

Delegation of Powers

1. To GOVERNING COUNCIL & EXECUTIVE COMMITTEE

S.No.	Power	Governing Council	Executive Committee
1	To receive financial contributions from abroad	Full powers subject to approval of administrative ministry.	--
2	Approval for deputation / training abroad in respect of Executive Director & others	--	Chairman, EC with the approval of Govt. of India
3	Signing of MOUs / Contract agreement with foreign parties for achievement of objectives of the society	--	Subject to approval of Government. A copy of agreement with foreign parties may be sent to IC&BT Division, DIT.
4	Procurement of land and construction of buildings	Subject to approval of Govt. Of India on the recommendation of Executive Committee	--
5	Creation of posts	Full power provided the post created is approved either in SFC /EFC /PIB or by the Govt. of India	--
6	To approve scale at which honorarium is paid to visiting professionals and members of Committees who are not employees of the Society	--	Full powers within policy guidelines issued by Government.

S.No	Power	Governing Council	Executive Committee
7	Amend provisions under By Laws relating to extending monetary benefits to employees	Full powers with prior approval by administrative ministry	--
8	Amend provisions under By Laws relating to administrative procedure excluding delegation of powers	--	Full Powers
9	Opening new Units or offices of the Society at new locations	Full powers with prior approvals by Govt. of India	--
10	Declare stores including offices equipments as unserviceable and to approve their mode of disposal.	Above Rs.50 lacs	Above Rs.1 lac up to Rs.50 lacs.
11	Write-off of loss on accounts of disposal of unserviceable/ obsolete materials, stores, furniture, equipment etc. where original value of each item exceeds Rs.50 lacs.	Full powers on the recommendations of EC	Upto Rs.1 crore
12	Write-off irrecoverable loss due to theft, frauds or negligence of individuals where original value of each item exceeds Rs.10,000/-	Full powers on recommendations of EC	Upto Rs.1,00,000/-
13	Write-off of loss not due to theft, frauds or negligence of individuals where original value of each item exceeds Rs.2 lac.	Full powers on recommendations of EC	Up to Rs.1 crore
14	Write-off of losses due to non recovery of subscription/supply etc. charges in connection with providing connectivity to users of ERNET India.	More than Rs.5.00 lacs in each case.	Up to Rs.5.00 lacs in each case.
15	Waiving recoveries of overpayments amounting to Rs.25,000/- and above to a member of the staff not detected within 24 months of payment.	Full powers on recommendations of EC	Up to Rs.50,000/-
16	Procurement of capital goods / equipment (including electrical, civil & horticulture work). ----- <i>*Procurement of capital goods / equipment (including electrical & civil work)</i>	Above Rs.5 crores	Above Rs.50 lacs up to Rs.5 crores ----- <i>*Above Rs.2 crores and upto Rs.5 crore</i>
17	Authorise drawal of funds from the Corpus Fund	Full powers	--
18	Authorise borrowing of funds from other agencies	Full powers	--

* Governing Council in its 24th meeting approved the revised powers on 4th Jan., 2017 (Reference file No. EI-D/GA/12-10/2016).

S.No	Power	Governing Council	Executive Committee
19	To initiate legal proceedings against subscribers who have failed to clear dues inspite of repeated reminders in the court of law.	--	Full powers
20	To authorize persons to operate Bank Account and to sign of Bank Document	Full powers	--
21	To permit undertaking of assignments abroad without involving Society Fund	Full powers	--
22	Release of advertisement (other than through DAVP)	--	Above Rs.1 lakhs
23	Incurring of Expenditure in Workshops/ Conferences/ Seminars, etc.	--	Full

