

LS 2003 - 4

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

Administrative Office: Building,
Industrial Estate,
Gulbarga, Dist. Gulbarga, 500 044.

MS. EST/PER/OP/OFFICERS/5106

Dated: 14-2-1986.

C I R C U L A R

SUB: Delegation of powers to the
Managing Director and other
officers of the Corporation.
- reg.

The Board at its 100th meeting held on 3-1-86
have approved the proposed delegation of powers to the
Managing Director and other officers of the Corporation
in supersession of the earlier orders.

Further, the Government's approval as required
in pursuance of Article-72 of the Articles of Association
of KSSIDC is being obtained in respect of the powers
delegated on Managing Director by the Board.

In the meantime the powers delegated to other
officers of the Corporation as per enclosed statements
shall come into force with immediate effect.

P. MANAGING DIRECTOR
KSSIDC LTD.

- To:
1. All the Heads of the Department/Sections, KSSIDC, B'lore.
 2. All the Deputy Chief Managers, KSSIDC, Incharge of Industrial Estates.
 3. All the Branch Managers, KSSIDC, Incharge of Indl. Estates.
 4. The Works Manager (Hosiery), KSSIDC, Indl. Estate, Hunnur.
 5. The Dy. Chief Manager (C.M), Indl. Estate, Gulbarga/Habli.
 6. All the Managers (C.M), KSSIDC, Incharge of Indl. Estates.
 7. All the Sales Managers, KSSIDC, Indl. Estate.
 8. All the Asst. Managers (C.M), KSSIDC, Incharge of Indl. Est.
 9. The Senior Assistant/Junior Assistant, KSSIDC, Incharge of Industrial Estates.
 10. P.A. to Managing Director, KSSIDC, Bangalore.
 11. P.A. to Chief Man. KSSIDC, Gulbarga.

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CHAPTER - I
GENERAL RULES

GENERAL

1.1. SHORT TITLE

This Order shall be called KSSIDC Ltd., (Delegation of Powers) Standing Rules 1986 (Revised).

1.2. DEFINITIONS:

- i) All words and expressions used herein and not defined herein, but defined in the Service Rules and other orders issued from time to time.
- ii) Year means accounting year of the Company viz., July to June.
- iii) HEAD OF DEPARTMENT mean the FINANCIAL CONTROLLER/CHIEF MANAGERS/PRODUCTION MANAGER incharge of;
 - a) Finance
 - b) Commercial
 - c) Construction & Maintenance
 - d) Personnel & General Administration Department,
 - e) Industrial Estates
 - f) Projects and
 - g) Hand Tools Project
- iv) HEAD OF OFFICE means Officers directly reporting to Managing Director, including
 - a) SECRETARY,
 - b) PUBLIC RELATIONS OFFICER,
 - c) DEPUTY CHIEF MANAGERS
 - d) BRANCH MANAGERS
 - e) DEPUTY CHIEF MANAGER (IA)
 - f) ZONE OFFICER
 - g) MANAGER (C&M) - Quality Control

that in the absence of such officers, the terms and 'Head of Department' and 'Head of Office' shall include the officer duly authorised to look after the Corporation's interest during specific period.

1.3. MAINTENANCE OF ACCOUNTS:

- i) Subject to provisions of Companies Act, Rules and Regulations made thereunder, the Accounts of Corporation shall be maintained in the manner prescribed from time to time.
- ii) In respect of grants received under Government works, the Accounts shall be maintained as per directives issued by Accountant General and Government from time to time.

1.4. PROCEDURE FOR EXERCISING THE AUTHORITY:

The following chapters prescribe only the limit upto which the officers can exercise administrative and financial powers. In exercising the powers, the officers shall ensure that procedure laid down on each subject (e.g. staff payment, procurement of raw materials, construction of sheds, etc.) in the various Acts, Accounts Codes, Standing Orders and other orders issued from time to time are strictly complied with. In particular, every officer incurring or authorising the expenditure should be guided by high standards of financial propriety. Among the principle, on which emphasis is generally laid are the following:-

- i) Every Officer is expected to exercise the same vigilance in respect of expenditure incurred from the funds of the Corporation, as a person of ordinary prudence, would exercise in respect of expenditure of his own money.
- ii) The expenditure should not be prima-facie more than the occasion demands.
- iii) No authority should exercise its powers of sanctioning expenditure to pass an order, which will be directly or indirectly to its own advantage.
- iv) The funds of the Corporation should not be utilised for the benefit of a particular person or section of community unless
 - a) the amount of expenditure involved is insignificant, or
 - b) a claim for the amount could be enforced in a Court of Law, or
 - c) the expenditure is in pursuance of a recognised policy or custom.
- v) The amount of allowance granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole and source of profit to recipients.

Each Head of Department/Head of Office is responsible for enforcing financial order and strict economy of every step. He is responsible for observance of the provisions of this Standing Order and other relevant rules and regulations by both his own office and by subordinate offices.

(11)

POWERS TO BE EXERCISED ONLY BY DULY AUTHORISED PERSONS:

In the following chapters only the rank of "Officer" who can exercise financial power is prescribed. In case where the officer is not Head of Department/Head of Office or Higher, the Managing Director shall from time to time, issue office orders specifying the names of persons and nature of authority to be exercised by them. Copies of these orders shall be endorsed by the personnel and Establishment Section to Financial Controller and Deputy Chief Manager(I), who shall keep a proper watch to ensure that powers are exercised by (a) duly authorised person and (b) in the manner prescribed in the various Office Orders and Service Rules of the Corporation.

1.6. POWERS OF HIGHER & LOWER AUTHORITIES:

An authority vested with higher powers can ordinarily exercise the powers of the same nature vested with lower authority, but a lower authority cannot exercise the powers of a higher authority unless he is fully authorised specially by an office order.

1.7. ENHANCED POWER FOR A LOWER AUTHORITY:

The powers under this standing order, other than those vested with Managing Director, can be exercised by an authority one step below the competent authority (but not below the rank of Manager) if the circumstances so require, provided Managing Director so directs.

In issuing these directions the ability of the person in whom the power is vested and other relevant facts shall be taken into account. Further, the enhanced power delegated to a lower authority under above provisions need not necessarily be to full extent and may be curtailed to such extent as Managing Director may direct.

1.8. POWERS OF MANAGING DIRECTOR:

a) Nothing contained in this Standing Order shall have the effect of restricting in any way the powers of Managing Director vested in him by the Government and or Board from time to time for the efficient management and governance of the Corporation.

b) All powers delegated to various officers herein will be subject to general superintendence and control of Managing Director.

1.9. The details of powers delegated to Managing Director and other officers of the concerned Departments is given as under:

- CHAPTER II : Finance Department.
- CHAPTER III : Personnel and General Administration Department.
- CHAPTER IV : Industrial Estates Department.
- CHAPTER V : Commercial Department.
- CHAPTER VI : Construction and Maintenance Department.
- CHAPTER VII : Works Accounts Department.
- CHAPTER VIII : General applicable to all Departments.

