

**RIGHT TO INFORMATION
MANUAL - II**

DUTIES, ADMINISTRATIVE & FINANCIAL

AAGMn Sheet 1

ANNEXURE TO CIRCULAR NO.EP 8(1)/2005 DATED 19.01.2005, SHOWING DELEGATION OF POWERS TO THE VARIOUS AUTHORITIES IN RESPECT OF MATTERS PERTAINING TO PERSONNEL ADMINISTRATION IN FOOD CORPORATION OF INDIA

S.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks
		Authority	Power	Authority	Power	Authority	Power	Authority	Power	
1	Drawing and Disbursing Authority	M(A/c)	All Cat.	AGM(A/c)	All Cat.	AGM(A/c)	All Cat.	AGM(A/c) in Hqrs. AGM(A/c) in PID Office / IFS Gurgaon.	All Cat.	
2	Authority competent to transfer employees and distribution of work	Area Manager	Cat.II,III & IV within Distt.	DGM(REGION)/ DGM(P)	Cat.II,III & IV in RO	DGM(P)	Cat.III & IV within ZO	DGM(Hqrs)	Cat.III & IV within Hqrs.	The authority competent to transfer an employee will also be competent to grant transfer TA in respect of members of family who may follow the employees after six months wherever considered justified.
				GM(REGION)	Category-I upto AGMs level within the Region GM(REGION) would also be competent to redistribute the work amongst JMs	GM(ZONE) ED(ZONE)	Cat.II within ZO 1. Transfers upto JM level including Inter Regional transfers.	M (PE) ED(P)	Cat.II within Hqrs. (I) Inter Zonal transfers of all categories upto Managers/AFAs. (II) Inter-Regional transfers of GM(REGION)s (III) Transfers of Cat.I upto Managers / AFAs in Hqrs.	
							2..ED(ZONE) would however also be competent to redistribute the work amongst JMs/Manager	MD	Full powers	

							s in ZO.			
3	Controlling authority for approval of tours and tour advances	Area Manager	Category - II, III and IV	DGM(P)/DGM(REGION)	Cat II, III & IV in RO	Head of Division/ GM(ZONE)	All categories upto AGMs in ZO	Head of Division	All categories upto AGMs	Tours of GM(REGION)s / ED(ZONE)s outside their jurisdiction would require prior approval of the next higher authority except when they are required to under take such tours on specific directions of Hqrs / ZOs as the case may be.
				GM(REGION)	1. Cat I in the region	ED(ZONE)	1. JMs & above in ZO.	ED MD	JMs / Managers/ AFAs Full powers	
2. For self within zone subject to approval of tour diary by ED(ZONE).	2. For self within zone subject to approval of tour diary by MD.									
4	Authority competent to grant leave :-									
	i) Leave of various kinds other than special disability leave, study leave and casual leave.	Area Manager	Cat III & IV	AGM(P)	Cat III & IV in RO.	AGM(P)	Cat III & IV in ZO.	AGM(E) in Hqrs / PID / IFS, Gurgaon.	Cat III & IV	
GM(REGION)	Cat I & II in the region			DGM(P)	Cat II & I upto AGM	DGM(E)	Cat II & I upto AGMs in Hqrs.			
						GM(ZONE)		M (PE)	JMs in Hqrs	

							JMs	ED(P)	Managers / AFA in Hqrs.	
						ED(ZONE)	Manager / AFA in the Zonal Office & GM(REGION) s	MD	Full powers	
	ii) Study leave / Special disability leave	-	-	GM(REGION)	All categories within region	GM(ZONE)	Cat II, III & IV in ZO.	DGM(Hqrs)	Cat III & IV in Hqrs.	
						ED(ZONE)	Cat.I in ZO.	M(PE)	Cat II in Hqrs.	
								ED(P)	Cat I upto Managers / AFAs in Hqrs.	
MD	Full powers									
iii) Casual Leave	Next higher authority not below the rank of Assistant Manager									
5	Hiring of service for contingent jobs	Area Manager	Rs. 1000 pm	GM(REGION)	Rs. 2000 pm	ED(ZONE)	Full powers	ED(P)	Full powers	Subject to guidelines laid down by the Hqrs from time to time and budgetary provisions.
6	Authority competent to sanction double establishment benefit.	Area Manager	Cat III & IV	AGM(P)	Cat III & IV in RO.	AGM(P)	Cat III & IV in ZO.	DGM(Hqrs)	Cat III & IV in Hqrs.	In consultation with Associate Finance and as per the Hqrs guidelines.
				GM(REGION)	Cat.I & II in the Region	GM(ZONE)	Cat II& I upto JMs in ZO	M(PE)	Cat II & I upto JMs in Hqrs.	
						ED(ZONE)	Managers / AFA in ZO and GM(REGION) s	ED(P)	Managers / AFAs in Hqrs.	
MD	Full powers									
7	Authority competent to forward applications / granting IEM for	Area Manager	Cat.IV in the Distt.	AGM(P)	Cat.IV in RO.	AGM(P)	Cat.IV in ZO.	AGM(E)	Cat.IV in Hqrs.	These authorities will keep the concerned appointing authority apprised.

	Institutions etc.					GM(ZONE)	upto AGMs in ZO.	(PE)	AGMs posted in Hqrs.	
						ED(ZONE)	JMs / Managers / AFAs posted in ZO & GM(REGION)s.	ED(p)	JMs/ Managers / AFAs posted in Hqrs.	
								MD	Full powers	
8	Authority competent to grant HBA / Conveyance Advance	-	-	GM(REGION)	All Categories in Region.	GM(ZONE)	All Cat. upto JMs in ZO.	DGM(Hqrs)	Cat.III & IV in Hqrs.	Subject to guidelines laid down by the Hqrs. from time to time and also subject to budgetary provision.
					ED(ZONE)	Managers / AFA in ZO and GM(REGION)s	M(PE)	Cat.II & I upto JMs in Hqrs.		
							ED(P)	Managers/ AFAs in Hqrs.and ED(ZONE)s / EDs.		
9	Authority competent to sign mortgage deed/ agreement, Reconveyance etc. executed by the employees who have been granted HBA / Conveyance advance for and on behalf of the Corporation.	Area Manager	All Cat.	AGM(P)	All Cat.	AGM(P)	All Cat.	AGM(E.I)	Cat.I & II	Subject to guidelines laid down by the Hqrs. from time to time.
								AGM(E.II)	Cat.III & IV	
10	Authority competent to sanction full rate of daily allowance on tour :-									Subject to guidelines laid down by the Hqrs. from time to time.
	i) Beyond 30 days and upto 90 days	-	-	GM(REGION)	Full Powers	ED(ZONE)	Full powers	ED(P)	Full powers upto Managers/AFAs in HQrs	

