




केन्द्रीय भण्डारण निगम
(भारत सरकार का उपक्रम)
CENTRAL WAREHOUSING CORPORATION
(A Govt. of India Undertaking)
जन-जन के लिए भण्डारण/Warehousing for Everyone



No. CWC/CO-FD0PAY/3/2021-FINANCE

Dated: 26.04.2021

The Regional Manager,
Central Warehousing Corporation,
Regional Office,
**Ahmedabad/Bangalore/Bhopal/Chandigarh/Chennai/Delhi/Guwahati/
Hyderabad/Jaipur/Kochi /Kolkata /Lucknow /Mumbai/Patna**

Sub: Updated Delegation of Power

Enclosed herewith please find the updated Delegation of Powers (updated till DOP CIRCULAR No. 03/2021 dated 26.04.2021).

2. Though adequate care has been taken to update the Delegation of Powers, the discrepancy, if any, noticed in the Delegation of Powers may be intimated to undersigned along with copy of relevant circular.
3. In case any division has issued any circular related to Delegation of Powers which is not included in the updated Delegation of Power, the same may also be brought to the notice of undersigned so that the same is included in the Delegation of Powers to ensure that a complete set of DOP is available at one place only.
4. All the Head of Divisions in Corporate office and Regional Managers are also requested that the proposals for any modification in the Delegation of power should be submitted to Finance Division for obtaining the approval of the competent authority and appropriately including in the Delegation of Powers.
5. The updated Delegation of Powers would be placed in e-office in “Knowledge Management System (KMS)” section for reference by the officials of the Corporation.

(R.R. Aggarwal)
Group General Manager (Fin.)

Copy to:

1. All HoDs, CWC, CO, New Delhi
2. MD/ Dir (M&CP)/Dir (Fin)/Dir (Pers), CWC, CO, New Delhi
3. GGM (System), CWC, CO New Delhi: With a request to place the DOP in e-office for future of the officials of the Corporation.



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DELEGATION OF POWERS

(updated upto DOP Circular No. 03/2021
dated 26.04.2021)

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Section I: Introduction

Central Warehousing Corporation from its central role of storage of foodgrains and other notified commodities has grown into a major service provider in the field of warehousing, logistics and containerization. In addition it has expanded its activities and offers services in the area of clearing and forwarding, handling and transportation, procurement and distribution, dis-infestation services, fumigation services and other ancillary activities. It has also started offering consultancy services/training for the construction of warehousing infrastructure to various agencies in India.

The success of an organisation would depend upon its organizational structure with clearly defined responsibilities of various departments and the individuals concerned. In large organisations, the organisational structure can be a two tier or a three tier one depending upon the type of business and the location of its activities. Central Warehousing Corporation has a two tier organisation comprising of corporate structure responsible for policy making and overall functioning of the organisation and a regional structure responsible for all activities within its gambit in the region. Each region has a number of warehousing complexes under its control and provides services such as handling and transportation, clearing and forwarding, fumigation, containerization etc. These warehouses located and spread over the length and breadth of the country in each region have different capacities and have varying workloads. The warehouses are manned by different level officers in the organisation. Major ones are being managed at the level of Manager and the minor ones where workload is limited, by non-executives. The entire focus of activities is at the warehousing level and since these are located far from the regional manager's location, the performance of these warehouses would depend upon its infrastructure and the powers delegated to the officer in charge of the warehouse to meet its day-to-day requirement commensurate with its responsibility.

Managing Director of the Corporation has been delegated financial, personnel and administrative powers by the Board. These powers are required to be judiciously sub-delegated to the officers at different levels in the organisation to enable them to perform effectively and in an efficient manner and

to meet the targets and goals set by the Corporation without much dependence on the day-to-day requirements on the Corporate Office. The delegation of powers, therefore, play an important role in the successful functioning of the organisation.

Regional Manager is the single point responsibility centre for the smooth and efficient functioning of the region. He is responsible for all the activities within his region in respect of personal and administration, finance, contract and materials, commercial and also coordination with various agencies involved, state government and other public sector undertakings. In addition to the above, his main thrust is business development. This calls for vision, understanding of the market, contacts with customers which requires concentration of his time and energy. It is, therefore, necessary to ensure that he is not burdened with day-to-day routine administrative matters and concentrate more on business development. In order to achieve this objective, the powers of a routine nature to the extent possible shall be sub-delegated to the various officers under his control for smooth and efficient functioning of the region so that his focus on business development is not diluted.

The delegation of powers compiled for the executives and regional managers of the corporation and brought out in the subsequent pages on the basis of considerations enumerated below :

1. Central Warehousing Corporation has a total number of 16 regions under its control spread over the length and breadth of the country. Each region is a profit centre and is under the administrative control of a Regional Manager, who will be totally responsible for all the activities within the region. He is, therefore, required to be delegated sufficient powers to avoid dependence on the day-to-day working and smooth functioning of the region on the corporate office. Each region is headed by the Regional Manager. It is assumed that the Regional Manager incharge of the region will be an officer of the rank of Deputy General Manager and the delegation of powers are compiled accordingly. However, wherever the management has placed a General Manager rank officer incharge of the region, he shall exercise all powers of General Manager as Regional Manager. In case wherever the regional office is under the charge of an officer of

the rank of Asstt. General Manager, he shall exercise all the powers of Deputy General Manager for efficient and smooth functioning of the region.

2. The designations reflected in the delegation of powers are the ones that are in use in the corporation. In addition to these designations, there are other designations also in use in various departments having equivalent grades to those used in the DOP. All such designated officers of equivalent grade shall exercise the same powers as provided in the DOP for identified designations. It is further clarified that the power by an individual officer should be exercised by him for his area of operations only.
3. Powers delegated to an executive at a particular level can be exercised by any executive at higher level.
4. The expression FULL POWERS indicated in the DOP is subject to the powers delegated to the Managing Director by the Board and in no case the powers will exceed the powers of the Managing Directors.
5. Functional Directors is having full power for approving the tender documents and any modifications thereof related to tenders of their functional areas (Circular No. CWCXVI-2/DOP/Genl./Rectt dated 04.01.2013.)

SECTION II: Concept, Intent and Purpose of Delegation of Powers

The delegation of powers has been drawn keeping in mind the overall smooth functioning of the organisation.

1. The delegation is based on the concept of centralised policy making and de-centralised execution.
2. The delegation shall contribute to smooth functioning and realisation of the Corporation's goal and targets within the policy framework of the Corporation.
3. These delegations shall be commensurate with the responsibilities and status of the officials to whom the powers have been delayed.
4. The executives shall be accountable and responsible for the decision under the delegation.
5. The delegation shall be bound by the instructions of Managing Director/Board of Directors as are conveyed from time to time by the Corporation.
6. Since the objective of delegating powers to various executives in the organisation is to ensure smooth execution of work and realisation of the set corporate goals, any impediments, constraints noticed during the working shall be promptly brought out by the concerned execute and reviewed by the competent authority to remedy the same.
7. The financial power shall be exercised with due observance of canons of financial propriety.
8. The powers delegated to an executive shall not be sub-delegated and the delegated powers to the lower executives shall not be withdrawn without the specific approval of MD/Board of Directors.
9. Care shall be taken to ensure that awards are not to split only for the purpose of bringing the same within the delegated powers of a particular executive.
10. Delegation of powers have been given upto the level of GM. In matters of extreme urgency when it is felt that the delay in decision/approval is likely to put the Corporation at a disadvantage or loss of revenue and the concerned approving authority is not available, the next lower grade authority may exercise the power after recording the fact of urgency and of the non-availability of the concerned higher authority. However, the decision/approval taken shall be promptly brought to the notice of higher authority and post facto approval taken thereafter. This shall, however, not apply to modification in terms of payments and payments made to contractor.
11. The powers delegated shall be exercised in a fair and transparent manner keeping in view the interest of the Corporation.

Section III: Canons of Financial Propriety

- (i) Expenditure should not prima facie be more than the occasion demands.
- (ii) Every Employee should exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- (iii) No authority should exercise powers of sanctioning expenditure to pass an order which will directly or indirectly be to its own advantage.
- (iv) Public moneys should not be utilized for the benefit of a particular person or section of the community, unless
 - (a) Amount of expenditure is insignificant.
 - (b) A claim for the amount would be enforced in a Court of Law.
 - (c) Expenditure is in pursuance of a recognized custom or policy.
- (v) Amount of allowances, such as travelling allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not, on the whole, become a source of profit or cause of financial loss to the recipient or cause of embarrassment to and / or loss of image of the organization in the eyes of public / organizations associates / employees.

Section IV: Delegation Of Powers

The objectives of sub-delegating the powers to various officers in the hierarchy is to ensure that they do not feel handicapped in meeting the day-to-day demands of the work they have been assigned. The powers shall, therefore, be delegated to different officers in the hierarchy so that the regional manager is not unnecessarily burdened with routine work, that could be disposed off at much lower level in the organisation.

The powers required to be sub-delegated to various officers in the organisation broadly pertains to –

- I) Works contracts
- II) Handling & Transport Contracts
- III) Procurement & Purchase
- IV) Personnel & Administration
 - i) At Corporate Office
 - ii) At Regional Office

A. Capital Expenditure (\$)

S. No.	Authority	Existing Power	In consultation with
1.	Executive Committee	Rs. 30 Crore to Rs. 50 Crore	
2.	Managing Director	Above Rs. 3 Crore to Rs. 30 Crore	Director (Fin)

B. Acceptance Of Tender For Engineering Contracts (\$)

S. No.	Authority	Existing Power	In consultation with
1.	Executive Committee	Rs. 30 Crore to Rs. 50 Crore	
2.	Managing Director	<p>a) Against the open tenders Full powers upto Rs. 30 crore for tenders, where one or more than one valid tender has been received</p>	Director (Fin)
		<p>b) Against Limited Tenders Full powers upto Rs. 10 crore against limited tenders (cases involving Rs. 2 crore and above to be reported to the Board)</p>	Director (Fin)
		<p>c) Without inviting tenders Full powers upto Rs. 2 crore by negotiation without inviting tenders in urgent cases (reasons to be recorded in writing and cases in excess of Rs. 1 crore to be reported to the board)</p>	Director (Fin)
		<p>d) Other than lowest tenderer As per CVC guidelines</p>	Director (Fin)

(\$ Modified vide office order Np. CWC/IV-85/Const. (DOP) dated 24.08.2018.

C. ENGINEERING PROJECTS/WORKS CONTRACT

(Inserted vide circular No. CWC/XVI-2/DOP/Rectt. Date: 06.01.2020)

S. No.	Subject Matters	Functional Director Concerned	HoD of Engineering Division at CO	RM	Other	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.1	Accord of administrative approval and sanction of expenditure for capital works subject to budget provision	Upto Rs. 3 crore	Upto Rs. 1 crore	Upto Rs. 1 crore	--	Under intimation to CE, CWC within 15 days from the date of approval.
1.2	Accord of administrative approval and sanction of expenditure for revenue works subject to budget provision	Full powers	Upto Rs. 1 crore	Upto Rs. 1 crore	--	Subject to the guidelines issued from CO time to time and under intimation to CE, CWC on monthly basis.
1.3	Approval for award of contracts/works other than supply items after administrative approval of Competent Authority.					
(a)	Open Tender	Upto 10 crore	Upto 5 crore	Upto 3 crore	Upto 3 crore (Sectional Heads*)	--

S. No.	Subject Matters	Functional Director Concerned	HoD of Engineering Division at CO	RM	Other	Remarks
(b)	Limited Tender as per extant guidelines	Upto 2 crore	Upto 1 crore	Upto 20 lakhs	Upto 20 lakhs (Sectional Heads*)	Cases above Rs. 1.00 crore to be reported to MD.
(c)	Single Tender on grounds of urgency or specialized jobs or jobs of proprietary nature	Upto 1 Crore	Upto 50 lakhs	Upto 20 lakhs	Upto 20 lakhs (Sectional Heads*)	To be reported to the Board as per CVC guidelines.
(d)	Award of contract in grave emergency without calling for tenders. Full justification to be recorded.	Upto 1 crore	Upto 50 lakhs	Upto 20 lakhs	Upto 20 lakhs (Sectional heads*)	To be reported to the Board as per CVC guidelines.
*To be exercised by SE at CO and Head of Engg. Section of RO not less than the rank of EE.						

S. No.	Subject Matters	Functional Director Concerned	HoD of Engineering Division at CO	RM	Other	Remarks
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1.4	Accord of Technical Sanction to detailed estimate and issue of NIT/Composite NIT	Full powers	Full powers to be exercised by Chief Engineer or HOD		Full powers for the works awarded by RO (to be exercised by SE or EE incharge of engg section.)	—
1.5	Powers to appoint outside Architect/Designer/Surveyor/Consultant/PMC for Engg. Works/project	Upto Rs. 50 lakhs for each case	Upto Rs. 20 lakhs for each case	Upto Rs. 20 lakhs for each case	—	—
<p><u>REMARKS</u></p> <p>a) This refers to consultancy assignment with a professional/institution for a specific work or assignment/advice etc. not involving any foreign exchange.</p> <p>b) Powers include calling for tenders and award, if necessary. In case of limited or nomination basis from approved list of parties from whom quotation is called shall be approved by next higher authority.</p> <p>c) The terms of refernce regarding consultancy and the fee shall be mutually agreed upon before the consultants are engaged.</p> <p>d) The powers shall be exercised in consultation with finance.</p> <p>e) In case the value of consultancy assignment exceeds the power of the orginal approving authority, the approval of the next higher authority would be taken.</p>						
1.6	Write off an amount short realized in disposal vis-à-vis book value of	Full powers	Full powers	Full powers	—	—

	unserviceable/damage construction material/building					
1.6 (a)	Approval of disposal of unserviceable/surplus & obsolete construction stores, spares, building, structure etc. excluding plant, machinery, vehicles and furniture as per extent guidelines on the matter	Upto Rs. 50 lakhs for each case	Upto Rs. 20 lakhs for each case	Upto Rs. 10 lakhs	—	—

S. No.	Subject Matters	Functional Director Concerned	HoD of Engineering Division at CO	RM	Other	Remarks
1.7	Extension in completion period in respect of works. i) Without change in actual/estimated budget fl) With change in actual/estimated budget	Full powers in respect of contracts awarded by the concerned authority. Full powers to the next higher authority subject to maximum change in estimate/actual budget is 10%. Reasons to be recorded in writing				

1.8	Issue of completion certificate	The completion certificate shall be issued by Chief Engineer at CO for the works awarded by CO and incharge of Engg. Section at RO for the work awarded by the Regional Office or authorized Engineer by CE/HOE for the works respectively.				
1.9	Release of Performance Guarantee/Security deposit	Full power to the contract awarding authority.				
1.10	Refund of/Earnest Money	Full power to the contract awarding authority/accepting authority.				
1.11	Determination of amount of liquidated damages recoverable from contractors failing to fulfil contracts for works in accordance with contract.	Full power to the tendering/contract accepting authority.				
1.12	Forfeiture of Earnest Money Deposit and Security Deposit and encashment of Performance Guarantee for works.	Full power to the tendering/contract accepting authority as per general condtions of contract.				
1.13	Write off of infuctous expenditure on constructions/works.	Upto Rs. 25 lakhs in each case	Upto Rs. 10 Lakhs in each case	Upto Rs. 5 lakhs in each case	—	—
1.14	Splitting of Projects/works, in each case of specific emergency and/or specialized work	Full-powers of the contracts under his competence	Full-powers of the contracts under his competence subject to the toal value of	Full-powers of the contracts under his	Full-powers of the contracts under his competence subject to the toal value of the	—

		subject to the total value of the contract in his competence.	the contract in his competence.	competence subject to the total value of the contract in his competence.	contract in his competence.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.15 (a)	Approval of Extra/substituted items and deviation in items subject to the budgetary provisions.	Upto 50% of the contract value	Upto 25% of the contract value	Upto 25% of the contract value	Upto 25% of the contract value	Subject to that total Value of contract In his competence and Financial concurrence Is required*. Not applicable in quotation works

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S. No.	Subject Matters	Functional Director concerned	HoD of concerned Division	RM	Other	Remarks
1.16	Award of work on deposit work basis through Government Department/ Undertakings, Railways Forest Department where works are necessarily required to be got done through them.	Full power	Upto Rs. 2 crore	Upto Rs. 1 crore	—	Subject to guidelines issued from CO time to time

REMARKS: Such works should be taken up after administrative approval of the Managing Director.

