

**ANNEXURE-I**

**DELEGATION OF POWERS TO MAJOR PORTS**

**[NON-STATUTORY]**

Sl. No.	Nature of Power	Limits
<b>I. POWERS ON WORKS &amp; PROCUREMENT MATTERS</b>		
1	To incur expenditure in anticipation of sanction in running/operation & maintenance works estimates	<b>Chairman-</b> Full Powers subject to availability of budget provision
2	To incur expenditure on repairs and maintenance including annual AMCs	<b>Chairman-</b> Full Powers <b>Dy.Chairman-</b> Rs. 200000 /- <b>HODs-</b> Rs. 25000 /- <b>Dy.HODs-</b> Rs. 10,000/-
3	To make advance payment for stores on receipt of RR through bank or on despatch documents	<b>HODs-</b> Full powers
4	To make advance payments to Govt, Semi Govt, PSUs or Reputed firms for execution or works or supply of stores or equipments	<b>HODs-</b> Full power subject to approval of the contract by the Competent Authority.
5	To let out work without calling for tenders	<b>Chairman-</b> Rs.2,00,000/- in each case, subject to constitution of Spot Purchase Committee (SPC).  <b>Dy. Chairman-</b> Rs.1,00,000/- in each case, subject to constitution of SPC.  <b>HODs-</b> Rs. 50,000/- in each case, subject to constitution of SPC.
6	Purchase of equipment / stocks without calling tenders / quotations	<b>Chairman-</b> Rs.5,00,000/- in each case, subject to constitution of SPC. <b>Dy. Chairman-</b> Rs.2,00,000/- in each case, subject to constitution of SPC.  <b>HODs-</b> Rs. 50,000/- in each case, subject to constitution of SPC.

7	To purchase medicines etc. for hospitals in Emergency	<b>Chairman-</b> Full power <b>Dy. Chairman-</b> Upto Rs.20,000/- <b>HODs-</b> Upto Rs.5,000/-
8	To purchase stores and medicines	<b>Chairman-</b> Full powers <b>Dy. Chairman-</b> Upto Rs.3 lakhs in each case on the basis of competitive quotations after concurrence of Finance and upto Rs.1 lakh in each case through the Spot Purchase Committee. <b>HODs-</b> Upto Rs.50,000 in each case on the basis of competitive quotations after concurrence of Finance and upto Rs.20,000 in each case through the Spot Purchase Committee.
9	To exceed sanctioned amount of an estimate	<b>Chairman-</b> Upto 30% provided the total amount of WO/SO remains the powers of Chairman (beyond 30%, Board's approval to be obtained) <b>Dy. Chairman-</b> Upto 20% provided the total amount remains within the powers of the Dy. Chairman. <b>HODs-</b> Upto 10% provided the total amount remains within the powers of HOD.
10	To make additions/ alterations to works during the course of executions	<b>Chairman-</b> Upto 30% provided the total amount of WO/SO remains the powers of Chairman <b>Dy. Chairman-</b> Upto 20% provided the total amount remains within the powers of the Dy. Chairman. <b>HODs-</b> Upto 10% provided the total amount remains within the powers of HOD.
11	To waive penalties imposed on Contractors / Vendors	<b>Chairman-</b> Full powers

12	To insure materials / equipment in transit	<b>Chairman-</b> Full powers
13	To fix charges for works done in Port Laboratories.	<b>Chairman-</b> Full powers
14	To allow relaxation in r/o conditions for payment of EMD/SD/Liquidated damages	<b>Chairman-</b> Full powers in r/o contracts where the award of contract is within his powers
15	Single Tender/Special Limited Tender	<b>Chairman-</b> Rs.5 Crores, (Board - More than Rs. 5 Crores), subject to adherence of CVC guidelines  <b>Dy. Chairman-</b> Rs.1 Crore, subject to adherence of CVC guidelines  <b>HODs-</b> Rs. 50,000/-, subject to adherence of CVC guidelines
16	Grant of extension of time to the contracts awarded	<b>Chairman-</b> Full Powers upto contract value Rs.10 Crore  <b>Dy. Chairman-</b> Full Powers upto contract value Rs.1 Crore  <b>HODs-</b> Full powers subject to the recovery of LD, as per the contract
<b>II. POWERS WITH REGARD TO ESTABLISHMENT MATTERS</b>		
17	To transfer posts	<b>Chairman-</b> Full powers to transfer from one dept. to another dept. <b>HODs-</b> Full powers in respect of transfers within his/her dept.
18	To grant permission to employees to serve on deputation or on foreign service	<b>Chairman-</b> Full powers except for HODs. subject to Regulations
19	To depute Officers/ employees for training in any place in India	<b>Chairman-</b> Full powers in respect of Class-I officers  <b>Dy. Chairman-</b> Full powers in respect of Class-II officers  <b>HODs-</b> Full powers in respect of Class-III employees  <b>Dy. HODs-</b> Full powers in respect of Class-IV employees

