

ANNEXURE I TO OFFICE ORDER NO.2846

Sl. No.	Nature of Item	Corresponding Rules & Orders of DOS	To whom delegated	Extent of delegation	Remarks
1	RE-APPROPRIATION	Para 4.3.1 of DOS Book of Financial Powers	Associate Director Dy. Directors/General Manager, MEE/Controller	5.00 lakhs 3.00 lakhs	1) The powers shall be exercised subject to the conditions laid down in DOS BOFPs 2) IFA's concurrence shall be obtained
2	PURCHASE OF STORES & EQPT. FOR R&D ACTIVITIES, SUPPORTING FACILITIES AND ANCILLIARIES				
2.1	Where specific provision has been made in the approved budget	Para 6.1.7 of DOS BOFPs r/w DOS Ir. No.3/1(2)/81-II dated 22-7-81 & 3/1(3)/95-II dt. 22-9-95 & 3/25(6) 2001-III dt. 17-10-2001	Associate Director Dy. Directors/General Manager, MEE/Controller Group Directors/GM/GH Dy. Gen. Managers/Head of Division/ Managers	Upto 100 lakhs per item Upto 50 lakhs per item Upto 25 lakhs per item Upto 10 lakhs per item	1. Purchase will have to be effected through P&S Division/Purchase Cells subject to DOS Purchase Procedure 2. The total value of the purchase of Stores and Equipment should not exceed the allotment of funds made for the financial year for the Entity/Group/Division 3. Purchase above Rs.3 lakhs per item will require the prior approval of appropriate committee for Need Aspect before placement of order. 4. The purchase should not result in over-stocking.
			Secn. Heads/Dy. Managers	Upto 3 lakhs per item	

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2.2	Where no specific provision is made in the approved budget	Para 6.1.7 of DOS BOFP r/w DOS Ir. No.3/1(2)81-II and 3/1(3)/95-II dtd. 22-9-95	Associate Director Dy. Directors/General Manager, MEE/Controller	Upto 3 lakhs per item Upto 2 lakhs per item	1. Purchase will have to be effected through Purchase and Stores Division/Purchase Cells subject to DOS Purchase Procedure 2. Funds required for the purchase of the item should be found from the overall annual funds allotted to the Entity/Group/Division or covered by a special allotment of funds by Director, VSSC 3. Purchase of items above Rs.50,000/- will require approval from the Need Aspect Committee 4. The Purchase should not result in over-stocking 1. Purchase of furniture and fixtures should be in accordance with the scales of entitlement and standardisation laid down for VSSC or any other restriction made by Director. Approval of the appropriate Need Aspect Committee would be required for other items.
3.1(a)	3 SUPPLIES Purchase/Hire/repairs of Fixtures and Laboratory furniture	Para 6.2.3 of BOFP r/w DOS Ir.No.3/1(2)81-II dt. 22-7-1981 and 3/1(3)/95-II dtd. 22-9-95	Associate Director/ Controller	Full powers	2. The laboratory furniture and fixtures should be considered as item "Stores and Equipment" and dealt with as per Sl.No.2 of delegation of powers. 3. The normal purchase procedure should be followed
3.1(b)	Office Furniture	-do-	Associate Director/ Controller	Full powers	

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3.2	Purchase of Air Conditioners for laboratory and scientific purpose only	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Dy. Directors/General Manager, MEE/Controller	Full powers	1. Normal Purchase Procedure should be followed 2. Prior approval of Need Aspect Committee should be obtained
3.3	Purchase of Water Coolers	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Dy. Directors/GM, MEE/ Controller Head, EMD	Full Powers Upto Rs.2 lakhs in each case	1. Prior approval of Need Aspect Committee should be obtained 2. Normal Purchase Procedure should be followed
3.4	Purchase of Uniforms & Liveries	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Controller Head, PGA	Full Powers Upto Rs.2 lakhs in each case	1. The scale of entitlement as laid down in the Book of Financial Powers or as may be separately prescribed by the Department of Space from time to time should be followed

