

## **Powers and duties of the officers and employees**

In conformity with the functions and duties allotted to the Department of Space, the Department has full powers to manage all aspects of the visions, programmes, projects, R&D, human resource management, international cooperation, civil works, etc. The Secretary, DOS, who is also Chairman, Space Commission and Chairman, ISRO has full responsibility in all aspects of the space programmes, under the overall guidance of the Space Commission.

The Department of Space (DOS) has been authorized to issue its own financial sanctions with the concurrence of Member for Finance, Space Commission. Additionally, the Department has been delegated with powers which include:

- (1) the authority to execute civil works, purchase, stores and stationery and make arrangements for its own printing and binding without the employment of outside agencies e.g., CPWD, DGS&D, etc.
- (2) flowing from the above, the authority to exercise powers equal to those delegated to the Ministry of Works and Housing in regard to the conclusion of contract for the purchase of Stores and equipment etc.

The Department has powers for:

- (a) Appropriation and re-appropriation of funds within the grant
- (b) Sanction of expenditure within the grants
- (c) Creation of posts with the concurrence of Finance.
- (d) Conclusion of contracts for purchase of stores and agreements relating to Consultancy services
- (e) Write off losses
- (f) Sanction of grants and loans
- (g) Re-delegation to its constituent units

Officers and Employees exercise the powers to the extent of delegation and subject to executive instructions issued by Government of India from time to time.

The Department of Space has re-delegated its powers to its constituent units depending upon the functional requirements for smooth functioning of the units.

**Director** of Centres/Units has been given full Administrative and Financial powers of 'Head of the Department' which would be essential for the efficient functioning of the Centre. Director has further delegated his/her financial powers down the line of control up to levels which are required for the operation of functional entities.