20	Termination of probation after giving a reasonable opportunity of showing cause against such termination.	<p><b>Chairman-</b> Full powers</p> <p><b>Dy. Chairman-</b> Full powers in respect of Class II officers</p> <p><b>HODs-</b> Full in respect of Class III &amp; IV employees</p>
21	Power to order confirmation	<p><b>Chairman-</b> Full powers</p> <p><b>Dy. Chairman-</b> Full powers in respect of Class II officers</p> <p><b>HODs-</b> Full in respect of Class III &amp; IV employees</p>
22	Power to relax medical fitness standards where considered reasonable.	<p><b>Chairman-</b> Full powers including Class I &amp; II officers</p> <p><b>Dy. Chairman-</b> Full Powers in respect of Class III &amp; IV employees</p>
23	To accept Home Town declaration and to relax production of obligatory evidence in connection with travel concession claims	<b>Chairman-</b> Full Powers including Cl.I officers, excepting Dy. Chairman and HODs.
	Power to forward application forms of employees seeking appointment elsewhere.	<b>Dy. Chairman-</b> Full Powers in respect of Cl. II officers
	Power to accept (i) resignation and (ii) voluntary retirement.	<b>HODs-</b> Full Powers in respect of Cl. III & IV employees
	To waive notice period in case of resignation / voluntary retirement	
24	To relax condition regarding repayment of Pay & Allowances drawn & other expenses in case of resignation or retirement on medical grounds as per Reg.18 of Study Leave Regulations.	<b>Chairman-</b> As per Regulations
25	To grant leave	<p><b>Chairman-</b> Full Powers except when officiating arrangements are required in case of HODs.</p> <p><b>Dy. Chairman-</b> Full Powers except for HODs.</p>

		<p><b>HODs-</b> Full Powers to grant all kinds of leave except in case of Class III &amp; IV where officiating arrangements are required or HOD can authorise any officer.</p> <p><b>Dy. HODs-</b> Full Powers to grant all kinds of leave except where such authorisation given by HOD</p> <p><b>Subordinate Officer-</b> Full Powers to grant all kinds of leave except where such authorisation given by HOD</p>
26	Grant or refused leave and study leave.	<p><b>Chairman-</b> Full powers</p> <p><b>Dy. Chairman-</b> All employees under Classes I, II, III and IV except HODs</p>
27	Power to grant normal increments	<p><b>Dy. Chairman-</b> Full powers</p> <p><b>HODs-</b> Full powers in the case of all employees in their departments</p>
28	Power to grant advance increments to those appointed to posts covered by Section 24(i) (b) of the Major Port Trusts Act, 1963.	<b>Chairman-</b> Full powers
29	Grant of Travelling Allowance as per Regulations.	<p><b>Chairman-</b> Full powers</p> <p><b>Dy. Chairman-</b> Full powers except HODs</p>
30	To permit Officers/ employees to travel by air who are not otherwise entitled	<b>Chairman-</b> Full powers
31	To sanction Official Tours	<p><b>Chairman-</b> Full powers in r/o Class I Officers</p> <p><b>Dy. Chairman-</b> Full powers in r/o Class II Officers</p> <p><b>HODs-</b> Full powers in r/o Class III &amp; IV employees</p>
32	To grant advance of Pay and TA on tour, TA on transfer and LTC	<b>Chairman-</b> Full powers for HODs
	Sanction of Leave Travel Concession	<b>HODs-</b> Full powers except HODs

