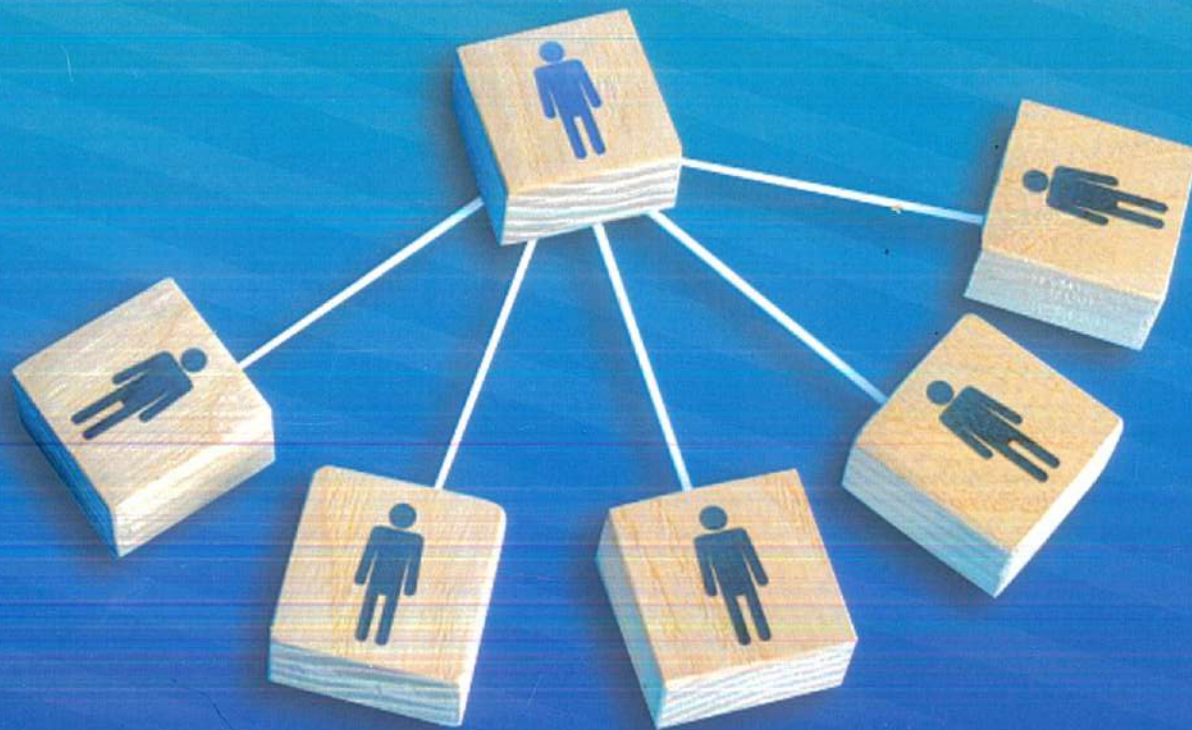


Delegation of Powers

(Revised in January, 2024)



NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (NIELIT)

(An ISO 9001: 2015 Certified Organisation)

Ministry of Electronics and Information Technology, Government of India



DELEGATION OF POWERS

(Revised Version 2)

w.e.f 20/12/2023

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

(An ISO 9001 : 2008 Certified Organization)

Ministry of Electronics and Information Technology, Government of India



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(DOCUMENT NO NIELIT/DOP/2015/1301040034)*

FOREWORD

It has been the endeavor of NIELIT to improve work culture and efficiency in decision making. As a part of action plan with regard to D.O. letter dated June 5, 2014 from Cabinet Secretary (which outlines the interactions that Hon'ble Prime Minister had with all Secretaries), the Committee proposed by MB for reviewing the existing NIELIT DoPs, was approved by the Governing Council in its 32nd Meeting held in 29th November 2014 and amendments with the approval of Chairperson GC vide order no.I-12/1/2020-Admin-Part(1) (E-10100)/609 dtd. 27/07/2023 and vide order no.I-12/1/2020-Admin-Part(1) Comp. No.:3101689 dtd. 20/12/2023.

It gives me pleasure to inform the readers that at NIELIT, a slew of measures has been taken to simplify processes, improve transparency, promote accountability and use technology as a 'force-multiplier'.

'Quality is a journey, and not a destination', and thus it has also been our endeavor to further improve the standards of accounting and accountability through internal audits. It is worthwhile to mention that the C&AG audit through the department of posts and telecommunication, had also suggested revision in the existing DoPs, taking into account the anomalies/ambiguities noticed therein. This revision is also in line with the new paradigm that seeks to convert India into a knowledge economy through the Digital India, Make-In-India, Skill India and other such futuristic programmes of the Government of India.

On behalf of NIELIT, I take this opportunity to express our sincere gratitude to the Hon'ble Minister of Electronics & IT, Hon'ble MoS (E&IT) besides Secretary, MeitY, Additional Secretary, MeitY, JS&FA, MeitY, AS (Pers.), MeitY and other senior Officers for their guidance and support.

