

**SCHEDULE OF DELEGATION OF POWERS OF**  
**INSURANCE COMMISSIONER - NATIONAL TRAINING ACADEMY(NTA)**

Sl. No.	Description of powers	Extent of powers delegated to IC(NTA)
<b>A- Creation of posts, Appointments Etc.</b>		
A/1	To act as 'Head of office' in respect National Training Academy and all Zonal Training Institute.	Full powers
A/2	Creation of temporary posts	Full powers in respect of Group 'D' posts in accordance with the yardstick.
A/3	To fill up all posts	Full powers to fill out Group D posts and Group C posts up to Head Clerk/Assistant.
A/4	Medical Certificate of Fitness I. To accept certificate of fitness signed by a registered medical practitioner in the case of Group 'C* & 'D' employees. II. To accept in the case of Female candidate medical *certificate from a female medical practitioner. III. To require medical certificate of fitness before return from leave on medical certificate.	Full powers  Full powers  Full powers
A/5	To condone break in service.	Full powers, subject to general instructions from Hqrs. in respect of posts to which he is competent to make appointments.
A/6	To permit retention, suspension and transfer of lien.	Full powers in respect of posts to which he is competent to make appointments.
A/7	To transfer an employee from one post to another post under his control	Full powers
A/8	To grant leave of all kinds	i) Up to a period of 90 days to Group A & B Officers where no officiating arrangement is involved. ii) Full powers to grant leave to Group 'C' & 'D* employees.
A/9	To prescribe. an employee's Hqrs	Full powers
A/10	To define the limits of an employee's sphere of duty	Full powers
A/11	To decide whether a particular absence is absence from duty	Full powers in respect of respect of Group 'C' & 'D' employees.

A/12	To permit counting of extraordinary leave towards increments	Full powers in respect of officers for whom he is competent to grant leave
A/13	To waive provision (a) to Rule 22(1) of C.C.S. (Leave) Rules 1972 allowing a Government Servant to prefix and suffix holidays while proceeding on leave on a condition that he will remain responsible for money security in his charge.	Full powers in respect of officers for whom he is competent to grant leave
A/14	Appointment of sanctioned staff for NTA and Zonal Training Institute for which Section 17 of the ESI Act, and UPSC need not to be consulted.	Full powers in respect of all Group 'C' & 'D' employees (other than Insurance Inspector/ for which Section 17 of the ESI Act, office Superintendent/ Br. Manager Gr.II /PA/Jr.Hindi Translator /Sr. Hindi Translator/ Audit inspectors). As per procedure laid down for recruitment and instructions from Hqrs office.
A/15	To approve Tour programme of officers/officials under his control.	Full powers
A/16	To engage substitute in the leave vacancy of Group 'D' employees in his office and to pay remuneration Out of contingencies	Full powers subject to the following conditions: i) The absence is due to his remaining other than CL exceeding 10 days or resignation or transfer or for any valid reason. ii) There is no leave reserve in the cadre sanctioned for the office from which the official proceeds on leave iii) In the case of Medical Referees having independent office, the substitute should be engaged only for the days a Medical Referee is not likely to be on tour or regular leave
A/17	To engage part time Water Carriers, Mali, Sweepers etc. in his office subject to norms issued by Hqrs. Office	Up to Rs. 1,000/- per month in consultation with Fin. & Accounts and in accordance with the Hqrs. Office instructions on the subject in case of buildings where maintenance of lawns is not entrusted to PWD etc. NOTE: The above rates of remuneration are maximum. The Addl. Commissioner (In charge NTA) should not allow these rates as a matter of rule or routine unless they are satisfied with reference to the locally prevalent rates, needs. area of the premises etc.