CHAPTER - II

FINANCE DEPARTMENT

DELEGATION OF POWERS SPECIFIC TO COMMERCIAL ACCOUNTS OF FINANCE DEPARTMENT

(6)

Sl. No.	Particulars	Board		Managing Director		Chief Manager		Deputy Chief Manager	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
1.	To approve remittance of interest and instalment to Financial Institutions and payment of commitment charges and guarantee commission	-	-	Full Powers	Full Powers	-	-	-	-
2.	To adjust or authorise payment of balances in the account of parties who have transactions with Corporation.	-	-	Full Powers	Full Powers exceeding Rs.1 lakh	Upto Rs.1 lakh	Upto Rs. 1 lakh	Upto Rs.10,000	Upto Rs.10,000
3.	Preparation of Pay roll and payment of salary and allowances to staff and remittance of recoveries	-	-	-	-	Full Powers	Full Powers	-	-
4.	To pass and authorise to make payment	-	-	-	-	-	-	-	-
	a) in case of all bills, invoices received duly authorised by competent officers.	-	-	-	-	Full Powers beyond Rs.25,000/-	Full Powers beyond Rs.50,000/- at a time	Full Powers upto Rs.25,000/-	Full Powers upto limit of 50,000/- at a time
									ii Full powers upto Rs.25,000/- to Manager(CA)
5.	To sign cheques including remittance to branches for all kinds of payment	-	-	Beyond Rs.10 lakhs	Beyond Rs.10 lakhs	Upto Rs.10 lakhs	Upto Rs10 lakhs	DCM Up to Rs.1 lakh Manager(CA) upto Rs.25,000/-	DCM Up to Rs. 1 lakh Manager(CA) upto 25,000/-

CHAPTER - III:

PERSONNEL & GENERAL ADMINISTRATION DEPTT.

DELEGATION OF POWERS SPECIFIC TO PERSONNEL & GENL. ADMN. DEPARTMENT

Sl. No.	Delegation of power	B O A R D		MANAGING DIRECTOR		CHIEF MANAGER		DY. CHIEF MANAGER	
		Existing	proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
		3	4	5	6	7	8	9	10
1.	Creation post	Full powers for all Grade I to IV	creation of Grade I posts only	-	Creation of Grade II, III & IV	-	-	-	-
2.	Appointment & termination & Compulsory Retirement of staff	-	-	Full powers	Grade I to III	-	Grade IV	-	-
3.	Declaring completion of probationary period	-	-	Full powers	Grade I to III	-	Grade IV	-	-
4.	Acceptance of Resignation	-	-	Full powers	Full powers upto Grade III	-	Grade IV	-	-
5.	Temporary Appointments and Regularisation (wherever necessary) based on guideline issued by the Board.	Full powers (for regularisation)	-	Full powers for appointment upto 240 days on daily wage basis.	Full powers including regularisation by calling such candidates along with other candidates.	-	-	-	-
6.	Relaxation of Qualification, experience and age.	Full powers	-	-	Full powers	-	-	-	-
7.	To depute any official to Govt./ other Organisation.	Full powers	-	-	Full powers	-	-	-	-
8.	To permit officials to accept part-time employment	Full powers	-	-	Full powers	-	-	-	-
9.	To permit acceptance of honorarium	Full powers	-	-	Full powers	-	-	-	-
10.	To waive the contract conditions of terms of appointment	-	-	Full powers	Full powers	-	-	-	-
11.	To sanction HBA/House Repairs advance	-	-	-	-	Full powers subject to budget provision	Full powers subject to budget provision	-	-
12.	To sanction MCA, Cycle advance, Festival advance, purchase of solar heater/cooker etc.	-	-	-	-	Full powers	Full powers.	-	-

*In HBA
Order*

*In HBA
Order*

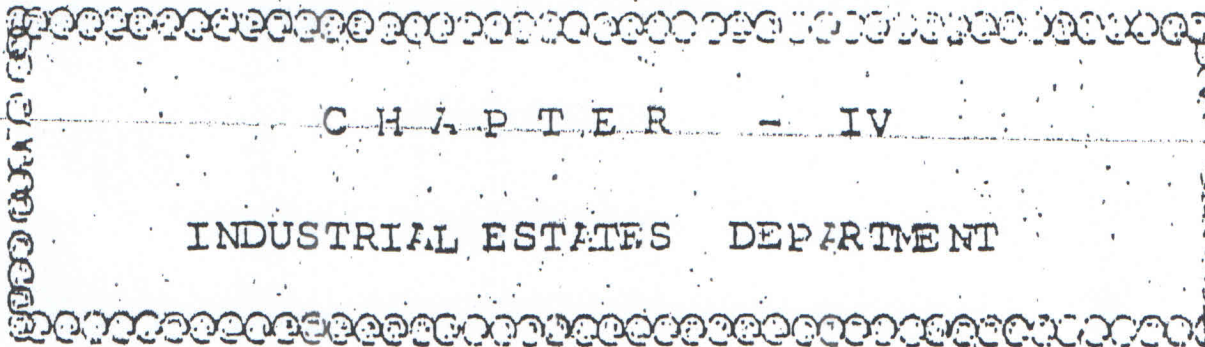
1	2	3	4	5	6	7	8	9	10
	To sanction retirement of staff when they attain superannuation	-	-	Full powers	For Grade I	-	For Grade II to IV	-	-
14.	Purchase of postage stamps & other expenses on Frank, Telegram, Telephones & Telex in Head Office.	-	-	-	-	Full powers	Full powers	-	-
15.	Sanction of Pay advance to staff, Spl. Allowance to Teppal & Cycle Orderly	-	-	-	-	Full powers	Full powers	-	-
16.	Allotment of Cars to Department & allocation of Drivers duties.	-	-	-	-	Full powers	Full powers	-	-
17.	Incur expenditure on repair & servicing of typewriters, calculators, furniture & office equipments	-	-	-	-	Full powers	Full powers	-	-
18.	Maintenance of C.R.	-	-	Grade I & II	Continued	Grade III	Continued	-	-
19.	Forwarding of application for outside employment	-	-	Full powers	Grade I & II	-	Grade III & IV	-	-
20.	Sanction of increment and charge allowance	-	-	Grade I	Grade I	Grade II to IV	Grade II to III	-	Grade IV
21.	To permit employ to prosecute further studies	-	-	Full powers	Grade I & II	-	Grade III	-	Grade IV
22.	To call for & accept property returns	-	-	Grade I	Grade I	Grade II to IV	Grade II & III	-	Grade IV
23.	To execute and accept agreement, mortgage deed, sale deed, surety bond, fidelity agreement on behalf of Corporation (subject format of agreement to be approved by the Board)	-	-	Grade I	Grade I	Grade II to IV	Grade II to IV	-	-

