

**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.	As per Centralized Procurement DoP/Policy/Guidelines	As per Centralized Procurement DoP/Policy/Guidelines
	(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.	As per Centralized Procurement DoP/Policy/Guidelines	As per Centralized Procurement DoP/Policy/Guidelines
	(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.	As per Centralized Procurement DoP/Policy/Guidelines	As per Centralized Procurement DoP/Policy/Guidelines
	(e) Extension/ renewal of contracts/agreements already approved by the Competent Authority.	GM with report to higher authority	Head of RO
	(f) Release of periodical/ routine payments & bills and incidental expenses in respect of already approved (by the Competent Authority)	GM: above Rs. 10 Lakh DGM: above Rs. 2 Lakh Rs. 10 Lakh AGM: upto Rs. 2 Lakh	Head of RO: upto Rs.10 Lakh Above Rs. 10 Lakh to be referred to GM(Estates) at HO in case RO is not headed by GM level officer.
	(g) Brokerage/ Consultancy/ Service fee etc.	All decisions to be reported to the next higher authority.	
	(h) Payment of Rent/ advance rent/ Lease Rent for office premises taken on lease.	AGM: up to Rs.10 Lakh.	Head of RO: up to Rs.50 Lakh.
	(i) Tenders/ Contracts/ Agreements/ Works / Jobs/ Capex expenses/ One-time payments etc.	DGM: Above Rs.10 Lakh up to Rs. 50 Lakh. GM: Above Rs. 50 Lakh.	Above Rs.50 Lakh to be referred to HO.
	2	Payment of statutory bills in r/o IFCI Properties viz.	CGM/Vertical Head: Above Rs. 50 Lakh
(i) Property Tax (ii) Ground / Lease rent (iii) Insurance Premium (iv) Electricity & Water Bills (v) Other Statutory Bills		GM: upto Rs. 50 Lakh DGM: upto Rs. 25 Lakh AGM: upto Rs. 10 Lakh All decisions to be reported to next higher authority	Above Rs. 25 Lakh to 50 Lakh to be referred to GM(Estates) at HO in case RO is not headed by GM level officer. CGM/ Vertical Head: Above Rs. 50 Lakh All decisions to be reported to HO on monthly basis.
3	Payment of bills for:		
	(i) Local procurement of stores/ consumables/ miscellaneous items etc. #	GM: upto Rs. 5.0 Lakh DGM: upto Rs. 1 Lakh	Head of RO: Up to Rs. 5 Lakh
	(ii) Visit Charges to service providers etc. (iii) Re-imbursment of expenses	AGM: upto Rs. 0.50 Lakh All decisions to be reported to the next higher authority.	

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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 All decisions to be reported to the next higher authority.	CGM/Vertical Head: upto Rs.10 lakh  Head of RO: upto Rs. 2 Lakh
5	(a) Approval for Leasing Out Office / Residential premises and approval of terms and conditions thereof.  (b) 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.  (c) Approval for participating in Bid/ Submission of Offer in respect of leasing out of office/residential space (d) Approval for allotment of Flat and related recovery of charges, if any. (e) Extension of allotment of flat/VoF/Dormitory: (i) upto 3 months (ii) above 3 months upto 6 months	COC (as mentioned in the prevalent Rent Policy).  (i) GM/Vertical Head (as mentioned in the prevalent Rent Policy). (ii) COC (as mentioned in the prevalent Rent Policy).  GM with report to next higher authority.  GM  (i) GM (ii) CGM/Vertical Head All decisions to be reported to the next higher authority.  Real Estate Committee	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).  Head of RO with report to next higher authority at HO.  Head of RO  (i) RO Head (ii) CGM/Vertical Head
6	(a) Approval for disposal of Scrap / Condemned Material / Dead Stock items / Obsolete/ Unserviceable items/ Old Records / Suspend Entries and constitution of Committee and other process related activities.  (b) Write off dead stock items / suspense entries related to departmental matters	Real Estate Committee	(a) Head of RO after in principle approval of Real Estate Committee at HO  (b) CGM / Vertical Head
7	(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.  (c) Waiver of Penal Charges on contracts/ agreements:	(a) GM with report to next higher authority  (b) CGM/Vertical Head with report to next higher authority.  (i) GM with report to next higher authority (ii) CGM/Vertical Head with report to next higher authority (iii) Real Estate Committee	(a) Head of RO  (b) CGM/Vertical Head  (i) GM with report to next higher authority (ii) CGM/Vertical Head with report to next higher authority. (iii) Real Estate Committee upon recommendation by RO
8	Leased Accommodation (Payments) All Employee at HO/RO Heads	GM(Estates) with report to next higher authority within the limits as prescribed in the prevailing policies and as approved by HR Department.	-
(i)	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.
(ii)	Approval for addition/reduction of office space of subsidiaries.	ED with report to the next higher authority  Real Estate Committee of Executives (REC)	Head of RO with report to CGM/Vertical Head  Real Estate Committee of Executives (REC)
9.	Administrative/Operational matters incidental/ germane to Estates & Security but not covered/ provided specifically herein	ED with report to the next higher authority	Head of RO with report to CGM/Vertical Head
10.	Approval for addition/reduction of office space of subsidiaries.	Real Estate Committee of Executives (REC)	Real Estate Committee of Executives (REC)

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S. No.	Particulars	Delegation	
		HO	RO
11.	(a) In-principal approval for Re-development of IFCI Real Estate Property. (b) Matters related to Redevelopment of IFCI Real Estate Property and payment of charges/fees etc. Issuance of Completion/Performance certificate of contracts/works etc.	(a) Real Estate Committee (REC) at HO (b) Real Estate Committee of Executives (REC) GM with report to next higher authority	(a) Real Estate Committee (REC) at HO (b) Real Estate Committee of Executives (REC). Head of RO
12.	Sale/ Unlocking value of IFCI Real Estate Properties: - Approving the Fixation of Reserve Price, Terms and Conditions of the Sale, Modifications/ Amendments in the Terms and Conditions and Confirmation of Sale to the Successful Bidder.	Real Estate Committee (REC) at HO	Real Estate Committee (REC) at HO
13.	(a) Structural Stability Assessment, extension of time, Liquidated Damages/penalty etc. (b) Deviation in cost estimate for major repair/ renovation of IFCI properties Pan India by +/- 5%.	(a) REC at HO (b) REC at HO, with report to Board	(a) REC at HO upon recommendation by RO. (b) REC at HO, with report to Board.
14.	Approval of Layout plan etc. for major repair/renovation of IFCI Properties Pan India.	REC at HO upon recommendation by Estates Dept.	REC at HO upon recommendation by RO.
15.	(a) Approval for authorised officer/representative for signing in registration of sale deed for sale of IFCI Real Estate Properties. (b) Approval for handing over/release of original documents of IFCI's property after sale to successful bidder.	(a) CGM (b) CGM	(a) CGM (b) CGM

**Note:**

- (i) All proposals pertaining to Leasing Out of office/residential premises, are to be routed through REC as per Rent Policy of IFCI.  
(ii) In the absence of the authority as defined in the respective Delegation of Powers, the next higher authority shall exercise the powers.

# As per CPD Policy.

> Delegation of Power is applicable for per approval/ sanction/ payment/matter/bill.

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