

4	a) <i>Payment of salaries, allowances, travel expense, wages, PF contribution and reimbursement of Medical expenses and sumptuary allowances to Chairman/ Directors</i>	1 MD 2 GM(A)/GM 3 M.F 4. Divisional Manager 5 Area Manager	1 Full Power. 2. Salary TA/DA & PF & Medical reimbursement bills of DMs, full powers for other officers and staff o the Hqrs. 3.Salary PF & allowances of officers and staff and TA/DA & Medical reimbursement bills in respect of HQs only. 4. Full powers for self and his staff except his own TA/DA and medical reimbursement bills. 5. Full Power for self and his staff except his own TA/DA and medical reimbursement bills.	1. MD 2. GM 3. M.F 4. Divisional Manager 5. Area Manager 6 .APO Barmana	1 No Change 2. TA/DA & Medical reimbursement bills of DMs. 3.No Change 4. Full powers for self and his staff and AMs except his own TA/DA and medical reimbursement bills. 5. No Change 6. Full Power for self and staff except his own TA/DA and medical reimbursement bills.
	b) <i>Rent, Rates & Taxes</i>	1. MD 2. GM(A)/GM 3. M.F 4. Divisional Manager 5. Area Manager	1. Full Powers 2. Full Powers 3. Full Powers 4. Full Powers 5. Full Powers	1. MD 2. Divisional Manager/ Area Manager/ APO Barmana	1. No Change 2. Full Powers for rate & taxes. For payment of rent full powers as per approval of Head Office.
	c) <i>Retainer fee, counsel fee and related expenses.</i>	1. M.D	1. Full Powers	1.MD	No Change
	d) <i>Electricity & Water Charges</i>	1 MD 2 GM (A)/GM 3 Divisional Manager 4 Area Manager	1 Full Powers 2 Full Powers 3 Full Powers 4 Full Powers	1. MD 2.GM 3. Divisional Manager 4. Area Manager 5. APO Barmana	1. No Change 2. No Change 3. No Change 4. No Change 5. Full Powers

	e) <i>Hot and Cold weather charges</i>	1 MD 2. Other Officers	1 Full Powers 2 As delegated by Managing Director from time to time.	1.MD 2.Divisional Manager/Area Manager	1 . No Change 2 Full Powers as per norms.
	f) <i>Fees and subscription Liveries to Class-IV & Drivers, payment of Gratuity, Gratuity Insurance Premium, Employees deposit linked insurance plan</i>	1 MD 2 GM(A)/GM 3 Divisional Manager/ Area Manager	1 Full powers 2 Full powers except fees & subscription 3 Full powers for liveries as per norms fixed	1. MD 2.Divisional Manager/ Area Manager 3.APO Barmana	1 No Change 2 No Change 3 Full powers for liveries as per norms fixed .
5	<i>Payment of Honorarium and special pay etc.</i>	1. M.D	1.Full Powers as per rules	1. M.D	1. No Change
6	<i>Grant of interest bearing loans and advances to staff</i>	1 MD 2.GM(A)/GM Divisional Manager/Area Manager	1 .Full Powers 2. Full Powers for warm clothing advance 3. Full Powers for warm clothing advance.	1. MD 2. Divisional Manager/Area Manager	1. No Change 2. Full Powers for warm clothing advance as per rules.
7	<i>Grant of advance to staff like TA/TTA & salary advance</i>	1. M.D 2.GM(A)/GM 3. Divisional Manager/Area Manager	1. Full Powers 2. Full Powers 3. . Full Powers	1. M.D 2.MF 3. Divisional Manager/Area Manager 4.APO Barmana.	1. No Change 2. Full Powers 3.No Change 4. Full Powers
8(i)	<i>Expenditure on Octroi, Cartrage, Demurrage, Wharfage Bank charges, interest and other incidental charges, packing and forwarding charges etc.</i>	1 MD 2 Other Officers	1 Full Powers 2 As delegated by the Managing Director from time to time.	1. M.D 2. Divisional Manager/Area Manager	1. No Change 2. upto Rs. 3000/- at one time in respect of expenses of contingent nature.