I sincerely hope that the Delegation of Powers which has been revised with effect from 24th August, 2015 and subsequent amendments dtd. 27/07/23 and 20/12/23 with the approval of Hon'ble Minister of Electronics & IT (Chairperson, GC, NIELIT), is followed in both letter and spirit. For ease of use and accessibility, these DoPs have been categorized as 'Administrative Approvals', 'Financial Approvals' and 'HR & PA Approvals' and the same are also 'colour-coded'.



(Dr. Madan Mohan Tripathi)
Director General NIELIT



GENESIS

The National Institute of Electronics and Information Technology (NIELIT), is a body under the administrative control of the Ministry of Electronics and Information Technology (MeitY), Government of India. NIELIT came into existence in the year 1995 as erstwhile DOEACC Society. In December 2002, RCC, Chandigarh; RCC, Kolkata; and CEDTIs located at Aurangabad, Gorakhpur, Calicut, Imphal, Aizwal, Tezpur/Guwahati and Srinagar/Jammu were merged with the DOEACC Society. After the merger, the mandate of the Society was to carry out HR development and related activities in the area of Information, Electronics and Communication Technology (IECT), as the HRD arm of MeitY. The DOEACC Society was renamed as NIELIT in October 2011.

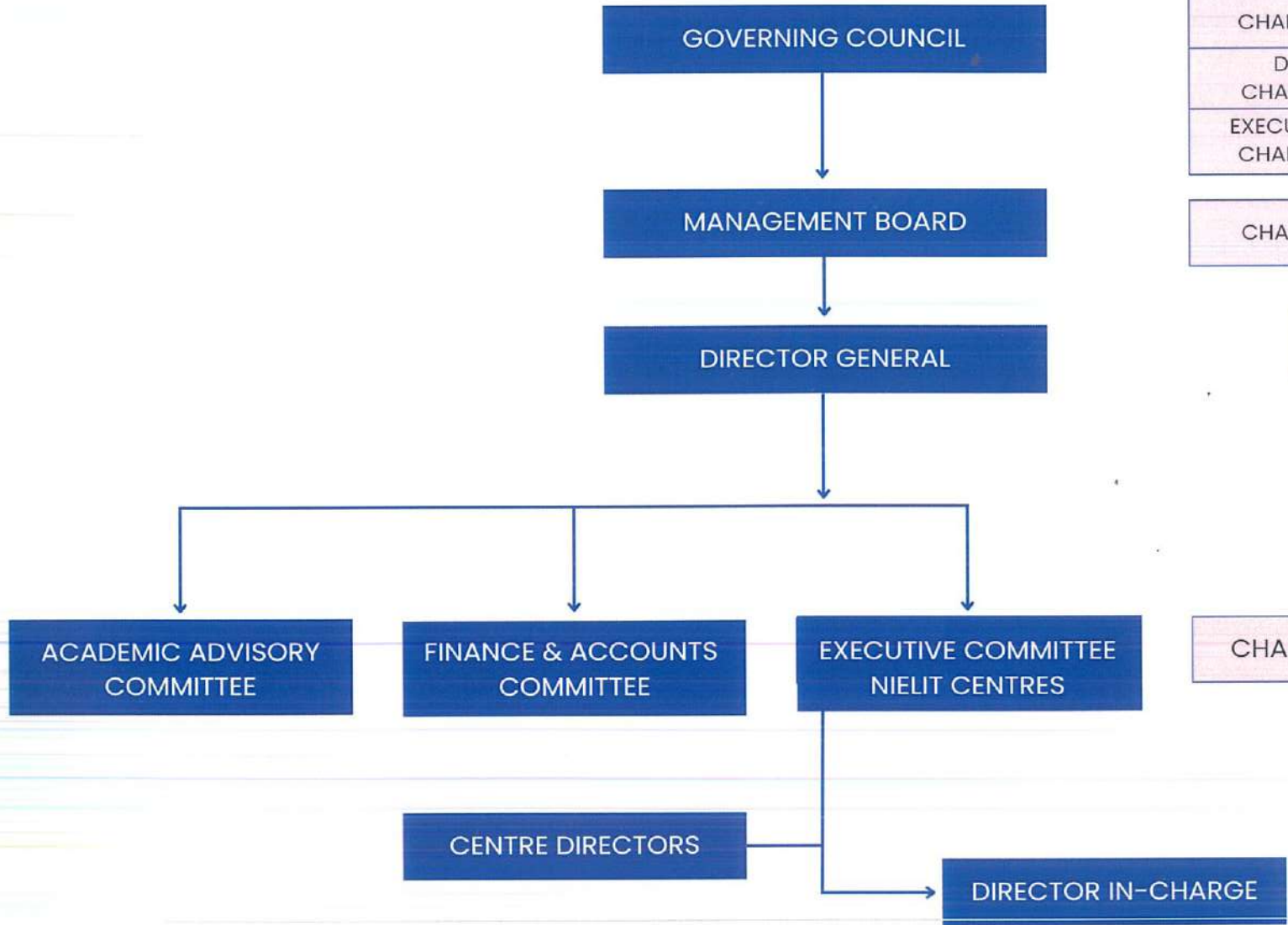
OVERVIEW

At present, NIELIT is engaged in skill development of human resources in the area of IECT through its wide array of degree/diploma programmes viz. B. Tech/M. Tech, MCA, BCA, PG Diploma in Information Security/Cloud Computing/Data Science/IOT etc, and skilled based long term/short terms certificate programmes viz. NIELIT O/A/B/C level and courses in emerging areas like AI & ML, Drone Technology, Cyber Security, Cloud Computing, Big data, Social Mobile, IOT/Industry 4.0, RPA and 3D printing, AR/VR, Meta verse etc. to equip the students with necessary knowledge of the key industry practices and skills to be fruitfully employed besides providing exposure to live projects and hands-on practical training through its 51 own centers.

