

SCHEDULE
OF
DELEGATION

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DSIIDC
DELEGATION OF POWERS
GENERAL

S. No	Subject	Authority	Powers	Effective Date	B.O.D. No.	B.O.D. Date
1	2	3	4	5	6	7
1.	Contract – Sales/Purchase + Marketing-Domestic/Foreign Tenders.	Executive Committee	Full Powers upto Rs. 20 lakhs	24/12/83		
		Commercial/Works ,Industries/Mines Committee (i.e. Principal Committee)	Full Powers upto Rs. 10 lakhs	24/12/83		
2.	Appointment/Termination of selling/clearing/transport handling Agents	Respective Principal Committee	Full Powers			
3.	Payments as per contract (other than Engineering) & against competent sanction & budgetary provision in Business & Action Plan.	Head of Div. in consultation of CAO/DAO	Full Powers			
4.	Contingent Expenditure	Respective Principal Committee	Full Powers			
5.	Loss/Write off of Avoidable Expenditure demmurage age etc. (a) (Not due to theft, fraud negligence)	Executive Committee	Full Powers upto Rs. 2,00,000 reasons to be fully recorded.			
	(b) Others	B.O.D.	Full Powers			
6.	Write off/Bad Debts/Warriers/abandon etc.	Executive Committee	Full Powers			
		Principal Committee	Upto Rs. 26,000/- in each case; Annual ceiling Rs. 1,00,000/-			

7.	Legal Proceedings Institute defence, payment of stamp duty & Court Fees etc. (in consultation with legal division)	Executive Committee GM (C) in consultation of LA and FC and approval of MD Legal Committee	Full Powers Upto Rs. 10 lakhs (suit value) in each case Beyond Rs. 10 lakhs			
8.	Payment of Layers Fees, Incidental expenses, Court Fees, Stamp Duty.	M.D. Head of the Legal Divn.	Full Powers. Full Powers in the suits/cases approved by M.D. with concurrence of CAO.	10/07/86		
9.	Finance (Bank Accounts) (a) Opening (b) Operation (c) Opening of LC's within authorized limits for contracts after the contract has been concluded. But before actual signing of formal contract.	B.O.D.	Full Powers As approved by B.O.D. As notified to Bank. As approved by B.O.D. As per notification to Banks.			
10.	(a) Credit facilities/Advance payments to Business Associate (Applicable to Marketing Wing of Commercial Division)	Executive Committee Principal Committee	Full Powers Upto Rs. 20 lakhs (amount of order)			
11.	Capital Expenditure	B.O.D.	Full Powers			
12.	Investment					

	(a) Surplus fund on temporary and long term loans	MD in consultation with F.C.	Full Powers upto Rs. 20 lakhs.			
	(b) In subsidiaries, Joint Ventures Technical & Marketing collaborations which do not require approval of Govt.	(i) B.O.D.	Full Powers upto Rs. 20 lakhs			
		(ii) MD in consultation with FC	Full Powers upto Rs. 10 lakhs.			
13.	Guarantees/indemnities/advances/Loan -short & long term on credit terms	(i) B.O.D.	Full Powers upto Rs. 20 lakhs.			
		(ii) MD in consultation with F.C.	Full Powers upto Rs. 10 lakhs			
14.	Experts and Consultants					
	(a) Membership of Associations	Executive Committee	Full Powers			
		MD in consultations with F.C.	Rs. 10,000/- per annum in each case			
	(b) Consultancy Services	Executive Committee	Full Powers			
		MD in consultation with F.C.	Upto Rs. 2 lakhs in each case			
15.	Creation of Posts	B.O.D.	Full Powers. As per staff Service Rules			
16.	Constitution of Selection Committee		As per Staff Service Rules			
17.	Appointment/Promotion	Chairman	Full Powers in respect			

