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## **INDIA TRADE PROMOTION ORGANISATION DELEGATION OF FINANCIAL POWERS**

### **GENERAL RULES**

1. The powers shall be exercised subject to the relevant Rules and Regulations and Policy laid down by the Board of Directors from time to time, the provisions of the Companies Act, the Memorandum and Articles of Association and general standards of financial propriety. In the event of the Chairman & Managing Director/Executive Director not being in position or on leave or on deputation abroad, his financial powers shall be exercised by such appropriate functionary in the organisation as may be authorised by the Chairman/Board of Directors/ Standing Committee. The powers and functions relating to statutory matters shall be exercised by the Chairman cum Managing Director.
2. The expenditure shall be restricted to the approved items of the scheme/project, provided in the budget of the Organisation as approved by the Board of Directors. In emergent cases, however, the Chairman and Managing Director may authorise expenditure in consultation with the Financial Advisor & Chief Accounts Officer and obtain the approval of the Board at its next meeting.
3. The Financial Advisor & Chief Accounts Officer shall be consulted in all matters having financial bearing and before conveying the sanction of the competent authority for incurring any expenditure or accepting any liability except as otherwise provided in the attached schedules. The standing instructions of the DPE provide that in the event of difference of opinion between the Financial Advisor & Chief Accounts Officer and the Managing Director, the views of the FA & CAO should also be presented to the Board/Standing Committee.
4. The various functionaries of the Organisation will exercise financial powers in accordance with the delegation in the Schedules annexed. Incurring of financial liability in respect of items not covered by the delegation, requires the approval of the Board. A subordinate authority may sanction expenditure or advance from funds of the Organisation in those cases in which it is authorised to do so by any general or special orders of the Board of Directors and in terms of the power specifically delegated in this behalf. Without prior approval of the Chairman & Managing Director in writing, no expenditure should be incurred which involves introduction of a new principle or practice and is likely to lead to increased expenditure in future.
5. Wherever powers have been delegated to various officials to dispose of assets, write off losses etc., a report should be put up to Board in every case.

6. The delegation of financial powers is indicated in the five schedules appended.

Schedule I                      Utilisation of funds of the Organisation.

Schedule II                     Financial powers other than in respect of Administration, Office contingencies, works & store matters.

Schedule III                    Administration matters.

Schedule IV                    Contingent expenditure.

Schedule V                     Financial powers in respect of works delegated to Engineering and Stores officers of ITPO.

With regard to the expenditure on office contingencies, in so far as it relates to recurring items, such as, expenditure on electricity, gas and water charges, maintenance and up-keep of office equipment, vehicles, payment of Municipal taxes, posts and telegraph charges, printing and binding, financial powers delegated upto the level of the DGM may be exercised without prior reference to the Financial Advisor & Chief Accounts Officer or any officer subordinate to him, provided that the expenditure is incurred according to the prescribed Rules & Regulations and is met from available budget provision. In all other cases, FA & CAO or any officer nominated by him should be consulted.

7. In concluding contracts, approval of the next higher authority shall be taken where:-

a) Expenditure involved is of unusual character and/or is at variance with normal practice, rules etc.

b) Tenders or quotations are called and the lowest tender/quotation is not accepted for reasons to be recorded; and

c) Negotiations take place and there is a departure from the prescribed price structure.

8. In respect of Works Expenditure (construction and maintenance), the following procedure will be adopted:

i) The financial powers shall be exercised by CMD, ED, SGM, GM and DGM in consultation with Finance.

ii) The CPWD manual schedule of rates (as applicable from time to time and upgraded as per departmental orders) and specifications for carrying out Engineering works shall be followed in respect of all works of the Organisation; and

iii) Forms as applicable in respect of agreements and other items shall mutatis mutandis be as in the CPWD.

9. All contracts/agreements approved by the competent authority shall be executed for and on behalf of the Organisation as under :

**NOT UNDER COMMON SEAL**

- a) Works Contract: By the Manager (Works) subject to the condition that contract in excess of Rs. 2.50 lakh should be executed in the standard contract agreement form duly approved by CS/Legal Adviser, except for the special technical conditions to be provided in individual contracts in accordance with the scope of work.
- b) Agreement for advances to the employees of the Organisation : SM/Manager (Admn.) subject to prescribed Rules and Regulations relating to the advances being followed and agreements being drawn up on standardised forms.
- c) Powers to execute Contract/Agreement (after approval by Competent Authority)
  - i) Senior Manager --- Rs. 15 lakhs
  - ii) DGM --- Rs. 45 lakhs
  - iii) General Manager --- Rs. 75 lakhs
  - iv) Sr. Gen. Manager --- Above Rs. 75 lakhs

**UNDER COMMON SEAL**

Two Directors and Company Secretary.

- 10. At the Regional Offices, the Regional Manager will exercise powers under Schedules II, III & IV at the appropriate level depending on his/her own status unless otherwise mentioned against a specific item. Subordinate officers will exercise powers on similar basis.
- 11. Purchase of Capital Assets, such as, vehicles, Audio-Visual Equipment, Pre-fab system, which are not specifically provided for in the Schedules, shall be made on the recommendations of Capital Purchase Committee-I headed by General Manager (Const.) and including FA & CAO, SM (Stores) and DGM/SM of concerned Division as Members. The Sanctioning authority shall be the Managing Director in cases where the purchase price does not exceed Rs. 37.50 lakh and the Board in other cases.
- 12. Purchase/supply of all other items detailed in Schedules II/IV/V shall be made on the recommendation of Purchase Committee II headed by SM(Stores) and including Manager (Admn.), Manager (Fin.) and Manager of the concerned Division as Members.
- 13. CMD shall have full powers to authorise expenditure on Capital and Revenue items included in the Annual Budget of the Organisation ( as revised from time to time) subject to the overall policy laid down by the Board of Directors from time to time and subject to the limits laid down in the Articles of Association.
- 14. CMD shall have full powers to authorise relaxation of Rules in Establishment matters in individual cases on merits.
- 15. CMD may sub-delegate any of the powers listed in the schedules to such officers and to such extent as he/she may deem fit.

16. Powers sub-delegated to officer in the schedules can always be exercised by an officer of higher rank in their respective functions.
17. All non-recurring estimates, costing more than Rs. 7.5 lakh, will be put up to the Estimate Committee headed by ED with SGMs, FA&CAO, GM(Works) & Nominate member of Architectural Unit as its members. On the basis of Estimate Committee's recommendations, the Competent Authority will accord the administrative approval and expenditure sanction for the work.

**Ammended vide O.O.No.Admn./1063/2006 dt.27.7.2006**

All estimates, costing more than Rs. 7.5 lakh, will be put up to the Estimate Committee headed by ED with SGMs, FA&CAO, GM(Works) & Chief Architect as its members. On the basis of Estimate Committee's recommendations, the Competent Authority will accord the administrative approval and expenditure sanction for the work.