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3.5	Purchase of Books and periodicals (a) Library	Para 6.2.3 of BOFPs r/w DOS letter No.3/1 (2)/81-II dt.22-7-1981 and No.3/1(3)/95-II dated 22-09-1995	Group Director, CIG	Full Powers	Subject to purchase of books and periodicals being approved by the Library and Seminar Committee and periodicals being further approved by VCMC/Director, VSSC.
3.5.1	Purchase of re-prints of Scientific papers	-do-	Division Head, LIB Section Head, LIB Group Director, CIG Division Head, LIB	Upto Rs.50,000/- in each case Upto Rs.25,000/- in each case Full Powers Upto Rs.25,000/- in each case	Subject to approval of Library and Seminar Committee -do-

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	(b) For Administrative Divisions	-do-	Controller Head, PGA/PSD/ Head, Accounts & IFA	Full Powers Upto Rs.25,000/- in each case	Purchase should be restricted to the Departmental codes and other books and periodicals required for the day-to-day working of the Administrative Divisions. The purchase of periodicals should further be approved by VCMC/Director, VSSC
3.6	Purchase of re-prints of scientific papers	-do-	Group Director, CIG Division Head, LIB.	Full Powers Upto Rs.25,000/- in each case	Subject to approval of Library and Seminar Committee Subject to approval of Library and Seminar Committee
3.7	Purchase/hire of LPG Cylinders	-do-	Controller CMO/Manager, C&GHS Head, PSD	Full Powers Upto Rs.5 lakhs in each case	Purchase/hire should not result in over-stocking

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3,8	Purchase of common stock items required for maintenance of office equipments	-do-	Associate Director/ Controller	Full Powers	1. Purchase should not result in over-stocking
4	REPAIRS & MAINTENANCE		Head, PSD	Upto Rs.5 lakhs in each case	2. Normal purchase procedure should be followed
	Repairs & Maintenance charges for equipments and incurrence of exp. on minor fabrication jobs	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Deputy Directors/ General Manager, MEE/ Controller	Full Powers	1. Normal Purchase Procedure to be followed
			Group Directors/GMs	Upto Rs.25,000/- In each case	2. The repairs and maintenance jobs and fabrication jobs should be got done only in India
			Group Heads/Dy. GM	Upto Rs.15,000/- In each case	3. The repairs and maint. of eqpls. may be carried out directly by the Groups/Division upto Rs.2,000/- and beyond through Purchase
			Managers/Dvn. Heads	Upto Rs.10,000/- in each case	4. Except in the case of M&E whose repairs are to be necessarily carried out by the manufacturers or their authorized agents, quotations should be invited and lowest suitable offer accepted
					5. Engagement of the services of specialist technicians/Engineers involving payment of air fare for their visit and/or reimbursement of actual expenses for hotel charges etc. for them will require the approval of Director, VSSC
					6. For minor fabrication jobs exceeding Rs.1,000/- in value, the normal purchase procedure should be followed

5000/- who order value/call 6000/- dt 16.5.2017

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5	SERVICES				
5.1	Electricity and Water charges	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Controller/Head,EMD	Full Powers	Subject to verification of actual consumption
5.2	TELEPHONE/TELEX (a) Installation of new Office and residential telephones and inter-comes iii) Trunk-call/telegrams/telex expenditure	-do- -do-	Associate Director/ Controller Associate Director/ Controller Head, Communication	Full Powers Full Powers Upto Rs.1 lakh in each case	Installation of residential telephones and provision of STD facilities in both office and residential telephones are subject to approval by Telephone Advisory Committee/Director,VSSC 1.Subject to verification of approvals for official calls etc. 2.The hiring/purchase of a new telex/telephone speech circuit facility will require the approval of Telephone Advisory Committee/Director,VSSC
5.3	Service postage stamps	-do-	Controller/Head,PSD/ Head,PGA/SAO,GAD	Full Powers	
5.4	Expenditure on Fire Fighting Services	-do-	Chairman, Centre Safety Committee Head, Fire Services Fire Officer	Full Powers Upto Rs.10,000/- in each case Upto Rs.2,000/- in each case subject to a ceiling of Rs.5000/- per month	1. Subject to purchase policy made through Purchase Division 2. Purchase should not result in over-stocking The power should be exercised only in case of emergency