NIELIT is also having and a wide network of 700+ Accredited Training Partners and 9000+ facilitation centers across the nation. It is also one of the National Examination Body, which accredits institutes/organizations for conducting courses in IT in the non-formal sector.

NIELIT is recognized by NCVET as Awarding Body and Assessment Agency for IT & electronics Sector. Over a period to maintain the standard of courses NIELIT has taken up alignment of its 100+ Qualifications with National Skills Qualification Framework ranging from Level-2 to Level-8.

ORGANIZATIONAL HIERARCHY OF NIELIT



CHAIRPERSON	HON'BLE MoE&IT
DEPUTY CHAIRPERSON	HON'BLE MoS E&IT
EXECUTIVE VICE CHAIRPERSON	SECRETARY, MeitY

CHAIRPERSON	SECRETARY, MeitY
-------------	------------------

CHIEF EXECUTIVE OFFICER

CHAIRPERSON	DG/CENTRE DIRECTOR
-------------	--------------------

WHAT IS DELEGATION OF POWERS?

Delegation is the assignment of responsibility or authority to another person (normally from a policy maker/ top management or manager or a CEO/ Senior Management or Subordinate) to carry out specific activities. It is one of the core concepts of management leadership. Delegation empowers a subordinate to make decisions, i.e. it is a shift of decision-making authority from one organizational level to a lower one. Delegation, if properly done, is not abdication. In general, delegation is good and can save money and time, help in building skills, and motivate people.

DELEGANT & DELEGATE

The powers of the delegate are precisely those that belonged to the delegant and the actions performed in virtue of the delegation have the same juridical nature as if they had been performed by the delegant himself. Delegation should not, therefore, be regarded as permission or authorization; rather, it is a transfer of power.

When delegation is legally provided for there is no difficulty. It should be noted, however, that even when delegation is authorized by existing law, it is subject to very precise conditions. In the first place, the right to exercise delegation cannot be presumed. Furthermore, those actions for which the right of delegation is granted must be clearly indicated. Finally, delegation must necessarily be limited in time.

EMERGENT CASES

As per Bye-Laws of NIELIT (erstwhile DOEACC Society) vide Serial Number 15, the Chairperson of the Governing Council/ Board/ Committee may in emergent cases or under special circumstances exercise the power of the Council/ Board/ Committee, in consultation with one or more Members of the Council/ Board/ Committee and in consultation with Finance Member of the Council/ Board/ Committee. All such Matters shall be reported to the Council/ Board/ Committee in their next meeting.


GOVERNMENT OF INDIA GUIDELINES (CVC/GFR/OTHERS)


While incurring expenditure from the Government exchequer, the financial powers delegated to Head of Departments/Head of Offices have to be exercised with utmost care by maintaining financial propriety and strict economy. It has to be ensured that all relevant financial rules and regulations like Delegation of Power, CVC Guidelines, General Financial Rules, 2017, and Govt. guidelines/circulars issued from time to time, are observed. CVC has issued relevant instructions and checklist for the preventive measures in different stages of public procurement. It has also suggested that it is essential to have proper DOPs prepared by all the organizations, so that there is a systematic and uniform approach in decision making. This also involves preparation of a codified purchase/works manual containing the purchase/works procedures and Guidelines. Such an integrated approach would not only help in putting a cap on corruption but would also ensure smoother and faster decision making.


GLOSSARY OF TERMS

Governing Council	<i>means the apex policy making body of the Society. Subject to the provisions of these Rules, the Council shall conduct the Administration and Management of the Society. It shall consist of not less than ten and not more than seventeen members, including the Chairperson Hon'ble Minister (E& IT) is the Chairperson of the Council, Hon'ble MoS (E&IT) is the Deputy Chairperson, Secretary MEITY is the Executive Vice Chairperson and Chief Executive Officer, NIELIT is the Member Secretary.</i>
Management Board	<i>means the executive arm of the Governing Council and shall develop policies for consideration and approval of the council as per the objectives of the society detailed in Memorandum of Association. It is chaired by Secretary MeitY with members as Additional Secretary/Joint Secretary (societies division), MeitY, JS and FA, MeitY with Chief Executive Officer, NIELIT as Member Secretary, two members to be nominated by Chairperson GC and three Directors of NIELIT centres as special invitees by rotation.</i>
Director General	<i>means the Chief Executive Officer of the Society and reports to Secretary, MeitY (Executive Vice Chairperson, GC & Chairperson, MB, NIELIT)</i>
Executive Committee	<i>of NIELIT Centres means Committee constituted at the centre with due representatives from respective State Government (minimum two members), local industry, Academic institutions in the State, Registrar/CFO and AO/FO of the centre, for effective day to day management of the centre.</i>
Director	<i>means an Officer (other than CEO) with grade pay of Rs 10000/- or Rs 8900/- and reports to the Director General and heading the Centre.</i>
Director In-charge	<i>Means an Officer (other than Centre Director) with grade pay of Rs. 7600/- or above and reports to Centre Director/Director General or to the Officer authorized by the Director General.</i>

