



DELEGATION OF FINANCIAL POWERS

TO THE MANAGING DIRECTOR AND OTHER OFFICERS

1. Purchase of commodities, which has been approved by the Board

Managing Director: *Full Powers*

General Manager: *Payment of the cost of TPDS Wheat , Rice, Wheat Atta, Petroleum Products, PDS/Govt. Cement. Payment of Medicine bills against advance funds.*

Divisional/Area Manager: *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 by H.Q. In case of AM Nahan, payment of cost of cement from CCI Rajban.*

2. Expenditure on Land & Building

Managing Director: *Full Powers Subject to the Board Approval.*

3. Expenditure on Furniture & Fixture, Office equipments godown and store equipments

Managing Director: *Full Powers*

Divisional Manager: *Upto Rs.10000/-per annum (Subject to norms).*

Area Manager: *Upto Rs.50000/-per annum.*

4. Payment of salaries, allowances, travel expense, wages, PF contribution and reimbursement of Medical expenses and sumptuary allowances to Chairman/ Directors

Managing Director: *Full Powers*

General Manager: *TA/DA & Medical reimbursement bills of DMs.*

Manager Finance: *Salary PF & allowances of officers and staff and TA/DA & Medical reimbursement bills in respect of HQs only.*

Divisional Manager: *Full powers for self and his staff and AMs except his own TA/DA and medical reimbursement bills.*

Area Manager: *Full Power for self and his staff except his own TA/DA and medical reimbursement bills*

APO Barmana: *Full Power for self and staff except his own TA/DA and medical reimbursement bills.*

5. Rent, Rates & Taxes

Managing Director: *Full Powers*

Divisional / Area Manager / APO Barmana: *Full Powers for rate & taxes. For payment of rent full powers as per approval of Head Office.*

6. Retainer fee, counsel fee and related expenses

Managing Director: *Full Powers*

7. Electricity & Water Charges

Managing Director: *Full Powers*

General Manager: *Full Powers*

Divisional Manager: *Full Powers*

Area Manager: *Full Powers*

APO Barmana: *Full Powers*

8. Hot and Cold weather charges

Managing Director: *Full Powers*

Divisional / Area Manager: *Full Powers as per norms.*

- 9. Fees and subscription Liveries to Class-IV & Drivers, payment of Gratuity, Gratuity Insurance Premium, Employees deposit linked insurance plan**
Managing Director: *Full Powers*
Divisional / Area Manager: *Full powers except fees & subscription*
APO Barmana: *Full powers for liveries as per norms fixed*
- 10. Payment of Honorarium and special pay etc.**
Managing Director: *Full Powers*
- 11. Grant of interest bearing loans and advances to staff**
Managing Director: *Full Powers*
Divisional / Area Manager: *Full Powers for warm clothing advance as per rules*
- 12. Grant of advance to staff like TA/TTA & salary advance**
Managing Director: *Full Powers*
Manager Finance: *Full Powers*
Divisional / Area Manager: *Full Powers*
APO Barmana: *Full Powers*
- 13. Expenditure on Octroi, Carriage, Demurrage, Wharfage Bank charges, interest and other incidental charges, packing and forwarding charges etc**
Managing Director: *Full Powers*
Divisional / Area Manager: *Upto Rs. 3000/- at one time in respect of expenses of contingent nature.*
- 14. Repair and maintenance of vehicles, plants and equipments & other repairs**
Managing Director: *Full Powers*
General Manager: *Minor repairs of light vehicle upto Rs. 2000/-vehicle at a time subject to maximum of Rs. 10000/- per annum.*
Divisional / Area Manager: *i) Minor repairs of light vehicle upto Rs.2000/- vehicle at a time subject to maximum of Rs. 10000/- per annum.
ii) Minor repairs of commercial vehicle upto Rs.3000/-vehicle at a time subject to maximum of Rs. 15000/- per annum*
- 15. Fuel & Lubricants for vehicles**
Managing Director: *Full Powers*
General Manager: *Full Powers*
Divisional / Area Manager: *Full Powers*
- 16. Insurance**
Managing Director: *Full Powers*
- 17. Insurance of vehicles**
Managing Director: *Full Powers*
Divisional / Area Manager: *Full Powers*
- 18. Freight, loading and unloading**
Managing Director: *Full Powers*
General Manager: *Full powers subject to the condition that rates are approved by the Competent Authority.*
Divisional / Area Manager / APO Barmana: *Full powers subject to the condition that rates are approved by the Competent Authority.*
- 19. Expenditure on hiring of conveyance**
Managing Director: *Full Powers*