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2. To DIRECTOR GENERAL

S.No.	Power	Executive Director	*Revised w.e.f. 04.01.2017
Administration and Establishment:			
Creation and appointment of temporary/ short term posts			
01	Powers to create temporary posts on consolidated pay in connection with self-supporting projects.	Full Powers, Co-terminus with the project	--
02	To make appointments against temporary posts of research personnel sanctioned on consolidated pay in connection with self-supporting projects	Full Powers. The appointments will be co-terminus with the project.	--
03	To make short term contract appointments on consolidated pay in connection with self-supporting projects.	Full powers co-terminus with the project	--
04	Probation	Full powers	--
05	Promotions	Full powers as per rules	--
06	Acceptance of resignation	Full powers only for those for whom DG is appointing authority	--
07	Termination of Services	Full powers as per rules	--
08	Disciplinary powers	As per Bye Laws	--
09	Fixation of Pay	Full powers as per rules	--
10	Leave	Full powers	--
11	TA/DA	Full powers	--
12	Approval of self tour except foreign tour	Full powers	--
13	Approval of travel by higher class of accommodation than normal entitlement including air travel of non-entitled officers.	Full powers	--
14.	To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	Full powers subject to the condition that variation is not in excess of 25% of normal entitlement	--
15.	To sanction OTA to employees of the society	Full powers	<i>Clause deleted</i>
16.	To sanction LTC / medical reimbursement claims	Full powers	--

Sl. No.	Power	Director General	*Revised w.e.f. 04.01.2017
17.	To sanction honorarium to visiting professionals and members of Committees who are not employees of the Society	Full powers	--
18.	To admit claim on account of TA / LTC / Medical reimbursement submitted after the stipulated periods	Full powers	--
19.	To sanction all advances	Full powers	--
20.	To sanction reimbursement of conveyance hire charges incurred for official purposes	Full powers	--
21.	Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc.	Full powers	--
22.	News papers, periodicals and magazines	Full powers	--
23.	Courier, postage, telegrams and telephones	Full powers	--
24.	Taking on lease / rent building for Society's use and residential purposes of employees of the Society and payment of license fees and taxes	Full powers	--
25.	Insurance, service contracts of equipments	Full powers	--
26.	Hiring of furniture, PCs or any type of equipment for official purposes	Full powers	--
27.	Employment of casual labour	Full powers	--
28.	Engagement of Contract employees including Trainee Engineer	Full powers to Executive Director for engagement of contract employees and Trainee Engineers for a consolidated payment up to Rs.8,000/- p.m. Power to Vice-Chairman, GC & Secretary, DIT for engagement on contract posts above monthly payment of Rs.8,000/-	<i>Clause deleted. This clause is included in the NEW POWERS of DG at serial No. 84</i>
29.	Legal expenses/ consultancy charges etc.	Full powers	--
30.	Repairs and maintenance of furniture, equipment, vehicles, buildings, campus	Full powers	--
31.	Recurring contingent expenditure not specifically mentioned above	Full powers	--

Sl. No.	Power	Director General	*Revised w.e.f. 04.01.2017
32.	For sanction of expenditure on entertainment and hospitality	Full powers	--
33.	Sanction of local conveyance charges	Full powers	--
34.	Grant of higher pay/ additional increments on appointment/ promotion	Full powers	--
35.	Incurring of Expenditure on Workshops/ Conferences, Seminars etc.	Upto Rs.5 lakhs	<i>Upto Rs.10 lakhs for national and international</i>
36.	Grant of Honorarium	Full powers	--
37.	Hiring of taxies	Full powers	--
38.	Engagement of consultants for short duration	Full powers	--
Other Financial Powers			
39.	Write off losses due to non-recovery of subscription/ supply etc. charges in connection with providing connectivity to users of ERNET India	Up to Rs.20,000/- each cases	--
40	Declare stores including office equipments, materials, furniture etc. as unserviceable and to approve their mode of disposal and write -off	Up to 1 lac	<i>Full powers upto Rs.3 lakhs of depreciated value in each case / proposal</i>
41.	Write off irrecoverable loss due to theft, frauds or negligence of individuals	Full powers where original value of each item does not exceed Rs.10,000/-. Cases beyond with approval of EC. All cases to be reported to EC	--
42.	Write off of loss not due to theft, fraud or negligence of individuals	Full powers where original value of each item does not exceed Rs.2 lac. Cases beyond with approval of EC. All cases to be reported to EC.	--
43.	Waiving recoveries of overpayments to a member of the staff not detected with 24 months of payment	Subject to approval of EC	--
44.	To sanction / Imprest / Temporary Advance	Full powers	--
45.	To approve and sign draft annual accounts of the Society for submission to audit and the audited annual accounts, after approval by GC, for submission to Parliament.	Full powers	<i>To approve and sign annual accounts of the Society for submission to audit and the audited annual accounts, after approval by GC, for submission to Parliament.</i>
46.	To execute all agreements, contracts etc. on behalf of the Society except those between himself/ herself and the Society	Full powers	--

