

**Department: Human Resources**

**Abbreviations used- MD & CEO- Managing Director & Chief Executive Officer, DMD- Deputy Managing Director, ED- Executive Director, CGM – Chief General Manager, GM – General Manager, DGM – Deputy General Manager, AGM – Assistant General Manager, MGR – Manager, AM – Assistant Manager, PS –Private Secretary (all grades), Clerical Staff – Class III, Subordinate Staff – Class IV, RO- Regional Office, HO- Head Office**

<b>S No.</b>	<b>Nature of Delegation</b>	<b>DoP</b>
<b>1</b>	<b>Leave- Casual / Ordinary / Sick / Special / Maternity / Paternity/ Quarantine / Extra Ordinary / Special Disability Leave/Child Adoption Leave/ Special Casual Leave etc.</b>	
(i)	ED, CGM & GM/ RO Head	MD & CEO on the recommendation of DMD.
(ii)	All other employees at HO	DGM/GM (In charge of concerned department) on recommendation of Reporting Officer.
(iii)	Other employees at ROs	RO Head on the recommendation of Reporting Officer.
<b>2</b>	<b>Tour Program Approval</b>	
(i)	ED, CGM, GM & RO Head	MD & CEO on the recommendation of DMD.
(ii)	All other employees at HO	DGM/GM (In charge of concerned department) on recommendation of Reporting Officer
(iii)	Other employees at ROs	RO Head on the recommendation of Reporting Officer.
<b>3</b>	<b>Appointments</b>	
<b>(a)</b>	<b>Regular Employees</b>	
(i)	All regular employees	MD & CEO on the approval of the vacancies by the NRC / Board.
<b>(b)</b>	<b>Contractual Employees</b>	
(i)	For Supervisory Roles	MD & CEO
(ii)	For Operational Roles	GM (HR)
Before joining of new appointees, requests like extension in joining date, submission of required documents and other requests shall be decided upon by the Appointing Authority.		

<b>4</b>	<b>Acceptance of Resignations and waiver of Notice Period</b>	
<b>(a)</b>	<b>Regular Employees</b>	
(i)	All regular employees	MD & CEO
<b>(b)</b>	<b>Contractual Employees</b>	
(i)	For Supervisory Roles	MD & CEO
(ii)	For Operational Roles	GM (HR)
<b>5</b>	<b>Confirmation</b>	
(i)	ED, CGM & GM	MD & CEO
(ii)	All other employees	DMD
<b>6</b>	<b>Issuance of Show Cause Notice and/or calling for explanations from the officials on matters pertaining to performance of duties, absence and unauthorized Leave</b>	
i.	ED, CGM & GM	DMD
ii.	All other employees	GM/DGM/RO Incharge (i.e. concerned Incharge of the Department/Regional Office)
Note :Copies of all correspondence w.r.t. the above point needs to be marked to HR Department. The Concerned GM/DGM/RO Incharges may refer the case to concerned Disciplinary Authority, if deemed fit.		
<b>7</b>	<b>Disciplinary Authority</b>	
(i)	ED, CGM & GM	MD & CEO
(ii)	All other employees	DMD
<b>8</b>	<b>Appellate Authority</b>	
(i)	ED, CGM & GM	Board of Directors
(ii)	All other employees	MD & CEO