	ii) Beyond 90 days and upto 180 days.							MD	Full powers	
11	Incentive increment to the employees for promoting small family noDGM(Region)s.	Area Manager	Cat.III & IV	DGM(REGION)	Cat.III & IV in RO.	DGM(P)	Cat.III & IV in ZO.	DGM(Hqrs.)	Cat.III & IV in Hqrs.	
				GM(REGION)	Cat.I & II in the Region.	GM(ZONE)	Cat.II & I upto JMs in ZO	M(PE)	Cat.II & I upto JMs in Hqrs.	
						ED(ZONE)	Managers / AFAs in ZO & GM(REGION)s.	ED(P)	Full powers.	
12	Incentive increment to the employees for meritorious/ outstanding work.	-	-	GM(REGION)	All Cat.	ED(ZONE)	All Cat. in ZO & for GM(REGION)s / Managers.	ED	All Cat. working under him.	Powers are to be exercised as per guidelines issued by Hqrs.
								MD	EDs/ED(ZONE)s	
13	PeDGM(Region)ission for higher studies & grant of incentive increment on acquiring specified additional educational qualifications.	Area Manager	Cat.IV	DGM(REGION)	Cat.III in Region.	AGM(P)	Cat.IV in ZO.	AGM(E)	Cat.IV in Hqrs.	
				GM(REGION)	All Cat.I & II in Region	DGM(P)	Cat.III in ZO.	DGM(Hqrs)	Cat.III in Hqrs.	
						GM(ZONE)	Cat.II & I upto JMs in ZO.	M(PE)	Cat.II & I upto JMs in Hqrs.	
						ED(ZONE)	Managers / AFAs in ZO & GM(REGION)s.	ED(P)	Managers / AFAs in Hqrs.	
MD	Full powers									
14	Pay fixation on promotion	Area Manager	Cat.IV	AGM(P)	Cat.IV in RO.	AGM(P)	Cat.IV in ZO.	AGM(E)	Cat.IV in Hqrs.	Powers are to be exercised in consultation with the associate finance.
				DGM(REGION)	Cat.III in Region.	DGM(P)	Cat.III in ZO.	DGM(Hqrs)	Cat.III in Hqrs.	
				GM(REGION)	Cat.I & II in Region.	GM(ZONE)	Cat.II & I Upto JMs in ZO	M(PE)	Cat.II & I upto JMs in Hqrs.	
						ED(ZONE)	AFAs /	ED(P)	Managers / AFAs	

							Managers in ZO & GM(REGION)s.		in Hqrs.	
								MD	Full powers	
						DGM(P)	Cat.IV in ZO.	DGM(Hqrs.)	Cat.IV in Hqrs.	
						GM(ZONE)	Cat.III in Zone	ED(P)	For all cat. I & also for Cat.II & III in Hqrs.	
						ED(ZONE)	Cat.II in Zone			
16	DebaDGM(Region)ent of employees from promotion on refusal.	-	-	GM(REGION)	For promotions to Cat.III and within Cat.IV	GM(ZONE)	For promotions within Cat.III & IV in ZO and from Cat.III to Cat.II in Zone including for staff posted in HQrs.	M (PE)	For promotions to Cat.I upto AGMs.	
								ED(P)	For promotions within Cat.I	
17	Encashment of leave.	As in case of leave sanctioning authority for Earned Leave at Sl. No.4(i) above.								
18	(i) Availment of LTC (Home Town) / (anywhere in India) & encashment of LTC (Bharat Darshan) for the eligible employees.	Area Manager	Cat.III & IV	AGM(P)	Cat.III & IV in RO.	AGM(P)	Cat.III & IV in ZO.	AGM(E)	Cat.III & IV in Hqrs.	
				GM(REGION)	Cat.I & II in the region	GM(ZONE)	Cat.II & I upto JMs in ZO.	M(PE)	Cat.II & I Upto JMs in Hqrs.	
						ED(ZONE)	Managers / AFAs in ZO & GM(REGION)s.	ED(P)	Managers & AFAs in Hqrs.	
			MD	Full Powers						
(ii) Change in the place of visit availing LTC (Bharat Darshan) after commencement	-	-	GM(REGION)	All Categories in the Region	GM(ZONE)	Cat.II, III,IV & I upto JMs in ZO.	DGM(Hqrs)	Cat.III & IV in Hqrs.		

22	Authority for attesting entries in the Service Books after approvals / sanctions accorded by the CA.	M(P)	Cat III& IV in the Distt.	M(P)	All Categories in RO and Cat II & I in the Region.	M(P)	All Categories in ZO.	M(P)	All Categories in Hqrs.	In case of M(P), the next immediate senior officer will be the authority.	
23	Air journeys for the non-entitled employees.	-	-	GM(REGION)	Cat-I in the Region	ED(ZONE)	Cat.I & II in the Zone	ED(P) MD	All Categories in Hqrs. Full Powers	As per the guidelines.	
								ED(P)	All Categories in HQrs		
								MD	Full Powers		
24	Sanction of telephone.	-	-	GM(REGION)	Full powers	ED(ZONE)	Full powers	ED(P)	Full powers	As per the guidelines.	
25	Issue of NOC for acquiring passport and leaving country	-	-	GM(REGION)	All Categories in the region.	ED(ZONE)	All Cat.I in ZO & GM(REGION)s.	GM(ZONE)	Cat.II ,III & IV in ZO.	DGM(Hqrs.)	Cat.III & IV in Hqrs.
								M(PE)	Cat. II & I upto JMs in Hqrs.		
								ED(P)	Manager / AFAs in Hqrs.		
								MD	Full powers.		

Sheet 2

SI. No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks
		Authority	Power	Authority	Power	Authority	Power	Authority	Power	
4	Authority competent to grant leave :-									
	i) Leave of various kinds other than special disability leave, study leave and casual leave.	Area Manager	Cat III & IV	AGM(P)	Cat III & IV	AGM(P)	Cat III & IV	AGM(E) in Hqrs / PID / IFS, Gurgaon.	Cat III & IV	
JM/DGM(REGION)	Cat II in the Region			DGM(P)	Cat II & I upto AGM	DGM(E)	Cat II & I upto AGMs in Hqrs.			

				GM(REGION)	Cat I & II in the region	GM(ZONE)	JMs	M (PE)	JMs in Hqrs	
						ED(ZONE)	Manager / AFA in the Zonal Office & GM(REGION)s	ED(P)	Managers / AFA in Hqrs.	
								MD	Full powers	
	ii) Study leave / Special disability leave	-	-	GM(REGION)	All categories within region	GM(ZONE)	Cat II, III & IV in ZO.	DGM(Hqrs)	Cat III & IV in Hqrs.	
						ED(ZONE)	Cat.I in ZO.	M(PE)	Cat II in Hqrs.	
								ED(P)	Cat I upto Managers / AFAs in Hqrs.	
								MD	Full powers	
	iii) Casual Leave	Next higher authority not below the rank of Assistant Manager								
5	Hiring of service for contingent jobs	Area Manager	Rs. 1000 pm	GM(REGION)	Rs. 2000 pm	ED(ZONE)	Full powers	ED(P)	Full powers	Subject to guidelines laid down by the Hqrs from time to time and budgetary provisions.
6	Authority competent to sanction double establishment allowance.	Area Manager	Cat III & IV	AGM(P)	Cat III & IV in RO.	AGM(P)	Cat III & IV in ZO.	DGM(Hqrs)	Cat III & IV in Hqrs.	In consultation with Associate Finance and as per the Hqrs guidelines.
				GM(REGION)	All Categories in region	GM(ZONE)	Cat II& I upto JMs in ZO	M(PE)	Cat II & I upto JMs in Hqrs.	
						ED(ZONE)	Managers / AFA in ZO and GM(REGION)s	ED(P)	Managers / AFAs in Hqrs.	
								MD	Full powers	

All Heads of Divisions. Financial Powers

**FOOD CORPORATION OF INDIA
HEADQUARTERS :: NEW DELHI**

F.No. 10(1)/2004-BC

Dated, January 14, 2005

O R D E R

SUBJECT : DELEGATION OF POWERS

By virtue of powers vested in it under Section 37 of the Food Corporation's Act, 1964, the Board in supersession of all existing delegation of powers, authorized the ChairDGM(Region)an to revise/enhance the powers of various authorities depending upon the operational needs and circumstances, as per consolidated Booklet annexed.