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6	TRANSPORT & MEDICAL				
6.1	Maintenance, upkeep and repairs of Motor Vehicles	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dt.22.9.1995	Associate Director/ Controller Head, TOMD	Full Powers a) Full powers for Petrol, diesel, lubricants and for registration of motor vehicles, cranes etc. and incidental taxes (b) For purchase of spare parts/tyres up to Rs.50,000/- in each case (c) For repairs/reconditioning of vehicles by outside agencies upto Rs.10,000/- in each case and upto a ceiling of Rs.30,000/- in a month	1. The purchases should be made through the Purchase Division and purchase should not result in over-stocking 2. For repairs and reconditioning of vehicles by outside agencies in India, quotations should be invited and lowest suitable offer accepted except in cases where such servicing/repairs/reconditioning have to be necessarily done by the original manufacturers or their authorised agents. 3. Cash purchase of spare parts upto Rs.1500/- from manufacturers/authorised dealers only can be made by Head, TOMD. In cases where the value of the indent exceeds Rs.1500/- but does not exceed Rs.5,000/-, Purchase may be arranged by Head, TOMD after obtaining quotations and such cases need not be routed through P & S. When the value of the indent is over Rs.5,000/-, purchase should be arranged through P&S Division in the usual manner.

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6.2	Expenditure on purchase of medical stores/supplies and on repairs/purchase/hire of medical eqpts.	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Controller CMO	Full Powers Upto Rs. 2 lakhs in each case	1. The purchase should be made through Purchase Division 2. For equipment, provision for the purchase of the specific item should exist in the approved budget 3. The purchase should not result in over-spending
7 7.1	PRINTING & STATIONERY Printing & Binding of scientific papers and reports	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Deputy Directors/GMs/ Controller/Group Director, CIG	Full Powers	Subject to scales and standards of printing and distribution being approved by the Library and Seminar Committee. Normal purchase procedure should be followed
7.2	Printing & binding of non-scientific papers, reports and publicity materials	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Division Head, Library Associate Director/ DDs/GMs/Controller/ Group Director, CIG Head, CDD	Upto Rs.10,000/- in each case Full Powers	Normal purchase procedure should be followed
7.3	Printing of routine office forms, registers and expenditure on binding	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Deputy Directors/ GM, MEE/Controller Head, PSD/Head, PGA/ Head, Accounts & IFA	Upto Rs.2 lakhs in each case Full Powers Upto Rs.25,000/- in each case	Normal purchase procedure should be followed

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7.4	Purchase of stationery items	-do-	Associate Director/ Dy.Directors/GM,MEE/ Controller Head, PSD	Full Powers Upto Rs.2.00 lakhs	Subject to purchase not resulting in over-stock- ing. Necessity of Purchase and transfer of funds to Purchase Division will require the approval of the Head of the Division concerned
8	FREIGHT, CUSTOMS DUTY/DEMURRAGE CHARGES ETC.				
8.1	Freight, Customs Duty and Clearance Charges	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dt. 22.9.1995	Associate Director/ Dy.Directors/GM,MEE/ Controller/Head, PSD Sr.P.O./Sr.Stores Officer Stores Officer Asstt.Stores Officer	Full Powers Upto Rs.25,000/- in each case Upto Rs.10,000/- in each case Upto Rs.1,000/- in each case	1. No advance payment should be made for freight and clearance 2. Payment of Customs Duty "under Protest" should have the approval of Associate Director/ Dy.Directors/General Managers/Controller/ Head, PSD and such cases should be routed through concerned IFA, VSSC 3. Airlifting of consignments in cases where air-lifting was not "ab-initio" provided in the purchase order should be approved by the following authorities: (a) Head of Division upto Rs.10,000/- in each case (b) Group Head upto Rs.20,000/- In each case (c) Group Director upto Rs.25,000/- In each case (d) Dy.Directors/General Managers/Controller- upto Rs.50,000/- In each case (e) Associate Director - upto Rs.1 lakh in each case 4. A quarterly statement of air-freight charges will be put up by the concerned purchase cells to the Director through concerned IFA

