

**DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS TO THE ADMINISTRATIVE OFFICER,
ENVIRONMENTAL PLANNING & COORDINATION ORGANISATION, BHOPAL**

Administrative Power

S.No..	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
AP-1	To make appointment of Class I Posts	Director General	Full powers in respect of Class I posts under EPCO subject to the availability of posts and approval of the Governing Council on recommendation of the Selection Committee where applicable.
AP-2	To make appointments of Class II, III and IV posts and contingency paid employees	Executive Director	Full powers subject to availability of posts in the set up and on the recommendations of the Selection Committee where applicable.
AP-3	Power to transfer	Director General Executive Director	Full powers Full powers in respect of Class II, III & IV staff
AP-4	To relax age limit prescribed for First appointment	Director General	Full powers in respect of all post subject to approval of Governing Council
AP-5	Creation of posts in prescribed pay scales	Director General	Full powers in respect of Class I, II, III & IV posts subject to approval of Governing Council.
AP-6	Fixation of qualifications of pay scale	Director General Executive Director	Full powers for Class I & II posts Full powers in respect of Class III & IV posts
AP-7	To order EPCO employees to hold current charge of another post and to sanction special pay	Director General Executive Director	Full powers for Class I posts Full powers in respect of Class II, III & IV posts

AP-8	To extend joining time in certain conditions – maximum of 30 days	Director General Executive Director	Full powers in respect of Class I posts Full powers in respect of Class II, III & IV posts
AP-9	To sanction annual increments	Executive Director Administrative Officer	Full powers in respect of Class I posts Full Powers in respect of Class II, III & IV posts, except in case of enquiry.
AP-10	Sanction to cross E.B. in the existing pay scale	Director General Executive Director	Full powers in respect of Class I posts Full powers in respect of Class II, III & IV posts
AP-11	Withholding of promotion including stoppage of E.B.	Director General Executive Director	Full powers in respect of officers for whom he is appointing authority Full powers in respect of Class II, III & IV posts, except in case of enquiry
AP-12	From pay whole or part of any loss caused to EPCO by negligence or breach of trust	Director General Executive Director	Full powers in respect of Class I posts Full powers in respect of Class II, III & IV posts
AP-13	Power of deciding appeals in respect of orders passed after disciplinary proceedings	Governing Council Director General	Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class I posts for whom E.D. is the appointing authority
AP-14	Powers to order D.E. and take disciplinary action	Director General Executive Director	Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority

AP-15	Suspension of officers and employees pending departmental enquiry	Director General Executive Director	Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority
AP-16	Power to impose minor punishment	Director General Executive Director	Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts of EPCO
AP-17	Power to impose major penalties	Director General Executive Director	Full powers in respect of Class I posts for whom D.G. is the appointing authority Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority
AP-18	To sanction of Casual Leave	Director General Executive Director Administrative Officer	Full powers to sanction casual leave to E D Full powers for Class I & II posts Full Powers for Class III, & IV posts
AP-19	To Sanction Earned Leave	Director General Executive Director Administrative Officer	Full powers to sanction Earned leave to E D Full powers for Class I & II posts. Beyond 30 days for Class III & IV posts Full Powers for Class III, & IV employees upto 30 days

AP-20	To sanction encashment of Leave	Director General Executive Director Administrative Officer	Full powers in respect of E.D. subject to entitlement. Full powers in respect of Class I & II posts subject to entitlement Full Powers in respect of Class III, & IV employees subject to entitlement
AP-21	To sanction Medical Leave	Director General Executive Director Administrative Officer	Full powers in respect of E.D. Full powers in respect of Class I & II posts and beyond 30 days for all other staff Full powers upto 30 days in respect of Class III & IV employees
AP-22	To sanction Extra ordinary leave (Without Pay)	Director General Executive Director	Full powers in respect of Class I & II posts Full powers in respect of Class, III & IV posts
AP-23	Maternity leave	Executive Director Administrative Officer	Full powers in respect of Class I posts Full Powers in respect of Class II, III, & IV employees
AP-24	Leave preparatory to retirement	Director General Executive Director	Full powers in respect of Class I posts Full powers in respect of Class II, III & IV posts
AP-25	To sanction commuted leave	Director General Executive Director	Full powers in respect of Class I posts Full powers in respect of Class II, III & IV posts

AP-26	To sanction Tour Advance	Executive Director Administrative Officer	Full powers in respect of Class I & II posts Full Powers in respect of Class III, & IV posts
AP-27	To Sanction of Festival Advance	Administrative Officer	Full powers in respect of Class III & IV posts
AP-28	To sanction Grain Advance	Administrative Officer	Full Powers
AP-29	To sanction Car/ Motor cycle/ Scooter/ Bicycle Advance	Executive Director	Full powers in respect of Class I, II, III & IV employees subject to budgetary provision
AP-30	To sanction normal House Building Advance	Executive Director	Full powers in respect of Class I, II, III & IV employees subject to budgetary provision
AP-31	To approve Tour Programme and Tour Diary	Executive Director Administrative Officer	Full powers in respect of Class I & II posts Full power for Class III & IV posts
AP-32	To write Annual Confidential Report a. For Class I & Above b. For Class II & III c. For Class III & IV	a. Director General b. Executive Director a. Director General b. Executive Director a. Director General b. Executive Director	a. Accepting Authority b. Reporting Authority a. Accepting Authority b. Reporting Authority a. Accepting Authority b. Reporting Authority

