarding the status of project implementation and related technical matters.

II. Financial powers:

- a). To purchase stationery for an amount not exceeding Rs.1 lakh (as annual ceiling).
- b). To purchase movable items costing above Rs.1 lakh and up to Rs. 2 lakh in each case subject to budget provision and observing stores Purchase Rules of the Government. Vehicles shall be purchased only with government sanction.
- c). Administrative approval as well as expenditure sanction for works and schemes up to Rs. 25 lakhs. Consolidated details of subsidy disbursed during a week to be intimated to the CEO for ratification.

3. General Manager

I. Administrative powers:

1. In cases where no substitute is required, to sanction all kinds of leave except study leave, special disability leave, leave without allowance exceeding 120 days to all employees. Sanction surrender of earned leave to all employees.
2. To maintain attendance register and sanction all kinds of leaves as mentioned in item (1) above.
3. To authenticate communications regarding administrative matters as for 'Chief Executive Officer' where approved by CEO.
4. Sanction all kinds of service benefits and retirement benefits to all employees after obtaining approval of EC wherever necessary.
5. To assign duties in the case of administrative staff of ANERT.
6. To sanction DA from time as and when it is implemented in government subject to ratification of EC.
7. Approve journey of non-technical staffs, within the state for official purpose.
8. To sign Agreements in respect of hiring Office Buildings, Vehicles, AMCs which are approved by CEO.

II. Financial powers:

- a). To purchase movable items costing above Rs.50,000/- up to Rs.1 lakh in each case subject to budget provision and observing Stores purchase Rules of the Government.
- b). To sanction expenditure for repairs and replacement of spare parts of vehicles of the agency above Rs. 15,000/- subject to a maximum of Rs. 30,000/- in each case with an annual limit of Rs. 1 lakh per vehicle subject to budget provision.

4. Chief Finance Officer

I. Financial powers:

- a). Administrative approval as well as expenditure sanction for works and schemes up to Rs.5 lakhs subject to budget provision.
- b). To sanction contingent advance up to Rs. 25,000/- in the case of Head

- office and to Heads of District Offices for meeting miscellaneous expenses.
- c). To sanction committed expenditure of the institution towards telephone charges, electricity, water charges etc.
 - d). To purchase stationery for an amount not exceeding Rs.20,000/- at a time.
 - e). To purchase movable items costing up to Rs. 50,000/- in each case subject to budget provision and observing Stores purchase Rules of the Government.
 - f). To sanction expenditure for repairs and replacement of spare parts of vehicles of the Agency subject to a maximum of Rs.15, 000/- in each case with an annual limit of Rs.50,000/- per vehicle subject to budget provision.
 - g). To sanction TA/DA as per TA Rules subject to economy orders issued by Government from time to time.


CEO ANERT

1. All Divisions / Sections
2. Finance Section
3. CA to CEO
4. Stock File