S. No.	Subject Matters	Functional Director concerned	HoD of concerned Division	RM	Other	Remarks
1.17	Authorising advance payments against unchecked bills for works/supplies/ services (running bills) within the contract	Full powers upto 50 % of the net amount of the bill			—	—

REMARKS: These powers shall be exercised subject to the following:

- a) Request from the contractor for advance payment against the work done and billed has been received by the department.
- b) The officer incharge of the works shall record for reasons delay in processing the bill before making recommendations for advance payments.
- c) The payments shall be treated as advance payment.
- d) Engineer incharge shall obtain a certificate from the contractor certifying that the advance payment being made is less than the net payable amount. In case the amount paid is found to be more than the net payable amount, the contractor shall refund the amount over-paid.
- e) Engineer incharge shall be personally responsible to ensure that the advance is adjusted from the running account bill in respect of which the advance was made.

S. No.	Subject Matters	Functional Director concerned	HoD of concerned Division	RM	Other	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.18	Authorizing payments against bills for works/services (Advance-running bills-final bill)	Full powers	Full powers	Full powers	Full powers	—

REMARKS:

- a) The payment shall be authorized in accordance with the terms & conditions of the contract.
- b) The payment shall be released by Finance Department as per the authorization.

D. Other Purchase/Works Contract

S. No	Subject matters	DIR	GM	DGM	AGM	Mgr.
1.0	Approval for award of contracts other than supply items after the approval of cost estimates.					
1.1	Open Tender	5 crore	4 crore	3 crore	1 crore	50 lakhs
1.2	Limited Tender	2 crore	1.5 crore	1 crore	25 lakhs	10 lakhs
1.3	Single Tender on grounds of urgency or specialized jobs are jobs of proprietary nature	75 lakhs	50 lakhs	25 lakhs	10 lakhs	-
1.4	Award of contract in grave emergency without calling for tenders.	25 lakhs	15 lakhS	10 lakhs	5 lakhs	2 lakhs

Remarks:

- a) The delegation of power at Sl. No.1.0 is for new schemes/works contract approved by the management and provided for in the approved budget.
- b) Technical specification and bill of quantities wherever required shall be drawn by the concerned Engineering Division at the Corporate Office for contracts to be awarded by Corporate Office and by the concerned Engineering Division at the Regional Manager Office for works to be awarded by Regional Manager Office.
- c) The cost estimates for the works shall be drawn by the Cost Engineering Cell /Indentor at the Corporate Office/Regional Manager Office for works to be awarded by them. The cost estimates are to be concurred by the Finance Department at the Corporate Office for contracts to be

awarded by the Corporate Office and by the Regional Finance Department for contracts to be awarded by the Regional Manager. The cost estimates shall be approved by the Regional Manager for contracts to be awarded by Regional Office.

- d) **The cost estimate concurrence by the finance officer shall not be less than two levels below the approving authority. In case appropriate finance level officer is not available, the concurrence may be obtained from the head of the Finance Division at the Corporate/Regional Office as the case may be.**
- e) In order to have realistic and reasonable estimates, the rates from the scheduled rates if available shall be taken or rates prevailing in other projects or market rates shall be considered for cost estimation.
- f) The tenders shall be invited only after pre-tenders estimates are approved by the competent authority as per delegation of powers.
- g) The tendering procedure to be followed shall be as per the works and procurement policy.
- h) For all tenders invited as limited tender, the name of parties to whom the tenders are to be issued shall be got approved by the authority next higher to the approving authority except in the case of award proposals falling within the powers of Regional Manager.
- i) Tenders shall be invited by the designated division namely Contracts/Procurement/Purchase Division which is functionally responsible.
- j) Extension of time for bid opening, if any, shall be approved by the Regional Manager/concerned officers.
- k) **The normal practice is to call for open tenders for award of works. Open tenders are those inquiries which are issued to**
 - i) **Through open advertisement in the National/Regional/Local Newspapers depending upon the value of tender and also displaying on CWC website.**
 - ii) **To all such parties registered for the relevant class of work or to all pre-qualified vendors/contractors.**
 - iii) **To the existing site contractors.**

Since the cost of advertisement is quite high, it may not be necessary to go for open advertisement for works estimated at less than Rs.20 lakhs. There shall be no objection for resorting to limited tender enquiries in such cases, if, for any valid reason or compulsion, open tender enquiries by way of advertisement is justified for works estimated at less than Rs.20 lakhs. Approval for the same may be taken at the regional manager level.

- l) Approval for text of enquiry to be sent shall be approved by the officer in-charge of Contracts/Procurement/Purchase Division.
- m) **Limited tender enquiries are those which are issued to vendors/contractors selected from the vendor list being maintained by the Regional Managers/Corporate Office on the basis of past performance and experience or current offers or from the existing parties based on their past/present experience/ or knowledge of the officers of the Corporation about the parties. Limited tenders are invited for works valued at less than Rs.20 lakhs and are issued to not less than four parties. However, in case limited tenders are required to be issued for value over Rs.20 lakhs, valid reasons shall be recorded by the concerned officer and approval of the competent authority taken.**
- n) The name of the parties and the number of parties to whom the limited tender enquiry is to be issued shall be approved by an authority at least one level higher than the authority competent to award the work except in case of the proposal falling within the powers of Regional Manager.
- o) Single tender enquiries shall be avoided as far as possible. However, whenever the route of single tender enquiry is adopted, reasons for adopting such a mode of tendering shall be recorded by the respective indenting/execution department and approval of the competent authority as per DOP obtained.
- p) **All tenders valued at more than 5 lakhs (and more than 1 lakh in the single tender) shall be considered by the tender committee. The committee shall comprise of one member each from the Contracts/procurement, executing and finance department. In case when only one valid tender is received against the open/limited tender enquiry, the same shall be considered under powers of single tender on grounds of urgency.**
- q) **All cases evaluated by a Tender Committee shall be routed through Finance for concurrence.**
- r) **Cases not considered by the Tender Committee shall be subject to prior financial concurrence excepting for cases valued at Rs.50,000/- or below.**
- s) All such works awarded without financial concurrence for value below Rs.50,000 shall be entered in a register and the same shall be open to check by the Internal Audit.

- t) **Works valued between Rs.50,000/- and Rs.2,00,000/- can be considered for award by a two member committee comprising of a representative of Indentor/Executor and Finance Department not below the rank of Asstt.Manager after obtaining a minimum of three quotations.**
- u) **For works valued between Rs.2 lakhs and Rs.5 lakhs, works can be awarded by the competent authority after a committee comprising of three members namely a representative of tenderer, executing and finance department recommends after obtaining at least three quotations from the contracting agencies. The chairman of the committee shall be at the Manager level and the other two members not below the level of Asstt.Manager.**
- v) The power referred to above shall apply to award value. Any reimbursement of duties & taxes and sundry expenses need not be included for this purpose.
- w) The works proposed to be awarded shall be in the annual/revised budget. In case it is not included for any reason, the same shall be undertaken after the administrative approval of the Regional Manager/Corporate Office. Thereafter provision shall be made in the revised budget or budget will be re-appropriated.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
2.0	Award of Consultancy Assignments	15 lakhs	5 lakhs	2 lakh	-	-

REMARKS:

- a) This refers to consultancy assignment with a professional/institution for a specific work or assignment/advice etc. not involving any foreign exchange.
- b) Powers include calling for tenders and award, if necessary.

- c) The terms of reference regarding consultancy and the fee shall be mutually agreed upon before the consultants are engaged.
- d) **The powers shall be exercised in consultation with finance.**
- e) In case the value of consultancy assignment exceeds the power of the original approving authority, the approval of the next higher authority would be taken.

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
3.0	Award of work on deposit work basis through Government Department/Undertakings, Railways, Forest Department where works are necessarily required to be got done through them.					
3.1	Technical sanction of cost estimates and award of work.	4 crores	3 crores	2 crores		

REMARKS:

Such works should be taken up after administrative approval of the Managing Director.

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.
4.0	Authorising advance payments against unchecked bills for works/supplies/services (running bills) within the contract	Full powers upto 75% of the net amount of the bill				

REMARKS: These powers shall be exercised subject to the following:

- a) Request from the contractor for advance payment against the work done and billed has been received by the department.
- b) The officer incharge of the works shall record for reasons delay in processing the bill before making recommendations for advance payments.
- c) The payments shall be treated as advance payment.
- d) Engineer incharge shall obtain a certificate from the contractor certifying that the advance payment being made is less than the net payable amount. In case the amount paid is found to be more than the net payable amount, the contractor shall refund the amount over-paid.
- e) Engineer incharge shall be personally responsible to ensure that the advance is adjusted from the running account bill in respect of which the advance was made.

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.
5.0	Authorizing payments against bills for works/services (Advance – running bills – final bill)	Full powers	Full powers	Full powers	Full powers	Full powers

REMARKS:

- a) The payment shall be authorized in accordance with the terms & conditions of the contract.
- b) The payment shall be released by Finance Department as per the authorization.

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.
6.0	Signing of contracts/agreement/deeds					
a)	Contracts awarded by Board/MD	Not below the rank of DGM				

b)	Contracts awarded by other officers	Officers not below the rank of Manager as authorized by the approving authority.
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S.No.	Subject matters	DIR	GM	DGM	Mgr.
7.0	Variation during post award execution of work due to change in Scope, Extra items/New items / Substituted items etc.				
7.1.	Variation within the quantity variation limit provided in the contract	Full powers	Full powers	Upto an aggregate of 50% of the quantity variation provided in the contract.	
7.2	Variation of total contract value (in excess of the overall variation limit of the contract value provided in the contract) as % of contract value or lump sum amount whichever is less.	Upto 10% of the contract value	Upto 10% of the contract value	Upto 5% of the contract value	

REMARKS :

- a) The variation limit referred to in 7.1 & 7.2 applies to overall contract value and not to each item.
- b) The powers against 7.1 will be exercised subject to the ceiling of power to award the work of the sanctioning authority. This power will be seen for actual value of work i.e. original value + additional value as a result of variations. Cases of variations beyond the limits will be referred to higher authority in whose power award of work falls.

- c) Technical approval for variation due to change in scope/new items/extra items/substituted items etc. shall be obtained from concerned Engineering Division at the Regional Manager, Office.
- d) Variances beyond quantity/value variation limits provided in the contracts/LOA shall be reported to the Functional Director concerned on a half yearly basis.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
8.0	Modification in the terms of contract such as payment terms, security deposit, EMD etc.					
8.1	Having financial implications	Upto 10% of the value of original contract awarded by him	Upto 10% of the value of original contract awarded by him	Upto 5% of the value of original contract awarded by him	-	-
8.2	Having no financial implications	Full powers	Full powers	-	-	-

REMARKS:

- a) Modification of terms having financial implication shall be made in consultation with the Head of Local Finance Deptt.
- b) Modification of terms shall be made only as a last resort to facilitate the works to continue.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
9.0	Extension in completion period in respect of works	Full powers in respect of contracts awarded by him or any lower authority.				

REMARKS:

- a) Subject to extension of time not exceeding 50% of originally stipulated completion time upto the level of GM. Director has full powers for extension beyond 50% of the extended time.
- b) In case of non-applicability of Force Majeure, extension may be granted subject to the following conditions :
 - i) That the work is still required by the project within the extended time.
 - ii) That while granting extension, it shall normally be stipulated that the extended time shall be essence of the contract; that the extension shall be without prejudice to other rights under the original contract; that the Corporation shall not pay any amount, due to increase in sales tax, excise duty, octroi charges or any other cess/levy customs duty or any other duty which may be imposed by the Govt. or local authority during the period of extension; that the price escalation during the extended period shall be limited to such price as was payable for the supply within the guaranteed completion/delivery period under the original contract/LOA, subject to such decrease in price as may have occurred during the extended period by application of the price variation formula.
- c) In the following cases, approvals may be given only in consultation with finance.
 - i) Whenever waiver/reduction in Liquidated Damages (LD) or payment of compensation to the contractor is involved (pending decision on LD, provisional extension may be given without prejudice to the right to levy L.D.)
 - ii) Where higher tendered rates were originally accepted on account of earlier completion works.

- iii) Where price variation provisions are to be applied/extended for work during the extended period.
- iv) Where payment due to increase in taxes/levies duties during the extended period is involved.

