

ORISSA STATE WAREHOUSING CORPORATION BHUBANESWAR

DELEGATION OF POWERS



**Delegation of Powers to Managing Director and other
Officers of the Corporation by the Board of Directors
vide resolutions dated 16.01.1984 and from time to
time as up dated till 27.11.1992.**

Plot No. 2, Cuttack Road, Bhubaneswar - 751006

ORISSA STATE WAREHOUSING CORPORATION BHUBANESWAR

Delegation of Powers to Managing Director and other Officers of the Corporation by the Board of Directors vide resolutions dated 16.01.1984 and from time to time as up dated till 27.11.1992.

Sl No.	Nature of Power	Powers delegated	Ren
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Powers of Managing Director

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| 1. | To advance funds to Corporation employees covered by fidelity insurance for handling and transportation of stocks. | Full powers |
| 2. | To invest funds in short or long term deposits in Nationalized banks and Co-Operative Banks. | Full powers |
| 3. | To grant advances to staff for purchase of conveyance. | Full powers subject to budget provision and such rules as may be applicable from time to time |
| 4. | To execute contracts, deeds for investments, indemnity bonds and all service agreements security bonds of staff, and other immovable properties. | Full powers |
| 5. | To defend any legal proceeding against the Corporation and institute and conduct any legal proceeding on behalf of the Corporation. | Full powers |
| 6. | To sanction increments to all employees and allow to cross E.B. | Full powers |
| 7. | To fix storage charges for new commodities/goods received for storage and for bulk depositors with long-term contracts. | Full powers |

8.	To open and close accounts with Nationalised and Co-Operative Bank and Post Offices.	Full powers
9.	To withdrawn money through cheques from Current Accounts with Banks.	i. Upto Rs.5000/- Accounts Officer only. ii. Above Rs.5000/- and upto Rs.50,000/- A.O. and Dy. Director (Accts). iii. Above Rs.50,000/- and upto Rs.2.00 lakhs - Deputy Director (Accts) & F.A. & C.A.O. iv. Above Rs.2.00 lakhs F.A. & C.A.O. & Managing Director (This supercedes the previous delegation)
10.	Grant of leave of all kinds to all employees excluding study leave.	Full powers
11.	Deputation of employees for training/studying within India.	Full powers
12.	Grant of ex-gratia payment to dependants of deceased employees	Full powers upto Rs.500/- in each case.
13.	Controlling officer on T.A. and daily allowance.	Full powers for himself and all officers from the rank of A.D. (including A.D.) and above.
14.	Grant of pay, T.A. advances to himself and officers of the Corporation.	Full powers

(Board meeting dated 27.11.87)

15.	Hiring of godowns.	Full powers upto Rs.3.90 ps. Per M.T. or Rs.0.65 ps. Per sqft per month.	(Board meeting dated 20.8.87)
16.	Grant of honorarium to staff.	Full powers subject to maximum of Rs.200/- in each case and limit of Rs.2000/- per annum.	
17.	Payment of rewards to employees for meritorious work/display of outstanding ability and devotion to duty.	One advance increment or Rs.50/- in each case subject to report to Board.	
18.	Expenses on welfare activities of employees.	Full powers within the budget provision.	
19.	Payment of arbitration fees.	Full powers	
20.	Sanction of contingent expenditure of Head Office and field offices.	Full powers subject to budget provision.	
21.	Purchase of stores from Central or State Govt. Departments/Govt. undertaking without calling for tenders and E.P.M. and DGS & D rates and Central purchase Committee rates of C.W.C.	Full powers	
22.	Sanction of medical expenses.	Full powers	
23.	Transfer of all employees	Full powers	
24.	Purchase of stores equipments and construction materials at DGS & D and E.P.M. rates.	Purchase of stores equipment etc. up to Rs.50,000/- at a time from local authorized dealers or reputed companies or after inviting spot quotations at E.P.M/DGS & D rates.	(Board meeting dated 20.6.89)
25.	Acceptance of open tender for construction and repair of godowns and building upto Rs. 1,00,000/-	Full powers	

26.	Acceptance of open tender for construction and purchase of construction materials up to Rs. 1,00,000/-	Full powers
27.	Acceptance of single tender	Full powers upto Rs. 10,000/- subject to limit of 5% of above estimate as per schedule of rates.
28.	Extension of time limit of contracts.	Full powers
29.	To hire out quarters and other premises of the Corporation and to fix rent.	Full powers
30.	To sanction the purchase and to invite and accept limited tenders for purchase of stores/machinery/stationary items, office furnitures etc. Reasons to be recorded in writing.	Full powers upto Rs. 1,00,000/- in each case subject to budget provision provided that expenditure over rupees Rs. 50,000/- in any case will be reported to the Board.
31.	To save or reduce penalties in the contracts.	Full powers. Report to the Board, where loss exceeds Rs. 50,000/- in each case.
32.	Sale of surplus stores by tenders or by direct sale.	Full powers
33.	Write off of articles of dead stock and stores.	Full powers up to Rs. 2,000/-
34.	Purchase/lease of land costing up to Rs. 1.00 lakh subject to selection of land by the revenue authorities, certificate of reasonableness of rates is obtained from revenue authorities has been ascertained from the local registration office.	Full powers subject to budget provision. Full powers to accept the value of land as indicated by the appropriate Revenue authorities of competent jurisdiction in that behalf for the land acquired from

Govt. by way of official lease or statutory land acquisition proceedings. Purchase or lease of private land be placed before Executive Committee/ Board for approval.