2. This Order shall come into effect from the date of issue.

3 Where any doubt or question of interpretation in the matters enumerated in the delegation arise, the next higher authority in consultation with the Associate Finance will be competent to issue necessary clarification/interpretation.

4. The powers delegated vide Hqrs. circular (Order) of even number dated 6.1.2005 have also been incorporated in this Order.

5. These powers are in addition to those contained in the Staff Regulations in respect of Personnel Administration matters, and as per 'General Guidelines' on page 2.

(Authority 296th meeting of the Board of Directors held on 23.12.2004.)

Encl: as above.

**[R.C. BHASKER]
SECRETARY**

DISTRIBUTION :

All Zonal Managers.

All Sr. Regional Managers/Area Managers.

All Executive Directors/Addl. FAs.

Director, IFS, Gurgaon.

All Managers/JMs/AGMs/(IA&PV)/Zonal /Regional Offices, FCI.

The DGM(PO), FCI, Kandla.

PS to CMD.

'GENERAL GUIDELINES' FOR THE EXERCISE OF THE DELEGATED POWERS BY THE VARIOUS AUTHORITIES.

- i) The powers delegated to the various authorities are to be exercised with the utmost care taking into account the financial interest of the Corporation.
- ii) Except as otherwise specifically provided in any case all contracts should ordinarily be awarded on the basis of public tender.
- iii) The ChairDGM(Region) 'Regional Manager' includes Sr. Regional Manager/Jt.Manager(Port Operations) or any other officer by whatever name called, if he is called upon to performDGM(Region), the function/duties of a Regional Manager.
- iv) All powers vested in a Regional Manager are exercised by the Director, IFS in matters relating to his sphere of duty.
- v) All power delegated to an authority may be exercised by an authority higher than him, i.e. the powers with Sr. Regional Manager does not exclude/deprive Zonal Manager or concerned Executive Director at Hqrs. to exercise the same powers

in case of reference.

- vi) Under the Head Zonal Manager(Full Powers) implies full powers for his office/establishment.
- vii) All powers are to be exercised in consultation with the Associate Finance Officer at the various levels, subject to budget provision being available to the delegated authority.
- viii) All powers relating to legal matter are to be exercised by the competent authority in consultation with the legal officer at the appropriate level.
- ix) All powers vested with Engineering Officers under item 24 – Engineering Works/Stores are exercisable only by all those Engg. Officers who are incharge of execution of construction/maintenance/operational works irrespective of their place of postings.
- x) The Executive Director(Personnel) and Executive Director(Vigilance) would monitor and ensure that check and balance are being applied by the authorities concerned, while exercising the financial powers vested with them.

**ANNEXURE
DELEGATION OF POWERS UNDER SECTION 37 OF THE FOOD CORPORATION'S ACT 1964.**

SNo.	Nature of powers delegated	<u>District level</u>		<u>Regional Level</u>		<u>Zonal Level</u>		<u>Hqrs. Level</u>		Remarks
		Authority	Powers	Authority	Powers	Authority	Powers	Authority	Powers	
1.	Purchase of Trading commodities.									
	Cereals, Foodgrains, Sugar and Other commodities	Dt.M	Full powers							In accordance with the respective Govt. of India policy/scheme in force from time to time and the connected instructions issued by the Headquarters.
2.(i)	Purchases of packing material									
a)	NoDGM(Regional) purchases (through DGS & D only)/ Jute gunnies/ Jute twine stitching threads.	-	-	DGM(REGION)/ GM(REGION)	Full Powers					As per guidelines issued by Hqrs. from time to time.
b)	Other approved items	-	-	DGM(REGION)/ GM(REGION)	Full Powers					
2(ii)	For meeting emergent requirements only.									
	Jute gunnies New BT/SBT/SHS / Jute twine stitching threads	Dt.M.	Rs. 2.50 lakhs for each occasion	DGM(REGION)/ GM(REGION)	Full Powers					As per guidelines issued by Hqrs. from time to time.
	Purchases of stores/equipments such as required for godowns/port operations including departmental stevedoring needs.									
a)	Wooden crates/dunnage material etc.	Dt.M.	Rs. 1 lakh for each occasion	DGM(REGION)/ GM(REGION)	Full powers					Through public T/E or at R.R.C.
b)	Polythene rolls	-	-	DGM(REGION)/	Full Powers					

				GM(REGION)						
c)	Tarpaulines	Dt.M	Rs.1 lakh for each occasion	DGM(REGION)/GM(REGION)	Full Powers					As per policy guidelines issued by Hqrs. from time to time.
4.	Purchase/acquisition of land									
a)	By statutory acquisition or transfer of Govt. land/ lands belonging to Public authorities.	-	-	DGM(REGION)/GM(REGION)	Full powers					This includes all misc. expenses relating to site selection, fees and advances to the Govt./Railways authorities concerned etc. incidental to each case.
b)	Otherwise than in (a) above.	-	-	-	-	-	-	MD	Full powers	
c)	Execution of deeds and documents (in all cases).	-	-	DGM(REGION)/GM(REGION)	Full powers					Subject to the general or special instructions issued by the Headquarters.
5.*	Purchase of polythene/ fumigation covers(new), Laboratory/ Quality control equipments and its accessories and chemicals etc. including moisture meters, weighing equipments i.e. weighbridges both truck/ wagon.	Dt.M	Rs.10000/- p.a.	DGM(REGION)/GM(REGION)	Full Powers	-	-	ED	Full Powers	Subject to guidelines issued by Hqrs. from time to time. In absence of RRC finalized by Hqrs.
5(i)*	Repair & maintenance of Lorry Weigh Bridges	Dt.M.	Full Powers							

6.	Repairs and stitching of polythene/ fumigation covers/other approved items. (@)	Dt.M.	Full powers							(@)These will be limited to those items listed by the Headquarters and circulated from time to time.
7.	Purchase of insecticides/ pesticides chemicals of approved specifications.	-	-	DGM(REGION)/ GM(REGION)	Full powers	-	-	ED	Full Powers	In absence of RRC by Hqrs.
* Substituted vide Circular dated 20.9.2005										
8.	Purchases of fire fighting equipments.**	Dt.M.	Full powers@	DGM(REGION)/ GM(REGION)	Full powers	GM(ZONE)*	Full powers	ED*	Full powers	**Introduction of any new type of such items will require prior Headquarters Sanction. ii) Subject to scale laid down from time to time by the Headquarters. @ Limited to conventional items namely fire beaters, buckets, hand operated extinguishers pumps only. *Only for their office.
9.	Testing/ calibration of stores/ materials/ equipments of all kinds.	Dt.M.	Full powers	DGM(REGION)/ GM(REGION)	Full powers	GM(ZONE)	Full powers	ED	Full powers	As per the guidelines issued by Headquarters from time to time.
10.	Fixing milling contract rates for conversion of paddy into rice or pulses into dal	-	-	DGM(REGION)/ GM(REGION)	Full powers (By public tender only)					As per policy procedure/ guidelines and instructions issued by Headquarters from time to time.
11.	Payment of hire, haulage, siding, shifting charges.	Dt.M.	Full powers							As per standard tariff/ freight of respective carrier only.

