

PROPOSED DELEGATION OF POWERS- ESTATES & SECURITY DEPARTMENT

S. No.	Particulars	Delegation	
		HO	RO
1	(a) Approval for initiating the process for floating of Tenders/RFP for inviting offers/quotations, and finalizing the Scope of Work and Terms & Conditions.	CGM/Vertical Head	(a) Head of RO (not below the designation of GM) upto Rs.10 lakh of work (b) Above Rs. 10 Lakh - CGM/ Vertical Head
	(b) Approval for Appointment / Empanelment of Consultant / Architect / Valuer/ Advisor / Broker/ Service Provider / Interior or Exterior Decorator for Civil / Electrical / Mechanical / Electro-Mechanical/ Electronic works etc. with terms and conditions.	CGM/Vertical head with report to next higher authority	Head of RO with report to CGM/Vertical Head
	(c) Approval for appointment of Government Agency on Nomination Basis		
	(d) Approval for constitution of Committee and process related other activities e.g. issuing corrigendum/ amendments etc.	GM	Head of RO (not below the designation of GM)
	(e) Extension/ renewal of contracts/agreements already approved by the Competent Authority.	GM with report to higher authority	Head of RO (not below the designation of GM with report to higher authority)
	(f) Release of periodical/ routine payments & bills and incidental expenses in respect of already approved (by the Competent Authority): (g) Tenders/ Contracts/ Agreements/ Works / Jobs/ Capex expenses/ One-time payments etc. (h) Brokerage/ Consultancy/ Service fee etc. (i) Payment of Rent/ advance rent/ Lease Rent for office premises taken on lease.	GM: above Rs. 10 Lakh DGM: above Rs. 2 Lakh Rs. 10 Lakh AGM: upto Rs. 2 Lakh	GM: above Rs. 10 Lakh DGM: upto Rs. 10 Lakh
2	Payment of statutory bills in r/o IFCI Properties viz.	CGM/Vertical Head: Above Rs. 50 Lakh	CGM/ Vertical Head: Above Rs. 50 Lakh
	(i) Property Tax	GM: upto Rs. 50 Lakh	GM: upto Rs. 50 Lakh
	(ii) Ground / Lease rent	DGM: upto Rs. 25 Lakh	DGM: upto Rs. 25 Lakh
	(iii) Insurance Premium	AGM: upto Rs. 10 Lakh	AGM: upto Rs. 10 Lakh
	(iv) Electricity & Water Bills (v) Other Statutory Bills	All decisions to be reported to next higher authority	All decisions to be reported to next higher authority
3	Payment of bills for:		
	(i) Local procurement of stores/ consumables/ miscellaneous items etc. #	GM: upto Rs. 2.50 Lakh DGM: upto Rs. 1 Lakh AGM: upto Rs. 0.50 Lakh	GM: Upto Rs. 2.50 Lakh
	(ii) Visit Charges to service providers etc. (iii) Re-imbursement of expenses		
4	Approval for works of emergency /priority /Contingent nature and/or breakdown / abrupt shut down of any major services / equipment / systems etc. in the office/residential premises /other buildings/sites due to unavoidable circumstances and payment thereof	CGM/Vertical Head: upto Rs.10 lakh GM: upto Rs. 2 Lakh DGM: upto Rs. 1 Lakh	CGM/Vertical Head: upto Rs.10 lakh GM: upto Rs. 2 Lakh DGM: upto Rs. 1 Lakh
	(a) In-principle approval for Leasing Out Office / Residential premises	MD & CEO	MD & CEO
		(b) Approval for Leasing Out Office / Residential premises and approval of terms and conditions thereof.	COC (as mentioned in the prevalent Rent Policy).

S. No.	Particulars	Delegation	
		HO	RO
	(c) Approval for extension/ renewal of Lease Deed: (i) In case, no change in terms & conditions already approved. (ii) In case, change/modification in terms & conditions.	(i) GM/Vertical Head (as mentioned in the prevalent Rent Policy). (ii) COC (as mentioned in the prevalent Rent Policy).	(i) Head of RO (as mentioned in the prevalent Rent Policy) (ii) COC (as mentioned in the prevalent Rent Policy).
	(d) Approval for participating in Bid/ Submission of Offer in respect of leasing out of office/residential space	GM with report to next higher authority	Head of RO (not below the designation of GM)
	(e) Approval for allotment of Flat/VOF/Dormitory	GM	Head of RO
	(f) Extension of allotment of flat/VoF/Dormitory: (i) upto 3 months (ii) above 3 months upto 6 months	(i) GM (ii) CGM/Vertical Head	(i) RO Head (not below GM) (ii) CGM/Vertical Head
6	(a) 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. (b) Write off dead stock items / suspense entries related to departmental matters	CGM/Vertical Head through Real Estate Committee	(a) Head of RO after in principle approval of Real Estate Committee (b) CGM / Vertical Head
	(a) Approval for refund of Security Deposit/ Bank Guarantee/ EMD etc. in case of satisfactory completion of work/ contract/ Agreement/ Process (b) Approval for revoking/ forfeiture of Security Deposit/ Bank Guarantee/EMD etc.	(i) GM with report to next higher authority (ii) CGM/Vertical Head	(i) Head of RO (ii) CGM/Vertical Head
7	(c) Waiver of Penal Charges on contracts/ agreements: i. Upto Rs.50000 per annum per client ii. Upto Rs.100000 per annum per client iii. Above Rs.100000 per annum per client	(i) GM (ii) CGM/Vertical Head (iii) CGM/ Vertical Head through Real Estate Committee	(i) GM (ii) CGM/Vertical Head (iii) CGM/ Vertical Head through Real Estate Committee
8	Leased Accommodation (Payments)		
	(i) All Employee at HO/RO Heads	GM(Estates) within the limits as prescribed in the prevailing policies and as approved by HR Department.	-
	(ii) All other employee at RO	-	Head of RO/RO In-charge within the limits as prescribed in the prevailing policies and as approved by HR Department.
9	Administrative/Operational matters incidental/ germane to Estates & Security but not covered/ provided specifically herein	CGM/Vertical Head with report to the next higher authority	Head of RO with report to CGM/Vertical Head
Note:			
(i) All proposals pertaining to Leasing Out of office/residential premises, are to be routed through REC as per Rent Policy of IFCI			
# As per CPD Policy.			
> Delegation of Power is applicable for per approval/ sanction/ payment/matter/bill.			