

# **The Right To Information Act, 2005**

## **India Meteorological Department**

### **MANUAL-(II)**

#### **The power and duties of its officers and employees**



**Office Order No.ME/12/001/86 dated 20<sup>th</sup> February, 1986 issued by Govt. of India, Ministry of Science & Technology (DST) regarding Delegation of enhanced powers for execution of petty works and repairs.**

Delegation of Power to the Director General of India Meteorological Department for incurring expenditure up to 25,000/- in each case for execution of petty works/minor repairs etc. to be done departmentally or through State Government agencies subject to the conditions that:

The powers shall not be exercised at places where Central Public Works Department (CPWD) is functioning.

Powers to sanction advance payments upto Rs.25,000/- to State Government agencies for petty works/repairs. The competent authority, shall however, make adequate safeguards to which the interest of the Government while making advance payments as laid down in GFR-258.

This order issues with the concurrence of Ministry of Works & Housing (now Ministry of Urban Development), Finance Division, vide their UO Dy.No.2361/W&E-D1(9)/05 dated 26<sup>th</sup> August, 1985 AND Ministry of Finance, Department of Expenditure (E.II A Branch) vide their UO Dy.No.1939-E-II(A)/85 dated 15<sup>th</sup> November, 1985 and Integrated Finance Division vide their Dy.No.601/0/86-IFD dated 17.2.86.

**(Signed by Shri S.N.Bhargava), Dy.Secretary to the Government of India)**

**Office Order No.Sectt-10221 dated 3<sup>rd</sup> October, 1988, Government of India, Council for Meteorology & Atmospheric Sciences regarding Delegation of Powers to heads of Offices in IMD.**

In exercise of the power vested in the Council for Meteorology and Atmospheric Sciences (CMAS) under para 5.5 of the Ministry of Tourism and Civil Aviation Resolution No ME-11013/4/77-M dated 21.9.1978, It the council if Meteorology and Atmospheric Sciences hereby delegates to the Additional Director General, Deputy Directors General and Directors functioning as heads of offices in the India Meteorological Department, enhanced powers to incur expenditure in respect of item (3 Nos.) listed and to the extent indicated in the Annexure of this letter.

The exercise of enhanced powers will be subject to availability of funds and the observance of the normal procedures and restrictions laid down in the General Financial Rules, Delegation of Financial Powers Rules, and other orders issued by the Ministry of Finance or other Ministries from time to time.

This is issued in accordance with the decision taken at the 26<sup>th</sup> Meeting of the Council for Meteorology & Atmospheric Sciences (CMAS) held on 29.3.1988.

(Signed by Shri K.Raman, Director, India Meteorological Department and Non-Member-Secretary CMAS)

Annexure

Delegation of enhanced powers to the Additional Director General of Meteorology, Dy. Directors General of Meteorology and Directors functioning as Heads of Offices in India Meteorological Department

S. No	Item of Expenditure	Existing Powers		Enhanced Powers now delegated		Remarks
		Recurring	Non-Recurring	Recurring	Non-Recurring	
1.	2.	3		4		5
1.	Contingent Expenditure (Schedule V DFP Rules)	Rs.250/- PM in each case	Rs.1000/- in each case	Rs.3000/- per annum in each case	Rs.500/- in each case	Provided that in respect of any matter specified in earlier delegation of powers to Head of offices in so far as recurring & non-recurring contingent expenditure is concerned shall have powers to incur expenditure upto the limits specified therein, if any limit has been specified.
2.	Sanction of minor works (to	Residential DDG	Non-Residential	Residential	Non-Residential	Subject to necessary

	be executed by CPWD  Directors	Rs.2000/-  Rs.Nil	Rs.10,000/-  Rs.5,000/-	Rs.10,000/-  Rs.20,000/-	provision in the budget
3(i)	Execution of petty works and repairs through state PWD/ Departmentally	Rs.1000/- in each case		Rs.10,000/- in each case	These powers shall not be exercised at place where CPWD is functioning.
3(ii)	Powers to sanction advances to State Govt. Agencies for petty works/repairs	Nil		Rs.10,000/- in each case	
3 (iii)	Drawal of Advance to cover contingent charges for minor construction work in connection with repairs, shifting/ opening of observatories	Rs.1000/-		Rs.10,000/-	The competent authority shall however make adequate safeguard to watch the interest of Govt, while making advance payment as laid down in GFR-258.

**Officer Order No.GW-50000/SFS/3 dated 10<sup>th</sup> May, 1991 by Government of India, Council of Meteorology & Atmospheric Sciences regarding Delegation of Powers.**

In exercise of the powers vested in the Council of Meteorology & Atmospheric Sciences (CMAS) under para 5.5 of the Ministry of Tourism & Civil Aviation Resolution No.ME-11013/4/77-M dated 21.9.1978, the Council of Meteorology & Atmospheric Sciences hereby delegates the administrative and enhanced financial powers listed in Annexure 'A' of this letter to the Meteorological Executive Committee (MEC) and those listed in Annexure 'B' to the Director General of Meteorology (DGM).

The powers delegated to the Meteorological Executive Committee and the Director General of Meteorology will be subject to the observance of the normal procedure and restrictions laid down in the General Financial Rules, Delegation of Financial Powers Rules and other orders issued by the Ministry of Finance or other Ministries from time to time. All orders in regard to ban on creation of powers, ban on filling of vacancies etc. issued by the Government will be applicable. Clearance from concerned Ministries, like Ministry of Works

and Housing, Department of Economic Affairs etc. will have to be obtained as hitherto.

The enhanced financial powers delegated to the Director General of Meteorology by virtue of this order as also delegation orders earlier issued will be exercised in consultation with the Finance Officer.

This has the approval of CMAS, vide decision taken in its 31<sup>st</sup> meeting on 2.3.1990, and Finance Member vide diary No.JSF/1674/9 dated 8.5.91.

(Signed by Shri K.Raman, Non-Member Secretary, Council of Meteorology & Atmospheric Sciences)

ANNEXURE-'A'

S.No.	Reference	Nature of Power	Existing Power	Enhanced Power delegated to MEC
1.	2.	3.	4.	5.
1.	DFP Rules 1958	Sanction of Schemes	Sanction of schemes costing upto Rs.50 lakhs, including sanction of works & staff, subject to:  a) Cost of staff does not exceed Rs.5 lakh p.a. in the case of Plan Schemes and Rs.3 lakhs p.a. in the case of Non-Plan schemes; b) No post exceeding the pay scale of Rs.1500-2000 is created.	Sanction of schemes costing upto Rs.100 lakhs including sanction of works and staff subject to:  a) Cost of staff does not exceed Rs.10 lakh p.a. in the case of Plan schemes and Rs.6 lakhs p.a. in the case of Non-Plan schemes; b) No post exceeding the revised pay-scale of Rs.3700-5000 is created.
2.	-do-	Administrative approval and expenditure sanction to Capital Works-Major Works	Rs.50 lakhs (inclusive of Departmental Charges) in each case in respect of works included in schemes sanctioned by the appropriate authority.	Rs.100 lakhs (inclusive of Departmental Charges) in each case in respect of works included in schemes sanctioned by the appropriate authority.
3.		Acquisition of land from/through State Government	Nil	Rs.20 lakhs in each case in respect of works included in schemes sanctioned by the appropriate authority.

ANNEXURE-'B'

S.No.	Reference	Nature of	Existing Power	Enhanced Power
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		Power		delegated to MEC
1.	2.	3.	4.	5.
1.	DFP Rules 1958	Sanction of Schemes	Sanction of schemes upto Rs.20 lakhs, including sanction of works & staff with the concurrence of the Finance Officer, subject to:  a) Cost of staff does not exceed Rs.3 lakh p.a. in the case of Plan Schemes and Rs.2 lakhs p.a. in the case of Non-Plan schemes; b) No post exceeding the pay scale of Rs.1100-1600 is created.	Sanction of schemes upto Rs.40 lakhs including sanction of works and staff with the concurrence of the Finance Officer, subject to:  a) Cost of staff does not exceed Rs.6 lakh p.a. in the case of Plan schemes and Rs.4 lakhs p.a. in the case of Non-Plan schemes; b) No post exceeding the revised pay-scale of Rs.3000-4500 is created.
2.	-do-	Administrative approval and expenditure sanction to Capital Works-Major Works	Rs.20 lakhs (inclusive of Departmental Charges) in each case with the concurrence of the Finance Officer.	Rs.40 lakhs (inclusive of Departmental Charges) in each case in with the concurrence of the Finance Officer
3.		Acquisition of land from/through State Government	Nil	Rs.10 lakhs in each case in respect of works included in schemes sanctioned by the appropriate authority.

