

Decision making process including channels of supervision and accountability

[Section 4(1)(b) (iii)]

DIRECTOR

a) Administrative Powers

Creation of Posts	:	To create non-academic posts temporarily for a period of six months in the interest of the Institute, subject to availability of funds in the sanctioned budget, on scales of pay, the maximum of which does not exceed Rs. 10,550/-. It should be reported to the next Executive Committee. (Approval of the Executive Committee should be obtained for the continuance of the post beyond six months).
Appointments	:	To make appointments to all academic posts having the pay scale with a maximum – of Assistant Professor Grade and non academic post having pay scale the maximum of Section Officer's grade per month subject to the recruitment policy prescribed by the Executive Committee.
Transfer	:	To transfer both academic and non-academic staff to the Regional Centres and vice versa or from one center to another in the interest of the Institute.
Fixation of pay of academic staff (New)	:	To fix pay on promotion or revision of pay scales of academic staff
Sanction of increment (New)	:	To sanction annual increment of academic staff. To sanction DA limited to DA increases made Government from time to time, and subject to availability of funds with the institution.
Shifting of posts	:	To shift both academic and non-academic posts to the Regional centers and vice versa and from one Centre to another in the Institute's interest.
Leave	:	To sanction study leave to the regular members of academic staff under rule 4.13 of IMG service rules for a period not exceeding one year.
Nomination of faculty for courses of higher studies, training and teaching assignments for participation in conferences,	:	To approve the nomination of faculty for courses of higher studies, training and teaching assignments for participation in conferences, visiting fellowships etc. in India and abroad provided that for tours outside India shall be with the prior approval of the Government.

visiting fellowships etc.		
Allotment of class rooms, seminar hall, conference hall on concessional rate.	:	To allot class rooms/ Seminar Hall/ Conference Hall / Auditorium in the Institute on a concessional rent, not below fifty percent of the rent fixed in the following cases: To sister institutions, organizations connected with educational, sports or cultural activities, for holding conferences, meetings, cultural programmes, classes, etc.
Legal	:	To sue and defend all legal proceedings on behalf of the Institute.

b) Financial Powers

Estimate and plan for works	:	To approve estimates and plan relating to civil works, the cost of which does not exceed Rs. 10 lakhs at a time, subject to availability of fund in the sanctioned budget. <i>Note: For capital expenditure exceeding Rs.10 lakhas prior sanction of Government should be obtained.</i>
Repair and maintenance of vehicles	:	Up to 1,00,000
Printing and Publishing	:	To sanction the production of films, slides and other audio visual materials dealing with or having a bearing upon the activities and programme of the Institute subject to budget provision.
To sanction purchase of stationery articles and printing of books	:	Up to 3 lakhs at a time subject to budget provision
Hospitality	:	To incur expenditure upto Rs.5000/- at a time subject to an annual limit of Rs.50,000/- for hospitality arrangements of important visitors to the Institute.
Disposal of stores, etc.	:	To dispose of unserviceable or surplus stores, furniture, equipments, automobile bicycle the book value of which does not exceed Rs.2,00,000/- deciding the mode of disposal. To sanction the sale in auction of fallen and withered trees in the Institute's compound.
Write off	:	The loss sustained due to damage, theft, accident, etc. of equipments, books upto the value of Rs. 10,000/- and irrecoverable dues up to the amount of Rs. 1,00,000 To sign cheques in respect of all payments.

SECRETARY

a) Administrative Powers

Fixation of pay	:	To fix the pay of non-academic staff on promotion, in accordance with the rules
Increments	:	To authorize drawal of annual increment of all non academic staff in accordance with the rules.
Leave	:	To sanction earned leave, loss of pay leave, etc. not exceeding 90 days which does not require substitute postings or transfers, of all non academic staff, Security officer, PRO, campus Manger, Hostel Manager, AO, DD, and other staff on deputation (in the case of a staff attached to faculty members the leave application shall be routed through the faculty member concerned).
Casual Leave	:	To sanction casual leave of all non academic staff
Disciplinary powers	:	To take disciplinary action against all non academic staff in accordance with KCS (CCA) Rules and impose minor penalties.
Tour	:	To sanction tour within the state of the non academic staff.
Engaging casual employees	:	To engage casual employees in daily wages, in case of extreme urgency, in connection with training programmes, workshops, seminars, and in the hostel due to increase in the number of inmates upto a period of one month.
Correspondence	:	To correspond on behalf of the Director, on all routine matters with State Governments, Government of India and other organizations. To sign all agreements to be executed on behalf of the IMG.