AP-33	Nomination of Project Coordinator	Executive Director	Full powers
AP-34	Selection of Team Members in the Project	Project Coordinator	Full powers subject to Executive Director's approval
AP-35	Engagement of temporary workers/surveyors for field work at the project site	Director	Upto maximum 30 days
		Project Coordinators	Upto maximum 15 days
AP-36	Study Leave	Director General	Full powers as per Govt. rules
AP-37	Relaxation in study Leave provisions	Director General	Full powers as per Govt. rules

Financial Powers

FP-1	To sanction fixation of salary/ wages and other fixed allowance	Executive Director	Full power subject to fixation as per rules
FP-2	To sanction Tour Advance	Executive Director	Full power in respect of Class I and II
		Director	Up to 5000 for Project Coordinator and Team Members
		Project Coordinator	Up to 2000 only for contract Project Staff
		Administrative Officer	Full power in respect of Class III and V and Project staff
FP-3	Sanction of TA Bill	Executive Director	Full powers in respect of Class I & II posts barring relaxation in rules, which shall be referred to Director General
		Accounts Officer	Full powers in respect of Class III & IV staff barring relaxation in rules, which shall be referred to Executive Director.
FP-4	To authorize an employee to undertake journey by special means of conveyance	Director General	Full powers
FP-5	To sanction vehicle allowance for journeys performed at Headquarter (up to Rs. 250)	Executive Director	Full powers
FP-6	Hiring of conveyance and travel expenses for project work at the project site	Executive Director	Full power in respect of Class I and II and Project Coordinator subject to project budget provisions
		Director	Up to 10000 in respect of Project

		Project Coordinator	Members and contract staff subject to project budget provisions Up to 5000 in respect of Project Members and contract staff subject to project budget provisions
FP-7	To sanction fixed T.A. to employees who are required to remain on tour for more than 15 days	Director General Executive Director	Full powers in respect of Class I posts Full Powers in respect of Class II, III, & IV posts
FP-8	To sanction full daily allowance for halt in excess of 10 days	Executive Director	Full powers for all staff
FP-9.	a. To sanction T.A. including lump sum amount in lieu of D.A. to employees selected to undergo training in India b. -do- Abroad	Director General Executive Director	Full powers in respect of Class I post for (a) and (b) Full powers in respect of Class II, III & IV post for (a) and (b)

FP-10	To purchase books and periodicals and audio-visual materials	Director General Executive Director Director (R&T)	Full powers subject to budget provision Powers up to Rs.5,00,000/- per annum subject to budget provision. Up to Rs.5,000/-
FP-11	To sanction purchase of furniture, machinery, equipment and store and additions and alteration of buildings (non residential)	Governing Council Director General Executive Director	Above Rs.5,00,000/- Up to Rs.5,00,000/- Up to Rs.25,00,000/- (Subject to Budget Provision and as per purchase rules)
FP-12	Maintenance, Additions and alteration of buildings (non residential office buildings)	Director General Executive Director Administrative Officer	Full powers Up to Rs.5,00,000/- if the work is being done by Government agency Up to Rs.10,000/- per annum for minor repairs
FP-13	Maintenance, Additions and alteration of buildings (EPCO's residential buildings)	Director General Executive Director Administrative Officer	Full powers Up to Rs.5,00,000/- if the work is being done by Government agency subject to budget provision Up to Rs.10,000/- per annum for minor repairs subject to budget provision
FP-14	To sanction expenditure on demurrage charges	Governing Council Director General Executive Director	Above Rs.20,000/- Up to Rs.20,000/- Up to Rs.10,000/-
FP-15	To sanction expenditure on repairs of vehicles	Director General Executive Director Administrative Officer	Full powers Full powers up to Rs.15,000/- for a single vehicle per annum. Full powers up to Rs.2000/- for a single vehicle per annum.
FP-16	Purchase of tyres and tubes batteries for EPCO vehicles	Executive Director	Full powers as per Rules.
FP-17	To sanction advances and	Executive Director	Full powers

	expenditure on miscellaneous purchase	Director Project coordinator Administrative Officer Accounts officer	Up to Rs.3,000/- Up to Rs.2,000/- Up to Rs.2,000/- Up to Rs.1000/-
FP-18	To sanction refund of credited amount in favour of EPCO	Executive Director	Full powers
FP-19	To sanction expenditure on study groups/ seminars held or sponsored by EPCO	Director General Executive Director	Full powers Up to rs.2,00,000/- at a time

