

DELEGATION  
OF  
POWER

## **REVISED DELEGATION OF POWERS**

### **I. GENERAL RULES**

- 1.1** The Delegation of Powers and channel of submission provide herein on establishment, financial and works matters shall come into force from the date of its approval by the Authority 22.09.2017.
- 1.2** All previous Delegation of Powers and orders issued regarding channel of submission shall stand superceded from the date this order comes into force.
- 1.3** All powers delegated hereunder are based on order issued by Government of India (GOI) under Inland Waterways Authority of India (IWAI) act, 1985 and shall be exercised by officers in accordance with rule, regulations, instructions and procedures. In the absence of any such delegation, standard practices/conventions shall be followed.
- 1.4** All financial sanctions/ approvals shall be only with the concurrence of appropriate Authority as specified under 'Powers for financial concurrence at para 1.11.
- 1.5** The field officers exercising the delegated powers have to ensure that these are financially scrutinized and concurred by Finance of concerned office not below the level of Junior Accounts Officer. Where such officers are not available, concurrence must be obtained from Accounts Officer of Regional Office concerned.
- 1.6** In any emergency, in respect of any matter on which Authority's approval is required, Chairman/ Vice-Chairman may act in a manner as he may deem fit in public interest and report to the Authority in the next meeting.
- 1.7** On grounds of exigencies of work or under other administrative considerations, Chairman may, by a written order, modify, alter or withdraw the powers delegated herein to any officer or class of officers subject to such reduction or withdrawal of delegation being approved by the Authority in its next meeting.
- 1.8** In the absence of a senior officer, a duly authorized subordinate officer not below the rank of Assistant Director in case of extreme urgency may exercise the powers so delegated to the senior officer to the extent the powers are delegated by the senior officer, other than those relating to policy decision or involving recurring financial implications. The junior shall report the decision taken during such period to the officer whose powers have been so exercised.
- 1.9** On grounds of exigencies of work and/or other administrative considerations, any senior officer as mentioned in channel of submission may exercise any or all the powers vested with officers subordinate to him with financial concurrence.

- 1.10** In case of multiple posts mentioned in the Delegation of Power the officer incharge of particular work/project shall exercise the power/become part of the committee as applicable.
- 1.11** Chairperson will have the inherent power to exercise all or any of the powers delegated to the lower functionaries and to further delegate any of the powers to any officer of the Authority.
- 1.12** Wherever no powers have been delegated to any functionary of the Authority on any matter, the same shall vest with the Chairperson, who will have inherent power to delegate powers to lower functionaries of the Authority.
- 1.13** In the absence of Vice Chairperson from official duties due to leave/tour etc., his powers will be exercised by Member (Finance) and vice-versa.
- 1.14** In the absence of Member (Technical) on account of leave, official tour etc., his powers will be exercised by Vice Chairperson.
- 1.15** The powers delegated to any officer may further be delegated to any other officer below him with the approval of the Chairperson.
- 1.16** All proposal involving financial implications have to be concurred by the respective Finance officers in head office/field offices.
- 1.17** Powers for financial concurrences:

a) Head Office

<u>Authority</u>	<u>Extent of Powers</u>
Member (Finance)	Full powers in respect of proposals to be approved by Vice-Chairman, Chairman or the Authority.
	Full Powers in respect of issues involving policy decisions on financial matters.
Chief Accounts Officer	Full powers in respect of proposals to be approved by Members, Secretary, Wing Heads and Directors.
Senior Accounts Officer/Account Officer	Full powers in respect of proposals to be approved by officers of rank of Dy. Director.

b) Field Offices/  
Self Accounting Units (SAU)

**Authority**

Senior Accounts Officer/-  
Account Officer/Jr. Accounts officer

**Limits of Powers**

Full powers in respect of proposals approved by Director/Dy. Director in-charge of field office.

**1.18** Payment of Bank charges: Powers are to be exercised by Chief Accounts Officer at Head Office and Officer-in-Charge at held offices.

**1.19** The officers concerned are to maintain a separate register to monitor powers available with him to ensure compliance with: -

- i) Availability of funds in the budget : and
- ii) Condition of annual ceiling etc.

**1.20 Constitution of Tender Committee:**

The Central Government (vide its letter No. 45-IWT (7)/87NW dated 5.1.89) in exercise of powers conferred under the second proviso to sub-section (1) of Section 13 of the IWAI Act 1985 has fixed the monetary limits (upto which IWAI can enter into contracts) as indicated below:

Power of IWAI to enter into contracts-

Full powers subject to following the normal procedure including evaluation of tenders by the duly constituted Tender Committee after the Scheme/Project question has been approved by the Competent Authority.