b) Financial Powers

Stationery and Printing	:	To sanction purchase of stationery articles and printing books registers etc. up to Rs. 40,000/- at a time subject to availability of funds and subject to an annual ceiling of Rs. 2,00,000/-
Repairs and maintenance of vehicles and payment of repair charges	:	To sanction repairs and maintenance involving expenditure up to Rs. 20,000/- at a time including purchase of spare parts of vehicles, required for replacement, subject to availability of funds.
Statutory payments	:	To sanction payments of electricity charges and water bills, telephone bills and statutory payments such as vehicle tax, etc.
Refreshment at meeting of faculty/	:	To sanction expenditure upto Rs. 1500/- at a time

committees		
Magazines and periodicals cost of books applied	:	To sanction renewal of subscription for magazines and periodicals for one year
Typewriter, Roneo machine/machines and teaching equipments	:	To incur expenditure up to Rs. 5,000/- at a time for the repair of typewriters, roneo and teaching equipments.
Disposal of old and unserviceable articles, stores	:	To sell old newspapers on the basis of competitive quotations and dispose of unserviceable stores up to a book value of Rs. 5,000/- in public auction in each case. Approval of Director before confirmation of auction if the bid amount is less than the upset value.
Contingencies	:	To sanction expenditure on non-recurring contingent charges up to Rs.2000/- in each case subject to a maximum of Rs. 20,000/- in a year. <i>Note: All powers exerciseably by the Deputy Director (Admn) are exerciseable by the Secretary also.</i>
Budget	:	To approve the budget of training programmes
Cheques	:	To sign cheques upto Rs. 50,000/- on all items of various expenditure of a recurring nature.

REGIONAL DIRECTOR

a) Administrative Powers

Increment	:	To authorize drawal of annual increments of all administrative staff below the level of Section Officer, in accordance with the rules
Leave	:	To sanction leave not involving substitute arrangements, other than study leave, special disability leave and leave without allowances for periods not <u>exceeding 90 days</u> to all offices under him to sanction C.L./Special C.L., to all members of the staff of Regional Centre.
Disciplinary Powers	:	To initiate disciplinary action, under the provisions of KCS (CCA) Rules and impose minor penalties on non academic staff below the level of Section Officer.
Engaging persons on daily wages	:	To engage persons on daily wages, in cases of extreme urgency (to be specified in each case and the Director informed after appointments) not exceeding one month. In all other cases prior sanction may be obtained.
Tour	:	To sanction the journey of the staff and faculty members, of the Regional Center within the State.
Execution of		To execute agreements on behalf of the Director

agreement		
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b) Financial Powers

Increment	:	To sanction increment of all non academic staff other than Section Officers and equivalent category
Drawal and disbursement	:	To draw and disburse the salary of all officers and staff in the Centre
Operate Bank Account	:	To operate bank account of the Center to make payments in connection with various activities of the Center.
Stationery	:	To make local purchases in emergencies, within a ceiling of Rs.20,000/- at a time subject to the programme budget provision. Purchase may be done on the basis of competitive quotation obtained locally.
Printing	:	To incur expenditure upto Rs. 5000/- at a time in emergencies.
Furniture, Furnishing	:	To make purchase up to Rs.5,000/- at a time locally, observing stores, purchase rules, subject to an annual ceiling of Rs. 20,000/
Computer Maintenance	:	To arrange for annual maintenance contract for all computer equipment in center for which no AMC has been arranged otherwise by the Director. To sanction procurement, maintenance, replacement of computer parts and spares and consumables upto Rs. 5000/- at a time subject to annual limit of Rs. 50,000/
Garden implements, maintenance of garden	:	To purchase garden implements and manure, fertilizer, pesticides, etc. required for the maintenance of the garden up to Rs. 3000/- at a time and subject to annual ceiling of Rs. 25,000/-
Repairs and maintenance of motor vehicles		To incur expenditure on petrol/diesel, oil and lubricants for the staff car/vehicles of the Regional center. To incur expenditure on minor repairs and replacement of spares by approved workshop up to Rs. 10,000/- at a time and subject to an annual ceiling of Rs. 25,000/-
Office expenses		To incur expenditure in respect of the following payments i) electricity charges ii) telephone charge iii) statutory payments such as vehicle tax, property tax, etc. iv) renewal of subscription to newspapers and periodicals v) repair of typewriters, roneo machine, teaching equipments up to Rs.2000/- at a time.
Refreshments		To incur expenditure up to Rs. 1,500/- at a time in connection with the visit of important persons and other committee members
Contingencies		To incur expenditure on non-recurring contingent charges up to Rs.2000/- in each case subject to an annual limit of Rs.20,000/-
Disposal of old and new		To sell old newspapers on the basis of local competitive quotations and other unserviceable articles in public auction up

