

Software Technology Parks of India

Financial Delegation of Powers Effective from 20/07/2010

S. No.	Subject Matter	Extent of Powers proposed to be delegated (Amount in Rs. lacs)
1.	(i) To accept sponsored projects & receive grants, subscriptions or other financial contribution from within the country. (ii) To receive financial contribution from abroad in consistent with the objectives/functions of the Society as detailed in MOA	(i) DG – Full Powers (ii) GC – Full Powers
2.	Purchase of capital equipment including imported items of the similar/equivalent value, software, technical store like raw material, components, consumables, semi-consumables including fabrication of equipment	HOC – Upto 10 DG – Upto 50 GC – Full Powers
3.	Contingent expenditure including payments of POL/electricity/water/ telephone/municipal taxes/ salaries/wages etc.	HOC – Full Powers
4.	Deputing employees for short term/specialized/sponsored training/part time training in India and payment of fee thereof	HOC – Full Powers (up to one month) DG - Full Powers
5.	To appoint Casual Labour upto 89 days	HOC – Full Powers
6.	Purchase of liveries for staff	HOC – Full Powers
7.	To authorize officers & staff to travel on official tours by a class/mode for which they are not entitled	HOC – Full Powers
8.	Re-imbusement of medical expenses for treatment of employees/dependents in Government/Government approved and private hospital (a) In accordance with normal rules (b) In relaxation of normal rules	HOC – Full Powers DG – Full Powers
9.	Hire or Repair or AMC of office equipment/ IT and IT peripherals/ furniture/ fixtures/ ACs etc. for one year for each item	HOC – Upto 5 DG – Full Powers
10.	Payment of rent towards office/hostel/guest house/residential accommodation hired on lease	HOC - Full Powers
11.	Payment of legal Consultancy charges	HOC – Full Powers
12.	Designating an Officer as Controlling Officer for the purposes of TA, other claims including countersigning of claims	HOC – Full Powers
13.	Sanctioning official tours within India, advance of TA, LTC	HOC – Full Powers

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14. Sanctioning of any loan / advance subsidy i.e. on HBA, vehicle or any long term advance as per the policy approved by the GC	HOC – Full Powers
15. Sanction of local conveyance charges	HOC – Full Powers
16. To permit undertaking of assignments within India and abroad without involving society funds, (a) DG (b) Other Officers/Staff	GC – Full Powers DG – Full Powers
17. Sanction for purchase of books, journals, periodicals magazines etc. for library	HOC – Full Powers
18. Sanction of hire conveyance/transport for office	HOC --- Full Powers
19. Sanction of advertisements & publicity charges	HOC – Upto 5.0 in a year DG – Full Powers
20. Sanction of expenditure on hospitality & entertainment in India	HOC – Upto 1.0 DG – Upto 10 GC – Full Powers
21. Incurring of expenditure on conducting meet/workshops/conferences/seminars etc. in India	HOC – Full Powers (With prior in-principle approval of DG)
22. Repair and maintenance of Civil work including electrical fittings/installation & award of annual maintenance contract thereof	HOC – Upto 5.0 DG – Full Powers
23. Purchase of Stationery etc. for office	HOC – Full Powers
24. Business Promotion on case to case basis	HOC – Upto 1.0 DG – Full Powers
25. (a) Grant of Honorarium (b) Grant of Honorarium to visiting experts/ Members/ Councils/ Committee/Board etc.	(a) HOC–Upto 0.05 (per employees/annum) DG – Full Powers (b) HOC – Full Powers
26. Sanction of office/residential/mobile telephones/broadband facility and payment thereof	HOC – Full Powers
27. Purchase of Software	HOC – Upto 2.0 DG – Full Powers
28. Printing of Annual Reports & other documents	HOC – Full Powers
29. Hiring of services for Pantry/Canteen/Security/Cleaning etc.	HOC – Full Powers