E. Handling & Transport Contracts

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
10.0	Approval for Award of H&T contracts at all Establishments including ICP/CFS, Integrated Check Posts (ICPs) and Land Custom Station (LCS).						Estimated Annual Value of the Contract
10.1	Open Tender	25 crore	20 crore	15 crore	4 crore	2 crore	For award of H&T contractcts at all establishments including ICD/CFS, ICPS and LCSs. Estimated Annual Value of the Contract
(Modified vide Circular No. CWC/XVI-2/ DOP/ Rectt/ 2019-20 dated 22.10.2019). Prior to modification DOP was as under:							
10.1	Open Tender	15 crore	12 crore	10 crore	4 crore	2 crore	
(\$) Modified vide Circular No. CWC/XVI-2/DOP/Rectt/16-17 dated 24.06.2016							
10.2	Limited Tender	3 crore	2 crore	1 crore	50 lakhs	-	Report to be sent to MD in excess of 50 lakhs.
10.3	Single Tender	1.5 crore	1 crore	50 lakhs	25 lakhs	-	Report to be sent to MD in excess of 20 lakhs
10.4	Award of contract in grave emergency	30 lakhs	10 lakhs	3 lakhs	2 lakhs	1 lakh	

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
	without calling for tenders						
10.5 (a) \$	Acceptance of Contract on adhoc basis	-	3 months in the first instance	3 months in the first instance			The power is to be exercised by the RM (GM/DGM) as per laid down procedure with financial concurrence
10.5 (b) \$	Extension of contract on adhoc breasis	3 months after initial period of 6 months with full justification to be recorded by RM	3 months after initial period of 3 months with full justification to be recorded by RM				With financial concurrence
Modified vide circular no. CWC/XVI-2/DOP/Rectt/2015/787A dated 27.05.2015							
10.6	Signing of agreements of H&T/ Suppliers contracts as per the contract conditions (after the contracts have been approved by the competent authority) and releasing of payments therefor	Full powers	Full powers	Full powers	Full powers	-	-
10.7	Payment of bills for Marketing facilitating charges	Full powers	Full powers	Full powers	Full powers	-	-

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
10.8	On account of payment and Marketing facilitating charges	Full powers upto 75% of value with the condition that bill has been received in RO & bill is raised on depositors within week. Power to be exercised in very exceptional cases/where rake movements are involved	Full powers upto 75% of value with the condition that bill has been received in RO & bill is raised on depositors within week. Power to be exercised in very exceptional cases/where rake movement are involved	Full powers upto 75% of value with the condition that bill has been received in RO & bill is raised on depositors within week. Power to be exercised in very exceptional cases/where rake movement are involved	-	-	
10.9 (\$)	Approval for award of Contracts for appointment of Strategic Alliance Management Operator (SAMO) at CFS's/ ICD's (a) Open tender	15 Crore	12 Crore	10 Crore	4 Crore	2 Crore	Estimated annual value of the contract. The remarks given for H&T contracts shall be applicable to SAMO contracts as well.
(\$ No. CWC/ I-DOP/Rectt./2018-19386D Dated: 09.05.2019							

For award of H&T contracts at all Establishments including ICD/CFS, Intergrated Check Posts (ICPs) and Land Custom Stations (LCS)

REMARKS:

- a) All tenders above 5 lakhs shall be evaluated by tender committee.
- b) Award of ad-hoc contracts shall be avoided as far as possible. In case of emergency, ad-hoc contracts can be considered subject to full justifications recorded in writing.
- c) The normal procedure of inviting tender, evaluation shall be followed for award of contract.
- d) Open tenders shall be undertaken for all works valued over Rs.20 lakhs.
- e) The remarks given under the heading Works Contracts from Item No. (q to w) shall apply in the case of H&T Contracts as well.
- f) Extension of Contract to an extent of 10% of the contract value and upto a period of six months can be considered by the authority who has approved the original contract on the same terms & conditions subject to recording the justification for the same.

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
11.0 \$	Hiring and de-hiring of godowns, enhancement of rent (including existing godowns) subject to economic feasibility after following laid down procedure/guidelines		Full powers	Full powers			In consultation with senior most officer of accounts section in Regional Office

							After following the laid down procedure and guidelines in vogue
Revised vide circular no. CWC/XVI-2/DOP/Genl/Rectt/999A dated 1.1.2012							

REMARKS:

The hiring and de-hiring of godown shall be examined by a committee appointed by the Regional Manager and their recommendations shall be approved by the competent authority. The committee would associate a member of the Finance Department from the region.

F. Procurement

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
12.0	Purchase of supply items/stores/plant & machinery/ equipment etc.						
12.1	Open tender	1 crore	50 lakhs	25 lakhs	10 lakhs	5 lakhs	
12.2	Limited tender	50 lakhs	25 lakhs	10 lakhs	5 lakhs	-	
12.3	Single tender	25 lakhs	15 lakhs	5 lakhs	2 lakhs	-	
12.4	Purchases where Propriety Articles Certificate is provided by the Indentor	50 lakhs	25 lakhs	15 lakhs	5 lakhs	-	Over 20 lakhs to be reported to MD
12.5	Purchase from Super Bazar, Cooperative Stores, Govt. agencies rate contract, DGS&D rate contractor/from manufacturers/Authorised dealers	1.0 crore	50 lakhs	25 lakhs	10 lakhs	5 lakhs	-
12.6	(\$) Purchase of ELWBs comprising supply, installation, erection, installation, erection, commissioning, civil/electrical works, testing & stamping etc. (i) Open Tender	3 Crore	2.50 Crore	2 Crore			

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
	(ii) Limited Tender	1.50 Crore	1.25 Crore	1 Crore			
	(iii) Single Tender	75 Lakhs	60 Lakhs	50 Lakhs			
(\$) Inserted vide Circular No. CWC/XVI-2/ DOP/ Rectt/ Vol.II/ 2008 dated 02.07.2012							
12.6 \$	Purchase of chemicals (a) Through open tender			Full Powers			By following all other formalities.
\$ Inserted vide Circular No. CWC/XVI-2/ DOP/ Rectt/ 2020-21 dated 23.06.2020							

G. Manpower Contract

S.No.	Subject matter	DIR	GM	DGM	AGM	Mgr.	Remarks
12A.1	Approval for award of contract and sanction of payment for deployment of manpower agency		Full powers	Full powers			In consultation with the senior most Accounts Officer of the Regional office and AGM/DGM (Fin) in case of Corporate Office
Inserted vide Circular No. CWC/XVI-2/ DOP/ Rectt/ 2008 dated 2.7.2012 and circular no CWC/XVI-2/DOP/Gen/Rectt/759 A dated 17.12.2012 and vide Circular No. CWC/XVI-2/ DOP/ Rectt/ 2011-12/1010A dated 19.03.2013							

REMARKS:

- a) The tendering procedure to be followed shall be as per the works and procurement policy.
- b) For all tenders invited as limited tender, the name of parties to whom the tenders are to be issued shall be got approved by the authority next higher to the approving authority except in the case of award proposals falling within the powers of Regional Manager.
- c) Tenders shall be invited by the designated department namely Contracts/Procurement Department which is functionally responsible.
- d) Extension of time for bid opening, if any, shall be approved by the Regional Manager/concerned officers.
- e) **The normal practice is to call for open tenders for purchases to be made. Open tenders are those inquiries which are issued to**
 - i) **Through open advertisement in the National/Regional/Local Newspapers depending upon the value of tender and also displaying on CWC website.**
 - ii) **To all such parties registered for the relevant class of work or to all pre-qualified vendors/contractors.**
 - iii) **To the existing site contractors.**

Since the cost of advertisement is quite high, it may not be necessary to go for open advertisement for purchases estimated less than Rs.10 lakhs. There shall be no objection for resorting to limited tender enquiries in such cases, if, for any valid reason or compulsion, open tender enquiries by way of advertisement is justified for works estimated less than Rs.10 lakhs. Approval for the same may be taken at the regional manager level.

- f) Approval for text of enquiry to be sent shall be approved by the officer in-charge of contracts/procurement department.
- g) **Limited tender enquiries are those which are issued to vendors/contractors selected from the vendor list being maintained by the Regional Managers/ Corporate Office on the basis of past performance and experience or current offers or from the existing parties based on their past/present experience/ or knowledge of the officers of the Corporation about the parties. Limited tenders are invited for works valued at less than Rs.10 lakhs and are issued to not less than four parties. However, in case limited tenders are required to be issued for value over Rs.10 lakhs valid reasons shall be recorded by the concerned officer and approval of the competent authority taken.**
- h) The name of the parties and the number of parties to whom the limited tender enquiry is to be issued shall be approved by an authority at least one level higher than the authority competent to award the work except in case of the proposal falling within the powers of regional manages.
- i) Single tender enquiries shall be avoided as far as possible. However, wherever the route of single tender enquiry is adopted, reasons for adopting such a mode of tendering shall be recorded by the respective indenting/execution department and approval of the competent authority as per DOP obtained.
- j) **No financial concurrences required for purchases upto Rs.50,000/-. The indenter or an official from the purchase department can make purchases directly after satisfying the reasonability of price.** (modified vide circular No. No.CWC/XVI-2/DOP/Rectt/2017-18 Dated 12.10.2017)
- k) **For purchases made between Rs.25,000/-and Rs.2 lakhs, a committee comprising of officers from the Purchase and Finance Department not below the rank of Asstt. Manager shall make the purchases after obtaining a minimum of three quotations.**

- l) For purchases between Rs.2 lakhs and Rs.5 lakhs, a committee comprising representatives of indentor, purchase and finance shall make the purchases after obtaining the quotations from at least three suppliers. The chairman of the committee shall be at the level of Manager and the other members of the committee shall not be below the level of Asstt.Manager.
- m) All tenders valued at more than 5 lakhs (and more than 1 lakh in the single tender) shall be considered by the tender committee. The committee shall comprise of one member each from the Contracts/procurement, executing and finance department. In case when only one valid tender is received against the limited tender enquiry, the same shall be considered under powers of single tender on grounds of urgency.
- n) No separate finance concurrence is required when the tender is evaluated by the Tender Committee.
- o) **Cases not considered by the Tender Committee shall be subject to prior financial concurrence expecting for cases valued at Rs.25,000/- or below.**
- p) All such works awarded without financial concurrence for value below Rs.25,000 shall be entered in a register and the same shall be open to check by the Internal Audit.
- q) The power referred to above shall apply to award value. Any reimbursement of duties & taxes and sundry expenses need not be included for this purpose.
- r) The works purposed to be awarded shall be in the annual/revised budget. In case it is not included for any reason, the same shall be undertaken after the administrative approval of the Regional Manager/Corporate Office. Thereafter provision shall be made in the revised budget or budget will be re-appropriated.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
13.0	Local/Spot purchase of materials on grounds of necessity.					
13.1	Materials and equipments other than steel &cement etc.	5 lakhs	5 lakhs	5 lakhs	1 lakhs	50,000

13.2	Local/Spot purchase of steel and cement	10 lakhs	7 lakhs	5 lakhs	2 lakhs	1 lakh
13.3	Purchase of chemicals on emergent basis	15 lakhs	10 lakhs	5 lakhs	1 lakh	-

REMARKS

- a) The list of items with estimated price shall be approved by the competent authority as per the delegation of powers.
- b) Purchase shall be made normally by the Division responsible for procurement/purchase. However, urgent purchases upto Rs.25,000/- can be made by the officer in-charge of works without certification of non-availability from the stores. For all other purchases, non-availability certificate shall be obtained from the stores before purchases are made.
- c) After the purchases are made, a statement of particulars of purchase shall be submitted to the authority who was authorised the purchase with a copy to Regional Manager for information.
- d) All item purchases shall be routed through stores and drawn for consumption only against vouchers.
- e) Purchases shall be made after a market survey and determining the reasonableness of the price

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
14.	Repeat order for supply items only.		Upto 100% of the original order approved at his level or lower level.	Upto 100% of the original order approved at his level or lower level.	Upto 50% of the original order approved at his level or lower level.	

REMARKS :

Repeat order is an order placed on the same party for items having same specification as given in the original order on the same rates, terms & conditions except the quantity which may be as per the requirement. Repeat order shall be placed with concurrence of finance department based on previous orders placed against open tenders subject to the following conditions.

- a) The date of repeat order shall not be later than six months after the completion of original order.
- b) If the original order is for a single unit, the repeat order can be for a single unit.
- c) A reasonable assessment and certification be provided by the Contract/Procurement/Purchase group concerned that there had been no downward trend in prices.
- d) The prices against original order were not escalated to compensate for earlier deliveries.
- e) Repeat order shall not be placed more than twice.
- f) In the event, the repeat order envisages different locations for delivery/work, suitable adjustment in price shall be considered to cover this aspect, suitable adjustment in price variation ceiling over the base price of original order may also be considered in case delivery of repeat order is later than the delivery of original order.
- g) Normally repeat order should be avoided if original order was on single tender for reasons other than PAC. However, in case of exigency, repeat order for which original order was placed on Single Tender for reasons other than PAC could be placed with the approval of the Head of the Division/Regional Manager.
- h) This item of delegation does not apply to cases where repeat order option has been provided for in the original order. In such cases, the authority empowered to approve the repeat order option shall be the same as competent to approve the original award.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
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15.0	Grant of time extension for completion of supplies with or without LD		Full powers in respect of supply order approved by himself or any lower authority	
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REMARKS:

- a) Delivery period shall not be extended to such point that the interest of the Corporation/targets for completion are jeopardized.
- b) Extension consequent upon application of Force Majeure may be done as per conditions of purchase order(PO)/supply order(SO).
- c) In case of non-applicability of Force Majeure, the extension may be granted subject to the following conditions :
 - i) That the supply is still required by the project within the extended time.
 - ii) That the tender for the supply had not been accepted for higher value on account of earlier execution vis-à-vis other tenders.
 - iii) That while granting extension, it shall normally be stipulated that the extended time shall be the essence of the contract; that the extension shall be without prejudice to other rights under the original P.O./S.O.; that the Corporation shall not pay any amount due to increase in sales tax, excise duty, octroi charges or any other cell/levy customs duty or any other duty which may be imposed by the Govt. or local authority during the period of extension; that the price escalation during the extended period shall be limited to such price as was payable for the supply within the guaranteed delivery period under the original purchase order, subject to such decrease in price as may have occurred during the extended period by application of the price variation formula.
- d) In the following cases, approvals may be given only in consultation with Finance :
 - i) Whenever waiver/reduction in Liquidated Damages (LD) or payment of compensation to the suppliers is involved pending decision on LD, extension may be given without prejudice to the right to levy LD.
 - ii) Where higher tendered rates were originally accepted on account of earlier completion of deliveries.
 - iii) Where price variation provisions are to be extended for supplies delivered during the extended period is involved (normally for the extended period, price escalation shall not be admitted which shall specifically be stated while giving extension).

- iv) Where payment due to increase in taxes/levies, duties during the extended period is involved (on production of proof of payment of increased taxes/levies).
- e) In case of contracts approved by the Board/CMD/Directors, pending receipt of sanction of the competent authority for time extension, the contract may be extended provisionally so that the contract remains in force but while communicating the same to the contractor, it shall be made clear that the extension is without prejudice to the company's right to levy compensation/LD as per the contract clause.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
16.0	Modification in terms of Purchase Order					
16.1	Having financial implication such as payment terms, security deposit, EMD etc.	Full powers for approving modification upto 10% of the value of original contract.	Full powers for approving modification upto 5% of the value of original contract in respect of Purchase Order placed by him or lower authority.			
16.2	Having no financial implications	Full powers	Full powers	Full powers in respect of Purchase Order placed by himself or lower authority.	-	-

REMARKS:

Modification of terms shall be made in consultation with the Finance and only as a last resort to enable the work being carried out, taking care that this does not provide an undue benefit to the contractor.

