

**DELEGATION OF FINANCIAL POWERS TO THE MANAGING DIRECTOR AND OTHER OFFICERS OF THE CORPORATION**

*Proposed delegation of financial powers to the Managing Director and other Officers of the Corporation.*

Annexure-”A”

S.N	Particulars	Authority to whom delegated	Existing Extent of Powers	Proposed Delegation of Financial Powers	
			Extent of Powers delegated by B.O.D. in its 114 <sup>th</sup> meeting vide Resolution No. 114.9 held on 15.03.2008.	Authority to whom delegated	Proposed extent of Powers
1	2	3	4	5	6
1	<p>i) Purchase of commodities, which has been approved by the Board.</p> <p>ii) Purchase of commodities on consignment Basis</p>	<p>1. MD</p> <p>2. GM</p> <p>3.Divisional/Area Manager</p>	<p>1. Full Powers</p> <p>2. Payment of the cost of TPDS Wheat, Rice, Wheat Atta Petroleum Products, PDS/Govt. Cement.</p> <p>Payment of Medicine bills against advance fund.</p> <p>3. Payment of cost of TPDS Wheat, Rice, Wheat Atta, Free Sale Sugar, Petroleum products, Medicines for medicines shops, Foodgrains and other items for institutional supply against confirmed demand for which source has not been approved .</p> <p>In case of AM Nahan, payment of cost of cement from CCI Rajban.</p>	<p>1.MD</p> <p>2.ED/GM</p> <p>3.Divisional/ Area Manager</p> <p>MD</p> <p>Area Manager</p>	<p>1.No Change</p> <p>2.No Change</p> <p>3. No Change.</p> <p>Full Powers.</p> <p>Payment of consignment goods sold for which source and rates approved by H.Q.</p>
2	Expenditure on Land & Building	1 MD	1 Full Powers Subject to the Board Approval	1. MD	<b>No Change</b>
3	Expenditure on Furniture & Fixture, Office equipments godown and store equipments.	<p>1. MD</p> <p>2. Divisional Manager</p> <p>3. Area Manager</p>	<p>1. Full Powers</p> <p>2.Upto Rs.10000/-per annum }  } Subject to  } norms  }  <p>3.Upto Rs.50000/-per annum }</p> </p>	<p>1. MD</p> <p>2.Divisional Manager</p>	<p>1.No Change</p> <p>2.Upto Rs.10000/-at any time subject to maximum Rs.1,00,000/- p.a..} <b>Subject to norms and completion of Codal formalities and availability of the Budget.</b></p>

4	<p>a) Payment of salaries, allowances, travel expense, wages, PF contribution and reimbursement of Medical expenses and sumptuary allowances to Chairman/ Directors</p> <p>b) Retirement benefits to staff e.g. Gratuity/Leave Encasement etc.</p>	<p>1 MD</p> <p>2 GM</p> <p>3 M.F</p> <p>4. Divisional Manager</p> <p>5 Area Manager</p> <p>6. APO Barmana</p> <p>--</p>	<p>1 Full Powers</p> <p>2. TA/DA &amp; Medical reimbursement bills of DMs.</p> <p>3.Salary PF &amp; allowances of Officers &amp; Staff ,TA/DA and medical reimbursement bills in respect of Hqrs. only.</p> <p>4. Full powers for self and his staff and AMs except his own TA/DA and medical reimbursement bills.</p> <p>5. Full Power for self and staff except his own TA/DA and medical reimbursement bills.</p> <p>6. Full Power for self and staff except his own TA/DA and medical reimbursement bills.</p> <p>---</p>	<p>1.MD</p> <p>2.ED/GM</p> <p>3.M.F</p> <p>4. Divisional Manager</p> <p>5. Area Manager</p> <p>6.APO Barmana</p> <p>1. MD</p>	<p>1.No Change</p> <p>2.No change</p> <p>3.No Change</p> <p>4.No Change</p> <p>5.No Change</p> <p>6.NoChange</p> <p>Full Powers.</p>
	<p>c) Rent, Rates &amp; Taxes</p>	<p>1. MD</p> <p>2. Divisional / Area Manager/APO Barmana</p>	<p>1. Full Powers</p> <p>2 Full Powers for rate &amp; taxes . For payment of rent full powers as per approval of Head Office.</p>	<p>1. MD</p> <p>2. ED/GM</p> <p>3. Divisional Manager/ Area Manager/</p>	<p>1.No change</p> <p>2. Full Powers for rate &amp; taxes. For payment of rent full powers at the approved rates in respect of Head Office only.</p> <p>3.No Change</p>
	<p>d) Retainer fee, counsel fee and related expenses.</p>	<p>M.D</p>	<p>Full Powers</p>	<p>MD</p>	<p>No Change</p>