8(ii)	Repair and maintenance of vehicles, plants and equipments & other repairs	1 MD 2 Other Officers	1 Full powers 2 As delegated by the Managing Director from time to time.	1. M.D 2.GM 3. Divisional Manager/ Area Manager	1. No Change 2..Minor repairs of light vehicle upto Rs. 2000/-vehicle at a time subject to maximum of Rs. 10000/- per annum. 3 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.
8(iii)	Fuel & Lubricants for vehicles	1 MD 2 GM (A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Full powers 3 Full powers	1.MD 2.GM 3.Divisional Manager/Area Manager	1. No Change 2. No Change 3. No Change
8(iv)	Insurance	1. M.D	1. Full Powers	1. M.D	1. No Change
8(v)	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(vi)	Freight, loading and unloading	1 MD 2 GM(A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Upto Rs.10000/- at a time 3 Full powers subject to the condition that rates are approved by the DC/MD of the Corporation.	1.MD 2.GM 3.Divisional Manager/Area Manager/APO Barmana	1. No Change 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.
9(i)	Expenditure on hiring of conveyance	1 MD 2 GM(A)/GM 3 Divisional Manager	1 Full powers 2 Full powers 3 Upto Rs.2000/- at a time.	1.MD	1. No Change
9(ii)	News papers, books and periodicals etc.	1 MD 2 GM(A)/GM 3 Divisional Manager 4 Area Manager	1 Full powers 2 Upto Rs.2000/- p.m. 3 Upto Rs.250/- p.m. 4 Upto Rs250/- p.m.	1.MD 2.GM/MF 3.Divisional Manager 4.Area Manager	1 No Change 2Upto Rs.2000/- p.m .{Subject to norms in case of newspapers & periodicals } 3Upto Rs.500/- p.m. 4Upto Rs500/- p.m

9(iii)	Postage, telegrams and telephones	1 MD 2 GM(A)/GM Divisional Manager/ Area Manager	1 Full powers 2 Full powers	1.MD 2.GM/Divisional Manager/ Area Manager/.APO Barmana	1. No Change 2.Full Powers subject to norms
9(iv)	Printing and stationery	1 MD 2 GM(A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Upto Rs.10000/- p.m. 3 Upto Rs.5000/- p.m.	1. MD 2. GM 3. Divisional Manager 4.Area Manager 5.APO Baramana	1. No Change 2. Upto Rs.10000/- p.m. 3. Upto Rs3000/- p.m. 4. Upto Rs10000/- p.m 5. Upto Rs500/- p.m
9(v)	Publicity and advertisement	1 MD 2 Other Officers	1 Full powers 2 delegated by Managing Director from time to time..	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	Full Powers	1. M.D	1. No Change
10(i)	Staff welfare	1 MD 2 GM (A)/GM 3 MF/Divisional Manager 4 Area Manager	1 Full powers 2 RS.8000/- p.a. 3. Rs.1000/- p.a. 4. Rs.5000/-p.a.	1.MD 2.GM 3.MF/Divisional Manager 4.Area Manager 5. APO Baramana	1. No Change 2. Rs 2000/- p.m.} 3. Rs1000/- p.m. } Subject to norms 4. Rs.5000/-p.m } 5. Rs. 500/-p.m.}.
10(ii)	Meeting and conferences	1 MD 2 GM(A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Rs.3000/- at any one time. 3 Rs.1000/- at any time.	1 MD 2 GM 3 Divisional Manager 4 Area Manager	1 No Change 2 Rs. 3000/-per month } 3 Rs 500/- per month. }Subject to norms 4 Rs. 3000/- per month}