			of posts carrying a scale of pay maximum of which does not exceed Rs. 1800/-			
17. A	Termination and acceptance of resignation	Chairman MD GM (Incharge) of (Personnel)	Full Powers in respect of posts of which he is appointing authority Full Powers in respect of posts carrying a scale of pay maximum of which does not exceed Rs. 1600/- Full Powers in respect of Groups C & D in accordance with approved panels.			
18.	(a) Engagement of Casual Labour/daily rated/muster-roll labour for mining activities	GM (Mines)	Full Powers for engagement of casual labours at rates notified by Govt.			
	(b) Other than Mining activities	MD	-do-			
19.	Appointment on contract basis	Chairman	Full Powers to make			

19 (A)		MD	<p>appointment for a period not exceeding one year provided that the post carries a scale of pay maximum of which does not exceed Rs. 1800/-</p> <p>Full Powers to make appointment for a period not exceeding one year provided that the post carries a scale of pay maximum of which does not exceed Rs. 1600/-</p>			
20.	Grant of advance increments to officers/employees in the scale of pay	Chairman	In case of initial appointments advance increments not exceeding five stages and in other cases not exceeding two stages in the scale			

			of pay for posts of which he is appointing authority may be granted provided the reasons for granted provided the reasons for granting advance increments are recorded fully at the time of Sanction.			
		MD	-do-			
21.	Completion and extension of probation	GM (C)	Full Powers in respect of Group 'C' and 'D' employees	20/03/84		
22.	Sanctioning of all kinds of leaves	MD All GMs/ /AGM(C)/FC/Secy. CPM/CMM/CE(M) /XEN/CAO/Dy/ Mgs/PRO/SECURITY	Full powers in respect of Divisional Heads. Full Powers (except stdy leave) to the officers & staff working under their control. Full Powers (except study leave) upto 30	20/03/84		

		OFFICER/DAO/Statistical Officer/AOS	days to the officers and staff working under their control.			
		AE's/AMS/ADO's/Supervisor	Sanction C.L. & R.H. to the staff working under their control.			
22. A	Sanction of leave encashment	MD Dy. Manager AM (personnel)	Full Powers Full Powers in respect of group 'C' & 'D' employees with			
23.	Transfers	Chairman MD GM (Concerned) Dy. M (P) & AM (P)	Full Powers Full Powers Full Powers Full Powers			
24.	Deputing officials on official work out of Delhi					
24. A	Advance for T.A./L.T.C. and all other non interest bearing advances	Chairman MD Dy. M/AM (Incharge of Division)	Full Powers Full Powers Full Powers in respect of group C & D employees.			
24. B	Controlling officers in respect of LTC / TA					
25.	Deputation of Officers/employees on Foreign Service	Chairman MD	Full Powers Full Powers			

26.	To select Officers/employees for training	Chairman MD	Full Powers Full Powers for training for a period not exceeding two years			
27.	Grant of Honorarium to the employees for work performed which is occasional or intermittent, in character and either so laborious or of such special merit as to justify a special reward.	Chairman MD	Full Powers to sanction honorarium upto Rs. 1,000/- in each case. Full Powers to sanction honorarium upto Rs. 500/- in each case			
28.	Forwarding of application for outside employment, grant of no objection certificate, retention of lien etc.	MD GM (Incharge of Personnel) Dy. Manager (Personnel)	Full Powers Full Powers Full Powers in respect of Group 'C' & 'D' employees			
29.	To enquire an employee or class of employees to undergo medical examination	GM (Personnel)	Full Powers to require by a general or special orders for reasons to be recorded therein that an employee or class of employees shall undergo medical			