1	2	3	4	5	M.P	6	7	8	9	10
24.	To sanction leave of all kinds except casual leave	-	-	For Grade-I		For Grade-I	For Grade-II & III	For Grade-II & III	For Grade-IV	For Grade-IV
25.	To allow sub-ordinate staff to claim LTC and HTC for self-dependent (as per rules in force and to claim Transfer T.A. on Transfers)	-	-	For Grade-I & II & III		For Grade-I	For Grade-II to IV	For Grade-II to IV	-	-
26.	To accept tenders and orders for purchase of office equipment, furnitures (DGS&D, SPD, KSIMC) approved Cap. Equipment vide Proforma	-	-	Full Powers Aftercalling for Tenders		Full Power aftercalling for Tenders	-	-	-	-
27.	DGS&D SPD & KSIMC approved Capital Equipment wide proforma	-	-	Full Power		-	-	Full Power	-	Tende to be called for
28.	To appoint legal advisers and other consultant and fix their remuneration	-	-	Full Power		Full Power	-	-	-	-
29.	To incur expenditure for paying membership fees etc., to clubs and professional bodies Associations etc., which has bearing to the activity of the Corporation for M.D. and other Senior Executives	-	-	Full Power		Full Power	-	-	-	-
30.	Transfer of Officials from one department to another including change of H.O.	-	-	Grade-I & to III		Gr- I to II	Gr-IV	Gr-III & IV	-	-
31.	To depute staff for Training to attend seminars and professional interest within the country	-	-	Full Power		Gr-I & II	-	Gr-III	-	-
32.	To Purchase of General Stationery & Printing etc., needed by all Departments	-	-	-		-	Full Power	Full Power	-	-
33.	Repairs of Office Building and Motor Vehicles and purchase of Spares, tyres etc.,	-	-	-		-	Full Power	Full Power	-	-
34.	Purchase of News Paper, Weekly Periodicals and Magazines for Head Office	-	-	-		-	Full Power	Full Power	-	-
35.	To sanction arrears claim of all nature including Salary Allowances etc.,	-	-	Full Power		Gr-I	-	Gr-II to IV	-	-
36.	To declare Stores as Obsolete and un-servicable and auction of such materials	-	-	Full Power		Value exceeding Rs.10,000/-	-	Full Power upto Rs.10,000/-	-	-
37.	To sanction for permanent advances to Departments and Branches Offices	-	-	Full Power		Amount exceeding Rs.5000/-	-	Upto Rs.5000/-	-	-
38.	To sanction	-	-	-		-	-	-	-	-

CM

DCM

1	2	3	4	5	6	7	8	9	10
38.	To appoint Advt. Agents and sanction expenditure on publication of advertisements including magazines and Souvenir.	-	-	Full power	All advertisement for Magazines and Souvenir	-	All news paper Advertisement only.	-	-
39.	To participate and incur expenses on Exhibitions within the country	Fixation of Financial limits by Board	-	-	Full powers including fixing up of financial limits	-	-	-	-
40.	To sanction installation of Telephone and accessories in Office and residence of Senior eligible Officers	-	-	Full power	Full power	-	-	-	-
41.	To sanction of extension of time for new candidates and staff on transfers.	-	-	Full power	Full powers for GR.-I	-	Full powers upto GR.-II including GR.-II	-	-



C H A P T E R - I V

INDUSTRIAL ESTATES DEPARTMENT

DELEGATION OF POWERS SPECIFIC TO INDUSTRIAL ESTATES DIVISION

Sl. No.	Delegation of Powers	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DEPUTY CHIEF MANAGER	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
		3	4	5	6	7	8	9	10
<u>INDUSTRIAL ESTATE</u>									
1.	Finalisation of Establishment of Industrial Estate and Sheds Programme and to decide number and type of sheds to be taken up	-	-	Full Powers under intimation to Board	Full Powers (Prior intimation to Board)	-	-	-	-
2.	To sell, acquire and incur the expenses for acquisition of lands for Industrial Estates	-	-	Full Powers	Full Powers	-	To sale Sites and take action for acquisition	-	-
3.	To fix Water and Electricity charges	-	-	-	-	Full Powers	Full Powers	-	-
4.	Collection of Water Electricity and Insurance Premia	-	-	-	-	Full Powers	Full Powers	-	-
5.	To insure and make claims on Insurance Companies for sheds and other properties	-	-	-	-	-	-	-	-
6.	Allotment of sheds & regular formed plots	-	-	-	-	Issue Final allotment Letter on the selection made by SLIC	To continue	To continue	To continue
7.	To Cancel and issue of Seizure Orders for non-payment of non-functioning	-	-	Full power	Full Power	-	Cancel/seize for non-payment of due	-	-
8.	Allotment of Stray and irregular Plots & sheds	-	-	Full Powers	Full Powers	-	-	-	Full Powers
9.	To sign and issue lease agreements	-	-	-	-	Full Power	-	-	Full Powers
10.	To Issue show-cause notice for any violation in agreement and terms of allotment	-	-	-	-	-	-	Full Powers	Full Powers
11.	To grant extension of time for taking possession and payment of Earnest Money Deposit	-	-	For a period of 15 days	For a period of 30 days	-	For a period upto 30 days	-	For period upto 15 days
12.	To Issue revocation of cancellation orders and restoration of cancellation	-	-	Full Powers	Full Powers	-	Can restore on full payment of dues by allottees where sheds have been cancelled for non-payment	-	-

1	2	3	4	5	6	7	8	9	10
13.	To Issue/withdraw ERC and act under K.F.F. Act	-	-	J.D. on deputation Full Power	J.D. will exercise Full Power	-	-	-	-
14.	To accord approval for change in Constitution	-	-	Full power	Full Power	-	Change in Constitution involves P.S. with individuals when original office retain 5% interest	-	-
15.	Exempt Payment of rent for specific reasons meriting exemption	-	-	-	-	-	-	-	-
16.	To engage Night Watchmen for safety of sheds and Properties in Industrial Estates	-	-	-	-	Full Powers	-	-	Full Powers after obtaining concurrence of Ch-Mgr(Per)
17.	To communicate the cost of sheds and plots, EMD and monthly instalments with consultation with P.C.	-	-	-	-	Full Powers	Full Powers	-	Full Powers
18.	To allot sheds/plots on Out Right Sale basis	-	-	-	-	-	-	-	-
19.	To Issue permission for mortgage or second charge (with advise of Law Officer)	-	-	Full Powers	Full Powers to Mortgage	-	Full Powers All Indian to access JI Financial charge to Bank Instituti- only/	-	-
20.	To approve change in or addition to products originally considered	-	-	Full Powers	Full Powers	-	Can sanction for additional Product only	-	-
21.	To forfeit of EMD instalments for violation of terms and conditions	-	-	Full Powers	Full Powers	-	-	-	-
22.	To issue Sale deed after completion of lease/settlement of all period of payments due to Corporation	-	-	Full Power	-	-	Full Power	-	-
23.	To Issue Certificate under Stamp Act	-	-	JD on deputa- tion will issue	To Continue	-	-	-	-
24.	To approve the estimates for repairs and maintenance (within the budget provision)	-	-	Full powers	Estimates cost- ing more than 50,000/- for each work	-	Estimates upto Rs.50,000/- for each work	-	Estimates upto Rs.10,000/- for each work
25.	Calling for Tenders for allotment of Contract/Order	-	-	-	-	Full Power	-	Full Power	-