	e) <i>Electricity &amp; Water Charges</i>	1MD 2 ED/GM 3. Divisional Manager 4Area Manager 5APO Barmana	1 Full Powers 2.Full Powers 3.Full Powers  4Full Powers 5Full Powers	1. MD 2.ED/GM 3. Divisional Manager 4 Area Manager 5. APO Barmana	1.No Change 2 . No Change 3 . No Change  4. No Change 5.No Change
	f) <i>Hot and Cold weather charges</i>	--	--	--	--
	g) <i>Fees and subscription Liveries to Class-IV &amp; Drivers, payment of Gratuity, Gratuity Insurance Premium, Employees deposit linked insurance plan/Group Insurance</i>	1 MD 2 Divisional Manager/ Area Manager	1 Full powers 2 Full powers except fees & subscription	1. MD 2.Divisional Manager/ Area Manager	1 No Change 2 Full Powers for liveries as per norms.
5	<i>Payment of Honorarium and special allowance etc.</i>	M.D	Full Powers as per rules	M.D	No Change
6	<i>Grant of interest bearing loans and advances to staff</i>	1 MD	1 .Full Powers	1. MD 2. Divisional Manager/Area Manager	1. No Change 2.No Change.
7	<i>Grant of advance to staff like TA/TTA &amp; salary advance</i>	1. M.D 2M.F. 3. Divisional Manager/Area Manager	1. Full Powers 2. Full Powers 3. . Full Powers	1. M.D 2.MF 3. Divisional Manager/Area Manager	1. No Change 2. No change 3.No Change
8(i)	<i>Expenditure on Octroi,</i>	1 MD	1 Full Powers	1. M.D	1. No Change

	<i>Cartage, Demurrage, Warf age Bank charges, interest and other incidental charges, packing and forwarding charges etc.</i>	<i>2 Divisional Manager/Area Manager</i>	<i>2. upto Rs. 3000/- at one time in respect of expenses of contingent nature.</i>	<i>2. Divisional Manager/Area Manager</i>	<i>2. No Change</i>
<i>8(ii)</i>	<i>Repair and maintenance of vehicles and retreading of Tyres etc.</i>	<i>1. MD 2. Divisional /Area Manager</i>	<i>1. Full powers 2. (i)Minor repairs of light vehicle upto Rs. 2000/- at a time per vehicle subject to maximum of Rs. 10000/- per annum.. (i) Minor repairs of commercial vehicle upto Rs.3000/- at a time subject to maximum of Rs. 15000/- per annum.</i>	<i>1. M.D 2.ED/GM  3.Divisional Manager/Area Manager</i>	<i>1. No Change 2..Minor repairs of light per vehicle upto Rs. 10000/- at a time subject to maximum of Rs. 500000/- per annum. and subject to completion of Codal formalities and availability of the Budget.  3 i) Minor repairs of light per vehicle upto Rs.5000/- at a time subject to maximum of Rs. 25,000/- per annum and subject to completion of Codal formalities and availability of the Budget. .  ii) Minor repairs of commercial per vehicle upto Rs.10000/- at a time subject to maximum of Rs. 40000/- per annum per vehicle.</i>
<i>8(iii)</i>	<i>Repair and maintenance of Building, Godowns, Shops, plants and equipments &amp; other repairs</i>	<i>-</i>	<i>-</i>	<i>MD DM  AM</i>	<i>Full Powers Upto Rs. 10,000/-at any time subject to maximum Rs.1.00 lac /- p.a and. subject to completion of Codal formalities and availability of the Budget. Upto Rs.5000/-at any time subject to maximum Rs.50,000/- p.a. and. subject to completion of Codal formalities and availability of the Budget. .</i>
<i>8(iv)</i>	<i>Fuel &amp; Lubricants for vehicles</i>	<i>1 MD 2 GM 3 Divisional Manager/Area Manager</i>	<i>1 Full powers 2 Full powers 3 Full powers</i>	<i>1.MD 2.ED/GM 3.Divisional Manager/Area Manager</i>	<i>1. No Change 2. No Change 3. No Change</i>
<i>8(v)</i>	<i>Insurance</i>	<i>1. M.D</i>	<i>1. Full Powers</i>	<i>1. M.D</i>	<i>1. No Change</i>

