

Decision making authority – Internal Accounts Department

Sl. No	Subject Matter	Competent Authority
1	Compliance Report – Internal Audit	CGM (Gen)
2	Compliance Report – C&AG Audit	Chairman
3	Capitalization and depreciation on assets	CGM (Gen)
4	Approval and payment of employee salary, perquisites and allowances	CGM (Gen)
5	Statutory payments like PF/SAF/NPS, TDS, GST; filing IT and GST returns and issuing certificates of TDS, etc.	CGM (Gen)
6	Bank Reconciliation Statement	CGM (Gen)
7	Investment of fund in terms of Investment Policy	CGM (Gen)
8	Open new bank account, closing of bank account, authorizing the signatories for operating the bank accounts	Chairman
9	Cheque Signing Upto Rs. 1,00,000/-	Any one Authorized Signatory
	Rs. 1,00,000/- and above	Any two Authorized Signatories