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30.	(a) Approving signing of MoU/ Contract Agreements including sanction of expenditure thereof, for achievement of objectives of the Society.	(a) DG – Full Powers
	(b) Approving signing of MoU/ Contract Agreements with foreign bodies/entities for achievement of objectives of the Society	(b) GC – Full Powers
31.	Approval for deputation/training abroad	
	(a) DG	(a) GC – Full Powers
	(b) Other Officers/staff	(b) DG – Full Powers
32.	(i) Procurement of land and building/built-up space	(i) GC – Full Powers
	(ii) Construction of building	(ii) DG – Upto 200 GC – Full Powers
33.	Hiring of office premises/hostel/guest house/residential accommodation on lease	DG – Full Powers
34.	To authorize persons to operate Bank Account and to sign Bank documents	DG – Full Powers
35.	Purchase and condemnation of office vehicles	DG – Full Powers
36.	Fixation of tariff rate for various services offered by STPI other than statutory services	DG- Full Powers
37.	Expenditure towards preliminary activities viz. preparation of blue print, structural designing, other architectural Consultancy works prior to award of Civil work	DG – Full Powers
38.	Approve Single tender/single quotation in respect of proprietary items or specified brand goods	HOC – Full Powers* DG – Full Powers*
		*(Within delegated financial powers) GC – Full Powers
39.	Interiors & furnishing of building	DG – Full Powers
40.	Opening of temporary office for the project & other requirements other than opening of new STPI centres	DG – Full Powers
41.	Opening of new STPI centre at new location	GC – Full Powers
42.	Arrangement of boarding, lodging and travel for touring officer/staff	HOC – Full Powers

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43. To constitute various committees / sub-committees comprising internal / external members for effective functioning of the Society.	DG – Full Powers
44. Setting up of joint ventures, alliances and such other mechanisms as to achieve the objectives of Society and to exploit and develop markets for core strength and domain knowledge achieved by the Society	DG – Full Powers (With reporting to GC)
45. Setting up of joint ventures, alliance, businesses and such other mechanism with foreign agencies	GC – Full Powers
46. Grant of higher pay/additional increment on appointment /promotion	DG – Full Powers
47. Cash Purchase	HOC – Upto 0.10 DG – 0.20 or the limit as prescribed by income tax Department from time to time
48. Approve Annual budget	GC – Full Powers
49. Sanction of group pick & drop facility for staff members in lieu of transport allowance	DG – Full Powers
50. Sanction of lease accommodation	DG – Full Powers
51. Promotional sponsorship	HOC – Upto 1.0 DG – Full Powers
52. To invest the funds of the Society in the public financial institution/schedules banks, any other Government securities on long-term basis	DG – Full Powers
53. Write-off of irrecoverable losses due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC – Upto 0.25 DG – Upto 2.0 GC – Full Powers
54. Write-off of irrecoverable losses not due to theft, fraud or negligence of individual (Depreciated value of each item)	HOC -- Upto 2.0 DG – Upto 10.0 GC – Full Powers
55. Grant of Incentive/Performance Incentive	GC – Full Powers
56. Provident Fund Management	PF Trust in consultation with DG
57. Nomination of Society's officials in /committee/Boards of other organizations	DG – Full Powers
58. Staff Welfare Measures	DG – Full Powers

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59	Re-appropriation of funds within each category viz. capital and revenue	DG – Full Powers
60	Declare stores including office equipment as unserviceable/irreparable/obsolete and to approve their mode of disposal as per Govt./STPI norms	HOC – Upto 5 (Depreciated value in each case) DG – Upto 50 (Depreciated value in each case) GC – Full Powers

- (i) The Financial Management functions shall be performed as per the provisions of Memorandum of Association of STPI.
- (ii) The powers to be exercised in accordance with relevant rules/procedures prescribed from time to time.
- (iii) The authorities concerned will strictly exercise the powers within the overall budgetary allocations.
- (iv) When the Governing Council is not in meeting, the powers of Governing Council shall be exercised by the Chairman, Governing Council
- (v) Governing Council is empowered to approve any item not specifically covered in this schedule.
- (vi) DG as CEO will have powers concurrently vested with Subordinate authorities including overriding powers.
- (vii) Deputy Chief Executive officer/Head of Headquarter's defined as Senior Director in RCBS (recruited against vacancy) shall exercise the powers as delegated to Head of Centre. In absence of DG, he would also exercise the powers of the DG.
- (viii) Delegation of Powers to Group Head(s)/Officer-in-Charge shall be done by DG separately from time to time to the extent needed and found appropriate.
- (ix) Financial limits as delegated are meant for each occasion otherwise any rider/limit specifically mentioned with extent of power.



रवि नागपाल
RAVI NAGPAL
मुख्य प्रशासनिक अधिकारी
Chief Administrative Officer
एस.टी.पी.आई. मुख्यालय, नई दिल्ली-110003
STPI-HQ, New Delhi - 110 003