**SCHEDULE-I**

**DELEGATION OF FINANCIAL POWERS----- UTILISATION OF FUNDS**

S.No.	Item	CMD	ED	FA & CAO	Remarks
1.	To authorise operation of Bank accounts			Full	CMD/ED in absence of FA&CAO
2.	To invest temporary surplus funds of the company upto one year maturity in any scheme covered in the guidelines issued by Govt. of India from time to time.	Collectively by CMD, ED and FA&CAO upto 200 crore in each case. <b>(Ammended vide O.O.No.Admn. /172/2012 dated 22.02.2012)</b> Collectively by CMD, ED and FA&CAO upto 300 crore in each case. <b>(Ammended vide O.O.No.Admn. /1328/2014 dated 31.12.2014)</b> Collectively by CMD, ED and FA&CAO upto 400 crore in each case. <b>(Ammended vide O.O.No.Admn. /828/2016 dated 08.11.2016)</b>			a) However, where approval of the Board of Directors is required, in emergency cases, CMD, ED and FA&CAO are collectively empowered to exercise such powers and to submit the proposal to the Board for ratification (approved in the 80 <sup>th</sup> Board Meeting) b) Investment made shall be reported to the Board periodically.
3.	Appointment and nomination to the Board of Trustees of Employees Provident Fund	Full Powers	-----	-----	-----

**SCHEDULE-II**

**FINANCIAL POWERS OTHER THAN IN RESPECT OF ADMINISTRATION/OFFICE  
CONTINGENCIES/WORKS & STORE MATTERS**

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
1. (a)	To finalise and approve the list of vendors/parties for limited call of tenders	Full powers	upto Rs.3 lakh						
(b)	To conclude contracts other than works contracts.								
	a. By Open Tenders	Full Powers & inform the Board subsequently	upto Rs. 62.5 lakhs	upto Rs. 25 lakhs	upto Rs. 12.5 lakhs	upto Rs. 5 lakhs	*Upto Rs. 2.5 lakh		*Only when he/she is team leader of foreign fair
	b. By Limited Tenders (minimum 3)	-do-	upto Rs. 37.5 lakhs	upto Rs. 12.5 lakhs	upto Rs. 7.5 lakhs	upto Rs. 2.5 lakh	---	---	---
	c. By Negotiations (single Tender)	-do-	upto Rs. 12.5 lakhs	<b>*Upto Rs.5 lakhs</b>	---	---	---	---	<b>*Ammended vide O.O.No.Admn./ 1432/2006 dt.31.10.2006</b>
	d. Spot Quotations	-do-	upto Rs. 7.5 lakh	Rs.37,500	---	---	---		These powers can be exercised in utmost urgency after recording justification.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
2. (a)	Appointment/ empanelment of forwarding & clearing agents/handling contractors & determining terms & conditions relating thereto.	Full Powers	---	---	---	---	---	---	---
(b)	Allotment of fairs to agents	---	---	---	---	---	Full powers	---	---
3.	Legal Matters								
(a)	To institute, compound or abandon any legal proceeding by or against the company or its officers or otherwise concerning affairs of the Company & also the compound and allow time for payment or satisfaction of any claims or demands by or against the company.	Full powers	---	---	---	---	---	---	---
(b)	To refer any claims or demands by or against the Company to arbitration and observe and perform the awards	Full powers	---	---	---	---	---	---	<b>O.O.Admn./612/2001 Dt.25.3.01</b>



S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(c)	Empanelment of advocate/ counsels for various legal services including appointing of Attorney and fixation of their fee.	Full Powers	---	---	---	---	---	---	---
(d)	To conduct or defend any legal proceedings by or against the company or its officers of the Company and or its officers or otherwise concerning the affairs of the company & engagement of Counsels/ Advocates for such purposes in specific Cases.	Full Powers	Full Powers	----	---	---	---	---	---
(e)	Payment of fees to Counsels/Advocates/Attorneys	Full Powers	Full Powers	Full Powers	Full Powers	---	---	---	To be exercu- by Co. Secy.
4.	Sub heading: Free issue of Commercial samples to foreign business firms or their authorised representatives in India.	Full Powers	Full Powers	---	---	---	---	-----	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
5.	Fixing of Prices of publicity materials and journals etc. and power to give discount	---	Full Powers including power to give discount	Full Powers without power to allow discount	Full Powers without power to allow discount	---	---	---	Commercial viability of each publication meant for sale would be assessed and subsidy involved, if any, would be placed on record
6.	Sub heading : Fixing of Agency terms & Commissions to be charged from the parties entering into agency arrangements with the organisation		---	Full powers	---	---	---		Commission fixed would be above the base rate of Commission approved from time to time. (10% at present)
7(a)	To waive recovery of liquidated damages not involving any additional & financial liability to the organisation	Rs.6 lakhs	Full Powers upto Rs.3 lakh	Full Powers upto Rs.0.25 lakh	---	---	---	---	<b>(Amended vide O.O.Admn./156/2013)</b>
(b)	Involving financial liability	Rs.3 lakh	---	---	---	---	---	---	<b>(Amended vide O.O.Admn./156/2013)</b>
8.	Presentation of gifts	---	---	---	---	*	*	---	*As Leader of the team for Exhibition/ fairs abroad DGM/SM is also empowered to gift item for presentation within the budget provision
(a)	In foreign events	Full powers including power to fix norms	---	---	Full powers as per norms	---	---	---	
(b)	For domestic fairs/ press etc. in India	Full powers	Upto Rs.56,250 per event	<b>*Upto Rs. 25,000 per event</b>	---	---	---	---	<b>*Ammended vide O. O.No.Admn./ 1432/ 06 dated 31.10.2006</b>

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
9.	Publicity Campaign :								
(a)	(i) Approval of Publicity Campaign both for print and electronic media for ITPO's Trade Fairs and other events/projects in India and abroad.	Full Powers	Full Powers upto Rs. 52.50 lakhs	---	---	---	---	---	GM in-charge of the event to be fully involved. In case of expenditure a&b on the spot abroad, Director, India Pavilion can exercise their power within approved budget for local publicity.
	(ii) Commercial Publicity Abroad	---	Full powers	---	---	---	---	---	---
(b)	Corporate publicity and publicity in ad-hoc publication both in India and abroad/ Advertisement in a publication of circulation of less than 25,000	Full Powers	---	---	---	---	---	---	---
(c)	Advertisement in big newspaper with circulation of 50,000 copies and above and Medium Newspapers of 25,000 copies & above.	---	---	---	Full powers	---	---	---	Ad. in big/ medium newspapers will be as per DAVP classification.
(d)	Advt. in newspapers other than (c) above	Full powers	---	---	---	---	---	---	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(e)	Empanelment of Advertising/PR or Publicity agencies/ Printers	Full powers	---	---	---	---	---	---	---
(f)	Execution of approved publicity campaign through release of advertisements in print media (newspapers, Magazine) and electronic media etc.		---	---	Full powers	---	---	---	---
10.	Expenditure on entertainment in furtherance of interests of ITPO	** Full Powers	Full Powers upto Rs.30,000 on each occasion	Full Powers upto Rs.15,000 on each occasion	*Full Powers upto Rs.3,000 on each occasion	Upto Rs. 1,500 on each occasion	---	---	**CMD is empowered to approve on annual ceiling on expenditure. *FA&CAO and CS are also empowered to exercise this power.
11.	Power to remit disallowance by audit	Upto Rs. 15000 in each case							<b>(Amended vide O.O.Admn./156/2013)</b>
12. a.	Power to write off losses due to theft, fraud or negligence.	upto Rs. 30000 in each case	upto Rs. 10000 in each case	---	---	---	---	---	<b>(Amended vide O.O.Admn./156/2013)</b>
b.	To write off losses not due to theft fraud or negligence	Rs. 6 lakhs in each case	Rs. 1 lakh in each case	---	---	---	---	---	<b>(Amended vide O.O.Admn./156/2013)</b>
c.	Write off losses on account of bad debts/ claims or remission of revenue	upto Rs. 3 lakh in a financial year	upto Rs. 1 lakh in financial year	---	---	---	---	---	<b>(Amended vide O.O.Admn./156/2013)</b>