H. **Miscellaneous - Sanction For Write Off**

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
17.0	Disposal and write off of used unserviceable equipment/ furniture including metal container and cylinder whose shelf life is over.	-	Full powers	Full powers	-	-	
18.0	Disposal and write off used, torn, broken, damaged equipment including metal containers and cylinders whose shelf life is not yet over.	-	Full powers	Rs.10,000 in each case	-	-	
19.0	Disposal of damaged/left over stocks by depositors by following laid down procedure by the Corporate Office	-	Full powers	1) Full powers subject to realization of full dues 2) Upto Rs.50,000/- in each case where the amount realized happens to be less than the amount due.	-	-	

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
20.0	Write back of amount outstanding includes Storage & Pest Control and other misc. claims relating to Warehousing Operations, MF charges due to excess/wrong billing.	-	Subject to reporting to CO cases exceeding Rs.3 lakhs in each case.	Subject to reporting to CO cases exceeding Rs.2 lakhs in each case.	1 lakh	50,000	
21.0	Write off of Debts/ Claims payable by customers in respect of storage charges, marketing facilitation charges or any other dues including BIFR cases, which is due to the Corporation but not able to recover, in respect of:						Each case means the amount to be written off in respect of a depositor in respect of any one warehouse during a period of one year.
	(i) Central Government/ State Government or their agencies	Up to Rs. One Crore in each case	Up to Rs. Fifty lakhs in each case	Up to Rs. Twenty lakhs in each case			
	(ii) Cooperative Societies	Upto Rs. Thirty Lakh in each case	Upto Rs. Twenty Lakh in each case	Upto Rs. Ten Lakh in each case			
	(iii) Private undertaking, institutions, individuals	Upto Rs. Twenty Lakh in each case	Upto Rs. Five Lakh in each case	Upto Rs. One Lakh in each case			

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
21 A	<p>Compensation to depositors on account of storage losses/ transit losses/ damages etc.</p> <p>(i) Where responsibility has been fixed but whole amount could not be recovered.</p> <p>(a) Central Government/ State Government or their agencies</p> <p>(b) Co-operative Societies</p> <p>(c) Private undertakings, institutions and individuals</p>	<p>Full Powers</p> <p>Upto Rs. Thirty Lakh in each case</p> <p>Upto Rs. Twenty Lakh in each case</p>	<p>Up to Rs. Fifty Lakh in each case</p> <p>Upto Rs. Twenty Lakh in each case</p> <p>Upto Rs. Five Lakh in each case</p>	<p>Up to Rs. Twenty Lakh in each case</p> <p>Upto Rs. Ten Lakh in each case</p> <p>Upto Rs. One Lakh in each case</p>			-do-
	<p>(ii) Where responsibility cannot be fixed</p> <p>(a) Central Government/ State Government or their agencies</p>	<p>Upto Rs. Fifty Lakh in each case</p>	<p>Upto Rs. Thirty Lakh in each case</p>	<p>Upto Rs. Twenty Lakh in each case</p>			

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	(b) Co-operative Societies	Upto Rs. Thirty Lakh in each case	Upto Rs. Twenty Lakh in each case	Upto Rs. Ten Lakh in each case			
	(c) Private undertakings, institutions and individuals	Upto Rs. Twenty Lakh in each case	Upto Rs. Five Lakh in each case	Upto Rs. One Lakh in each case			
21 B	<p>Compensation to depositors on account of losses due to flood, fire, theft etc.: -</p> <p>(i) Where insurance claim has been lodged and concluded. (Difference of claims paid to depositors and amount realised from insurance)</p>						
	(a) Central Government/ State Government or their agencies	Full Powers	Up to Rs. Thirty Lakh in each case	Up to Rs. Twenty Lakh in each case			
	(b) Co-operative Societies	Upto Rs. Thirty Lakh in each case	Up to Rs. Twenty Lakh in each case	Upto Rs. Ten Lakh in each case			
	(c) Private undertakings, institutions and individuals	Upto Rs. Twenty Lakh in each case					

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
			Upto Rs. Five Lakh in each case	Upto Rs. One Lakh in each case			
	(ii)Where no insurance claim has been lodged.						
	(a) Central Government/ State Government or their agencies	Upto Rs. Fifty Lakh in each case	Upto Rs. Thirty Lakh in each case	Upto Rs. Twenty Lakh in each case			
	(b) Co-operative Societies	Upto Rs. Thirty Lakh in each case	Upto Rs. Twenty Lakh in each case	Upto Rs. Ten Lakh in each case			
	(c) Private undertakings, institutions and individuals	Upto Rs. Twenty Lakh in each case	Upto Rs. Five Lakh in each case	Upto Rs. One Lakh in each case			

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
21C	<p>Compensation to depositors on account of deficiency in MF services/ PCS services etc.: -</p> <p>(i) Where responsibility has been fixed but whole amount could not be recovered.</p> <p>(a) Central Government/ State Government or their agencies</p> <p>(b) Co-operative Societies</p> <p>(c) Private undertakings, institutions and individuals</p>	<p>Full Powers</p> <p>Upto Rs. Thirty Lakh in each case</p> <p>Upto Rs. Twenty Lakh in each case</p>	<p>Upto Rs. Thirty Lakh in each case</p> <p>Upto Rs. Twenty Lakh in each case</p> <p>Upto Rs. Five Lakh in each case</p>	<p>Upto Rs. Twenty Lakh in each case</p> <p>Upto Rs. Ten Lakh in each case</p> <p>Upto Rs. One Lakh in each case</p>			
	<p>(ii) Where responsibility cannot be fixed</p> <p>(a) Central Government/ State Government or their agencies</p> <p>(b) Co-operative Societies</p>	<p>Upto Rs. Fifty Lakh in each case</p> <p>Upto Rs. Thirty Lakh in each case</p>	<p>Upto Rs. Thirty Lakh in each case</p> <p>Upto Rs. Twenty Lakh in each case</p>	<p>Upto Rs. Twenty Lakh in each case</p> <p>Upto Rs. Ten Lakh in each case</p>			

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	(c) Private undertakings, institutions and individuals	Upto Rs. Twenty Lakh in each case	Upto Rs. Five Lakh in each case	Upto Rs. One Lakh in each case			
Revised vide circular no. CWC/FD-Rec/Outstanding/18-19 dated 12.12.2018.							
Prior to above DOP was as under:							
21.0	<p>Write off of outstanding dues payable by depositors/clients in respect of storage charges, marketing facilitating charges, PCS charges and other dues connected with warehousing :-</p> <p>i) Central Govt./State Govt./Govt. Undertakings.</p> <p>ii) Cooperative Societies</p>	<p>Upto Rs.5 lakhs in each case subject to maximum of Rs.50 lakhs in a year.</p> <p>Rs.1 lakhs in each case subject to maximum of Rs.10 lakhs in a year.</p>	<p>Upto Rs.3 lakh in each subject to maximum of Rs.25 lakhs in a year.</p> <p>Upto Rs.70,000/- in each subject to a maximum of Rs.7 lakhs in a year</p>	<p>Upto Rs.1.50 lakh in each subject to maximum of Rs.12 lakhs in a year.</p> <p>Upto Rs.50,000/- in each subject to a maximum of Rs.5 lakhs in a year</p>	-	-	

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	iii) Private Undertakings, institutions and individuals.	Upto Rs.25,000 subject to maximum of Rs.5 lakhs in a year.	Upto Rs.15,000/- in each case subject to maximum of Rs.4 lakhs in a year.	Upto Rs.10,000/- in each case subject to maximum of Rs.3 lakhs in a year.			
22 (i)	Write off of shortage in chemicals, petrol, diesel, lubricants due to handling and evaporation losses as per suppliers norms.	-	Full powers as per norms of the manufacturer	Full powers as per norms of the manufacturer	-	-	
(ii)	Beyond norms	-	Full powers upto 5% above the norms subject to a ceiling of Rs.3 lakhs in each case	Full powers upto 5% above the norms subject to a ceiling of Rs.3 lakhs in each case	-	-	
23.0	Write off losses of chemicals in transit (other than the supplies made by the supplier) due to corrosion, rusting & leakage	Full powers	Rs.20,000/- in each case subject to a ceiling of Rs.50,000/- per year	Rs.5000/- in each case subject to a ceiling of Rs.25,000/- per year	-	-	

REMARKS:

A committee shall be appointed by the regional manager comprising of representatives of finance, executing officer, Contracts and Material/Purchase Division for scrutinizing and recommending all cases of write off sanctions.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
24.0	Technical and administrative approval, calling for tenders, award of work for repair & maintenance works in warehouses, township, offices and also other works relating to water supply, electrical installations, sewage systems and miscellaneous civil work in warehouses, office complex, and township etc.					
24.1	Open Tender	25 lakhs	20 lakhs	10 lakhs	5 lakhs	1 lakh
24.2	Limited Tender	15 lakhs	10 lakhs	5 lakhs	2 lakhs	50,000
24.3	Single Tender					
	a) On ground of urgency	10 lakhs	5 lakhs	2 lakhs	50,000	-
	b) On work order basis	5 lakhs	3 lakhs	2 lakhs	50,000	-

REMARKS:

- a) These powers are subjected to lay down tendering procedure.
- b) In case of single tender/work order justifications for the same may be recorded.
- c) The powers are subjected to lump sum provision in the budget.
- d) The powers are to be exercised with financial concurrence.

S.No.	Subject matters	DIR	GM	DGM	AGM	Mgr.
25.0	Sanction of expenditure incurred on repairs of hired godowns.	-	Urgent repairs will be carried out by the department after following the laid down procedure for award of work. Cost to be recovered from the owner from his bills (*)	Urgent repairs will be carried out by the department after following the laid down procedure for award of work. Cost to be recovered from the owner from his bills (*)	-	-
26.0	Expenditure on maintenance and repairs of own constructed godowns/yards/CAP/Open storage	-	Full powers to carry out the repairs within the over ceiling of the budget allocation. Half yearly report on such expenses to be sent to the corporate office	Full powers to carry out the repairs within the over ceiling of the budget allocation. Half yearly report on such expenses to be sent to the corporate office	-	-

***REMARKS:**

For all contracts awarded earlier than 1995 and where no provision is made for recovery of amount against repair & maintenance required urgently, if carried out by the department, RM may take action for all such urgent repairs which would otherwise affect the quality of the stock in the godowns. The powers for such repairs & maintenance for RM to be carried out urgently are as under :

Warehouse Capacity		
Below 15000 MT	Between 15000 MT & 50,000 MT	Above 50,0000 (ICD, CFS, ACC)
Rs.25,000/-	Rs.50,000/-	Rs.1,00,000/-

Before taking up such repairs & maintenance, RM shall satisfy himself the need for such works and provide full justification. He shall also ensure that the capacity of the godown is fully utilized. He shall also take action for write off of the amount so spent on repairs & maintenance after the work is completed.

In all new contracts being entered into provision shall be made that the amount spent on such urgent repairs & maintenance if not carried out by the owner of the godown shall be recovered from him.

S.No	Subject matters	Regional Managers	Remarks
26.1 (\$)	Sanction of expenditure on i) Inter-carting operations ii) Internal handling/Shifting operations	Rs. 1 Lakh per case Rs. 25,000 per case	The expenditure should be incurred only after cost benefit analysis and for justifiable reason resulting in monetary benefit to the Corporation. Before incurring any such expenditure, the other available alternatives are also to be weighed. Such expenses are to be incurred only when it is absolutely necessary by following the system/procedure in vogue.
(\$ Modified vide circular No. CWC/XVI-2/DOP/Rectt/18-19 dated 07.08.2018			

I. Waiver of Warehousing Charges

S.No.	Subject matter	DIR	GM	DGM
27.1	Where the goods are lying in storage beyond the expiry of bond period and have not sold in auction and party wants to take delivery after getting it cleared from the Customs and requests for waiver. The case may be examined on merits and waiver upto 30% in the storage charges only may be allowed with recorded reasons since according to	Upto Rs.5 lacs in case of Govt./Semi-Govt./State Govt./ Cooperative Societies	Upto Rs.1 lac in case of Govt./Semi-Govt./State Govt./ Cooperative Societies.	Upto Rs.50,000/- in case of Govt./Semi-Govt./State Govt./ Cooperative Societies.

S.No.	Subject matter	DIR	GM	DGM
	the provisions of Section 150 of the Customs Act, 1962, the Corporation may or may not get any remuneration on it if put to auction again.	Upto Rs.2 lacs in other cases	Upto Rs.30,000/- in other cases	Upto Rs.20,000/- in other cases
27.2	Where the delivery of the stocks was not taken by the party/due to inadequacy of the funds and the company is under BIFR, the waiver may be allowed on the similar lines as the duty exempted by the Customs on such goods. In case no exemption is allowed in Customs duty, no waiver in the storage charges shall be allowed.	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.1 lac in case of Govt./Semi Govt./State Govt./Cooperative Societies. Upto Rs.30,000/- in other cases	Upto Rs.50,000/- in case of Govt./Semi-Govt./ State Govt./ Cooperative Societies Upto Rs.20,000/- in other cases
27.3	Where the Warehousing Charges payable on the goods exceed the total value of the goods, the Importer/Exporter/Bonder is likely to be put to hardship, if forced to pay the storage charges, and he may decide to surrender the goods refusing to take delivery. Such cases may be examined on merits and waiver may be allowed to the extent of 80% of accrued warehousing charges or 80% of value of goods whichever is less on case-to-case basis.	Upto Rs.5 lacs in case of Govt./Semi-Govt./State Govt/ Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.1 lac in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.30,000/- in other cases	Upto Rs.50,000/- in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.20,000/- in other cases

S.No.	Subject matter	DIR	GM	DGM
27.4	Where the Importer/Exporter/Bonder had kept the stock pending an appeal to the Appellate Authority/Court and the Appellate Authority/Court allowed the appeal, the waiver to the extent upto 80% of accrued warehousing charges for the 1 st three months and thereafter 50% for the residual period be allowed. However, in case where the appeal is dismissed by the Appellate Authority/Court, no remission shall be allowed in any case.	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.1 lac in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.30,000/- in other cases	Upto Rs.50,000/- in case of Govt./Semi-Govt./ State Govt./ Cooperative Societies Upto Rs.20,000/- in other cases
27.5	Where the Cargo is recovered by the Police against the theft occurred in the warehouse and kept in storage under “Superdari” with specific orders from the Court/Police pending final decision, full waiver may be allowed from the date of storage under “Superdari” till the orders received from the Court/Police for its disposal as it is attributed to mandatory investigative duty and there is no fault of the Importer/Exporter/Bonder.	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.1 lac in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.30,000/- in other cases	Upto Rs.50,000/- in case of Govt./Semi Govt./State Govt./Cooperative Societies Upto Rs.20,000/- in other cases.