			examination at such times or at such intervals or at such place as may be deemed necessary.			
30.	Permission to officers/employees to take up work not connected with the Corporation.	Chairman MD	Full Powers Full Powers			
31.	To permit employees : (i) To give broadcast performance over the AIR, TV. (ii) To accept the remuneration thereof paid by the authority; (iii) to act as an examiner, paper setter of outside agencies; (iv) Any other work e.g. holding office in Co-operative Societies etc. (v) To write articles for magazines etc. (material to be shown to MD)	MD	Full Powers			
32.	To grant concession to employees participating in sports.	MD	Full Powers after following the relevant instructions issued by Govt.			
33.	Payment of overtime allowance	Chairman MD GM (C)	Full Powers Full Powers Full Powers – Monthly Report to M.D.			
34.	To sanction incidental expenditure incurred by officers/employees in case	GM (Concerned)	Full Powers in			

	of cancellation of journey and such other charges as may be incurred on telegraphic or telephonic messages for booking of return journeys.		consultation with the Divl. A/cs/ Officers.			
35.	Refund of forfeiture and deductions from securities deposited by the employees.	GM (incharge personnel)	Full Powers			
36.	To permit employee to travel by class of accommodation higher than the one to which they are entitled	M.D.	Full Powers			
37.	(a) Administrative approval of the proposal for purchase or manufacture of items of plants, land and buildings. (b) Administrative approval and Expenditure sanction for plants, maintenance repairs and construction works.	Executive Committee GM (Works) / GM (Mines)	Full Powers to accord Administrative approval upto Rs. 20 lakhs Powers upto Rs. 5,000/- at any one time, Annual ceiling Rs. 25,000/-			
38.	To appoint counsel in places other than Delhi to defend the case of the Corporation.	M.D.	Full Powers			
39.	Payment of fees under the laws, rules or Regulations in-force including fees for obtaining copies of documents from Law Courts, Tribunals etc.	LA in consultation with FC	Full Powers			
40.	Payment of claim decreed by the Court of law.	M.D.	Full Powers to pay the decretal amount subject to the conditions that each case is reported to the chairman where the			

			decreed amount exceeds Rs. 15,000/- but less than Rs. 50,000/- In other cases where decretal amount exceeds Rs. 50,000/- the matter shall be reported to B.O.D.			
41.	To appoint arbitrator in a dispute with the Corporation.	Chairman/M.D.	Full Powers			
42.	Approval of Draft Agreements	CM/MD GM (Concerned)	Full Powers Full Powers within respective limits fixed (Authorised signatory shall only sign Agreements etc.)			
43.	To secure by Agreement or otherwise office buildings on rent or lease.	Chairman MD	Full Powers to secure office accommodation and sanctioning of rent/fee therefore. Full Powers to secure office accommodation and sanctioning of rent/fee			

			therefore upto Rs. 5,000/- per month in each case.			
44.	To sanction local purchase GM (Commercial) of stationery, rubber stamps, books, periodicals, office furniture, equipments etc.	GM (Commercial)	Full Powers to accord sanction with the concurrence of CAO			
45.	To sanction new telephone connection or shifting of telephones from one place to another	MD	Full Powers subject to Budget provisions			
46.	Payment of Telephone Bills / Electricity / Water / Telex Bills and rent of office premises.	Head of the G.S. Divn. (Not below the rank of Dy. Manager)	Full Powers with the concurrence of F.A.			
47.	To incur expenditure on postage.	Head of the G.A. Division (Not below the rank of Dy. Manager)	Full Powers with the concurrence of F.A.			
48.	Sanction of loan and advances from the provident fund account under the employee P.F. Scheme	MD GM (Personnel)	Full Powers subject to recommendations of trustees Full Powers subject to recommendations of trustees.			
49.	To incur expenditure on publicity	MD	Full Powers			
50.	To incur reimburse expenditure on refreshment and entertainment on visitors officials, persons dignitaries and official meetings.	Chairman MD GM's Addl. GM CE (Mines) / Divl. Mgrs / CAO's	Full Powers Full Powers Full Powers upto Rs. 3,600/- in a year Full Powers upto Rs.			