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
ADMINISTRATIVE APPROVAL								
1.	i)	To receive financial contributions from abroad	Full Powers	-	-	-	-	-
	ii) a)	To accept sponsored projects and receive grants	-	Full Powers	-	-	-	-
	ii) b)	To accept/ receive subscriptions or other financial contribution from within the country	-	Full Powers	Financial Powers upto Rs. 1000.00 lakh (to be reported to Management Board)	-	-	-
2.		Approval for deputation / training abroad in respect of Chief Executive Officer of the Society	Full Powers - Chairperson, GC	-	-	-	-	-
3.		Procurement/ disposal of land building/built up space	Full Powers	-	-	-	-	-



(R.K. Tripathi)
Chief Finance Officer

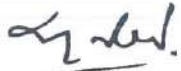

(Rajneesh Kumar Asthana)
Registrar


(S.K. Dhurandher)
Executive Director

Copy No.

Dop SI No	Sub SI No.	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
ADMINISTRATIVE APPROVAL								
4.		Administrative approval for construction of buildings, interiors and site preparations	-	Full Powers	Full Powers upto Rs.1000.00 lakh in each case	Full Powers upto Rs.100.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs.25.00 lakh in each case
5.		Re- appropriation of funds within each category viz. Capital and Revenue or vice-versa	-	-	Full Powers	-	Full power within the overall position in the budget/ project with due approval of EC.	-
6.		Declare store including office equipment as unserviceable/ obsolete stores, furniture, material, equipment, etc. and to approve their mode of disposal and write off loss on account of disposal- off	-	Full Powers	Financial Powers upto depreciated value of Rs. 10.00 lakh in each case/ proposal	Full Powers upto depreciated value of Rs. 2.00 lakh in each case/ proposal	Full Powers upto depreciated value of Rs. 1.00 lakh in each case/ proposal	Full Powers upto depreciated value of Rs. 1.00 lakh in each case/ proposal



(R.K. Tripathi)
Chief Finance Officer



(Rajneesh Kumar Asthana)
Registrar



(S.K. Dhurandher)
Executive Director

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ADMINISTRATIVE APPROVAL								
7.		Write -off irrecoverable loss of stores, furniture, material, equipment etc. due to theft frauds or negligence of individuals	-	Full powers	Financial Powers where original value of each item upto 10.00 lakh	Full powers where original value of each items upto Rs.0.50 lakh.	Full powers where original value of each items does not exceed Rs. 0.05 lakh. All cases to be reported to EC.	Full powers where original value of each items does not exceed Rs. 0.05 lakh. All cases to be reported to EC.
8.		Write off loss of stores, furniture, material, equipment etc. other than theft frauds or negligence of individuals.	Full Powers where original value of each item exceeds Rs. 2.00 lakh	Full Powers where original value of each item upto Rs. 2.00 lakh	Full Powers where original value of each item does not exceed Rs. 1.00 lakh. All cases to be reported to MB.	Full Powers where original value of each items does not exceed Rs. 0.75 lakh.	Full Powers where original value of each items does not exceed Rs. 0.10 lakh. All cases to be reported to EC.	Full Powers where original value of each items does not exceed Rs. 0.10 lakh. All cases to be reported to EC.
9.		Write - off loss of revenue or irrecoverable loans and Advances.	-	Full Powers	Financial Powers upto Rs. 1.00 lakh in each case	Full powers upto Rs.0.20 lakh in each case.	Full powers upto Rs.0.05 lakh in each case.	Full powers upto Rs.0.05 lakh in each case.



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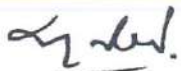

(Rajneesh Kumar Asthana)
Registrar



(S.K. Dhurandher)
Executive Director

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Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
ADMINISTRATIVE APPROVAL								
10.	i)	To depute employees on training in India	-	Full Powers	Full Powers- for cases upto one year. Cases beyond 1 year with approval of MB.	-	Full Powers- for cases upto 3 months	Full Powers- for cases upto 3 months
	ii)	To depute employees on training / Deputation abroad	Full Powers- Chairperson, GC for Directors in GP of Rs. 10,000/-	-	Full Powers except Self/Directors (GP of Rs. 10000) for cases upto three months cases beyond three months with approval of MB	-	-	-
11.		Excess of expenditure over administrative approval	-	Full Powers	Full Powers – upto 20% of project cost	Full Powers – upto 10% of project cost	Full Powers – upto original approval	Full Powers – upto original approval
12.		Grant of extension of time of contracts including a change in milestones thereby leading to reduction in penalties etc.	-	Full Powers	Financial Powers upto the value of Rs.200 lakh (Subject to provisions of contract)	Full Powers for contracts upto the value of Rs. 100.00 lakh	Full Powers for contracts upto the value of Rs. 50.00 lakh	-
13.		Approve policy for selection of users for sharing the facilities of the Society	-	-	Full Powers	-	-	-