A/18	Stepping up of pay under FR-27	Full powers in respect of Group 'D' employees, In accordance with provisions of FRs and SRs in consultation with Fin. & A/Cs.
A/19	To pass payment bills for expenditure sanctioned by a competent authority.	Full powers during the period of absence or on leave of J.D.(F)/ DD(F)/AD(F) of the following extent. i) All pay bills except his own ii) All other bills except his own which are of urgent nature and cannot await the return of JD(F)/DD(F) / AD(F).
A/20	To act as Head of Office for the purpose of maintenance/attestation/ safe custody of service books, service rolls and leave account.	Full powers subject to the condition that at least 10% of these documents are inspected every year by himself and initialled in token of having done so as per SR 199 and Govt. of India decision thereunder.
A/21	To act as Drawing and Disbursing officer	Full powers
<b>B- PAY AND ALLOWANCES</b>		
B/1	To permit acceptance of Fee/ Honorarium from Govt./Semi Govt. Organisations.	Up to Rs.2500/- per employee per annum.
B/2	To grant subsistence allowance to an employee under suspension.	Full powers in respect of posts to which he is competent to make appointments.
B/3	Fixation of Pay	Full powers in respect of all employees except Gr. 'A' & 'B' employees in accordance with the provisions of FR & SR
B/4	To decide shortest or cheapest of the two OR more routes.	Full powers
B/5	To permit mileage allowance by a route other than the shortest or cheapest.	Full powers in accordance with Headquarters instructions
B/6	To act as competent authority under S.R.35.	Full powers to the extent of allowing higher class of accommodation to Group 'D' employees required to accompany the Cashier as an escort as per Headquarters instructions.
B/7	To restrict the frequency and duration of journeys	Full powers
B/8	To extend the prescribed time limit on transfer within which the members of an employee's family may be treated as accompanying him and to allow the charges For transportation of personal effects	Full powers in respect of all employees except Group 'A' employees.

B/9	To allow actual expenses for carriage of personal effects by road between stations connected by rail.	Full powers
B/10	To permit drawl of TA for a journey to attend departmental examination.	Full powers
B/11	To counter-sign TA bills of officers.	Full powers in respect of officers including his own, if the competent authority has approved the tour programme.
B/12	To sanction reimbursement of actual conveyance charges to officers and employees	As per provisions contained in SRs.
B/13	To permit calculation of joining time by a route other than that which travellers ordinarily use.	Full powers in consultation with Fin..& A/Cs.
B/14	To allow Leave Travel Concession	Full powers including relaxation in accordance with guidelines by Hqrs
B/15	To allow reimbursement of cancellation charges on unused railway/Air/Bus tickets to the employees of the Corporation as are reimbursable to the employees of the Central Govt.	Full powers including himself subject to the condition that the journey had to be cancelled solely due to the official reasons.
B/16	To sanction payment of honorarium to Reporters/Stenos engaged for reporting in the meetings of the Regional Boards etc.	Full powers in accordance with the scale fixed for the purpose by the Hqrs.
B/17	(i) To approve text of the talks/lectures to be delivered by the officers and staff under him.	Full powers.
	(ii) To permit acceptance of honorarium or fee.	Up to Rs. 1,000/- in each case.
B/18	To sanction payment of honorarium to officials and fee for Guest Lectures including Hindi Work shops	Full powers subject to the limits laid down by the Hqrs. office from time to time.
B/19	Grant of conveyance allowance to handicapped employees.	Full powers in accordance with instructions issued by the Hqrs. and in consultation with Fin. & A/Cs.
B/20	To approve Overtime work on off days and to sanction overtime allowance.	Full powers in accordance with the instructions from Hqrs. Office subject to quarterly report to Hqrs
B/21	To sanction annual increment to all employees under him, other than Group 'A' & 'B' Officers.	Full powers

B/22	To act as Controlling Officer for himself and others under his control.	<p><b>(i) For Addl. Commissioner</b>  <b>To act as their</b> own Controlling Officer for the T.A. and medical reimbursement claims subject to the conditions that in the cases where case of discretion is involved will be referred to Hqrs. Office.</p> <p><b>(ii) For J.D.(Trg.)/ D.D.(Trg.)/ D.D.(F) etc.</b>  To act as Controlling Officer for the purpose of  Countersigning Medical reimbursement/ HRA Bills and grant of TA advance subject to the condition that the tour programme is approved by the Controlling Officer.</p> <p><b>(iii)</b> To countersign TA claim/ HRA bills, medical reimbursement bills and grant of TA advance in respect of all employees under his control.</p>
B/23	To withhold increment other than as a penalty in respect of staff for which he is the appointing authority.	Full powers
B/24	To sanction reimbursement of medical examination fee to the employees on appointment in the service of the Corporation.	Full powers subject to the production of receipt by the claimant from the recognized hospital authority.
B/25	To sanction cycle allowance to Peons/ Class-IV officials of NTA.	<p>Full powers @ Rs.30/- per month.</p> <p><b>i)</b> That the Peons own their private cycles and do not use office cycle for any official purpose.</p> <p><b>ii)</b> Cycle allowance is admissible to one Peon/Record Sorter-cum-Peon only in case no office cycle is issued to the office.</p> <p><b>iii)</b> The number of allowance to Peons at NTA does not exceed number of cycles prescribed by the Headquarters.</p>
B/26	To verify rent receipts in terms of Ministry of Finance O.M. dated 26.4.75(circulated vide endorsement No.5(1)-4/74-E-II dated 7.6.75) and Further instructions issued from time to time.	Full powers in respect of all Officers.