1	2	3	4	5	6	7	8	9	10
26.	To allot G down, Bank Building and other Service Buildings	-	-	Full Powers	Full Powers	-	-	-	-
27.	To allot Canteen and enter into Agreement	-	-	-	-	Full Power	-	-	Full Power
28.	To accord approval of sheds under Own your Own shed Scheme under KPSIDC, IFS Scheme	-	-	FULL POWER	-	-	Full Power	-	-
29.	To accord approval of sheds under MOYSS of Government Sheds	-	-	FULL POWER	FULL POWER	-	-	-	-
30.	To scrutinise and payment of Property Tax	-	-	Full Power	-	Full Power	Full Power	-	-
31.	To Notify the sheds and Plots for allotment	-	-	-	-	Sheds to be allotted by State Level S.A.C.	Plots/sheds to be allotted by S.A.C./D.L.D.C.	-	-
32.	To refund of EMD to unsuccessful Applicants	-	-	-	Full Powers	-	Full Powers	-	-
33.	To revise demand and collect rent, instalments and other dues from allottees and Maintenance of necessary records including as DCB and Cash Book	-	-	-	-	-	-	Full Power	This power will be extended to Manager & Asst. Mgrs incharge of Small Estates.
34.	To seize the sheds on the orders of Managing Director, arrange for safety of seized materials	-	-	-	-	-	-	Full Power	Full Power
35.	To dispose off the seized materials and adjustment of proceeds towards dues	-	-	-	-	-	-	Full Power	Full Power
36.	To Maintain the Estate Office including Payment of Water, Electricity charges, Telephone, Telex Postage & Telegrams etc.,	-	-	-	-	-	-	Full power upto Rs.25000/- at a time	Full Powers upto Rs.25000/- at a time
37.	To Give Administrative Approval for repairs of sheds, Buildings, Pump-house and repair of pumps street lights	-	-	-	-	-	-	Full Power upto Rs.5,000/- at a time	Full Power upto Rs.10,000/- at a time
38.	To incur Entertainment charges, Official Meetings and Official Guests	-	-	-	-	-	-	upto Rs.35/- at a time not exceeding Rs.200/-	upto Rs.100/- at a time not exceeding Rs.200/-

1	2	3	4	5	6	7	8	9	10	
39.	To Maintain and operate Bank Account in respect of Imprest and Rent/Instalment/Collection	-	-	-	-	-	-	-	Full Powers upto Rs.25000/- at a time	Full Powers upto Rs.50000/- at a time
40.	To Levy Penalty for unauthorised Change in constitution/ Franchise/Alterations to sheds etc., (as per guidelines decided by Board)	-	-	Full Power	Full Power	-	-	-	-	-
41.	Waival of Penalty in exceptional Cases	-	-	Full Power	Full Power	-	-	-	-	-

Revised:

CHAPTER - V
COMMERCIAL DEPARTMENT

Sl. No.	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		SECRETARY	
	Existing.	Proposed.	Existing.	Proposed.	Existing	Proposed	Existing	Proposed
10.	-	-	Full powers.	-	-	Full powers after review of demand & recording of the same.	-	-
11.	-	-	Full powers.	Full powers.	Upto Rs. 2 Lakhs at a time after review of demand & recording of the same.	-	-	
12.	-	-	-	-	Full powers.	Full powers.	-	-
13.	-	-	Full powers.	-	-	Full powers.	-	-
14.	-	-	Full powers	Full powers.	Upto Rs. 2 Lakhs after calling for tenders.	-	-	
15.	Full powers.	-	-	Full powers.	-	-	-	
16.	Full powers.	-	-	Full powers.	-	-	-	
17.	-	-	-	-	Full powers under the advice of committee constituted for the purpose.	Full powers under the committee constituted for the purpose.	-	-

CHAPTER - VI

CONSTRUCTION & MAINTENANCE DEPARTMENT

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

DELEGATION OF POWERS TO CONSTRUCTION & MAINTENANCE DEPARTMENT OFFICERS

Sl. No.	Nature of powers	Existing powers			Proposed / Additional Powers			Re
		Managing Director	Chief Manager (C&M)	Deputy Chief Manager (C&M)	Managing Director	Chief Manager (C&M)	Deputy Chief Manager (C&M)	
1	2	3	4	5	6	7	8	
1.	To accord administrative sanction to works							
a)	For original works as approved by the competent authority in advance.	Rs.15 lakhs	Rs.2.00 lakhs	Rs.1.00 lakhs	Full powers	Rs. 5.00 lakhs	Rs.2.00 lakhs	
b)	Special repairs, annual repairs and repairs in case of emergency.	Full powers	Upto Rs.25,000-00	Upto Rs.10,000/-	Full powers	Upto Rs.50,000-00	Upto Rs.25,000-00	
	NOTE: A statement of approval accorded will have to be maintained by the Project Section - in respect of the approval given by MD and by the concerned authority. A copy of the monthly sanctions accorded should be sent to Finance Sr. Once in a quarter for info.							
2.	To accord Technical sanction to detailed estimates of work which are covered by Admin. sanction:							
a)	For original works	-	Full powers	Rs.1.00 lakh	-	Full powers	Rs.2.00 lakhs	
b)	Special repairs & annual repairs	-	Full powers	Rs.10,000-00	-	Full powers	Rs.25,000-00	
3.	Repairs to plant & Machinery and tools.							
a)	Annual Maintenance	Full powers	Rs.20,000-00pa	Rs.10,000-00pa.	Continued	-	-	
b)	Special repairs & replacement of parts	-do-	Rs.2,000-00 each case	Rs.500-00 each	continued	-	-	
4a.	To let-out sanctioned work to contractors after calling for tenders (wholly or in partial execution) (adequate reasons should be indicated in case work is to be awarded to other than lowest).	Rs.15 lakhs each work so the excess - if any over the sanctioned estimate is not more than 20% on the amt. put to tender.	Rs.2 lakhs each work as long as the excess, if any, over the sanctioned estimate is not more than 15% of the amount put to tender.	Rs.1 lakh each work so long as the excess if any, over the sanctioned estimate is not more than 10% of the amt. put to tender.	Full powers so long as the cost of work or part of it does not exceed Rs.15 lakhs.	Rs.5 lakh each work so long as the excess if any, over the sanctioned estimate is not more than 15%.	Rs. 2 lakhs each work so long as the excess if any, over the sanctioned estimate is not more than 10%.	

1	2	3	4	5	6	7	8	9
4b) When only one tender is received (Single Tender)		Rs. 15 lakhs each work so long as the excess, if any, over the sanctioned estimate is not more than 20% of the amount put to tender.	-	-	Continued	-	-	-
4c) To award the work to contractors after negotiations.	Full Powers		-	-	Full Powers	Rs.1 lakh each work so long as the excess over the sanctioned estimate is not more than 10%.	Rs.50,000/-each work so long as the excess over the sanctioned estimate is not more than 5%.	
4d) To award work on piece work basis not more than the current schedule of rates with or without public tender at the discretion of the DCM(C&M) to the best advantage of the Corporation.				Rs.25,000/-per work.			Rs.50,000/- per work.	
5. No sanction urgent repairs work in respect of factory sheds infrastructural bldgs and infrastructural works.	Full Powers	Rs.1 lakh per annum.		Rs.50,000/- per annum not exceeding Rs.3000/- at a time(See Note No.1)	Continued	Continued	Continued.	
6. To pass the bills of expenditure on advertisement of tenders in two well circulated dailies.	Full Powers	Full Powers		Upto Rs.10,000/- per annum (SEE NOTE No.2)	Continued	Continued	Continued.	
7. Engaging of NMR establishment chargeable to the sanctioned estimate works for supervision of works at IEs and not more than current schedule of rates				Full Powers (See Note No. 3 and 4)	-do-	-do-	-do-	
8. According approval to extra or deviated items in case of works carried out on contract basis (EIRL).	Full Powers	Upto 12% or Rs.20,000.00 whichever is more of the amt.put to tender for each work.		Upto 8% or Rs.20,000.00 whichever is less of the amount put to tender for each work.	-do-	-do-	-do-	A report to be sent in such cases of E.I.R.L. and excess.
9. To pass excess over the accepted tendered amount in case of excess over subheads arising from deviation in quantities & rates, and not involving any material alteration in the design (work-slip).	Full Powers	Upto 5%		Upto 1% or Rs.1000/- whichever is more of the amount put to tender for each work (See Note 5)		Upto 10% of the original amount put	Upto 2% of the original amount put	Note 5(a)