**Office Memorandum No. GW-50000 dated 13.12.1989 issued by the Government of India, India Meteorological Department regarding Delegation of Financial Powers to officers in the H.Q. establishment of the office of the Director General of Meteorology, New Delhi.**

In supersession of O.M. No.GW/50000 dated 24.5.1984 on the subject under the provisions of Rule 13(3) of the Delegation of Financial Powers Rules 1978, the Director General of Meteorology, New Delhi hereby delegates to the Additional Director General, Deputy Director General and the Directors-in-charge of the Directorates of Satellite Meteorology, NHAC, Telecommunications and Seismology under the H.Q. Establishment of the office of the Director General of Meteorology, New Delhi, Powers to incur contingent expenditure for the purchase, upkeep and repairs of technical sources and equipments required for the exclusive use of the respective units functioning under their control to the extent indicated hereunder:

	Purchase	Repairs
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ADGMS	Rs.50,000 in each case	Rs.50,000 in each case
DDGMS	Rs.20,000 in each case subject to a maximum of Rs.2.00 lakhs p.a.	Rs.3,000 in each case subject to a Rs.30,000 p.
Directors-in-charge	Rs.10,000 in each case subject to a maximum of Rs.1.00 lakhs p.a.	Rs.2,000 in each case subject to a Rs.20,000 p.a.

1. The above delegation covers only ordinary items of technical stores and equipment and does not include items like furniture, stationery, typewriters etc. of general use for the office as a whole.
2. The exercise of such powers by these officers will be subject to availability of funds and the observance of normal procedures and restrictions laid down in GFRs, DGPRs and other orders, general of special issued by Government from time to time which they must ensure.
3. Directors-in-charge of the above Directorates are also authorized to communicate the expenditure sanction to the concerned authorities.
4. Necessary funds under appropriate sub-heads will be allotted to the concerned Directorates, who should maintain the liability registers and ensure that no expenditure exceeding the budget allocation is sanctioned by them. While seeking approval of ADGM or DDGM, the concerned Divisions should indicate their budget allocation, amount mentioned so far and the balance amount.
5. The concerned Directorates will maintain their own block registers in respect of all items of stores acquired by them and will be responsible to get the same audited when called for by local audit. They will also maintain the liability registers and watch the progress of expenditure.
6. The above delegation of powers doe not cover expenditure under office expenses such as purchase of typewriters, drawing materials, typewriter ribbons, maintenance charges of typewriters, maintenance of photocopier etc.
7. The powers delegated under the present order cannot be delegated.

**(Signed by Dr. S.M. Kulshrestha, Director General of Meteorology, India Meteorological Department, Lodi Road, New Delhi - 110 003).**

**Office Memorandum No.GW-50000 dated 13.12.1989 issued by the Government of India, India Meteorological Department regarding Delegation of Financial Power Rules, 1978.**

Under the provision of Rule 13(3) of the Delegation of Financial Powers Rules, 1978, the Director General of Meteorology, New Delhi hereby delegates to the Director (CPO) under the H.Q. establishment of the Director General of Meteorology at New Delhi. Powers to incur the expenditure to the extent indicated hereunder:

- 1) Office expenses including coolie charges and  
Transportation charges but excluding demurrage  
and wharf age charges : Rs.1000/- in each case
- 2) Demurrage and wharfage charges for transit

- through rail, road and air : Rs.100.00 in each case  
 3) Railway freight charges : Full powers  
 4) Purchase of stores under materials & Supplies : Rs.50,000/- in each case  
 5) Capital equipment : Nil

2. Director, CPU is also authorized to issue/communicate expenditure sanctions to the concerned authorities.

3. The exercise of such powers by these officers will be subject to availability of funds and the observance of normal procedures and restrictions in GFRs, DGPRs and other orders, general or special, issued by Government from time to time which they must ensure.

4. The powers delegated under the present order cannot be redelegated.

**(Signed by Dr.S.M. Kulshrestha, Director General of Meteorology)**

**Office Memorandum No.GW-50000/93 dated 27.4.1993 issued by the Government of India, India Meteorological Department regarding Delegation of enhanced powers to the Heads of Offices in the India Meteorological Department.**

In suppression of Office Memorandum No.GW-50000 dated **21.12.1983** on the above subject and under the provisions of **Rule 13(3) of the Delegation of Financial Powers Rules, 1978**, the Director General of Meteorology, New Delhi hereby delegates to the Additional Directors General, Deputy Directors General functioning as Heads of Offices in the India Meteorological Department, enhanced powers to incur contingent expenditure in respect of items (13 nos) mentioned and to the extent indicated in the statement enclosed herewith and subject to the conditions specified under Col.(4) of Annexure to Schedule V of the said Rules.

2. The exercise of enhanced powers will be subject to availability of funds and the observance of normal procedures and restrictions laid down in GFRs, DFPRs and other orders, general or special, issued by Government from time to time.

3. These orders will be exercised by the Heads of Offices and cannot be re-delegated to their subordinate Gazetted Officers.

**(Signed by Dr.N.Sen Roy, Director General of Meteorology, India Meteorological Department)**

**(Enclosure to letter No.GW-50000/93 dated 27<sup>th</sup> April, 1993)**

**Delegation of enhanced powers to the additional Directors General and Deputy Directors General functioning as Heads of Offices in the India Meteorological Department under Rule 13(3) of Delegation of Financial Powers Rules, 1978.**

S.No. (1)	Item of Expenditure (2)	Extent of existing powers (3)	Enhanced powers now delegated (4)
1.	Bicycle i) Purchase ii) Repairs	Full powers Full powers	Full powers Full powers
2.	Fixtures & Furniture - Purchase and repairs	Rs.3000/- per office per annum	Rs.10,000/- per office per annum.

3.	Demurrage/Wharfage charges	Rs.200/- in each case subject to maximum of Rs.5000/- per annum	Rs.500/- in each case subject to maximum of Rs.10,000/- per annum
4.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Rs.2,000/- per annum	Rs.5,000/- per annum
5.	Motor Vehicles - Mainenance, Upkeep and repairs i) 4-wheeler ii) 3 or 2-wheeler	Rs.3000/- in each case per vehicle Rs.300/- in each case per vehicle	Rs.5000/- in each case per vehicle Rs.500/- in each case per vehicle
6.	Petty works and repairs i) Execution of petty works and special repairs to Government owned buildings, including sanitary fittings, water-supply and electric installations in such buildings and repairs to such installations ii) Ordinary repairs to Government buildings	Rs.3,000/- in each case  Rs.3,000/- in each case	Rs.7,500/- in each case  Rs.7,500/- in each case
7.	Printing and Binding: Where the printing/binding is executed through or with the approval of the Director of Printing.	i) <b>ADGM(R), Pune</b> Rs.5000/- on each occasion subject to maximum of Rs.25000/- per annum  ii) <b>Other Heads of Offices</b> Rs.3000/- on each occasion subject to maximum of Rs.15000/- per annum	i) <b>ADGM(R) Pune</b> Rs.10,000 on each occasion subject to maximum of Rs.1,00,000/- per annum  ii) <b>Other Heads of Offices</b> Rs.5,000/- on each occasion subject to maximum of Rs.50,000/- per annum
8.	<b>Rent - ordinary office accommodation:</b> i)Where the accommodation is entirely utilized for the office  ii)Where the accommodation is partly as office and partly as	a) Recurring : Rs.500/- p.m. in each case b) Non-recurring: Rs.500/- in each case  a) Recurring: Rs.300/- p.m. in each case	a) Recurring : Rs.2500/- p.m. in each case b) Non-recurring: Rs.2,000/- in each case  i) Recurring: Rs.1,500/- p.m. in each case



	residence	b) Non-recurring: Rs.500/- in each case	b) Non-recurring: Rs.500/- in each case
9.	Repairs to and removal of machinery (where the expenditure is not of a capital nature).	i) DDGM (UI), New Delhi/DDGM(SI), Pune Rs.10,000/- in each case subject to maximum of Rs.50,000/- per annum  ii) Other Heads of Offices Rs.2,000/- in each case subject to maximum of Rs.25,000/- per annum.	i) DDGM (UI), New Delhi/DDGM(SI), Pune Rs.15,000/- in each case subject to maximum of Rs.1,00,000/- per annum  ii) Other Heads of Offices Rs.5,000/- in each case subject to maximum of Rs.50,000/- per annum
10.	Local purchase of rubber stamp and office seals	Rs.500/- per annum	Rs.1,000/- per annum
11.	Purchase of stores required for the working of an establishment, instruments, equipments and apparatus	i) DDGM (UI), New Delhi Rs.50,000/- in each case in respect of requirements of his office as also those of other offices of the Department subject to sanction for release of FE wherever necessary  ii) DDGM (SI) Pune Rs.25,000/- in each case  iii) Other Heads of Offices Rs.10,000/- in each case subject to maximum of Rs.50,000/- per annum.	i) DDGM (UI), New Delhi Rs.50,000/- in each case in respect of requirements of his office as also those of other offices of the Department subject to maximum of Rs.10,00,000/- per annum  ii) DDGM (SI) Pune Rs.50,000/- in each case subject to maximum of Rs.5,00,000/- per annum  iii) Other Heads of Offices Rs.50,000/- in each case subject to maximum of Rs.2,00,000/- per annum.
12.	Shifting of residential telephones	Full powers in respect of officers entitled for residential telephones.	Full powers in respect of officers entitled for residential telephones

