

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)  
National Institute of Electronics and Information Technology (NIELIT)  
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics and Information Technology, Government of India

Ref. No.:A-36011/1/2021-O/o Registrar (E-6894)/361

Dt: 19/05/2023

**OFFICE MEMORANDUM**

In exercise of his powers contained at Sl. No. 24 of Delegation of Powers (DoP), Director General is pleased to subdelegate part of his powers as detailed hereunder to Shri Subhanshu Tiwari, Executive Director, NIELIT HQ:

Sl. No.	DoP Serial No.	Subject	Powers subdelegated to the extent
1.	35 (ii)	To operate and signing of Bank documents / Cheques	Full Powers in respect of NIELIT HQ. To be reported to DG & MB
2.	36	Staff Welfare Expenses as per approved policy of HQ	Full powers in respect of employees of NIELIT HQ.
3.	37	To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	Full powers as per rules subject to the condition that variation is not in excess of 10% of normal entitlement in respect of employees of NIELIT HQ.
4.	38	Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc.	Full powers limited upto the value of Rs. 3 lakh in each case in NIELIT HQ.
5.	39(i)	To admit sanction of reimbursement of expenses such as TA/DA (Local & Foreign) LTC, Medical reimbursement, Children Education Allowance, Newspaper, Journals, Conveyance/ higher charges for official purposes, postage, telephone/ Mobile etc. subject to NIELIT Rules.	Full Powers in respect of employees of HQ.

Contd.....2/-

6.	39(ii)	To admit sanction of all advances including imprest to officials of the Society as Rules	Full Powers in respect of employees of HQ.
7.	39(iii)	To admit sanction of OTA to employees of the Society subject to NIELIT Rules	Full Powers in respect of employees of HQ.
8.	40	Hiring of furniture, PCs or any type of equipment for official purposes.	Full Powers in respect of NIELIT HQ
9.	41	Legal expenses	Full Powers limit upto Rs. 1 lakh in each case for NIELIT HQ.
10.	42	Repairs and maintenance of furniture, equipment, vehicles etc.	Full powers upto 35.00 lakh in each case for NIELIT HQ.
11.	43	Entering into AMC of Equipment	Full powers upto 50.00 lakh in each case for NIELIT HQ.
12.	44	Recurring /Non-Recurring contingent expenditure not specifically mentioned above	Full powers as per rules subject to overall limit of Rs. 0.50 lakh per month (to be reported to DG)
13.	48	Award contracts towards hiring of services for Pantry / Canteen / Security Services/ House Keeping / Clearing Services etc. as part of outsourced activities	Full powers upto 50.00 lakh in each case for NIELIT HQ.
14.	49	Approve lowest technically suitable offer where valid tender have been received and award of contract	Full powers Rs. 50 lakh in each case for NIELIT HQ.
15.	50	Cash purchases	As per GFR norms in respect of NIELIT HQ.
16.	51	Payment of Demurrage charges	Full Powers upto a maximum of 10% of order value in each case for NIELIT HQ.


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केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, चंडीगढ़, चुराचंदपुर, चुचुइमलांग, दीमापुर, डिब्रूगढ़, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनपुर, लखनऊ, लुंग्लेई, माजुली, मंडी, पाली, पासीघाट, सेनापति, सिलचर, तेजपुर, तेजू और तुरा
Centers:	Agartaka, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar
Extension Centers:	Alawalpur, Chandigarh, Churachandpur, Chuchuyimlang, Dimapur, Dibrugarh, Jammu, Jorhat, Kargil, Kokrajhar, Lakhapur, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Senapati, Silchar, Tejpur, Teju and Tura

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17.	52	Advertisement charges including press and publicity matters	Full powers upto Rs. 25.00 lakh in each case for NIELIT HQ on DAVP rates.
18.	66	Grant of EL/HPL/Commutated leave	Full Powers for Non-S&T employees in NIELIT HQ.
19.	67	Grant of Casual Leave/RII	Full Powers in respect of employees in NIELIT HQ.

**Note: In principal administrative approval of every requisition / purchase proposal needs to be obtained from Director General as per the existing delegation at initial stage and thereafter the process has been delegated to the above extent.**

  
[R.P. PANDEY]  
Registrar

To,

Shri Subhanshu Tiwari, Executive Director, NIELIT HQ

Copy to:

- i. Addl Director (F)
- ii. CFO
- iii. All HOWs at HQ
- iv. IT Infrastructure Branch – with a request to update NIELIT website accordingly

Copy also for kind information to:

- i. Director General, NIELIT
- ii. CVO, NIELIT