1 2 3 4 5 6 7 8 9

NOTE: (1) The Deputy Chief Manager (C&M) shall operate by observing necessary formalities at divisional level. Should be operated within the Budget provision.

- (2) The bills of expenditure shall be charged to the appropriate head of account work. This power is necessary in view of delegation - of powers of calling of tenders upto Rs.1 lakh to Dy. Chief Managers (C&M).
- (3) The Deputy Chief Manager (C&M) shall engage one Assistant to every 10 sheds or less at a place and one Assistant for connected infrastructural works costing Rs.3 lakhs. The cost shall be limited to the provision of work charge establishment made in the sanctioned estimate and observing the norms prescribed by the Head Office from time-to-time. For any deviation specific prior approval of Chief Manager (C&M) shall be obtained.
- (4) The Deputy Chief Manager (C&M) shall pass bill of NMRs under the appropriate head of account work and issue of cheque to the Manager (C&M) concerned for arranging payment against vouchers.
- (5) a) Dy. Chief Manager (C&M) shall send a report every month explaining such excess to the Head Office to examine about the propriety of the excess sanctioned and take suitable action.
 b) The Officers may pass excess over the estimates upto the percentage mentioned subject to Financial limitations fixed.

		Full powers	Nil	Continued	Continued	Continued
10	According approval of the reduced rates.	-	-	Continued	Continued	Continued
11	To approve quotations for the items of work not included in Schedule of rates for execution of works	Full powers	Upto Rs.5000/- per work	Upto Rs.1000/- per work	Continued	Continued
12	To incur expenditure towards entertainment refreshment.	-	Rs.2000/- per	Rs.750/- per	Continued	Continued
13	To purchase of stationery printing & accounts book forms for the Department.	Full powers	Upto Rs. 1,000/- at a time (without splitting the bill or item) per bill/order within the sanctioned budget for the year) but not exceeding Rs.10,000/- per year	Upto Rs. 500-00 at a time (without splitting the bill or item) per bill/order within the sanctioned budget for the year) but not exceeding Rs.5000/- per year.	Continued	Continued
14	To grant extension of beyond stipulated date in the contract agreement for completion of works.	Upto 75% of the total period stipulated in the contract	Upto 50% of the total period stipulated in the contract	Upto 25% of the total period of stipulated in the contract.	Upto 100% of the total period stipulated in the contract	Upto 75% of the total period stipulated in the contract.
15	To sanction and for purchase of tools and plant and machinery, survey instruments subject to the cost of a single article not exceeding Rs.1,000-00.	-	-	-	Full powers	Rs.10,000-00

The DCMs (C&M) follow the instructions issued in this connection scrupulously.

	2	3	4	5	6	7	8
16. To order the disposal of stores by public auction or otherwise in respect of surplus stores at the site of work or the materials dismantled from the works.	-	-	-	-	Full powers	Rs. 1,000-00 at a time not exceeding Rs.10000/- per annum	Rs. 150-00 at a time not exceeding Rs.2500/- per annum
17. To sanction write-off of absolute and unusable value of tools, plant and survey instruments.	-	-	-	-	Rs.10,000/- in each case.	Rs. 2,000/- in each case	-
18. To pass the work bills and recommend for payment.	Full powers	80% of the value	Not exceeding Rs.50,000/-	Full powers	All final bills where the actual value of work done do not exceed Rs.5 lakhs and the remaining cases where the actual payment made do not exceed 80% of the value put to tender. All the bills shall be duly scrutinised by the concerned Dy. Chief Manager (CSM) and recommendations of Finance Department.	All the bills including the final bills where the actual value of the work done do not exceed Rs.50,000-00 - duly scrutinised and recommended by the representative of the Finance Department.	

NOTE: The Dy. Chief Managers (CSM) will issue the cheques for the bills passed at the divisional level upto a limit of Rs.50,000/- in each case. However, they should ensure to follow scrupulously the procedures prescribed in KPWD and also the rules laid down by KSSIDC Limited from time-to-time.

C H A P T E R - V I I

W O R K S A C C O U N T S D E P A R T M E N T

ii. Sanction of temporary advance to the extent of 50% of the balances verified by the COM (C&M) as having been executed. (Subject to the execution of an agreement by the agency on the format approved by the Board). And subject to the claim being received within 15 days after the date of payment of advance.

PILCE WORK

1. Works where the tendered cost is up to 25,000/- both R/A and Final Bills

2. Works where the tendered cost is above 25,000/- but not exceeding Rs 50,000/- where

a) R/A bills the total value of which does not exceed 80% of the tendered cost.

b) R/A bills above 80% and Final Bills

RELEASE OF SD, EMD, AND STANDING D/C III

i. Upto 10,000/-

ii. Above 10,000/- upto 2 lakhs

iii. Above 2 lakhs

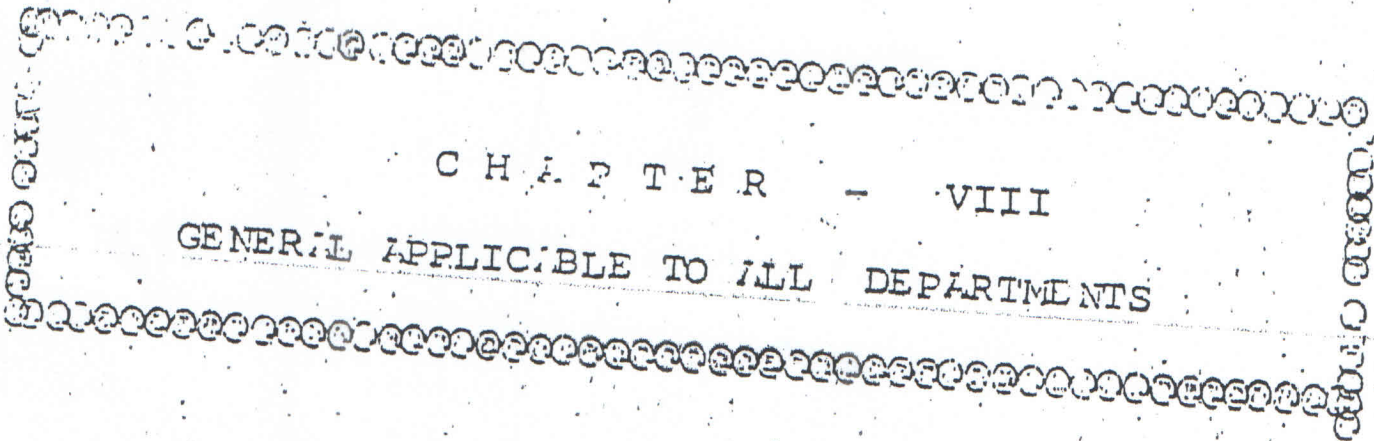
E. Payment of staff employee on daily wages (payments & adjustments (NDRs.))