No.	Demurrage/Wharfage & Warehousing charges	& Orders of DOS	Associate Director/ Dy. Directors/GM, MEE/ Controller Head, PSD SPO/Sr. Stores Officer	Full Powers Upto Rs.10,000/- in each case Upto Rs.2000/- in each case	1. The demurrage/wharfage and warehousing charges should not be on account of negligence of staff, clearing agents and suppliers 2. A quarterly statement of wharfage, demurrage and warehousing charges will be put up by the concerned Purchase Cell to the Director through IFA, VSSC
9	OTHER CONTINGENT EXPENDITURE ITEMS				
9.1	Rent, Rates & Taxes	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/Dy. Directors/GM, MEE/ Controller Head, PGA/EMD	Full Powers Upto Rs.25,000/- in each case	Subject to Rent, Rates & Taxes being in accordance with the lease agreement approved by the competent authority
9.2	Legal Charges	-do-	Controller	Upto Rs.5,000/- in each case	Subject to the rates and conditions stipulated in Annexure to Schedule-I of the DOS Book of Financial Powers
9.3	CONVEYANCE HIRE CHARGES (a) For Group A & B Officers	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Deputy Directors/Gen. Manager, MEE/Controller	Full Powers	The taxi hire/conveyance hire charges actually paid by an Officer may be re-imbursed to a Gp.A and B Officer who performs the journey in public interest within a radius of 24 Kms in his headquarters in taxi or public conveyance when Head, TOMD certifies that a staff car is not available and in lieu of travelling allowance. To the extent practicable, a taxi should be shared by more than one Officer. The authorities mentioned in Col.4 may sanction to themselves the re-imbusement of the taxi or other conveyance hire charges subject to the conditions mentioned above.

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	(b) For Group C & D Officers	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Dy. Directors/GM, MEE/ Controller	Full Powers	Conveyance hire may be re-imbursed to a non-gazetted Government Servant who (1) is depute on duty to a place at some distance from his office, if the Govt. Servant concerned is not entitled to draw travelling allowance under the ordinary rules for the journey or (2) is summoned to office outside the ordinary hours of duty by special order of a Gazetted Officer. The total amount of Taxi hire re-imburement to Gazetted and Non-Gazetted Officers taken together shall not exceed Rs.5,000/- per month for VSSC The conveyance hire reimbursable shall be the fare by the most inexpensive mode of transport practicable, consistent with urgency and requirements with due regard to economy in terms of time as well as money. A monthly statement of expenditure incurred on conveyance hire re-imburement shall be submitted to Director through IFA, VSSC The hiring of a conveyance for Departmental use should be done only in urgent cases and when the Head, TOMD certifies that the Departmental vehicles are not available. The various Accounts Cells will put up a monthly statement to Director through IFA, VSSC showing the particulars of expenditure incurred on conveyance hire for Department use.
	(c) For Casual Departmental use	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Dy. Directors/GM, MEE/ Controller	Full Powers	