Accordingly, the Composition of the standing Tender Evaluation Committees shall be as under: -

**Head Office:**

A. For the works beyond Rs. 2 Crore

(i) *If Member (Tech.) is in place*

- 1. Member (Fin) : Chairman
- 2. Member (Tech) : Member
- 3. Secretary/Chief Engineer/Hy.Chief : Member

(ii) *If Member (Tech.) is not in place*

- 1. Member (Fin) : Chairman
- 2. Secretary : Member
- 3. Chief Engineer/Hy.Chief : Member

B. For the work beyond Rs. 1 crore to Rs. 2 Crore

- |                             |   |          |
|-----------------------------|---|----------|
| 1. Chief Engineer/Hy.Chief) | : | Chairman |
| 2. Director                 | : | Member   |
| 3. CAO                      | : | Member   |

C. For the works upto 1 crore.

- |  |   |          |
|--|---|----------|
| 1. Director                                | : | Chairman |
| 2. Deputy Director/Asstt. Director/SHS/AHS | : | Member   |
| 3. Sr. Accounts Officer                    | : | Member   |

**Note :-** In case of any position remains vacant TEC, may be nominated by Vice-Chairperson.

### **Field Offices**

#### **Kolkata**

- |                            |   |          |
|----------------------------|---|----------|
| 1. Director                | : | Chairman |
| 2. Dy Director/ SHS/AD/AHS | : | Member   |
| 3. Sr. A.O. / A.O.         | : | Member   |

#### **Guwahati**

- |                            |   |          |
|----------------------------|---|----------|
| 1. Director                | : | Chairman |
| 2. Dy Director/ SHS/AD/AHS | : | Member   |
| 3. Sr. A.O. / A.O.         | : | Member   |

#### **Patna**

- |                            |   |          |
|----------------------------|---|----------|
| 1. Director                | : | Chairman |
| 2. Dy Director/ SHS/AD/AHS | : | Member   |
| 3. Sr. A.O. / A.O.         | : | Member   |

#### **Kochi**

- |                            |   |          |
|----------------------------|---|----------|
| 1. Director                | : | Chairman |
| 2. Dy Director/ SHS/AD/AHS | : | Member   |
| 3. Sr. A.O. / A.O.         | : | Member   |

**Note :-** In case of an officer senior than the rank of Director is in-charge of Regional Office, he will be chairman of the committee..

*All schemes would be approved in accordance with the Delegation of Power (Works) in place from time to time.*

# INLAND WATERWAYS AUTHORITY OF INDIA

## DELEGATION OF POWERS

### Part-I : Establishment

<b>Sl. No.</b>	<b>Powers</b>	<b>To whom delegated</b>	<b>Extent of delegation</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
<b>1.</b>	<b>Appointments, Absorption, Promotion, Confirmation and allied matters</b>		
<b>1.1</b>		Chairperson	Full Powers -Group A
<b>1.2</b>		Vice Chairperson	Full Powers- Group B
<b>1.3</b>		Secretary	Full Powers -Group C
<b>2.</b>	<b>Acceptance of Resignation/Termination</b>		
<b>2.1</b>		Chairperson	Full Powers-Group A
<b>2.2</b>		Vice Chairperson	Full Powers - Group B
<b>2.3</b>		Secretary	Full Powers -Group C
<b>3.</b>	<b>Officiating / ad- hoc arrangements in leave/ vacancy / during training</b>	Chairperson	Full Powers (All cases to be reported to the Authority)
<b>4.</b>	<b>Posting / Transfer</b>		
<b>4.1</b>		Chairperson	Full Powers
<b>4.2</b>		Vice Chairperson	Full Powers - officers below level 12 in the Pay Matrix.
<b>4.3</b>		Secretary	Full Powers - officers below level of 10 in the Pay Matrix.
<b>5.</b>	<b>Compulsory retirement/removal</b>	Appointing Authority as in (1) above	Full Powers
<b>6.</b>	<b>Suspension</b>	Appointing Authority as in (1) above	Full Powers
<b>7.</b>	<b>Grant of leave (Except Study and Ex India leave)</b>		
<b>7.1</b>		Chairperson	Full Powers - Vice Chairman, Members, Secretary and officers up to level 12 in the Pay Matrix -
<b>7.2</b>		Vice Chairperson	Full Power - Officers below level of 12 in the Pay Matrix.

