

Internal delegation of powers/channel of submission for final disposal of cases in respect of various items of work handled by various divisions of the Institute

1. Items of works required to submitted to the Chairman Governing Body/Ministry for approval.

- Appointment of Group-A Posts of the Institute.
- Promotion/Confirmation of Group-A Posts of the Institute.
- Initiation of Disciplinary Proceedings in respect of Group-A Officers of the Institute.
- Revision/Framing of Recruitment Rules of Group-A, Group-B and Group-C Posts of the Institute.
- Procurement of Items beyond the Financial Powers of Director, CNCI.
- Miscellaneous matters pertaining to the Group-A Officers of the Institute.
- Appointment of Chief Vigilance Officer of the Institute.
- Any other matter as per recommendation of the Standing Finance Committee of the Institute.
- Creation of New Posts for the Institute.

2. Items of works required to submitted to the Director for approval.

- As per the Bye Laws of the Institute Director being the Administrative head of the Institute all the matters pertaining to establishment and accounts are required to be submitted to the Director.
- All matters pertaining to financial sanction in Hospital and Research wing of CNCI.
- All matters pertaining to RNMCRC Chandannagar

3. Items of works to be approved by Addl. Director In- Charge.

- Recurring expenditure up to Rs. 2 Lakhs
- Payment of Salary & Wages of all category of employees which are continuing in nature and are initially approved by the Director.
- Payment of Statutory dues such as TDS, Income Tax, P. Tax, GPF etc.