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9.4	Expenditure on staff paid from Contingencies	Para 6.2.3 of BOFP r/w DOS Letter No. 3/1(2)/81-II dt. 22.7.81 & 3/1(3)/95-II dtd. 22.9.1995	Associate Director/ Dy. Directors/GM, MEE/ Controller	Full Powers	The employment of staff paid from Contingency shall be subject to the general instructions which DOS/Director, VSSC may issue from time to time
9.5	Other Items of Contingent Expenditure	-do-	Associate Director/ Dy. Directors/GM, MEE/ Controller	Full Powers	IFA, VSSC shall be consulted regarding whether a particular item falls under the category of 'Contingent Expenditure' or 'Miscellaneous Expenditure'.
10	CONCLUSION OF AGREEMENT RELATING TO CONSULTANCY SERVICES		Group Director/Gen. Manager	Upto Rs. 10,000/- in each case	
	Any Contract for consultancy services with consultants within India involving consultancy service fees	Rule 9.2(a) of DOS BOFP & DOS Ir. No. 3/1(2)/81-II dt. 22.7-81 & DOS Ir. No. 3/1(3)/2000-II(I) dt. 28-7-2003	Associate Director	Upto Rs. 25 lakhs in each case	Subject to the conditions laid down in the DOS Book of Financial Powers and after obtaining the advice of the IFA. Guidelines to be followed as given in Annexure-II
11	DECLARATION OF STORES & VEHICLES AS SURPLUS, OBSOLETE OR UN-SERVICEABLE				
11.1	Stores	Rule 11.1 of DOS BOFP & DOS Ir. No. 3/1(2)/81-II and 3/1(3)/95-II dt. 22-9-1995 & 3/1(3)/2000-II dt. 14-12-00	Controller, VSSC	Upto Re. 1 lakh in each case	The stores which are surplus, obsolete or unserviceable will be disposed off only after a report to the effect is obtained from the Committee constituted for this purpose by Director, VSSC

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					2.It should be ascertained that the items proposed to be disposed off cannot be used in other Centres/Units. 3.If the circumstances in which the Stores have become surplus, obsolete or unserviceable, disclose any serious error of judgement in the procurement of stores, it will be necessary to fix the responsibility for the loss of stores and devise remedial measures to prevent recurrence of such cases 4.Declaration of Stores as surplus, obsolete and unserviceable will also be subject to such conditions as laid down in GFRs and by Govt from time to time
11.2	Condemnation of Vehicle	Rule 11.1 of DOS BOFP & DOS Ir.No. 3/1(2)/81-II and 3/1(3)/ 95-II dt.22-9-1995 & 3/1 (3)2000-II dt. 29-1-2002	Associate Director/ Controller	Upto Rs.3,00,000/-	1.It should be ensured that the vehicle cannot be repaired and put to use after incurring reasonable expenditure on repairs and replacement of worn out parts. 2. It should be ensured that it is not worthwhile to maintain such vehicle as the running expenses are very high and it is comparatively unremunerative to operate such a vehicle any more 3. It should be certified that the span of utility under optimum maintenance conditions & cost 4.The report of the Committee constituted for the purpose by Director,VSSC will have to be obtained before the vehicle is declared as unserviceable.

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12	WRITE-OFF OF IRRECOVERABLE LOSSES OF STORES				
12.1	Irrecoverable loss of Stores not due to theft, fraud or negligence	Rule 10 and Sch. IV of DOS BOFP and Ir.No. 3/2(2)/81-II & 3(3)/95-II dt.22-9-1995 & 3/1 (3)2000-II dt 14-12-00	Associate Director/ Controller DDs/GM, MEE	Upto Rs.50,000/- in each case Upto Rs.25,000/- in each case	1. The loss should not disclose any defect in rules or procedure. 2. The loss should not be due to serious negligence of any person such as to call for disciplinary action.
12.2	Losses other than those falling under 12.1 above	-do-	Associate Director/ Dy.Directors/GM,MEE Controller	Upto Rs.10,000/- in each case	3. Procedure regarding disposal should not involve departure from prescribed rules and instructions issued from time to time.
12.3	Losses of Revenue or irrecoverable loans and advances	-do-	Associate Director/ DDs/GM,MEE/Controller	Upto Rs.10,000/- in each case	4. A quarterly return to sanctions issued should be submitted to Director, VSSC.
12.4	Deficiencies and Depreciation in the value of Stores included in Stock and other Accounts	-do-	Associate Director/ DDs/GM,MEE/Controller	Upto Rs.10,000/- in each case	
13	EXPENDITURE ON WORKS				
13.1	Maintenance & Repairs	Rule 6.1.8 of DOS BOFP & DOS Ir.No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dt. 22.9.95 of DOS,Bglor.	Associate Director/ DDs/GM,MEE/Controller/ Head, EMD	Full Powers (as available to Director as per BOFP i.r.o. exp. Debit-able to Revenue)	The power shall be exercised in accordance with the principles and subject to the conditions laid down in the DOS Book of Financial Powers.