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
d.	Shortage in respect of consumable stores & cash on account of variation in the rate of foreign exchange	Rs.5 lakh <b>(Amended vide O.O.Admn./156/2013)</b>	Rs. 1 lakh <b>(Amended vide O.O.Admn./156/2013)</b>	---	---	---	---	---	This will be subject to the condition that: c) Loss is not due to any serious defect in the procedure or rules the amendment of which requires the orders of the BOD.
e.	Fixed assets due to wear & tear	Rs. 5 lakh <b>(Amended vide O.O.Admn./156/2013)</b>	Rs.2.5 lakh <b>(Amended vide O.O.Admn./156/2013)</b>	---	---	---	--	---	d) Where there has not been any negligence involved on the part of any employee of the ITPO & responsibility can not be fixed for disciplinary action.
f.	Due to non-acceptance of claims by insurers & underwriters in respect of ITPO goods	Rs. 5 lakh <b>(Amended vide O.O.Admn./156/2013)</b>	Rs. 2.5 lakh <b>(Amended vide O.O.Admn./156/2013)</b>	---	---	---	---	---	e) Adequate steps are taken to ensure that there is no repetition of similar cases in future. Will be applicable to Stores Div. also.
13.	Freight and demurrage/wharfage charges								
i)	Freight charges by rail, road & sea	---	---	---	Full Power	*Full powers	---	---	*To be exercised by incharge of foreign fair Deptt./Desk.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
	--- By Air	Full Powers	Full Powers	Full Powers as per norms	Full Powers as per norms	*Full powers as per norms	---	---	---do---
ii)	Demurrage/Wharfage	---	---	---	---	Full powers	---	---	The demurrage charges paid should be reported to ED specifying the negligence if any, that led to payment of demurrage charges.
14.	Printing (i) of Publications	---	---	---	Full Powers	---	---	---	---
	(ii) Other Printing work	---	---	---	Full Powers	* Full powers upto Rs. 62,500	---	---	*This power will be exercised by DGM(Pub) only
15.	Advance for work to be done by Govt.Deptt/ Public Undertaking/Local Bodies.	Full powers	Full Powers upto Rs. 7.5 lakh	Full Powers upto Rs. 1.5 lakh	Full Powers upto Rs. 75,000	---	---	---	---
16.	ORGANISATION OF EXHIBITION/FAIRS ABROAD INCLUDING POWER TO CONCLUDE CONTRACTS:								
i) (a)	Determination of space	---	Full powers	---	---	---	---	---	--

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(b)	Payment of space rent	---	---	---	Full Powers	*Full Powers	*Full powers	---	(i)*If he/she is leader of the team/ Desk Incharge of Foreign Fair Div. (ii) Where a planned self-financing event is likely to be converted turns in to a budgeted event approval of CMD would be essential before making such payments.
(c)ii.)	Construction, decoration, dismantling etc. of exhibition/ fairs	Full Powers	Full powers	Full powers	Full powers	---	---	---	This power may be exercised by the leader of the delegation while on deputation in the foreign country for meeting urgent expenditure not specifically covered by the sanction/subject to approval by the competent authority on return to India.
iii)	Purchase of samples & decoratives for use in exhibition abroad	Full powers	Upto Rs. 1.25 lakh for each event	Rs. 37,500 for each event	Rs. 37,500 for each event	Rs. 12,500 for each event	Rs. 12,500 for each event	Rs. 5,000 for each event	
iv.)	Entertainment expenses abroad in Exhibitions	Full Powers	Full powers	---	---	---	---	---	Leader of Foreign exhibition team- Full powers within budget provision.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
v)	Provision of services, electricity, water, telephone etc.	Full powers	Full powers	Full powers	Full Powers	*Full Powers	---	---	*This power may be exercised by the leader of the delegation while on deputation in the foreign country within budget provision & subject to approved norms.
vi)	Provision of local staff	Full Powers	---	---	---	---	---	---	*This power may be exercised by the leader of the delegation while on deputation in the foreign country within budget provision & subject to approved norms.
vii)	Publicity works including photo enlargement, production of brochure etc.	---	---	---	Full powers	---	---	---	Powers can be exercised by the leader of the delegation in a foreign country within the budget provision.



S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
viii)	Handling & Clearing Charges	--	---	---	---	Full powers	---	---	*Officer nominated as Director India Pavilion is also empowered to exercise this power within the budget provision & as per approved rates.
ix)	Insurance Charges	---	---	---	---	Full powers	---	*	Officer nominated as Director India Pavilion abroad is also empowered to exercise this power.
x)	Other incidental expenditure relatig to foreign exhibitions/fairs	---	---	---	Full powers	---	*	*	*Officer nominated as Director India Pavilion abroad is also empowered to exercise this power subject to budgetary provision.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
d.	Refund of participation contribution and other revenue on the basis of the guidelines approved by the Standing Committee/Board of Directors.	Full Powers	---	---	Full powers in r/o a,b & c.	Full powers in r/o a & c.	---		Refund of participation contribution may be authorised in case where; a) The space rent contribution paid by the participant is in excess of the actual amount due to ITPO. b) The participant after approval withdraws from the participation but space is subsequently let out to some other participant who pays for the space. In such cases the first party can be allowed the refund after deducting 20% of the total amount payable.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
									c) There is a change in the venue and date of an event and due to this the participant is unable to participate. d) In case of force majeure. Where the participant is unable to participate due to the circumstances over which he has no control.
17.	Allotment of space on complimentary basis for non-commercial activities.	Full powers	---	---	---	---	---	---	To be subsequently submitted to the Board for ratification.
18.	Other Misc. expenditure including payment for service rendered	Full Powers	Full Powers upto Rs.1.50 lakh	Full Powers Rs. 62,500	Upto Rs. 30,000	Upto Rs. 15,000	---	---	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
19.	To fix rentals terms and conditions for space allotted to participants (whether individual or institutional) in trade fairs and exhibitions in India and abroad and to revise rentals from time to time in the interest of the organisation	**Full Powers	--	---	---	---	---	---	<b>** (Ammended vide O.O.No.Admn. /2074/2018 dated 16.11.2018)</b>
20.	To allow withdrawal of/ reduction of space booking after confirmation by ITPO and acceptance by Third party organisers in respect of Third party fairs at Pragati Maidan	Full powers	*Full powers	---	---	---	---	---	*Subject to deduction of Service Charges as approved from time to time.
21.	Grant of licenses in r/o Shops/ Kiosks/ restaurants/ other facilities in Pragati Maidan.	Full powers	---	---	---	---	---	---	Subject to licensing period not exceeding 5 years
22.	To conclude MOU with other Trade promotion agencies	---	Full powers	---	---	---	---	---	
23.	Organising Press Conferences and to provide Hospitality to Press	Full powers	---	---	---	---	---	---	
24.	Providing Air-Travel/ Local hospitality to buyers or export-oriented fairs in India/	Full powers	---	---	---	---	---	---	