10(iii)	Hospitality & Business Promotion a) Gift and presentation b) Hospitality and Public relation	1 MD 2 GM(A)/GM 1 MD 2 GM(A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Rs.3000/- p.a. 1 Full powers 2 Rs.6,000/- p.a. 3 Rs3,000/- p.a.	1 MD 1 MD 2 GM 3 Divisional Manager/Area Manager	1.No Change 1 No Change 2 Rs. 1000/- per month 3 Rs. 1000/- per month
11	Allowing sales of non-controlled items to staff of Corporation	1. M.D	Full Powers	1. M.D	1. No Change
12	Interest and guarantee fee payment .	1. M.D	Full Powers	1. M.D	1. No Change
13	Expenditure on participation in exhibitions and fairs etc.	1. M.D	Full Powers	1. M.D	1. No Change
14	Controlling officer	1. M.D	1. The M.D. will be controlling officer for himself, Directors and Functional Managers and staff.	1. M.D	1. The M.D. will be controlling officer for himself, Directors and all officers and staff.
15	To write-off petty balances	1. MD 2. GM(A)/GM	1. Rs.5000/- at a time 2. Rs.1000/- at a time	1. MD	1. No Change
16(i)	To sanction miscellaneous contingent payments	1 MD 2 GM(A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Upto Rs.3000/- p.m. 3 Upto Rs.500/- p.m.	1 MD 2Divisional Manager/Area Manager	1 No Change 2. Upto Rs.1000/- p.m.
16(ii)	To sanction miscellaneous payments of non-recurring nature not provided for above	1 MD 2 GM(A)/GM 3 Divisional Manager/Area Manager	1 Full powers 2 Upto Rs.3000/- p.m. 3 Upto Rs.1000/- p.m.	1. MD 2. Divisional Manager/Area Manager	1. No Change 2. No Change

17	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 & AO/ Sr. Accountant, where A.O. is not posted..</p> <p>3 3. 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..</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>3. No Change</p>
18	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>4 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.</p>	<p>1 MD</p> <p>2. Divisional Manager.</p>	<p>1. No Change</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>
19	To sanction write-off of recoverable value of stores or stocks or public money lost by cause other than	<p>1. M.D</p> <p>2. Divisional Manager.</p> <p>3 Area Manager</p>	<p>1. Rs. 10000/- at a time.</p> <p>2 Not more than Rs. 100/- at a time subject to maximum of Rs. 5000/- p.a. per area.</p> <p>3 Not more than Rs. 50/- at a time</p>	<p>1. M.D</p>	<p>1. Full powers on recommendation of the committee specially constituted for the purpose by the Managing Director.</p>

	<i>misappropriation/ embezzlement.</i>		<i>subject to maximum of Rs. 500/- p.a.</i>		
20	<i>To write off value of godown shortages</i>	<i>1 MD</i>	<i>1 Full powers subject to the condition that the shortages have been determined normal by the shortage committee constituted for the purpose.</i>	<i>1.MD</i>	<i>1. No Change</i>
21	<i>Deposit of funds in short term fixed deposits with scheduled/ non- scheduled banks</i>	<i>1 MD</i>	<i>1 Full powers</i>	<i>1. MD</i>	<i>1 No Change</i>
22	<i>a) Payment of Bonus b) Ex-gratia(in lieu of bonus)</i>	<i>a)MD b)MD</i>	<i>a)Full powers b)Subject to Board approval</i>	<i>a)MD b) MD</i>	<i>a) Full Powers b) Subject to approval from Board and State. Govt.</i>
23	<i>Any other item not specified above 1 Non-recurring Recurring</i>	<i>1 MD 2 MD</i>	<i>1 Full powers 2 Full powers</i>	<i>1.MD 2.MD</i>	<i>1 No Change 2.Full Powers including the outsourcing of the services.</i>

Note:-

- (i) GM includes GM(A) also.**
- (ii) DM/AM means DM/AM posted in field offices.**
- (iii) These powers will be subject to the actuals.**