13.	Upkeep of an repairs to all office equipments including typewriters, intercom equipment, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, addressographs, filing and indexing systems etc. excluding computers of all kinds.	Recurring : Rs.5,000/- Per annum  Non-Recurring: Rs.10,000/- per annum	Recurring: Rs.25,000/- per annum  Non-Recurring: Rs.25,000/- per annum
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**Office Order No.GW-50000/94 dated 5.9.1994 issued by the Government of India, India Meteorological Department, New Delhi regarding Delegation of enhanced powers to Heads of Offices in the India Meteorological Department.**

In partial modification to the Office Memorandum No.GW-50000/93 dated 27.4.93 on the above subject and under the provision of Rule 13(3) of Delegation of Financial Powers Rules, 1978, the Director Full powers in respect of officers entitled for residential telephones of Meteorology, New Delhi hereby delegates tot the Additional Directors General, Deputy Directors General functioning as Head of Offices in the India Meteorological Department, enhanced powers to incur contingent expenditure in respect of item No.2 and 13 of said office Memorandum and addition of item No.14 to the extent indicated in the enclosed statement and subject to the conditions specified under Col.(4) of Annexure to Schedule V of the said Rules.

2. The exercise of enhanced powers will be subject to availability of funds and the observance of normal procedures and restrictions laid down in GFRs, DFPRs and other orders, general or special, issued by Government from time tot time.

3. These powers shall be exercised by the Heads of Offices and cannot be re-delegated to their subordinate Gazetted officers.

**(Signed by Dr.Sen Roy, Director General of Meteorology, India Meteorological Department, New Delhi)**

**(Enclosure to letter NO.GW-5000/94 dated 5.9.1994)**

**Delegation of enhanced powers to the Additional Directors General & Deputy Directors General functioning as Heads of Offices in the India Meteorological Department under Rule 13(3) of Delegation of Financial Power Rules, 1978.**

S.No.	Item of Eexpenditure	Extent of existing Powers	Enhanced Powers now delegated
1.	2.	3.	4.
1.	Fixtures & Furniture	Rs.10,000/-	a)

	Purchase and repairs (S.No. of Item 5 of DFPR)	per office per annum	Rs.50,000/- per annum for purchase and repair of furniture b) Rs.50,000/- per annum for repairs/maintenance of fixtures (Air Conditioners, Air coolers, Water coolers etc. which are purchased departmentally)
2.	Upkeep of an repairs of all office equipments including typewriters, Electronic typewriters, dedicated word-processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filing and indexing system etc. excluding computers of all kinds. (Sl/.No. of Item 26(a) (i) of DFPR)	Recurring: Rs.25,000/- per annum  Non-Recurring: Rs.25,000/- per annum	Recurring: Rs.1.00 lakh per annum  Non-Recurring: Rs.50,000/- per annum
3.	Hire and maintenance of Computers of all kinds (S.No. of Item-26(b) of DFPR)	NIL	1. Maintenances: Rs.15,000/- per computer subject to an overall maximum of Rs.2 lakhs per annum 2. Hire : Rs.15,000/- per annum

**Letter No.GC-031 dated 17.11.1994 issued by the Government of India, India Meteorological Department, New Delhi regarding Declaration of competent authority to approve the tour anywhere in India and controlling officer for different cadres in IMD.**

In suppression to this office letter of even No. dated 14.10.88, I hereby authorize to approve the tours and controlling officers respectively for the category of the officers listed in column No.1 under the provisions of S.R.191.

Designation	Competent Authority to approve tours anywhere	Controlling officers for the purpose of countersignature on TA/DA bills
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	in India	
1.	2.	3.
1. Meteorologist/Asstt. Met.	Concerned Head of Office	Concerned Head of Office
2. Non-Gazetted staff	-do-	Asstt. Met. (DDO)
3. For H.Q. Office including CATC Bamrauli)		
i) Meteorologists	i) Concerned DDGM/ADGM	] ] ] Director (GS)
ii) Asstt. Met.	ii) Concerned Director I/C/ DDGM	] ]
iii) Hindi Officer	Director Publications	
iv) Non-Gazetted staff	Concerned Director I/C/ DDGM	] Asstt.Met.(DDO)
4. PAC (Calcutta) and CSO Shillong Mets/AMs/Non-Gazetted staff	Head of the Office	Head of the Office

The other terms and conditions mentioned in para 2 & 3 of this Officer letter of even no. dated 20.3.88 will remain unchanged.

(Signed by Dr. N.Sen Roy, Director General of Meteorology, India Meteorological Department, New Delhi).

### Annexure to letter No.GW-50000/95 dated 5.5.1995

#### DELEGATION OF POWERS TO GROUP 'A' OFFICERS INCHARGE

S.No.	S.No .of D.F.P.R	Items of Expenditure	Financial Powers delegated to Group-A officers In-charge at MC's and also CWCs/Radar Stations/ Uppder Air Observatories (as per Annex-I)
1.	1	Bicycle Repairs and upkeep	Rs.100/- in each case subject to maximum of Rs.500/- for each Bicycle,P.A.
2.	5	Fixtures and Furniture (a) Purchase (b)Repair/Upkeep	Nil Rs,200/- in each case subject to a Maximum of Rs.5,000/- P.A.

3.	6	Demurrage and warfage charges	Rs.200/- in each case subject to a maximum of Rs.500 P.A
4.	10	Maintenance and upkeep of Motor vehicles	Rs.500/- in each case subject to a maximum of Rs.5,000/- P.A. per vehicle
5.	21	Local purchase of Petty Stationery	Rs.100/- in each case subject to a maximum of Rs.5,000/- P.A.
6.	22	Stores required for working of an establishment : Instruments, equipments and apparatus	Rs.200/- in each case subject to a maximum of Rs3000/- P.A.
7.	26	Upkeep of office equipments like Typewriters (manual), calculators, Photocopiers, Duplicators etc.	Rs.250/- in each case subject to a Maximum of Rs.7500/- P.A.

**Office Memorandum No.GW-50000/95 dated 5.5.1995 issued by Government of India. India Meteorological Department, New Delhi regarding Delegation of Powers to Group 'A' Officers-in-charge at Met. Centres, Cyclone Warning Centres, Radar Stations, Upper Air Observatories in India Meteorological Department.**

Under the provision of Rule 13(3) of the Delegation of Financial Powers Rules, 1978, Director General of Meteorology, New Delhi hereby delegates the financial powers to the Group 'A' Officers-In-charge of Meteorological Centres and also of Cyclone Warning Centres/Radar Stations/Upper Air observatories, as per list in Annexure-I in India Meteorological Department to incur contingent expenditure as indicated in the statement enclosed in the Annex-II and subject to the conditions specified under Col.(4) of Annex to Schedule V of the said Rules.

2. The exercise of powers will be subject to availability of funds and the observance of normal procedures and restrictions laid down in GFRs, DFPRs and other orders, general or special, issued by the Government from time to time.

3. The powers will be exercised by the Group 'A' Officer-In-charge and cannot be re-delegated to their subordinate Gazetted officers.

4. The senior most officer in-charge will exercise these powers. If two or more different offices are situated at the same station.

**(Signed by Dr. N.Sen Roy, Director General of Meteorology, India Meteorological Department, New Delhi).**

**Office Memorandum No.GW-50000/98 dated 20<sup>th</sup> January, 1999 regarding Delegation of enhanced powers to Heads of Offices in the India Meteorological Department.**

In supersession of Office Memorandum No.GW-50000 dated 27.04.1993 on the above subject and under the provisions of rule 13(3) of the Delegation of Financial Power Rules, 1978, the Director General of Meteorology, New Delhi hereby delegates to the Additional Director General, Deputy Director General functioning as Heads of Offices in the India Meteorological Department, enhanced powers to incur contingent

expenditure in respect of items (15 nos.) mentioned and to the extent indicated in the statements enclosed herewith and subject to the conditions specified under col.(4) of Annexure to Schedule V of the said Rules.

2. The exercise of enhanced powers will be subject to availability of fund and the observance of normal procedures and restrictions laid down in GFRs, DFPRs and other orders, general of special issued by Government from time to time.

3. These powers will be exercised by the Heads of Offices and cannot be re-delegated to their subordinate Gazetted officers.

