

File No. Admin-11015/3/2024-ADMN-ITPO

India Trade Promotion Organisation

(Administration Division, EI Section)

10.09.2024

Office order No. Admin/784/2024

In supersession to para A of office order no. Admin/562/2022 dated 20.09.2022, following additions and modifications have been approved by the Competent Authority.

SCHEDULE- IV: CONTINGENT EXPENDITURE

ADDITION of S.No. 15

Item	CMD	ED	SGM	GM*	DGM &Equi.	SM	Manager &Equi.	Remarks
Expenditure on F&B services towards official and administrative purpose	----	----	----	Rs. 2 lakh monthly	----	----	----	*GM of the F&B Unit

SCHEDULE- V: FINANCIAL POWERS IN RESPECT OF WORKS DELEGATED TO ENGINEERING AND STORES OFFICERS

S.No. 1. EXISTING PROVISION

Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
Accord of sanction to estimates								
a) Administrative Approval	Rs. 5 crore (Amended vide O.O.No./828/2016)	Rs.1 crore	Rs.25 lakhs	Rs. 12.5 lakhs	Rs. 7.5 lakhs	Rs.2.5 lakhs	---	Excess over Admn. approval upto 10% by respective authority and beyond

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Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
								10% by next higher authority with concurrence of finance and within overall budget of the ITPO.
b) Technical Sanction	----	Full Powers	2 crore	1 crore	Rs. 20 lakhs	Rs. 10 lakhs	Mgr.- Rs.10 lakhs DM : Rs. 60,000	

S.No. 1. MODIFIED PROVISION

Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
Accord of sanction to estimates									
a) Administrative Approval	Rs. 5 crore (Amended vide O.O.No./ 828/2016)	Rs.1 crore	Rs.25 lakh	Rs. 50 lakhs	Rs. 12.5 lakh	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

Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
									and within overall budget of the ITPO.
b) Technical Sanction	----	----	2 crore	Full Powers	1 crore	Rs. 20 lakhs	Rs. 10 lakhs	Mgr. - Rs. 10 lakhs DM : Rs. 60,000	---

S.No. 2. EXISTING PROVISION

Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
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	---

S.No. 2. MODIFIED PROVISION

Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
a) Acceptance of lowest tender and award of work .	Full powers	Rs. 10 crore	Rs. 50 lakh	Rs. 40 lakh	Rs. 30 lakh	Rs. 15 lakh	Rs. 12 lakh	Rs. 10 lakhs DM: Rs. 60,000	---
b) award of work by	Full powers	Rs. 10 crore	Rs. 50 lakh	Rs. 40 lakh	Rs. 30 lakh	Rs. 15 lakh	Rs. 12 lakh	Rs. 10 lakhs DM: Rs.	-

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Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
negotiations with the lowest tenders								60,000	

S.No.6. EXISTING PROVISION

Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
(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 lakhs	Rs. 3 lakhs	Rs. 1.5 lakhs	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
(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

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Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
								making can exception to the general rule and in public interest.

S.No.6. MODIFIED PROVISION

Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
(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 lakhs	Rs. 6 lakhs	Rs. 3 lakhs	Rs. 1.5 lakhs	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
(b) Award of work on spot quotations	Rs. 10 lakhs (Amended vide O.O. No./ 156/2013)	Rs. 2.5 lakhs	---	Rs. 2 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

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Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
									special reasons for making can exception to the general rule and in public interest.

S.No.8. EXISTING PROVISION

Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
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.8. MODIFIED PROVISION

Item	CMD	ED	SGM	CE(P)	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
Award of work on Work orders (Annual limit) based on quotations.	---	Full powers	Rs. 25 lakhs	Rs. 50 lakhs	Rs. 12.5 lakhs	Rs. 12.5 lakhs	Rs. 5 lakhs	Rs. 5 lakhs	---

S.No.9. EXISTING PROVISION

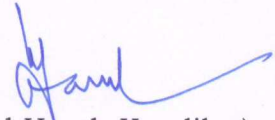
Item	CMD	ED (Projects)	SGM	GM	DGM &Equi.	SM	Manager &Equi.	Remarks
(b) Payment of Bills (Fresh provision)	---	Full powers (IECC Project)	---	---	---	---	---	---

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S.No.9. MODIFIED PROVISION

Item	CMD	ED	SGM	CE(P)	GM	DGM & Equi.	SM	Manager & Equi.	Remarks
(b) Payment of Bills (Fresh provision)	---	Full powers (IECC Project)	---	Rs. 50 lakhs	---	---	---	---	---

- Every month CE(P) will submit the details of approval during the period to CMD, ITPO for information
- Powers beyond mentioned above are exercised by the Board of Directors approval.
- Payment of Bills with the concurrence of Finance.



(Lt Col Harsh Kondilya)
OSD (Admn.)

To:

All employees

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2. Regional offices (Mumbai, Chennai & Kolkata)
3. IT Services Division: to upload on ITPO's website
4. Circular register
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For information:

1. PSO to CMD
2. PA to ED
3. PA to SGM

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.

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

To:
All concerned

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3. PA to ED(P)