	Journalist from abroad to visit the fair in India/ Indian Journalist to visit ITPO's major events abroad those representing departmental stores abroad.								
25.	Service Tax on Barter Deals	Full Powers	Upto Rs.1 lakh of ITPO's value of services.	---	---	---	---	---	<b>Added vide Circular dated 28.9.2007 File No.205-ITPO/Accounts/Barter Deals/2007-08</b>

**SCHEDULE-III**

**ADMINISTRATION MATTERS**

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
1.(a)	APPOINTMENTS	-----Full powers to Appointing Authority-----							Powers will be exercised by the designated appointing authority (as laid down in Recruitment Rules), as per Recruitment rules, administrative instructions and on recommendation of the DPC/DSC and against sanctioned posts on approved scales of pay, on approval of CMD in principle to fill up the vacancies.
b.	Creation of Daily wage posts/ fixation of Daily wage rate for specific exhibition/ fairs/ events of ITPO upto 45 days.	---	Full powers	---	---	---	---	---	---
c.	Creation of temporary posts for short-term/ contract appointment but on regular scale of pay	Full power	---	---	---	---	---	---	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
2.	Fixation of initial pay where advance increments are given as per provisions of the recruitment rules.	Full powers	----	----	---	---	---	---	i) Fixation of initial pay will be as per recommendations of the Selection Committee. ii) The maximum No. of advance increments to be given should not exceed 5 in any case.
3.	Officiating appointment against leave vacancy	Full Powers to the Appointing Authorities in accordance with provisions (1)(a).							
4.	To extend the period of probation/confirm after satisfactory completion of probation.	Full Powers to the Appointing Authorities							
5.	To permit crossing of efficiency bar.	Full Powers to the Appointing Authorities							
6. (a)	Transfers within India	Full Powers to the Appointing Authorities							
(b)	Transfer abroad	Full powers							For all employees below board level

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
7.a.	<u>Leaves</u>								1. Powers in respect of all type of leave will be exercised subject to entitlement/ Rules and on recommendations of the supervising officers of the concerned employees. 2. DM(Admn.) can exercise power in respect of 7(a)ii on the recommendations of the authority next higher to the reporting officer for personnel staff/ supervisory, powers would vest with the officer concerned
	i. Casual Leave	----- Reporting Officer -----							
	ii. Earned Leave & Half-Pay leave	---	---	---	---	---	---	Full powers	
	iii. Medical Leave						---	Full powers	Full powers to DM (Admn.) in respect of 7(a)iii, on application to be received through reporting officer
	iv. Ex-India Leave	---	---	---	---	---	Full powers on recommendations of HOD		



S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks	
	v. EOL	Full powers to the Appointing Authority							On recommendations of the next higher Authority above the Reporting Officer & with the consideration to the length of leave period & the reasons thereof.	
	vi. Maternity Leave/ Paternity Leave if, and when included in leave rules.	---	---	---	---	---	---	---	DM(Admn.) Full powers on basis of medical certificate and entitlement.	
	vii. Disability, Study Leave	Full powers	Full powers	---	---	---	---	---	---	
7.b.									Only Admn. Officers can exercise these powers except for 7(b) (ii)	
	i. Salary/DCRG/ Leave Salary & Other regular payments	---	---	---	---	---	---	Full powers	As per ITPO rules/Govt. of India Directions as applicable.	
	ii. CPF payments	---	--- Full powers to FA&CAO as member Secy. of CPF Trust.					---		
	iii. Leave/ LTC encashment as per rules	---	---	---	---	---	---	Full powers to DM (Admn.)		

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
	iv. Payment of Benevolent Fund on the recommendation of the committee.	---	---	---	---	---	---	Full Powers to DM (Admn.)	
	v. Payment of Group Insurance received from LIC	---	---	---	---	---	---	Full powers to DM (Admn.)	
7.c.	Increments	---	---	---	---	---	---	*Full powers to DM (Admn.)	*According to the rules and subject to conditions that there is no orders/ instructions for stoppage of increment.
8.	Extension of joining time on transfer	-----Full powers to Appointing Authority-----							
9.	Permission to join duty at place other than Head Quarters	-----Full powers to Appointing Authority-----							---
10.	To allow an employee to hold more than one post and fix pay in subsidiary post	-----Full powers to Appointing Authorities-----							

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks	
11.(a)	To allow the shortest or cheapest of two or more routes (Not for LTC)	---	---	Approving Authority for Tour			---	---	---	CMD will be his own controlling officer.
(b)	To allow by a route other than the shortest and cheapest.	---	--do-	---	---	---	---	---	---	
(c)	To prescribe Head Qurs. of employee sphere on duty	---	---	---	Full powers	---	---	---	---	
(d)	To permit calculation of joining time by route other than that which travellers ordinarily use	---	---	---	Full powers	---	---	---	---	
(e)	Relaxation of prescribed maximum time limit for submission of transfer TA Bill of an employee/his family for transportation of personal effects.	---	---	Approving Authority for tour			---	---	---	
12.	(i) To sanction travel by air/ /non- entitled class by Rail/Air by an employee	---	Full powers	---	---	---	---	---	---	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
12.	(ii) Power to allow higher rate of DA/ non-entitled hotel of higher class/ accomodation to employees within India to Officials	Full powers	---	---	---	---	---	---	---
13.(a)	TA to cultural Artists/ Troupes including airfare etc. advance payment upto 50% subject to approval of the tour by CMD				*Full powers	---	---	---	*of Respective Division
(b)	To fix and revise norms for payment of fees to Artists/troupes in respect of performances of music/dance/theater etc. and other cultural programmes in India & abroad.	---	Full powers	--	---	---	---	---	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
14.a.	i) Approval for tour (in India)	Full powers in respect of himself & others	Full powers in respect of self and GM/ DGM.	Full powers in respect of self and officers up to the level of SM	Full powers in respect of officers upto the level of SM in his/her Divn. or under his/her charge.	---	---	---	---
	ii) Approval for tours abroad	Full powers	---	---	---	---	---	---	As for CMD's tour abroad the policy directives of the GOI would be adhered to.
	iii) Grant of TA advance on transfer/tour/ LTC settlement of T.A./LTC claims	---	---	---	---	---	---	Full powers	As per approved tour programme and in accordance with T.A. rules. Power to settle T.A. claims can also be exercised by DM (Admn.)
		The sanction for payment of TA advance is implied in the sanction for tour/transfer. Both of the estimated amount required for tour/ transfer shall be paid by Finance & Account Division on receipt of claim for the same from the concerned employees.							
15.	Power to sanction Advances :								