	To sanction expenditure on cancellation of reservation of Air/Rail accommodation	
33	Grant of advance to employees for purchase of car/scooter/motor cycle.	<b>Chairman-</b> Full Powers in respect of Cl. I
	To grant Festival Advance and any other special advances framed under Regulations	<b>Dy. Chairman-</b> Full Powers in respect of Cl. II
	Grant of conveyance allowance	<b>HODs-</b> Full Powers for Cl. III & IV employees
	To sanction OT, Holiday Wages & NW	<b>Chairman-</b> Full Powers for OT & Holiday wages for Cl.III employees <b>Dy. Chairman-</b> Full Powers for OT & Holiday wages for Cl.IV employees <b>HODs-</b> Full Powers for Night wages for Cl.III & IV employees
	To grant Children's Educational Allowance	<b>Chairman-</b> Full Powers for Class I & II officers <b>HODs-</b> Full Powers for Cl. III & IV employees
34	Payment from the Welfare Fund other than award of Scholarships. 1. Award of Trust scholarships both ordinary and merit. 2. Payment of ex-gratia amount from the Welfare Fund in addition to others in case of death or invalidation while in service where the family continues to be in indigent circumstances	<b>Chairman-</b> Full powers for Class-I & II <b>Dy. Chairman-</b> Full powers for Class-III & IV
35	Payment of compensation to Port Trust Employees who are not workmen within the meaning of the Workmen's Compensation Act. 1923.	<b>Chairman-</b> Full powers for Class-I & II <b>Dy. Chairman-</b> Full powers for Class-III & IV
36	To provide immediate relief to the families of employees who die while in service	<b>Chairman-</b> Full powers in respect of Class-I & II Officers <b>Dy. Chairman-</b> Full powers in respect of Class-III & IV employees

37	To grant Advances/ Final Withdrawals from PF	<b>Chairman-</b> Full Powers <b>HODs-</b> Full powers in r/o officers / staff of his Department <b>Dy. HODs.-</b> Full Powers in r/o officers/staff of his Department of this Division other than final withdrawals where special reasons are not required
38	Transfer of subscription in r/o GPF balances of employees who joins the Board's service from any Government service.	<b>Chairman-</b> Full powers in the case of Class-I officer excepting HODs <b>Dy. Chairman-</b> Full powers in the case of all Class II, III and IV employees.
39	Power to grant permission to take up outside work out of office hours, where remuneration is involved.	<b>Chairman-</b> Full powers in the case of Class-I officer excepting HODs <b>Dy. Chairman-</b> Full powers in the case of all Class II, III and IV employees.
40	Power to grant permission to take up outside work out of office hours, where no remuneration is involved.	<b>Chairman-</b> Full powers in the case of Class-I officer excepting HODs <b>Dy. Chairman-</b> Full powers in the case of all Class II, III and IV employees.
41	Grant of permission to accept any employment after retirement to a person who held a Class I post before retirement	<b>Chairman-</b> Full powers excepting for HODs.
42	Allotment of Trust's quarters; Sharing of residence allotted to an employee or any outhouses, garages and stables apartments thereto.	<b>Chairman-</b> Full powers <b>Dy. Chairman-</b> Full powers
43	To fix standard/ market rent for residential and non-residential buildings and to fix penal rent	<b>Chairman-</b> Full powers
44	Administration of Pension Fund.	<b>Chairman-</b> Full powers <b>HODs-</b> FA&CAO - Full powers
45	Sanction of pension/gratuity	<b>Chairman-</b> Full powers <b>Dy. Chairman-</b> Full powers in the case of Class II, Class III & IV employees. <b>HODs-</b> Full powers in the case of Class III and IV employees.

46	With holding or withdrawing a pension or part thereof whether permanently or for a specific period if the pensioner is convicted of a serious crime or is found guilty of grave misconduct.	<b>Dy. Chairman-</b> Full powers in respect of all employees including HODs provided that no such orders shall be passed by Chairman in respect of HODs and Officers referred to in clause (a) of Sub-Section (1) of Section 24 of the Major Port Trusts Act 1963 without the prior approval of Govt. of India, vide Amendment Slip No.9 dt. 5.3.86.
47	Power to order recovery from Pension of the whole or part of any pecuniary loss caused to the Port Trust if in any departmental or judiciary proceedings the pensioner is found guilty for any grave misconduct or rleglignce during the period of his service including service rendered after reappointment	<b>Chairman-</b> Full powers in respect of all employees including HODs provided that no such orders shall be passed by Chairman in respect of HODs and Officers referred to in clause (a) of sub-sec.(1) of Sec.24 of the Major Port Trusts Act 1963 without the prior approval of the Govt. of India. <b>Dy. Chairman-</b> Full powers in the case of Class II, Class III & IV employees. <b>HODs-</b> Full powers in the case of Class III and IV employees.
48	Condonation of interruption in service for pension; Sanction commutation of pension	<b>Chairman-</b> Full powers <b>Dy. Chairman-</b> Full powers for Class II, III and IV employees. <b>HODs-</b> Full powers for Class III and IV employees.
49	Condonation of break or breaks in service for a period each not exceeding six months provided each break is proceeded by atleast six months of continuous service.	<b>Chairman-</b> Full powers <b>Dy. Chairman-</b> Full powers for Class II, III and IV employees.
50	Reimbursement of Medical Expenses	<b>Dy. Chairman-</b> Full Powers for the cases referred by CMO
51	Extension of medical benefits to retired employees on payment of prescribed fees	<b>Chairman-</b> Full powers in respect of Class-I <b>Dy. Chairman-</b> Full powers in respect of Class-II <b>HODs-</b> Full powers in respect of Class-III & IV