		XEN / Dy. Mgrs / Divl. A/cs Officers / A/cs Officers	1,200/- in a year Full Powers upto Rs. 600/- in a year			
		ADO's of CWC's	Upto Rs. 300/- in a year			
51.	Powers to execute commercial activities	Executive Committee	Full Powers upto Rs. 20 lakhs			
		MD	Upto Rs. 10 lakhs			
		Principal Committee	Full Powers upto Rs. 10/- lakhs			
		GM in consultation with Divl. A/cs Officer	Upto Rs. 2 lakhs			
52.	(i) Procurement & disposal of raw materials	E.F.C.	Full Powers			
		MD	Upto Rs. 50.00 lakhs in consultation with F.M.			
		GM	Upto Rs. 25.00 lakhs in consultation with Associate Finance.			
		CPM (RMD)	Upto Rs. 15.00 lakhs in			

			consultation with Associate Finance.			
	(ii) Exports / Imports	Executive Committee	Full Powers upto Rs. 50 lakhs			
		GM (C)	Full Powers upto Rs. 2 lakhs			
	(iii) Purchase of Machinery	Executive Committee	Full Powers upto Rs. 20 lakhs			
		MD	Full Powers upto Rs. 10 lakhs			
	(iv) Placement of orders to the suppliers and their payments Marketing Division	Asstt. Manager in consultation with Associate Finance.	For orders upto Rs. 10,000/-			
		Dy. Managers in consultation with Associates Finance	For orders upto Rs. 50,000/-			
		CM (Mkt.) in consultation with Associate Finance.	For orders upto Rs. 3,00,000/-			
		CM (Mkt.) in consultation with FA.	For orders upto Rs. 5,00,000/-			
		CM (Mkt.) in consultation with Association Finance	For orders upto Rs. 1,00,000/-			
		MD in consultation with FA	For orders upto Rs. 1,00,000/-			
53.	Allotment of Sheds	MD	Full Powers			

			subject to the guidelines approved by the B.O.D.			
54.	Staff Welfare Expenses	MD FC	Full Powers Full Powers upto Rs. 15,000/- per annum			
55.	House Building Advance	Chairman M.D.	Full Powers Full Powers			
56.	Car / Scooter Advance	Chairman MD	Full Powers Full Powers			
57.	Cycle Advance	GM (Incharge of Personnel Branch)	Full Powers			
58.	Receupment of imprest of commercial division and transport Cell	Head of Divn.	Full Powers with the concurrence of FA			
59.	Payment of suppliers of Emporium, Trade Centre.	CPM (Incharge) Manger (Trade Centre) Incharge. Manger (Emporium) Incharge.	Full Powers with the Concurrence of CAO.			
60.	To sanction expenditure on Road Taxes, Insurance, Registration Fees in respect of Company's Vehicles.	Head of the G.A. Division (Not below the rank of Dy. Manager)	Full Powers with concurrence of FA			
61.	To sanction expenditure on hire, servicing and repairs of typewriters Duplicating Machines, Photo copiers etc.,	Head of the GA Division (Not below the rank of Dy. Manger)	Full Powers upto Rs. 1,000/- in each case with the concurrence of FA			

DELEGATION OF POWERS

POWERS DELEGATED TO THE GENERAL MANAGER (COMMERCIAL)

S. No	Subject	Report to	Powers	Effective Date	B.O.D. No.	B.O.D. Date
1	2	3	4	5	6	7
1.	Payments as per approved purchases. Payments to Excise and Taxation Deptt.	MD MD	Full powers in consultation with CAO / Commercial Full Powers upto Rs. 25 lakhs.			
2.	Finalize Commercial Deals in respect of marketing Division & Trade Centre.	MD	Rs. 1 lakh			
3.	Sanction of Contingent Advance & adjustment thereof	MD	Rs. 2,000/- in each case with the concurrence of CAO Rs. 20,000/- with the concurrence of FC			
4.	Sanction of Contingent Expenditure	MD	Rs. 5,000/- in each case annual ceiling Rs. 20,000/-			
5.	Local purchase of consumable stores	MD	Rs. 5,000/- in each case annual ceiling Rs. 50,000/-			
6.	Postages & Stamps	MD	Full Powers			
7.	Repairs of Furniture	MD	Full Powers			
8.	Stationery and Printing	MD	Full Powers			
9.	Expenditure on entertainment of VIP's Visiting Emporium		Rs. 100/- at a time with the concurrence of CAO.			
10.	Reimbursement of expenditure incurred		Full Powers			