12.	Payment of sea or rail freight for goods, stores, plant and machinery, equipment or any other articles.	Dt.M.	Full powers							As per standard tariff/ freight of respective carrier only.
13.	Payment of demurrage and wharfage charges.									
i)	For ship	-	-	DGM(REGION)/GM(REGION)	Full powers					A monthly report of such charges should be sent to next higher authorities giving full justification for the expenditure incurred.
ii)	For port/ wharf/shed	Dt.M.	Upto Rs.50000/- in each case.	DGM(REGION)/GM(REGION)	Full powers					
iii)	For wagon/ rail heads.	Dt.M.	Full powers							
14.	Stevedoring, clearing, handling and other related operational work in the docks.	Dt.M.	Full powers	DGM(REGION)/GM(REGION)	Full powers					As per guidelines and instructions laid down by the Headquarters.
15.	Payment of expenses incidental to handling operation like port/ customs/ railway charges and fees for survey analysis etc. payable to authorised expert agencies.	Dt.M.	Full powers							As per guidelines and instructions laid down by the Headquarters.

16.	Payment of wages/ levies to dock labours/ board/ Departmental Labour including labours supervisory Staff, requisitioned from bodies recognised by the port trust and dock labours Board.	Dt.M.	Full powers							As per policy laid down by Headquarters from time to time and wages payable as fixed statutorily. In other cases the approval of Headquarters should be obtained.
17.	Engagement of casual labour on daily wages in an emergency in docks and godowns/ railhead.	Dt.M.	Full powers							Such engagement being not more than a week in each case. Wages to be paid as per instructions issued by Headquarters from time to time and at rates not exceeding those fixed by local aAGMinistration. A monthly report giving full justification should be sent to next higher authorities.
18.	Awarding of handling and transport contracts.									
(i)	At mandis/ purchase centres									(i) Subject to haulage limits laid down by the Z.O. in each season. (ii) This item will also cover Mandi H&T contracts as per schedule notified by the State Government/authority concerned.
(a)	By Public tender.	Dt.M	Full powers							

(b)	By limited tender	Dt.M	Full powers							In exceptional cases for the duration of the procurement season concerned only.
ii)	At other places.									
a)	By public tender	-	-	DGM(REGION)/ GM(REGION)	Full Powers					
b)	By negotiation following public tender wherever necessary.	-	-	DGM(REGION)/ GM(REGION)	Full Powers					To be exercised on the advice of a committee consisting of DGM(REGION)/GM(REGION) as the case may be and the finance head and staff officer concerned.
c)	Awarding of Road transport contract including transportation of paddy for milling.	-	-	DGM(REGION)/ GM(REGION)	Full Powers					To be exercised on the advice of a committee consisting of DGM(REGION)/GM(REGION) as the case may be and the finance head and staff officer concerned. A monthly report of such cases should be sent to next higher authorities.
(d)*	Award of contract on adhoc basis through limited tender to meet an emergent situation.	Dt.M.	Upto Rs.5 lakh on each occasion.	GM(REGION)	Upto Rs. 50 lakh on each occasion	ED(ZONE)	Full Powers	-	-	To be exercised on the advice of a committee consisting of ED(ZONE)/GM(REGION) as the case may be and the finance head and staff officer concerned. A monthly report of such cases should be sent to next higher authority.
iii)	Awarding of handling work to genuine labour cooperative without tender	-	-	DGM(REGION)/ GM(REGION)	Full Powers					
19.	Awarding road transport contract i.e. excluding handling									Subject to respective haulage limits laid down by Headquarters from time to time.

	By public tender.	-	-	DGM(REGION)/ GM(REGION)	Full Powers					Where negotiations are involved, the committee procedure outlined against S.No.18 above will apply.
20.	Fixing rates for services not provided for in an existing contract.	Dt.M.	Rs. 1 lakh	DGM(REGION)/ GM(REGION)	Full powers					The total of all such services should not <u>in any event</u> exceed 10% of the value of the contract concerned. <i>Ex post facto</i> approval of the next higher authority should be obtained in all such cases.
21.	Hiring of guaranteed/ non guaranteed storage accommodation									<p><u>Guaranteed accommodation</u> would be covered by lease agreement with predeteDGM(Region)ined rate of rent period and capacity as well. <u>Non-guaranteed accommodation</u> would be for a short period with predeteDGM(Region)ined rate of rent and capacity but without any lease agreement and can be vacated earlier by prior notice.</p> <p>Subject to (i) scale of rent and guidelines laid down by Headquarters in accordance with policy in force and (ii) report to the next higher authority in each case.</p>
i)*	From/To SWC/CWC/ State Govt. on non-guaranteed basis.	Dt.M	Full powers							

ii)*	From/To SWC/CWC State Govt., NCDEX and similar organization under various Ministries of Govt. of India	-	-	DGM(REGION)/ GM(REGION)	Full powers					Subject to (i) scale of rent and guidelines laid down by Headquarters in accordance with policy in force and (ii) report to the next higher authority in each case.
iii)*	From/To private parties on non guaranteed basis only.	Dt.M.	5,000 MT in each case up to one year subject to scale of rent.	DGM(REGION)/ GM(REGION)	Full powers up to one year subject to scale of rent.					Subject to guidelines laid down by the Headquarters in accordance with policy in force.
iv)*	From/To private parties on guaranteed basis	-	-	DGM(REGION)/ GM(REGION)	Full powers upto one year subject to scale of rent.					Subject to guidelines laid down by the Hqrs. In accordance with policy in force.
22.	Insurance of stocks, stores, plant & machinery equipment etc. including the buildings where these are housed/ stock and stores in godown and also office/ residential/ building/ godowns owned by the Corporation.	Dt.M	Full Powers							Subject to the policy guidelines laid down by Headquarters.

23.(i)	<u>Sales</u> Food grains/ fertilisers/ sugar/ pulses etc. to Govt. Deptt. or their agencies/ nominees.	Dt.M.	Full powers							As per policy, procedures orders and instructions of Govt./Corporation (including issue rates) in force from time to time for the item concerned.
(ii)	Other commodities	Dt.M.	Full powers							(i)As per policy procedure and guidelines including issue rate laid down by the Corporation for the item concerned from time to time. (ii) The issue rate should be got approved by the DGM(REGION) who shall invariably seek the recommendation of a committee consisting of DGM(REGION)/Finance head and the staff officers concerned.

(iii)	Unserviceable, surplus and obsolete stores (including dead stock articles).	Dt.M.	Full powers	DGM(REGION)/ GM(REGION)	Full powers					<p>(i) In accordance with the respective policies, procedure of the Corpn. for the items concerned. The declaration of the stores and unserviceable/ surplus are obsolete and also the scales of rates/ minimum rate should be got approved from DGM(REGION)s.</p> <p>(ii) The responsibility for the stores having become unserviceable/surplus or obsolete would be fixed by the DGM(REGION) while giving the approval.</p> <p>(iii) The disposal would invariably be done by a committee headed by the AGM/DGM(REGION) as the case may be.</p>
(iv)	Sub-standard damage or deteriorated food grains, fertiliser, pulses, sugar and other such commodities	AGM	Upto Rs. 5 lakhs of value p.a.	DGM(REGION)/ GM(REGION)	Full powers					<p>In accordance with the respective policies/ procedures of the Corporation. The declaration of the stocks as sub-standard damaged deteriorated should be got approved from the Regional Manager before. The scale of rates/ minimum rates should also be approved by the DGM(REGION). The responsibility for the damage and deterioration would be fixed by DGM(REGION).</p>

