

DOP - Establishment Department

Sl. No.	Subject/Nomenclature	Delegation of Powers
1.	Establishment Expenses	
(i)	Pay, Allowances, Reimbursements, LFC, Leave Encashment and other components of Compensation Structure as per entitlement including finalization of Arrears & Final Settlement of Dues.	DGM (Estt.)
(ii)	Empanelment of Travel Agencies & related matters	DGM (Estt.)
(iii)	Processing of Advances & Tour Bills containing hotel and conveyance bills, Halting Allowance, sitting fee & all other related expenses.	DGM (Estt.)
(iv)	Processing of local conveyance bills and payment thereof as per policy	AGM (Estt.)
(v)	Reimbursement of medical expenses (including medical bills of retired employees under IFCI Voluntary Welfare Scheme as per rules). Payment of part time Doctors/Nurse / Pharmacist/ Compounder /Helper etc. engaged by IFCI. Payment of chemists bills, misc. purchase for Clinics/office as per approved policy/guidelines, etc.	
	For HO and Other Offices	
	MGR(Estt) at HO / MGR at Other Offices	Up to Rs. 20,000/-
	AGM (Estt.) at HO / AGM at Other Offices	Up to Rs. 50,000/-
	DGM (Estt.) at HO / DGM at Other Offices	Up to Rs. 3,00,000/-
	GM (Estt) at HO/ GM at Other Offices	Up to Rs. 8,00,000/-
	CGM (Estt)/Vertical Head at HO	Above Rs. 8,00,000/-
(vi)	Reimbursement of Diagnostic Tests / treatment for diseases specifically not covered under the IFCI Medical Scheme.	CGM (Estt.)/Vertical Head in consultation with CMO
(vii)	Sanction and Payment of fees of the consultants for Establishment matters	DGM (Estt) - Up to Rs. 50,000 GM (Estt) - Rs. 50,000 to Rs. 1,00,000 CGM (Estt.) - Above Rs. 1,00,000
(viii)	Writeoff of outstanding entries lying in sundry debtors/creditors accounts as per approved policy/guidelines	CGM(Estt.)/Vertical Head in consultation with concerned Deptt.
2.	Loans/advances to staff members	
(i)	Sanction of Loans/advances (as per approved policies/guidelines)	Up to Rs. 1 lakh: Manager (Estt.) at HO Rs. 1 to 5 lakhs: AGM (Estt.) at HO Rs.5 to 15 lakh: DGM (Estt.) at HO Rs.15 to 30 lakh: GM (Estt.) at HO Above Rs.30 lakh: CGM / (In-charge of Estt.)

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(ii)	Release of installments of loans/advances as approved by the Competent Authority according to rules	DGM (Estt) at HO
(iii)	Acceptance of title to the residential property	Covered under the DoP of Legal Deptt.
(iv)	Power to relax/amend the existing rules in r/o staff advances / reimbursement / other staff payments, etc.	CGM(Estt.) with report to next higher authority
3.	Provident Fund	
(i)	Settlement of PF Account	DGM(Establishment) at HO
(ii)	Loan / Final Withdrawal From PF Account	DGM(Establishment) at HO
(iii)	Payment of Arrears of PF	DGM(Establishment) at HO
(iv)	Declaring Interest Rate in line with EPFO	CGM (Estt.)/Vertical Head
4.	Gratuity	
(i)	Sanction of Gratuity/Arrears	Any Two Trustees of The IFCI Employees Gratuity Trust
(ii)	Payment of Gratuity/Arrears	DGM(Establishment) at HO
5.	Pension Matters (As per approved policy) except (ii) & (viii)	
(i)	Applicability and eligibility of pension to employees under respective categories viz., superannuation Pension, Family Pension, Premature Retirement Pension & Invalid Pension	GM (HR)
(ii)	With-hold or withdraw of a Pension or part thereof, whether permanently or for a specified period	MD & CEO
(iii)	Determination of period of qualifying service for payment of pension	DGM(HR)
(iv)	Fixation of pay for pension / Family Pension	DGM (HR)
(v)	Determination and sanction of rate of pension including family pension, premature retirement pension, invalid pension, etc.	DGM (Establishment) / DGM (Pension Cell)
(vi)	Determination and sanction of commutation of pension	DGM(Establishment) at HO
(vii)	Payment of pension including commutation amount after adjustment of Corporation's contribution of Provident Fund	DGM (Establishment) / DGM (Pension Cell)
(viii)	Sanction of Compassionate Allowance for employees dismissed or terminated from services , deserving special consideration	MD & CEO
(ix)	Dearness Relief to Pensioners as per IFCI Pension Regulations	DGM (Establishment) / DGM (Pension Cell)
6.	Approval of RTI Information to be provided to CPIO	CGM (Estt.)/ Vertical Head
7.	Matters incidental / germane to Establishment but not covered / provided specifically herein : Administrative Power	CGM (Estt.)/ Vertical Head