	by shop Incharge, IMFL		to accord sanction with the concurrence of CAO (C)			
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**DELEGATION OF POWERS IN RESPECT OF
THE ACTIVITIES OF WORKS DIVISION**

S. No	Subject	Authority	Powers	Effective Date	B.O.D. No.	B.O.D. Date
1	2	3	4	5	6	7
1.	Administrative Approval and Expenditure Sanction	CE MD WAB	Rs. 1.00 lakhs Rs. 15.00 lakhs Full Powers	20.8.86		
2.	Accord of technical sanction to detail estimates	Executive Engineer / Project Engineer CE	Rs. 2.00 Lakhs Full Powers	20.8.86		
3.	Acceptance of lowest tender and award of work by negotiations with lowest tenderer	CE MD WAB	Rs. 1.00 lakhs Rs. 15.00 lakhs Full Powers	20.8.86		
4.	Acceptance of single tender	WAB	Full Powers	20.8.86		
5.	Award of work by acceptance of tender other than the lowest and by negotiations with the tenders other than the lowest.	WAB	Full Powers	20.8.86		
6.	Award of work by negotiations abinitio after infructuous call of tenders or by negotiations with the firm who has not quoted or on the basis of quotations or without call of tenders	EE CE MD WAB	Rs. 30,000/- Rs. 50,000/- Rs. 3.00 Lakhs Full Powers	20.8.86		
7.	Award of sanction of extra/substituted items	Executive Engineer / Project Engineer	Rs. 75,000/- in respect of schedule And agreement. In respect of other items 25% of the contract value	20.8.86		

		CE	subject to a ceiling of Rs. 6,000/- for other items. Full Powers in respect of both schedule and non schedule items.			
8.	Acceptance of works below specifications and payment thereof	General Manager (Works)	Full powers regarding the quantum of reduction as well as justification there of in respect of substandard work decided to be accepted.			
9.	Award of additional quantity against abnormally high rated items and reduction in quantities of low rated items for the variation in quantities beyond 25% and 5% of the quantities stipulated in the agreement in respect of work below plinth level and above plinth level respectively.	Works Committee General Manager (Works) Executive Engineer / Project Engineer	Full Powers Rs. 15,000/- with the concurrence of Financial Controller Rs. 10,000/- in consultation with Section Officer / Commercial Account			
10.	Grant of extension of time for Completion of work	General Manager (Works) Executive Engineer / Project Engineer	Full Powers Full Powers in respect of individual contract amounting Rs. 1.5 lakhs			

11.	Levy of compensation in case of delay in completion of works	General Manager (Works)	Full Powers with the concurrence of Financial Controller subject to the condition that the quantum of compensation once levied by GM (Works) shall not be changed without the prior approval of the Managing Director.			
12.	Payment of enhancement under clause 10 c of the agreement drawn on from CPWD 7 & 8	CE	Full Powers			
13.	Passing of final bills in respect of work done on work orders within the competence of E.Es and all running account bills	Executive Engineer / Project Engineer	Full Powers in consultation with Section Officer / Commercial Account			
14.	Passing of final bills	Executive Engineer CE	Rs. 5.00 lakhs Rs. 15.00 lakhs in consultation with CAO and full powers with concurrence of FA	20.8.86		
15.	Local purchase of Stores	Executive Engineer / Project Engineer CE	Rs. 10,000/- per item subject to a ceiling of Rs. 1.00 lakh in the aggregated in a year Rs. 40,000/- per item subject to	20.8.86		