B/27	To condone delay in submission of medical reimbursement claim.	Up to 6 months irrespective of the amount of claim.
B/31	Relaxation of T.A. Rules to permit travel by a longer route / allowing travel by higher class of accommodation.	Full powers in respect of all employees except Group 'A'
<b>C- ADVANCES</b>		
C/1	To sanction all kind of advances and loans to the officials working under his control.	full powers subject to fulfilment of the conditions laid down in the General Financial Rules and as per Hqs. instructions issued from time to time except in the following cases where prior concurrence of the Fin. & A/cs. Branch will be necessary: - a. To authorize payment of house building advance sanctioned by Hqs, b. To sanction withdrawal (non-refundable advance) out of General Provident Fund Note: In cases where advance for self is drawn the ex-post facto approval of the competent authority will be necessary
C/2	To sanction advances for law suits where Corporation is a party	i) Full powers up to Rs. 1000/- in each case: above Rs.1000/- up to Rs.3000/-in consultation with the Fin. & A/Cs. ii) Quarterly report to Hqs. Office for payments exceeding Rs. 1000/-
C/3	To sanction permanent advance for imprest.	Up to Rs. 3000/- per Zonal Training Institute under his control in consultation with Fin. & A/Cs in each case.
C/4	To sanction advance payments to private firms of repute for supply of stores including stationery and office equipment's or for service and maintenance of various machines like air conditioners, computers water coolers, typewriters etc. subject to Hqs. instructions	Up to Rs. 20,000/- in any one case subject to the following conditions - i) Advance payments are made only in cases where it is considered absolutely necessary. ii) ii) The advance payment is made on the basis of a valid expenditure sanctioned issued with the concurrence of competent authority. iii) The amount of advance payment against contract for supply of stores shall be restricted to 90% of the cost of stores which have either been dispatched or are being immediately sent. The payment is to be made after inspection of stores regarding quality and against proof of contracts, the amount of advance should

		<p>not exceed the amount payable in one year under the contract.</p> <p>iv) The firm should be well established and has reputation for fair dealing.</p> <p>v) Adequate safeguards are provided to ensure Corporation's interest and the competent authority concerned is fully satisfied on this account. If considered necessary, the firm may be required to execute an agreement stipulating the terms and conditions under which advance payment is being made particularly, where advance payment is proposed to be made without entering into a formal contract.</p> <p>vi) The officers drawing the money for making advance payment to suppliers of stores shall be responsible for its adjustment for which purpose he will send the detailed bill to the Fin. &amp; A/cs. within a period of one month from the date of withdrawal of advance.</p> <p>vii) A second advance shall not be drawn for making advance payment to the firm/supplier unless the earlier advance, if any, made to the same firm/supplier has been adjusted.</p> <p>viii) The amount of advance shall be drawn on a simple receipt and accounted for under the final head to which the expenditure on supplies or services in question would be debited.</p> <p><b>NOTE :</b> The advance payment in cases not covered under the above delegation should be made with prior approval of the Hqrs, Office, Genl. Branch.</p>
<b>D- CONTIGENT EXPENDITURE</b>		
D/1	To sanction purchase of Forms, stationery and General articles.	<p>Full powers if purchased through Government Departments. In other cases, subject to the following limits: -</p> <p><b>For N.T.A.</b> - Rs. 30,000 at a time.</p> <p><b>For Z.T.Is.</b> - Rs. 20,000 at a lime.</p> <p>Subject to budget provision and in Consultation with Finance &amp; Accounts.</p>
D/2	To sanction expenditure on printing of forms	<p>Up to the limits as under: -</p> <p>For NTA - Rs. 15.00 lakhs in a year.</p> <p>For ZTIs - Rs. 10.00 lakhs in a year.</p> <p>Subject to budget limit and prescribed procedure</p>