<p>i) (i)(a)</p>	<p>According to Administration approval and financial sanction works (godown), Office building, staff quarters etc., construction of compound wall/fencing on the land for construction of godown, railway siding etc.</p>	<p>Dt. M</p>	<p>Rs.50,000/- in each case</p>	<p>DGM(REGION)/ GM(REGION)</p>	<p>Full Powers</p>	<p>ED(ZONE)*</p>	<p>Full* Powers</p>	<p>ED(P)*</p>	<p>Full* Powers</p>	<p>(i) As per the general policy procedure and guidelines laid down by the Headquarters subject to centres being approved by the MD/ Chief DGM(Region)/ Board of Directors. (ii) The powers delegated to the AGMs/DGM(REGION)s/GM(REGION)s are for ancillary work, special repairs and minor alterations by enhancing/amplifying the existing facilities including improvement, renovation, electrification, gauge conversion and provision of addition spurs to the existing siding. However, new projects or for a component part of new projects, the cases have to be submitted to the Headquarters for AA/ES.</p>
<p>(i)(b)</p>	<p>Repairs and maintenance</p>	<p>In respect of annual repairs and maintenance of works, priorities are to be determined by the field engineers in consultation with the District/Regional Managers right in the beginning of the financial year, keeping in view the budget provisions. Thereafter, no separate administrative approval and expenditure sanction will be necessary so long as the works are carried out within the ceiling limit of plinth area rates prescribed in the CPWD Works Manual (Vol.II) along with its latest amendments and the overall expenditure on such works does not exceed the approved budget provisions.</p>								

(ii)	According technical sanction to detailed estimates.	AM (Engg) AGM (Engg)	Rs. 25000/- in each case Rs. 4 lakhs in each case	AGM/ JM (Engg)	Rs. 25 lakhs in each case.	JM (Engg.) M (Engg.)	Rs. 25 lakhs in each case Full Powers	M (Engg.)	Full Powers	<p>a) The Executive Director (Engg) will arrange for technical audit and supervision of all works appropriately.</p> <p>b) In the case of works not undertaken according to approved type design and/or standard specifications the technical sanction will be got cleared by the next higher technical authority as to the design and specification in the first instance.</p> <p>c) Expenditure not exceeding 5% of current technical sanction may be incurred without seeking fresh technical sanction, provided the expenditure is still within the limit of its own authority and subject to the availability of budget provision. Any further excess on a single occasion or in total shall be reported every month to the next higher authority who shall check the propriety of excess expenditure and give necessary sanction.</p>
(iii)	Acceptance of public tender for works including handling and transport of Engineering Material.									

a)		AM (Engg)								<p>(1) In the matter of holding negotiation it will be subject to the condition and guidelines laid down by the Headquarters.</p> <p>(2) Handling and carriage of Engineering store such as cement, steel, AC Sheet, tabular trusses, PCC/steel poles for over head electrical fitting will be treated as works for this purpose. This will be within budget allotment of the work (s) during the year.</p>
b)	Of lowest valid tender or by negotiations with the lowest tender. Acceptance of tender/ quotation for the purchase of store/ machinery other than those borne on DGS&D/State controller of stores rate running contract and proprietary stores by public tender.	AGM (Engg)	Rs. 1 lakh in each case	AGM (Engg.)	Rs. 8 lakhs in each case	JM (Engg.)	Rs. 25 lakhs in each case	M (Engg.)	Rs. 50 lakhs in each case.	
			Rs. 8 lakhs in each case	JM (Engg.)	Rs. 25 lakhs in each case.	M (Engg.)	Rs. 50 lakhs in case.	ED (Engg.)	Full powers	
c)	Of single valid tender	AM (Engg)	Rs. 50000/- in each case	AGM (Engg.)	Rs. 4 lakh in each case	JM (Engg.)	Rs. 15 lakhs in each case	M (Engg.)	Rs. 25 lakhs in each case	
d)	Of valid tender other than the lowest or by negotiation with the tenderer other than the lowest.	AGM (Engg)	Rs. 4 lakh in each case	JM (Engg.)	Rs. 15 lakhs in each case.	M (Engg.)	Rs. 25 lakhs in each case.	ED (Engg)	Full Powers	
(iv)	Award of works.									

(a)	By inviting sealed quotation.	AM (Engg) (%)	Rs. 10000/- in each case.	AGM (Engg.) (%)	Rs. 25000/- in each case.	JM (Engg.)	Rs. 50000/- in each case.	JM (Engg.)	Rs. 50000/- in each case.	(%) Only for petty works and work order as per CPWD Manual.
(b)	By negotiation abinitio after infructuous call of tender or with fiDGM(Region) which has not quoted or for execution of the remaining work after the rescission of contract, (@)	AGM (Engg)	Rs. 25000/- in each case.	JM (Engg.)	Rs. 50000/- in each case.	M (Engg.)	Rs. 1 lakh in each case.	M (Engg.)	Rs. 1 lakh in each case.	@ In exceptional cases only. Full reasons should be recorded by the approving authority who should guard against contractors holding out for unjustifiably high rates. (As a noDGM(Region)al rule contracts should be placed only after inviting public tenders).
		-	-	-	-	ED(ZONE)	Full Powers	ED (Engg.)	Full Powers	

c)	By quotations for handling and transport of Engg. Material only. @	AGM (Engg) @@	Rs. 50000/- in each case.	JM (Engg.)	Rs. 5 lakhs in each case.	M (Engg.)	Full powers			<p>Handling and carriage of Engineering materials such as cement, steel, AC Sheet, tabular trusses, PCC/ Steel poles for over heads electrical works, electrical works, electrical fitting etc. will be treated as works for this purpose. This will be within the budget allotment of works during the year.</p> <p>In case any work of handling and transport of engineering material is awarded through call of quotation, the quotation must be obtained from the truck unions as well.</p> <p>@ In an emergency only. A monthly report should be sent to the next higher authorities.</p> <p>@@ The powers in this respect be exercised in an emergency only such as failure of the contractor or in the case of movement between new centres not noDGM(Region)ally covered under regular transport contract etc.</p>
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(v)	Purchase of engineering stores (including consumable and spares) for the item borne on and at current rate running contract of DGS&D and controller of stores of State Govt.	AGM (Engg)	Full powers	AGM (Engg.) JM (Engg.)	Full powers Full powers	JM (Engg.) M (Engg.)	Full powers Full powers	M (Engg.)	Full powers	In case where DGS&D rate contract as well as rate contract of controller of store of State Govt. exist, it will have to be ensured that the purchases are made against the lower of the two rates. It should also be ensured that rate contract of state controller of store is for the ISI approved items and otherwise of good quality.
(vi)	Purchase of proprietary items direct from original equipment manufacturers or their authorised distributors as per their approved price list.	AGM (Engg)	Rs.25,000/-	AGM (Engg.) JM Engg.) DGM(REGION)/ GM(REGION)*	Rs. 25,000/- Rs. 4 lakhs Full Powers	JM (Engg.) M (Engg.) ED(ZONE)*	Rs.4 lakh per item Rs.10 lakhs per item Full Powers	M (Engg.) ED (Engg.)	Rs.10 lakh per item Full powers	Subject to availability in the budget and provision of the requirement in the estimate. * for their respective offices.
(vii)	Purchase of stores and machinery other than those borne at current rate running contract of DGS&D and controller of stores of State Govt. without tenders or quotations.	AM (Engg)	Rs.1000/- in each case	AGM (Engg)	Rs.5000/- in each	JM (Engg)	Rs.10,000/- in each case	M (Engg)	Rs.50,000/- in each case.	As per the policy procedure and guidelines laid down by the Hqrs., this entry includes items borne on DGS&D rates contract if at any time, they are not available through that procedure.
		AGM (Engg)	AGM (Engg)	JM (Engg)	Rs.10,000/- in each case	M (Engg)	Rs.50,000/- in each case.	ED (Engg.)	Full powers	