unserviceable articles		to a book value of Rs.10,000/- at a time.
Usufructs of trees		To sanction disposal in auction of usufructs of trees in the Institute compound. Approval of the Director is to be obtained before conformation of auction if the bid amount is less than the assessed value.
Reimbursement of medical expenses		To sanction medical reimbursement subject to Medical attendance rules up to Rs.1000/- at a time
Repair and maintenance		To sanction repairs and maintenance of buildings and equipments at a cost not exceeding Rs.10,000/- at a time subject to budget provision and to an annual ceiling of Rs.20,000/-
Disposal	:	To sanction write off of the cost of unserviceable or obsolete articles which cannot be auctioned or otherwise disposed of, subject to a limit of Rs.5,000/- in each case and annual limit of Rs.50,000/-

DEPUTY DIRECTOR

a) Administrative Powers

Increment	:	To sanction increment of all non academic staff other than Section Officers and equivalent category
Leave	:	To sanction Earned Leave, Half Pay Leave, Commuted Leave to the staff of IMG of and below the rank of Section Officer. Upto 30 days which does not require substitute posting or transfer.
Casual Leave	:	To sanction casual leave to all non academic staff
Disciplinary Power	:	To impose minor penalties in accordance with the provisions of KCS (CCA) Rules, on employees below the level of Section officer.
Correspondence (new)	:	To sign fair copies of all communications, draft of which have been approved by the Secretary/Director

b) Financial Powers of Deputy Director

Stationery and Printing	:	To sanction purchase of stationery articles and printing books, registers, etc. Up to Rs. 20,000/- at a time subject to availability of funds and subject to an annual ceiling of Rs. 60,000/-
Office expenses (new)	:	To sanction payment of photocopying charges and purchase of postage stamps subject to budget provision
Repairs & maintenance of vehicles	:	To sanction repairs and maintenance involving expenditure up to Rs. 10,000/- at a time including purchase of spare parts of vehicles, required for replacement, subject availability of funds.
Maintenance of garden (new)	:	To purchase garden implements and manure, fertilizer pesticides upto Rs. 2000 at a time

Petrol, Diesel, etc.	:	To sanction purchase of petrol, diesel, etc. required for the vehicle upto Rs. 5,000/- subject to an annual ceiling of Rs. 1,00,000
Refreshment at meeting of committee/faculty	:	To sanction expenditure up to Rs. 1000/- at a time
Contingencies	:	To sanction expenditure on non-recurring contingent Charges up to Rs. 2000/- in each case subject to a maximum of Rs. 20,000/- in a year.
Telephone charges, Electricity charges, etc. (New)	:	To sanction payment on telephone bills, electricity and water charges and statutory payment upto Rs. 10,000
Books (New)	:	To sanction payment of cost of books orders for which have been placed by the Director
Disposal of old and unserviceable articles and other materials and usufruits of trees in the compound	:	<ul style="list-style-type: none"> i. To sell old newspapers on the basis of competitive quotations ii. To dispose of unserviceable stores upto a book value of Rs. 5,000/- in each case in public auction. iii. To sanction disposal in auction of dismantled materials and scrap. iv. To sanction disposal in auction of the usufruits of trees in the Institute's compound, approval of the Director should be obtained before confirmation of auction if the bid amount is less than the upset value.
Typewriter, Roneo Machine & teaching equipments (New)	:	To incur expenditure upto Rs.5000/- at a time for th repair of typewriters, roneo and teaching equipments.

ACCOUNTS OFFICER

a) Administrative Powers

Submission of reports and statements	:	To prepare and submit annual accounts and financial statements
Control and Revenue and expenditure	:	<ul style="list-style-type: none"> 1. to monitor the progress of receipts and expenditure of the head quarters and various centers of the Institute 2. initiate and deal with the proposals for additional funds. 3. Scrutinise all cases involving abandonment of revenue, refund and enhancement of revenue and write off, scrutiny of all proposals involving financial commitments. 4. Rectify the defects pointed out in the Audit report.
Custody of Accounts	:	To be in-charge of the accounts of the Institute, to be in-charge

and Cash	of cash. Verify and attest the entries in the cash book and subsidiary registers, acquittance rolls contingent registers etc. including verification of cash.
Correspondence	Carry on correspondence with the subordinate officers on all accounts and financial matters Sign fair copies of communications relating to finance and accounts matters of routine nature and in all other importance matters the draft of which have been approved by the Director/Secretary
Casual leave	Sanction casual leave to the office staff working in the office under him.
Discipline	Call for explanation from the staff working under him for dereliction of duties and recommend suitable action.
TA	To sanction TA advance in all case where sanction of tour has been approved by competent authority.
Settlement of advance	To sanction settlement of staff advances.