<b>III. POWERS TO DECIDE LEGAL MATTERS</b>		
52	To sanction filing/defending all suits appeals, writ petitions, etc., and to sanction legal expenses including charges for advocates/Legal counsel for filing and appearance in Court cases	<p><b>Chairman-</b> Upto Rs.1.00 lakh in each case</p> <p><b>Dy. Chairman-</b> Upto Rs.25,000 in each case</p> <p><b>HODs-</b> Upto Rs.10,000 in each case</p>
<b>IV. POWERS TO DECIDE TRADE MATTERS</b>		
53	To refund over charges	<p><b>Chairman-</b> Full powers or any Officer authorised by the Board</p> <p><b>HODs-</b> Full powers</p> <p><b>Dy. HODs-</b> Full powers</p>
54	To hire out and fix charges for Port Crafts, Plants, Appliances and enter into an agreement in respect of such hire	<b>Chairman-</b> Full powers
<b>V. POWERS ON GENERAL MATTERS</b>		
55	Investment of funds on the basis of competitive offers	<p><b>Chairman-</b> Full Powers</p> <p><b>Dy. Chairman-</b> Rs. 10 crs. in each case</p> <p><b>HODs-</b> Rs. 2 crs in each case (FA&amp;CAO)</p>
56	To sanction expenditure on Advertisements and for NIT	<p><b>Chairman-</b> Full powers</p> <p><b>HODs-</b> Full powers other than for port publicity (as per approved NIT Policy)</p>
57	To sanction expenditure on entertainment (VIP and guests).	<b>Chairman-</b> Full powers subject to amount being within the provision made in approved Budget Estimate.
58	To purchase furniture and fittings.	<p><b>Chairman-</b> Full powers, subject to the amount being within the provision made in approved Budget Estimate.</p> <p><b>Dy. Chairman-</b> Full powers for purchase of furniture and fittings in replacement of existing furniture and fittings and upto Rs.1,00,000/ per annum for additional furniture and fittings for each department.</p>

		<b>HODs-</b> Up to Rs.50,000 for replacement and Rs.20,000 for new items
59	To sanction permanent imprest to Officers.	<b>Chairman-</b> Full Powers
60	To purchase instruments, appliances and apparatus etc.	<b>Chairman-</b> Full powers <b>Dy. Chairman-</b> Upto Rs.25,000/- in each case. <b>HODs-</b> Rs. 15,000/- in each case.
61	To purchase books and publications	<b>Chairman-</b> Full Powers <b>Dy. Chairman-</b> Rs. 25,000 per annum for profession books per year <b>HODs-</b> Rs.10000/-for professional books per year
62	To sanction payments to Post & Telegraphs, Courier agencies	<b>HODs-</b> Full powers
63	To incur expenditure printing and stationery	<b>Chairman-</b> Full powers <b>Dy.Chairman-</b> Upto Rs.2,00,000/- per annum <b>HODs-</b> Upto Rs. 50000 per annum provided non availability Certificate is obtained from Materials department/division
64	To incur miscellaneous expenditure	<b>Chairman-</b> Full powers within the approved budget <b>Dy. Chairman-</b> Up to Rs.100,000 pa for recurring and Rs.100,000 pa for non-recurring expenditure <b>HODs-</b> Up to Rs.20,000 pa for recurring and Rs.40,000 pa for non-recurring expenditure
65	Sanction of obligatory payments like licence fees, taxes, insurance, Testing & certification	<b>Dy. Chairman-</b> Full powers
66	To fix life and scrap value of Port Assets	<b>Board-</b> Full powers subject to Guidelines by the Govt.