D/3	To sanction telephone connections	Full powers as per norms fixed by Hqrs. Office.
D/4	To sanction payment of taxes of local bodies in case of building exclusively occupied by him	(i) Full powers in respect of periodical payments. (ii) When there is a change in assessment. in consultation with Fin. & A/cs. Recurring
D/5	To sanction expenditure on ad-hoc/petty purchase of forms, stationery, rubber stamp, office equipment's etc. and miscellaneous expenditure not covered by other delegations in emergency cases.	<b>Recurring:</b> Up to Rs.2,500/- for each occasion. <b>Non-Recurring:</b> Up to Rs. 5,000/- for each item.
D/6	To sanction investigation of time barred claims.	Full powers in respect of all claims except medical reimbursement claims up to 6 years old including those of employees for whom he is the appointing authority.
D/7	To sanction Expenditure on publication of notification in the Government of India Gazette/State Gazette.	Full powers
D/8	i) To sanction advance and expenditure for annual repair and maintenance of the buildings owned by the Corporation on plinth areas basis as per CPWD norms/rates as approved, by ESIC from time to time in respect of building / buildings in the charge of A.C. (NTA). ii) To sanction advance and expenditure on running/ maintenance of ACs/ Lifts/DG Sets/ Tube wells/ Sub stations/ Pumps etc. in case of building exclusively occupied by him not covered under the plinth area norms	Full powers in consultation with Fin. and Accounts branch  Full powers in consultation with Fin. and Accounts branch Note: - i) First instalment of the advance, shall be based on previous year's sanctioned estimate or actual expenditure (if available). whichever is less and shall be made in consultation with Fin. & A/Cs. Branch. ii) Estimates in respect of service/ installations other than Plinth area rates shall be sanctioned on the basis of actual requirements as per local assessment.
D/9	To execute contracts and assurance of property on behalf of the Corporation in respect of the following: -	Full powers subject to the conditions that: -  (i) Where the connected expenditure sanction requires the approval of higher authority,



	<p>(i) All the contracts and instruments relating to purchase, supply and conveyance or carriage of materials, stores machinery.</p> <p>(ii) Security Bonds for due performance and completion or works and contracts.</p> <p>(iii) All instruments connected with the re-conveyance of property given as security.</p> <p>(iv) All contracts and instruments relating to disposal of surplus obsolete and waste stores belonging to the ESI Corporation.</p> <p>(v) All instruments relating to execution of works of all kinds connected with the additions and alterations of buildings, electric and sanitary installations belonging to the Employees State Insurance Corporation.</p>	<p>this is duly obtained prior to the signing of the agreement, contract etc.; and that</p> <p>(ii) The official seal of the Corporation on the contract agreement, and other instruments executed on behalf of the Employees' State Insurance Corporation shall be affixed in the presence of the officer, executing the aforesaid contract, agreement or other instrument.</p>
D/10	To sanction payment of land revenue in respect of lands owned by the Corporation under his charge.	Full powers
D/11	To incur any residual or unforeseen expenditure connected with the acquisition /purchase of land and buildings for his office sanction of which has already been conveyed by Hqrs.	Full powers if ordered by Headquarters office. In consultation with Fin. & A/Cs up to Rs. 1,000/- in each case.
D/12	To sanction expenditure on tea/coffee and light refreshment, including cold drinks etc. in connection with the official meeting of Zonal Directors bona-fide meetings with service Associations, Staff Union/ counsels employers and inter-departmental meetings etc.	<p>Formal meetings</p> <p>Up to ceiling of Rs. 15/- per head up to Rs. 1000/-per meeting.</p> <p>Other occasions including visitors Up to Rs: 5000/- per annum.</p>
D/13	To sanction expenditure on inauguration / Foundation stones ceremony.	Up to Rs. 10.000/- for NTA and up to Rs.5.000/- for ZTIs. The expenditure should be incurred where it is considered to be absolutely essential
D/14	To incur expenditure on publicity	Full powers within budget provisions in accordance with guide lines from Hqrs.

