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KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Karnataka Concern)

Administrative Office Building,
Industrial Estate, Rajajinagar,
BANGALORE - 560 044.

NO. EST:PER:CREA:DEL:GM:87

Dated: 3.8.1987

OFFICE ORDER

Sub: Delegation of Administrative and
Financial Powers to General Manager-I
and General Manager-II - reg.

- Ref: 1. Proceedings of the 180th meeting
of the Board of Directors held on
3.1.86.
2. This Office Circular No. EST:PER:DP:
OFFICERS:86 dated 14.2.86.
3. Proceedings of the 192nd meeting of
the Board of Directors held on 16.7.87.

The Board of Directors at its 192nd meeting have approved the Delegation of Administrative and Financial Powers to the General Manager-I and General Manager-II. In accordance with the above and in partial modification of the delegation of powers approved by the Board at its 180th Board meeting and issued under this Office Circular cited at reference (2) above, the General Manager-I and General Manager-II have been delegated with the Administrative and Financial Powers as per Annexure-I and Annexure-II respectively, enclosed to this order. These delegation of powers shall come into force with immediate effect.

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MANAGING DIRECTOR,
K.S.S.I.D.C. LTD.

To

The General Manager-I and II, KSSIDC for information
and guidance.

Copy to: 2) All the Chief Managers.

3) All Sections/Branch Offices of KSSIDC Ltd.

ANNEXURE-I

(To the Office Order No. EST:PER:
-CREA:DEL:GM:87 dated 3.8.1987)

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO
GENERAL MANAGER-I

<u>ITEM</u>	<u>POWERS</u>
1. To write-off the amount due from the employees after considering the merits of each case.	Upto Rs.1000/- in each case restricted to Rs.5000/- a year
2. Sanction and payment of arrears claims of all nature	Full powers upto 3 years
3. To declare stores as absolutely unserviceable and dispose them off (After calling for tenders and following the procedure subject to fixing responsibilities on the persons concerned wherever negligence is noticed)	Full powers
4. To sanction conveyance charges for officials working under him for carrying office records and to attend other official works. Reimbursement of auto or own conveyance to the Asst. Managers and above. Other categories of staff are entitled for bus fare only.	Full powers
5. Sanction and to take insurance policies on buildings and other immovable properties of the corporation and cash and other valuables held by the Finance Department and cash in transit	Full powers where the policy value does not exceed Rs.10,00,000/-
6. a) To authorise subordinate staff to proceed on duty within the State - Chief Managers & below b) To authorise the subordinate staff to proceed on duty outside the state but within India:- Dy. Chief Managers and below.	Full powers
7. To transfer officers and staff from one section to another section within the department which does not involve change of Headquarters	Full powers
8. To sanction CL and RH to the Officers and Officials of the concerned Department	Full powers
9. Power to recall and permit to leave Hqs - CMs and DCMs	Full powers
10. To incur unforeseen or miscellaneous expenses	Rs.300/- at a time

II. COMMERCIAL ACCOUNTS:

1. To permit officials and Officers subordinate to him to proceed on duty on tour within the State and countersigning of their TA bills. Full Powers
2. To condone delay in preferring TA Claims of subordinate staff. Full Powers upto DCMs & below
3. Inspection of Branch Office in so far as financial matters and accounts/records are concerned (All the Branch Offices should be inspected atleast once during every year). Full Powers
4. To sanction drawal of advances for the tours within and outside the State on official work if the programme is approved by the competent authority. Full Powers
5. To adjust and or authorise payment of balances in the accounts of the parties who have dealings with the Corporation after confirming that no amount is due by them to the Corporation and that the same has not been paid previously and that the terms and conditions stipulated are complied with by the parties. Full powers upto Rs. 25,000/-
6. Preparation of monthly pay-roll and payment of salary and allowances to the staff. Full Powers
7. To effect deductions such as PF Contribution, Insurance premium, HRA, Festival Advance, Income Tax, Pension Contribution & Gratuity etc. from the monthly pay bills of the employees of the Corporation and to remit the same to the various Departments of Govt. and to adjust to the concerned accounts in the books of accounts of the Corporation. Full Powers
8. To scrutinise, pass and authorise payment of all bills/invoices towards rent, rates, taxes, water charges, electricity charges, postage, telegram, telephones and other statutory payments, computer processing, vehicle maintenance etc. after approval by the competent authority. GM-I - Full Powers (DCM(CA) - upto Rs. 25,000/- for each payment).
9. Release of documents from banks after according administrative approval by the Managing Director in the concerned file to release the documents. GM-I - Full Powers DCM (CA) - upto Rs. 25,000/-
10. To draw drafts/bills of exchange/hundis/LCs after obtaining administrative approval of the Managing Director in the concerned files. DCM (CA) - upto Rs. 25,000/- per draft/LC etc. GM-I - upto Rs. 10,00,000/- per draft/LC.
11. Remittance of advances required to Branch Offices. Full Powers.