F. Advertisement Bills (relating to work)

G. Estimates

1. Scrutiny of Estimates

1	2	3	3	4	5	6	7	8	9	10	11	12	13
ii.	Clearance of estimates in respect of KSIDC funds.	-	-	-	-	-	Full Powers	Full Powers	-	-	-	-	-
iii.	Scrutiny of comparative statements	-	-	-	-	-	-	-	Full Powers	Full Powers	-	-	-
H.	Clearance of Indents of materials issued on credit basis	-	-	-	-	-	Full Powers	Full Powers	-	-	-	-	-
I.	Calculation of cost of:												
i.	Cost of sheds in respect of Govt. sheds transferred to KSIDC who have been allotted CWDs of 1920 as per formula approved by D.	-	-	-	-	-	Full Powers	-	-	Full Powers	-	-	-
ii.	Cost of plots as per the formula approved by Board and in respect of plots transferred to KSIDC from Govt. & Existing	-	-	-	-	-	Full Powers	Full Powers	-	-	-	-	-
iii.	Sheds constructed and allotted under IFS / other schemes	-	-	-	-	-	Full Powers	Full Powers	-	-	-	-	-
J.	Payment of cost of land approved by M.L.	-	-	-	-	-	Full Powers	Full Powers	-	-	-	-	-



C H A P T E R - VIII

GENERAL APPLICABLE TO ALL DEPARTMENTS

Sl. No.	GENERAL	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY. CHIEF MANAGER	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
1.	To write-off the amount due from the employees after considering the merits of the case.	Full powers	Cases invested Rs. 1 lakh & above	-	Cases upto Rs. 1 lakh	-	Upto. 1000/- in which case restricted to Rs. 5000 a year	-	-
2.	Sanction and payment of arrears claims of all nature.	-	-	Full powers	Full powers upto 5 years	Full powers	-	-	-
3.	To take stores as absolutely un-serviceable and dispose them off (subject to fixing responsibilities wherever negligence is noted)	-	-	Full powers	-	-	Full powers	-	-
4.	To prescribe security for safety of Corporation's cash or stores etc.	-	-	Full powers	Full powers	-	-	-	-
5.	To sanction temporary advances for contingent expenditure.	-	-	Full powers	Full powers beyond Rs. 10,000 at a time.	-	Upto Rs. 10000/- at a time for specific purpose	-	Upto Rs. 2000 at a time for specific purpose.
6.	To sanction for purchase of reference books including periodicals like magazines, journals, books for dept. and general library	-	-	Full powers	Full powers	Upto Rs. 50 at a time not exceeding Rs. 1000 p.a.	Upto Rs. 200 at a time not exceeding Rs. 5000/-	-	Upto Rs. 50 at a time not exceeding Rs. 1000 p.a.
7.	To purchase if necessary for official purpose all Govt. publications and copies of administration reports and maps and topo sheets.	-	-	Full powers	Full powers	As above	As above but not exceeding Rs. 2000/- a year.	-	Upto Rs. 50/- at a time not exceeding Rs. 500/- p.a.
8.	To sanction for conveyance for subordinate for carrying office records and to attend official works. Reimbursement of Auto or own conveyance limited to Asst. Manager & above. Other categories of staff are entitled for bus fare only	-	-	Full powers for Grade I	Contd.	Full powers	Full powers	Full powers	Full powers

GENERAL	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY. CHIEF MANAGER	
	Existing	proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
9. To sanction for insurance on buildings, materials in stock & in branches, cash and other valuables held in stock and in transit	-	-	Full powers	Full powers	-	Full powers where policy value does not exceed Rs. 10 lakhs	-	-
10. To sanction the hiring of Govt., private buildings sheds, godowns for Corporation's use.	-	-	Full powers	Full powers	-	-	-	-
11. To sanction urgent purchase by cash items such as urgent stationery required for office.	-	-	Full powers	Full powers	Rs. 250 at a time not exceeding Rs. 2000 p.a.	Rs. 500 at a time not exceeding Rs. 5000/- p.a.	Rs. 250 at a time not exceeding Rs. 2000 p.a.	Rs. 50 at a time not exceeding Rs. 2000 p.a.
12. To sanction charges in connection printing of official manuals, office publications, leaflets etc	-	-	Full powers	Full powers	Rs. 1000 in each case not exceeding Rs. 5000 p.a.	Rs. 1000 in each case not exceeding Rs. 5000 p.a.	-	-
13. To authorise subordinate staff to proceed on duty within the state.	-	-	CM's only	CM's only	DCM & below	DCM & below	Manager & below	Manager & below
14. To authorise the subordinate staff to proceed on duty outside the state within India.	-	-	Full powers	For CM's only	-	For DCM & below	-	-
15. To Authorise the Corporation staff to proceed on duty outside the country.	-	Full powers	-	-	-	-	-	-
16. To purchase office requirements such as crockery, stationery and other contingent purchases.	-	-	Full powers	Full powers	Rs. 250 at a time not exceeding Rs. 2000 p.a.	Contd.	-	Rs. 50 at a time not exceeding Rs. 500 p.a.
17. To incur expenditure on petty repairs including water pump repairs street light repairs and bulbs replacement garden maintenance.	-	-	Full powers	Full powers	Upto Rs. 50 at a time	Upto Rs. 250/- at a time not exceeding Rs. 2000 p.a.	Upto Rs. 25/- at a time.	Upto Rs. 100 at a time not exceeding Rs. 1000 p.a.

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

Registered Office:
Administrative Office Building,
Industrial Estate,
Rajajinagar, Bangalore 560 044.

Dated: 21-4-1989

No. EST:PER:DP:89

OFFICIAL MEMORANDUM

SUB: Delegation of powers to
Chief Manager (IES) Zone II
- reg.

Consequent to approval of the Board to establish office of the Chief Manager (IES) Zone-II at Hubli in its 201st meeting held on 23-1-89, the Board in its 202nd meeting held on 16-3-89 have approved the proposal of delegation of powers for the appropriate authorities.

Powers delegated to the Chief Manager and Deputy Chief Managers pertaining to Industrial Estate Section and certain powers relating to Personnel and General Administration Section to Chief Manager (IES) Zone-II, are as at Annexure 'A' & 'B' respectively.

H. S. Srinivas
MANAGING DIRECTOR
KSSIDC LTD.

To:

1. The General Manager-I/II, KSSIDC Ltd, Bangalore.
2. The Chief Manager (IES) Zone I, KSSIDC, Bangalore.
3. The Chief Manager (IES) Zone II, KSSIDC, Hubli/Bangalore.
4. All the Heads of Department/Section, KSSIDC, Bangalore.
5. All the Officers/Officials incharge of Industrial Estates at Branch Offices of KSSIDC.
6. Concerned file.