4. While exercising these enhanced powers delegated to the officers, they should evolve a suitable mechanism to monitor the availability of funds under different head of accounts and compliance of budgetary limit. The entire responsibility for non-compliance will rest with the officers exercising powers.

(Signed by Dr. R.R.Kelkar, Director General of Meteorology, India Meteorological Department, New Delhi).

### Enclosure to Letter No.GW-50000 dated 20<sup>th</sup> January, 1999)

Delegation of enhanced powers to the Additional Director General, Deputy Director General functioning as Heads of Offices in the India Meteorological Department under Rule 13(3) of Delegation of Financial Powers Rules, 1978.

S.No.	Item of expenditure	Extent of existing powers	Enhanced powers now delegated
1.	Bicycle i) Purchase ii) Repairs	Full Powers Full Powers	Full Powers Full Powers
2.	Fixture & Frurniture- Purchase and repair	Rs. 50,000/- per office per annum.	Rs.1 Lakh per office per annum
3.	Demurrage/Wharfage charges	Rs.500/- in each case subject to maximum of Rs.10,000/- p.a.	Rs.1000/- in each case subject to maximum of Rs.20,000/- p.a.
4.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Rs.5000/- per annum	Rs.10,000/- per annum
5.	Moptor vehicles- maintenance, upkeep and repairs i) 4 Wheelers	Rs.5000/- each case per vehicle.	Rs.10, 000/- each case of LCV per vehicle, subject to maximum of Rs.30000/- per vehicle per annum. Rs.15000/- in each case for HCV per vehicle subject to maximum of Rs.45000/-

	ii) 3 or 2 wheelers	Rs.500/- in each case per vehicle	per vehicle per annum  Rs.1000/- in each case per vehicle subject to maximum of Rs.3000/- per vehicle per annum
6.	Petty works and repairs i) Execution of petty works and special repairs to Govt. owned buildings, including sanitary fittings, water-supply and electric installations in such buildings and repairs to such installation ii) Ordinary repairs to Government buildings	Rs.7,500/- in each case.  Rs.7500/- in each case.	Rs.25000/- in each case. These powers shall not be exercised at places where CPWD is functioning  Rs.15000/- in each case. These powers shall not be exercised at places where CPWD is functioning
7.	Printing and Binding Where the printing, binding is executed through or with the approval of the Director of Printing or printer duly approved by DGM	i) <b>ADGM(R Pune):</b> Rs.10,000/- on each occasion subject to maximum of Rs.1.00 lakhs p.a. ii) <b>Other Heads of Offices:</b> Rs.5,000/- on each occasion subject to maximum of Rs. 50.000/- p.a.	i) <b>ADGM( R) Pune:</b> Rs.25,000/- on each occasion subject to maximum of Rs.2.00 lakhs p.a. ii) <b>Other Heads of Offices:</b> Rs.10,000/- on each occasion subject to maximum of Rs. One lakh p.a.
8.	Rent-ordinary office accommodation i) Where the accommodation is entirely utilized for the office ii) where the accommodation is used partly as office and partly resident	a) Recurring: Rs.25000/- p.m. in each case b) Non-Recurring : Rs.2000/- in each case  a) Recurring:Rs.1500/-pm in each case b) Non-Recurring;Rs.500/- in each	a. Recurring : Rs.5000/- pm in each case b. Non-Recurring : Rs.4000/-pm in each case  a. Recurring : Rs.3000/- pm in each case b. Non-Recurring

			: Rs.1000/- pm in each case
9.	Repairs and removal of machinery (where the expenditure is not of a capital nature.)	<b><u>DDGM(UI), New Delhi/DDGM(SI), Pune</u></b> Rs.15,000/- in each case subject to max. of Rs.1 lakhs per annum <b><u>Other Heads of Offices</u></b> Rs.5000/-in each case subject to max. of Rs. 50,000/- lakh per annum`	<b><u>DDGM(UI), New Delhi/DDGM(SI), Pune</u></b> Rs.30000/- in each case subject to max of Rs.2 lakhs per annum <b><u>Other Heads of Offices</u></b> Rs.15,000/- in each case subject to max. of Rs. 1 lakhs per annum.
10.	Local purchase of rubber stamps and office seals	Rs.1000/- per annum	Rs.1000/- per annum
11.	Purchase of stores required for the working of an establishment, instruments, equipments and apparatus	i) <b><u>DDGM(UI), New Delhi</u></b> – Rs.50,000/- in each case in respect of requirements of his office as also those of other offices of the Deptt. Subject to max. of Rs. 10 lakhs per annum.  ii) <b><u>DDGM(SI) Pune</u></b> Rs.50,000/- in each case subject to max. of Rs.5 lakhs per annum iii) <b><u>Other head of offices</u></b> Rs.50000/- in each case subject to max. of Rs.2 lakhs pa	i) <b><u>DDGM(UI), New Delhi</u></b>  Rupees one lakh in each case in respect of requirements of his office as also those of other offices of the Deptt. Subject to max. of Rs. One crore per annum.  ii) <b><u>DDGM(SI) Pune</u></b> Rs.1 lakh in each case subject to max. of Rs.50 lakhs pa iii) <b><u>Other head of offices</u></b> Rs.50,000/- in each case subject to max. of Rs.5 lakhs pa
12.	Shifting of residential telephones	Full powers in respect of officers entitled for residential telephones.	Full powers in respect of officers entitled for residential telephones.
13.	Upkeep and repairs to all office equipment including typewriters, intercom equipment, calculators, electronic stencil cutter, Dictaphones, tape	Recurring:Rs.1 lakhs per annum  Non - Recurrding:Rs.50,000/- per annum	Recurring:Rs.2 lakhs per annum  Non-recurring:Rs.1 lakhs per annum



	recorders, photocopiers, copying machines, addressographs, filing and indexing system etc. excluding computers of all kinds		
14.	Hire and Maintenance of computer of all kinds	i. Maintenance : Rs.15000/- per computer subject to an overall max. of Rs. 2 lakhs pa  ii. Hire Rs.15,000/-per annum	i. Maintenance (including annual maintenance contracts) Rs.15000/- per computer subject to an overall max. of Rs.5 lakhs pa ii. Hire: Rs.15000/- per annum
15.	Expenditure towards hospitality for meetings etc.	Nil	A max. of Rs.500/- pm (rates per person will be governed by the Govt. of India, Deptt. Of Expenditure letter No. F.1(1)E.II(A)92 dated 19.2.93 and subsequent amendments if any.

**Office Memorandum No.GW-50000/2004 dated 20<sup>th</sup> May, 2004 regarding Delegation of enhanced powers to Heads of Offices in the India Meteorological Department.**

In super session of Office Memorandum No.GW-50000/98 dated 20.1.1999 on the above subject and under the provisions of rule 13(3) of the Delegation of Financial Power Rules, 1978, the Director General of Meteorology, New Delhi hereby delegates to the Additional Director General, Deputy Director General functioning as Heads of Offices in the India Meteorological Department, enhanced powers to incur contingent expenditure in respect of items (15 nos.) mentioned and to the extent indicated in the statements enclosed herewith and subject to the conditions specified under col.(4) of Annexure to Schedule V of the said Rules.

2. The exercise of enhanced powers will be subject to availability of fund and the observance of normal procedures and restrictions laid down in GFRs, DFPRs and other orders, general of special issued by Government from time to time.

3. These powers will be exercised by the Heads of Offices and cannot be re-delegated to their subordinate Gazetted officers.

4. While exercising these enhanced powers delegated to the officers, they should evolve a suitable mechanism to monitor the availability of funds under different head of accounts and compliance of budgetary limit. The entire responsibility for non-compliance will rest with the officers exercising powers.

(Signed by Dr. S.K.Srivastav, Director General of Meteorology, India Meteorological Department, New Delhi).