8(vi)	Insurance of vehicles	1. M.D 2. Divisional Manager/Area Manager	1.Full powers 2.Full powers	1.M.D 2.Divisional Manager/Area Manager	1. No Change 2. No Change
8(vii)	Freight, loading and unloading	1 MD 2 GM 3 Divisional Manager/Area Manager/APO Barmana	1 Full powers 2. Full powers subject to the condition that rates are approved by the Competent Authority. 3. Full powers subject to the condition that rates are approved by the Competent Authority.	1.MD 2. ED/GM  3. Divisional Manager/Area Manager/APO Barmana	1. No Change 2. No change  3.No change
9(i)	Expenditure on hiring of conveyance	1. MD	1. Full powers	1.MD	1. No Change
9(ii)	News papers, books and periodicals etc.	1.MD 2.GM/MF 3.Divisional Manager 4.Area Manager	1.Full powers 2Upto Rs.2000/- p.m .} <b>Subject to norms in</b> 3Upto Rs.500/- p.m. <b>{case of newspapers</b> <b>&amp; periodicals</b> 4Upto Rs500/- p.m }	1.MD 2.ED/GM/MF 3.Divisional Manager 4.Area Manager	1 No Change 2No change 3.No change 4. No change
9(iii)	Postage, telegrams and telephones	1.MD 2.GM/Divisional Manager/ Area Manager/APO Barmana	1 Full powers 2.Full Powers subject to norms	1.MD 2.ED/GM/Divisional Manager/ Area Manager/APO Barmana	1. No Change 2.No Change
9(iv)	Printing and stationery	1.MD 2. GM 3. Divisional Manager 4.Area Manager 5.APO Baramana	1. Full powers 2.Upto Rs.10000/- p.m. 3.Upto Rs.3000/- p.m.at a time. 4.Upto Rs.10000/- p.m. at a time 5.Upto Rs.500/- p.m at a time.	1. MD 2. ED/GM 3. Divisional Manager  4.Area Manager  5.APO Baramana	1. No Change 2. No Change 3.Upto Rs.15000/- at a time subject to Rs.25000/- per annum subject to completion of Codal formalities and availability of the Budget. 4.Upto Rs. 3000/- at a time subject to Rs. 1,00,000/- per annum subject to completion of Codal formalities and availability of the Budget 5. Upto Rs.1000/- at a time subject to Rs. 3000/- per month.

9(v)	Publicity and advertisement	1. M.D	1 Full powers	1 MD	1 No Change
9(vi)	To engage lawyers, consultants, experts, internal auditors, tax auditors, and fix their legal and professional charges, TA/DA, sanction expenditure to file/defend civil/criminal and other suits and payment of TA/DA to statutory auditors etc.	1. M.D	1. Full Powers	1. M.D	1. No Change
10(i)	Staff welfare	1.MD 2.GM 3.MF/Divisional Manager 4.Area Manager 5. APO Baramana	1. Full powers 2. Rs 2000/- p.m.} 3. Rs1000/- p.m. } Subject to norms 4. Rs.5000/-p.m } 5.Rs. 500/-p.m }	1.MD 2.ED/GM 3.MF/Divisional Manager 4.Area Manager 5. APO Baramana	1. No Change 2. Rs 3000/- p.m.} <b><u>Subject to norms</u></b> 3. Rs. 2000/- p.m. } <b><u>Subject to norms</u></b> 4. Rs.5000/-p.m for Area Office Nahan, Chamba, Hamirpur & Solan & Rs.7000/- per month Mandi, D/shala & Shimla Rs. 800/-p.m.} <b><u>Subject to norms.</u></b>
10(ii)	Meeting and conferences	1.MD 2 GM 3 Divisional Manager 4 Area Manager	1.Full powers 2.Rs. 3000/-per month } 3.Rs 500/- per month. } <b><u>Subject to norms</u></b> 4.Rs. 3000/- per month}	1.MD 2/ED/GM 3 Divisional Manager 4 Area Manager	1. No Change 2. Rs. 5000/-per month } 3. Rs 1500/- per month. } <b><u>Subject to norms</u></b>
10(iii)	Hospitality & Business Promotion a) Gift and presentation b) Hospitality and Public relation	1.(a)MD  (b) MD  2.GM  3.Divisional Manager/ Area Manager	1.(a) Full powers  (b)Full powers  2.Rs.1,000/- per month.  3.Rs.1,000/- per month.	MD  MD  2.ED/GM  3.Divisional/ Area Manager	No Change  No Change  2.Rs. 2000/- per month  3.Rs. 1500/- per month

