

Decision Making Authorities

Subject Matter	Competent Authority
Appointments by direct recruitment (Class I)	Chairperson
Appointments by direct recruitment (Class III and Class IV)	Member
Appointment by Promotions under Class III and from Class IV to Class III	ED (Admn)
Appointment by Promotions (Class I) up to Deputy General Manager	Member
Appointment by Promotions (Class I) General Manager and above	Chairperson
Mode of recruitment, educational qualifications and age limit for Grades above Grade "B"	Chairperson
Quota of vacancies for direct recruitment above Grade "B"	Chairperson
Transfers of employees	ED(Admn)
Extension of period of probation	Appointing Authority
Discharge during period of probation	Appointing Authority
To receive notice, acceptance or refusal or waiver thereof to discontinue or resign the service (all employees)	Appointing Authority
To direct an employee to retire in the interest of Authority or public interest	Chairperson
Acceptance of request for retirement by the employee	Member
Reinstatement of an employee	Member
Regulation of period between date of premature retirement and date of reinstatement	Member
Curtailement of notice period	Member
Approval to withdraw the notice of retirement	Member
Publication of Seniority list	Chairperson
Reversion of Class I Officers up to Deputy General Manager	Member

Reversion of Class I Officers General Manager and above	Chairperson
Reversion of Class III and IV employees	ED (Admn.)
Passing of an order for accrual of benefits, entitlement of allowances, etc. in the case of discharge or suspension or removal of employees	Member for Class I Officers
	ED (Admn.)for Class III and Class IV employees
Sanction to draw increments and/or crossing Efficiency Bar	ED (Admn.)
Fixation of pay on promotion/deputation	ED (Admn.)
Acceptance of place of Home Town or place of domicile or change thereof	ED (Admn.)
Casual leave	Immediate reporting Officer
Earned leave	HOD/Regional Office Incharge under intimation to next higher Officer/ Member
Sick leave, Maternity leave, Child care leave, Paternity leave	HOD/Regional Office In- charge under intimation to next higher Officer/ Member
Extraordinary leave	ED (Admn.)
Other leave/s	ED (Admn.)
Initiation of disciplinary proceedings in case EOL crosses 365 days	
Below DGM	ED (Admn.)
DGM to CGM	Member
ED	Chairperson

Release of increments by condoning EOL	Member
Joining time and special leave in lieu thereof as also Curtailment of joining time	ED (Admn)
Communication of information/documents to unauthorized recipients	
Below DGM	ED (Admn)
DGM to CGM	Member
ED	Chairperson
Contribution to Press	Member so authorized
Grant of permission for undertaking employment within one year after cessation of service	Chairperson
Giving of evidence	ED (Admn.)
Permission to be absent from station	Respective Competent Authority
Report in regard to receipt of gifts	ED (Admn)
Permission to stand guarantee in private capacity	ED (Admn.)
Employees (all classes) in debt to furnish a statement	ED (Admn)
Permission to acquire property from a person or an Indian insurance company with which the employee is having official dealings.	Chairperson
Permission to enter in to marriage in special cases	Member
Suspension and award of penalties	
i. Up to Senior Assistant	DGM (HR)
ii. Assistant Manager /Manager/Assistant General Manager	ED (Admn.)
iii. DGM	ED (Admn.)

iv. GM and CGM	Member
v. ED	Chairperson
Permitting assistance to charge sheeted employee	Chairperson
Receipt of Inquiry report and action thereon	Competent Authority
Deputation of officers to other organizations	Chairperson