**Enclosure to Letter No.GW-50000 dated 20<sup>th</sup> May, 2004)**

**Delegation of enhanced powers to the Additional Director General, Deputy Director General functioning as Heads of Offices in the India Meteorological Department under Rule 13(3) of Delegation of Financial Powers Rules, 1978.**

S.No.	Item of expenditure	Extent of existing powers	Enhanced powers now delegated
1.	Bicycle iii) Purchase iv) Repairs	Full Powers Full Powers	Full Powers Full Powers
2.	Fixture & Frurniture- Purchase and repair	Rs.1 lakh per office p.a.	Rs.2.00 lakh per office p.a
3.	Demurrage/Wharfage charges	Rs.1000/- in each case subject to maximum of Rs.20000/- p.a.	Rs.1000/- in each case subject to maximum of Rs.20000/- p.a.
4.	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells	Rs.10000/- per annum	Rs.25,000/- per annum
5.	Moptor vehicles- maintenance, upkeep and repairs i) 4 Wheelers  ii) 3 or two wheelers	Rs.10000/- each case of LCV per vehicle, subject to maximum of Rs.30000/- per vehicle per annum. Rs.15000/- in each case for HCV per vehicle subject to maximum of Rs.45000/- per vehicle per annum  Rs.1000/- in each case per vehicle subject to maximum of Rs.3000/- per vehicle per annum	Rs.20000/- each case of LCV per vehicle, subject to maximum of Rs.60000/- per vehicle per annum. Rs.25000/- in each case for HCV per vehicle subject to maximum of Rs.75000/- per vehicle per annum  Rs.5000/- in each case per vehicle subject to maximum of Rs.15000/- per vehicle per annum
6.	Petty works and repairs i)Execution of petty works and special repairs to Govt. owned buildings, including sanitary fittings, water-supply and electric installations in such buildings and	Rs.25000/- in each case. These powers shall not be exercised at places where CPWD is functioning	Rs.25000/- in each case. These powers shall not be exercised at places where CPWD is functioning

	repairs to such installation ii) Ordinary repairs to Government buildings	Rs.15000/- in each case. These powers shall not be exercised at places where CPWD is functioning	Rs.15000/- in each case. These powers shall not be exercised at places where CPWD is functioning
7.	Printing and Binding Where the printing, binding is executed through or with the approval of the Director of Printing or printer duly approved by DGM	i) ADGM(R Pune: Rs.25,000/- on each occasion subject to maximum of Rs.2.00 lakhs p.a. ii) Other Heads of Offices: Rs.10,000/- on each occasion subject to maximum of Rs. One lakh p.a.	i) ADGM(R Pune: Rs.25,000/- on each occasion subject to maximum of Rs.2.00 lakhs p.a. ii) Other Heads of Offices: Rs.10,000/- on each occasion subject to maximum of Rs. One lakh p.a.
8.	Rent-ordinary office accommodation i) Where the accommodation is entirely utilized for the office ii) where the accommodation is used partly as office and partly resident	a) Recurring: Rs.5000/- p.m. in each case b) Non-Recurring : Rs.4000/- in each case  a) Recurring: Rs.3000/- pm in each case b) Non-Recurring: Rs.1000/- in each	i) City wise: a=Rs.1000/-pm B1 + B2 = Rs.5000/-pm C =Rs.4000/-pm Underprivileged=Rs.3000/- in each case  ii) City wise: A=Rs.4000/-pm B1 + B2 =Rs.3000/-pm C =Rs.2000/-pm Underprivileged=Rs.1500/-pm in each case
9.	Repairs and removal of machinery (where the expenditure is not of a capital nature.)	DDGM(UI), New Delhi/DDGM(SI), Pune  Rs.30000/- in each case subject to max. of Rs.2 lakhs per annum <b>Other Heads of Offices</b> Rs.15000/- in each case subject to max. of Rs. 1 lakh per annum`	DDGM(UI), New Delhi/DDGM(SI), Pune  Rs.50000/- in each case subject to max of Rs.4 lakhs per annum <b>Other Heads of Offices</b> Rs.20000/- in each case subject to max. of Rs. 2 lakhs per annum.
10.	Local purchase of rubber stamps and office seals	Rs.1000/- per annum	Full power
11.	Purchase of stores required for the working of an establishment, instruments, equipments and apparatus	i) <b>DDGM(UI), New Delhi</b> – Rupees one lakh in each case in respect of requirements of his office as also those of other offices of the	i) <b>DDGM(UI), New Delhi</b>  Rupees one lakh in each case in respect of requirements of his office as also those of other offices of the Deptt. Subject to max. of Rs. One crore per annum.

		<p>Deptt. Subject to max. of Rs. One crore per annum.</p> <p>ii) <b><u>DDGM(SI) Pune</u></b> Rupees one lakh in each case subject to max. of Rs.50 lakhs pa</p> <p>iii) <b><u>Other head of offices</u></b> Rs.50000/- in each case subject to max. of Rs.5 lakhs pa</p>	<p>ii) <b><u>DDGM(SI) Pune</u></b> Rupees one lakh in each case subject to max. of Rs.50 lakhs pa</p> <p>iii) <b><u>Other head of offices</u></b> Rs.One lakh in each case subject to max. of Rs.10 lakhs pa</p>
12.	Shifting of residential telephones	Full powers in respect of officers entitled for residential telephones.	Full powers in respect of officers entitled for residential telephones.
13.	Upkeep and repairs to all office equipment including typewriters, intercom equipment, calculators, electronic stencil cutter, Dictaphones, tape recorders, photocopiers, copying machines, addressographs, filing and indexing system etc. excluding computers of all kinds	<p>Recurring:Rs.2 lakhs pa</p> <p>Non-recurring:Rs.1 lakh pa</p>	<p>Recurring:Rs.3 lakhs pa</p> <p>Non-recurring:Rs.1.5 lakhs pa</p>
14.	Maintenance of computer of all kinds	<p>Maintenance (including annual maintenance contracts)</p> <p>Rs.15000/- per computer subject to an overall max. of Rs. 5 lakhs pa</p>	<p>Maintenance (including annual maintenance contracts)</p> <p>Rs.15000/- per computer subject to an overall max. of Rs.5 lakhs pa</p>
15.	Expenditure towards hospitality for meetings etc.	A max. of Rs.500/- p,m. (rates per person will be governed by the Govt. of India, Deptt. Of Expenditure letter No. F.1(1)E.II(A)92 dated 19.2.93 and subsequent amendments, if any.	A max. of Rs.1000/- pm (rates per person will be governed by the Govt. of India, Deptt. Of Expenditure letter No. F.1(1)E.II(A)92 dated 19.2.93 and subsequent amendments if any.

**Annexure to the OM No.GW-50000/SFS dated 28.11.2008****(Signed by Smt. Vasudha Gupta, Director (Establishment), Ministry of Earth Sciences).**

S.No.	Item of expenditure	Enhanced powers now delegated
1.	Bicycle	Full Powers
2.	Electric, Gas & water charges	Full powers
3.	Fixture & Furniture-Purchase and repair*	1) Rs.1.5 crores ( if purchased through open/limited tender) 2) Rs.50 lakhs (if purchased through open/limited tender which results in one effective offer) 3) Rs.50 lakhs (if purchased on grounds of emergency) 4) One crore in case of repeat orders.
4.	Freight & Demurrage/Wharfage charges	Full powers
5	Hire of office furniture, electric fans, heaters, coolers, clocks and call bells*	i) 1.5 crore (if purchased through open/limited tender) ii) Rs.50 lakhs (if purchased through open/limited tender which results in one effective offer). iii) Rs.50 lakhs (if purchased on grounds of emergency). iv) One crore in case of repeat orders.
6.	Land (acquired from/through State Govt.)*	Rs.50 lakhs in each case in respect of works included in schemes.
7.	Legal charges (a) fees to barristers, advocate etc  (b) Other legal charges  (c) Reimbursement of legal expenses	(a) Full powers  i) Law suites or prosecution cases - full powers in case of authorities vested with powers to sanction the institution of suit or prosecution; otherwise Rs.5000/- each case. ii) Arbitration cases - full powers in case of authorities vested with powers to refer cases to arbitration; otherwise Rs.10,000/- each case.  Full powers subject to such orders as the President may issue from time to time.
8	Motor vehicles-maintenance, upkeep and repairs*	Full powers
9	Municipal Rates & Taxes	Full powers
10	Petty works and repairs (when the work is awarded to the agencies other than PWD's/CPWD)*  i) Execution of petty works and special repairs to Govt. owned building, including sanitary	Rs.30,000/- in each case ** Rs.50,000/- p.a. non-recurring ** Rs.6,000/- p.a. recurring **  **These powers shall not be exercised at places where CPWD/PWD is functioning (To exercise these powers, the provisions of GFR as referred in the column 3 of the annexure to schedule V of the DFPR