11	Interest and guarantee fee payment.	1. M.D	Full Powers	M.D	No Change
12	Expenditure on participation in exhibitions and fairs etc.	1. M.D	Full Powers	M.D	No Change
13	Controlling officer	M.D	The M.D. will be controlling officer for himself, Directors and Functional Managers and staff.	1.M.D	1.No Change.
14	To write-off petty balances	MD	1. Rs.5000/- at a time	MD	No Change
15(i)	To sanction miscellaneous contingent payments	1 MD 2 Divisional Manager/Area Manager	1. Full powers 2. Upto Rs.1000/- p.m.	1 MD 2.ED/GM 3 Divisional Manager/Area Manager	1 No Change 2 UptoRs.2500/-p.m 3.Upto Rs. 2000/- p.m
15(ii)	To sanction miscellaneous payments of non-recurring nature not provided for above	1.MD 2.Divisional Manager/Area Manager	1.Full powers 2.Upto Rs.1000/- p.m.	1.MD 2.Divisional Manager/Area Manager	1. No Change 2.No Change

16	To declare stock in trade damaged or slow moving, surplus, un-serviceable or unfit for human consumption and the disposal thereof by reduction in price	<p>1 MD</p> <p>2 Divisional Manager</p> <p>3 Area Manager</p>	<p>1 Full Powers based on the recommendation of committee specially constituted for the purpose by the MD.</p> <p>2 Upto Rs.5000/- per godown per annum subject to reduction in price not exceeding 30% for goods declared damaged and unfit for human consumption and 10% for the slow moving goods based on the recommendations of a Committee comprising of DM,AM &amp; AO/ Sr. Accountant, where A.O. is not posted..</p> <p>3 Upto Rs.1000/- per godown per annum subject to reduction in price not exceeding 30% for goods declared damaged and unfit for human consumption and 10% for the slow moving goods based on the recommendations of a Committee comprising of AM,AAM, AO/ Sr. Accountant, where A.O. is not posted.</p>	<p>1 MD</p> <p>2 Divisional Manager</p> <p>3 Area Manager</p>	<p>1. No Change</p> <p>2. No Change</p> <p>2. No Change</p>
17	To declare article of store as damaged or un-serviceable and to sanction their disposal by way of public auction or by inviting tenders.	<p>1. MD</p> <p>2. Divisional .Manager.</p>	<p>1. Full powers on the recommendations of a Committee constituted for the purpose by the MD</p> <p>2. UptoRs.20,000/p.a.based on the recommendations of a committee comprising of DM,AM and AO/ Sr. Accountant, where A.O. is not posted .</p>	<p>1 MD</p> <p>2. Divisional Manager.</p>	<p>1. No Change</p> <p>2.No Change</p>
18	To sanction write-off of recoverable value of stores or stocks or public money lost by cause other than misappropriation/ embezzlement.	M.D	1. Full powers on recommendation of the committee specially constituted for the purpose by the Managing Director.	M.D	No Change



19	To write off value of godown shortages	MD	Full powers subject to the condition that the shortages have been determined normal by the shortage committee constituted for the purpose.	MD	No Change
20	Deposit of funds in short term fixed deposits with scheduled/ non-scheduled banks	MD	Full powers	MD	No Change
21	a) Payment of Bonus b) Ex-gratia(in lieu of bonus)	a)MD b)MD	a) Full Powers b) Subject to approval from Board and State. Govt.	a)MD b) MD	a) No change b) No change
22	Any other item not specified above 1 Non-recurring Recurring	1 MD 2 MD	1 Full powers 2. Full Powers including the outsourcing of the services.	1.MD 2.MD	1 No Change 2.No change

**Note:-**

- (i) **E.D. means Executive Director.**
- (ii) **GM includes GM(A)**
- (iii) **DM/AM means DM/AM posted in field offices.**
- (iv) **These powers will be subject to the actuals.**
- (v) **The following major head of expenditure amended /altreated as per the requirement in the proposed delegation of Powers.**
  - a) **Purchase of commodities on consignment Basis added at Sr. No. 1(ii).**
  - b) **Retirement benefits to staff e.g. Gratuity/Leave Encasement etc. added at Sr. No. 4(b)**
  - c) **Group Insurance added at Sr. No. 4(f) .**
  - d) **Special Pay replaced as Special Allowances at Sr. No. 5**
  - e) **The repair and maintenance of Building, Godowns and Shops added at Sr. No. 8(iii).**
  - f) **The head of Account at Sr. No. 11 i.e. allowing sales of non-controlled item to the staff deleted due to such facilities are not extended to the staff from last 10 years.**