



## Delegation of Power

PARTICULARS	CHAIRPERSON	CEO	PROJECT MANAGER	ACCOUNTS OFFICER
Creation of temporary posts	Creation of 12 person months per year	-	-	-
Appointment of Employees	Full powers if the posts were approved by GB	Full powers for all posts other than CEO or equivalent, if the posts were approved by GB	-	-
Appointment of short term Experts	Full powers	Up to Rs. 1,00,000 as fee per assignment, excluding conveyance, boarding & lodging	-	-
Re-imbusement of travel expenses & approval of hospitality	Full powers	Up to Rs. 25,000 per case	Up to Rs. 2,500 per case, jointly with Accounts Officer	Up to Rs. 2,500 per case
Sanction of leave	Full powers	Full powers for all posts other than CEO or equivalent	-	-
Disciplinary authority	Full powers as disciplinary authority for all posts, including for those on deputation	Full powers as disciplinary authority for all posts other than CEO or equivalent	-	-

Appellate powers	Full powers for all posts other than CEO or equivalent	-	-	-
Assigning of work to Employees	-	Full powers	-	-
Performance appraisal	Full powers as Reviewing authority for all employees (including contractual employees). Full powers as Reporting Authority for CEO & equivalent	Full powers for all employees (including contractual employees) other than CEO and equivalent	-	-
Approve charge allowance	-	Full powers	-	-
To approve annual Increments of Employees including Contractual Employees	-	Full powers (as defined in HR manual)	-	-
To Sub-delegate powers to lower tier	Full powers for those which have been delegated to Chairperson	Full powers for those which have been delegated to CEO	-	-
Approval of Revenue Expenditure	Full Powers for Approved Projects	Services- Rs. 10,00,000 for Approved Projects	Services- up to Rs. 10,000 for Approved Projects, jointly with Accounts Officer	Services up to Rs. 10,000 per case

Approval of Hiring Services	Full powers	Services- up to Rs. 10 lakh annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services, etc.	Services- up to Rs. 50,000 annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services, etc., jointly with Accounts Officer.	Services- up to Rs. 10,000 annually for outsourcing of each routine service like vehicle, cleaning, photocopying, courier services, etc.
Signing on cheques	Full powers jointly with CEO or Accounts officer	Full powers jointly with Accounts officer; or Full powers jointly with any other officer as specifically authorized by the Chairperson provided that the Accounts Officer is not available for 15 days or more.	Up to Rs. 50,000 per cheque jointly with Accounts Officer	-
Handling of petty cash	--	--	Any one officer as authorized by the CEO for up to Rs. 10,000, in the absence of Accounts officer for over 15 days	Rs. 20,000
Approval for Purchase of Goods	-	Full powers provided approved in annual budget	Goods- up to Rs. 50,000 per case provided approved in annual budget, jointly with Accounts Officer.	Goods- up to Rs. 50,000 per case including stationery and consumables provided approved in annual budget,

Capital Expenditure	Up to Rs. 50 lakh per case for the Approved Projects	Up to Rs. 10 lakh per case for the Approved Projects	-	-
Contingent expenses	Full powers	Up to Rs. 1,00,000 each item	Up to Rs. 15,000 each item, jointly with Accounts Officer.	Up to Rs. 10000 per item excluding hospitality.
Workshop expenses	Full powers	Full powers	-	-
To sanction, draw and disburse the payments	Full powers	Full powers	-	Full power for drawing and disbursement
To Purchase material and stores and equipments at controlled rate contract price	-	Full Powers	Up to Rs. 50,000	Up to Rs. 50,000 and full powers for salary expenses
To place repeat orders at rates already accepted within 6 months of original tender	Up to Rs. 10 Lakh	Up to Rs. 5 Lakh	Up to Rs. 10,000	Up to Rs. 10,000
Investment of funds	Full powers	Up to Rs. 50 lakh every time	-	-
Execution of agreement, contracts and all other legal documents	Full powers	Full powers	-	-
Approval of Projects	Up to Rs. 10 Crore for individual projects	Up to Rs. 5 Crore for individual projects	-	-

To permit employees to proceed on duty within India	Full Powers	Full Powers	-	-
To depute employees on training in India	Full Powers	Full Powers	-	-
To sanction permanent advance	Up to Rs. 20,000 per Individual	Up to Rs. 10,000 per Individual	-	-
To allow acceptance of honorarium fees and rewards by employees	-	Full Powers	-	-
To hold or participate in seminars or meetings or any other name and meet all expenditure	Full Powers	Full Powers	-	-
Passing of Bills	-	Full Powers	-	Individual un-split bills of up to Rs. 50,000
To incur expenditure on maintenance of assets	-	Full powers	Individual un-split bills of up to Rs. 50,000 pertaining to the Project assigned to her/ him	Up to Rs. 10,000
To incur expenditure on courtesy services	Full powers	Rs. 20,000	-	-

Signatories for Execution or any other Document of Approved Projects	Full Powers	Full Powers	-	-
To sanction expenditure on printing or advertisement	-	Printing: Full Power Advertisement: 2 Lakh	-	Up to Rs. 10,000