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
i).	Construction of new house anywhere in India, Purchase of a new house enlarging of living accomodation as per ITPO's HBA rules in force.						Full powers	---	
ii)	Partly for purchases of land (housesite) and partly for construction of new house thereon;	---	---	---	---	---	Full powers	---	As per scales and conditions laid down in ITPO Rules / G.O.I. Rules as applicable.
iii)a)	Purchase of Conveyance	---	---	---	---	---	---	Full powers	Power in r/o 15.(iii) a&b can also be exercised by DM(Admn.)
iii)b)	Festival	---	---	---	---	---	---	Full powers	
iii)c)	Natural Calamities etc. & fix terms of refund of such advance	Full powers	---	---	Full powers as per ITPO/ GOI rules	Full powers as per ITPO/ GOI rules	---	---	
iv)	Hospitalisation in an empanelled hospital/ Nursing home and on product- ion of estimates						Above Rs. 75,000	Rs.45000 to Rs. 75000 DM:Upto Rs.45000	Subdelegation in respect of 15(iv) will automatic-ally stand incorporated in medical rules.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
16	Residential Accommodation								
I.	Allotment of Residential Accommodation	---	Full powers	---	---	---	---	---	For ITPO Qtrs. located in places other than HQ's the Head of Office in the regional office would be the Competent Authority.
II.	Allotment of accommodation of higher category than that entitled to an employee	---	Full powers	---	---	---	---	---	
17.	Powers to apply orders of Govt. of India for granting benefits to the employees of the Organisation on the subject (a) on which separate rules have not been framed by the organisation or statutory provisions do not exist.	Full powers	---	---	---	---	---	---	A report on the benefits made available to the employees should be submitted to the BOD.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
	(b) Where ITPO rules have been mainly drawn from Central Govt. rules and ammendnants/ revision in Central Govt. rules warrants similar ammendments in ITPO rules such as in matters of leave, LTC, HBA rules, CDA rules, CPF rules etc. (Other than those covered by DPE's specific norms)	Full powers							
	(c) to fix norms and revise monthly limit of conveyance allowance/ reimbursement.	Full powers							
18.(a)	Power to send Officers on training/ Seminars/ Workshops/within India.	---	---	--	---	---	---	---	Respective HOD's to be consulted for deputing an employee on training. The Institutions & course should be got approved in advance from ED.



S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
a.i.	Upto Sr.Manager	---	---	---	Full powers		---	---	
a.ii.	Above Sr.Managers upto SGM	---	Full powers	---	---	---	---	---	
(b)	Training Programmes/ Seminars/ Courses/ Workshop abroad	Full Powers	---	---	---	---	---	---	---
19.	a. Engagement of Artists, Consultants, Technical Experts/ Designers/ Examiners and fixation of their fees/ remuneration and other terms and condition as per GOI guidelines/ orders on the subject	---	Full powers	---	---	---	---	---	Appointment of artist/ Architectuers, Technical Experts, Examiners would be screened by an expert Selection Committee constituted by CMD if the field of choice is wide.
	a. Engagement of Artists, Consultants, Technical Experts, Designers, Examiners and fixation of their fee/ remuneration and other terms and conditions. <b>(Amended vide Board Meeting dt. 20.6.06 item no.13)</b>	--Engage-ment upto a period of 1 year --Fixation of fee/ remuneration upto Rs.12 lakh --Fixation of terms & conditions	--Engage-ment upto a period of 2 months --Fixation of fee/ remuneration upto Rs.2 lakh --Fixation of terms & conditions	--	--	--	--	--	Full Powers to Board of Directors
	i) For, membership of organisations	---	Full powers	---	---	---	---	---	---
	ii) Artists/designers/ architects	---	-do-	---	---	---	---	---	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
	iii) Consultants/ Technical experts/ examiners	---	-do-	---	---	---	---	---	
iv.	To employees of other organisations for work of occasional nature.	-do-	-do-	---	---	---	---	---	---
B.	Honorarium to ITPO Employees.	Full powers subject to the maximum of Rs.15,000/- in any individual case in a financial year.	Full powers upto Rs. 1000 each occasion subject to limit of Rs. 7500 per year.	---	---	---	---	---	---
20.	Power to rent								
i)	Office accommodation		---	---	Full powers	---	---	---	---
ii)	Sheds, shortage space and godowns (not for residential purposes).				Full powers	---	---	---	---
21.	To fix imprest for officers and Staff.	Full Powers	Full Powers upto Rs.7500	---	---	---	---	---	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
22.	Air-fare and T.A. to non-officials/DA/ Hotel accommodation in India..	Full Powers	---	---	---	---	---	---	A certificate should be recorded that journey by the non-official by air was essential in public interest.
23.	Employee welfare :-								
(a)	To Distribute Sweets/ Gifts on the occasion of Diwali or any other occasion of importance to ITPO.	Full powers	---	---	Full powers (within approved budget)	---	---	---	
(b)	Grant for employee Welfare activities Sports, purchase of items for recreational activities, Sports-wear, equipment etc.	Full powers	---	---	-do-	---		---	
(c)	Relief to Employee in case of loss due to natural calamities accident or any other reason for which award of relief may be decided as appropriate (upto Rs. 10,000)	Full powers	---	---	---	---	---	---	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
24.	<u>Foreign Offices Expenditure</u>	<b>(For revised powers of Serial No.24, refer to O.O.No.Admn./854/2006 dated 6<sup>th</sup> June 2006)</b>							
(a)	To hire office/ residential accomodation and hire/ purchase furniture equipments as per the norms of ITPO or IFS rules in absence of ITPO rules/ norms.	-----Full powers to Resident Directors within approved budget-----							All expenditures within approved budget.
(b)	Local tours	RD will be their own controlling officers and for other employee in Foreign offices with the condition that the expenditure would be within the approved budget.---							
(c)	Contingency expenditure	-----Full powers to Resident Directors within approved budget-----							
(d)	Creation of post of local staff in Foreign offices for contract appointment.	Full powers	---	---	---	---	---	---	
(e)	Appointment of local staff on contract basis on approved pay scale of Embassy of India.	-----Full powers to Resident Directors within approved budget-----							
(f)	Home leave passage for RD/staff as per rules	-----Full powers to Resident Directors within approved budget-----							In respect of 24(f), passage will be the cheapest per cheapest passage in an IATA airline

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
		<b><u>Added vide O.O.No. Admn./368/98 dt. 29-05-1998</u></b>							
(g)	Approval/grant of Children Holiday Passage under Children Holiday Passage Scheme of IFS (PLCA) Rules/MEA orders/ ITPO rules and regulations as amended from time to time.	Full powers to DGM (Admn.) within approved budget							All expenditures within approved budget.
(h)	Counter signing of an Undertaking and a Guarantee furnished by officials being posted abroad as per terms and conditions of their posting to foreign office after the acceptance of the same by Mgr.(Admn.)	Full powers to DGM (Admn.) within approved budget							

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(i)	Approval/grant of air passage from India to the station of posting abroad and back for officials and the entitled members and the entitled members of their families including reversion to India.	Full powers to DGM (Admn.) within approved budget							All expenditures within approved budget.
(j)	Transportation of personnel effects from India to the station of posting abroad and back to India.	Full powers to DGM (Admn.) within approved budget							

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(k)	All kinds of medical expenses including hospitalisation, dental and surgical treatment expenses relating to confinement, including pre-natal and post natal treatment as per the norms of ITPO or IFS(PLCA) rules/EOI /CGI rules/orders/ instructions issued from time to time in the absence of ITPO rules/orders norms.	Full powers to Resident Director within approved budget							
(l)	Maintenance and repairs of office and residence.	Full powers to Resident Director within approved budget							All expenditures within approved budget.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(m)	Renovation of office premises and residential apartments as required under lease agreement and/or as per local laws/practices where offices as located.	Full powers to Resident Director within approved budget							
(n)	Registration/licence fee for registration/licencing of foreign offices and renewal thereof.	Full powers to Resident Director within approved budget							
(o)	Purchase of office equipments, computer hardware, furniture for office and residence, purchase of books and publications/ CD roms thereon.	Full powers to Resident Director within approved budget							