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- 12. Passing/adjustment/payment of imprest/advances/bills/vouchers of Branch Offices of regular nature. Full powers
- 13. To release payment of EMD as per existing rules of all the Departments after they are approved by the concerned competent authority. Full Powers
- 14. To invoke Bank guarantees obtained in favour of the Corporation, on the recommendation of the concerned Heads of Sections/Department and/or otherwise. Full Powers

III. WORKS ACCOUNTS SECTION:

The following powers have been delegated to General Manager-I:-

- 1. Release of Security Deposit/EMD and standing deposit above Rs. 10,000/-. Full Powers
- 2. All final bills other than piece work. Full powers after scrutiny by the Works Accounts Section and Finance Department (After following the procedure and rules).

IV. INDUSTRIAL ESTATES:


- 1. To acquire and incur expenditure for acquisition of land for industrial estate purposes through the KIADB subject to the over-all policy decided. Full Powers
- 2. To cancel and issue of seizure orders for non-payment/non-functioning. Full Powers
- 3. To grant extension of time for taking possession and payment of EMD in genuine cases for a period upto 90 days. Full Powers
- 4. To issue permission for mortgage or second charge after obtaining the advice of the Law Officer (In respect of sheds other than Govt. sheds constructed under "521 Capital Outlay"). Full Powers
- 5. To approve change or addition of product originally considered if SISI/TECSOK certifies the economic viability and technical feasibility for the same. Full Powers

6. To forfeit EMD/instalments for violation of terms and conditions. Full powers
7. To approve estimates for repairs and maintenance (within the budget provision) Estimates costing upto Rs. 75,000/-
8. To accord approval of sheds under OYOSS relating to KSSIDC and IFS Scheme other than the OYOSS Scheme relating to Govt. sheds (521 Capital Outlay sheds). Full Powers
9. To scrutinise and payment of property tax. Full Powers
10. To refund of EMD to unsuccessful applicants. Full Powers
11. To communicate the cost of sheds, plots, EMD and monthly instalments. Full powers

V. COMPUTER SECTION:

1. To approve the repairs and annual maintenance of various computer equipments and peripherals after following proper procedure. Full Powers
2. To purchase all consumable items including computer stationery after calling for tenders and following the procedure. Full Powers

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MANAGING DIRECTOR,
KSSIDC LIMITED.

ANNEXURE-II

(To Office Order No. EST/PER/CREA:
DEL:GM:87 dated: 3.8.1987)

