

Delegation of Powers: Human Resources

S.No	Nature of Delegation	Delegation of Powers
1	Leave- Casual / Ordinary / Sick / Special / Maternity / Paternity / Quarantine / Extra Ordinary / Special Disability Leave/ Child Adoption Leave/ Special Casual Leave etc.	
	(i) ED & CGM	MD & CEO. In the absence of a regular MD & CEO, DMD to exercise the Powers
	(ii) a.GM/ RO Head (GM & above)	(i) ED
	b.RO Head (DGM & below)	(ii) CGM
(iii)	All other employees at HO	GM/In charge of concerned department, on recommendation of Reporting Officer
(iv)	Other employees at ROS	RO Head on the recommendation of Reporting Officer
2	Tour Program Approval	
	(i) ED & CGM	MD & CEO. In the absence of a regular MD & CEO, DMD to exercise the Powers.
	(ii) a.GM/ RO Head (GM & above)	(i) ED
	b.RO Head (DGM & below)	(ii) CGM
(iii)	All other employees at HO	GM/In charge of concerned department, on recommendation of Reporting Officer
(iv)	Other employees at ROS	RO Head on the recommendation of Reporting Officer
3	Appointment/Engagement	
	(a) Regular Employees	
	(i) ED & CGM on regular roll	DMD on the approval of the vacancies by the NRC / Board
	(ii) All other regular employees	ED (HR) on the approval of the vacancies by the NRC / Board
(b) Contractual Employees	ED (HR)	
(c)	Independent External Monitor (IEM) - Approval of T&C w.r.t Appointment	CGM(HR) with report to next higher authority
(d)	Advisors (Retired Officers)	
	(a) Constitution of Interview Committee	a. DMD
	(b) Engagement of Advisor	b. MD&CEO
	Before joining of new appointees, requests like extension in joining date, submission of required documents and other requests shall be decided upon by CGM (HR)/Vertical Head/GM (In Charge) with report to next higher authority.	
(e)	Renewal of Contract of Contractual Employees	ED (HR)
(f)	Renewal of Contract of Advisors	MD&CEO

Abbreviations Used- MD & CEO- Managing Director & Chief Executive Officer, DMD- Deputy Managing Director, ED- Executive Director, CGM – Chief General Manager, GM – General Manager, DGM – Deputy General Manager, AGM – Assistant General Manager, MGR – Manager, AM – Assistant Manager, PS –Private Secretary (all grades), Clerical Staff – Class III, Subordinate Staff – Class IV, RO-Regional Office, HO- Head Office

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(iii)	Review of CTC (Fixed/Variable Pay) of Contractual Staff upon defined milestones and as per guidelines	GM(HR) with report to the next higher authority
13	Sanction of Payment of	
(i)	Special Pay to Class III & Class IV employees and family allowance as per rules	DGM (HR) at HO
(ii)	Dearness Allowance for all employees	DGM (HR) with report to GM (HR)
(iii)	Dearness Relief for pensioners as per rules	DGM (Pension Cell)
14	Payment of premium for policies under Group Term Life Insurance (GTLI) covering the employees	DGM (HR) at HO
15	Renewal of contract with existing or new vendor including GTLI	GM/CGM/Vertical Head with report to DMD
16	Expenditure on payment of honorarium /increment /special pay/ allowance etc. for passing recognised professional exams/ completion of certain period of service as per rules	DGM(HR) at HO
17	Appointment of Medical officer and finalisation of his terms etc. on initial appointment/renewal of appointment	At HO – CGM/ Vertical Head (HR) At RO – RO Head in consultation with CGM/Vertical Head (HR)
18	Approval for sanction of Health Check-up as per rules	DGM(HR) at HO / RO Head
19	Payment of Health Check-up as per rules	DGM (Establishment) at HO/RO Head
20	Recruitment/Promotions	
(i)	Financial Sanction for Administrative and related expenses pertaining to Recruitments/Promotions	Upto Rs.75,000: DGM >Rs.75,000 to Rs.1,50,000: GM >Rs.1,50,000 to 3,00,000: CGM >Rs.3,00,000 to 5,00,000: ED >Rs.5,00,000 to 8,00,000: DMD >Rs.8,00,000: MD & CEO

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(ii)	Release of payment as per Financial Sanction for Administrative and related expenses pertaining to Recruitment/Promotion		DGM (HR)
21	i) Approval of Rent for New Holiday Homes/Renewal of Lease		CGM/Vertical Head (HR)
	ii) Release of payment as per approval of rent for holiday homes		DGM(HR)
22	Sanction of grant to Recreation Club (RC) and Resident Welfare Association (RWA) as per approved budget.		CGM/Vertical Head (HR)
23	Additional /special allocation for RC & RWA		DMD
24	Approval including for Financial expenses for conducting Employees Engagement/Welfare activities including retirements/birthday celebrations etc., organised by IFCI or as advised by Govt. Authorities		Upto Rs.75,000: DGM >Rs.75,000 to Rs.1,50,000: GM >Rs.1,50,000 to 3,00,000: CGM >Rs.3,00,000 to 5,00,000: ED >Rs.5,00,000 to 8,00,000: DMD >Rs.8,00,000: MD & CEO
25	Training & Development		
(i)	Nomination of officers to attend seminar, training courses etc. within country/Approval for conducting Inhouse Trainings including approval for attending certification courses/exams required as per guidelines of Regulatory Authorities etc.		i) CGM, ED & DMD – MD & CEO. In the absence of a regular MD & CEO, DMD to exercise the Powers for officers below DMD grade. ii) GM – DMD iii) AM to DGM – ED(HR) iv) Deployed Manpower (through Agency) – CGM(HR) v) Class III & Class IV employees – GM (HR)
(ii)	Release of Payment of fees for nomination to external training programme within the country/certification courses/exams		DGM (HR)
(iii)	Deputation to Foreign training programme/conferences etc.		MD & CEO