Sr. No.	Particulars of items.	Corresponding Rules & Orders of DOS	IO whom delegated	Extent of delegation	Remarks
13.2	Minor Works(for items included in the approved Annual Budget)	Rule 6.1.8 of DOS BOFP & DOS Ir.No. 3/1(2)/81-II dt.22.7.81 & 3/1(3)/95-II dt. 22.9.95 of DOS,Bglor.	Associate Director DDs/GM,MEE/Controller Head, EMD	Upto Rs. 3 lakhs in each case Upto Rs.2 lakhs in each case Upto Re.1 lakh provided the work is included in the approved budget I.r.o. exp. debitale to Revenue	The powers shall be exercised in accordance with the principles and after Minor Civil Works Committee's clearance and subject to the conditions laid down in the DOS Book of Financial Powers and any other restrictions imposed by Director from time to time. A monthly statement should be filed by Head, EMD on the Minor Works taken up.
13.3	Petty Works(for items not included in the approved budget and not cleared by Minor Civil Works Committee)	-do-	Associate Director/ Controller Dy.Directors/General Manager,MEE	Administrative approval for works costing less than Rs.20,000/- subject to a limit of such works in an Entity at Re.1 lakh in any F.Y. depending on the Entity constitution and strength of personnel. Admn. approval for works costing less than Rs.10,000/- subject to a limit of such works in an Entity at Rs.20,000/- in any F.Y. depending on the Entity constitution and strength of personnel.	The powers shall be exercised in accordance with the principles and subject to the condition that funds required for the work should be found from the overall annual funds allotted to the Entity/Group/Division as covered by a Special allotment of funds by Director, VSSC -do-

The powers shall be exercised in accordance with the principles and subject to the condition that funds required for the work should be found from the overall annual funds allotted to the Entity/Group/Division as covered by a Special allotment of funds by Director, VSSC

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14	Release of Foreign Exchange	DOS Ir. No. 1/3(1)/78-II (FE) dt. 3-10-78 & Ir. No. 4/1(3)94-II dtd. 23-3-1995 & 3/1(3) 2000 dt. 14.12.2000	Associate Director/ Dy. Directors/GM, MEE Controller	Upto Rs. 8.00 lakhs for Addition and Maintenance	1. Subject to the availability of funds in the approved FE Budget 2. All proposals of FE are to be routed through IFA
15	ESTABLISHMENT MATTERS-LEAVE				
15.1	Casual Leave (including Spl. C.L. of 2 days in lieu of restricted holidays)	--	All Officers upto the Grade SD nominated for this purpose by the Heads of Divisions/Managers with powers of Controlling Officer for TA	Full Powers in respect of staff under their administrative control	Powers regarding grant of casual leave should be exercised in accordance with the normal rules on the subject.
15.2	Special Casual Leave (as per CCS Leave Rules for JCM matters, Sports etc.)	--	Sr. Accts. Officer/Sr. Admn. Officer/SPO/SSO/Manager, C&GHS DDs/GM, MEE/Controller/Head, PGA	Full powers in respect of Group C & D staff under their control. Full Powers	