- 20. News papers, books and periodicals etc.**
Managing Director: *Full Powers*
General Manager/Manager Finance: *Upto Rs.2000/- p.m.*
Divisional Manager: *Upto Rs.500/- p.m.*
Area Manager: *Upto Rs.500/- p.m.* } *(Subject to norms in case of newspapers & Periodicals)*
- 21. Postage, telegrams and telephones**
Managing Director: *Full Powers*
General Manager / Divisional / Area Manager / APO Barmana: *Full Powers subject to norms*
- 22. Printing and stationery**
Managing Director: *Full Powers*
General Manager: *Upto Rs.10000/- p.m.*
Divisional Manager: *Upto Rs3000/- p.m.*
Area Manager: *Upto Rs10000/- p.m*
APO Barmana: *Upto Rs500/- p.m*
- 23. Publicity and advertisement**
Managing Director: *Full Powers*
- 24. 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.**
Managing Director: *Full Powers*
- 25. Staff welfare**
Managing Director: *Full Powers*
General Manager: *Rs 2000/- p.m*
Divisional Manager/ Manager Finance: *Rs1000/- p.m.*
Area Manager: *Rs.5000/-p.m*
APO Barmana: *Rs. 500/-p.m.* } *Subject to norms*
- 26. Meeting and Conferences**
Managing Director: *Full Powers*
General Manager: *Rs 3000/- p.m*
Divisional Manager: *Rs.500/-per month*
Area Manager: *Rs.3000/-p.m* } *Subject to norms*
- 27. Hospitality & Business Promotion: Gift and presentation**
Managing Director: *Full Powers*
- 28. Hospitality & Business Promotion: Hospitality and Public relation**
Managing Director: *Full Powers*
General Manager: *Rs 1000/- p.m*
Divisional / Area Manager: *Rs. 1000/- p.m.*
- 29. Allowing sales of non-controlled items to staff of Corporation**
Managing Director: *Full Powers*
- 30. Interest and guarantee fee payment**
Managing Director: *Full Powers*
- 31. Expenditure on participation in exhibitions and fairs etc.**
Managing Director: *Full Powers*
- 32. Controlling officer**
Managing Director: *Will be controlling officer for himself, Directors and all officers and staff.*

- 33. To write-off petty balances**
Managing Director: *Rs.5000/- at a time*
- 34. To sanction miscellaneous contingent payments**
Managing Director: *Full Powers*
Divisional / Area Manager: *upto Rs. 1000/- p.m.*
- 35. To sanction miscellaneous payments of non-recurring nature not provided for above**
Managing Director: *Full Powers*
Divisional / Area Manager: *upto Rs. 1000/- p.m.*
- 36. 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**
Managing Director: *Full Powers based on the recommendation of committee specially constituted for the purpose by the MD.*
Divisional Manager: *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 & AO/ Sr. Accountant, where A.O. is not posted..*
Area Manager: *Upto Rs. 500/- 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.*
- 37. To declare article of store as damaged or un-serviceable and to sanction their disposal by way of public auction or by inviting tenders.**
Managing Director: *Full powers on the recommendations of a Committee constituted for the purpose by the MD*
Divisional Manager: *Upto Rs.10,000/- based on the recommendations of a committee comprising of DM,AM and AO/ Sr. Accountant, where A.O. is not posted.*
- 38. To sanction write-off of recoverable value of stores or stocks or public money lost by cause other than misappropriation/ embezzlement.**
Managing Director: *Full powers on recommendation of the committee specially constituted for the purpose by the Managing Director.*
- 39. To write off value of godown shortages**
Managing Director: *Full powers subject to the condition that the shortages have been determined normal by the shortage committee constituted for the purpose.*
- 40. Deposit of funds in short term fixed deposits with scheduled/ non-scheduled banks**
Managing Director: *Full Powers*
- 41. Payment of Bonus, Ex-gratia: Payment of Bonus**
Managing Director: *Full Powers*
- 42. Payment of Bonus, Ex-gratia: Ex-gratia in lieu of Bonus**
Managing Director: *Subject to approval from Board & State Govt.*
- 43. Any other item not specified above: Non-recurring**
Managing Director: *Full Powers*
- 44. Any other item not specified above: Recurring**
Managing Director: *Full Powers including the outsourcing of the services*

Note:- *General Manager includes General Manager(A) also, Divisional Manager/Area Manager means posted in field offices. These powers will be subject to the actual.*