(R.K. Tripathi)
Chief Finance Officer



(Rajneesh Kumar Asthana)
Registrar



(S.K. Dhurandher)
Executive Director

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ADMINISTRATIVE APPROVAL								
14.		Approval of proposals to borrow or raise money towards furthering the objects of the Society and authorization	Full Powers for the approval of the proposal	Full Powers for authorization	-	-	-	-
15.		Approve guidelines to set up joint ventures, alliances and such other mechanisms as to full exploit and develop markets for technologies/ products developed by the Society	-	Full Powers	-	-	-	-
16.		Approve guidelines to establish and maintain provident and other funds through appropriate mechanism as required for the purposes of the Society	-	Full Powers	-	-	-	-
17.		Allocation of funds to Centres on loan without interest out of corpus of the Society	-	Full Powers	Full Powers upto Rs. 200.00 lakh in each case	-	-	-



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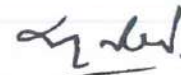

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ADMINISTRATIVE APPROVAL								
18.		Approve procedures to facilitate and enable smooth functioning of the Society by allocating/ changing jurisdiction of the Centres/ Extension Centres and upgrading the Extension Centres as independent Centres and its various activities including matters relating to HRD, Finance, Purchase, Administration, etc. including the participation of competent people within India and Abroad in the activities of the Society	-	-	Full Powers	-	-	-
19.	i)	Opening New Units of the Society at new locations	Full Powers	-	-	-	-	-
	ii)	Opening of Temporary office for three months under a project OR for relocation and shifting of an office within a city	-	-	Full Powers	-	-	-
20.		Approval of travel by class or accommodation higher than entitlement	-	Full Powers – Chairperson, MB	Full Powers except self	-	Full Powers except self for one step higher only (reasons to be recorded in writing)	Full Powers except self for one step higher only (reasons to be recorded in writing)

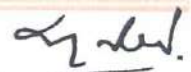

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(Rajneesh Kumar Asthana)
Registrar


(S.K. Dhurandher)
Executive Director


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ADMINISTRATIVE APPROVAL								
21.		To admit claim on account of TA/LTC / Medical reimbursement submitted after the stipulated period as per staff rules	-	-	Full Powers as per Govt. rules	-	Full Powers as per Govt. rules	Full Powers as per Govt. rules
22.		Engagement of Interns with or without any remuneration/ as per the Guidelines of MeitY	-	-	Full Powers	-	Full Powers	Full Powers
23.		To execute all agreements, contracts etc. on behalf of the Society except those between himself/herself and the Society including legal documents	-	-	Full Powers	-	Full Powers in respect of the contracts to be entered by the Centre	Full Powers in respect of the contracts to be entered by the Centre
24.		To delegate any or all the powers to any officer of the Society.	-	-	Full Powers in respect of powers delegated to DG	-	Full Powers- in respect of powers delegated to Director with the approval of DG.	Full Powers- in respect of powers delegated to Director-in-charge with the approval of DG.
25.		Approve deputation of employees to other organizations for posts for which power of appointment exists	Full Powers - Chairperson, GC for DG	-	Full Powers except self	-	Full Powers except self upto Group 'B' officials	-

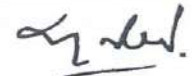

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Executive Director

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ADMINISTRATIVE APPROVAL								
26.	i.	Approve nomination of employees to committees constituted by other organizations	-	-	Full Powers	-	Full Powers except self	Full Powers except self
	ii.	To constitute various committees/ Sub-Committees comprising of internal/ external members for effective functioning of the Society	-	-	Full Powers	-	Full Powers	Full Powers
27.		To submit Bid against Open Tender/ Limited Tender/ Single Tender in IECT projects/ Consultancy services and for other objectives of the Society	-	-	Full Powers	-	Full Powers – All such cases to be reported to the EC and DG	Full Powers – All such cases to be reported to the EC and DG
28.		Approve all running rate Contracts /DGS&D contracts for procurements	-	Full Powers	Full Powers upto Rs. 300.00 lakh in each case	Full Powers upto Rs. 75.00 lakh in each case	Full Powers upto Rs. 35.00 lakh in each case	Full Powers upto Rs. 20.00 lakh in each case
29.		Approval Single Tender /Single Quotation in respect of proprietary items	-	Full Powers	Full Powers upto Rs.150.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each	-



(R.K. Tripathi)
Chief Finance Officer

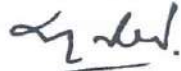

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ADMINISTRATIVE APPROVAL								
30.		Refund of Security Deposit/ EMD and Caution Money Deposits	-	-	Full Powers	-	Full Powers	Full Powers
31.		Sanction secured advance to other organizations / firms / suppliers	-	Full Powers- Chairperson, Management Board	Full Powers for which the power delegated	-	Full Powers for which the power delegated	Full Powers for which the power delegated
32.		Authorize payment to claims of clearing Agents as per terms of appointment of clearing agent	-	-	Full Powers	-	Full Powers	-
33.		Taking on lease/rent building for Society's use and for residential purposes of employees	-	-	Full Powers	-	Full Powers upto Rs.2.00 lakh per month	Full Powers upto Rs.2.00 lakh per month



