

File No.7-ITPO(3)/E-I/2022/Pt.
India Trade Promotion Organisation
 (Administration Division, E-I)

Dated: 20.09.2022

Office Order No. Admin/562/2022

The Board of Directors in its 223rd Board meeting held on 09.09.2022 approved the following:

A. Amendments in India Trade Promotion Organisation Delegation of Financial Powers, Schedule- V

The following additions and modifications are approved in Schedule V of the Delegation of Financial Powers for Engineering, IECC(Project) and Stores:

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

| S. No | Item | CMD | ED (Projects) MODIFIED PROVISION | SGM | GM | DGM& Equi. | SM | Manager & Equi. | Remarks |
|---------------------------|---------------------------------|--|-------------------------------------|-------------|----------------|---------------|--------------|-------------------------------------|--|
| EXISTING PROVISION | | | | | | | | | |
| 1. | Accord of sanction to estimates | | | | | | | | |
| | a) Administrative Approval | Rs. 5 crore (Amended vide O.O.No./828/2016) | Rs.1crore | 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 | --- | --- | --- | --- | Full powers | Rs. 15 lakhs | Mgr.-Rs.6 lakhs DM : Rs. 30,000 | |
| MODIFIED PROVISION | | | | | | | | | |
| | b) Technical Sanction | --- | Full Powers | 2 crore | 1 crore | Rs. 20 lakhs | Rs. 10 lakhs | Mgr.-Rs.10 lakhs DM : Rs. 60,000 | |

| EXISTING PROVISION | | | | | | | | | |
|--------------------|--|--|----------------------------|--------------|----------------|----------------|-------------|---------------------------------|---|
| 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 | |
| MODIFIED PROVISION | | | | | | | | | |
| 2. | Acceptance of lowest tender and award of work by negotiations with the lowest tenders. | Full powers | Rs.10 crore | Rs. 50 lakhs | Rs. 30 lakhs | Rs. 15 lakhs | Rs.12 lakhs | Rs. 10 lakhs DM*: Rs. 60,000 | |
| EXISTING PROVISION | | | | | | | | | |
| 6. (a) | Award of work without call of tenders but on the basis of quotations. | Rs. 37 lakhs (Amended vide O.O. No./156/2013) | Rs. 7.5 lakhs | 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 |
| EXISTING PROVISION | | | | | | | | | |
| (b) | Award of work on spot quotations | Rs. 10 lakhs (Amended vide O.O. No./156/2013) | Rs. 2.5 lakhs | | | | | | 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. |
| EXISTING PROVISION | | | | | | | | | |
| 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 | --- |
| Addition | | | | | | | | | |
| 9 | Payment of Bills (Fresh provision) | | Full powers (IECC Project) | | | | | | |

- For IECC Project payments, ED(P) will have full authority.
- Powers beyond mentioned above are exercised by the Board of Directors approval.
- Payment of Bills with the concurrence of Finance.

B. Ex-post facto approval for amendments in India Trade Promotion Organisation Delegation of Financial Powers, General Rules, S.No 17

The ex-post facto approval granted for amendments in the Delegation of Financial Powers, General Rules, S.No 17 issued vide order No. Admin/342/2022 dated 16.06.2022 as under:


“All estimates, costing more than Rs. 15 lakh, will be put up to the Estimate Committee headed by ED(Project) with SGMs, FA&CAO, GM(Works) & nominated 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”.

C. Amendment Schedule-II of India Trade Promotion Organisation Delegation of Financial Powers other than in respect of Administration/Office Contingencies/ Works & Store matters

The S.no 1 (b)(a) of Schedule-II of India Trade Promotion Organisation Delegation of Financial Powers other than in respect of Administration/Office Contingencies/ Works & Store matters is amended as under:

The S.no 1 (b)(a) of Schedule-II of India Trade Promotion Organisation Delegation of Financial Powers of Executive Director to conclude contracts, other than works and IECC Project related contracts by open tenders, is revised up to Rs. 10 crores.

2. This issues with the approval of the competent authority.


(Col. Pushpam Kumar, SM)
OSD(Admin)

To:
All concerned

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