



भाकृअनुप - भारतीय जल प्रबंधन संस्थान

ICAR-Indian Institute of Water Management

(भारतीय कृषि अनुसंधान परिषद/ Indian Council of Agricultural Research)

रेल विहार के सामने, चंद्रशेखरपुर, भुवनेश्वर-751023, ओडिशा

Opp. Rail Vihar, Chandrashekharapur, Bhubaneswar-751023, Odisha

F.No.: 103/Estt/92-93 / 151(4)

July 15, 2026

OFFICE MEMORANDUM

Sub: Levels of final disposal regarding submission of files/proposals at ICAR-IIWM, Bhubaneswar – reg.

In pursuance of ICAR Headquarter Office Memorandum F.No. Admn.13-1/2024-R&P (II) dated 16th June, 2026, regarding the "Review of level of final disposal to reduce channel of submission of files/proposals at ICAR Institutes", the competent authority has reviewed the existing internal processing channels. With a view to facilitate accelerated decision-making, ensure efficiency, and optimize structural responsiveness under e-Office and e-HRMS 2.0, the levels of file routing have been rationalized.

Accordingly, in supersession of all previous instructions and office orders on the subject, the final Approving Authority and the mandatory maximum 3-level channel of submission (final disposal at the 4th level) for various administrative matters at ICAR-IIWM, Bhubaneswar is notified as per the schedule enclosed at **Annexure-I**.

This is issued with the approval of the Director.


15/7/2026
(Ankush Kumar Mishra)
Head of Office

Distribution:

1. The F&AO/AO/In-charges for information & necessary action.
2. The PS to the Director
3. The In-charge, AKMU with the request for uploading on ICAR-IIWM website as well as in e-office dashboard.
4. Guard File (Estt. Section)

Annexure-I

**APPROVING AUTHORITIES & INDICATIVE WORKFLOW FOR ADMINISTRATIVE MATTERS
AT ICAR-IIWM**

Item No.	Nature of Administrative Work	Staff Covered	Approving Authority (AA)	Indicative Workflow / Channel of Submission to AA
1.	Sanctioning of Annual Increments	All Staff	Head of Admin (HoA)	DH → AAO →
2.	(a) Appointment of UDC/Assistant to perform duties of Cashier (b) Grant of special pay to UDC/Assistant appointed to perform the duties of Cashier	All Staff	Director	DH → AAO → HOA →
3.	Intimation / Permission for acquisition & disposal of property under Rule 18 of CCS (Conduct) Rules	All Staff	Head of Admin (HoA)	DH → AAO →
4.	To allow joining time pay and credit of unavailed portion of joining time into leave account, subject to the provisions of CCS (Joining Time) Rules	All Staff	Director	DH → HOA →
5.	Fixation of Pay upon Promotion / Cadre Revision	All Staff	Director	DH → HOA →
6.	Cases of Stepping up of Pay	All Staff	Director	DH → HOA →
7.	To allow Provisional Pay	All Staff	Director	DH → HOA →
8.	Grant of NFS to eligible staff	All eligible staff	Director	DH → AAO → HOA →
9.	Grant of Casual Leave	All Staff	Immediate Supervisory Officer	Applicant → Reporting Authority (as per e-HRMS workflow)
10.	All kinds of leaves other than Study Leave & Ex-India. {As per the CCS (Leave) Rules}	All Staff	One step above the immediate supervisory officer in the hierarchy	Applicant → Reporting Officer → Reviewing Officer (as per e-HRMS workflow)
11.	Study Leave / Ex-India Leave	All Staff	Director	DH → AAO → HoA →

12.	Finalisation of Hierarchy for generation of APAR/NRC in SPARROW	All Staff	Director	DH → AAO → HoA →
13.	Acceptance of surety bond to be executed by IJWM's employee handling cash etc.	All concerned Staff	Head of Admin (HoA)	DH → AAO →
14.	Issue of various certificates viz. Income certificate, NOC, experience etc	All Regular Staff All Contractual Staff	Director Head of Admin (HoA)	DH → AAO → HoA → DH → AAO →
15.	(a) Medical examination of new recruits (b) Verification of Character & Antecedents of new recruits	All Staff	Head of Admin (HoA)	DH → AAO →
16.	Extension of joining time for new recruits (Strictly in accordance to the relevant rules of GOI/ ICAR)	All Staff	Director	DH → AAO → HoA →
17.	Deputing on Training within the country	All Staff	Director	DH → AAO → HoA →
18.	Forwarding of Applications / Issuance of NOC for applying to external posts on DR or Deputation	All Staff	Director	DH → AAO → HoA →
19.	Issuance of No Demand Certificate / Passport NOC for applying for new/renewal of old passport	All Staff (except self)	Head of Admin (HoA)	DH → AAO → (Subject to Vigilance clearance verification)
20.	(a) Issue/ renewal/ amendment/ changes in Medical/Health ID cards (b) Sanction of expenditure for renewal of Medical cards for pensioner	All Staff All Pensioners	Head of Admin (HoA)	DH → AAO →
21.	(a) Acceptance of nomination forms pertaining to GPF/RG/DG/GSLIS/NPS etc. (b) Updation of Family Details	All Staff	Head of Admin (HoA)	DH → AAO →
22.	(a) Payment of GSLIS contribution to LIC of India (b) Payment of GSLIS dues of Pensioners	All Staff All Pensioners	Head of Admin (HoA)	DH → AAO →