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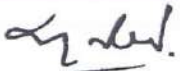

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FINANCIAL APPROVAL								
34	i)	Approve general guidelines for services	-	-	Full Powers with the approval of F&A Committee	-	-	-
	ii)	Fixation of tariff rate of various services offered by NIELIT	-	-	Full Powers	-	-	-
35.	i)	To open New Bank Account	-	-	Full Powers in any scheduled nationalize bank. All such cases to be reported to MB.	-	-	-
	ii)	To operate and signing of Bank Documents/ Cheques	-	-	Full Powers to be reported to MB	-	Full Powers in case of Centre /Extn. Centre to be reported to MB	Full Powers in case of Centre/Extn. Centre to be reported to MB
36.		Staff Welfare Expenses as per approved policy of HQs	-	-	Full Powers	-	Full Powers in respect of employee of the Centre	Full Powers- in respect of employee of the Centre
37.		To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	-	Full Powers- Chairperson-MB for DG	Full Powers as per rules Subject to the condition that variation is not in excess of 25% of normal entitlement	-	Full Powers as per rules Subject to the condition that variation is not in excess of 10% of normal entitlement	Full Powers as per rules Subject to the condition that variation is not in excess of 10% of normal entitlement



(R.K. Tripathi)
Chief Finance Officer

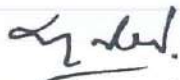

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Registrar



(S.K. Dhurandher)
Executive Director

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FINANCIAL APPROVAL								
38.		Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc	-	-	Full Powers	-	Full Powers limited upto the value of Rs. 3.00 lakh in each case	Full Powers limited upto the value of Rs. 1.00 lakh in each case
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	-	Full Powers in respect of employees of Centre	Full Powers in respect of employees of Centre
	ii)	To admit sanction of all advances including imprest to officials of the Society as per Rules	-	-	Full Powers	-	Full Powers	Full Powers
	iii)	To admit sanction of OTA to employees of the Society subject to NIELIT rules	-	-	Full Powers	-	Full Powers	Full Powers



(R.K. Tripathi)
Chief Finance Officer

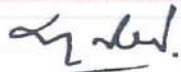

(Rajneesh Kumar Asthana)
Registrar



(S.K. Dhurandher)
Executive Director

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Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
FINANCIAL APPROVAL								
40.		Hiring of furniture, PCs or any type of equipment for official purposes.	-	-	Full Powers	-	Full Powers	Full Powers
41.		Legal expenses	-	-	Full Powers	-	Full Powers limit upto Rs.1.00 lakh per case	Full Powers limit upto Rs.0.50 lakh per case
42.		Repairs and maintenance of furniture, equipment, vehicles, etc.	-	Full Powers	Full Powers upto Rs. 100.00 lakh in each case	Full Powers upto Rs. 75.00 lakh in each case	Full Powers upto Rs. 35.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
43.		Entering into AMC of Equipment	-	Full Powers	Full Powers upto Rs. 200.00 lakh in each case	Full Powers upto Rs. 100.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
44.		Recurring/Non-Recurring Contingent expenditure not specifically mentioned in the above Rules	-	-	Full Powers as per rules	-	Full Powers as per rules subject to overall limit of Rs.0.50 lakh per month (to be reported to DG)	Full Powers as per rules subject to overall limit of Rs.0.50 lakh per month (to be reported to DG)



(R.K. Tripathi)
Chief Finance Officer

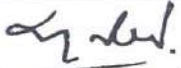

(Rajneesh Kumar Asthana)
Registrar


(S.K. Dhurandher)
Executive Director

Copy No.

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
FINANCIAL APPROVAL								
45.		To invest the funds of the Society in any public financial institution, any other Government securities on short term/long term basis	-	-	Full Powers - with in the overall guidelines laid down by Govt/ GC/MB/F&A Committee	-	Full Powers - within the overall guidelines laid down by Govt./ GC/ MB/ F&A Committee	Full Powers - within the overall guidelines laid down by Govt./ GC/ MB/F&A Committee
46.		Sanction leased accommodation facility	-	-	Full Powers	-	-	-
47.		Condemnation of vehicles Or Procurement of New Vehicles against condemnation/ New Purchases	-	-	Full Powers as per norms prescribed by Govt. to be reported to the MB.	-	-	-
48.		Award contracts towards hiring of services for Pantry/ Canteen / Security Services /House Keeping/ Clearing Services etc. as part of outsourced activities	-	Full Powers	Financial Powers upto Rs. 500.00 lakh in each case	Full Powers upto Rs. 100.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case



 (R.K. Tripathi)
 Chief Finance Officer

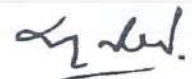

 (Rajneesh Kumar Asthana)
 Registrar


 (S.K. Dhurandher)
 Executive Director

Copy No.

