

Council of Scientific and Industrial Research
North-East Institute of Science and Technology, Jorhat, Assam-785006.

No. G-17018/1/2026-ADMIN-NEIST

Date: 27.04.2026

OFFICE MEMORANDUM

Director, CSIR-NEIST in consultation with the Finance and Account Officer, CSIR-NEIST has approved that the following matters will be disposed at the level of CoA/AO.

- i. Sanction of GPF including advance.
- ii. Sanction of LTC advances as per rules.
- iii. Reimbursement of medical expenses to pensioners and employees in accordance with the rules up to a limit of Rs.5.00 lakhs for each case.
- iv. Reimbursement of Telephone, CEA, briefcase, Newspaper and any other allowance sanctioned by CSIR for council employees.
- v. Sanction of expenditure on air/rail tickets for which journey has been approved by the competent authority.
- vi. Reimbursement of charges of stamp duty/agreements, etc.
- vii. Cancellation charges/sanction of air/rail journey on the minimum scale.
- viii. Sanction of encashment of leave.
- ix. Refund of Group Insurance amount in consultation with Finance Division, CSIR-NEIST.
- x. Sanction for drawl of advances for payment of TA/DA/Honorarium and for arranging tea, coffee, lunch, etc. for member of the Selection/Assessment committee not involving discretion.
- xi. All sanctions of expenditure pertaining to statutory payments like water, electricity, telephone, telex franking machines etc.
- xii. All sanctions for purchases upto Rs. 25,000/- (Rupees Twenty Five Thousand only) both recurring and non-recurring in each case with concurrence of finance.

All the above matters will be put up by the concerned dealing hand to Section Officer and thereafter to AO/CoA for sanction of expenditure or approval (through e-HRMS or e-Office as the case may be). Thereafter, the concerned Section Officer will issue a sanction order/OM and forward it to the Finance and Accounts Division, along with original bills/receipt for further action.

Hindi Version will follow.

Digitally signed by
Subodh Kumar
Date: 27-04-2026
11:33:27

(Subodh Kumar)
Section Officer(G)

Copy to:

1. PPS to Director, CSIR-NEIST
2. CoA/FAO/SPO
3. Heads of Divisions
4. Head, ICT with the request to host this OM on CSIR-NEIST intranet.
5. Office copy.