		MD / Chairman	a ceiling of Rs. 2.00 lakh in the aggregated in the aggregated in a year per divn. In addition to the powers of Executive Engineer Full Powers			
16.	Local purchase of cement (levy cement) and advance payment against the authorization/release order from department of civil supplies / regional cement controller and payment of freight charges	Executive Engineer / Project Engineer	Full Powers (subject to the availability of funds) in consultation with Section Officer Commercial Account			
17.	Local purchase of cement from open market (non levy cement) against sanctioned work	Executive Committee	Full Powers			
18.	Payment or octroi & carriage from rail head to stores within the Union Territory of Delhi	Executive Engineer / Project Engineer	Full Powers in consultation with the Section Officer / Commercial Accountant			
19.	Contingent Advance (i) To be cleared within one month (ii) Contingent Expenditure	GM (W) -do-	RS. 2,000/- in consultation with Divisional Accounts Officer Rs. 5,000/- in each case with an annum ceiling of Rs. 20,000/-			
20.	Grant of permanent imprest	GM (Works)	Powers upto			

			Rs. 1000/- to AEs/AEEs and upto Rs. 100/- to ADOs with the concurrence of Financial Controller			
21.	<p>Passing of contingent advance accounts</p> <p>(i) Engineering Wing</p> <p>(ii) Others</p>	<p>Executive Engineer / Project Engineer</p> <p>Dy. Manager / Asstt. Manager</p>	<p>Full Powers in consultation with Association Finance</p> <p>Full Powers with the concurrence of Divisional Accounts Officer</p>			
22.	<p>(a) To incur expenditure on petty items of works, repairs maintenance and others contingent expenditure the payment of which is made out of imprest of AEE/AEs, passing of imprest account & recoupment of imprest</p> <p>(b) To incur expenditure on petty items & other contingent expenditure in connection with running and maintains of CWCs the payment of which is made out of imprest of ADO, passing of imprest account & recoupment of imprest</p>	<p>Executive Engineer / Project Engineer</p> <p>Dy. Manager / Asstt. Manager</p>	<p>Full Powers in consultation with Section Officer / Commercial Accountant All vouchers exceeding Rs. 200/- shall be countersigned by the Executive Engineer / Project Engineer</p> <p>Full powers with the concurrence of Divisional Accounts Officer. All vouchers exceeding Rs. 20/- shall be</p>			

			countersigned by Dy. Managr / Asstt. Manager			
23.	<p>Passing of pay & allowances bills of establishment</p> <p>(i) Engineering Wing</p> <p>(ii) CWC Wing</p>	<p>Executive Engineer / Project Engineer</p> <p>Dy. Manager / Asstt. Manager</p>	<p>Full Powers in consultation with Section Officer / Commercial Accountant</p> <p>Full Powers with the concurrence of Divisional Accounts Officer</p>			
24.	Sanctioning of leave, grant of annual increment festival advance passing of efficiency bar, permission for study and forwarding of application for posts outside the Corporation for work charged staff of Work Division	Internal delegation in works Division	Full Powers			
25.	To incur expenditure from the imprest of AEs /AEEs on petrol, oil and lubricants for the vehicles in works Division	Executive Engineer / Project Engineer	Full Powers in consultation with Section Officer / Commercial Accountant			
26.	To incur expenditure on stationary and printing, books periodicals, maps postage stamps etc.	GM (Works)	Rs. 20000/- per annum with the concurrences of Financial Controller.			
27.	Repairs to furniture of works Division	GM (Works)	Rs. 5,000/- per annum in consultation with Divisional Accounts Officer			
28.	To sanction all route bus passes	GM (Works)	Full Powers with the concurrence of			