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| 35. | To order demolition of temporary structure. | Full powers |
| 36. | Payment of disputed claim as per arbitration award. | Full powers up to Rs. 25,000/- |
| 37. | Sanction for refund of amounts withdrawn from contractors, suppliers, bills for late completion of works or for deletion or substitution of certain items of supply. | Full powers |
| 38. | Approve additional expenditure of the tender cost of construction of godown and building. | Additional expenditure up to the maximum of 10% of tendered/agreed cost for construction of godowns and building with proper justification item wise by E.E. to save delay etc. (Board meeting dated 8.1.86) |

Handling and Transport Contracts.

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| 39. | Acceptance of H & T tenders received in response to open tender enquiry. | Full powers |
| 40. | Calling for and acceptance of limited tenders of H & T. | Full powers |
| 41. | Fixation of H & T charges for warehouse-wise operations undertaken departmentally. | Full powers |

Powers of the Secretary of the Corporation

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| 1. | Engagement of daily wage workers at Head Office and field | Full powers |
| 2. | Grant of leave to employees. | Full power up to the rank of Assistant Director. |
| 3. | Controlling Officer on T.A. and Daily allowance. | Full powers for all employees up to the rank of Sr. Supdt. Including engineering staff. |
| 4. | Grant of Pay, T.A. advances to Officers of the Corporation. | Full powers up to the rank of Asst. Director/Asst. Engineer etc. |
| 5. | Transfer of employees of Grade-IV. | Full powers |
| 6. | To sanction increments to all employees and allow to cross E.B. | Full powers for all Grade-IV staff. |

Powers of Accounts Officer.

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| 1. | To pass all bills of the Corporation | Full powers subject to budget provision and sanction of appropriate authority. |
| 2. | To sign, pass and cancel vouchers. | Full powers only when expenditure incurred was approved by appropriate authority and for which budget provision exists. |
| 3. | To make imprest advances to warehouses once or twice a year. | Full powers not exceeding Rs. 1000/- in a year to each warehouse. |
| 4. | To sanction contingent expenditure of Head Office. | Full powers up to Rs. 100/- in each case. |

Powers of Executive Engineer.

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| 1. | Technical sanction for work above Rs. 5,000/- and up to Rs. 5.00 lakhs. | Full powers |
| 2. | Acceptance of open tenders for repair and construction of godowns and buildings of the Corporation up to Rs.10,000/- | Full powers |
| 3. | Sanction of extra quantities. | Full powers up to 5% in individual items provided that the total administrative approval is not exceeded. Reasons to be recorded in writing. |
| 4. | Issue of stores. | Full powers as per the terms and conditions of contracts. |
| 5. | Engagement of daily wage staff | Full powers to engage daily wages staff on muster roll chargeable to the work concerned within the sanctioned estimates. |
| 6. | Controlling Officer for T.A. and D.A. | Full powers for engineering staff up to Junior Engineers. |
| 7. | Grant of advance of T.A. for tours and on transfer. | Full powers for officers and staff working under his subject to the condition that not more than one advance is outstanding against the official concerned. |
| 8. | Grant of leave except study leave. | Full powers in respect of Junior Engineers, Works Sarkars and other staff working under him. |

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| 9. | Local purchase of stores not borne on DGS & D rates and E.P.M. rates. | Rs.500/- per item subject to ceiling of Rs.10,000/- per annum. |
| 10. | Passing of first and final bills and running account bills. | Full powers subject to check by Accounts Division prior to payment of each bill. |
| 11. | Purchase of stores as per DGS & D and E.P.M. rates. | Rs.1000/- per item subject to ceiling of Rs.15,000/- per annum. |
| 12. | Passing of bills of work charged establishment. | Full powers subject to budget provision |
| 13. | Transfer of Officers up to the rank of Junior Engineer. | Full powers without prejudice to Managing Director's powers. |
| 14. | To accord technical sanction to works up to 1000 MTC in all Rural godowns irrespective of the estimated cost of constructions. | Full powers subject to the type design and specification prescribed by the CWC only. |

Powers of Assistant Engineer

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| 1. | Technical sanction for works up to Rs.5000/-. | Full powers |
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Powers of Assistant Director

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| 1. | To execute Contracts and Agreements with Collectors for C.D. Department stocks and Civil Supplies Corporation for storage agency. | Full powers |
| 2. | Transfer of Choukidars within his zone. | Full powers |

Powers of Manager (Commercial)

1. Transfer of employees of Grade IV staff in Warehouses. To function as nodal agency for inter-zonal transfer of surplus grade-IV staff in the warehouses from time to time.
2. Engagement/Disengagement of daily wage staff in the warehouses. Full powers subject to the concurrence of the E.A.O. and any norms and guidelines laid-down by management in this behalf from time to time.

Powers of Deputy Director (Accounts)

1. To advance funds to corporation employees covered by fidelity insurance for handling and transport of stocks. Full powers up to Rs.25,000/- in each case at approved rates only.

Full powers up to Rs.50,000/- in each case at approved rates only with the prior concurrence of F.A. & C.A.O.
2. To pass bills of handling and transport contractors of warehouses. Full powers up to Rs.25,000/- after concurrence by F.A. & C.A.O.

Full powers to Managing Director for above Rs.25,000/- after concurrence by the F.A. & C.A.O.

(Note: This supercedes the previous delegation)

3. Sanction of expenditure under different heads for Head Office and field establishments. Full powers up to Rs.1000/- in each case subject to budget provision and financial rules.

Sanction beyond Rs.1,000/- and up to Rs.3,000/- shall be accorded after concurrence in each case by the F.A. & C.A.O.

(This is without prejudice to the powers delegated to the Managing Director)

4. Grant of pay and T.A. advance in case of transfer of officers/staff of the Corporation. Full powers up to the rank of Assistant Director.

5. Sanction of T.A. advance to staff. Full powers up to Rs.1,000/- up to the rank of Assistant Director.

(Note: This supercedes the previous delegation)