S.No.	Subject matter	DIR	GM	DGM
27.6	On production of Detention Certificate issued by the Asstt. Commissioner of Customs (Import Cargo) in respect of the goods detained where clearance of goods is delayed for special examination and chemical/analytical test under Section-17 of the Customs Act, 1962 other than ordinary process of appraisement, full waiver may be allowed in accordance to the notification issued by CBEC vide Circular No.34/2002-Cus circulated vide F.No.434/12/92-Cus.IV dated 26 th June, 2002 wherein it has been stated that the custodian shall not charge any rent/demurrage on the goods detained by Customs Department under the Customs Act or any other Act for the time being in force.	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.30,000/- in other cases	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.20,000/- in other cases
27.7	Where the goods are detained by Customs for bonafide implementation of Import Trade Control formalities, without any fault on the part of importer, full waiver as at item No.6 above, may be allowed. However, in case where the appeal is	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies	Upto Rs.1 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies	Upto Rs.50,000/- in case of Govt./Semi-Govt./ State Govt./Cooperative Societies

S.No.	Subject matter	DIR	GM	DGM
	dismissed, full warehousing charges for the entire period as usual shall be payable by the Importers	Upto Rs.2 lacs in other cases	Upto Rs.30,000/- in other cases	Upto Rs.20,000/- in other cases
27.8	Where the Cargo is imported by/gifted to charitable and educational institutions, Govt. Hospitals, research institutes, diplomats or Govt. agencies for non-commercial purposes and there is no profit motive involved in such imports, remission in warehousing charges may be allowed as it may affect the very purpose of import. Full waiver may be given subject to merit of the case.	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.1 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.30,000/- in other cases	Upto Rs.50,000/- in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.20,000/- in other cases
27.9	In respect of diplomatic bags of the Ministry of External Affairs, Foreign Missions, UNO which are wrongly deposited with the CWC, full waiver may be given.	Upto Rs.5 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.2 lacs in other cases	Upto Rs.1 lacs in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.30,000/- in other cases	Upto Rs.50,000/- in case of Govt./Semi-Govt./ State Govt./Cooperative Societies Upto Rs.20,000/- in other cases

S.No.	Subject matter	DIR	GM	DGM
27.10	Any other case not covered above, shall be examined on merits and waiver may be allowed to the extent as deemed fit keeping in view the interest of the Corporation			

REMARKS: The waiver of warehousing charges as stipulated above shall be in consultation with the finance officer at the appropriate level not below the level of DGM in the case of Director and GM(Pers.) In the case of approval by DGM, senior most officer from the Finance Division shall be associated.

- 1) Handling and Transportation Charges, if any and insurance charges and service charges, which are expenses of the Corporation in respect of a particular consignment may not be waived under any circumstances.
- 2) The measures like shifting of goods from busy godown to unutilized/under-utilized godowns, and expediting the auctioning process to be done first, before considering the proposal for waiver of warehousing charges.
- 3) Remission in charges should be given only in deserving cases, after proper scrutiny keeping the interest of the Corporation in view. Each case should be examined and decided to merits and reasons for remission shall be recorded in writing. Waiver may be allowed for a part or for the entire period of storage.
- 4) All cases covered under above paras shall be sent to the RM concerned by the respective managers of field units giving full details/justification/recommendations for decision.

- 5) RM while forwarding the cases, which are beyond his competency, shall obtain detailed reasons for not taking delivery of the consignments from the bonder and send the same with a suitable recommendation, alongwith the comments on the reasons for delay in taking delivery furnished by bonders vis-à-vis the normal time within which the delivery could have been taken in an ordinary course and outcome of the action taken by him for the auction of the Cargo in question.
- 6) The cases not covered in the above guidelines will be sent by RMs to Corporate Office, New Delhi with their unambiguous recommendations for a decision.
- 7) Waiver as per the above guidelines shall be granted by the CA upto the date of acceptance of the appeal, if any by the bonder and in case of rejection of appeal, full charges till the date of delivery be leviable.
- 8) Consolidated monthly statements will be sent by concerned Managers to the R.O. for keeping a record on the adjustments/refunds/waivers being granted on such cases.
- 9) A list of waiver cases for the next three months has to be placed before the Board for information in its next meeting. Hence, a quarterly report for the waiver allowed be submitted to Corporate Office.

J. DOP for dedicated warehousing

S. No.	Subject matters	DIR	GM	DGM	AGM
27A.1 (\$)	Rebate on storage tariff of dedicated warehousing				
	(a) When occupancy at warehouse during last three months is upto 50%			Upto 10% of published tariff	-
	(b) When occupancy at warehouse during last three months between 51% to 75%.			Upto 5% of published tariff	-
	<p>1. The rebate /volume discount as proposed above shall be subject to the following conditions: -</p> <p>(a) The reservation once given will not be allowed to be curtailed/cancelled during reservation period. In case, the depositor wants to curtail/cancel the reservation during the currency of agreement, they shall have to pay storage charges at published tariff for the entire period of actual utilization.</p> <p>(b) CWC dues are paid through monthly post-dated Cheques on advance basis by allowing seven days' time for payment of bills of each month.</p> <p>(c) The storage charges in such cases shall be subject to yearly escalation effective from 1st April, of every year.</p> <p>(d) Other terms and conditions of storage as applicable in dedicated warehousing arrangement will apply including payment of GST and any other tax levied by Central / State Govt..</p> <p>(e) The proposal for extending rebate to be examined by the Regional Tariff Committee consisting of Senior most Accounts Officer, Senior most officer in business section & senior most officer of Technical Division of concerned Regional Office.</p> <p>(f) Each case of rebate should be reported to Corporate Office along with report of Regional Tariff Committee on monthly basis instead of case to case basis.</p> <p>(g) For allowing above rebates, RM shall ensure that rebate results into improvement in utilization of the Warehouse and income & profit of the centre.</p> <p>(h) The above rebate is not applicable to FCI, State Civil Supplies Corporation and other Govt: Bodies.</p> <p>(i) In case of depositors who give higher volume for a long term and seek rebate more than the above delegation, such matter should be deliberated by Regional Committee and recommendations of the Committee & RM should be forwarded to C.O. for taking a view in the matter with the necessary inputs about space available, space required, justification, revenue generation etc.</p>				

	<p>2. In case occupancy of the centre, following extension of rebate, to any depositor / user towards utilization on reservation basis under this exceeds the level of occupancy at which relevant rate of rebate allowed, rebate shall continue till the reservation is dispensed with / expired. Any subsequent rebate on fresh arrangement with the party shall only be considered de-novo as per prevalent condition of utilization level of the centre.</p> <p>3. While granting discount/rebate within DOP of RMs, the PEG capacity will be reduced both from capacity and the utilization for the purpose of determining capacity.</p> <p>4. In case of our warehousing is looking after two centres, due to administrative reasons, capacity utilization of both centres shall be calculated separately for the purpose of rebate.</p> <p>5. Existing rebate extended to depositors will continue till the expiry of their reservation period.</p> <p>6. A detailed report on impact of business due to rebate, is to be sent on half yearly basis i.e. by end of March & September.</p> <p>7. The DOP shall remain valid till such time it is withdrawn or modified.</p> <p>(\$ Inseted vide letter No. CWC-CD/II - Rebate/2018 dated 25.09.2018</p>				
27A.2 (\$)	Waiver of Security Deposit				
	(a) For Government depositors i.e. Central/ State Govt. departments, PSUs/autonomous bodies under the control of Central/ State Government			Full Powers	
	(b) For other depositors	Full powers			
	(\$ Inseted vide DOP Circular no, 03/2021 dated 26.04.2021.				

K. Rate/ Running Contracts

S. No.	Subject matters	DIR	GM	DGM
28.0	Rate/Running Contract			
28.1	Open Tender	Full powers	Full powers	Full powers
28.2	Limited Tender	20 lakhs	15 lakhs	10 lakhs

REMARKS:

Rate/Running Contracts are entered into by the Corporation with the suppliers in respect of items where it is felt advantageous to get the supply of goods/services at a steady pace and at a fixed rate over a certain period of time. Such contracts are normally entered into on an annual basis but can also be for a definite identified period. The procedure to be adopted for entering into such contract shall be the same as in the case of open/limited tenders as per the works and procurement policy to avoid any favouritism or undue advantage to any particular party.

L. Insurance

S.No.	Subject matters	DIR	GM	DGM	AGM
30.0	Calling for Tenders and award				
30.1	Open Tender	Full Power	Full Power	Full Power	-
30.2	Limited Tender	25 lakhs	15 lakhs	10 lakhs	-
30.3	Single Tender	5 lakhs	2 lakhs	1 lakh	-

REMARKS:

- a) The amounts referred to herein indicate the limits of premium liability.
- b) Open tender is when tenders are invited from all the existing insurance companies.
- c) Limited tender is when tenders are invited from more than one but less than the existing insurance companies.
- d) Single tender is when the proposal for insurance is given to any one of the existing insurance company.
- e) Award of insurance contract, under single tender also includes utilization of open cover/open policy/specific policy obtained from the Insurance Companies.

SUMMARISED GENERAL REMARKS ON CONTRACTS AND PROCUREMENT:

1. Purchases and Contracts are subject to Works & Procurement Policy, Budget provision and administrative norms/guidelines/instructions issued from time to time.
2. The Cost Estimates shall be vetted in Finance before approval of the Competent Authority.
3. While obtaining approval of the Competent Authority for limited tender for works/services exceeding Rs.20 lakh and in all cases of single tender enquiries, reasons for adopting such modes of tendering shall be recorded in writing.
4. Tenders for works shall be called by the Contracts or by any other department the Corporation decides.
5. Open tender enquiry by advertisement would not be necessary in view of the high cost of advertisement where the estimated value of work is upto Rs.20 lakhs. There shall be no objection to limited tender enquiry being called in such cases. If, however, for any valid and compulsive reason, open tender enquiry by way of advertisement is considered justified for works estimated at Rs.20 lakh and below, approval for the same may be taken at a level not less than RM.
6. For limited tender enquiries, names and numbers of parties shall be out of approved vendors lists and approved by an authority next higher to the authority competent to award except in case of RM who can approve the names and number of parties himself within his powers.
7. The approval for empanelment of Contractors/Suppliers on the basis of press advertisement shall be accorded by RM and the empanelment once approved will be valid for a period of three years. In such a case, sending enquiries to all such empanelled Contractors will be treated as open tender.
8. Certification of urgency and Proprietary Article shall be at a level not less than DGM.

9. EMD need not be asked for tenders with estimated cost of upto Rs.50,000/-. Further, the authority competent for calling of tenders in consultation with Finance may decide before calling of tenders to waive/reduce the value of EMD keeping in view the prevailing circumstances/market conditions, relating to the nature of work involved.
10. All tenders valued at more than Rs.5 lakhs and single tenders valued above Rs.1 lakh shall be considered by a Tender Committee consisting of representatives from Indentor Department, Contracts Department (Procurement Group) and Finance Department will be associated in all tender openings.
11. Cases not considered by a Tender Committee shall be subject to prior Finance Concurrence excepting that such concurrence is not required for awards valued upto Rs.50,000/-. The Contracts awarded without prior Finance Concurrence shall be entered in a register. This will be open to check by Internal Audit.
12. The powers referred to herein shall apply to the award value. Any reimbursement of duties & taxes and sundry expenses etc. at actual to the Contractor need not be included for this purpose.
13. In case of single response against limited tender, the same shall be treated as single tender on grounds of urgency.
14. There will be no objection to the use of rate/running contracts for placing orders at the fixed rates subject to adjustment in price for different locations for delivery/works.
15. For items to be procured for residential offices of the officials, the indents shall be raised by the concerned officials as per their choice and preference.
16. For items to be procured for office of Directors and above, the indents shall be raised by Administration. Department keeping the choice and preference of the concerned official. This would also be applicable for purchase of accessories and other furnishings for Company Vehicle.
17. The source standardization shall be approved at a level not less than RM. The source standardization once approved shall be valid for a period not exceeding 3 years.
18.
 - i) Spot purchases upto Rs.25,000/- could also be made by the Indenting Departments themselves in the exigencies of work after satisfying the reasonableness of the price.

- ii) Purchases beyond Rs.25,000/- shall be in association with a representative of Finance, the officials being not less than the level of Asstt. Manager. The particulars of purchases are to be recorded in a separate register.
- iv) For purchases upto Rs.25,000/- Finance concurrence is not required. However, the particulars of purchases are to be recorded in a separate register. Further, the purchases should be made by not less than Superintendent from the concerned Department. This will be open to check by Internal Audit.

M. Pest Control Services

S.No	Subject matters	DIR	GM	DGM	AGM	Mgr	Remarks
31. (\$)	Tender Participation for PCS	Full powers	Upto Rs. 5 crore	Upto Rs. 1 crore	Upto Rs. 50 lakh	Upto Rs. 25 lakh	The general conditions mentioned in the existing DoP and instructions issued by the CO from time to time shall be followed.
(\$) Inserted vide circular No. CWC/I-DOP/Rectt/18-19/183A dated 26.11.2018							
32.	Opening and operating of PCS cells			Full powers in consultation with technical incharges			Where corporation is not having any warehouse, CFS/ICD etc.