D/15	To sanction and payment of Lawyers' fees	<b>Approved Panel</b> - Full powers as per scheduled rate of Ministry of Law, Justice & Company Affairs fee structure. <b>For Advocates other than Panel Advocates</b> - High Court - Up to Rs. 10,000 per case CAT - Up to Rs. 7,500 per case Other Courts - Up to Rs. 2,500 per case - in consultation with Fin. & A/cs.
D/16	To sanction write off of losses due to theft, fraud and negligence etc.	Up to Rs.5000/-- in consultation with Fin. & A/cs.
D/17	To dispose of unserviceable stores and perishable articles etc.	Full powers in accordance with prescribed instructions and in consultation with Fin & A/Cs.
D/18	To sanction expenditure on the servicing/ repair/maintenance and replacement of parts of steel equipment, furniture and other office equipment's/general articles.	(I) Full powers up to Rs. 1000 as per instructions. (II) If the amount exceeds Rs. 1000, in consultation with Fin. & A/cs. Subject to the conditions that the total expenditure on repair and maintenance does not exceed 2/3rd of the present price of machine in its life time.
D/19	Engagement of police for safe custody of cash whenever the cash carrying is Rs. 100,000/- or more and to pay charges for the same to the police authorities.	Full powers subject to instructions issued by Hqrs. Office.
D/20	To sanction expenditure for payment of premium on collective fidelity Guarantee Policy.	Full powers in consultation with the Fin. & A/Cs concerned and subject to the instructions issued by the Headquarters Office from time to time.
D/21	To invite and conclude acceptance of tenders	full powers to be exercised in accordance with the instructions issued from Hqrs. Office and subject to the conditions that acceptance of tenders is concluded only after the competent authority has actually sanctioned the expenditure for which the tenders were invited
D/22	To sanction expenditure for purchase of: (i) Official publications, periodicals and newspapers etc. for office use and Library. (ii) Office equipment, stores, typewriters, fans, furniture's, books, periodicals,	Full powers  Full powers in consultation with Finance & Accounts subject to availability of budget and after following the prescribed procedure and

	publications (non-official), cycles, liveries and other general articles etc.	as per the scales and designs etc. laid down by the instructions issued from time to time.
D/23	To approve inter-regional tour programme of Corporation employees under his control in connection with: - i) Giving evidence etc. in various court cases in which Corporation is a party and for ii) Attending training courses at Hqrs. Office and in other ZTI. / regions. iii) Giving evidence in the disciplinary cases against the employees. iv) In connection with Sports meet.	Full powers
D/24	To write off the loss arising out of exchange of torn/soiled notes by the RBI.	Up to Rs. 500/-at a time
D/25	Changes of holidays	Full powers subject to report to the Hqrs. Office.
D/26	Cost of court fee stamps.	Full powers subject to report to the Hqrs. Office.
D/27	To accept, on behalf of the Corporation, Security Bonds (Fidelity Bonds deposited as security) furnished by the employees of the Corporation.	Full powers in respect of officials posted under him.
D/28	To enter into contracts on behalf of the Corporation for the purchase of Stationery, furniture, equipment's and other stores, printing of forms etc.	Full powers as per Hqrs. instructions
D/29	To sanction reimbursement of Insurance premium to an employee or of the F.D. Policy furnished by him for handling Corporation money.	Full Powers subject to the following conditions: - (i) Ordinarily a security of Rs. 3,000/- should be obtained from a Cashier unless a higher security is fixed in any case. For a security up to Rs. 3,000/- no portion of the premium paid by the cashier is reimbursable, for a security in excess of Rs. 3,000/- reimbursement of premium may be made on the basis of the premium receipt issued by the Insurance Company in favour of the person concerned.