FP-20	<p>To accept tenders/ contract-</p> <p>a. Open tenders and more than one valid tenders</p> <p>b. A single tender for acceptance of contracts by negotiation</p> <p>c. Acceptance without calling tender of contracts due to emergency</p> <p>d. Open tenders where lowest quotation is not proposed to accept subject to reasons recorded</p>	<p>Director General Executive Director</p> <p>Governing Council Director General Executive Director</p> <p>Governing Council Director General Executive Director</p> <p>Governing Council Director General Executive Director</p>	<p>Full powers beyond Rs.10.00 lacs Full powers up to Rs.10.00 lacs</p> <p>For amounts beyond Rs.10.00 lacs Full powers up to Rs.10.00 lacs Full powers up to Rs.5.00 lacs</p> <p>For amounts beyond Rs.50,000/- Full powers up to Rs.5, 00,000/- Full powers up to Rs.2,00,000/-</p> <p>Full powers Up to Rs.5,00,000/- Up to Rs.2,00,000/-</p>
FP-21	Sanction of advertisement charges	<p>Director General</p> <p>Executive Director</p>	<p>Above Rs.1,00,000/- at a time</p> <p>Up to Rs.1,00,000/- full powers subject to budgetary allotment</p>
FP-22	Printing of Forms, Annual Reports and Stationery articles, Photocopying and binding etc.	<p>Executive Director</p> <p>Project Coordinator</p> <p>Administrative Officer</p>	<p>Full powers</p> <p>Up to Rs.5,000/- for project specific works</p> <p>Up to Rs.5,000/- per project per annum</p>
FP-23	To declare stores as surplus/ unserviceable and to fix their reserve/ resale price and to prescribe their mode of disposal	<p>Director General</p> <p>Executive Director</p>	<p>Full powers</p> <p>Up to Rs.1, 00,000/-</p>

FP-24	To sanction write off of unserviceable stores and store lost by fraud, negligence or theft	Director General Executive Director	Full powers Full powers up to Rs.1,00,000/-
FP-25	Hiring of building for officers, garages etc	Director General Executive Director	Full powers Full powers up to Rs.25,000/- per month
FP-26	To sanction telephone and electricity bills and water charges bills	Project Coordinator Administrative Officer	Full power to project staff as per Govt. Rules Full power as per Govt. Rules
FP-27	To sanction new telephone connection	Executive Director	Full power as per Govt. Rules
FP-28	To sanction expenditure on POL of EPCO vehicles	Executive Director Project Coordinator Administrative Officer	Full powers in case of relaxation Full powers upto the limit decided by Home Deptt.. Full powers upto the limit decided by Home Deptt..
FP-29	To sanction conveyance allowance (Vehicle allowance)	Executive Director	Full powers for all categories

FP-30	Purchase of Liveries for Class IV staff and Drivers subject to eligibility	Executive Director	Full powers
FP-31	To sanction Medical bills	Accounts Officer	Full power in respect of officers and officials working in EPCO as per rule.
FP-32	Institution of legal proceedings and hiring legal experts	Director General Executive Director	Full powers Full powers up to Rs.1,00,000/-
FP-33	Receipt and discharge on behalf of the organization	Accounts Officer	Full powers
FP-34	Draw and negotiate cheques, letters of credit, etc.	Accounts Officer	Full powers
FP-35	To sign various documents – a) Bills of loading order for delivery of goods, RR, etc. b) To sign vouchers, etc. c) To check and attest entries in Cash Books d) Sign and execute contracts	a) Accounts Officer b) Accounts Officer c) Accounts Officer d) Executive Director	Full powers Full powers Full powers Full powers
FP-36	Payment of Newspaper & Magazine for Library	Executive Director Administrative Officer	Full powers Upto Rs.2000/-

FP-37	Printing of Documents	Executive Director	Full powers
FP-38	Binding of Library Books & Journals	Director	Full powers
FP-39	To sanction amount for Insurance of EPCO vehicles	Administrative Officer	Full powers
FP-40	To sanction amount for insurance of EPCO' assests	Executive Director	Full powers
FP-41	Engagement of Accounts, Auditors for internal annual audits	Executive Director	Full powers
FP-42	Engagement of Experts/Consultants	Director General Executive Director Project Coordinator	Full powers Up to 3,00,000/- Upto 10,000/- for project specific tasks subject to budget provision
FP-43	Signature of Terms of Reference/Agreement for project	Executive Director	Full powers (If ED deems it proper he can on a case to case basis authorize an appropriate person to sign an agreement or contract on his behalf.
FP-44	Approval of project with project budget breakup	Executive Director	Full powers
FP-45	Power to sign Cheques and make payments	Executive Director	Full powers (ED to decide the systems and procedures and authorized to sign cheques)

FP-46	Purchase of software	Director General Executive Director	Full powers Up to 7,00,000/-
FP-47	To sanction miscellaneous advance of Rs. 2500/- for class III & IV	Executive Director	Full powers
FP-48	D.A. & I.R. as per State Government declaration	Executive Director	Full powers
FP-49	Pay Revision as per State Govt. declaration	Director General	Full powers