

Procedure for purchases / payments and Delegation of Financial powers

1. Routing of payments:

All payments above Rs. 2.00 lakhs are to be routed through Financial Advisor to the Competent Authority.

All payments above Rs. 50000 and up to Rs. 2 lakhs need to be routed through CAO, to the Competent Authority.

Payments upto Rs. 50000/- after sanction can be directly sent to the CAO for disbursement

2. Delegation of Powers.

Sr. Joint Director/Joint Director (General) is delegated with financial powers of sanction up to Rs.2.00 lakhs.

Head of Departments are delegated with powers of sanction up to Rs. 50000/- which would apply only for Revenue expenditure subject to the following:

- i. In respect of procurement of goods and services up to Rs. 30000/-, a single quotation (subject to satisfaction about reasonableness of expenses) is permissible.
- ii. A three quotation / committee approach is to be followed invariably for those above Rs. 30000/- and upto Rs.50000/-.

Routine payments like Salaries, Allowances / perks, Rent, Electricity, AMCs etc., irrespective of amounts involved can be approved by the Sr. Joint Director

(General) routed through CAO under a subsisting sanction / approval of expenditure and without change in terms and conditions except taxes.

3. Delegation to officers of Administration Department

Joint Director / Deputy Director in-charge of Administration Department of Hyderabad Office and office at Delhi & other places are delegated with financial powers (payments) up to Rs. 50,000/- for sanction towards administrative expenses in their respective work areas subject to provisions at 2 (i) and (ii) above.