b) Financial Powers

Disbursement of Salary	<p>To draw and disburse the salaries of all officers and staff in the head of office of the Institute.</p> <p>To sign all cheque relating to salaries of all officers and staff, remuneration of guest speakers, faculty members and all the claims without monetary limit.</p> <p>To sign all cheques up to Rs.1,00,000/- in the case of statutory payments</p> <p>To incur petty items of expenditure of urgent and important nature up to Rs.2000/- at a time, subject to annual limit of Rs.5,000/-</p> <p>To sanction reimbursement of claims relating to medical treatment upto Rs.2000/- at a time subject to the annual limit in each case prescribed in the rules.</p> <p>To incur expenditure on refreshments served at meetings/conferences up to Rs.1000/- at a time.</p>
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POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE :

Without prejudice to the generality of the provisions contained in Rule 31, the Executive Committee shall have the powers:-

- i) to prepare and execute detailed plans and programmes for the establishment and development of the Institute of Management in Government and for carrying on its administration and management.
- ii) to receive grants-in -aid and accept other grant of money gifts, donations, securities, negotiable instruments and other forms of assistance from the State Government and Government of India and from other sources, Indian and foreign, government and private and enter into any agreements or arrangements for receiving such assistance which are not inconsistent or in conflict with or repugnant to the objectives and purposes of the Institute; provided that in respect of external sources of assistance, prior approval of the State government or the Government of India shall be obtained;
- iii) to impose and recover fees and charges for the services rendered by the Institute; raise moneys and funds as deemed fit and necessary for the purposes and objectives of the Institute;
- iv) to keep custody of and expend, the funds and moneys; invest, deal with and appropriately account for such funds and moneys and manage the income and properties movable and immovable according to the bye-laws formulated in this behalf, provided that for all capital expenditure exceeding Rs.10 lakhs at a time prior sanction of Government shall be obtained;
- v) to receive, acquire, take over and hold movable and immovable property of any kind by means of purchase, transfer, hire, lease gift, donation or other lawful means from Government, public or private bodies or individuals, construct, build, alter, improve, maintain, repair, equip, or furnish any building, develop lands and execute works necessary or convenient for purposes of the Institute, and suitably manage and deal with property of any kind in the best interests and for purposes of the Institute;

Provided that no movable properties costing more than Rs.3 lakhs (Rupees three lakhs only) and no immovable properties shall be transferred by sale, mortgage or otherwise without prior sanction of Government;

- vi) to enter into arrangements, contracts with national and international organisations foundations and research institutions and other agencies-Governmental or private-for technical assistance, for the developments of sectors and for undertaking projects on their behalf for training and development and research in the fields of management in Government;

Provided that in respect of arrangements with foreign governments or international organisations, prior approval of the State Government or the Government of India as the case may be, shall be obtained.

- vii) to pay all preliminary or incidental cost, charges and expenses incurred in the promotion, formation, establishment and registration of the society.
- viii) to prescribe, approve norms and guidelines for the conduct of courses of study, training and for undertaking research and consultancy in pursuance of the objectives enunciated in the Memorandum of Association;
- ix) to recommend to the Board of Governors the grant of degrees, diplomas, certificates, distinctions and prizes to students and participants, who have successfully completed the prescribed course of study and training;
- x) to institute and award fellowships, scholarships, stipends freeships, loans and other forms of financial assistance to students to facilitate their study;
- xi) to approve the nomination of faculty for courses of higher studies, training and teaching assignments, for participation in conferences, visiting fellowships etc. in India and abroad under such terms and conditions as may be laid down in the byelaws framed in this behalf, provided that for tours outside India prior approval of the State Government shall be obtained;
- xii) to provide for and supervise the residence, health amenities, discipline and the general well-being of the students;
- xiii) to print, publish, issue, acquire and circulate books, papers, periodicals exhibits, films, slides, gazettes, pamphlets and other audio-visual material dealing with or having a bearing upon the activities and programmes of the Institute;