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15.3	Earned Leave, Half Pay Leave, Commuted Leave, Leave Not Due, EOL, Maternity Leave, Hospital Leave excluding Spl. Disability Leave, Study Leave, Quarantine Leave & Terminal Leave		Associate Director/ Dy. Directors/GM, MEE/ Controller/Gp. Directors/ Group Heads, DGMs/ Heads of Divisions Sr. Admn. Officer/Sr. Accts. Officer/Sr. Stores Officer/SPO/Manager, C&GHS	Full Powers in respect of Officers and Staff in their Entity/Group/ Division/Section Full Powers in respect of Group C & D under their control	The power to sanction leave should be exercised subject to the following: a) The leave application in the prescribed form should be submitted through proper channel to the sanctioning authority who will decide whether the leave applied for can be granted or not. b) If the leave is to be granted, he will forward the application to PGA Division with his approval for further check regarding eligibility of the leave as per the leave account maintained. PGA Division will check up the entitlement of leave as per leave account of the employee as per the rules and formal orders conveying the sanction of leave will be issued under intimation to the sanctioning authority/Accounts Division and to the employee concerned.
15.4	Quarantine Leave	--	Associate Director/ Controller/Head, PGA	Full Powers	Quarantine leave can be granted on the certificate of Medical or Public Health Officer when a person is precluded from attending office in consequence of an infectious disease in the family or household subject to the extant of rules in this regard.
15.5	Terminal Leave	--	The authority competent to accept the resignation of the Employee	Full Powers	Subject to the extant of rules in this regard.

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16	TRAVEL WITHIN INDIA				
16.1	All Kinds of Travel	DOS Order No.1/2(5)/75-III dt. 15-5-75 and DOS Order No.3/1(3)/98/II dt. 3-12-99 & amendmt. dt. 4.5.2000	Associate Director/ Dy. Directors/Contoller/ GMs/Gp. Directors/ Gp. Heads/DGMs/ Heads of Divisions/ Managers Manager, C&GHS*	Full Powers * in respect of Officers and staff for whom they have been declared as "Controlling Officers"	1. The power to approve tour programme includes the power to grant of tour TA advance as per rules. 2. In respect of Officers declared as their own Controlling Officers (Officers in the Grade of G Head and above) a) A copy of the proposed tour programme indicating the purpose of the journey should be sent to the next higher authority as far in advance as possible and they shall ascertain before finalising the tour programme whether they are likely to be required in the HQs. 3. The grant of travelling allowance (or actual travelling, hotel and carriage expenses instead of travelling allowance) to persons not in Govt. service for attending meetings, conferences or for any other official purpose will require the approval of Director, VSSC.
16.2	Re-imbusement of cancellation charges of unused rail tickets/bus tickets a) Solely due to official reasons b) Circumstances which are unavoidable and beyond control of the Govt. Servant		Associate Director/ Contoller/DDs/GMs/ Gp. Directors/Group Heads/Heads of Divns. Associate Director	Full powers in respect of officers and staff under their control Full Powers	Their own claims will be approved by the next higher authority. Their own claims will be approved by Director, VSSC.

DELEGATION OF POWERS TO MANAGER, APEP, ALWAYE

Sl.No.	Nature of Item	Corresponding Rules/ Orders of DOS	Extent of Delegation	Remarks
1	PURCHASE OF STORES & EQUIPMENT			
1.1	Emergency Cash Purchase of Stores		Upto Rs.1,000/- at a time	This power will be exercised only in cases of urgency and in no case cash purchase of items costing more than Rs.1000/- should be made at a time.
2	SUPPLIES			
2.1	Purchase of reference books, periodicals, re-prints, scientific papers etc. for Project use	Para 6.2.3 of BOFP r/w DOS Ir.No.1/2(3)/75-III dt. 30-3-1975	Upto Rs.1,000/- in each case	Prescribed VSSC purchase procedure should be followed
2.2	Washing charges of Uniforms/ linen etc	Para 6.2.3 of BOFP r/w DOS Ir.No.1/2(3)/75-III dtd. 30-3-1975	Upto Rs.1,000/- per month	
2.3	Purchase/Hire of Gas Cylinders	-do-	Upto Rs.1,000/- in each case	Purchase should not result in over-stocking
2.4	Purchase of common items of Stores required for running and maintenance of Office/Plant	-do-	Upto Rs.1,000/- in each case	1. Purchase should not result in over-stocking 2. Prescribed VSSC Purchase Procedure should be followed 3. The list of common items of Stores will be got approved by DD, PRSO