		(ii) To a Cashier officiating in a leave vacancy or regular vacancy, reimbursement being made to such extent as fixed by the Hqrs.
D/30	To sanction expenditure in compliance with an order by a duly constituted Court.	Full powers
D/31	To declare unserviceable and write off such articles which have outlived their life and which he/she is empowered to purchase with in his/her own powers.	Full powers in consultation with the Fin. & A/Cs
D/32	To sanction expenditure on water, electricity and Telephone call charges (including shifting, installation and trunk call charges).	Full powers subject to quarterly reporting of phone charges to Hqrs.
D/33	Sanction of expenditure:-On road, taxes, insurance, premium. On purchase of petrol, mobile oil etc. for staff cars.	Full powers
D/34	To sanction "Grant-in-aid" as admissible to the recognized Benevolent Fund.	Full powers subject to the condition that the first grant in aid to the Benevolent Fund is sanctioned by the Hqrs. The grant-in-aid may be sanctioned subject to the budget provisions and instructions/ orders issued in this regard from time to time. These powers may be exercised in consultation with Fin. & A/Cs concerned.
D/35	To sanction expenditure on servicing, repairs, replacements of parts, renewals etc. of staff car.	Full powers up to Rs. 25,000/- per vehicle per annum. But single estimate exceeding Rs. 2,000/-would be in consultation with Fin. & A/Cs and report to Headquarters.
D/36	Sanction of "Grant-in aid" Resident Welfare Association.	For Group 'A' & 'B' employee Equal to the subscription raised in the previous year. For Group 'C' employees Double the amount of subscription raised in the previous year. For Group 'D' employees Three times the amount of subscription raised in the previous year. NOTE: - 1. The total grant shall not exceed Rs. 3,000/- annually. 2. These powers may be exercised in consultation with Fin. & A/Cs.

D/37	To grant extension of delivery period for completion of contracts.	Full powers in respect of contracts, which he has entered into.
D/38	To sanction to waive penalty on electric. water, telephone, municipal charges bills etc.	Full powers up to Rs.500/- in each case. More than Rs. 500/- subject to reporting to Hqrs. along with action taken as per instructions.
D/39	To sanction expenditure on photographs required for Identity Cards or for service books of the employees.	Up to Rs.30/- in each case.
D/40	To sanction legal charges registration fees, stamp fee, measurement fee etc. incidental to purchase/acquisition of property.	Up to Rs. 10.000/- at a time.
D/41	To sanction incidental court expenses.	Up to Rs. 1000/- in each case at a time.
D/42	To sanction hot and cold weather charges	Full powers subject to the rates prescribed by the local authorities and State govt. concerned.
D/43	To sanction expenditure on freight/demurrage charges.	<b>Freight:</b> <b>(i)</b> full powers where the mode of transport is goods train. <b>(ii)</b> Full powers subject to quarterly reporting to Hqrs. of expenditure exceeding Rs.750/- in each case. <b>Demurrage:</b> Full powers subject to report to Hqrs. expenditure exceeding Rs.500/- in each case.
D/44	To sanction expenditure on hiring of furniture.	Up to Rs. 3,000/- in a financial year.
D/45	To sanction expenditure on binding of records etc.	Full powers
D/46	To insure offices of Corporation against theft, burglary and fire	Full powers
D/47	To execute contracts and assurance of property including acceptance of Agreement Bonds and Surety Bonds on the stamp papers of appropriate value executed by the employees in connection with the grant of HBA on behalf of the D.G.. ESSIC in respect of the following: (i) Surety/security and agreement Bonds on stamp papers for due performance and completion of: work and contracts including those pertaining to grant of HBA to the employees.	Full powers subject to the condition that where the connected expenditure sanction requires the approval of the higher authority, this is duly obtained prior to the signing of the agreements. contracts etc. and that the official seal of the Corporation on the contracts, agreements and other instruments executed on behalf of the ESIC shall be affixed in the presence of the Officers executing the aforesaid documents. The powers will also cover the following items: - (i) Approval, acceptance and. custody of Surety/Security and Agreement Bonds and Promissory note for grant of HBA.