Sl. No	Power	Director General	*Revised w.e.f. 04.01.2017
47.	To invest the funds of the Society in any public financial institution, any other Government securities on short term/ long terms basis	Full powers within the overall guidelines laid down in MoA.	--
48.	To delegate any or all the powers to the next senior during leave / deputation in India or abroad	Full powers	--
49.	Reimbursement of expenditure to PoPs to meet their administrative and other day to day requirement	Full powers	--
50.	For purchase of Technical Stores like raw material, components, equipments, other consumable and semi-consumable including fabrication of equipment required for the Sponsored Projects	Full powers	<i>For purchase of Technical Stores like raw material, components, equipments, other consumable and semi-consumables including manpower, licenses, services, connectivity, Fabrication of equipment required for the Sponsored Projects</i>
51.	To accept sponsored projects and receive grants, subscriptions or other financial contributions from within the Country	Full powers	--
Miscellaneous items			
52.	Payment of statutory and internal audit fees	Full powers	<i>Clause deleted. Power delegated to CFO at serial No. 11</i>
53.	To depute employees to attend training, seminars / conferences in India	Full powers	--
54.	To execute agreements, contracts etc. on behalf of the Society within India	Full powers	--
55.	Sanction financial assistance for Recreation Club of employees	Limited to maximum of Rs.180/- per annum per employees towards recurring expenses and initial grant of Rs.100/- per employee towards capital expenditure which may be supplemented by 10% of initial grant every year.	<i>Limited to maximum of Rs.500/- per annum per employees towards recurring expenses and initial grant of Rs.2500/- per employee towards capital expenditure which may be supplemented by 10% of initial grant every year. (For this purpose employees will include regular/ contractual / outsourced etc.)</i>
56.	Sanction expenditure towards providing PBX, phones at office / residence	Full powers	--
57.	Sanction leased accommodation facility	Full powers	--
58.	Approve deputation of employees to other organisations	Full powers	--

S. No	Power	Director General	*Revised w.e.f. 04.01.2017
59.	Approve nomination of employees to committees constituted by other organizations	Full powers	--
60.	Procurement of vehicles	Full powers subject to approval of EC	--
61.	Condemnation of vehicle	Full powers	--
62.	Award contracts towards hiring of services for Pantry /Canteen/ Security Services /Cleaning Services etc. as part of outsourced activities.	Full powers	<i>Award contracts towards hiring of services for Pantry / Canteen / Security Services / Cleaning Services / office automation / support services etc. as part of outsourced activities.</i>
63.	MOU with Government Agencies and Educational Institutions for location and operations of PoPs.	Full powers	--
64.	To permit undertaking of assignments within India outside the organization without involving Society fund	Full powers	--
65.	Business promotion	Full powers	--
Purchases			
66.	Procurement of capital goods/ equipment (including electrical, civil & horticulture work).	Up to Rs.50 lacs	<i>Upto Rs. 50 lacs – Full powers Beyond Rs.50 lacs to Rs. 2 crores – power to be used in consultation with CFO and post facto intimation to EC.</i>
67.	Repairs & maintenance of civil work including electrical and mechanical fittings / installation	Full powers	--
68.	Telephonic quotation including web based purchases	Up to Rs. 02 lac	<i>Clause deleted</i>
69.	Cash purchases	Up to Rs. 01 lac	<i>As per Income Tax Act</i>
70.	Refund of Security Deposit / EMD	Full powers	--
71.	Insurance, freight charges etc.	Full powers	--
72.	Payment of Demurrage charges	Full powers	--
73.	Entering into AMC of equipments	Full powers	--
74.	Purchase of liveries for Staff	Full powers	--
75.	Waiver of terms of contracts, reduction / waiver of penalties stipulated in the contract. Reasons to be recorded in writing	Full powers up to the financial limits for original approvals.	--