	<p>fittings, water-supply and electric installations in such building and repairs to such installation</p> <p>ii) Repairs &amp; alterations to hired and requisitioned building</p> <p>iii) Ordinary repairs to Govt. building</p>	<p>shall be observed.</p> <p>Full powers.</p>
11	<p>Postal and Telegraphs charges:</p> <p>(i) Charges for the issue of letters, telegrams, etc.</p> <p>(ii) Commission on money orders</p>	<p>Full powers.</p> <p>Full powers in respect of following cases.</p> <p>i) Remittance of pay allowances etc.</p> <p>ii) Remittances of scholarships.</p> <p>iii) Remittance of money due to contractors, suppliers, etc.</p>
12.	Printing and Binding*	<p>i) 1.5 crore (if purchased through open/limited tender)</p> <p>ii) Rs.50 lakhs (if purchased through open/limited tender which results in one effective offer).</p> <p>iii) Rs.50 lakhs (if purchased on grounds of emergency).</p> <p>iv) One crore in case of repeat orders.</p>
13	Publications	Full powers.
14.	<p>Rent-ordinary office accommodation *</p> <p>i) Where the accommodation is entirely utilized for the office.</p> <p>ii) where the accommodation is used partly as office and partly residece</p> <p>iii)For residential &amp; other purposes.</p>	<p>Class A-1 cities: Rs.25,000/- pm</p> <p>Class A, B-1 &amp; B-2 cities: Rs.10,000/- pm</p> <p>Class C cities: Rs.6,000/- pm</p> <p>Unclassified cities: Rs.4,000/- pm.</p> <p>Class A-1 cities: Rs.6,000/- pm</p> <p>Class A, B-1 &amp; B-2 cities: Rs.5,000/- pm</p> <p>Class C cities: Rs.3,000/- pm</p> <p>Unclassified cities: Rs.2,000/- pm.</p> <p>Class A-1 cities: Rs.1,200/- pm</p> <p>Class A, B-1 &amp; B-2 cities: Rs.800/- pm</p> <p>Class C cities: Rs.400/- pm</p> <p>Unclassified cities: Rs.200/- pm.</p> <p>(these powers are s.t. the restrictions slated at column 4 of the pre-revised DFPR 1978)</p>
15	Repairs and removal of machinery (where the expenditure is not of a capital nature.)*	<p>i) 1.5 crore (if purchased through open/limited tender)</p> <p>ii) Rs.50 lakhs (if purchased through open/limited tender which results in one effective offer).</p> <p>iii) Rs.50 lakhs (if purchased on grounds of emergency).</p> <p>iv) One crore in case of repeat orders.</p>

16	Staff paid from contingencies	Full powers subject to restrictions by general and special orders issued by the President in this behalf.
17	i) Purchase of stationery stores* ii) Local purchase of petty stationery stores*. iii) Local purchase of rubber stamps and office seals.	Full powers.
18	Stores* i) Stores required for the works. ii) Other stores i.e. stores required for the working of an establishment, instruments, equipments and apparatus.	i) 1.5 crore (if purchased through open/limited tender) ii) Rs.50 lakhs (if purchased through open/limited tender which results in one effective offer). iii) Rs.50 lakhs (if purchased on grounds of emergency). iv) One crore in case of repeat orders. v) One crore, if the order is issued on DGS&D rate contract or Department's rate contract.
19	Supply of uniforms, badges and other articles of clothing, etc and washing allowance	Full powers.
20	Telephone charges	Full powers
21	i) All office equipments including typewriters, electronic typewriters, dedicated word processors, intercom equipments, calculators, electronic stencil cutters, Dictaphones, tape recorders, photocopiers, copying machines, franking machines, addressographs, filing and indexing systems, etc. excluding computers of all kinds* ii) Computers (including personal computers)* iii) Hire and maintenance of computers of all kinds*	i) 1.5 crore (if purchased through open/limited tender) ii) Rs.50 lakhs (if purchased through open/limited tender which results in one effective offer). iii) Rs.50 lakhs (if purchased on grounds of emergency). iv) One crore in case of repeat orders. v) One crore, if the order is issued on DGS&D rate contract or Department's rate contract.
22	Power to incur miscellaneous expenditure	a) Rs.5,000/- p.a. recurring b) Rs.20,000/- p.a. non-recurring
23	Sanction of Schemes.*	Rs.2 Crore
24	Administrative approval and expenditure sanction to Capital Works and Major Works*	Rs.5 Crore

\*These powers will be exercised by the DGM with the concurrence of F.O., IMD/CA, MoES.

**Duties attached to the post of Director General of Meteorology**  
**(Scale Rs. 24050 - 26000 pre-revised)**  
**(Rs. 75,500 - Rs. 80,000 revised) (Annual Increment @ 3%) Grade Pay - Nil**

Director General of Meteorology is head of the India Meteorological Department.

2. As the Chief Executive of the Department, he is responsible for the day-to-day management of the Department, its scientific and technical activities in the field of Meteorology and allied discipline like Agro-meteorology, Hydro-meteorology, Aviation Meteorology, Seismology, Meteorological Instruments, Meteorological Telecommunications, Satellite Meteorology and Weather Forecasting.

3. He exercises all financial, administrative and statutory powers:

- i) Vested in the "Head of the Department" under DFP Rules 1978, DFPR 2004, GFR, FRs and SRs and CCS (CCA) Rules; and
- ii) Vested in Director General of Meteorology by the Council for Meteorology and Atmospheric Sciences.

He is executive member of Council of Meteorology & Atmospheric Sciences.

He is the Chairman of Meteorological Executive Committee which controls the scientific programmes of the Department.

4. In addition to the above, the following also form part of his duties :

- i) Responsible for initiating coordination and supervision of the services, research and developmental activities of the Department.
- ii) Collaboration with other scientific and technical organizations of Central and State Governments and public Sector Undertakings for implementing special project of inter-disciplinary nature.

5. He functions as permanent representative of India in the World Meteorological Organization (WMO) from time to time and maintains liaison with foreign meteorological services and world bodies like World Meteorological Organization, International Civil Aviation Organization (ICAO), International Council of Scientific Unions (ICSU), International Union of Geodesy & Geophysics (IUGG) and Tropical Ocean Global Atmosphere (TOGA) etc.

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**Duties attached to the post of Additional Director General of Meteorology**



**(Scale Rs.18400-22400 pre-revised)**

**(Pay in Pay Band : Rs.37400-67000/- plus Grade Pay : Rs.10000/-revised)**

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Meteorology encompasses many disciplines, each highly advanced in its sector. At present five posts of Additional Director General of Meteorology (ADGM) exist in the India Meteorological Department looking after following disciplines :

1. Instrumentation
2. Services
3. Research
4. Satellite Meteorology & Communications
5. Hydrology
6. Seismology and Earth Risk Evaluation Centre (EREC)

2. An ADGM acts as the chief functionary for his sectoral charge. The ADGMs also act as advisers to Director General of Meteorology for their disciplines.

3. Besides supervision of operational work, their duties include planning and implementation of the development programmes of the Department, guiding scientific research, and acting as experts on matters connected with their disciplines.

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**Duties attached to the post of Deputy Director General of Meteorology**  
**(Scale Rs.14300-18300 pre-revised)**  
**(Pay Band-4 : Rs.37400-67000/- plus Grade Pay : Rs.8700/-revised)**

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The Deputy Director General of Meteorology for specialized disciplines like Weather Forecasting, Agriculture Meteorology, Hydrometeorology, Satellite Meteorology, Seismology, Telecommunications, Training etc., function as Head of the discipline concerned and act as advisers to Director General of Meteorology and Additional Director General of Meteorology for their discipline.

2. The Deputy Director General of Meteorology (Weather Forecasting), the Deputy Director General of Meteorology (Surface Instruments), the Deputy Director General of Meteorology (Upper-Air Instruments) also act as Head of their respective offices and exercise administrative and financial powers, both statutory and non-statutory in respect of their offices. The Deputy Director General of Meteorology for six Regional Meteorological Centres at Mumbai, Kolkata, Chennai, Nagpur, New Delhi and Guwahati function as Administrative and Technical Head of the entire meteorological organization in their respective regions. They also exercise all the financial, statutory and administrative powers of "Head of Office" in respect of the Regional Organisation.

3. Duties of The Deputy Director General of Meteorology include planning an implementation of various schemes and development programmes of respective discipline. They act as experts at National and International levels on matters connected with their disciplines.

4. Scientific Research and Development form a very important component of the duties of Deputy Director General of Meteorology. Besides doing research personally, they are required to plan, organize, monitor and evaluate scientific research & development in the disciplines of their specialization.

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**Duties attached to the post of  
Deputy Director General of Meteorology (Administration & Stores)**

**(Pay Band-4 : Rs.37400-67000/- plus Grade Pay : Rs.8700/-revised)**

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The Deputy Director General of Meteorology (Administration & Stores) exercises general supervision on the administration of the Department, exercises some of the powers of the Head of the Department on his behalf and perform statutory functions in respect of appointments and disciplinary action, for some categories of staff.

2. He functions as the "Head of Office" for the headquarters, i.e. office of the Director General of Meteorology, New Delhi.

3. Duties also include the following items :

- (i) Personal management, deputation of officers/ staff
- (ii) Civil constructions

- (iii) Purchase and stores policy
- (iv) Member Secretary, Council of Meteorology & Atmospheric Sciences
- (v) General Administration, Housing
- (vi) Arrangement for conferences
- (vii) Liaison with National and International agencies etc.

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**Duties attached to the post of Finance Officer**

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**(Pay Band-4 : Rs.37400-67000/- plus Grade Pay : Rs.8700/-revised)**

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Finance Officer is financial advisor to the Director General of Meteorology of India Meteorological Department in financial matters.

