

**Manual - 2**  
**Powers and duties of Officers and employees**  
**Section 4 (1)(b)(ii)**  
**Powers and duties of Officers and staff**

**Sl.No. Designation of Post**

**Powers Administrative**

1.	Project Director/ CEO, OFSDS.	1.	To buy or procure materials, stores or moveable assets required for the Society	Up to Rs. 10 lakh for a single item subject to budget provision with powers to delegate.
		2.	To approve payment for procurement and services availed by the Society.	Full powers with powers to delegate
		3.	To pay for feasibility studies or schemes for project reports or any other report undertaken or prepared by any consultancy firm or technical organization	Up to Rs. 10 lakhs
		4-	For and on behalf of the Society to draw, endorse and negotiate all such cheques, bills of exchange, promissory notes, hundis, drafts, Government and other securities as shall be necessary in or for carrying on the affairs of the Authority.	Full powers with powers to delegate
		5.	To make and give receipts release and other discharge for money received by the Society and the claims and demands of Society.	Full powers with powers to delegate
		6.	To invest surplus funds in call and short term deposits/Fixed Deposits	Full powers with powers to delegate
		7.	To open bank account of the Society and operate or authorize operation thereof.	Full powers
		8.	To sanction contingent expenditure	Non-recurring Rs.50,000/- in each item.
		9.		Recurring: Full powers subject to budget provision
		10.	To pass claims in respect of Salary/wages, T.A., Advances, allowances, medical reimbursement and other personal entitlement of all officers and staff working in the Society.	Full powers with powers to delegate.
		11.	Sanction of advances for carry out the Project activities.	Full powers subject to budget
		12.	Signing of cheques.	Full powers including power to delegate
		13.	Award of work, payment of works bills, supplier bills, works advance, suppliers' advance and all other contingent bills.	Full powers with power to delegate
		14	To sanction entitlements of Officer/staff working in the Society.	Full powers

ADMINISTRATIVE

1.	Appointment to posts created with approval of the G.B.	Full Powers
2.	Sanction of journey within the state. Sanction of journey of officers and staff of the Society within the country. Sanction of journey out side the country will require the Government approval.	a. Full power with power to delegate. b. Full powers in respect of the officers & Staff of the Society.
3.	Sanction of leave, increment etc. to the officers and staff of the Society.	Full powers with power to delegate
4.	Permission for medical/treatment in a Hospital/ Institute inside or outside the state.	-
5.	Medical/Surgical treatment in a private Nursing Home	-
C.	PROCUREMENT MATTERS	
1.	Sanction of schemes to fulfill the objectives of the Society.	Up to Rs.50 lakhs under each scheme
2.	Award of works	Full powers
3.	Constitution of Procurement Committee	Full powers
4.	Award of works without calling for quotations	Up to Rs. 10,000/-
5.	Award of works with limited quotation (with wide circulation, but not publication in newspapers)	Up to Rs. 1 lakh
6.	Powers to invite and decide limited quotations/tenders for specialized quality items from reputed firms.	Up to Rs. 25 lakh for each work on scrutiny by Procurement Committee
7.	Writing off a. Loss due to theft, fraud; b. Loss due to depreciation; c. Disposal of unserviceable or surplus store	Up to Rs. 15,000/- Full powers Full Powers
8.	Approval of Tender Call Notice and Bid documents	Full powers with powers to delegate
9.	Technical Sanction of Estimates	Full powers with powers to delegate
10.	Power to sanction estimates for purchase of store, machines, tools, and plant required for approved works.	Full powers with powers to delegate
11.	Sanction of extra/substituted items and approval of deviation from contract not exceeding 10% of the original estimate.	Full powers with powers to delegate
12.	Approval of rates based on analysis	Full powers with power to delegate

**GENERAL POWERS**

1.	To institute and prosecute, compromise withdraw or abandon any legal proceedings by the Society or its Officer and to defend, compromise, withdraw and abandon any legal proceedings against the Society or its officers.	Full Powers
2.	To execute agreement on behalf of the Society in connection with banking, insurance, procurement and execution of any work (including research)	Full powers with powers of delegation to any officer of the Society
3.	To execute contracts, deeds, instruments and assurances and in particular : a) All service agreement b) Security bonds for the performance of their duties by Society employees c) Lease of houses, premises or other immovable property. d) To hire or give on hire any machinery, equipment, appliances, vehicles	Full powers with powers of delegation to any officer of the Society
4.	To negotiate for entering into agreements with Central Government, State Government, Central & State Govt. PSUs, local authorities, banks, Cooperatives, NGOs, CBOs, for the purpose of fulfilling the objectives of the Society.	Full powers
5.	To enter into arrangements with any consultancy firm for taking up studies or preparation of schemes in connection with affairs of the Society to the extent specified by GB/HPC.	Full powers.
6.	To register documents and swear affidavits in courts of law on behalf of the Society.	Full powers with powers of delegation to any officer of the Society

Sl. No.      Designation of Post

**Administrative/Financial Powers**

02. Joint Project Director (A&F)

1.	To buy or procure material, stores or movable assets required for the society.	Up to Rs.5 lakhs for a single item.
2.	To approve payment for procurement and services availed by the society.	Up to Rs.5 lakhs for an individual case
3.	To invest surplus fund in short term deposits/fixed deposits	Full power
4.	To pass claim in respect of salary/wages, T.A., Advances, Allowances, medical reimbursement and other personal entitlements of officers and staff working under the society.	Full power in respect of officers/staff of society up to Deputy Project Director.

5.	Award of work, payment of work, bills, supplier bills, works advance, supplier advance, works advance and all other contingent bills.	Up to Rs.5 lakhs for an individual case.
6.	Approval Tender Call Notice and Bid documents	Up to Rs.5 lakhs for a single item
7.	Technical sanction of estimate.	Up to Rs.5 lakhs for a single item
8.	Power to sanction estimates for purchase of store, machine, tools and plant required for approved works.	Up to Rs.5 lakhs for a single item.

Sl.No.	Designation of Post	Financial Powers
03.	Deputy Project Director (Finance) & DDO	

1.	To pass claim in respect of salary/wages, allowances of all offices and staff working in the society.	Full power
2.	To buy, procure materials stores assets, required for the society.	Rs.7500/- for single item.
3.	To approval payment for procurement and services availed by the society	Rs.7500/- for individual case.

Sl.No.	Designation of Post	Financial Powers
04.	DFO-cum-DMU	

1.	To buy or procure material, stores and movable assets required for the society.	Up to Rs.5 lakhs for a single item.
2.	Technical sanction of estimates	Up to Rs.2 lakhs for a single item.