Sl. No.	Power	Director General	*Revised w.e.f. 04.01.2017
76.	Sanction secured advance to other organizations / firms/ suppliers	Full powers up to the financial limits for original approval.	--
77.	Authorise payment to claims of Clearing Agents	Full powers	--
78.	Sanction of Advertisement and Publicity Charges	Full powers at DAVP Rates (up to Rs.1 lakh in other than DAVP Rates)	--
79.	Printing charges	Full powers	--
80.	Purchase of Software	Full powers	--
81.	Hiring and payment of lease lines transponder and bandwidth	Full powers	--
*New Powers added			
82.	Fixing of Tariff rates of various services offered by ERNET to customers	<i>Full powers with post facto intimation to Executive Committee.</i>	--
83.	Taking services of professionals for various activities like certification, opinions, etc.	<i>Full power upto Rs. 25,000/-</i>	--
84.	Powers to engage persons purely on contract basis and through outsource agencies on consolidated remuneration for various operational / support activities of ERNET	<i>Full powers</i>	--

* Governing Council in its 24th meeting approved the revised powers on 4th Jan., 2017 (Reference file No. EI-D/GA/12-10/2016).

Delegation of Powers

3. To REGISTRAR

Sl. No.	Power	Registrar	*Revised w.e.f. 04.01.2017
1	Leave – Sanction leave to Group B, C & D Staff working under him except study leave & special disability leave	Full powers	--
2	Sanction E.L., HPL and Commuted leave and maternity leave and paternity leave to Group A Staff working under him.	Up to 30 days	<i>'As per Govt. Rules. Clause rephrased'</i> <i>'Sanction E.L., HPL, CCL and Commuted leave and maternity leave and paternity leave to Group A Staff working under him..'</i>
3	Approve tour and sanction traveling allowance to Group B, C & D Staff working under him	Full powers	--
4	Sanction OTA to employees of the Society, as per rules	Full powers	--
5	Sanction claims on account of LTC/ medical reimbursement as per rules in respect of employees	Full powers	--
6	To admit claims on account of TA/LTC/ Medical reimbursement submitted after the stipulated period	Full powers up to 1 month	<i>As per Govt. rules/ GFR</i>
7	Sanction reimbursement of conveyance hire charges incurred for official purposes	Full powers	--
8	Approve purchase of stationery and other consumable stores	Up to Rs.50,000/- in each case	--
9	Approve Purchase of books (required for Administration wing)	Up to Rs.10,000/- per annum	--
10	Approve Purchase of Furniture as per Purchase Procedure	Up to Rs.25,000/- on each occasion	<i>Upto Rs.1. lakh on each occasion. 'with a ceiling of Rs. 2 lakhs in a quarter'</i>
11	Approve Purchase of Electrical and other electronic equipments	Rs.10,000/- in each case	<i>Upto Rs.25,000/- in each case. 'with a ceiling of Rs. 50,000/- in a quarter'</i>
12	Approve Purchase of crockery	Rs.5,000/- each case	--
13	POL for vehicles	Full powers	--
14	Purchase of Newspapers and periodicals for office use	Rs.2,000/- per month	--
15	Payment of bills on account of Postage, telegram telephones, courier	Full powers	--
16	Printing	Rs.25,000/- in each case	--
17	Binding of books & records	Rs.10,000/- per annum	--
18	Repairs to vehicles including spare parts	Rs.10,000/- in each case subject to annual ceiling of Rs.20,000/-	--