Sl.No.	Nature of Item	Corresponding Rules/ Orders of DOS	Extent of Delegation	Remarks
3	SUPPLIES			
3.1	Rent of Hired Building/Electricity, Gas and Water charges for Office purposes	Para 6.2.3 of BOFP r/w DOS Ir.No.1/2(3)/75-III dt. 30-3-1975	Full Powers	1. Hiring of the Buildings have been approved by the appropriate authority. 2. Subject to verification of actual consumption of Electricity, Gas and Water charges.
3.2	<u>Telex/Telephone, Rental etc.</u> Trunkcall/telex rentals/telegram charges and maintenance charges	-do-	Full Powers	1. Subject to provision made in this regard in the approved budget and availability of funds. 2. Subject to verification of official telephone calls.
4	TRANSPORT			
4.1	Maintenance and Upkeep of Motor vehicles including Purchase of spare parts, repairing, reconditioning of vehicles by outside agencies	-do-	Upto Rs.5,000/- in each case	Normal VSSC Procedure should be followed. These powers relate to vehicles located at APEP, Always only.
4.2	Petrol, diesel, lubricants and registration of vehicles etc.	-do-	Full Powers	Subject to any general/specific orders that may be issued by Govt/DOS in regard to consumption of Petrol, diesel etc.
5	Printing and Stationery	-do-	Upto Rs.2,000/- in each case	1. Subject to the scales and standards applicable in this regard. 2. Prescribed VSSC Purchase Procedure should be followed
6	<u>Other Items of Contingent Expenditure</u>			
6.1	Conveyance Charges, transportation & Incidental expenses	-do-	Upto Rs.100/- in each case	1. Subject to the conditions laid down in the Annexure to Sch. To DOS Book of Financial Powers. 2. The Manager, APEP may approve transportation and other incidental expenses incurred by staff upto Rs.100/- on each instance when they are required to transport/carry materials or stores while on tour.

Sl.No.	Nature of Item	Corresponding Rules/ Orders of DOS	Extent of Delegation	Remarks
6.2	Hiring of Taxis	Para 6.2.3 of BOFP r/w DOS Ir.No.1/2(3)/75-III dt. 30-3-1975	Upto Rs.10,000/- per annum	1. Taxis shall be engaged only when one or more of the Project Vehicle is/are out of order/out of station and it is absolutely necessary for hire a taxi. 2. Engaging taxis in circumstances other than those mentioned in (1) above will require the approval of DD, PRSO 3. A monthly statement of expenditure on engagement of taxis shall be submitted to Director, VSSC through Dy. Director, PRSO/IFA, VSSC.
6.3	Wages of Casual Labour debit- able to Contingencies	-do-	Upto Rs.5,000/- per annum	1. Engagement of Casual Labour on rates permissible only for activities of purely sporadic such as shifting of furniture, equipments etc. unloading of consign- ments, materials movement, area cleaning etc. 2. Subject to rates prescribed under the Minimum Wages Act at the place of work and orders issued by DOS/Director, VSSC from time to time. 3. A quarterly statement of wages paid to casual labour should be put up to Director, VSSC through Dy. Director, PRSO/IFA, VSSC
7	Other items of Contingent Exp. of non-recurring nature	-do-	Upto Rs.1,000/- at a time	
8	<u>Miscellaneous Expenditure</u> Hospitality & Entertainment expenses-Entertainment of dis- tinguished foreign/Indian visitors	Rule 6.2 and Sch.II of BOFP of DOS	Not exceeding Rs.200/- on each occasion and not exceeding Rs.2,000/- in a year	Subject to conditions, procedure and guidelines pre- scribed by DOS/Director, VSSC from time to time.
N.B.- He will also exercise the powers of Head of Office in respect of Staff and Officers working under him for the following Items: 1) Sanction of Festival Advance 2) Sanction of Medical Advance 3) Sanction of Washing Allowance.				