(viii)	Accordinging sanction for extra/ substituted items in existing contracts (in the course of their execution only).	AM (Engg)	Rs.5,000/- per item or 5% of the contract which ever is less (%).	AGM (Engg)	Rs. One lakh	JM (Engg)	Rs. 4 lakhs	M (Engg)	Full powers	(%) Where rates cannot be derived from the contract item, approval of AGM(Engg) should be obtained. These powers will be subject to guidelines and instructions issued by headquarters.
ix)	Accordinging approval for abnoDGM(Region)ally high/low rated items.	AGM (Engg)	Rs. One lakh	JM (Engg)	Rs. 4 lakhs	M (Engg)	Full powers			
(x)	Approval of reduced items statements for the item of work executed below the prescribed specification and deteDGM(Region)inatio n of rates.	AGM (Engg)	Full powers in respect of contract upto Rs.50000/- each.	AGM (Engg.)	Full powers in respect of contract upto Rs.50000/- each.	JM (Engg)	Full powers in respect of contract over Rs.50000/- and upto Rs.8 lakhs each.	M (Engg)	Full powers	The works executed below the prescribed specification should not be adopted as a matter of routine. This should be resorted to only in exceptional cases where it is structurally not feasible to get the work redone.
		-	-	JM (Engg)	Full powers in respect of contract over Rs.50000/- and upto Rs.8 lakhs each.	M (Engg)	Full powers			
(xi) (xii)	Declaration of Engineering stores, plant and machinery as surplus/ obsolete or unserviceable. Disposal of surplus/ obsolete or unserviceable engineering stores and plant and machinery	AGM (Engg) AGM (Engg.)	Rs. 50000/- p.a. Rs. 2 lakh	AGM (Engg) JM (Engg)	Rs. 50000/- p.a. Rs. 5 lakhs	JM (Engg) M* (Engg.) ED(ZONE)* M (Engg) ED(ZONE)	Rs. 2 lakhs p.a.. Rs. 5 lakhs p.a. Full Powers Rs. 10 lakh p.a. Full powers	M (Engg) ED* (Engg.) ED (Engg)	Rs. 5 lakh p.a.. Full Powers Full powers	As per guidelines laid down by the Head Office, the monetary limits apply to the book value of the stores, plant and machinery/items concerned. The declaration of the stores, plant and machinery as surplus/ obsolete and unserviceable would be done by a committee consisting of appropriate level of officers of aAGMinistration, finance and engineering. The reasons for store, plant and machinery having become unserviceable peDGM(Region)anently or otherwise should be recorded by the committee. The responsibility, if any, for the stores, plant and machinery having become surplus and obsolete would be fixed while giving approval.

(xiii)	Engagement of casual labour on daily wage basis for petty work and repairs not covered under regular maintenance/ repairs works.	-	-	AGM (Engg) JM (Engg)	Full powers Fullpowers	JM (Engg)	Full powers			(i) This include Muster and casual labours rolls procedure as per CPWD manual. (ii) Subject to availability of fund. (iii)Subject to guidelines issued from time to time regarding engagement of casual labourers on daily wages.
(xiv)	Grant extension of time and fixing quantum of compensation for delay in completion of works	AGM (Engg)	Full powers in respect of contract upto Rs.8 lakhs each	AGM (Engg)	Full powers in respect of contract upto Rs.8 lakhs each	JM (Engg)	Full powers in respect of contract over Rs.8 lakhs and upto Rs.25 lakhs each.	M (Engg)	Full powers in respect of contract awarded by Hqrs./ PID Engg. Division.	In all cases the deteDGM(Region)ination of compensation will be governed by the provision of the model tender foDGM(Region) only.
		-	-	JM (Engg.)	Full powers in respect of contract over Rs. 8 lakhs and upto Rs.25 lakhs each	M (Engg.)	Full powers			
(xv)	FIXATION OF ISSUE RATE									
(a) (b)	For the stores to be supplied to the contractors from FCI assets. For the stores to be supplied to the contractor from FCI assets not stipulated in the contract.	AGM (Engg)	Full powers in respect of technical sanction amount upto Rs.8 lakhs	AGM (Engg)	Full powers in respect of technical sanction amount upto Rs.8 lakhs	JM (Engg)	Full powers in respect of technical sanction amount upto Rs.25 lakhs	M (Engg)	Full powers	Subject to the instructions/guidelines issued by the headquarters from time to time. *Within their jurisdiction.
		-	-	JM (Engg) DGM(REGION)/ GM(REGION) *	Full powers in respect of technical sanction amount upto Rs.25 lakhs Full Powers	M (Engg) ED(ZONE)*	Full powers Full Powers			

(c)	For hiring out plant and machinery to other agencies including private parties and fixation of hiring charges	-	-	-	-	M (Engg.)	Full powers	M (Engg.)	Full powers	Subject to guidelines issued from time to time.
(xvi)	Payment of survey fees and centage charges for conducting survey and preparation of plan for provision of railway sidings.	-	-	DGM(REGION)/ GM(REGION)	Full Powers					
(xvii)	Sanction of expenditure over the preliminary estimate of the railway siding	-	-	DGM(REGION)/ GM(REGION)	Upto 10% over sanction of pre- estimate					

(xviii)	AAGMinistrative approval for write off sanction by sale or by dismantling of peDGM(Region)anent structure.	-	-	DGM(REGION)/GM(REGION)	Full Powers						
(xix)	Sanction of technical survey and fixation of reserve price after an aAGMinistrative decision and/or after due declaration and approval as per item 24(xi).										
	For Building	-	-	-	-	M (Engg)	Upto Rs.25 lakhs	M (Engg)	Upto Rs. 25 lakhs	These powers have to be exercised in consultation with associate finance.	
						ED(ZONE)	Full powers	ED (Engg)	Full powers		
(xx)	Disposal of building in questioned by call of tender after approval of survey report.	AGM (Engg)	Upto Rs.4 lakh	AGM (Engg)	Upto Rs.4 lakh	JM (Engg)	Upto Rs.15 lakhs	M (Engg)	Over Rs.15 lakhs and upto Rs.40 lakhs	These powers have to be exercised in consultation with associate finance.	
				JM (Engg)	Upto Rs.15 lakhs	M (Engg) ED(ZONE)	Over Rs.15 lakhs and upto Rs.40 lakhs Full Powers	ED (Engg)	Full powers		
(xxi)	Earnest money/ security deposit.										
(a)	Fixing of quantum.	Authority competent to accord technical sanctions.									(i)As per policy guidelines laid down by the Headquarters. (ii)Subject to fulfillment of codal foDGM(Region)alities as contained in CPWD Manual Vol.II with the latest amenAGMents.
(b)	Refund of EMD	AGM (Engg)	Full powers	AGM (Engg)	Full powers	AGM (Engg)	Full powers	AGM (Engg)	Full powers		
(c)	Refund of security deposit.	AGM (Engg)	Full powers	AGM (Engg)	Full powers	AGM (Engg)	Full powers	AGM (Engg)	Full powers		