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
FINANCIAL APPROVAL								
49.		Approve lowest technically suitable offer where valid tenders have been received and award of contract	-	Full Powers	Financial Powers upto Rs. 500.00 lakh in each case	Full Powers upto Rs. 100.00 lakh in each case	Full Powers upto Rs. 50.00 lakh in each case	Full Powers upto Rs. 25.00 lakh in each case
50.		Cash purchases	-	-	As per GFR norms	-	As per GFR norms	As per GFR norms
51.		Payment of Demurrage charges	-	-	Full Powers	-	Full Powers upto a maximum of 10% of Order Value	Full Powers upto a maximum of 10% of Order Value
52.		Advertisement charges including press and publicity matters	-	Full Powers	Full Powers upto Rs. 75.00 lakh in each case on DAVP rates	-	Full Powers upto Rs. 25.00 lakh in each case on DAVP rates	Full Powers upto Rs. 10.00 lakh in each case on DAVP rates



(R.K. Tripathi)
Chief Finance Officer



(Rajneesh Kumar Asthana)
Registrar



(S.K. Dhurandher)
Executive Director

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Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
FINANCIAL APPROVAL								
53.	i)	Use of official cars for private purposes	-	-	Full Powers as per provision in the Staff car rules, Govt. of India.	-	Full Powers as per provision in the Staff car rules, Govt. of India.	Full Powers as per provision in the Staff car rules, Govt. of India.
	ii)	To pay statutory Dues, Penalties/ Interest etc.	-	Full Powers	Financial Powers upto Rs. 100.00 lakh in each case	-	-	-
	iii)	Allocation of funds from the surplus of NIELIT for any academic research or business activities of the Society.	-	-	Full Powers (To be reported to the Management Board)	-	-	-



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 Chief Finance Officer

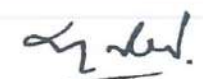

 (Rajneesh Kumar Asthana)
 Registrar


 (S.K. Dhurandher)
 Executive Director

Copy No.

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
HR & PA APPROVAL								
54.		Creation of Regular Posts	Full Powers to create posts (with the approval of Govt.)	-	-	-	-	-
55.		Powers to engage persons purely on contract basis on consolidated remuneration	-	-	Full Powers	-	Full Powers for a period of one year for consolidated pay of Rs. 50,000 per month per person for NIELIT activities and Rs. 1.00 lakh per month per person for project activities. Transparent policy should be adopted.	Full Powers for a period of one year for consolidated pay of Rs.50,000 per month per person for NIELIT activities and Rs. 1.00 lakh per month per person for project activities. Transparent policy should be adopted.



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 Chief Finance Officer

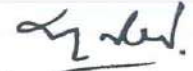

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 Registrar



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 Executive Director

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Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
HR & PA APPROVAL								
56.		Abolition of post	Full Powers on recommendation of Management Board	-	-	-	-	-
57.	i)	Appointment of CEO in the scale of PB-4, Grade Pay 10,000/- and above.	Full Powers- Chairperson GC with the approval of ACC	-	-	-	-	-
	ii)	Appointment of Director of Centre in the Scale of PB-4, Grade Pay 10,000/-	Chairperson - GC	-	-	-	-	-
	iii)	Appointment of Director of Centre in the Scale of PB-4, Grade Pay Rs.8900/-	-	Chairperson, MB	-	-	-	-
	iv)	Appointment of Registrar	-	Chairperson, Management Board on the recommendations of Director General	-	-	-	-

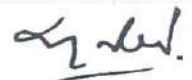

 (R.K. Tripathi)
 Chief Finance Officer


 (Rajneesh Kumar Asthana)
 Registrar


 (S.K. Dhurandher)
 Executive Director

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
HR & PA APPROVAL								
58.		To make appointments against sanctioned posts, other than mentioned at serial No. 57.	-	-	Full Powers	-	Group 'B' and below in respect of the employees of the Centre	-
59.		To approve scale at which honorarium is paid to visiting professionals and members of committees who are not employees of the Society.	-	-	Full Powers	-	Full Powers as per guidelines framed by HQ.	Full Powers as per guidelines framed by HQ.
60.		Grant of higher pay/additional increments on appointment as per rules	-	Full Powers - Chairperson Management Board	Full Powers - in respect of posts vide serial No. 58 subject to the recommendation by the Selection Committee	-	-	-

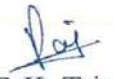

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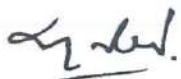

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 Registrar



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 Executive Director

Copy No.

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
HR & PA APPROVAL								
61.	Probation Clearance	Full Powers - Chairperson GC in respect of DG in the Grade Pay of Rs.10,000/- and above	Full Powers - Chairperson Management Board- for posts in the Grade Pay of Rs. 8,900/-	Full Powers - for the post for which DG is the appointing authority	-	-	Full Powers - for the post for which Director is the appointing authority	-
62.	Promotions against posts for which powers of appointments exists	Full Powers - Chairperson GC	Full Powers - Chairperson MB	Full Powers	-	-	Full Powers	-
63.	Acceptance of resignation & Termination of Services against posts for which powers of appointments exists	Full Powers - Chairperson GC	Full Powers - Chairperson MB	Full Powers	-	-	Full Powers	-



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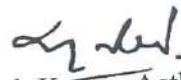

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(S.K. Dhurandher)
Executive Director

Copy No.