	(ii) All instruments connected with the re-conveyance of property given as security including execution of re-conveyance deed on the stamp paper of appropriate value in connection with the grant and refund of HBA to the employees.	(ii) Approval, acceptance and custody of all instruments connected with the Mortgaging of property for which HBA is sanctioned. (iii) Approval, acceptance and disposal of all instruments connected with the re-conveyance of property given as security including execution of re-conveyance deed on the stamp paper of appropriate value in connection with the grant and return of HBA to employees. (iv) Sanctioning reimbursement of stamp duty, registration charges and cost of stamp paper as per approved schedule of rates for execution of instrument in connection with the grant of HBA subject to rules and instructions in force on the subject.
D/48	To sanction expenditure on hiring of taxies/lorries etc. for transportation of office equipment, record etc. and for revenue recovery purpose.	Up to Rs. 1000/- on each occasion when taxies are certified as having been engaged on ground of urgency and economic satisfaction after following the prescribed procedure and in consultation with Fin. & A/cs.
D/49	To purchase postage stamps and make deposits for loading franking machines.	Full powers -do- -do-
D/50	To sanction expenditure for celebration on Republic Day and Independence Day.	Up to Rs.2000/-
D/51	To sanction expenditure on advertisement charges.	a) Full powers through D.A.V.P. b) Full powers in case of DAVP rates. c) Up to Rs. 10,000/- at a time in respect of each advertisement through other agencies, in consultation with Fin. & A/Cs.
D/52	To incur expenditure for taking photos for publicity and for buying copies for office use.	Full powers
D/53	To grant honorarium to officers/officials/non officials	Full Powers in accordance with Hqrs. instructions.
D/54	To pass for payment personal claims (bills) of the AC/in charge when the DD(F) is on leave and the AC/ In charge performs the duties of DD(F).	In accordance with the Hqrs. instructions on the subject.
D/55	To act as custodian of stores in respect of NTA and to give certificate on the bills.	In accordance with the Hqrs. instructions on the subject.

D/56	To countersign the bills in respect of 'Grant-in-aid' sanctioned by the competent authority	In accordance with the Hqrs. instructions on the subject.
<b>E. MISCELLANEOUS</b>		
E/1	To weed out records In accordance with the instructions and Record Retention schedule issued by Hqrs.	Full powers
E/2	To order for periodical verification of stores	Full powers
E/3	To condone the following types of irregularities: a) Mixing private money with corporation fund. b) Utilization for other purposes of advances sanctioned for a particular purpose. c) Wrong classification in the Cash Book d) Delay in posting of Challans/ cheques. e) Delay not more than two working days in deposit of money into the bank f) Inter-office transfer of funds in Account No.2 in his control. g) Non-recording/ irregular recording of certificates in Cash Book and other records.	Full powers in consultation with the Fin. & A/Cs. -do- -do- -do- -do- -do- -do- -do-
E/4	To file cases before Courts/Tribunals.	Full powers subject to the instruction issued by the Hqrs. office from time to time.
E/5	To authorize the J. Director/Senior most Dy. Director to exercise powers of the In charge (NTA) during his absence on tour/leave in cases, which cannot wait and/or otherwise, covered under the rules.	Full powers subject to the ex-post facto approval where necessary
E/6	To condone irregularities in postage/ postage expenditure	Up to Rs.50/- per case and a maximum of Rs.300/-in a financial year in consultation with the Finance & Accounts concerned and subject to the conditions: - (i) There is a bonafide mistake. (ii) Where it is observed that the official concerned is responsible for the loss of postage; such losses should be made good by him as hitherto fore. (iii) Cases of misappropriation will not be covered under this delegation.

E/7	To condone irregularity due to non-accounting of Corporation's money in Cash Book Account No.1.	Up to Rs. 100/- on a particular date after thorough investigation and recording the reasons justifying the irregularity in consultation with Fin. & A/Cs.
E/8	Physical verification of Service Book and record certificates to this effect.	Full powers
E/9	To declare unserviceable such articles which have not outlived their life and to which AC is empowered to purchase within his own powers.	Full powers in consultation with Fin. & A/Cs concerned subject to the following conditions: - (i) The item has become unserviceable due to normal wear and tear and it is beyond reasonable repairs. (ii) The cost price of the item is not exceeding Rs.500/- (iii) The item in question is physically verified by the DD(F) concerned and the AC..
E/10	Deputation of officers under his control for in-house training within and outside the Corporation.	Full power to recommend nomination.
E/11	To sanction computer system including peripherals such as Printers, UPS, Modem, Scanner and Software Operating Systems and other standard software.	Full powers as per yardstick prescribed by Hqrs. Office in consultation with Finance and Accounts subject to budget provision.
E/12	To sanction expenditure on maintenance of Computer Systems including all peripherals and software.	Full powers as per yardstick prescribed by Hqrs. Office in consultation with Finance and Accounts subject to budget provision.
E/13	To sanction computer system including peripherals such as Printers, UPS, Modem, Scanner in replacement of irreparable old systems.	Full powers as per yardstick prescribed by Hqrs. Office in consultation with Finance and Accounts subject to budget provision.