DELEGATION OF POWERS TO BE EXERCISED BY THE
INDUSTRIAL ESTATES DEPARTMENT

Sl. No.	PARTICULARS	POWERS DELEGATED TO	
		CHIEF MANAGER	DY. CHIEF MANAGER
(1)	(2)	(3)	(4)
I.	<u>Identification of Industrial Estates and Acquisition of Land:</u>		
1.	Assessment of potential in consultation with General Manager, DIC for setting up of industrial estates and recommending for setting up of Industrial Estates.	Full Powers	
2.	Selection and acquisition of land in co-ordination with various authorities.		Full Powers
3.	To accept the rate for the land (land cost) fixed by KIADB/Acquisition Officer.	Full Powers	
4.	Finalisation of layout of Indl. Estate (such as deciding No. of sheds and type of sheds to be constructed and No. of plots to be developed in consultation with D.I.C. and Engineering Department.	Full Powers	
5.	Conduct of EDP Programmes and incur expenditure thereon for assessing the demand.	Full Powers	
6.	Preparation of project reports and submission to financial institutions.	Full Powers	
7.	Approval for estimates for sheds and infrastructures.	Upto Rs. 5 lakhs	
II.	<u>Allotment and Administrations:</u>		
1.	Decision on the manner of notification and issue of notification and incur necessary expenditure regarding the availability of the sheds.	Full Powers	
2.	Allotment of sheds and plots (after approval by the DLSIC/SLSIC)	Full Powers	

(1) ----- (2) ----- (3) -----

- | | | |
|---|--|---|
| 1. Power to extend the date of notification in case the response is not satisfactory. | Full Powers | |
| 4. Allotment of plots/sheds wherever the vacancy of sheds and plots are less than 10% without notification. | Full Powers (in consultation with G.M. D.I.C.) | |
| 5. Issue of application within the notified period and beyond the notified period. | Full Powers | |
| 6. Fixation of cost of application form and quantum of EMD for various categories of sheds. | Full Powers | |
| 7. Issue of permanent allotment and rejection letters after the decision of DLS/C or approval of Chief Manager. | | Full Powers |
| 8. Sanction of YOSS in the case where specific approval of Govt. has been obtained. | Full Powers | |
| 9. Extension of time for taking possession of the shed subject to charging of interest. | For a maximum period of 2 months beyond stipulated period. | For a maximum period of one month beyond stipulated period. |
| 10. Extension of time after stipulated time for remitting the EMD after collecting the interest. | upto 30 days | |
| 11. Approval for acceptance of higher payment than stipulated. | Full Powers | Full Powers |
| 12. Signing of Lease Agreement (all agreement) | | Full Powers |
| 13. To approve and issue the sale deed after completion of the period stipulated after observing required rules and fulfilment of terms and conditions. | Full Powers | |

(1)	(2)	(3)
14.	Approval of create second charge/mortgage in favour of financial institutions for sheds and plots.	Full Powers
15.	Approval to create first charge where the allottee has paid full cost, but before issue of sale deed.	Full Powers
16.	a) Approve to the change of constitution & also impose penalty for unauthorised change within the family in accordance with the fixations (the question of penalty will be prescribed by Board).	Full Powers
	b) Approve change of constitution with outsiders, but where original allottee holding 51% and above and also to impose penalty for unauthorised change.	Full Powers
	c) All other cases.	Full Powers
17.	Approval for change/addition of products after obtaining technical feasibility report ensuring that no inconvenience is caused to the neighbouring units or which may create pollution and also to impose penalty for unauthorised change/addition of products (limit of penalty will be decided by Board from time to time).	Full Powers
18.	Approve the change in the name of the firm keeping the conditions at 16(a) & (b) in mind.	Full Powers
19.	To cancel/allotment of the shed/plot for any violation of terms and conditions of the agreement after following due procedures.	Full Powers.
20.	Revocation of the cancellation only and issue of seizure orders (Seizure/withdrawal of seizure orders will be referred to CH-T).	Full Powers.

[1] ----- (2) ----- [3] -----

21. To conduct recovery proceedings like issue of RRC etc., to all dues to the Corporation.

Full Powers

III. Finalisation of Cost:-

1. Finalisation of cost of sheds and plots in accordance with the formula approved by the Board from time to time.

Full Powers

2. Finalisation of water charges taking into account the expenditure incurred and also compared with the local rates of KWS&SB or Municipalities.

Full Powers

3. Fixation of targets for recovery and filling up vacant sheds/plots for the D.C.Ms and lower staff.

Full Powers

4. Recoveries of rents and instalments water charges and penal interest and penalties levied.

Full Powers

5. Grant of time for payment of arrears

Upto 3 months

Upto Two months

6. Grant of extension of time for commencing production after taking possession of the shed.

Upto 3 months

Upto Two months

7. To pursue with KEB for obtaining power and also the payment of required deposit to KEB for drawing power line to Industrial Estates.

Full Powers

8. To pursue with Tel. Conn. for bringing Telephone lines to Industrial Estate

Full Powers

9. To regularise unauthorised construction/addition/alterations in sheds/plots as per guide lines issued by H.O. (Demolition cases to be referred to Head Office)

Full Powers

IV. Maintenance of Industrial Estate

1. To approve the estimates for taking up the repairs and infrastructure including the sheds owned by KSIDC.

Upto Rs. 50,000/-

Upto Rs. 25,000/-

...5/...

(1)	(2)	(3)
2.	To approve the estimates of sheds for construction and original works of infra-structure.	Upto Rs.10 lakhs
3.	Payment of bills of original works as well as maintenance works after the bills are cleared by DCM(C&M).	Full Powers

V. Financial Powers.

1.	Passing of the bills and signing of the cheques jointly with one of the officers (within the budget approved for the zone)	Full Powers	Upto Rs.1 lakh
2.	Approve of various claims such as Travelling, Joining days, payment of water charges, sanction of advance etc., and the other expenditure to be incurred for the zone within the approved Budget for the zone.	Full Powers	Upto Rs.1 lakh
3.	Approve the refund of EMD for unsuccessful applicants.		Full Powers.

SUBMISSION OF REPORTS:

- 1) Reports on the vacancy of sheds once in a fortnight.
- 2) Report on the recoveries, demand and the outstanding arrears once in a fortnight.
- 3) Age analysis of the outstanding once in a fortnight.
- 4) Statement of units functioning and non-functioning and percentage of the performance of the units as compared to the targets fixed - once in a fortnight.
- 5) Statistical information the allottees such as technocrats, woman entrepreneur, ST/SC, etc., once in a month.
- 6) List of Court cases pending and the action taken once in a month.
- 7) Financial progress compared with the targets fixed together with reasons on the variation, if any and also with justification for the poor performance - once in a month.
- 8) Details of the meetings held with the various district officers including the DLSIC and the decisions taken thereon.

- 9) Report on the demand survey and the potential available for further industrial sheds construction programme - once in a month.
- 10) Report on the cases attended to, under various heads such as sheds allotted, cancelled revoked, approval given for various changes, etc., once in a month.
- 11) Assessment of raw materials required at the district level in consultation with the GM, DIC and the chamber of commerce or business community - once in a month.

