

**SERVICES DEPARTMENT  
REVISED DELEGATION OF POWERS**

S. No.	Particulars	Delegation of Power	
		Head Office	Regional Offices
1.	(i) Release of payments under contracts/ agreements already approved by Competent Authority.  (ii) Payment of utility bills, services bills, statutory dues etc.  (iii) Extension/ renewal of contracts/ agreements already approved by the Competent Authority	<b>For (i) &amp; (ii)</b> (a) Upto Rs.2.00 lakh p.m. - AGM (b) Above Rs.2.00 lakh upto Rs.5.00 lakh p.m. - DGM (c) Above Rs.5.00 lakh p.m. - GM  <b>For (iii)</b>  GM - For Contracts value upto Rs.10 lakh per annum  CGM/ Vertical Head - For Contracts value above Rs.10 lakh per annum	<b>For (i) &amp; (ii)</b> (a) Upto Rs.2.00 lakh p.m. - AGM (b) Above Rs.2.00 lakh upto Rs.5.00 lakh p.m. - DGM (c) Above Rs.5.00 lakh p.m. - GM  <b>For (iii)</b>  GM - For Contracts value upto Rs. 10 lakh per annum  CGM/ Vertical Head- For Contracts value above Rs.10 lakh per annum
2.	(i) Administrative Expenses and Local procurement of stores/ consumables/ electronic items/ electrical appliances/ miscellaneous items viz. visiting charges, etc. and payment thereof #  (ii) Purchase/printing of office stationery, Purchase of Vehicles, / Insurance premium, Petrol, Diesel, Repair & Maintenance etc. and payment thereof	CGM/ Vertical Head: above Rs. 2.50 Lakh  GM: upto Rs.2.50 Lakh  DGM: upto Rs.1 Lakh  AGM: upto Rs.0.50 Lakh	CGM/ Vertical Head: above Rs. 2.50 Lakh  GM: upto Rs.2.50 Lakh  DGM: upto Rs.1 Lakh  AGM: upto Rs.0.50 Lakh
3.	(i) Approval for engaging canteen/other contracts with respect to lunch/ tea/catering for meetings/ Function/ AGM/ EGM etc. and payment thereof.  (ii) Payment for transportation of household goods and vehicles of officials on transfer/ upon retirement/relocation of official accommodation as per extant policy  (iii) Hiring of additional cabs from approved vendor and payment thereof	Upto Rs. 1.00 lakh - GM Above Rs.1.00 lakh – CGM/ Vertical Head  GM  GM	Upto Rs. 1.00 lakh - GM Above Rs.1.00 lakh – CGM/ Vertical Head  GM  GM
4.	(i) Approval for disposal of Scrap / Condemned Material / Dead Stock items / Obsolete/ Unserviceable items/ Old Records / Suspense Entries and constitution of Committee and other process related activities.  (ii) Write off dead stock items / suspense entries related to departmental matters	CGM/ Vertical Head through Real Estate Committee	GM through Real Estate Committee of respective RO with report to CGM/ Vertical Head

*V. Anish Bah*

5.	Any other matters not covered above	Upto Rs.3.00 lakhs - GM with report to next higher authority  Above Rs.3.00 lakhs upto 5.00 lakhs- CGM/Vertical Head, with report to next higher authority	Upto Rs.3.00 lakhs - GM with report to next higher authority  Above Rs.3.00 lakhs upto 5.00 lakhs- CGM/Vertical Head, with report to next higher authority
<p><b>Note:</b> # As &amp; when notified, threshold of Rs.25,000/- for procurement without quotation (s), shall be revised in-line with CPD Policy/GFR Guidelines from time to time. Similarly, procurement of services/ material above Rs.25,000/- upto Rs. 2.50 lakh shall be done as per existing CPD Policy and the same is also subject to revision in-line with CPD Policy/GFR Guidelines from time to time.</p> <p>Delegation of Power is applicable for per approval/ sanction/ payment /bill</p>			

*V. Anish Seth*