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO
GENERAL MANAGER-II

I. GENERAL POWERS

1. To sanction for purchase of reference books including periodicals like magazines, journals, books for department and general library Rs.500/- at a time not exceeding Rs.10,000/- per annum.
2. To purchase if necessary for official purpose all Govt. publications and copies of administration reports and maps and topo sheets Full powers
3. To sanction for conveyance for subordinates for carrying office records and to attend official works. Reimbursement of Auto or own conveyance limited to Asst. Managers and above. Other categories of staff are entitled for Bus fare only Full powers for CMs and below
4. To sanction for insurance on:
 - a) Raw material godowns
 - b) Stocks of raw materials held in stock in the godowns, stockyards, branch depots in transit etc. Full powers
 - c) Cash and other valuables held in stock and in transit
5. To sanction urgent purchase by cash, items such as, urgent stationery required for office Full powers
6. To sanction charges in connection with printing of official manuals, office publications leaflets etc. Full powers
7. To authorise subordinate staff to proceed on duty within the state Chief Managers only
8. To authorise the subordinate staff to proceed on duty outside the state but within India Chief Managers only
9. To purchase office requirements such as crockery, stationery and other contingent purchases Rs.500/- at a time not exceeding Rs.5000/- per annum.
10. To incur expenditure on entertainment for official guests and official functions and meetings. Upto Rs.500/- at a time not exceeding Rs.5000/- per annum
11. To sanction Casual Leave and Restricted Holiday Chief Managers
12. Power to recall and permit to leave Hqs Chief Managers

II. PERSONNEL & GENERAL ADMINISTRATION:

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| 1. Declaring completion of probationary period | Grade-III |
| 2. Allotment of cars to various Departments and allocation of duties to Drivers | Full Powers |
| 3. To incur expenditure on repairs and maintenance of corporation vehicles | Full powers |
| 4. a) Maintenance of Confidential Reports | CMs and DCMs |
| b) To call for and maintain Annual Property Returns | --do-- |
| 5. To forward applications for outside employment | DCMs |
| 6. To permit employees to prosecute further studies | Grade-II |
| 7. To sanction leave of all kinds except Casual Leave | DCMs |
| 8. To incur expenditure for paying membership fees etc. to clubs and professional bodies, associations etc. which has bearing on the activity of the corporation for Managing Director and other Senior Executives | Full Powers |
| 9. Transfer of Officials from one Department to another including change of Headquarters | Grade-II |
| 10. Repairs of Office Building and Motor Vehicles and Purchase of Spares, Tyres etc. | Full powers |

III. COMMERCIAL SECTION:

1. To appoint agents/transporters for transportation of raw materials within and outside the State and signing of agreements after calling for sealed tenders as per procedure/rules

Such tenders shall be finalised and transport contract fixed by the Committee consisting of the following:-

1. GM-II .. Chairman
2. GM-I .. Member
3. DCM(IA) .. Member
4. L.O. .. Member
5. DCM(C) .. Convener

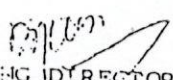
The agreement shall be entered into by the General Manager-II in the prescribed proforma duly scrutinised by the Law Officer

The above committee will also have power to negotiate, including rejection of any or all tenders and to decide to call for fresh sealed tenders keeping in view the best interest of the corporation.

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| 2. To procure raw materials covered in the Annual allocation | Full powers |
| 3. To procure raw materials offered outside the allocation/materials under rebate scheme | Upto Rs.2,00,000/- at a time after review of the demand and recording the same. |
| 4. To arrange for insurance of materials held in stock and in transit | Full powers |
| 5. To arrange and appoint Security Personnel through outside agencies and fix their remuneration after calling for tenders | Full powers |
| 6. To refund DML of unsuccessful tenderers | Full powers |
| 7. To refund SD/EMI in respect of Contractors | Full powers (after satisfying the performance of the contractors and also compliance of the terms and conditions entered into in the agreement including recoveries to be effected if any duly certified by the DCM(IA) and L.O) |
| 8. To recommend to GM-I for invoking the Bank Guarantee wherever necessary | Full powers |
| 9. To authorise payment of demurrage/wharfage charges to railways and also to fix up the responsibilities on the persons concerned for negligence if any. | Full powers |
| 10. To sanction all the claims received towards insurance, transportation of raw materials under approved contracts | Full powers |
| 11. To sanction and authorise payment of rent of godowns for storing raw materials | Full powers |

III. HOSIERY PROJECT:

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| To purchase raw materials for Hosiery Unit and fix the selling price of the finished products | Full Powers for the committee consisting with the following:- |
| | 1. GM-II -- Chairman |
| | 2. GM-I .. Member |
| | 3. DCM(IA).. Member |
| | 4. WM(HOSIERY) Convenor |


MANAGING DIRECTOR,
KSSIDC LIMITED.