	(\$) Inserted vide circular No. CWC/I-DOP/Rectt/18-19/183A dated 26.11.2018						

Section V: DOP to Regional Manager for Appointment of Valuer/Auctioneer and Acceptance of Auction Bid Above/ Below the Reserve Price

S. No.	Activity	Description	Responsibility	Remarks
1.	Constitution of	The Committee shall be constituted by RM to collect Tenders/Quotations for appointment of Valuer/Auctioneer. This shall comprise senior- most officers of Business Section, Accounts Section and one of the Managers of local CFS/ ICD/Custom Bonded Warehouse. The Committee shall make its report / recommendation and submit to RM	RM Committee members	
2.	Appointment of Valuer/auctioneer	The offer shall be evaluated irrespective of any number of Tenders/quotations received along the recommendations/report of the committee and lowest tenderer shall be appointed	RM in consultation with senior most officer of Finance cadre posted in RO	
3. (\$)	Validity period	The appointment shall be valid for a period of two years, extendable for another period of one year, in two spells of six months each.	RM	
(\$ Modified vide circular No. CWC/XVI-2/DOP/Gen/Rectt/16-17 Dated: 22.11.2016				
4.	Constitution of Auction Committee	The committee shall be constituted by the RM consisting of Manager of ICD/CFS/ACC/CBWH, Representative, an officer from Finance (RO or ICD) and an officer from the local Customs to Conduct auction.	RM	

5.	Acceptance of Auction Bid	<p>Acceptance of Sale Bids less than reserve price fixed shall be considered by Auction Committee on subject to confirmation basis for LSC. Acceptance or otherwise of such bids by RM with the concurrence of senior most officer of the Finance cadre at RO</p> <p>Time Barred Bonds to be disposed off as per Customs standing guidelines.</p>	<p>RM in consultation with senior most officer of Finance cadre posted in RO.</p> <p>RM</p>	
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Section VI: Exclusive Administrative Powers to Incharge Of The Warehouses to Facilitate Smooth Functioning

Central Warehousing Corporation has as many as 489 warehouses operating throughout the length and breadth of the country. These are located at different places far away from the Regional Offices. These warehouses are being headed by executives and non-executives depending upon capacity and location. The Warehouse Managers are dependent upon the regional offices for most of the day-to-day operations. In order to provide some basic infrastructure and support to function smoothly some of the administrative powers are exclusively proposed to the Warehouse Managers to enable him to function smoothly and efficiently. The administrative powers proposed are given below :

S.No.	Subject Matters	Warehouse Capacity			Remarks
		Below 15000 MT	Between 15000 MT & 50,000 MT	Above 50,000 (ICD, CFS, ACC)	
1.	Local conveyance	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	
2.	Entertainment	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	Full powers RM to decide on the limit and include in the budget	
3. (a)	Stationery and other articles for offices	To be supplied by Regional Office	To be supplied by Regional Office	To be supplied by Regional Office	Half yearly requirement to be given by the Warehouse Manager to RO
3. (b)	Emergent Purchases of Stationery & other articles	Rs.2500/- in each case upto a ceiling of Rs.5000/- p.a.	Rs.5000/- in each case upto a ceiling of Rs.10,000/- p.a.	Rs.10,000/- in each case upto a ceiling of Rs.20,000/-	
4.	Grant of Tour advance	Rs.1000/- in each case	Rs.2000/- in each case	Rs.3000/-	
5.	Repair & Maintenance	Full powers upto a ceiling of Rs.5000/- per annum	Full powers upto a ceiling of Rs.7500/- per annum	Rs.10,000/- p.a.	

6.	Dead stock	Rs.500/- in each case subject to ceiling of Rs.5000/- per annum	Rs.500/- in each case subject to ceiling of Rs.7500/- per annum	Rs.500/- in each case subject to ceiling of Rs.10,000/- per annum	
7.	Consumable stores	Full powers upto Rs.500/- in each case subject to ceiling of Rs.5000/- per annum	Full powers upto Rs.500/- in each case subject to ceiling of Rs.7500/- per annum	Full powers upto Rs.500/- in each case subject to ceiling of Rs.10,000/- per annum	
8.	Postal expenses	RM to decide the limit	RM to decide the limit	RM to decide the limit	
9.	Expenditure on emergent repairs and maintenance of own constructed warehouses.	Full powers upto Rs.1000/- subject to annual ceiling of Rs.5000/-	Rs.3000/- subject to annual ceiling of Rs.15000/-	Rs.5000/- subject to annual ceiling of Rs.25,000/-	
10.	Expenditure on Newspapers & periodicals	Full powers for two newspapers	Full powers for two newspapers	Full powers for two newspapers	
11.	Contingent expenditure	At a time Rs.5000/- subject to annual ceiling of Rs.10,000/-	At a time Rs.10,000/- subject to annual ceiling of Rs.20,000/-	At a time Rs.15,000/- subject to annual ceiling of Rs.30,000/-	
12.	Sanction of expenditure on inter-carting and internal handling of stock/material from one warehouse to another or within the same complex/godown	Rs.1000/- in each case subject to annual ceiling of Rs.5000/-	Rs.2000/- in each case subject to annual ceiling of Rs.10,000/-	Rs.5000/- in each case subject to annual ceiling of Rs.25,000/-	

REMARKS:

A quarterly statement of expenditure under various heads mentioned above shall be sent to Regional Manager indicating the details of amount spent with date and the purpose.

Section VII: Delegation of Powers Related to Personnel & Administration at Corporate Office Personnel Powers

A. Personnel Matters

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
1.	Operation of posts - Recruitment	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	-	Full powers in respect of Group C&D officials.	-	-	Subject to provision in Staff Regulation, manpower budget and manpower recruitment policy as approved by the Board of Directors
2.	Constitution of Selection Boards/DPC and to approve panel sanctioned by such Boards/Committee for appointment/promotion	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	-	Full powers in respect of Group C&D officials.	-	-	i) Subject to manpower recruitment policy approved by the Board of Directors in consultation with Functional Director for whose area the recruitment is made
3.	Approval of text and release of advertisement/notification to Employment Exchanges for recruitment in respect of approved manpower requirement.	Full powers	-	-	-	-	
4.	Approval of list of candidates to be called for interview for appointment based on recommendations of HODs concerned and P&A Deptt.	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent		Full powers in respect of Group C&D officials	-	-	

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
		lent Group 'B' officers					
5.	Extension of time for joining the post on initial appointment	-	-	-	-	-	Full powers appointing authority
6.	Closure of Offers	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	-	Full powers in respect of Group C&D officials	-	-	
7.	Promotion	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	-	Full powers in respect of Group C&D officials	-	-	In respect of posts for which he is the appointing authority
8.	Acceptance of Resignation including waiver of notice period against resignation	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	-	Full powers in respect of Group C&D officials	-	-	Full Powers appointing authority

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
9.	Closure of probation period on appointment or on promotion on the basis of recommendation of the head of the concerned deptt.	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	Full powers in respect of TA/JS and equivalent	Full powers in respect of JTA/WA-I/WA-II and equivalent and Group D level officials.	-	-	
10.	Extension of probation period on the basis of recommendation of the head of the concerned deptt. for administrative reasons.	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	Full powers in respect of TA/JS and equivalent	Full powers in respect of JTA/WA-I/WA-II and equivalent and Group D level officials			
11.	Termination of service as per service & conduct rules	Full powers in respect of Group B, C & D officials	Full powers in respect of Group C&D officials	-	-	-	Full powers appointing authority
12.	Termination of service on account of unsatisfactory performance during the period of probation of new recruits/initial appointees	Full powers in respect of Group B, C&D officials	Full powers in respect of Group C&D officials	-	-	-	Full powers Managing Director for Group 'A'
13.	Communication of orders in respect of appointment, promotion, acceptance of resignation, termination, probation etc. after obtaining approval of the competent authority				Head of Estt. Section		

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
14.	Fixation of pay & review of terms						
	i On appointment/promotion/on pay revision b) Fixation of pay/Grant of increment on closure of probation period		Full powers in respect of the post of AGM and equivalent & above Full powers in respect of the post of AGM and equivalent & above	Full powers in respect of the post of Manager and equivalent & below Full powers in respect of the post of Manager and equivalent & below	-	-	After vetting from Finance Division
	ii On appointment on deputation	Full powers in respect of Mgr., SAM, SIO, AM, Supdt. & equivalent Group 'B' officers	Full powers in respect of Group C&D officials	-	-	-	Fixation in consultation with Finance
15.	Sanction of tours within India, TA advance and countersigning of Tour diaries	Full powers	Full powers in respect of Manager, SAM & all Group B officers	-	-	-	HOD of concerned discipline
16.	To authorize staff and officials working under them to travel on official tours :-	-	-	-	-	-	

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
i)	by class/mode which is higher than entitlement under TA rules	Full powers	-	-	-	-	On recommendation of HOD of concerned discipline
ii)	By entitled class/mode other than AC-1 class and Air	-	-	-	-	-	HOD of concerned discipline
iii)	Sanction of TA to candidates attending interview	-	-	-	-	-	HOD Personnel Department
17.	Sanction of medical advance subject to its adjustment against reimbursement made to the employees as per rules and entitlement of the employees	Full Powers	Full powers upto Rs.1.5 lakh in each case	-	-	-	
18.	Settlement of claim of medical bills of indoor/outdoor treatment of officers/employees, OTA bills, TA/LTC Bills, Salary and Personal Payments as per rules.						By the concerned officer identified by the head of the Sections.
19.	Sanction of festival advance in respect of employees as per rules						HOD Personnel Department
20.	Sanction of local conveyance charges for employees working under them				Full powers		
21. i)	Sanction of Leave travel concession and advance thereof subject to	-	Full powers	-	-	-	On recommendation HOD of concerned deptt.

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	admissibility (order to be issued by Personnel Deptt.)						
ii)	LTC advance		Full powers				On recommendation of concerned HOD after issue of Part-II Office Order.
22.	Sanction of loans and advances for Household Equipment Advance/ House Building Advance/ Computer Advance/ car/motor cycle/scooter/cycle to employees within rules and guidelines and within budget provision and verification by Accounts/Finance		Full powers	-	-	-	On recommendation of HOD of concerned deptt. Orders to be issued by P&A Deptt.
23.	Sanction of CL/RH, subject to leave rules for employees working under them	-	-	-	Full powers		
ii)	Other types of leave (except study leave and leave not due)	Full powers in respect of all Group 'A Officers except Regional Managers, Managers & SAM (\$) Director (MCP) is having full	Full powers in respect of Manager, SAM & all Group B officers	Full powers in respect of all Group C & D employees			On recommendation of concerned HOD. Orders to be issued by P&A Deptt

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
		power to sanction all kind of leave i.r.o Regional Managers					
(\$) Amended vide circular no. CWC/I-misc/Estt/301-A dated 21.02.2017							
24.	Delivery of lectures in seminars, etc. and acceptance of honorarium without any financial liability to the company	-	Full powers	-	-	-	
25.	To accord sanction for payment of fees/honoraria for delivering lectures, preparation of study material etc.		Full powers	-	-	-	
26.	Forwarding of application for outside employment as per rules	Full powers in respect of all Group A officers except Manager & SAM	Full powers in respect of Manager, SAM & equivalent and all Group B officers	Full powers in respect of all Group C & D officials.	-	-	Subject to verification and sending of application by P&A
27.	Sanction of leave in respect of Trainees	-	-	-	-	-	Officer In-charge of Training Deptt.
28.	Extension of training period of Trainees	Full powers	-	-	-	-	
29.	Approval for the cost of training recoverable from	Full powers	-	-	-	-	

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	trainees/employees in terms of service agreement bond						
30.	Nomination of employees to other institutes for Conference, Seminar, Training programmes, Workshops etc. within India.	Full powers	-	-	-	-	
31.	Sanction of fees for participation of employees nominated by Dir(Pers) for Conference, Seminar, Training programmes, Workshops etc .within India.			Full powers			
32.	Approval of annual Training Calendar of CWC	Full powers					
33.	Approval of nomination and sanction of expenditure on Training programmes, which have been approved in Training Calendar by Dir(Pers) and expenditure thereof.			Full powers			
34.	Approval and sanction of expenditure for sponsorship of Seminar/Conference/ Workshop etc.	Full powers					
35.	Approval of new organizational memberships/ renewal of existing memberships and sanction of fees thereof.	Full powers					
36.	Approval/renewal of individual membership of Professional body/ institute memberships by the groups	Full powers					

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	of officers and sanction of fees thereof as per guidelines.						
37.	Approval for summer training in CWC for the students of Graduate/Post Graduate courses in Agricultural Economics/ Business/ Marketing/ Personnel/ Financial/Distribution Management etc.	Full powers					
38.	Grant of study leave without pay and allowances for studies as per rules.	Full powers to concerned Director upto a maximum period of 3 years					On recommendation of concerned Director.
39.	Incentive for small family norms as per rules	-	Full powers				
40.	To accord permission to the employees working under them for taking courses of studies/appearing in examination/attending classes outside office hours subject to subject to the same not affecting the execution of work		Full powers				Head of the P&A is to issue order on recommendation of HOD of concerned Division
41. (a) (\$)	Transfer between Corporate Office and Regions and inter regions.	Full powers in respect of SIO, AM, Superintendent & equivalent and C&D officials					In consultation with concerned Director or HOD for Group B&C officers. All transfer orders shall be marked to MD,

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
							functional directors and CVO.
41. (b) (\$)	Transfer between Corporate Office and Regions and inter regions and within the region.	In respect of SAM and above, the file will be processed in consultation with functional directors and put to MD for approval.					
	(\$ Modified vide Circular No. 01/2021 dated 22.02.2021						
	DOP Prior to modification was as under (DOP circular dated 15.04.2008):						
41.	Transfer between Corporate Office and Regions.	Full powers in respect of Manager, SAM, SIO, AM, Supdt. & equivalent including Group C & D officials.					In consultation with concerned Director/HOD for Group A&B officers.
42.	Transfer within the Division at Corporate office	-					Concerned HOD with intimation to P&A
43.	Permitting Company leased accommodation and telephone facilities on transfer within the approved policy:- a) Upto the end of academic session as reason	Full powers	Full powers in respect of Group B officers				

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
	ii) Beyond the academic session for reasons other than education of children						
44	Approval for change of Home Town once in service period	Full powers in respect of Group A officers except Manager & SAM	Full powers in respect of Manager, SAM & all Group B, C & D officials				
45.	Grant of Special pay/Charge allowance to an officer performing additional duties in addition to his own	Full powers	Full powers in respect of Group B, 'C&D' officials				As per approved scheme of the Corporation
46.	Regularization of movable and immovable properties acquired by the Officers and Staff	Full powers in respect of Group A officers except Manager & SAM	Full powers in respect of Manager, SAM & all Group B, C & D officials				
47.	Condonation of delay in submitting medical claims/TA Bills	Full powers in respect of Group A officers except Manager & SAM	Full powers in respect of Manager, SAM & all Group B, C & D officials				
48.	Retention of Official Accommodation upto a period of 6 months or upto the end of academic session whichever is earlier	Full powers in respect of Group A officers except Manager & SAM	Full powers in respect of Manager, SAM				

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
			& all Group B, C & D officials				
49.	Grant of honorarium to staff and outside experts deployed for invigilation, evaluation and as selection committee members or any other special assignment		Full powers				As per rates approved by the Competent Authority
50. (i)	Approval/Condonation of delay in submission of merit scholarship claims/application of the children employees for professional courses.	Full powers in respect of Group A officers except Manager & SAM	Full powers in respect of Manager, SAM & all Group B, C & D officials				
50 (ii)	Sanction of merit scholarship claims of the children of employees for professional courses.	Full powers in respect of Group A officers except Manager & SAM	Full powers in respect of Manager, SAM & all Group B, C & D officials				
51.	Sanction and Condonation of delay in submission of merit scholarship claims/application of the children of employees for non-professional courses (children education allowance).		Full powers				
52.	Expenditure on sports activities (as Secy./Sports Promotion Board)		Full powers				

S. No.	Subject matters	DIR	GM	DGM	AGM	Mgr.	Remarks
53.	Appointing/Disciplinary/Appellate/ Reviewing Authority						As per CWC (Staff) Regulations, 1986
54.	Grant of NOC for passport	Full power i.r.o Group-A officials except Manager & SAM	Full powers in r/o Manager, SAM and all Group-B officers				