<b>9</b>	<b>Approval for declaration of Home Town by the employee and change in the same</b>	
	All employees	DGM (HR) at HO
<b>10</b>	<b>Approval for fixation of pay on promotion / revision of pay scales</b>	
	All employees	DGM (HR) with report to GM (HR)
<b>11</b>	<b>Transfers/Postings</b>	
(i)	ED, CGM & GM	MD & CEO
(ii)	All other employees	DMD with report to MD&CEO
<b>12</b>	<b>Sanction of Annual Increment and Crossing of Efficiency Bar</b>	
	All employees at HO/ROs	DGM (HR) with report to GM (HR)
<b>13</b>	<b>Sanction of Payment of</b>	
(i)	Special Pay to Class III & Class IV employees and family allowance as per rules	DGM (HR) at HO
(ii)	Dearness Allowance for all employees	DGM (HR) with report to GM (HR)
(iii)	Dearness Allowance for pensioners as per rules	DGM (Pension Cell)
<b>14</b>	Payment of premium for policies under Group Term Life Insurance (GTLI) covering the employees	DGM (HR) at HO
<b>15</b>	Renewal of contract with existing or new vendor including GTLI	GM/CGM/Vertical Head with report to DMD
<b>16</b>	Expenditure on payment of honorarium /increment/special pay/allowance etc. for passing recognized professional exams/completion of certain period of service as per rules	DGM(HR) at HO
<b>17</b>	Appointment of Medical officer and finalization of his terms etc. on initial appointment/renewal of appointment	CGM/ Vertical Head (HR) at HO/RO Head in consultation with CGM/Vertical Head (HR)
<b>18</b>	Approval for sanction of Health Check-up as per rules	DGM(HR) at HO / RO Head
<b>19</b>	Payment of Health Check-up as per rules	DGM (Establishment) at HO/RO Head

<b>20</b>	<b>Recruitment</b>	
(i)	Financial Sanction for Administrative and related expenses pertaining to Recruitments	Upto Rs 50,000/- :DGM >Rs 50,000 to 1,00,000/- :GM >Rs 1,00,000/- to 1,50,000/- :CGM/Vertical Head > above Rs 1,50,000 :DMD
(ii)	Release of payment as per Financial Sanction for Administrative and related expenses pertaining to Recruitment	DGM (HR)
<b>21</b>	Approval of Rent for New Holiday Homes/Renewal of Lease	CGM/Vertical Head (HR)
<b>22</b>	Sanction of grant to Recreation Club (RC) and Resident Welfare Association as per approved budget	CGM(HR)/Vertical Head
<b>23</b>	Additional /special allocation for RC & RWA	DMD
<b>24</b>	Reimbursement of security expenses to RWA.	DGM(HR) at HO / RO Head
<b>25</b>	Approval including for Financial expenses for conducting Employees Engagement/Welfare activities including retirements/birthday celebrations etc., organized by IFCI or as advised by Govt. Authorities	Upto Rs 50,000/- :DGM >Rs 50,000 to 1,00,000/- :GM >Rs 1,00,000/- to 1,50,000/- :CGM/Vertical Head > above Rs 1,50,000 :DMD
<b>26</b>	<b>Training &amp; Development</b>	
(i)	Nomination of officers to attend seminar, training courses etc. within country/Approval for conducting Inhouse Trainings including approval for attending certification courses/exams required as per guidelines of Regulatory Authorities etc.	i) GM, CGM & DMD – MD & CEO ii) Below GM officers – DMD iii) Class III & Class IV employees – GM (HR)
(ii)	Release of Payment of fees for nomination to external training programme within the country/certification courses/exams	DGM (HR)
(iii)	Deputation to Foreign training programme/conferences etc.	MD & CEO
(iv)	(a) Sanction of advances for tours abroad in connection with training programme/ seminars / business etc. incl. air fare as also daily allowance as per rules	GM (HR)
	(b) Sanction for expenditure on foreign travel as per rules.	GM (HR)