(d)	Forfeiture of EMD/SD	Authority competent to conclude contracts.								
(xxii)	Passing of first and final bills running A/CS bills and final bills in respect of all major/minor capital works and ADGM(REGION)O/SR works	AM (Engg)	In respect of contract upto Rs.50000/-	AGM (Engg)	Full powers	AGM (Engg)	Full powers	AGM (Engg)	Full powers	Subject to fulfillment of codal foDGM(Region)alities as contained in CPWD Manual Vol.II with the latest amenAGMents.
(xxiii)	Write off cases.	-	-	JM (Engg)	1% of the contract value subject to Rs. 25000/- per contract	JM (Engg)	1% of the contract value subject to Rs. 25000/- per contract	M (Engg.)	1% of the contract value subject to Rs. 1 lakh per contract.	<p>(i) As per the policy, procedures, guidelines and instructions of the Hqrs. from time to time in respect of cases already abandoned by the competent authority.</p> <p>(ii) A quarterly report of all such cases should be submitted to the Board in an appropriate foDGM(Region).</p> <p>(iii) Case exceeding Rs.1 lakh shall be reported to the Board expost facto.</p>
(a)	Infructuous expenditure on work.					M (Engg)	1% of the contract value subject to Rs.1 lakh per contract	ED (Engg)	5% of the contract value	
						ED(ZONE)	5% of the contract value	MD	Full powers	
(b)	Infructuous expenditure on field survey and soil investigations, survey for railway siding etc. owing to abandonment of works.	-	-	-	-	ED(ZONE)	Full powers subject to maximum of Rs.2 lakhs in each case.	MD	Full powers	<p>(i)In respect of cases where the work has already been abandoned by the Competent Authority.</p> <p>(ii)Remarks (i) to (iii) against (a) above.</p>
(xxiv)	Engagement of consultant/ Architect for rendering consultancy services for design/execution of residential and aAGMinistrative building, maintenance of railway siding and other such Engg.	-	-	-	-	M (Engg) ED(ZONE)	Rs.5 lakhs Full powers	M (Engg) ED (Engg)	Rs.5 lakhs Full powers	<p>(i) These powers shall be exercised in consultation with associate finances and as per the general guidelines issued from time to time.</p> <p>(ii)The Architects/ consultants shall be engaged only in cases requiring specialised/ Designs/techniques and where conventional designs are not applicable due to typical site conditions after full justification is furnished by the Manager(Engg.)</p>

	Works/projects.									
25.	GENERAL AADMINISTRATION									
(i)	Office equipments, facilities, furniture, fixture and furnishings purchase, hire, repair and maintenance	Dt.M	Rs.50,000/-	DGM(REGION)/GM(REGION)	Full Powers	GM(ZONE)	Full Powers	JM/M (Hqrs.)	Full Powers	As per specified items and scales respectively laid down by the Hqrs. Powers to be exercised for the respective offices only.
(ii)	Motor vehicle									As per scale and guidelines laid down by Hqrs.
(a)	Purchase	-	-	-	-	-	-	MD	Full powers	
(b)	Operation and maintenance of vehicle	Dt.M	Rs.2500/- p.m. subject to annual ceiling Rs.25000/-	AGM (AAGMn.)	Rs.2500/- p.m. subject to annual ceiling Rs.25000/-	AGM (AAGMn.)	Rs.2500/- p.m. subject to annual ceiling Rs.25000/-	AGM (Genl.)	Rs.2500/- p.m. subject to annual ceiling Rs.25000/-	
				DGM(REGION)/GM(REGION)	Full Powers	JM (AAGMn.) GM(ZONE)	Rs. 3000/- p.m. subject to annual ceiling Rs. 30000/- Full Powers JM (Hqrs.)	M (Hqrs)	Rs. 3000/-p.m. subject to annual ceiling Rs.30000/- Full Powers	
(c)	Repairs	Dt.M	Rs.10000/- p.a.	AGM (AAGMn.)	Rs.10000/- p.a.	AGM (AAGMn.)	Rs.10000/- p.a.	AGM (Genl.)	Rs.10000/- p.a.	
				DGM(REGION)/GM(REGION)	Full powers	JM	Full powers	JM/M (Hqrs.)	Full powers	
(d)	Replacement of old cars with new cars	-	-	DGM(REGION)/GM(REGION)	Full Powers	ED(ZONE)	Full Powers	MD	Full powers	As per guidelines laid down by the Hqrs.
(iii)	Condemning vehicles and their disposal	-	-	DGM(REGION)/GM(REGION)	Full powers	GM(ZONE)	Full powers	M (Hqrs.)	Full powers	(i) Condemnation to be done by a Committee consisting of appropriate level officers of AAGMinistration, finance and Engineering Divisions. (ii) Disposal to be done by public auction or by public tender.
(iv)	Purchase of liveries and all other related articles.	Dt.M	Full powers	DGM(REGION)/GM(REGION)	Full powers	GM(ZONE)	Full powers	JM/M (Hqrs.)	Full powers	As per scales laid down by Hqrs. from time to time.
(v)	Purchase of stationery and printing including bindings.(@)	Dt.M	Rs.150000/- p.a.	AGM (AAGMn.)	Rs.150000/- p.a.	AGM (AAGMn.)	Rs.150000/- p.a.	AGM (Genl.)	Rs.150000/- p.a.	(@)DGM(REGION)'s will be responsible to get important ledger register bound serially numbered held in stocks and issue to Dt.Manager from time to time as per scales laid

				DGM(REGION)/ GM(REGION)	Full powers	GM(ZONE)	Full powers	JM/M (Hqrs.)	Full powers	
(vi)	Disposal of used stationery newspaper condemned misc. articles etc.	Dt.M	Full powers	DGM(REGION)/ GM(REGION)	Full powers	JM (AAGMn.)	Full powers	JM/M (Hqrs.)	Full powers	As per policy procedure and guidelines laid down by the Hqrs.
(vii)	Hiring of office accommodation.	-	-	DGM(REGION)/ GM(REGION)	Full powers	ED(ZONE)	Full powers	MD	Full powers	Subject to scale, size of accommodation rate of rent etc. laid down by Hqrs.
26.	Expenditure on books and periodicals of all kinds									
(a)	Recurring	Dt.M	Rs. 2000/- p.a.	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	M(PR)	Full Powers	*M(PR) will however purchase books as per indent placed by respective Divisional Heads subject to availability of budget provision.
(b)	Non-Recurring	Dt.M	Rs.4000/- p.a.	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	M(PR)*	Full Powers	
27.	Advertisement and Publicity.									
(a)	For public tender notices.	Dt.M	Rs.5000/- p.a.	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	M(PR)	Full Powers	
(b)	Of institutional or promotional nature.	-	-	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	M(PR)	Full Powers	This includes distribution of free sample souvenirs house journals and the like subject to availability of budget provision.
(c)	Exhibitions, fairs etc.	-	-	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	
28.	Expenditure on research and development programme.	-	-	-	-	-	-	MD	Full powers	This includes the authority to vest appropriate power in subordinate staff as per the needs of the programme.
29.	Contingent expenditure									
(a)	Recurring	Dt.M	Rs.5000/- p.m.	DGM(REGION)/ GM(REGION)	Rs.10000/- p.m.	GM(ZONE)	Rs.10000/- p.m.	M (AAGM)/ Hqrs.	Rs.10000/- p.m.	Some of the illustrated items could be local conveyance, ceremonies, celebrations photographs, slides & customary entertainment.
						ED(ZONE)	Full Powers	ED/ED (F)/ ED (Engg)	Full powers	
(b)	Non-recurring	Dt.M	Rs.2500/- p.a. but expenses on each item not to exceed Rs.250/-	AGM (AAGMn.)	Rs.2500/- p.a. but expenses on each item not to exceed Rs.250/-	AGM (AAGMn.)	Rs.2500/- p.a. but expenses on each item not to exceed Rs.250/-	AGM (AAGMn.)	Rs.2500/- p.a. but expenses on each item not to exceed Rs.250/-	
				DGM(REGION)/ GM(REGION)	Rs.5000/- p.a. but expenses on each item not to exceed Rs.500/-	JM (AAGMn)	Rs.5000/- p.a. but expenses on each item not to exceed Rs.500/-	JM (Hqrs.)	Rs.5000/- p.a. but expenses on each item not to exceed Rs.500/-	
						GM(ZONE)	Rs.10000/- p.a. but expenses on each item	M (AAGMn.)	Rs.10000/- p.a. but expenses on each item not to	