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(iv)	(a) Sanction of advances for tours abroad in connection with training programme/ seminars / business etc. incl. air fare as also daily allowance as per rules (b) Sanction for expenditure on foreign travel as per rules.	GM (HR)
(v)	Sanction of Administrative expenses pertaining to Training Activities	GM (HR) Upto Rs.75,000: DGM >Rs.75,000 to Rs.1,50,000: GM >Rs.1,50,000 to 3,00,000: CGM >Rs.3,00,000 to 5,00,000: ED >Rs.5,00,000 to 8,00,000: DMD >Rs.8,00,000: MD & CEO
(vi)	Release of payment for Administrative expenses as per Financial Sanction for Training Activities	DGM (HR)
26	Approval for Engagement of Interns	
(i)	With Stipend	CGM(HR)/Vertical Head
(ii)	Without Stipend	GM (HR)
27	Permission for Foreign Travel, Passport and Visa	GM (HR)
28	Application for Outside Employment	
(a)	On regular/contractual basis	
(i)	ED, CGM & GM	MD & CEO upon recommendations of concerned ED/CGM/Vertical Head. In the absence of a regular MD & CEO, DMD to exercise the Powers
(ii)	DGM & below	CGM(HR)/Vertical Head upon recommendations of concerned CGM/Vertical Head with report to MD & CEO
(b)	On deputation basis	
(i)	All regular employees	MD & CEO upon recommendations of a Committee constituted for this purpose as per approval of the Board of Directors. In the absence of a regular MD & CEO, DMD to exercise the Powers
(ii)	Approval for operational aspects of the terms and conditions of deputation	GM (HR)

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29	Leased Accommodation (Approval)	
(i)	All Employees at HO/RO Heads	GM (HR) within the limits as prescribed in the prevailing policies. In any other case, approval of CGM (HR)/Vertical Head to be obtained
(ii)	All other employees at ROs	Head of RO/RO In-Charge within the limits as prescribed in the prevailing policies. In any other case, approval of CGM (HR)/Vertical Head to be obtained
30	Issuance of Experience Letter/Service/Address Proof Certificates and other such general permission/certificates etc.	
(i)	All employees	GM (HR)
31	Transfer benefits related to	
(i)	Availment of Joining time beyond defined time period of 6 months	GM (HR)
(ii)	Shifting of car by road	GM (HR)
(iii)	(a) Stay in Hotel upto 7 days. (b) Stay in Hotel beyond 7 days but upto 15 days.	GM (HR)
		CGM (HR)/Vertical Head
32	Declaration of Annual Holidays	
(i)	Annual Holidays at the beginning of the year	CGM(HR)/Vertical Head as per defined policy
(ii)	Change in Holiday Dates through notification	GM (HR)/RO Head for respective ROs
33	Engagement of Consultant/Service Providers/Advocates etc. related to HR Matters	
(i)	Approval of Agreements/ Contracts/Fee etc.	Upto Rs.75,000: DGM >Rs.75,000 to Rs.1,50,000: GM >Rs.1,50,000 to 3,00,000: CGM >Rs.3,00,000 to 5,00,000: ED >Rs.5,00,000 to 8,00,000: DMD >Rs.8,00,000: MD & CEO (For engagement of Advocates, consultation with GM (Legal) regarding fee would be necessary)
(ii)	Release of payment as per approval for Agreements/ Contracts/Fee/related expenses	DGM(HR) Any Payment of more than Rs 5 Lakh with a report to next higher authority
(iii)	To advice on the matters pertaining to deployed manpower (post deployment) referred by Manpower Agency	Committee of all EDs and CGM/GM (HR)
34	Permission for pursuing higher studies/ joining of classes/ courses by employee.	i) GM and above- MD & CEO. In the absence of a regular MD & CEO, DMD to exercise the Powers ii) DGM & below- CGM/Vertical Head

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35	Permission for acquisition & Disposal of Property/Assets	CGM (HR)/Vertical Head
36	<ul style="list-style-type: none"> - Appointment/ withdrawal of officials / non-officials of IFCI as Nominee Directors on the Board of assisted concern. - Withdrawal of officials/ non-officials of IFCI as Nominee Directors on the Board of assisted concern in the cases where settlement/ restructuring has been done or cases where No dues Certificate has been issued. 	<p>MD & CEO on recommendations of CGM (Credit) in consultation with Nominee Director Cell</p> <p>CGM (HR)/Vertical Head on the recommendations of CGM (Credit) in consultation with Nominee Director Cell with report to MD & CEO</p>
37	To constitute Internal Committees	MD & CEO. In the absence of a regular MD & CEO, DMD to exercise the Powers
38	<p>Any other matter not covered above pertaining to HR function</p> <ul style="list-style-type: none"> a. Administrative matter b. Matter involving Financial implications 	<ul style="list-style-type: none"> a. CGM (HR)/Vertical Head with report to the next higher Authority b. As per the Financial limits defined at S.No 33(i).
39	To make amendments as per requirements in the Delegation of Powers of any functional vertical of IFCI	MD & CEO with report to the Board

Note: In the absence of the authority defined in the DoP, the next higher authority shall exercise the powers.

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