			Financial Controller			
29.	Repair and maintenance of Vehicles	GM (Works)	Upto 1000/- at any time in consultation with Divisional Accounts Officer			
30.	Acceptance / Challenging of arbitration a award	MD	Full Powers			
31.	Payment of water and Electricity bills to MCD and DESU respectively	Executive Engineer / Project Engineer Asstt. Manager / Dy. Manager	Full Powers in respect of office buildings at Wazirpur, Okhla and Narela in consultation with Divisional Accounts Officer Full Powers in respect of CWC buildings with concurrence of Divisional Accounts Officer			
32.	To incur expenditure on press advertisement (except for promotional activity) released direct to the news papers	GM (Works) Executive Engineer / Project Engineer	Full Powers in consultation with Divisional Accounts Officer Full Powers in consultation with Section Officer / Commercial Accountant in respect of advertisement inserted in classified columns for invitation of			

			tenders.			
33.	To reimburse expenditure on entertainment / refreshment	Executive Engineer / Project Engineer / Dy. Manager / Asstt. Manager	Full Powers upto the specified limits in consultation with Divisional Accounts Officer			
34.	Fixing rates for materials issued to the contractor not stipulated in the contract	GM (Works)	Full Powers with the concurrence of Financial Controller			
35.	To make payments to DESU for temporary permanent electrica connection for the office building and CWCs (Office use only)	Executive Engineer / Project Engineer	Full Powers in consultation with Divisional Accounts Officer			
36.	To make advance payments for supply of stores service and maintenance of machines, chemical analysis and testing of materials, water etc.	CE MD / Chairman	Full Powers to authorize Executive Engineer / Project Engineer to make advance payment upto Rs. 20,000/- in any case or 90% of the cost whichever is less Full Powers			
37.	Engagement of labour at rates higher than the prescribed minimum wages	GM (C)	Full Powers			
38.	To issue orders declaring articles of stores (including tools and plants, furniture and spare parts of vehicles of Div.) as surplus or unserviceable, not due to fraud, theft or negligence of individuals and to fix reserve price, approve tender / action bids and order disposal	Executive Engineer CE MD / Chairman	Rs. 7,500/- RS. 40,000/- Full Powers			

DELEGATION OF POWERS OF GM (MINES)

S. No	Subject	Authority	Powers	Effective Date	B.O.D. No.	B.O.D. Date
1	2	3	4	5	6	7
1.	Purchase of office equipment, furniture and fixtures	GM (M)	Rs. 3,000/- at any one time and Rs. 20,000 in a year.			
2.	Sanction of Imprest	-do-	Rs. 1,000/- in individual cases ad not more than 5 imprests to be sanctioned			
3.	Sanction of contingent advance	-do-	Upto Rs. 10,000 subject to clearance within one month			
4.	Transportation charges	-do-	Full Powers			
5.	Engagement of daily rated labour	-do-	Full Powers for employees for 88 days			
6.	Payment of Project Allowance to Officers and staff as per rules approved by BOD / MD	-do-	Full Powers			
7.	Payment of Re-freshment Allowance to Officers and staff as per rules approved by BOD / MD	-do-	Full Powers			
8.	Construction of Original Works	-do-	Full Powers upto Rs. 1.5 lakhs			
9.	Lease money, Royalty payable under provisions of law and Rules of Delhi Administration	-do-	Full Powers			

POWERS DELEGATED TO INDUSTRIAL ADVISER

S. No	Subject	Authority	Powers	Effective Date	B.O.D. No.	B.O.D. Date
1	2	3	4	5	6	7
1.	Sanction of Contingent Advance	MD	Rs. 2,000/- in each case			
2.	Sanction of Contingent Expenditure	MD	Rs. 5,000/- in each case annual ceiling Rs. 20,000/-			
3.	Running & Maintenance of Vehicles	MD	Full Powers (Approval of MD to be obtained where repairs/replacements exceed Rs. 5,000/- in each case).			
4.	Books & Periodicals	MD	Rs. 500/- at any one time.			