

C-CONTINGENCIES

PROPOSED DELEGATION OF POWERS

Sr. no	Nature of Power	To Delegated	Whom	Extent	Remarks
1.	To sanction non recurring expenditure on Office Equipments, Computers (Hardware & Software), Printers, Photostat Machines, EPABX, Fax Machines, Tools, plants and Machinery and Mathematical instruments etc.	Chairman Chief Executive Officer	Full Powers Upto Rs. 5,00,000/- in each case		
		Additional Chief Executive Officer-I	Upto Rs. 1,00,000/- in each case		
		MPGA	Upto Rs. 10,000/- in each case		
		E.E	Upto Rs. 5,000/- in each case		
2.	To sanction the non recurring payment of rent for buildings and land required for ordinary office accommodation and go-downs etc.	Chief Officer	Executive Officer	Full Powers	
3.	To sanction the non recurring payment of rates and taxes levied by Statute, local rules of order.	Chief Officer	Executive Officer	Full Powers.	
4.	To sanction the recurring expenditure on purchase of stationery for office/works.	Chief Officer	Executive Officer	Full Powers.	Upto maximum Rs.3.00 lacs per annum.

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5.	To sanction the recurring expenditure on purchase of books, maps, periodicals and newspapers required for official use.	Chief Officer	Executive Chief Executive Officer-1	Full Powers. Upto Rs. 50,000/-	With maximum Rs. 2.00 Lacs p.a.
6.	To Sanction the expenditure on printing of Accounts Books, Audit Reports, Admin Reports, Admin. Reports, Forms & pamphlets etc.	Chief Officer	Executive Chief Executive Officer-1	Full Powers. Upto Rs. 50,000/-	Per bill
7.	To Sanction the recurring expenditure on purchase of bicycles and office furniture.	Chief Officer	Executive Chief Executive Officer-1	Full Powers. Upto Rs. 1,00,000/-	
8.	To sanction the non recurring payment for supply of liveries, summer clothing etc. to Class IV employees and Drivers.	Chief Officer	Executive Chief Executive Officer-1	Full Powers. Upto Rs. 10,000/-	According to the scale laid down by the State Govt. for its own employees

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		Additional Chief Executive Officer-I	Upto Rs. 50,000/-	corresponding status.
		MPGA	Upto Rs. 10,000/-	
9.	To sanction expenditure on advertisement and publicity.	Chief Executive Officer Additional Chief Executive Officer-I GM(F)	Full Powers. Upto Rs. 50,000/- Upto Rs. 10,000/-	Per bill
10.	To incur expenditure for serving tea, snacks, etc., to official visitors visiting office of the Board.	Chairman Chief Executive Officer Additional Chief Executive Officer I & II EIC-TA G.M(F)/(HR) MPGA DPP	Rs. 5000/- Per Month Rs. 5000/- Per Month Rs. 3000/- Per Month(Each) Rs. 3000/- Per Month Rs. 2500/- Per Month Rs. 1200/- Per Month Rs. 1200/- Per Month	In case expenditure in any month is more it may be adjustable in next month. Overall expenditure shall not exceed the annual limit in any case.
	(a) To incur expenditure on entertainment of official guests. (This authority is besides of the expenditure to be incurred with the approval of the Chairman for serving working lunch/dinner at	Chairman	Full Powers.	

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11.	<p>meetings of the Board.)</p> <p>(aa) To incur expenditure on serving light refreshment, working lunches, dinners, entertainments, etc.</p> <p>i) at meetings of the Board as also of the Committees of the Board appointed from time to time; and</p> <p>ii) to various persons, if necessary, in connection with the activities of the Board.</p> <p>To sanction the non recurring expenditure on purchase of Vehicles for Officers/Officials of Board</p>	<p>Chief Executive Officer</p> <p>Additional Chief Executive Officer-1</p> <p>EIC-TA</p> <p>Secretary</p> <p>Chairman</p> <p>Chief Executive Officer</p>	<p>Rs. 25,000/- Per Meeting</p> <p>Rs. 15,000/- Per Meeting</p> <p>Rs. 10,000/- Per Meeting</p> <p>Rs. 5,000/- Per Meeting</p> <p>Full powers beyond Norms.</p> <p>Full powers within Norms.</p>	<p>Norms for purchase of Vehicles for Board.</p> <p>Cars:</p> <p>i) Chairman</p> <p>ii) Vice Chairman</p> <p>iii) Chief Executive Officer</p> <p>iv) Additional Chief Executive Officer-1 & II (One each)</p> <p>v) Engineer-In-Chief cum Technical Advisor</p> <p>vi) Chief Engineer-Teach</p> <p>vii) G M (F)</p> <p>viii) GM(HR)</p>

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12.	To sanction reimbursement of <u>Medical charges</u>	Chief Executive Officer Additional Chief Executive Officer-1 GM(F)	Chief Executive Officer Additional Chief Executive Officer-1	Full Powers Upto Rs.50,000/- Upto Rs.10,000/-	ix)MPGA x)DPD xi)S.E.(Q.C) xii)H.O. Pool-2nos. xiii)S.E.(Field)-1 each xiv)Field Division - 1 each.
13.	To sanction the non recurring expenditure on installation of new telephones/mobiles/internet connections.	Chief Executive Officer Additional Chief Executive Officer-1	Chief Executive Officer Additional Chief Executive Officer-1	Full Powers Upto Rs.10,000/-	
14.	To sanction the non recurring payment of registration/ nomination fee in respect of employees for attending various courses	Chief Executive Officer	Chief Executive Officer	Full Powers.	
15	To sanction the non recurring expenditure for taking insurance of Buildings, Furniture, Equipment & installations etc.	Chief Executive Officer Additional Chief Executive Officer-1	Chief Executive Officer Additional Chief Executive Officer-1	Full Powers. Upto Rs. 50,000/-	

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16.	To sanction payment of recurring expenditure on running/maintenance and repairs of staff cars/vehicles of the Board and to incur expenditure on motor vehicle taxes & insurance	MPGA	Chief Executive Officer	Upto Rs. 10,000/-	
17	To Sanction expenditure on maintenance and upkeep of Office Equipments, Electric installations, Transformers, Lift, Gensets, Air conditioners, Submersible Water Motor, Lab Equipments and Building etc.	MPGA	Chief Executive Officer Additional Chief Executive Officer-I	Upto Rs. 10,000/- Upto Rs. 50,000/-	25
18.	To Sanction the recurring expenditure on payment of Electricity, Water Bills, Telephone bills, Internet Bills, Telex Bills and postage stamps etc.	MPGA	Chief Executive Officer Additional Chief Executive Officer-I	Full Powers. Upto Rs. 50,000/-	Upto Rs. 10,000/-

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