

IT Department Delegation of Power

S No	Subject	Delegation
(A)	Approval of Annual IT budget	Board of Directors on recommendation of IT Strategy Committee
(B)	Approval of the technical terms/tender specifications/Scope of Work	Head of IT (CGM/GM)
(C)	Procurement (CAPEX & OPEX)– Hardware/Software/Media/Networking/Communication Services/Annual Maintenance/Insurance/Renewals/Award of Contract on Nomination Basis Software Development: Engagement of vendors for New Application Development/Major enhancement/Customization/Services/Technology Up gradation	Above Rs.40 Lakh -CGM /Vertical Head
		Above Rs 10 Lakh and Up to Rs.40 Lakh/- -GM (With Report to next Higher Level)
		Above Rs. 50 thousand and Up to Rs. 10 Lakh/- -DGM (With Report to next Higher Level)
		Above Rs.25 thousand and Up to Rs.50 Thousand/- -AGM (With Report to next Higher Level)
		Up to Rs.25 Thousand/- -Manager(IT)/AM(IT) (With Report to next Higher Level)
(D)	I. Acceptance of Tender/negotiation other than the lowest bidder	IT Committee
(E)	Purchase of 1. Consumables/Breakdown maintenance 2. Hardware/Software (Adhoc): (without Calling Tenders, in emergency)	Beyond Rs.2 Lakh -CGM/Vertical Head and above
		Above Rs. 1 Lakh and Up to Rs. 2 Lakh -GM(IT)/ Head of RO in the rank of GM (with a Report to next Higher Level)
		Above Rs.50 Thousand and Up to Rs 1 lakhs -DGM(IT)/ Head of RO in the rank of DGM (with a report to next Higher Level)
		Up to Rs.50 Thousand -AGM(IT)/ (with a report to next Higher Level)

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(F)	Contract Cancellation/Revision/Extension	Head of IT (CGM/GM) (With Report to next Higher Level)
(G)	Appointment of outside Consultants at HO for carrying out technical Consultancy for Feasibility of New Product implementations, Technology change as well as fixation of consultancy fees	Above Rs.1 Cr MD&CEO Above Rs 25 Lakh and up to 1 Cr - COC(Credit and Operation Committee) Above Rs. 5 Lakh and up to Rs. 25 Lakh – CGM/Vertical Head Up to Rs. 5 Lakh-GM (With a Report to Next Higher Level)
(H)	Payments under Approved Purchases	DGM (With report to next higher Level)
(I)	Write off of- Scrap, obsolete Items (Each Item) (Disposal thereof based on net block)	Beyond Rs.1 Lakh/- -CGM/Vertical Head Up to Rs. 1 Lakh -GM(IT) (With a Report to Next Higher Level)
(J)	Matter Incidental (Non-financial)	CGM/Vertical Head