

### Delegation of Power: IT Department

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 Authority) Up to Rs. 40 Lakh -DGM (with report to next higher Authority)
(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 (with report to next higher Authority) Above Rs 10 Lakh and Up to Rs.40 Lakh/- -GM (with report to next higher Authority) Above Rs. 50 thousand and Up to Rs. 10 Lakh/- -DGM (with report to next higher Authority) Above Rs.25 thousand and Up to Rs. 50 Thousand/- -AGM (with report to next higher Authority) Up to Rs.25 Thousand/- -Manager(IT)/AM(IT) (with report to next higher Authority)
(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 (with report to next higher Authority) Above Rs. 1 Lakh and Up to Rs. 2 Lakh -GM(IT)/ Head of RO in the rank of GM (with report to next higher Authority) Above Rs. 50 Thousand and Up to Rs 1 lakhs -DGM(IT)/ Head of RO in the rank of DGM (with report to next higher Authority) Up to Rs. 50 Thousand -AGM(IT)/ (with report to next higher Authority)
(F)	Contract Cancellation/ Revision/ Extension	Head of IT (with report to next higher Authority)
(G)	Appointment of outside Consultants at HO for carrying out technical Consultancy for Feasibility of New Product implementations, Technology change as well as fixation of consultancy fees	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 (with report to next higher Authority) Upto Rs. 5 Lakh-GM (with report to next higher Authority)

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(H)	Payments under Approved Purchases	DGM (with report to next higher Authority)
(I)	Write off of- Scrap, obsolete Items (Disposal thereof based on net block)	Beyond Rs.1 Lakh -CGM / Vertical Head ( <b>with report to next higher Authority</b> ) Up to Rs. 1 Lakh -GM(IT) ( <b>with report to next higher Authority</b> )
(J)	Matter incidental (Non-financial )	CGM/Vertical Head ( <b>with report to next higher Authority</b> )
(K)	Manpower Outsourcing for IT Advisory	CGM(Advisory) on recommendation of GM(IT Advisory) ( <b>with report to next higher Authority</b> )

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

"Note :In absence of the authority as defined in the respective Delegation of Powers , the next higher authority shall exercise the powers"

 