B. Administrative Powers

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
1.	Power to declare Head of Department	-	-		-	-	Concerned Director
2.	Sanction of purchase of furniture & fixtures, air coolers, air conditioners, heaters, typewriters, calculating machines, computers, duplicators, bicycles, linen, curtains and other items etc. required for offices, transit camps and other establishments subject to Norms, Budget Provisions and approved Purchase procedure.		-		-	-	
	i) open tender	5 crore in each case	25 lakhs in each case	15 lakhs in each case	10 lakhs in each case	5 lakhs in each case	As per Contract & Purchase Policy
	ii) Limited Tender	25 lakhs in each case	15 lakhs in each case	10 lakhs in each case	5 lakhs in each case	-	
	iii) Single Tender	10 lakhs in each case	5 lakhs in each case	3 lakhs in each case	1 lakh in each case	-	
3.	Approval of works and sanction of expenditure in respect of repair & maintenance and upkeep of furniture & fixtures, office equipment and electrical installations etc. and award of maintenance contract.	Full powers	Full powers subject to following purchase procedure upto Rs.1 lakh per annum	Full powers subject to following purchase procedure upto Rs.50,000/- per annum	Full powers subject to following purchase procedure upto Rs.25000/- per annum	Full powers subject to following purchase procedure upto Rs.10000/- per annum.	Works can be carried out on spot quotation basis
4.	Approval of works and sanction of expenditure in respect of repair & maintenance of Staff Cars and Vehicles	-	Full powers		-	-	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
5.	Approval of works and sanction of expenditure in respect of hiring of vehicle i) Casual basis ii) Annual contract		Full Powers Full Powers subject to following laid down procedure	Full powers upto a ceiling of Rs.50,000/- p.a.			
6.	Approval of works and sanction of expenditure on Petrol, High Speed Diesel (HSD) and lubricants for vehicle under his charge.			Full powers			
7.	Approval of hiring of office accommodation/Transit Camp Guest House/Office Space.		Full powers				In consultation with D(P)
8.	Approval and sanction of Expenditure in respect of Running, maintenance & upkeep of Guest House/Transit Camp/Office Complex etc.	-	Full powers (for CE only)	-	-	-	
9.	Signing of lease deeds for hiring accommodation other than residential and also for Transit Camp/Guest		-	-	-	Full powers	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	House/building and other office accommodation in consultation with Legal Consultant and subject to approval of competent authority for hiring.						
10.	Signing of lease deeds for residential building in respect of executives as per entitlement and standard lease terms vetted by Legal Consultant		-	-	-	Full powers	
11.	Award of work order and execution of works, special repairs, alterations, covering civil and electrical maintenance in office buildings, transit camps and other properties leased/owned by and in occupation of the Corporation in respect of CO building and transit guest house Delhi, subject to lump sum budget provision and sanctioned estimate for this purpose and adherence to purchase & works Policy.		Full powers (for CE only)		-	-	
(\$)	a) Approval of cost estimates/sanction of expenditure on repair of residential flats, staff quarters etc	Upto Rs. 1 Crore (for Dir (MCP) in consultation	Upto Rs, 50 Lakhs (for CE in consultation with DGM (Fin)	Upto Rs. 5 Lakhs (for CC head in consultation with Account I/c in CC)	-	-	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
		with GM (Fin)					
(\$) Inserted vide Circular No. CWC/XVI-2/DOP/Rectt/2014-15 Dated 10.11.2014							
12.	Approval and sanction of expenditure in respect of hiring of office equipment, furniture and fixtures including electric fans, water coolers etc.	Full powers	Full powers Rs.1000/- per equipment upto a ceiling of Rs.1 lakh p.a.				
13.	Approval for purchasing newspapers/ magazines/ periodicals as per approved norms		Full powers				
14.	Approval and sanction of purchase of books, technical journals/magazines/periodicals subject to budget provision		Full powers				
15 (i)	Purchase of bulk requirements of stationery and other items required in this office						Full powers DGM(Pur.)

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
15. (ii)	Purchase of petty/contingent/miscellaneous/odd or special items not covered in the bulk purchases made by Purchase Department		Full powers for Rs.20,000/- per item upto a ceiling of Rs.2 lakhs per annum	Full powers for Rs.15,000/- per item upto a ceiling Rs.1 lakh p.a.			
16.	Sanction of expenditure on hospitality in respect of: a) Tender Committee meetings b) VIP Visits c) Board Meeting d) Parliamentary Committee e) Interview Board f) Press Representatives g) Bid-opening h) Welfare Activities i) Rajbhasha j) Any other office or ceremonial functions		Full powers				
17.	Approval and sanction for installation of official & residential telephones as per approved policy and norms	Full powers					
18.	Approval to allow reimbursement of mobile phone charges to an officer for			Full powers			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	official purposes as per approved policy						
19.	Agreement to hypothecate car, scooter and other conveyance/items against loans from the Corporation.					Full power	
20.	Lease, hire, maintenance of computers & other equipment.	Full power	Full power upto 6 months				
21.	Supply of uniforms subject to approved norms		Full powers				
22.	Sanction of personal protective & safety equipment in exceptional cases.			Full powers			
23. i)	Disposal of office scrap including old newspapers and other petty items as per approved policy and guidelines excluding Furnitures and fixtures			Full powers			
ii)	Sale of scrap/unserviceable material by open tender/public auction not covered in 24 (i).			Full powers			
24.	Sanction of expenditure in respect of i) Celebration of National Holidays ii) Cultural activities.				Full powers upto Rs.5000/- per occasion	Full powers upto Rs. 2000/- per occasion	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
25.	Powers to write off books/stationery/office equipment, furniture, etc. as per existing policy.		Full powers				
26.	Authorising payment of cancellation charges for tickets by air/rail journeys	Full powers including self	Full powers for staff under him, next higher authority for self	Full powers for staff under him, next higher authority for self	Full powers for staff under him, next higher authority for self	Full powers for staff under him, next higher authority for self	On recommendation of concerned HOD
27.	Approval of issue of advertisement						
i)	For tender invitation			Full powers			In consultation with concerned division
ii)	For recruitment			Full powers			
28. i)	Approval and sanction of expenditure on publicity (exhibitions, films, documentary, etc.), advertisement other than tender and recruitment notices.			Full powers			In consultation with concerned Director
ii)	Approval and sanction of expenditure on photographic video coverage of works/functions etc.			Full powers			
29.	Sanction of permanent recoupable imprest		Full powers				
30.	Sanction of temporary advances for incurring office contingent expenditure & local purchases			Full powers			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
31.	Sanction of cash allowance to cashiers as per rules.			Full powers			On recommendation of HOD (Finance Division)
32. i) (\$)	Appoint an Advocate, Attorney, Consultant, Counsel or a Solicitor, whether empanelled or not, to defend a case or to file & plead a case or to seek an expert opinion and approve the terms of appointment.	Full powers					
32. ii) (\$)	Release of payment of Professional Fee to an Advocate, Attorney, Consultant, Counsel or a Solicitor appointed by the Corporation either for defending or for filing & pleading a case or for seeking an expert opinion as per the agree terms.		Full powers to HOD.				Subject to approval of such appointment and the terms thereof by the concerned Functional Director or Managing Director
32. iii) (\$)	Release of payment of Arbitration Fee & Expenses as per agreed terms and final payment after publication and acceptance of Arbitration Award		Full powers to HOD				Subject to approval of appointment and the terms thereof by the Managing Director.
(\$) Modified vide Circular No. CWC/XVI-2/DOP/Rectt./Vol.II/2008 dated 19.06.2012							

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
33.	i) To constitute, conduct, defend, compound, open or abandon any legal proceedings.		Full powers				
	ii) Sign Vakalatnamas, plaints, written statements, affidavits, replies, claims, counter-claims etc. in any legal proceeding before a Court of Law/Arbitrator for and on behalf of the Corporation.		Full Powers				
34.	Approval and sanction of ex-gratia payment laid down by C.O. or the amount fixed from time to time in each case to the family of a deceased employee to meet expenses in connection with last rites.			Full powers in respect of all officers/employees working under him in Corporate Office.			
35.	Award and Extension of contract for security arrangements (DGR,/DGR Sponsored/Govt. Agencies for House-keeping , Canteen, Contracts for CO and Guest Houses in Delhi)		Full powers				
36.	a) Award of contract for Air travel booking for Corporate Office		Full powers				

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	Deleted vide (\$) vide Circular No. 01/2021 dated 22.02.2021	All proposals for “In principle approval for engagement of Manpower like QCA/Tally Clerks/Data Entry Operators, Stenographers etc. in the Regions/CO through service provider to be appointed by tendering process” may be submitted to the Managing Director for approval.					
Deleted (\$)	b) Principal approval to award contracts for outsourcing Tally Clerks /Data Entry Operators/ QCS /Computer Assistants/ Clerks & Stenographers etc in the Regions/CC/CO through service provider to be appointed by tendering process	Full powers					
37.	Engagement of Labour on casual basis and on work charge basis in C.O. for specific period			Full Powers			
38.	Sanction of contingent expenses on local conveyance/ entertainment expenditure etc.			Full Powers			
39.	Sanction of Expenditure on In-house training	Full Powers					
40.	Sanction of entertainment expenditure	Full powers	Full powers upto Rs.10,000 in each case subject to annual limit of Rs.1 lakh	Full powers upto Rs.5,000 in each case subject to annual limit of Rs.50,000			
41. (i)	Sanction of payment to Deptt. Of Publications, Govt. of India for		Full powers				

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	printing and supply of Gazette Notifications						
41 (ii) (\$)	Sanction of interest/penalty imposed by the Statutory Tax Authorities in each case	Upto Rs. 20 Lakhs	Upto Rs. 50,000/-	Upto Rs. 10,000/-			
(\$) Inserted vide circular no CWC/XVI-2/DOP/Rectt/16-17 dated 30.03.2017							
42.	Fixation of pay, grant of increment		Full powers				
43.	Sanction for payment of final dues		Full powers				
44.				Full powers			
45.	Allotment of staff quarters		Full powers				
46.	Acceptance of Tenders/Limited Tenders/Committee Purchases relating to Publicity Division	Full powers		Upto Rs.10 lakhs in each case			
47.	Extension of time limit of contract relating to publicity & promotion and printing of annual reports etc.	Full powers					
48.	Levy of LD for delay in supply/completion of work covered under Sl.No.50	Full powers					
49.	Sanction of payment of bills pertaining to publicity and promotion			Full powers			
50.	Sanction of payment of bills pertaining to publicity and promotion			Full powers			
51.	Expenditure on publicity and promotion of Warehousing Scheme.	Full powers					
52.	Disposal of obsolete publicity material			Full powers			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
53.	Purchase of publicity material such as CD, Floppy, Video/Audio Cassette/Books etc.	Full powers					
54.	Release of advertisement of souvenirs/supplement/special issues i.e. promotional/institutional advertisement			Full powers			
55.	Expenditure on preparation of video films, presentations and quickies	5 lakhs in each case	-	Upto Rs.50,000 in each case			
56.	Sanction of expenditure on printing of stationery, annual reports, journals, diaries, magazines, etc.						Full powers DGM(Pur.)
57. (\$)	Empanelment of Hospitals for cashless treatment of employees						
	(a) Hospitals empanelled by CGHS or Central/State Government for treatment of its Employees	-	-	Full Powers			DOP shall be exercised by following guidelines prescribed by Corporate Office in consultation with Finance.
	(b) At special Rates Full Powers	Full Powers					In consultation with Finance.
(\$)							
Inserted vide DOP CIRCULAR No. 02/2021 dated 01.04.2021 issued vide file No.CWC/FD/DOP-Estt. /2021-22							

Section VIII: Delegation Of Powers Related To Personnel & Administration At Regional Office

A. Personnel Powers

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
1.	PERSONNEL POWERS						
1.	Operation of posts:- Recruitment			Full powers in respect of WA-II and Group 'D' employees			Subject to provision in manpower budget and manpower recruitment policy as approved by the Board of Directors
2.	Constitution of Selection Boards and approval of Selection in respect of non-executive posts as per recruitment policy and instructions issued from time to time.			Full powers in respect of WA-II and Group 'D' employees			
3.	Promotion to posts for which he is the appointing authority			Full powers in respect of WA-II			

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	(vide Item 1(b) above) subject to Observance of promotion policies, rules and regulations and instructions.			and Group 'D' employees			
4.	Acceptance of resignation of employees holding posts for which he is the appointing authority (including setting off Earned leave at credit of an employee towards shortfall in Notice period) employees holding posts for which he is the appointing authority (including setting off Earned leave at credit of an employee towards shortfall in Notice period)			Full powers in respect of WA-II and Group 'D' employees			Subject to vigilance clearance
5.	Termination of service of any Employee for whom he is the Appointing authority in accordance with the terms of his contract of appointment.			Full powers in respect of WA-II and Group 'D' employees			
6.	Closure/extension of probationary period in respect			Full powers in respect of WA-II			

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	of employees in posts for which he is the appointing authority.			and Group 'D' employees			
7.	Communicating of orders after approval of Competent Authority in respect of a) appointment and promotion	-		Full powers in respect of WA-II and Group 'D' employees	-	Sectional Incharge of P&A Divn.	
	b)acceptance of resignation and termination of services etc.			Full powers in respect of WA-II and Group 'D' employees		Sectional Incharge of P&A Divn.	
8.	Transfer in respect of Executives/non-executives within the region (the transfer orders from one Division to another will be issued by Personnel Deptt).			Full powers in respect of Group 'B' and below		Sectional Incharge of P&A Divn. to issue the order	Information to be sent to Director(P) in case of Group 'B' Officers and below
9. (\$)	Sanctioning of tours/trainings/TA advance/ and approval of Tour Diaries		Full powers for officers & staff working under him. For self tours approval by	Full powers for officers & staff working under him. For self tours approval by	Full powers for officers & staff working under him within the region. For	HOD(P&A) to issue the order	

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
			authority one rank higher	authority one rank higher	self, DGM approval necessary		
	(\$) Correction made vide circular no. CWC/XVI-2/DOP/Rectt. Dated 04.07.2008						
10	By class/mode higher than their entitlement under TA rules.			Full powers for staff working under him.	-	-	
11.	Sanction of Availing/Encashment of LTC in respect of all officers and staff under his administrative control except himself.			Full powers			
12.	Sanction of advances on medical grounds for employees under them subject to its adjustment at the time of medical reimbursement as per rules.			Full powers upto Rs.50,000/- in each case subject to following the laid down guidelines by Corporate Office	Rs.25,000/- in each case subject to following the laid down guidelines by Corporate Office	Rs.10,000/- in each case subject to following the laid down guidelines by Corporate Office	
13	Settlement of claim of Medical Bills of indoor/outdoor treatment of						By the concerned officer