(v)	Sanction of Administrative expenses pertaining to Training Activities	Upto Rs 50,000/- :DGM >Rs 50,000 to 1,00,000/- :GM >Rs 1,00,000/- to 1,50,000/- :CGM/Vertical Head > above Rs 1,50,000 :DMD
<b>27</b>	<b>Approval for Engagement of Interns</b>	
(i)	With Stipend	CGM(HR)/Vertical Head
(ii)	Without Stipend	GM (HR)
<b>28</b>	<b>Permission for Foreign Travel, Passport and Visa</b>	
		GM (HR)
<b>29</b>	<b>Application for Outside Employment</b>	
<b>(a)</b>	<b>On regular/contractual basis</b>	
(i)	ED, CGM & GM	MD & CEO upon recommendations of concerned CGM/Vertical Head
(ii)	DGM & below	DMD upon recommendations of concerned CGM/Vertical Head with report to MD & CEO
<b>(b)</b>	<b>On deputation basis</b>	
(i)	ED, CGM & GM	MD & CEO upon recommendations of concerned CGM/Vertical Head
(ii)	DGM & below	DMD upon recommendations of concerned CGM/Vertical Head with report to MD & CEO
(iii)	Approval for operational aspects of the terms and conditions of deputation	GM (HR)
<b>30</b>	<b>Leased Accommodation (Approval and Payments)</b>	
(i)	All Employees at HO/RO Heads	GM (HR) within the limits as prescribed in the prevailing policies. In any other case, approval of CGM (HR)/Vertical Head to be obtained.
(ii)	All other employees at ROs	Head of RO not below the rank of DGM within the limits as prescribed in the prevailing policies. In any other case, approval of CGM (HR)/Vertical Head to be obtained. Moreover, if RO is headed by below DGM level officer, CA will be as in 30 (i).

<b>31</b>	<b>Issuance of Experience Letter/Service/Address Proof Certificates and other such general permission/certificates etc.</b>	
	All employees	GM (HR)
<b>32</b>	<b>Transfer benefits related to</b>	
(i)	Availment of Joining time beyond defined time period of 6 months	GM (HR)
(ii)	Shifting of car by road	GM (HR)
(iii)	(a) Stay in Hotel upto 7 days.	GM (HR)
	(b) Stay in Hotel beyond 7 days but upto 15 days.	CGM (HR)/Vertical Head
<b>33</b>	<b>Declaration of Annual Holidays</b>	
(i)	Annual Holidays at the beginning of the year	CGM(HR)/Vertical Head as per defined policy
(ii)	Change in Holiday Dates through notification	GM (HR)/RO Head for respective ROs
<b>34</b>	<b>Engagement of Consultant/Service Providers etc. related to HR Matters</b>	
	Approval of Agreements/Contracts/Fee etc.	Upto Rs 50,000/- :DGM >Rs 50,000 to 1,00,000/- :GM >Rs 1,00,000/- to 1,50,000/- :CGM/Vertical Head > above Rs 1,50,000 :DMD
<b>35</b>	Time Scale Promotion	CGM (HR)/Vertical Head with a report to MD & CEO
<b>36</b>	Permission for pursuing higher studies/ joining of classes/ courses by employee.	i) GM and above- MD & CEO ii) DGM & below- DMD
<b>37</b>	<b>Outsourced Service Personnel (OSPs)</b>	
i.	Approval for engaging contractor for providing OSPs	At HO-CGM (HR)/Vertical Head At RO- RO Head
ii.	Hiring of additional OSP, on contract basis, from approved contractor, within approved rates, payment to contractor for services, liveries etc.	At HO- GM (HR) At RO- RO Head
iii.	Any other matter with respect to OSP not covered above	CGM (HR)/Vertical Head

<b>38</b>	Permission for acquisition & Disposal of Property/Assets	CGM (HR)/Vertical Head
<b>39</b>	-Appointment/ withdrawal of officials / non-officials of IFCI as Nominee Directors on the Board of assisted concern.  - Withdrawal of officials/ non-officials of IFCI as Nominee Directors on the Board of assisted concern in the cases where settlement/ restructuring has been done or cases where No dues Certificate has been issued.	MD & CEO on recommendations of CGM (Credit) in consultation with Nominee Director Cell.  CGM (HR)/Vertical Head on the recommendations of CGM (Credit) in consultation with Nominee Director Cell with report to MD & CEO
<b>40</b>	To constitute Internal Committees	MD & CEO
<b>41</b>	To make amendments as per requirements in the Delegation of Powers of any functional vertical of IFCI	MD & CEO with report to the Board