DELEGATION OF POWERS TO CHIEF MANAGER (IES), ZONE-2 IN RESPECT OF PERSONNEL & GENERAL ADMINISTRATION

Sl. No.	Particulars of power	Proposed extent of power to be delegated
(1)	(2)	(3)
1.	To sanction Casual Leave & Restricted Holiday	All the staff working in his office and all the heads of branches coming under his jurisdiction.
2.	To sanction Earned Leave and Commuted Leave/Half Pay Leave.	All the staff upto Grade II coming under his jurisdiction.
3.	To engage candidates for watch and ward on daily wage basis.	For a period of 29 days subject to the condition that no candidate shall be given more than 3 times.
4.	To initiate disciplinary proceedings.	To impose minor and major penalties in respect of Grade IV & III employees and minor penalties in respect of Grade II employees only.
5.	To operate Imprest Account.	Rs.10,000/- for his office.

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

Registered Office:
Administrative Office Building,
Industrial Estate,
Rajajinagar, Bangalore 560 044.
Dated: 19-7-1990.

No. EST;PER:DB:90

OFFICIAL MEMORANDUM

SUB: Delegation of powers to
Chief Manager (IES) Zone-I
- reg.

REF: Board resolution No.17 in
202nd meeting dt.16-3-89.

The Board in its 212th meeting held on 14-6-90 have directed that the delegation of powers hitherto extended to Chief Manager (IES) Zone-II be extended to Chief Manager (IES) Zone-I. In these circumstances, the powers delegated to the Chief Manager (IES) Zone-II vide this office O.M.No. EST;PER:DP:89 dated 21-4-1989 will devolve to the Chief Manager (IES) Zone-I with immediate effect.

(14) MANAGING DIRECTOR
KSSIDC LTD.

To:

1. The General Manager-I/I. KSSIDC, Bangalore.
2. The Chief Manager (IES) Zone-I, KSSIDC, Bangalore.
3. All the Heads of Departments/Sections, KSSIDC, Bangalore.
4. All the Officers/Officials incharge of Branch offices.
5. Concerned file.

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA UNDERTAKING)
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Registered Office:-
Administrative Office Building,
Industrial Estate, Rajajinagar,
BANGALORE - 560 044

No.EST:PER:DEL:GM:98

Date: 22.12.1998.

OFFICE ORDER

Sub: Delegation of Powers for execution
of Sale Deed - reg.

Ref: 1) Proceedings of 222nd Board
Meeting held on 07.08.1991.

2) I.O.N. of Managing Director
No.MD:PAS:80:96-97 dt.03.07.96

3) Proceedings of 262nd Board
Meeting held on 22.08.98.

PREAMBLE:

The Board in its 222nd Meeting held on 07.08.1991 has authorised the Managing Director and General Manager-I, KSSIDC to jointly and severally execute Sale Deed in respect of such of those allottees who have successfully completed their Lease period and have paid all other dues to the Corporation and are also running the Industries thereon.

The Managing Director has delegated this Power of execution of Sale Deed to General Manager (IEs) to avoid delay vide I.O.N. cited under Reference-2.



Again the Board in its 262nd Meeting held on 22.08.98 has resolved to authorise the Managing Director to delegate the power of execution of Sale Deeds to the concerned Chief Managers with necessary reporting back procedures. This matter is examined in detail and following Order is issued.

ORDER

The power of execution of Sale Deed in respect of Chief Manager (IEs)Zone-I is retained with General Manager (IEs) for a period of three months as an experiment basis subject to reviewing the entire issue of Sale Deed after 31.03.1999. However, the power of execution of Sale Deed in respect of Zone - II and Zone - III jurisdiction is delegated to Chief Manager (IEs)Zone-II and Chief Manager (IEs)Zone-III respectively who will exercise this power with immediate effect and until further orders, the following conditions are to be adhered. The General Manager (IEs) will issue separate orders about reporting back procedures.

- 1) Satisfactory completion of lease period;
- 2) There shall not be any unauthorised construction, change in constitution or product;
- 3) The allottee must have paid the entire amount in full and final settlement towards price of the shed and other charges if any towards power line charges, water charges, service charges etc.;

P. 1

- 4) If there is any unauthorised construction or change in constitution of product, has the same been regularised?
- 5) Is the unit functioning during the lease period as required?
- 6) The proposal to be agreed is only after obtaining clearance from Internal Audit, Legal and Finance Sections, IRBI Loan repayment if any, Commercial Department regarding Raw Material Sales dues...etc.

DRAFT APPROVED BY
MANAGING DIRECTOR


27.12.98
(S. SHIVANANDA SHARMA)
CHIEF MANAGER (PER.)

To,

- 1) General Manager (IEs), KSSIDC Ltd., Bangalore
- 2) Chief Manager (IEs) Zone-I/II/III, KSSIDC, Bangalore, Hubli and Mysore
- 3) Chief Manager (Finance)/(Co-Ordn.)/(P & TA)/(Law), KSSIDC
- 4) All Deputy Chief Managers, KSSIDC for info. & necy. action
- 5) All Branch Offices/Sections of KSSIDC
- 6) All Sub-Registrars of Revenue Department in Karnataka
- 7) Concerned File
- 8) P.S. to Managing Director, KSSIDC, Bangalore
- 9) P.A. to Chairman, KSSIDC, Bangalore.



KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA UNDERTAKING)
INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE - 560 044.

-00-

NO.EST:PER:A1:D.P.:2001 : 31 76

Dated : 07-12-2001

OFFICE ORDER

SUB: Delegation of Powers - reg

REF: 1) Circular No.EST:PER:DP:OFFICERS:86
dated 14.02.86.

2) Office Order No.EST:PER:A1:DP:2000:4964
dated 17.02.2001.

In the Office Order cited under Reference (2), Powers which was vested with Managing Director were delegated to Chief Administrative Officer.

In order to speed up disposal of files, further Delegation of Powers has been delegated to Chief Administrative Officer as below.

SL. NO.	PARTICULARS	EXISTING WITH M.D.	EXISTING WITH C.A.O.	DELEGATED TO C.A.O.
1	2	3	4	5
1	Sanction of Increments	<u>GRADE-I:</u> i.e., G.M., S.E. C.M.,	Grade - I upto D.C.M./E.E.	Grade-I upto Chief Managers except S.E.
2	Release of Annual Increment in Probationary Period before declaration.	<u>GRADE-I:</u> i.e., G.M., S.E. C.M., DCM/EE	Grade - I Junior Scale.	Grade - I upto D.C.M./E.E.

SL. NO.	PARTICULARS	EXISTING WITH M.D.	DELEGATED TO C.A.O.
1	2	3	4
1	To Sanction Leave of all kinds except Casual Leave	<u>GRADE-I: i.e.,</u> G.M., S.E., C.M.,D.C.Ms.,/E.E. Manager.	Grade - I upto Chief Managers except S.E. with concurrence of respective G.Ms.
2	Sanction of Leave Encashment	<u>GRADE-I: i.e.,</u> G.M., S.E., C.M.,D.C.Ms.,/E.E. Manager	Grade - I upto Chief Managers except S.E. with concurrence of respective G.Ms.

F.T.O.