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**Duties attached to the post of Director**

**(Scale 12000-16500 pre-revised)**

**(Pay Band-3 : Rs.15600-39100/- plus Grade Pay : Rs.7600/-revised)**

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**Meteorologist Grade-I (Scale 10000-15200 pre-revised)**  
**(Pay Band-3 : Rs.15600-39100/- plus Grade Pay : Rs.6600/-revised) and**

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**Meteorologist Gr.II (Scale Rs. 8000-13500 pre-revised)**  
**(Pay Band-3 : Rs.15600-39100/- plus Grade Pay : Rs.5400/-revised) under FCS**

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 Directors/Meteorologist Gr-I/Meteorologist Gr-II in the India Meteorological Department function as Administrative/ Technical heads of Meteorological Centres, Flood Meteorological Offices, Radar Stations, Agromet. Advisory Units, Central Seismological Observatory, Shillong, Positional Astronomical Centre, Kolkata and Meteorological Offices etc.

Directors /Meteorologist Gr-I/Meteorologist Gr-II also act as Section Head/ Project Incharge in various disciplines. They plan, conduct and guide research, perform technical/ administrative duties and supervise the work of offices/ staff under their control. Some of them act as Liaison officer in national and international matters and render meteorological advice and support to users interest.

They also take part in various meetings conferences, symposia arranged by National as well as International bodies. They are also required to function as members of Committees set up by the various organisations, and to render advice on various scientific and technical matters. They also formulate and implement 5 years plan/ proposals/ projects.

They keep liaison with International / National scientific bodies such as World Meteorological Organization, International Civil Aviation Organization (ICAO)/ Agriculture Universities and other scientific organizations.

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**Duties attached to the post of Senior Hindi Officer, Gr."A"**  
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**(Scale Rs. 10,000 - 15,200 pre-revised)**  
**(Pay Band-3 : Rs.15600 - 39100/- plus Grade Pay : Rs.6600/-revised)**

- (1) The translation work from English to Hindi and vice-versa and vetting thereof.

- (2) To acquaint the officers with the provisions of the Official Language Act, Government Rules & orders relating to official language and Hindi training and to help in implementing the same.
- (3) To ensure proper compliance of the provisions of the official languages Act and the orders pertaining to Hindi Teaching Scheme and Official Language policy in the department and sub-ordinate offices etc.
- (4) To make suggestions from time to time for promoting the progressive use of Hindi.

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**Duties attached to the post of**  
**Assistant Meteorologist Grade-I (Scale Rs.7500-12000 pre-revised)**  
**(Pay Band-2 : Rs.9300-34800/- plus Grade Pay : Rs.4800/-revised) and**  
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**Assistant Meteorologist Grade-II (Scale Rs.6500 - 10500/- pre-revised)**  
**(Pay Band-2 : Rs. 9300-34800/- plus Grade Pay : Rs.4600/-revised)**

Technical and Administrative work connected with Meteorological Observatories, Weather Forecasting, Climatology, Geophysics, Radio Meteorology etc. Supervision of staff in workshop, fabricating, manufacturing

**Meteorological Instruments.**

Inspection of Meteorological / Seismological field observatories.

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**Duties attached to the post of Hindi Officer, Gr."A" Gaz.**

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(Scale Rs. 8000-13500 pre-revised)

**(Pay Band-3 : Rs. 15600-39100/- plus Grade Pay : Rs.5400/-revised)**

To assist the Senior Hindi Officer in all cases pertaining to Hindi work and implementing the provision of Official Language Act.

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**Duties attached to the post Administrative Officer**

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(Scale Rs. 6500-10500 pre-revised)

**(Pay Band-2 : Rs. 9300-34800/- plus Grade Pay : Rs.4200/-revised)**

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Supervision of work of administrative nature as assigned.

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**Duties attached to the post Senior Private Secretary**

(Scale Rs. 7500 - 12000 pre-revised)

**(Pay Band-2 : Rs. 9300-34800/- plus Grade Pay : Rs.4800/-revised)**

Senior Private Secretary is attached to Director General of Meteorology. His duties are as defined in the Manual of Office Procedure.

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**Duties attached to the post Private Secretary**

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**(Scale Rs. 6500-200-10500 pre-revised)**  
**(Pay Band-2 : Rs. 9300-34800/- plus Grade Pay : Rs.4200/-revised)**

Receipt of secret/ ordinary dak. Collection of information and files. Taking dictation in shorthand and its transcription in the best possible manner. Compilation of data in given form. Typing of essential or confidential/ secret documents including other typing work as considered necessary in administrative interest. Opening of files, if required. Maintenance of current files. Screening of routine reminders and acknowledgements. Screening of telephone calls and visitors in a tactful manner. Assist his/her officer in connecting outside as well as local calls. Fixing/ cancelling of appointments, interviews etc. of office employees as well as outsiders, after discussing his/her officer and keeping an accurate list of engagements, meetings etc. as well as reminding the officer sufficiently in advance for keeping them up. Maintaining in proper order the papers required to be retained by the officer. Destroying by burning the stenographic record of the confidential & secret letters after they have been typed & issued. Proper maintenance, upkeep of equipments like computers, photocopies, typewriters, telephone instruments, fax machines etc. To assist the officer in the manner desired by him/her.

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**SCIENTIFIC ASSISTANT**  
**(Pay Scale: Rs. 5500 - 9000 pre revised)**  
**(Pay Band-2: 9300 - 34800/- Grade Pay: 4200/- revised)**  
**Duties and Responsibilities:-**

1. Plotting of all the weather charts.
2. Decode aviation messages, prepare flight forecast folders, duplicate copies of forecasts and disseminate reports, warnings etc
3. Keep watch over local weather phenomena. Issue of routine and non-routine whether reports Recording and reporting of Synoptic Observations, PBO and RS/RW Observations. Routine Observations of Ozone, Radiation and Atmospheric electricity, Seismological Observatory & its allied work
4. Constant monitoring, reception of foreign Met. Broadcasts and prepare report on quality of reception.
5. To provide Met. Telecom facilities.
6. Obtain forecasts from associated Main Met. Office, decode and supply them to Air-Crew and explain actual weather of local and neighboring aerodromes.

7. Maintenance and upkeep of Met. Instruments.
8. Look after the technical administrative work of the unit (where Scientific Assistant is in charge of the unit).
9. Calibration of radiosondes and other meteorological instruments, and preparation of technical statements,
10. Scrutiny and checking of data computation and entering of data in proper format for Meteorological studies.
11. Correspondence for technical and non-technical works.
12. Undertake routine inspection tours to Observatories and State Rain gauge stations to associate in initiating action on inspection reports.
13. Any other work as assigned time to time.

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**Library & Information Assistant (Pay Scale: Rs. 5000 - 8000 pre-revised)**  
**(Pay Band-2: 9300 - 34800/- Grade Pay: 4200/- revised)**

**Duties and Responsibilities: -**

1. Classification and cataloging of books and journals.
2. Issue of library books and circulation of journals and periodicals.
3. Maintenance of library registers.
4. Assist in annual verification and tracing of missing books and publications.

**SECURITY-SUB-INSPECTOR**  
**(Pay Scale:- Rs. 4000-6000 pre-revised)**  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 2400/- revised)**

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**Duties and Responsibilities:-**

1. General supervision of the work of Head Chowkidar and Chowkidar including surprise checks.
2. Arrange proper distribution of duties of Chowkidars.
3. Take attendance of Chowkidars and Head Chowkidar.
4. Take action on complaints of thefts etc.
5. Issue temporary passes to visitors for admission to office premises.
6. Arrange photographs of staff and issue permanent Identity Cards.
7. Arrange Identity Cards of staff from the Ministry of Home Affairs.



8. Any other duties related to security.

**DRAFTMAN**  
(Pay Scale: - 4000-6000 pre-revised)  
(Pay Band-1: 5200 - 20200/- Grade Pay: 2400/- revised)

**Duties and Responsibilities:-**

Preparation of Base map, contour map, river catchments, plotting of data on base map, transfer of plotted map on litho plates, model drawings of weather elements.

Any other work as assigned time to time.

**MOTOR-CYCLE-DRIVER (Pay Scale: - 3050-4590 pre-revised)**  
(Pay Band-1: 5200 - 20200/- Grade Pay: 1900/- revised)

**Duties and Responsibilities:-**

1. Drive motor cycle or three-wheeler.
2. Deliver weather reports and other letters/packages.
3. Attend to minor defects in motor cycle/three-wheeler.

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**MECHANICAL ASSISTANT (Pay Scale : - Rs. 4500-7000 pre-revised)**  
(Pay Band-1: 5200 - 20200/- Grade Pay: 2800/- revised)

**Duties and Responsibilities:-**

1. General supervision of the work of mechanical staff, distribution of work in workshop.
2. To keep the production at the optimum level suggest ways and means of improvement, and requirement of tools and materials.
3. To Undertake special items of work in workshop, repair and maintenance of instruments.
4. To Prepare sketches and plans whenever required.