							not to exceed Rs. 1000/-		exceed Rs. 2000/-	
						ED(ZONE)	Full Powers	ED	Full powers	
30.	Legal Matters									
(i)	Sanction for filing or defending law suits, applications etc. or appeals.									
(a)	All matter excluding Income tax and sales tax but including other state and local levies.	-	-	DGM(REGION)/GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full powers	Writs /appeals in Supreme Court will be brought to the notice of Managing Director.
(b)	Income tax matter	-	-	DGM(REGION)/GM(REGION)	Full Powers matter relating to and falling within the jurisdiction of the region including filing of appeal/ revision/ review upto Supreme Court level	ED(ZONE)	Full powers matter relating to and falling within the Zonal Office including filing of appeal/ revision upto Supreme Court level.*	ED(F)	Full Powers	* In respect of filing appeal revision/ writs/ review before Income Tax Tribunal/High Court/ Supreme Court Headquarters to be kept infoDGM(Region)ed.
(c)	Sales Tax matter *	-	-	DGM(REGION)/GM(REGION)	Full Power upto Supreme Court level.	ED(ZONE)	Full Powers	ED(F)	Full Powers	*Writs/appeals to be filed in the Supreme Court on policy issue with prior approval of Hqrs.
(d)	Writs and other matters which are not capable of evaluation in monetary teDGM(Region)s	-	-	DGM(REGION)/GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	Writs/appeal in the Supreme Court will be brought to the notice of M.D.
(ii)	Settlement of cases out of court or withdrawing or dropping original matter or appeals or effecting compromises.	-	-	DGM(REGION)/GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	
(iii)	Compliance/ acceptance with the decree of competent court or the award of an arbitrator.	-	-	DGM(REGION)/GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	
(iv)	Payment of compensation as per the orders of competent commissioner/appellate authority under the workmen compensation Act or sanction of defence in such cases at any stage.	-	-	DGM(REGION)/GM(REGION)	Full powers	ED(ZONE)	Full powers	ED	Full powers	
(v)	Payment of workmen's compensation claims in	-	-	DGM(REGION)/GM(REGION)	Full powers	ED(ZONE)	Full powers	ED/ ED(P)/ ED (Engg.)	Full powers	

	cases settled otherwise where the value does not exceed the limit set by law.									
(vi)	Signing and executing Vakalatnamas, plaints, written statement affidavits and petitions and signing and verifying any other pleading/ document connected with legal proceedings.	Appropriate officer not below the rank of a Area Manager - after obtaining necessary prior approval of the authority competent to sanction filing/defending suits/appeals etc.								
(vii)	Engagement of counsel and payment of fee.									
(a)	Where the scale of fee is as prescribed by central Govt. or State Govt. or the Corporation for the concerned counsel.	Dt.M	Full powers	DGM(REGION)/ GM(REGION)	Full powers	ED(ZONE)	Full powers	ED	Full powers	
(b)	Where a special fee is called for.	-	-	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	
(viii)	Payment of fee to Arbitrator on approved list.	Dt.M	Full powers	DGM(REGION)/ GM(REGION)	Full powers	ED(ZONE)	Full powers	ED	Full powers	As per schemes in force framed by Hqrs.
(ix)	Authority competent to sanction defence before a criminal court-original or appellate or of employee accused of any offence alleged to have been committed by him while acting or purporting to act in the discharge of his duties.	-	-	DGM(REGION)/ GM(REGION)	Full powers	ED(ZONE)	Full powers	MD	Full powers	
31.	Write-off cases									(i) As per policy procedure guidelines and instructions of the Hqrs. from time to time. (ii) A quarterly report of all such cases should be submitted to the Board in an appropriate foDGM(Region).
(i)	Bad debts/ Railways claims	Dt.M	Upto Rs.2000/- in each case.	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	In the case of write-off of the difference between the original claim and the amount decreed by arbitrator/court, responsibility if any, should be fixed.
(ii)	Losses/ shortages of money/ money equivalent/ stores/ material where the responsibility can not be fixed and amount/value does not exceed the limit set.									
(a)	In case of money or money equivalent (like stamps and securities).	Dt.M	Rs. 50000/-	DGM(REGION)/ GM(REGION)	Full Powers					
(b)	In other cases	-	-	DGM(REGION)/ GM(REGION)	Full Powers					

(iii)	Losses/ shortages of money/ money equivalent/ stores/ material where the responsibility can be fixed but the amount/value cannot be recovered in full. (Upto the limits set).	Dt.M	Rs. 50000/-	DGM(REGION)/ GM(REGION)	Full Powers					These powers will be available only for stores/material but not money/money equivalent.
(iv)	Losses/ shortages in the value of plant and machinery equipment, vehicle or other durable assets.	Dt. M	Rs. 50000/-	DGM(REGION)/ GM(REGION)	Full Powers					Provided (i) the case does not disclose any defect in rules or procedure or (ii) the loss is not due to any employee's misconduct calling for disciplinary action against him.
(v)	Infructuous expenditure on works.	-	-	-	-	JM (Engg)	1% of the contract value subject to a ceiling of Rs.5000/- per contract	M (Engg.)	1% of the contract value subject to a ceiling of Rs.20000/- per contract	Cases exceeding Rs.50000/- shall be reported to the Board expost facto.
						ED(ZONE)	1% of the contract value subject to a ceiling of Rs.50000/-	ED (Engg.)	1%of the contract value subject to a ceiling of Rs.1 lakh per contract	
								MD	Full Powers	
32.	Earnest money/security deposit.									
(a)	Fixing of Authority Competent to conclude contracts.									As per policy guidelines laid down by Hqrs.
(b)	Refunding of	Dt.M*	Full powers	DGM(REGION)/ GM(REGION) **	Full powers	ED(ZONE) **	Full powers	ED	Full powers	*In respect of tenders invited or contracts concluded by them only.** In respect of items dealt with by their Offices.
(c)	Forfeiture of	Dt.M*	Full powers	DGM(REGION)/ GM(REGION) **	Full powers	ED(ZONE) **	Full powers	ED	Full powers	*In respect of tenders invited or contracts concluded by them only.** In respect of items dealt with by their Offices.
33.	Payment of advance towards any contractual obligations or scheme or as per scales of fees laid down.	Dt.M (%)	Full powers	DGM(REGION)/ GM(REGION) (%)	Full powers	ED(ZONE)	Full powers	ED	Full powers	(%) In cases where an advance larger then the sum which they can incur in expenditure is called for prior approval of the next higher authority should be obtained.
34.	Settlement of claims									
(i)	Shipping	-	-	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED	Full Powers	
(ii)	Rail	-	-	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers	ED MD	Full Powers Full Powers	
(iii)	Others	-	-	DGM(REGION)/ GM(REGION)	Full Powers	ED(ZONE)	Full Powers Full Powers	ED	Full Powers	

35.	Sanctioning loans and advances for procurement of foodgrains.	-	-	-	-	-	-	MD	Full powers	As per provision in the Act and as per procedure laid down. These cases would be reported to the Board for ex post facto.
36.	Grant and donations.	-	-	-	-	-	-	MD	Full powers	Cases exceeding Rs.1000/- each shall be reported to the Board for ex post facto.
37.	Purchase of medicine/surgical equipments to run departmental dispensaries etc.	-	-	DGM(REGION)/GM(REGION)	Full powers	ED(ZONE)	Full powers	M (AAGMn.)	Full powers	As per policy/ consumption levels/items laid down by the Headquarter/Z.O. for aAGMinistering such dispensaries.