Sl.No.	Power	Registrar	*Revised w.e.f. 04.01.2017
19	Repairs to furniture & equipments	Rs.5,000/- in each case subject to annual ceiling of Rs. 1 lac.	<i>Rs. 10,000/- in each case with annual ceiling of Rs. 2 lacs.</i>
20	Repairs & maintenance of Society's campus	Rs.5,000/- in each case subject to annual ceiling of Rs.1 lac.	<i>Upto Rs. 25,000/- in each case with annual ceiling of Rs. 2 lacs.</i>
21	Legal expenses	Up to Rs.5,000/- in each case	--
22	Expenditure on hospitality	Up to Rs.3,000/- per month	<i>Upto Rs.10,000/- per month</i>
23	Employment of casual labour	Upto Rs.5,000/- per month at approved rates, subject to the condition that the same person will not be employed for more than 30 days in a year	<i>Upto Rs.10,000/- per month</i>
24	Refund of Security Deposit/EMD and Caution Money Deposits	Full powers	--
25	Payment of electricity & water charges/ license fee/ rent/ municipal & other taxes	Full powers	--
26	Demurrage	Upto Rs.1000/- not exceeding the value of the material	--
27	Insurance and service contracts of equipments	Full powers	--
28	Certifying hire charges of vehicles at rates approved by component authority of State Govt. or as per rate contract entered by the Centre	Full powers	--
29	Hiring of equipment/ furniture	Up to Rs.5,000/- per month	<i>Upto Rs.10,000/- per month</i>
30	To execute agreements, contracts, etc. on behalf of the Society	Full powers	--
31	Any other item of contingent expenditure not otherwise provided	Rs.1,000/- in each case	<i>Rs. 5,000/- in each case</i>
32	Appointments of Group C and D employees, temporary staff in equivalent level, all types of apprentices/ trainees on the recommendations of duly constituted selection committee.	Full powers	--
33	Probation – Declare satisfactory completion of probation and to extend the period of probation in respect of Group C & D employees	Full powers	--
34	Promotions on the recommendations of the DPC as approved procedure in respect of Group C & D employees	Full powers	--
35	Acceptance of resignation of Group C & D officials, temporary staff in equivalent levels, apprentices	Full powers	--
36	Termination of services of Group C & D officials, temporary staff in equivalent level on probation and apprentices	Full powers	--

Sl.No	Power	Registrar	*Revised w.e.f. 04.01.2017
37	Disciplinary powers	Disciplinary authority in respect of Group C & D officials	--
38	Fixation of Pay To fix initial pay of Group C & D employees on appointment by granting not more than 5 advance increments on the recommendation of the selection committee	Full powers as per rules	--
39	Fixation of pay on promotion of employees as per rules and with financial concurrence	Full powers as per rules	--
40	To sign offer of appointment, promotion and other communications to employees, apprentices, trainees, temporary staff	All cases except promotion orders of Group A staff	<i>All cases</i>
41	Administrative approval for civil works	Up to Rs.10,000/-	<i>Upto Rs.50,000/- in each case with a ceiling of Rs.1 lakhs in a quarter</i>
42	Advise drawl of increment where all normal conditions are fulfilled	Full powers	<i>Clause deleted</i>
43	Verify bills for purchase of air tickets, rail tickets arranged on approval of tour programme by competent authority	Full powers	--
44	Verify bills in respect of contracts for security, sanitation, cleaning, horticulture, canteen or any other outsourced facility as per contracts finalized with approval of competent authority	Full powers	--
*New Powers added			
45	To approve reimbursement of claim	<i>Full power as per rule</i>	--

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Delegation of Powers

3. CHIEF FINANCE OFFICER

Sl.No.	Power	CFO
01	Pass all bills in respect of pay and allowances, TA, LTC, Medical reimbursements, OTA, Honorarium etc. Disallowance from claims made by employees of the Society will be approved by the Head Finance in respect of employees up to and including pay scales of Rs.10,000 to 15,200 and the Head of Unit in other cases.	Full powers
02	Pay and allowance	Full powers
03	Power to pass for payment all claims for supplies services etc. in accordance with rules and with reference to sanction of competent authority	Full powers
04	Sanction of refund of revenue, earnest money deposit or security deposits	Full powers
05	Other bills	Full powers
06	Investments in short term deposits in accordance with Govt. guidelines and at the highest interest rate offered by acceptable financial institutions	Full powers
07	Write off of overpayments made to employees and external agencies where recovery is impossible and that the recovery will cause undue hardship	Up to Rs.1000/- in each case
08	Sign cheques for payments to be made on behalf of the Society	a) Any one officer amongst ED, CFO and Registrar & CPO where the value of the cheque does not exceed RS.25000/- b) Any two officers jointly amongst ED, CFO and Registrar & CPO wherever the value of cheque exceeds Rs.25000/-
*New Power added		
09	To open new account or closer of existing bank account in PSU/ Nationalized Bank	<i>Power under intimation to DG</i>
10	Issue of credit note after approval of disconnection by HOD (to govt. agency)	<i>Full powers</i>
11	Payment of statutory and internal audit fees	<i>Full powers</i>
12	Taking services of professionals for various activities like certification, opinions etc.	<i>Power upto Rs.15,000/- in each case with a ceiling of Rs..50,000/- in a quarter.</i>

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