**SCHEDULE-IV**

**CONTINGENT EXPENDITURE**

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
1.	Purchase of bicycles for office use	---	---	---	---	---	---	Full powers	At D.G.S and D contract rates.
2.	Electricity, gas and water charges.	---	---	---	---	---	---	Full powers	---
3.	Maintenance, up keep and repairs of motor vehicles.	---	---	---	---	Full powers	Rs.450 in each case subject to maximum of Rs.9,000 per vehicle per annum.	---	***Engineering Division (Elect.) (Mech.) shall be consulted before sanction is given. DGM/SM in-charge of General Section and Conservancy Unit, as the case may be shall sanction the expenditure as per the power delegated under the schedule.
4.	Postal and telegraph charges.	---	---	---	---	---	---	Full powers	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
5.	Binding	---	---	---	---	---	---	Full powers	Full powers may be exercised by DM of concerned Division also.
6.	Reimbursement of conveyance charges.	---	---	---	---	---	---	Full powers	Full powers may be exercised by DGM/SM/ Mgr. of all Divisions C.S. subject to the conditions that official vehicle is not available and payment to any particular employee does not exceed the laid down ceiling as applicable.
7 (a)	Purchase of Stationery stores.	---	---	---	---	---	---	Full powers <b>(Amended vide O.O.No. Admn./ 1063 /2006 dt. 27.7.06)</b>	This power may also be exercised by DGM (Tech.) and SM/ Mgr. (Stores). All purchase above Rs.37,500/- will be made on the recommendations of the purchase committee. Purchase below
(b)	Purchase of rubber stamps and office seals.	---	---	---	---	---	---	Full powers	Rs.37,500/- also by Purchase Committee (except from Super Bazar, Co-Op-Stores) will however be examined by GM(Admn.) and FA&CAO.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
8.(a)	Supply of uniforms, and other articles of clothing etc.	---	---	---	---	---	---	Full powers	At prescribed scales. O.O. No. Admn./515/91 dt.16-8-91.
(b)	Washing charges	---	---	--	---	---	---	Full powers	These powers shall also be exercised by SM/Mgr. (Stores).
9.	Telephone charges	---	---	---	---	---	---	Full powers	---
10.	Hiring of Vehicles **O.O.Admn/351/01 dt.2.3.2001	Full powers	Full powers	---	--	--	---	---	**Further, all the design works proposed to be got done through outside agencies will require prior approval of CMD.
11.	Purchase of Books and Publications	---	---	---	Full powers	*Rs. 3000 per annum.	**Rs. 750 per annum.	---	*This power may be exercised by other DGMs, the Company Secretary and SM (Commercial Publicity) within budgetary ceiling. **This power may be exercised by Mgr. (Commercial Publicity) also.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
12.	Provision of Telephones	---	---	---	---	---	---	Full powers	a) As per approved norms. b) Telephones at the residences of officers shall be provided with the prior approval of the CMD subject to the observance of the ITPO's approved guidelines norms.
13.	Advertisement relating to recruitment in newspapers on All India/ Local basis including 'Employment News' English & Hindi.	---	---	---	---	Full powers	---	---	Selection of newspapers shall be done by Public Relations Unit.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
14.	Other office contingencies.	---	---	---	Full powers	Rs. 3,000 in each case	Rs. 1,500 in each case	Rs. 750	(i) This power can only be exercised by Admn. Divn. except in case of RO's where offices in-charge of RO can exercise the power of DGM (or) of their own status. (ii) This power can also be exercised by all GMs upto Rs. 6,000/- in each case, subject to the condition that the expenditure should be incurred only for the procurement of those items, which are not available in the stores.

Note: The power for purchase of stores etc., delegated to DGM (Admn.) SM/Mgr.(Admn.) may also be exercised by SM (Civil) and SM/ Mgr. (Stores) respectively.

**SCHEDULE-V**

**FINANCIAL POWERS IN RESPECT OF WORKS DELEGATED TO  
ENGINEERING AND STORES OFFICERS**

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
1.	Accord of sanction to estimates								
	a) Administrative Approval	Rs. 3 crore <b>(Amended vide O.O.No./156/2013)</b>	Rs.1crore <b>(Amended vide O.O.No./156/2013)</b>	Rs.25 lakhs	Rs. 12.5 lakhs	Rs. 7.5 lakhs	Rs.2.5 lakh	---	Excess over Admn. approval upto 10% by respective authority and beyond 10% by next higher authority with concurrence of finance and within overall budget of the ITPO.
	b) Technical Sanction	Rs. 37 lakhs	Rs. 7.5 lakhs	---	---	Full powers	Rs. 15 lakhs	Mgr.- Rs.6 lakhs DM : Rs. 30,000	
2.	Acceptance of lowest tender and award of work by negotiations with the lowest tenders.	Full powers	Rs. 45 lakhs	Rs. 30 lakhs	Rs. 30 lakhs	Rs. 15 lakhs	Rs.9 lakhs	Rs. 6 lakhs DM*: Rs. 30,000	<b>Ammended vide O.O. No.Admn./169/2010 dated 24.02.2010</b>
3.									<b>Deleted vide O.O. No.Admn./169/2010 dated 24.02.2010 Item No.3 stands deleted</b>

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
4.	Award of work by acceptance of a tender other than the lowest.	Full powers	Rs. 30 lakhs	Rs. 22.50 lakhs	Rs.15 lakhs	Rs. 5 lakhs	Rs. 2.5 lakh	Rs. 22,500	In case where the lowest tender is not accepted, reasons should be recorded confidentially and prior approval of the authority next higher than the one competent to accept the tender should be obtained.
5.	Award of work by negotiations with a tenderer other than the lowest.	Full powers	Rs. 37.50 lakhs	Rs.25 lakhs	Rs.12.5 lakhs	Rs.5 lakhs	---	---	-do-
6. (a)	Award of work without call of tenders but on the basis of quotations.	Rs. 37 lakhs <b>(Amended vide O.O. No./ 156/2013)</b>	Rs. 7.5 lakhs <b>(Amended vide O.O. No./ 156/2013)</b>	Rs. 3 lakh	Rs. 3 lakh	Rs.1.5 lakh	Rs. 75,000	Rs. 45,000 DM :Rs. 7,500	Full reasons be recorded by the approving authority who should guard against contractors holding out for high rates

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(b).	Award of work on spot quotations	Rs. 10 lakhs <b>(Amended vide O.O. No./ 156/2013)</b>	Rs. 2.5 lakhs <b>(Amended vide O.O. No./ 156/2013)</b>						As a normal rule, contracts should be placed only after inviting of open tenders. Cases for award of work without call of tenders should be comparatively infrequent and only when there are very special reasons for making an exception to the general rule and in public interest.
7.	Award of work by negotiations abinitio after infructuous call of tenders or with a firm which has not quoted for remaining work after recession of a contract.	Rs. 37.5 lakhs	Rs. 15 lakhs	---	---	---	---	---	In all cases full reasons should be accorded by the approving authority who should also guard against contractor holding out for unjustifiable high rate.
8.	Award of work on Work orders (Annual limit) based on quotations.	---	Full powers	---	Rs. 12.5 lakhs	Rs. 12.5 lakhs	Rs. 5 lakhs	Rs. 5 lakhs	---



