

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. I-12/1/2020-Admin-Part (1) (E-10100) | 609

July 27, 2023

OFFICE MEMORANDUM

In view of the diversification and multifold growth of activities of NIELIT viz. a. viz. increase in the cost of various services, with the approval of the Hon'ble MEIT and Chairperson, Governing Council, the Delegation of Powers to the Management Board and Director General of NIELIT are, hereby, amended to the extent as per enclosed Annexure-I.

For information and compliance by all concerned.

(Rajneesh Kumar Asthana)
Registrar

To:

1. Addl. Director (Finance) / CFO, NIELIT
2. Executive Directors/Directors/Directors-in-Charge, HQs and NIELIT Centres
3. HOWs - NIELIT

Copy to:

1. ITIS Section - For uploading on NIELIT website
2. Staff Officer to DG

Copy also for information to:

ABC Division MeitY: w.r.t their letter no. 5 (5)/2023-ABCD dated 19.07.2023

National Institute of Electronics and Information Technology (NIELIT)

Revised Delegation of Powers

Subject and Item No	Present delegation	Revised delegation		
		Governing Council	Management Board	Director General/CEO
Administrative Approval 1. (ii) (a) To accept sponsored projects and receive grants	Full Powers to Governing Council Full powers to MB where value upto Rs.50.00 Lakh		Full Powers	
1.(ii) (b) To accept / receive subscriptions or other financial contribution from within the country	Full powers to Governing Council Full Powers to DG where value upto Rs. 20.00 lakh (to be reported to Management Board)		Full Powers	Financial Powers upto Rs. 1000.00 Lakh (to be reported to Management Board)
6. Declare stores including office equipment as unserviceable / obsolete stores, furniture, material, equipment etc. and to approve their mode of disposal and write off of loss on account of disposal - off	Full Powers to Governing Council Full powers upto depreciated value of; Rs. 5.00 lakh - MB Rs. 3.00 Lakh – DG Rs. 2.00 Lakh - EC Rs. 1.00 lakh to DIC/ Dir in each case/proposal	-	Full Powers	Financial Powers upto depreciated value of Rs. 10.00 lakh in each case/proposal
7. Write-off irrecoverable loss of stores, furniture, material equipment etc. due to theft frauds or negligence of individuals	Full powers to Governing Council where original value of each item exceeds Rs. 2.00 lakh MB -Rs. 1.00 Lakh to Rs. 2.00 Lakh DG - Rs. 0.50 Lakh to Rs. 1.00 Lakh. All cases to be reported to MB EC - upto Rs. 0.50 Lakh Dir/DIC -Rs. 0.05 Lakh. All cases to be reported to EC.	-	Full Powers	Financial powers where original value of each item upto 10.00 lakh

Subject and Item No	Present delegation	Revised delegation		
		Governing Council	Management Board	Director General/CEO
9. Write-off loss of revenue or irrecoverable loans and advances	Governing Council – Full powers MB – Rs. 0.50 Lakh to Rs. 5.00 Lakh DG – Rs. 0.20 Lakh to Rs. 0.50 Lakh EC – upto Rs.0.20 Lakh Dir - upto Rs.0.05 Lakh DIC – upto Rs. 0.05 Lakh In each case	-	Full Powers	Financial Powers upto Rs. 1.00 lakh in each case.
12. Grant of extension of time of contracts including a change in milestones thereby leading to reduction of penalties etc.	Governing Council – Full Powers MB – Full powers upto the value of Rs. 2,500.00 lakh DG – Full Powers for contracts upto value of Rs. 200.00 lakh EC -upto Rs. 100.00 Lakh Dir -upto Rs. 50.00 Lakh	-	Full powers	Financial powers upto the value of Rs.200.00 lakh (Subject to provisions of contract)
Financial Approval 48. Award contracts towards hiring of services for Pantry/ Canteen/ Security Services/ Housekeeping/ Clearing Services etc., as part of Outsourced Services	Management Board-Full Powers DG – upto Rs. 200.00 Lakh. Beyond Rs. 200 Lakh, with the approval of MB EC -upto Rs. 100.00 Lakh Dir -upto Rs. 50.00 Lakh DIC -upto Rs. 25.00 Lakh		Full Powers	Financial Powers upto Rs. 500.00 Lakh in each case
Financial Approval 49. Approve Lowest Technically suitable offer where valid tender have been received and award of contract	Management Board-Full Powers DG - upto Rs. 200.00 Lakh. Beyond Rs. 200.00 Lakh with the approval of MB. EC – upto Rs. 100.00 Lakh Dir – upto Rs.50.00 Lakh DIC - upto Rs.25.00 Lakh		Full Powers	Financial Powers upto Rs.500.00 lakh in each case

Subject and Item No	Present delegation	Revised delegation		
		Governing Council	Management Board	Director General/CEO
To pay Statutory Dues Penalties/ Interest etc.	<i>Does not exist</i>		Full Powers	Financial Powers upto Rs. 100.00 lakh in each case.
Allocation of funds from the surplus of NIELIT for any academic research or business activities of the Society.	<i>Does not exist</i>			Full powers (To be reported to the Management Board)
HR & PA Approval 57(iv) Appointment of Registrar	Chairman-GC on the recommendations of CEO and shall be reported to Council		Chairman, Management Board on the recommendations of Director General	

Remarks:

- i. The delegated powers are to be exercised in accordance with the General Financial Rules, 2017 and guidelines prescribed by the Government from time to time on the subject or such other directions as may be issued by Governing Council.
- ii. The Powers delegated shall be exercised in conformity with the rules/procedures formulated by the Society, and subject to budget provision, availability of funds and following normal purchase/stores procedures and administrative procedures.
- iii. The matters related to policy decisions should be referred to the Governing Council.