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	officers/employees, OTA bills/TA/LTC bills/Salary and Personal payments as per rules.						identified by the Head of the Section/RM
14.	Condonation of delay in submission of Medical claims submitted by the staff working under his administrative control.			Full powers			
15.	Sanction of merit scholarship non-professional (children education allowance) claims submitted by the staff working under his administrative control.			Full powers			
16.	Condonation of delay in submission of above merit scholarship claims submitted by the staff working under his administrative control.			Full powers			
17.	Sanction of local conveyance charges as per rules.			Full powers			
18.	Fixation of pay on direct appointment in respect of posts for which he is the			Full powers			In consultation with Finance

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	appointing authority, as per approved guidelines.						
19.	Nomination of one employee for training programme/ seminars/workshops etc. conducted by the Govt./PSUs/ Autonomous Institutions within Region/State for non-residential programme.			Full powers			As per CO guidelines.
20.	Expenditure on Inhouse Training Programme for CWC/SWCs employees			Full powers			As per the expenditure ceiling fixed by CO.
21.(a)	Sanction of CL/CH						Concerned Sectional Head
21.(b)	Sanction of all other kinds of leave except study leave and leave not due.			Full powers			
22.	Sanction of payment of final dues			Full powers			
23.	Maintenance and attestation of service documents			Full powers			
24.	Allotment of staff quarters			Full powers			

S.NO.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
25.	Sanction of expenditure incurred on transport/ freight/ octroi charges and payment thereof			Full powers			

B. Administrative Powers

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
1.	Power to declare Head of Department i) Opening & operating Pest Control Cells			Full Powers Full powers in consultation with the technical incharge	-	-	Where Corporation is not having any Warehouse/CFS/IC D etc
2.	Sanction of purchase of furniture & fixtures, air coolers, air conditioners, heaters, typewriters, calculating machines, computers, duplicators, bicycles, linen, curtains and other items etc. required for offices, transit camps and other establishments subject to Norms, Budget Provisions and approved Purchase procedure.	-	-	Full powers	-	-	
	i) open ender		15 lakhs	10 lakhs	-	-	As per Contract & Purchase Policy
	ii) Limited Tender		10 lakhs	5 lakhs	-	-	
	iii) Single Tender		3 lakhs	2 lakhs	-	-	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
3.	Sanction of expenditure in respect of repair & maintenance and upkeep of furniture & fixtures, office equipment and electrical installations etc. and award of maintenance contract.			Full powers	-	-	Works can be carried out on spot quotation basis
4.	Sanction of expenditure in respect of repair & maintenance of Staff Cars and Vehicles			Full powers	-	-	
5.	Sanction of expenditure in respect of hiring of vehicle			Full powers.	-	-	
6.	Sanction of expenditure on Petrol, HSD and lubricants for vehicle under his charge.			Full powers			
7.	Sanction to hiring of office accommodation/Transit Camp Guest House/Office Space.			Full powers			In consultation with D(P)
8.	Sanction of Expenditure in respect of running, maintenance & upkeep of Guest House/Transit Camp/ Office Complex etc.	-	-		Full powers	-	
9.	Signing of lease deeds for hiring accommodation other than residential and also for Transit Camp/Guest		-	-	-	Full powers	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	House/building and other office accommodation in consultation with Law Department and subject to approval of competent authority for hiring.						
10.	Signing of lease deeds for residential building in respect of executives as per entitlement and standard lease terms vetted by Law Department.		-	-	-	Full powers	
11. (\$)	Approval for execution of modular mezzanine floors in godown,			Upto Rs. 25.00 Lakh per case	-	-	
	(\$) Inserted vide circular no. CWC/I-DOP/Rectt/2018-19 /38A dated 03.04.2019						
12.	Sanction of expenditure in respect of hiring of office equipment, furniture and fixtures including electric fans, water coolers etc.			Rs.1000/- per equipment upto a ceiling of Rs.50,000/- p.a.	Rs.1000/- per equipment upto a ceiling of Rs.25,000/- p.a.		
13.	Purchase of newspapers/magazines/periodicals as per approved norms				Full powers		
14.	Sanction of purchase of books, technical journals/magazines/ periodicals subject to budget provision			Full powers			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
15.	Purchase of bulk requirements of stationery and other items required in the offices.			Full powers			
16.	Purchase of petty/contingent/miscellaneous/odd or special items not covered in the bulk purchases made by Procurement Department			Full powers			
17.	Sanction of expenditure on hospitality in respect of: a) Tender Committee meetings b) VIP Visits c) Bid-opening d) Any other office or ceremonial junctions			Full powers	Upto Rs.10000/- p.a.	Upto Rs.5,000/- p.a.	Upto Rs.3000/-p.a. to any Sectional Head below Manager
18.	Expenditure in respect of Postal charges/Railway parcels/Courier, etc./Electricity/Gas/Water/Telephone/Mobile/Fax charges/Rental for telephones/telex/wireless equipment and maintenance thereof.				Full powers		RM shall work out the average expenses per month in respect of electricity, water, telephone/mobile bills and arrange to provide permanent temporary advance of over 10% of the average for the payment by the

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
							warehouse manager in cash to avoid delays in payments and to take the benefit of timely payment. This is exclusively for warehouse managers to enable them to dispose off bills in time.
	i) Sanction of the expenditure incurred on accreditation of operators through Directorate of PPQS and any expenses on inspection etc			Full powers			
(\$) Inserted vide circular No. CWC/I-DOP/Rectt/18-19/183A dated 26.11.2018							
19.	Sanction for installation of official & residential telephones as per approved policy and norms			Full powers as per approved norms.			
20.	To allow reimbursement of mobile phone charges to an officer for official use of the same.					As per norms approved by BOD	

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
21.	Agreement to hypothecate car, scooter and other conveyance/items against loans from the Corporation.			Full powers			
22	Lease, hire, maintenance of computers & other equipment.				Full powers upto 1 year.		
23.	Supply of uniforms subject to approved norms			Full powers			
24.	Sanction of personal protective & safety equipment in exceptional cases.			Full powers			
25. i)	Disposal of office scrap including old newspapers and other petty items as per approved policy and guidelines				Full powers		
ii)	Sale of scrap/unserviceable material by open tender/public auction.				Full powers		
26.	Sanction of expenditure in respect of i) Celebration of National Holidays iii) Cultural activities.			Full powers	Rs.5000/- per occasion	Rs.2000/- per occasion	For Warehouse Rs.1000/- per occasion
27.	Powers to write off books/stationery/office equipment, furniture, etc. as per existing policy.			Full powers			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
28.	Authorising payment of cancellation charges for tickets by air/rail journeys			Full powers for staff under him including self			
29.	Approval of issue of advertisement						
i)	For tender invitation			Full powers			
ii)	For recruitment			Full powers			
30. i)	Sanction of expenditure on publicity, advertisement other than tender and recruitment notices.			Full powers			In consultation with Director (Pers.)
Modified vide DOP CIRCULAR No. 03/2021 dated 26.04.2021. prior to modification was as under:							
30. i)	Sanction of expenditure on publicity, advertisement other than tender and recruitment notices.			Full powers			In consultation with Director (Pers.)
ii)	Sanction of expenditure on photographic video coverage of works/functions etc.			Full powers			
iii) (\$)	Sanction of expenditure of publicity and advertisement for PCS related activities/service	Full powers	Upto Rs. 5 lakh per annum	Upto Rs. 2 lakh per annum	Upto Rs. 1 lakh per annum		
(\$) Inserted vide circular No. CWC/I-DOP/Rectt/18-19/183A dated 26.11.2018							
31.	Sanction of permanent recoupable imprest			Full powers			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
32.	Sanction of temporary advances for incurring office contingent expenditure & local purchases			Full powers			
33.	Sanction of cash allowance to cashiers as per rules.			Full powers			
34. i)	Power to appoint Attorney Solicitors, Counsels, Arbitrators, Advocates, Consultants etc. from approved panels at approved rates of remuneration.			Full powers			
ii)	Other than Govt. Counsels			Rs.15,000/- in each case	-	-	Reasons to be recorded
iii)	To obtain legal opinion from Consultant/Advocate at warehouse level			-	-	Rs.1000/- in each case	For warehouses
35.	To constitute, conduct, defend, compound, open or abandon any legal proceedings sign Vakalatnamas, plaints, written statements, affidavits, replies, claims, counter-claims etc. in any legal proceeding before a Court of Law/Arbitrator for and on behalf of the Corporation.			Full powers			
36.	Sanction of expenditure on inter carting and internal handling of stock/material			Rs.10,000/- only in each case after			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
	from one warehouse to another or within the same complex/godown			having a cost benefit analysis			
37.	Sanction and payment of licence fee/rents rates and taxes of godowns/offices/staff quarters.			Full powers			
38.	Expenditure on engaging casual labour for PCS, disinfestations in dire need preferably through the H&T contractor or through contract made for this purpose.			Full powers			For short durations only
39.	Sanction of cost recovery charges/any other chargers payable to custom authorities for custom staff posted/working at ICDs, CFS/Custom Bonded/ Air Cargo Complex Warehouses			Full powers as per arrangement agreed between CWC and Customs Authority			
40.	Sanction of ex-gratia payment laid down by C.O. or the amount fixed from time to time in each case to the family of a deceased employee to meet expenses in connection with last rites.			Full powers in respect of persons working under him.			
41.	Overtime allowance/Night allowance			Full powers as per rules/ instructions issued by Corporate Office			

S. No.	SUBJECT MATTER	DIR	GM	DGM	AGM	MGR	REMARKS
42.	Award & extension of contract for security arrangement (DGR/DGR sponsored/Govt. agencies), Housekeeping, canteen contracts for ROs/CFSS/ICDs/Warehouses and Guest Houses under administrative control of concerned RO			Full powers.			
43.	Grant of festival, flood, bicycle, fan advance and any other advances approved by the CO in principle			Full powers			
44.	Insurance for cash in transit/chest, dead stock and electronics gadgets			Full powers			

S. No.	SUBJECT MATTER	GM	DGM	AGM	MGR	Remarks
45. (\$\$)	Empanelment of Hospitals for cashless treatment of employees					
	(a) Hospitals empanelled by CGHS or Central/ State Government for treatment of its Employees at CGHS rates	-	Full Powers			

	(b) Hospitals empanelled by CGHS or Central/ State Government for treatment of its Employees at hospital rates with or without discount.	-	Full Powers			
	(c) Hospital not empanelled by CGHS or Central/ State Government for treatment of its Employees but having approval under section 17 (2) of Income Tax Act 1961 at CGHS rates or hospital rates with or without discount.		Full powers			Empanelment of hospital under this DOP should be done only in case CGHS empanelled hospitals are not available in nearby vicinity.
<p>Note:</p> <ol style="list-style-type: none"> 1. DOP shall be exercised by following guidelines prescribed by Corporate Office in consultation with Finance. 2. The hospital which are not empanelled by CGHS or not approved by Central Government/ State Government for treatment of its employees or not having approval under section 17 (2) of Income Tax shall not be empanelled. 3. The liability of income tax on perquisite valuation of expenses incurred at hospitals not empanelled by CGHS or not approved by Central Government/ State Government for treatment of its employees shall lie on the concerned employee. <p>(\$\$) Modified vide DOP CIRCULAR No. 03/2021 dated 26.04.2021. prior to modification was as under:</p>						
45. (\$)	Empanelment of Hospitals for cashless treatment of employees					
	(a) Hospitals empanelled by CGHS or Central/State Government for treatment		Full Powers			

	of its Employees					
	<p>Remarks:</p> <p>1. DOP shall be exercised by following guidelines prescribed by Corporate Office in consultation with Finance.</p> <p>(\$) Inserted vide DOP CIRCULAR No. 02/2021 dated 01.04.2021 issued vide file No.CWC/FD/DOP Estt. /2021-22</p>					
46.	In principal approval for Spot hire of DEO/QCA/MTS and CWC Retired Employees, on temporary basis, for a period not exceeding three (03) months.		Full powers			
	<p>Note:</p> <ol style="list-style-type: none"> Hiring of retired CWC staff, is permitted for ensuring operations of Central Warehouse under the urgency. Hiring should be as per location wise specific justification and requirement received from warehouse manager. Hiring should be through outsourcing agency / GeM only. RMs shall intimate all such engagements within seven days to CO for the information of the Managing Director. Instructions related to hiring of consultant (retired CWC staff) will be followed, except that prior approval of MD is not required but all such engagements shall be intimated to MD within seven days. This power is not for posting consultant in Regional Office. <p>Inserted vide DOP CIRCULAR No. 03/2021 dated 26.04.2021.</p>					

ANNEXURE-I

REGISTER TO BE MAINTAINED FOR PURCHASES MADE BY INDENTOR/INDIVIDUAL OFFICER FOR VALUE BELOW RS.25000/- :

1. NAME OF THE OFFICER MAKING THE PURCHASES
2. NAME AND ADDRESS OF THE PARTY FROM WHERE PURCHASES MADE
3. DESCRIPTION OF ITEM PURCHASED
4. QUANTITY PURCHASED
5. VALUE OF THE PURCHASES
6. PAYMENT MADE BY CASH/CHEQUE
7. CERTIFICATE TO THE EFFECT THAT RATES ARE REASONABLE

The register may be put up to the authority who has authorized the purchase for his signature.

REGISTER TO BE MAINTAINED BY THE COMMITTEE MEMBERS FOR SPOT PURCHASES

1. DESCRIPTION OF THE MATERIAL
2. QUANTITY PROPOSED TO BE PURCHASED
3. NAME OF THE COMMITTEE MEMBERS AUTHORISED TO PURCHASE
4. NUMBER OF QUOTATIONS OBTAINED
5. DETAILS OF QUOTATION
 - a) NAME OF PARTIES
 - b) QUANTITY OFFERED
 - c) PRICE PER UNIT
 - d) TOTAL VALUE
6. DETAILS OF ORDER PLACED
 - a) NAME AND ADDRESS OF THE PARTY
 - b) ORDER NUMBER AND DATE
 - c) QUANTITY ORDERED
 - d) VALUE OF THE PURCHASE
7. CERTIFICATE THAT THE PRICE OFFERED IS REASONABLE

The register may be put up to the authority who has authorized the purchase for his signature.

NOTE

- 1) The revised Delegation of Powers shall come into force with immediate effect. During the implementation, if it is observed that a certain power delegated for a particular work/item has not been reflected in the new revised delegated powers, the earlier delegated powers for that particular work/item would apply.

- 2) On the basis of the feedback received from the Regional Managers and also from officials of the Corporate Office over a period of time, a review of the DOP can be carried out after 2-3 years of implementation and modification, if any required, can be carried out.