S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
9.	Award of contracts against split up sub-head of works.	---	---	---	---	---	---	---	Where sub-heads or projects are split up by the competent authority, officers may exercise their normal powers by value for award of contracts for split up portions.
10.	Award of additional quantities against abnormally high/low rates of items variations being more than 25% above or below the schedule of rates as may be prevalent and updated.	---	Full powers	---	Rs. 3 lakh	Rs. 1.5 lakh	Rs. 75,000	Rs. 30,000 DM: Rs. 3,000	The officers are allowed to award such quantities upto 25% if the quantities stipulated in agreement in respect of work below plinth level and upto 5% in the case of work above plinth level. Beyond that limit their powers to award such quantities shall be restricted to the monetary limits mentioned above.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
11.	Write off of infructuous expenditure on construction consequent upon change of design, decision, etc.	Rs. 15 lakhs <b>(Amended vide O.O. No./ 156/2013)</b>	Rs. 5 lakh <b>(Amended vide O.O. No./ 156/2013)</b>	---	1% of the contract value subject to a ceiling of Rs. 50,000	1% of the contract value subject to a ceiling of Rs. 10,000	---	---	Above Rs.15 lakhs to be approved by BOD <b>(Amended vide O.O. No./ 156/2013)</b>
12.	Power to sanction advertisement charges.	---	---	---	Full powers	Rs. 15,000	Rs. 7,500 each job	---	Based on the estimates given by Publicity Division
13.	Passing of first and final bills and running accounts bills.	---	---	---	---	---	---	Full powers	---
14.	Passing of bills of work charged establishment.	---	---	---	---	---	---	Full powers	---
15.	Write off the T&P and other articles.	---	---	Full powers	Rs.1.25 lakh	Rs. 62,500 per annum	---	---	The write off is subject to the condition that the G.M. (Const.) satisfies himself that no recovery is possible.
16.	Sanction of payment under workmen's compensation Act.	--	---	---	---	---	Full powers	---	The power will be exercised in consultation with company secretary/ Labour officer.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
17.	To pass excess over estimates.					.....Engineering officers.....			An Engineering officer may pass excess over estimates provided that the excess is not more than 5% of the amount of the administrative approval and 10% of the Tech. sanction & that all such cases where the excess so sanctioned makes the total estimate exceed that amount upto which he is empowered to sanction, should be reported every month to his next higher authority which has to satisfy itself about the excess sanctioned. Sanction issue with the concurrence of the competent authority.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
18.(a)	Local purchase of Tools & plants & stores (other than cement & steel)	---	---	Full powers	Rs. 1.25 lakh per item subject to a limit of Rs. 5 lakhs per annum	Rs. 62,500 per item subject to a ceiling Rs. 5 lakh per annum separately or electrical & civil	Rs. 37,500 per item subject to a ceiling Rs. 2.5 lakh per annum separately for Elect. & civil.	Rs. 12,500 per item subject to a ceiling Rs.1.25 lakh per annum DM's: Rs. 625 per item to a ceiling of Rs. 12,500 per annum.	
(b)	Procurement of cement & steel items.	---	Full Powers	---	Rs. 25 lakhs	Rs. 12.5 lakhs	Rs. 2.5 lakhs	---	---
19.	To make advance payment to the firms for supply of stores, steel etc.	---	Full powers	---	Rs. 12.5 lakhs	Rs. 5 lakhs	Rs. 1.5 lakh	---	Advance payment upto 90% of the cost of the stores to firms subject to the following conditions:-

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
									1. Advance payments shall be made only in cases where it is considered absolutely necessary.
									2. The amount of advance payment to contractor shall be made on the basis of a valid expenditure.
									3. The amount of advance payment against contract for supply of store shall be restricted to 90% of cost of the stores. The payment is to be made after inspection of stores regarding quality & against the proof of despatch.
									4. The firm should be well established and has reputation for fair dealings.

									5. Adequate safeguards shall be provided to ensure authority's interest and the administrative authorities are fully satisfied on this account. If considered necessary, the firm may be required to execute an agreement stipulating the terms and conditions under which advance payment is being made, particularly where advance payment is proposed to be made without entering into a formal contract.
									6. The officer drawing the money for making advance payment to suppliers of stores shall be responsible for its adjustment within a period of one month from the date of drawal of advance.

									7. A second advance shall not be drawn for making advance payment to a firm/supplier unless the earlier advance, if any, made to the same supplier has been adjusted.
									8. The amount of advance shall be drawn on a simple receipt and debited to the relevant suspense account.
									9. Requirement should under no circumstances, be split up to bring them within the prescribed limit.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
20.	Accord of sanction of extra stipulated items.	---	---	---	Full powers	Rs. 5 lakhs in respect of both non-schedule items.	Rs. 1.25 lakh	<b>Ammended vide O.O.No. Admn./53/2011 dated 20.1.2011</b> Rs.62500 in respect of schedules & non schedule items. In respect of other items, 25% of the contract value subject to a ceiling of Rs.6250 beyond this sanction of SM would be necessary i.e. for	<b>Ammended vide O.O.No. Admn./53/2011 dated 20.1.2011</b> These powers should be exercised for technical reasons only (i) scale of accommodation and furniture sanctioned. (ii) These powers are in respect of each contract. (iii) These powers will be exercised independently by each authority i.e. Mgr. and GM will exercise the powers in addition those of DM and Manager respectively.



								Rs.1.25 lakhs. Items of the value of Rs. 1250 or 5 % of the contract amount whichever is less in respect of contracts accepted by them. Where rates cannot be derived either from Contract ors or the Standard schedule of Rates, approval of SM to the fixing of rates, for such items should be obtained.	
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S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks	
b)	Accord sanction to deviations.	.....ENGINEERING OFFICERS.....								Engg.Officers should obtain prior approval from the next higher authority before ordering the deviations where the net effect of all additions & deductions ordered result in excess expenditure of 10% of the administratively approved estimates or the deviations in any items of the agreement is more than 50%. In respect of deviations for particular item beyond the limit of 50% of the financial implications should be clearly brought out before obtaining the prior approval for getting the item executed through the same agency or by calling separate quotations/ tenders

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
21.	Annual limit of reserve stock.	---	---	Full powers	Rs. 12.5 lakhs	Rs. 5 lakhs	---	---	
22.	Grant of extension of time for completion of work.	---	---	---	Full powers	Up to Rs.12.5 lakhs	Up to Rs. 12.5 lakhs provided the delay is not more than 1/3rd of the stipulated period.	Up to 1/3rd of the stipulated period in respect of individual contracts amounting up to Rs.25,000	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
23.	To levy the compensation in case of delay in completion of works.	---	---	---	Full powers	Full powers subject to the condition that the quantum of compensation once levied by GM shall not be changed without CMD's approval.	Full powers for contracts upto Rs. 12.5 lakh subject to the conditions that the quantum of compensation once	Full powers in respect of individual contracts amounting upto Rs. 2.5 lakh and in respect of individual contract amounting more than Rs. 2.5 lakh & upto Rs. 12.5 lakh provided the delay involved is not more than 1/3rd of the stipulated period.	

