

Draft Schedule Of Delegation of Powers
(Financial)

No.	Item of Expenditure	EXISTING POWERS			PROPOSED POWERS			Remarks
		Chairman	Member Secretary	Proposed Powers of Chairman	Proposed Powers of Member Secretary			
1								
2	Power to engage Technical and Scientific Consultant/ Firms for carrying out specific technical jobs.	3 Full Powers upto Rs. 1.00 lakh in each case upon the recommendation of internal Scientific/ Technical Committee constituted by the Chairman subject to a maximum of Rs. 10.00 lakh per annum.	4 Full Powers upto Rs. 0.50 lakh in each case upon the recommendation of internal Scientific/ Technical Committee constituted by the Chairman subject to a maximum of Rs. 1.00 lakh per annum.	5 Full Powers upto Rs. 2.00 lakh in each case upon the recommendation of internal Scientific/ Technical Committee constituted by the Chairman subject to a maximum of Rs. 20.00 lakh per annum.	6 Full Powers upto Rs. 1.00 lakh in each case upon the recommendation of internal Scientific/ Technical Committee constituted by the Chairman subject to a maximum of Rs. 2.00 lakh per annum.		7	
3(a)	Write off of irrecoverable losses on account of Stores	Full Powers upto Rs. 1.00 lakh per annum.	Full Powers upto Rs.0.50 lakh per annum for losses not due to theft or negligence*.	Full Powers upto Rs. 2.00 lakh per annum.	Full Powers upto Rs.1.00 lakh per annum for losses not due to theft or negligence*.			*The loss does not disclose a defect in rules or procedures. i) There has not been serious negligence on the part of the Govt. servant which calls disciplinary action by higher authority.

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3(b)	Write off of unservicable material	Full Powers upto Rs. 0.50 lakh per annum.	Full Powers upto a maximum of Rs. 1,000/- per annum*.	Full Powers upto Rs. 1.00 lakh per annum.	Full Powers upto a maximum of Rs. 2,000/- per annum*.	*The loss does not disclose a defect in rules or procedures. i) There has not been serious negligence on the part of the Govt. servant which calls disciplinary action by higher authority.
4	To call tenders quotations and to award work/ place supply order following prescribed procedure for procurement of material/ supplies, minor equipment.	Full Powers	Full Powers upto Rs. 2.00 lakh in each case upon the recommendations of purchase committee constituted by the Chairman subject to a maximum of Rs. 5.00 lakh per annum.	Full Powers	Full Powers upto Rs. 4.00 lakh in each case upon the recommendations of purchase committee constituted by the Chairman subject to a maximum of Rs. 10.00 lakh per annum.	

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5	To dispense with normal procedure of calling quotations in exceptional cases of urgency and or cases where the material required etc is of a sophisticated nature and reasons for each are recorded for procurement and works.	Full Powers upto Rs. 5.00 lakh in each case upon the recommendations of Purchase Committee constituted by the Chairman, subject to a maximum of Rs. 20.00 lakh per annum.	Full Powers upto Rs. 1.00 lakh in each case upon the recommendations of Purchase Committee constituted by the Chairman, subject to a maximum of Rs. 10.00 lakh per annum.	Full Powers upto Rs. 10.00 lakh in each case upon the recommendations of Purchase Committee constituted by the Chairman, subject to a maximum of Rs. 40.00 lakh per annum.	Full Powers upto Rs.2.00 lakh in each case upon the recommendations of Purchase Committee constituted by the Chairman, subject to a maximum of Rs. 20.00 lakh per annum.	
6	Incurring of contingency expenditure i.e. day to day miscellaneous expenditure against budget provision (Plan and Non Plan)	Non recurring upto Rs. 1.00 lakh in each case. Recurring upto Rs.5,000/- in each case.	Non recurring upto Rs. 50,000/- in each case. Recurring upto Rs.5,000/- in each case.	Non recurring upto Rs. 2.00 lakh in each case. Recurring upto Rs.10,000/- in each case.	Non recurring upto Rs. 1.00 lakh in each case. Recurring upto Rs.10,000/- in each case.	
10	To call for tenders/ quotations and award for works as per prescribed procedure against sanctioned budget.	Full Powers	Full Powers upto Rs.5.00 lakh in each case for award of contract to the competent bidder on the recommendations of the Committee constituted by the Chairman, DPCC.	Full Powers	Full Powers upto Rs.10.00 lakh in each case for award of contract to the competent bidder on the recommendations of the Committee constituted by the Chairman, DPCC.	

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19	Printing & Binding	Full Powers	Full Powers upto Rs. 50,000/- in each case.	Full Powers	Full Powers upto Rs. 1.00 lakh in each case.	
32	Advertisement and Publicity	Full Powers	Full Powers upto Rs. 25,000/- in each case.	Full Powers	Full Powers upto Rs. 50,000/- in each case.	
33	Building Maintenance and minor works	Full Powers	Full Powers upto Rs. 50,000/- in each case.	Full Powers	Full Powers upto Rs. 1.00 lakh in each case.	
34	Purchase of books and library equipment etc.	Full Powers	Full Powers upto Rs. 25,000/- in each case upon the recommendation of Library Committee.	Full Powers	Full Powers upto Rs. 50,000/- in each case upon the recommendation of Library Committee.	