Dop SI No	Sub SI No	Subject Matter	Governing Council	Management Board	Director General/CEO	Executive Committee	Director	Director In-charge
HR & PA APPROVAL								
64.	i)	Disciplinary powers (Major Penalties)	Full Powers - Chairperson GC - for the post for which the Chairperson GC is the appointing authority	Full Powers - Chairperson, MB - for the post for which the Chairperson MB is the appointing authority	Full Powers - for the post for which DG is the appointing authority	-	Full Powers - for the post for which Director is the appointing authority	-
	ii)	Disciplinary powers (Minor Penalties)	-	-	Full Powers	-	Full Powers - for the post for which Director is the appointing authority	Full Powers - for the post for which Director-in-charge is the appointing authority
65.		Fixation of Pay	-	-	Full Powers- as per rule	-	Full Powers- as per rule	-
66.		EL& other kinds of Leave (CCS Leave Rules)	-	Full Powers	Full Powers except Self	-	Full Powers except Self	Full Powers except Self
67.		CL/RH	-	Full Powers	Full Powers except Self	-	Full Powers except Self	Full Powers except Self

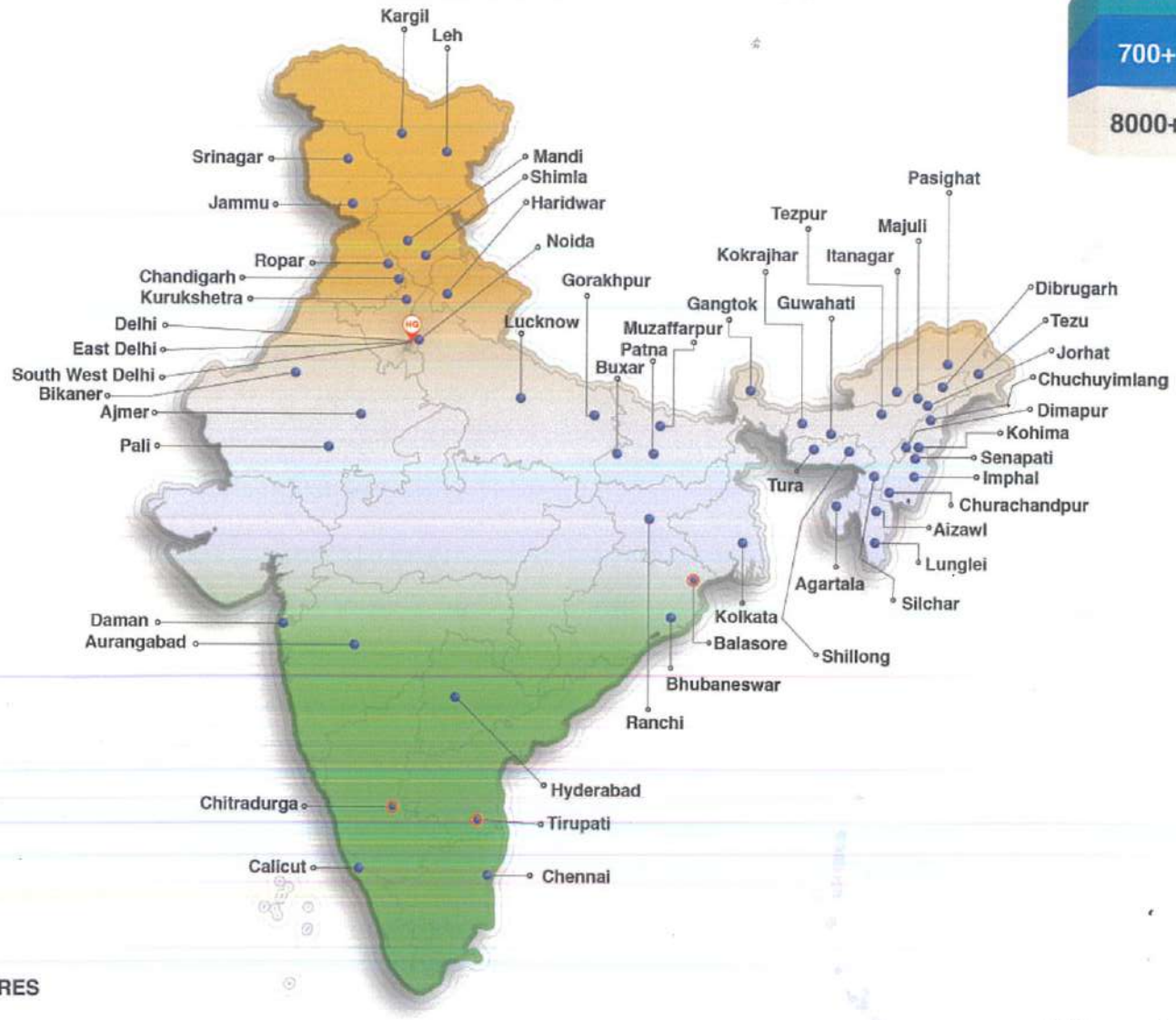

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Registrar


(S.K. Dhurandher)
Executive Director

PAN India Presence

52	Own Centres
700+	Accredited Institutes
8000+	Facilitation Centres



- HEADQUARTERS
- CENTRES/EXTENSION CENTRES
- UPCOMING CENTRES

◀ #The map is indicative only not to scale. ▶