**MECHANIC GRADE-I/RADIO MECHANIC/ELECTRICIAN**  
**(Pay Scale Ra. 4000-6000 pre-revised)**  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 2400/- revised)**

**Duties and Responsibilities:-**

**1. Mechanic Grade-I**

1. Maintenance, overhauling and repair of related instruments.
2. Fabrication of instruments and accessories.
3. Assist in installation of equipment.
4. Attend to all machine jobs.

**2. Radio Mechanic**

1. Construction and wiring of various electric/electronic equipment, maintenance and repair of electrical gadgets.
2. Reception/transmissions of meteorological data.
3. Electrician Maintenance and repairs of electrical equipment, and any other related work.

**CARPENTER GRADE-I (Pay Scale: - 4000-6000 pre-revised)**  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 2400/- revised)**

**Duties and Responsibilities:-**

1. Making of Stevenson screens, cases for barometer and other scientific instruments.
2. Making special types of instrument cases for variety of precision surface, radiation and other instruments to field observatories.
3. Pattern making for casting of instruments and accessories in the foundry.
4. Any other work related to carpentry.

**CARPENTER GRADE-II (Rs. 3050-4590 pre-revised)**  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 1900/- revised)**

**Duties and Responsibilities:-**

Same as above.

**MECHANIC GRADE-II (Rs. 3050-4590 pre-revised)**  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 1900/- revised)**

**Duties and Responsibilities:-**

1. Maintenance and repair of Met. instruments.
2. Help Mechanic Grade-I in maintenance, repair and fabrication work.

**CARPENTER GRADE-II (Rs. 3050-4590 pre-revised)**  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 1900/- revised)**

**Duties and Responsibilities:-**

Same as Carpenter Grade-I

**MET. ATTENDENT (Rs. 2610 - 4000 pre revised)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

**Duties and Responsibilities:-**

1. To assist the Senior Observer/Lab. Asstt. and other officials in all observational networks.
2. Assisting in issue of testing equipment & special tools to staff.
3. General upkeep of work benches, cleaning of equipment, coil winding, oil greasing of machines and drills.
4. To assist in arrangements for charging H.P. & L.P. portable hydrogen generators for testing their spare parts and accessories etc
5. Any other work assigned to him relating to observational Met. work, General Admin. work in Lab. and other technical units

**LAB ASSISTANT -I, II & III**

[L.A. III Pay Scale: -Rs. 3200-4900]  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 2000/- revised)**

[L.A. II Pay Scale: -Rs. 4000-6000]  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 2400/- revised)**

[L.A. I Pay Scale: -Rs. 4500-7000]  
**(Pay Band-1: 5200 - 20200/- Grade Pay: 2800/- revised)**

**Duties & Responsibilities**

1. To take observations of all Met. elements in field observatories.
2. To analyse the chemical and acids used in Lab. and maintain the Lab. Equipment and to assist seniors who look after the work in the Laboratory.
3. To up keep of Met. Instruments in the field observatories.
4. Any other work as assigned time to time.

**SENIOR HINDI TRANSLATOR/JUNIOR TRANSLATOR**  
 [Senior Tr. Pay Scale: - Rs. 7450-11000]  
**(Pay Band-II: 9300 - 34800/- Grade Pay: 4600/- revised)**

[Junior Tr. Pay Scale:- Rs. 6500-10500]  
**(Pay Band-II: 9300 - 34800/- Grade Pay: 4200/- revised)**

**Duties and Responsibilities**

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Translations of Administrative/technical subject/papers and to assist in \_  
 implementation of official language policy of Govt.

**SUPERINTENDENT/ADMIN. ASSTT./UDC/LDC/STENO GR-I, II & III/STAFF  
 CAR DRIVER-ORDINARY GR./GR.-II/GR.-I & SPECIAL GRADE/PEON**

**Duties and Responsibilities:**

General duties and responsibilities as mentioned in the manual on office procedure. Any other work as assigned time to time on work need basis.

S.No.	NAME OF POST	PAY SCALE	PAY BAND	GRADE PAY
		Pre-revised	revised	revised
1.	Superintendent	Rs. 5500-9000	PB-2	4200/-
2.	Admin. Asstt.	Rs. 5000-8000	PB-2	4200/-
3.	UDC	Rs. 4000-6000	PB-1	2400/-
4.	LDC	Rs. 3050-4590	PB-1	1900/-
5.	Steno Gr. I	Rs. 5500-9000	PB-2	4200/-
6.	Steno Gr. II	Rs. 5000-8000	PB-2	4200/-
7.	Steno Gr. III	Rs. 4000-6000	PB-1	2400/-
8.	Staff car Dri. Ord. Gr.	Rs. 3050-4590	PB-1	1900/-
9.	Staff car Dri. Gr. II	Rs. 4000-6000	PB-1	2400/-
10.	Staff car Dri. Gr. I	Rs. 4500-7000	PB-1	2800/-
11.	Staff car Dri. Spl. Gr.	Rs. 5000-8000	PB-2	4200/-
12.	Peon	Rs. 2550-3200	PB-1	1800/-

Pay Band-I =	5200 - 20200
Pay Band-II =	9300 - 34800
Pay Band-IS =	4440 - 7440

**PRINTER (KOLKATA) (Pay Scale :- Rs. 2610-4000)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

**Duties and Responsibilities:-**

Duplication of various office circulars, charts, diagrams and maintenance of duplicating machine

**BOOK-BINDER (PUNE & NEW DELHI) ) (Pay Scale :- Rs. 2610-4000)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

Binding of books, journals and departmental publications, gilding, lettering, perforating, indexing and numbering bound volumes.

**HEAD CHOWKIDAR (NEW DELHI & PUNE) (Pay Scale :- Rs. 2610-3540)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

Supervision of Chowkidars, to work at the Reception office to regulate/conduct of visitors and to assist Security Sub-Inspector in investigating complaints.

**HEAD MALI (PUNE) (Pay Scale: - Rs. 2610-3540)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

Supervise the work of Gardeners/Malis laying out and maintenance of garden, upkeep of garden implements to allocate work to Gardeners/Malis.

**OTHER CLASS IV STAFF**

**Duties and Responsibilities:-**

1. **Chowkidars (Pay Scale:- 2550-3200)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

Maintain watch in office premises during day or night and do such other duties as may be assigned.

2. **Gardener/Mali (Pay Scale:- 2550-3200)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

Maintain office garden in trim condition perform such duties as may be assigned by Head Mali.

3. **Farash (Pay Scale:- 2550-3200)**  
**(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

1. Clean and dust floors, doors, windows and other fixtures.
2. Clean and dust office furniture.

3. Any other work as assigned time to time

**4. Safaiwala/Sweeper(Pay Scale:- 2550-3200)  
(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

1. Clean office premises.
2. Clean urinals, lavatories, floors and fixtures.
3. Sweep roads in office compound.
4. Any other work as assigned time to time.

**5. Mazdoor (Pay Scale:- 2550-3200 pre-revised)  
(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

1. Manual work including carrying loads/parcels/gas cylinders etc.
2. Assist Mechanics and Carpenters in workshops.
3. Such other items of work as may be assigned like performing duties of Peon/Chowkider etc.

**DUTIES OF MATE (Pay Scale:- 2550-3200 pre-revised)  
(Pay Band-1: 5200 - 20200 Grade Pay: 1800/- revised)**

1. To light up the Coal furnaces and prepare smiths and to clean aspits and smoke chambers etc., or heat treatment furnaces.
2. To work as hammer-man to Blacksmiths.
3. To work on Shearing machines for cutting metal sheets, cardboards and other similar materials.
4. To clean the surfaces to be painted and remove old paint and clean the painting equipments.
5. To operate power presses and hand fly presses for punching parts for fabrication of instruments.
6. To help the Electricians in repair and maintenance of electrical machinery, various appliances and equipments,
7. To help the moulder in preparing moulds, melting metals and in preparing Castings.
8. To help the Welder in preparing the pieces to be welded and holding the materials for proper welding.
9. To assist the mechanics in sawing, filling, boring, soldering, tinning and other allied processes of manufacture during the course of work .
10. To work in the Workshop stores and Tools Room for issue of engineering stores like drills, hammers, Dies punches, Micrometers, Vernier, Calipers Gauges, etc.

**Canteen Staff**

Designation	Pay Band	Grade Pay
Manager Gr.II	PB-1 (5200 - 20200)	2400

Halwai-cum-cook	PB-1 (5200 - 20200)	2000
Asstt. Manager cum Store Keeper	PB-1 (5200 - 20200)	2000
Asstt. Halwai cum cook	PB-1 (5200 - 20200)	1900