




**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	For (i) & (ii) (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 For (iii) GM - For Contracts value upto Rs.10 lakh per annum CGM/ Vertical Head - For Contracts value above Rs.10 lakh per annum	For (i) & (ii) (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 For (iii) 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

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
6.	Outsourced Service Personnel (OSPs)		
i	Approval for engaging contractor for providing OSPs	CGM /Vertical Head	
ii	Hiring of additional OSP, on contract basis, from approved contractor, within approved rates, payment to contractor for services, liveries etc.	GM (Services)	
iii	Any other matter with respect to OSP not covered above	CGM /Vertical Head	
<p>Note: # As per CPD Policy.</p> <p>Delegation of Power is applicable for per approval/ sanction/ payment /bill</p>			