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
							Levi ed by SM shal I not be cha nge d with out DG M's app rova l		

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
24.	Acceptance of altered specifications	---	---	---	Full powers	Full powers up to Rs.1.25 lakh contract.	---	---	In case where altered specifications have been accepted, a record should be kept on the file on the basis of reduction in rates together with their detailed analysis
25.	To make advance payment to Electric Supply Undertakings under the Indian Electricity Act, 1910 for execution of work.	---	---	---	---	Full powers	Rs. 12.5 lakhs	---	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
26.	To make advance payment to private firms/ autonomous bodies for chemical analysis and testing of material	---	---	---	Full Powers with conditions of 1,2 & 3	Authorise d to make advance payment up to a ceiling of Rs. 12,500 in each case out of works contingen -cies/ subject to the fulfilment of conditions : 1,2,3 & 4	--	---	Conditions: 1. Advance payment are made only in case where it is considered absolutely necessary. 2. The advance payment is made on the basis of a valid expenditure sanction issued with the concurrence of the competent authority.
									3. The officer drawing the money for making payment shall be responsible for its adjustment for which purpose he will send the detailed bill to the A/Cs officer within a period of one month from the date of drawal of

									advance. Cannot be adjusted within one month drawal of the advance a detailed report should be sent to the competent authority
									4. The amount of advanced shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on services in question would be debited.



S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
27.	Sale of dismantled material	Full powers	Rs. 12.5 lakhs	Rs. 7.5 lakhs	Rs. 5 lakhs	Rs. 2.5 lakh	---	---	The power will be exercised on the recommendation of a committee to be set up of the purpose.
28.	Employment of muster roll labour	Full powers	---	---	---	---	---	---	While employing casual labour on muster roll, it should be borne in mind that total working days in a year do not exceed 89 days.
29.	To finalise and approve the list of contractors for restricted call of tenders.	---	---	---	Full powers	---	---	---	---
30.	To allow contractors registered with other Govt. Deptts./orgn. to tender.	---	---	---	---	---	Full powers	---	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
31.(a)	Acceptance of Arbitrators awards	Full powers	---	---	---	---	---	---	---
(b)	To fix fee for arbitrators.	Full powers	---	---	---	---	---	---	---
32.	Challenging the award irrespective of the value thereof.	Full powers	---	---	---	---	---	---	---
33.	To write off of losses on stores due to theft, frauds or negligence of individuals.	Rs. 15,000/- per annum	Rs. 2500/- per annum	---	---	---	---	---	---
34.	To write off of losses on stores not due to theft, frauds or negligence of individuals.	Rs. 2.5 lakh per annum	Rs. 25,000 per annum	---	Rs. 7,500 per annum.	---	---	---	---
35.	Acceptance of survey reports for removal & disposal of structures, stores, etc.	---	Full powers	Upto Rs. 25 lakh of book value	Rs. 12.5 lakh of book value	Rs. 2.5 lakh of book value	Rs. 1.25 lakh of book value	---	---
36.	To accept deposit works with full rates of agency charges.	---	---	---	Full powers	---	---	---	---
37.	Power to sanction imprest for petty purchases <b>and minor repairs</b>	---	---	Full powers	Rs.12,500	Rs. 5,000	Rs. 2,500	---	<b>Ammended vide o.o.No. 169/2010 dt. 24.2.2010</b>

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
38.	Release of advance against deposit works to CPWD sanctioned by the Competent Authority.	---	---	Full powers	Rs. 25 lakh	Rs. 12.5 lakh	Rs. 5 lakh	---	---
39.	Purchase of stores equipment, raw material, papers, exhibits etc.	---	---	---	Full powers	Rs.1.25 lakh	Rs. 62,500	---	All purchases should be made through the purchase committee.
40.	Payment of advance for supply of raw material or services or goods ordered.	---	up to 50%	up to 25%	up to 15%	---	---	---	Subject to a proper agreement being drawn up in consultation with legal advisors of the Organisation and other adequate self-guards being taken

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
41.	Disposal by sale or otherwise of organisation's exhibits, damaged or shop soiled merchandise and accumulated stocks below cost.	---	---	---	Full powers	---	---	---	Director of India Pavilion may dispose off damaged items at not less than 50% of the book value subject to his being satisfied that it would be more costly to freight the exhibits back to India.

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
42.	Power to sanction of absolute, surplus or unserviceable store.	---	---	---	Full powers	upto Rs.12,500 in each case	Upto Rs. 5,000 in each case	---	Ceilings relate to reserve price of stores being disposed off at one time. All disposals shall be made by committee to be appointed by CMD/ED for this purpose.
43.	Powers to sanction additions etc. to leased buildings.	Rs. 7.5 lakh in each case.	Rs. 75,000 in each case	Rs. 15,000 in each case	Rs. 15,000 in each case	---	---	---	Subject to budgetary allocation/ market rates.
44.	a) Purchase of office furniture, heaters, coolers, fans etc.	Full powers	Upto Rs.5 lakh	Upto Rs.2.5 lakh	Upto Rs.1.25 lakh per annum per category	Upto Rs. 62,500 per annum per category.	---	---	---
45.	b) Repair of furnitures.	---	---	---	---	---	Full powers	Upto Rs. 75,000	Subject to budgetary allocation.
46.	Payment of Municipal rates & taxes.	---	---	---	---	---	Full powers	---	---

S.No.	Item	CMD	ED	SGM	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
47.	a) Purchase of typewriters, calculating machines & other office equipments the Computer Hardware etc.	Full powers	Full powers upto Rs.1.5 lakh	Full powers upto Rs. 62,500 lakh	Upto Rs.22,500 in each case	Upto Rs.12,500 in each case	---	---	---
	b) Maintenance & repairs of typewriters, calculating machine & other office equipment	---	---	---	---	Full powers	Upto Rs. 1500 in each case	---	---
	c) Advance payment in case of (b)	---	---	---	---	-do-	-do-	---	Against annual service contracts only.

Note : For works of inescapable urgency which term comprise such works as are not included in the approved list of works to be undertaken, during the year but are desired to be undertaken on the basis of the decision of the management subsequently leaving.

1. Less than two months of time which is normally required to observe normal procedure of calling tenders, quotations etc., the following procedure shall be adopted:

(a) Reasons to be recorded for resorting to this procedure. (b) on receipt of instructions of the competent authority in each case the Engineering Division shall prepare a rough estimate of quantities and rates for the main items/ items of works for which for sanction/ award of work by the competent authority.

2. Committee No.I (1) SM concerned (2) Manager concerned (3) Manager (Finance). The above committee will call, receive and decide spot quotations preferably short notice quotation for works costing upto Rs. 1.25 lakh.

The tender costing upto Rs. 2.5 lakh giving 7 (seven) days short notice without press advertisement shall also be called, received and decided by the above committee.

Committee No.II : DGM(Const.)/Head of Division (2) SM (concerned) (3) Manager (Finance)

The above committee shall, receive and decide quotations for more than Rs. 1.25 lakh and upto Rs. 2.5 lakh giving three days notice and tenders of work costing above Rs. 2.5 lakh and upto Rs. 7.5 lakh giving 7 (seven) days notice without press publication.

3. Officers in-charge of Regional office can exercise the powers Sub-delegated in respect of Engineering and stores offices as per their status in respect of periodical maintenance, office and residential building, purchase of equipments and items in accordance with laid down procedure and within the approved budget.

**SUB-DELEGATION  
OF  
FINANCIAL AND  
ADMINISTRATIVE POWERS**

INDIA TRADE PROMOTION ORGANISATION  
PRAGATI BHAWAN, PRAGATI MAIDAN  
NEW DELHI-110001  
(W.E.F.1.4.2006)