- xiv) Create academic, administrative, technical and other posts (other than the Director) the maximum of the scale of pay of which shall not exceed Rs.3,800/- and make appointments thereto in accordance with procedures and terms and conditions laid down in the Bye-laws and Regulations framed for such purposes. For creation of posts the maximum of the scale of pay of which exceeds Rs.3800/-, sanction of Government shall be obtained.
- xv) To appoint, retain, engage for the time being professional and technical advisers, consultants, experts to work to further the objectives and programmes of the Institute and to pay them such honorarium, fees, remuneration or compensation as may be deemed fit and commensurate with performance provided that it shall not exceed Rs.3,800/- pm.
- xvi) to invite scholars and eminent professional from any part of the country or abroad to take advantage of the facilities offered by the Institute in order that the Institute may benefit by their knowledge, wisdom and experience, provided that prior approval of the State Government shall be obtained; for the purpose.
- xvii) to establish Contributory Provident Fund and Gratuity scheme, Welfare Fund and other financial assistance schemes for the benefit and welfare of the staff of Institute and their families;
- xviii) to prepare annual reports, financial statements of accounts, financial estimates of the Institute and submit them at the annual general meeting for the approval of the Board, approve expenditure within the limits of sanctioned budget subject to the Bye-laws and regulations framed in this behalf;
- xix) to appoint sub-committee for the disposal of any business of the Institute or for tendering advice in any matter pertaining to the conduct of the affairs of the Institute and to delegate to such committee such powers as it may deem necessary and expedient;
- xx) to enter into agreement for and on behalf of the Institute with any Government or authority, municipal, local or otherwise, and to obtain from such authority any rights, privileges, concessions, fiduciary or otherwise, that the Institute may deem necessary and desirable to obtain and to carry out, exercise and comply with such arrangement, rights, privileges and concessions;
- xxi) to sue and defend all legal proceedings on behalf of the Institute.

xxii) to make, frame and adopt Rules, Bye-laws and Regulations for the proper and effective administration and management of the affairs of the Institute and amend, vary add or rescind such Rules, Bye-laws and Regulations from time to time as may be deemed necessary. Such Bye-laws and Regulations from time to time as may be deemed necessary. Such Bye-laws or Regulations may provide for matters such as;

- Norms and guidelines for the conduct of courses of study and training, and standards of proficiency
- Norms and procedures for admission of students
- Levy of fees, commissions and charges for service
- Maintenance of Accounts, Audit and other Financial regulations regarding custody and operation of funds.
- Budgeting
- Recruitment Rules, Terms and conditions of service of Faculty, Officers and Staff, Pay and allowances and other benefits
- Rules of Discipline and Code of Conduct
- Maintenance of library
- Purchase and maintenance of stores, stocks and ledgers
- Delegation of powers
- Such other matters as may be necessary; and

xxiii) to all other lawful acts as may be appropriate, and necessary for the achievements of any or all of the objectives of the Institute.

BOARD OF GOVERNORS:

The general superintendence and management of the affairs of the Institute shall be vested, in accordance with the Rules of the Institute, in the Board of Governors.

The composition of the Board of Governors shall be as follows:-

i) **PRESIDENT**

- i) Chief Secretary to the Government of Kerala Trivandrum (Ex-Officio). Provided that in case the Chief Secretary is for any reason unable to the President, an Officer of equivalent rank or any person who had held such rank, as may be nominated by the Government, may be the President.
- ii) The Secretary to the Government of Kerala, Department of Personnel and Administrative Reforms, Trivandrum (Ex-Officio).
- iii) Six persons to be nominated by the Government of Kerala to represent the interests of sectors such as :-
Agriculture and Rural Development (Including Forestry, Fisheries and Animal Husbandry),
Business and Industry, Commerce and Trade, Banking and Insurance, Public utilities such as Transport, Energy, Communications, Public Works, Irrigation and Power.
Social Welfare, Tourism and Public Relations,
Regulatory Services such as, Revenue, Legal,
Police, Income tax, Sales Tax, Civil Supplies, Municipalities etc.,
Urban Systems, Environment , Habitat

NOTE:- The Selection of these persons shall not be based on their official capacities but shall be dependent more on their recognised achievements and outstanding contributions to the development of the Public administration and management systems in the sectors concerned.

- iv) Two representatives of the Government of India, to be invited by the Government of Kerala
- v) Six persons to be invited by the President from amongst outstanding professionals in the fields of Management Science. Three out of these six persons shall be residents, or serving outside Kerala.
- vi) One member of the Institute, to be nominated by the President from a panel of names elected from among the faculty members and recommended by the Director.
- vii) The Director of the Institute (Ex-officio)

2. The Board of Governors, may create new classes of membership from time to time for such specific periods, and fill them by co-option of such members, as it deems desirable and necessary in the interests of the Institute.

For further details refer Item No. (v)