23.	Payment of Leave Encashment on retirement	All Staff	Head of Admin (HoA)	DH → AAO →
24.	Leave Encashment/Grant of Advance on LTC	All Staff	HoA/Director	<i>As per e-HRMS workflow</i>
25.	Grant of Advance of pay	All Staff	Head of Admin (HoA)	DH → AAO →
26.	Grant of TA/GPF Advance/TA on transfer	All Staff	HoA/Director	<i>As per e-HRMS workflow</i>
27.	Countersignatures on regular settlement of personal advance & Reimbursement of Medical Expenditure (under CS-MA Rules)	Scientific & Technical Staff (except HoD/Self) Administrative Staff (except self) Pls, HoO, HoF	Reporting Officer/PI Head of Admin (HoA) Director	DH → DDO → HOA →
28.	Grant of House Building Advance (HBA) / Computer Advance	All Staff	HoA/Director	<i>As per e-HRMS workflow</i>
29.	Grant of Children Education Allowance (CEA) / Newspaper Allowance / Telephone Reimbursement Claims	All eligible Staff	HoA/Director	<i>As per e-HRMS workflow</i>
30.	Final GPF Withdrawal / Part Withdrawal	All Staff	Director	DH → AAO → HoA →
31.	Discharge of LS/PC	All Staff	Head of Admin (HoA)	DH → AAO →
32.	Medical Advances & Reimbursement under emergency/rule relaxations	All Staff	Director	DH → DDO → HoA →
33.	Grant of OTA (Subject to the provisions of the OTA Rules and orders issued by the GOI/ICAR from time to time)	All eligible Staff	Head of Admin (HoA)	DH → AAO →
34.	Nomination of CPIO & First Appellate Authorities in Context of RTI Act	--	Director	AAO → HoA →
35.	Permission for undergoing course of studies before or after office hours	Group 'A' Officers Group 'B' & 'C' Staff	Director	DH/AAO → HoA → DH → AAO →

			Head of Admin (HoA)	
36.	(a) Counting of past service of personnel who put in services elsewhere before joining ICAR. (b) Discharge of pro-rata pensionary liability in respect of ICAR personnel absorbed elsewhere	All Staff	Director	DH/AAO → AO → HoA →
37.	Legal charges for lawsuits, processing of Vakalathnama & engagement of panel advocates	All Cases	Director	DH → AO → HoA → (Subject to rates notified by Council)
38.	Transfer and internal posting of Administrative & Technical staff	All Cases	Director	DH → AO → HoA →
39.	Payment of Honorarium	All Staff	Director	DH → DDO → HoA →
40.	Condemnation/Weeding out of old records	All Cases	Director	DH → AO → HoA →
41.	Purchase through GeM	Proposals Up to Rs. 1.00 Lakh Other GeM proposals/GeM Bidding/Contracts	Head of Admin (HoA) Director	DH → SP(I/C) → DH/AAO → SP(I/C) → HoA →
42.	Purchases outside GeM / Proposals for grant of advance to external agencies/staff	All Cases	Director	AAO → SP(I/C) → HoA →
43.	Original (Major, minor), repair and maintenance works etc	All Cases	Director	OIC (Works) → Chairperson (Works Committee) → HoA →

(Note: Maximum 3 levels of submission are permitted for any file routing before reaching the Approving Authority)

Legend for Indicative Workflow Levels:

1. **DH:** Dealing Hand (Initiating Level)
2. **AAO:** Assistant Administrative Officer
3. **DDO:** Drawing & Disbursing Officer
4. **SP(I/C):** Stores & Purchase InCharge
5. **HoA):** Head of Administration/ Administrative Officer ()
6. **AA:** Approving Authority
7. **Finance Vetting:** Mandatory check by Head of Finance/SF&AO before final submission to AA.

Notes:

1. The above delegation is subject to the strict observance of relevant rules, GFR, due procedure and concurrence of HoF, wherever required under relevant rules/procedure.
2. Designation of officials may vary depending upon posting of staff in the Division/Unit/Section but levels of submission of proposal to Approving Authority shall not to exceed three except in cases involving complex/policy matters.
3. In absence of designated officer competent to approve a proposal, the officer at the next senior level in hierarchy will exercise the delegated powers.

Action Taken Report

Name of Institute: ICAR-INDIAN INSTITUTE OF WATER MANAGEMENT
(ICAR-IIWM)

SMD: Natural Resource Management

Whether any delegation has been done, as per the instruction of the Council issued vide OM dated 16.06.2026	Yes OM No. 103/Estt/92-93/151(4) dated 15.7.2026 (copy attached) along with Annex-I
Whether channel of submission and level of final disposal has been reduced to maximum 03 levels so that cases are decided by the Approving Authority at 4th Level	Yes OM No. 103/Estt/92-93/151(4) dated 15.7.2026 (copy attached) along with Annex-I

Amicus
15/7/2026
Head of Admin
ICAR-IIWM