

F. No. 1-14/2000-Estt/NCPUL
NATIONAL COUNCIL FOR PROMOTION OF URDU LANGAUGE
Ministry of Education,
Dept. of Higher Education, Government of India,
Farogh-e-Urdu Bhawan, Jasola, New Delhi.

Date: 20/03/2024

DELEGATION OF POWER


The following Administrative and Financial Powers are delegated to, **Jr. Admn.-cum-Accounts Officer** with effect from 20/03/2024. She shall function as **Drawing and Disbursement Officer** of this Council and shall route the papers through Asstt. Director (Admn.):-

1. **Administrative:**

1. To attest entries in the Service Book of all employees.
2. To grant casual leave and other kind of leaves upto 5 days to Group 'C' & 'D' employees.
3. To grant annual increment to NCPUL employees upon approval of the Director.
4. To initiate the ACRs of Admn. and Accounts Staff.
5. To act as controlling officer of Group 'C' & 'D' employees.
6. To sign letters, documents etc. as authorized by the Director.

2. **Financial:**

1. To draw advance for the payment of TA/DA to the staff of NCPUL as per rules if the tour is approved by the Director.
2. To draw advance for the payment of TA/DA and honorarium to non-official members as per rules if the meeting is fixed by the Director.
3. To disburse pay & allowances to the employees of NCPUL.
4. To disburse honorarium/remuneration/daily wages to the persons engaged in various schemes/projects of the Council on contract/daily wage.


(Dr. Md. Shams Equbal)
Director

To:-

Mrs. Neelam Rani,
Jr. Admn.-cum-Accounts Officer,
NCPUL

Copy to:-

1. P.A. to Director.
2. Section Heads (List attached)
3. Internal Auditor.
4. Accounts Section
5. File