

IT Department Delegation of Powers

S No	Particulars	Delegation of Powers
(A)	Approval of Annual IT budget	Board of Directors on recommendation of IT Strategy Committee
(B)	Approval of the technical terms/ tender specifications/ Scope of Work/RFP	Above Rs. 40 Lakh – GM (With report to Next Higher Level)
		Upto Rs. 40 lakh -DGM (With Report to Next Higher level)
(C)	Procurement (CAPEX & OPEX)- Hardware/ Software/ Media/ Networking /Communication Services/ Annual Maintenance/ Insurance/ Renewals/ Award of Contract on Nomination Basis Software Development: Engagement of vendors for New Application Development/ Major enhancement / Customization / Services/ technology Up gradation	Above Rs.40 Lakh -CGM /Vertical Head
		Above Rs 10 Lakh and Up to Rs.40 Lakh/- -GM (With Report to next Higher Level)
		Above Rs. 50 thousand and Up to Rs. 10 Lakh/- -DGM (With Report to next Higher Level)
		Above Rs.25 thousand and Up to Rs. 50 Thousand/- -AGM (With Report to next Higher Level)
		Up to Rs.25 Thousand/- -Manager(IT)/AM(IT) (With Report to next Higher Level)
(D)	Acceptance of Tender/negotiation other than the lowest bidder	IT Committee
(E)	Purchase of 1. Consumables/ Breakdown maintenance 2. Hardware/Software (Adhoc): (without Calling Tenders, in emergency)	Beyond Rs.2 Lakh and above-CGM/Vertical Head
		Above Rs. 1 Lakh and Up to Rs. 2 Lakh -GM(IT)/ Head of RO in the rank of GM (with a Report to next Higher Level)
		Above Rs. 50 Thousand and Up to Rs 1 lakhs -DGM(IT)/ Head of RO in the rank of DGM (with a report to next Higher Level)
		Up to Rs. 50 Thousand -AGM(IT)/ (with a report to next Higher Level)
(F)	Contract Cancellation/ Revision/ Extension	Head of IT (CGM/GM) (With Report to next Higher Level)
(G)	Appointment of outside Consultants at HO for carrying out technical Consultancy for Feasibility of New Product implementations, Technology change as well as fixation	Above Rs.1 Cr -MD&CEO
		Above Rs 25 Lakh and up to 1Cr - COC(Credit and Operation Committee)
		Above Rs. 5 Lakh and upto Rs. 25 Lakh - CGM/Vertical Head

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	of consultancy fees	Upto Rs. 5 Lakh-GM (With a Report to Next Higher Level)
(H)	Payments under Approved Purchases	DGM (With report to next higher Level)
(I)	Write off of- Scrap, obsolete Items (Disposal thereof based on net block)	Beyond Rs.1 Lakh/- -CGM / Vertical Head
		Up to Rs. 1 Lakh -GM(IT) (With a Report to Next Higher Level)
(J)	Matter incidental (non-financial)	CGM/Vertical Head
(K)	Manpower Outsourcing for IT Advisory	CGM(Advisory) on recommendation of GM(IT Advisory)

Note :The above DOP will also be exercised by GM(IT Advisory) and will also be applicable to IT Advisory Wing