7.3		Secretary	Full Power - Officers below the level of 10 in the Pay Matrix ( Posted at Head Office)
7.4		Regional Directors	Group A, B and C ( Subject to 30 days only, beyond 30 days approval of the officer immediate Superior to the Regional Director may be obtained
8.	<b>Grant of Study leave</b>	Chairperson	Full Powers upto 5 year limited to 2 years in a single spell.
9.	<b>Ex-India Leave</b>	Chairperson	Full Powers
10.	<b>Deputation/transfer of employees to other organizations in India/ forwarding of application for outside employment.</b>		
10.1		Chairperson	Full Powers-All officers up to the level of 12 in the pay matrix
10.2		Vice Chairperson	Full Power - Officers below level of 12 in the Pay Matrix.
10.3		Secretary	Full Power - Officers below level of 10 in the Pay Matrix.
11.	<b>Sanction of LTC as per LTC Rules</b>		
11.1		Secretary	Full Powers – ( All Officers / Officials posted at H.O.)
11.2		Regional Directors	Full Powers – Group A, B and C officials posted in Regional / Sub Office under regional director
12.	<b>Reimbursement of <i>Children Education Allowance</i> / hostel subsidies as per Ministry of Finance orders</b>		
12.1		Secretary	Full Powers
12.2		Regional Directors	Full Powers for respective Regional Directorate
12.3		Officers in charge, Sub offices	Full powers for respective Sub office
13.	<b>Pay fixation</b>		
13.1		Secretary	Full powers – Group A, B & C ( For Head Office) and the Regional Directors.

<b>13.2</b>		Regional Director	Full powers – Officers below the level 12 in the Pay Matrix (Posted in Regional /Sub Office).
<b>14.</b>	<b>Grant of Annual increment as per Rules not specifically withheld in writing by the Competent Authority.</b>		
<b>14.1</b>		Secretary	Full Powers – Group A, B & C ( For Head Office) and regional directors.
<b>14.2</b>		Regional Directors	Full powers – Group A, B and C in respective Regional / Sub Office under regional directors .
<b>15.</b>	<b>Grant of incentives / honorarium</b>	Chairperson	Full Power - ( Up to Rs. 5000/- per person per annum )
<b>16.</b>	<b>Reporting of Acquisition /Disposal of Immovable Property under Conduct Rules.</b>	Secretary	Full Power
<b>17.</b>	<b>Noting of transaction of movable property under Conduct Rules</b>	Secretary	Full Power
<b>18.</b>	<b>Nomination for attending Seminar /conference /training programme abroad</b>		
<b>18.1</b>		Chairperson	Full Powers
<b>18.2</b>	<b>Nomination for attending Seminar /conference /training programme in India .</b>	Chairperson	Full Powers – For Vice Chairman, Members, Secretary and Officers up to Level 12 of Pay Matrix .
		Vice Chairman	Full Power – Officers below the level 12 and up to the level 10 in the Pay Matrix.
<b>18.3</b>		Secretary	Full Power – Officers below the level of 10 in the pay Matrix.
<b>19.</b>	<b>Authorization of tour</b>		
<b>19.1</b>		Chairperson	Full Powers -(Secretary, Shipping to be kept informed.)



<b>19.2</b>	<i>Note: for field unit Heads, tour approval outside their jurisdiction and also outside their HQ within their jurisdiction beyond three days has to be taken from Vice-Chairman. However, for tours within their jurisdiction involving absence of beyond three days from HQ, Head Office has to be intimated.</i>	Chairperson	Vice Chairman, Members, Secretary, and Officers up to the level of 13 in the Pay Matrix.
<b>19.3</b>		Vice Chairperson	Below the level 13 and up to the level of 10 in the Pay Matrix.
<b>19.4</b>		Secretary	Officers below the Level 10 in the Pay Matrix (Posted at H.O.)
<b>19.5</b>		Regional Director	Officer below the Level 12 in the Pay Matrix ( Posted at Regional / Sub Office)
<b>20.</b>	<b>Relaxation of provisions in respect of entitlement to Air-journey on official tour and in respect of stay</b>	Chairperson	Full Powers
<b>21</b>	<b>Authorization of journey by higher class or higher mode of transport other than the entitlement under the rules while on official tour</b>		
<b>21.1</b>		Chairperson	Full powers
<b>21.2</b>		Vice Chairperson	Full Power – Officers below the level 13 and up to the level 10 in the Pay Matrix.
<b>21.3</b>		Secretary	Full Power – Officers below the level of 10 in the pay Matrix.
<b>22</b>	<b>Approval of stay in a higher class of accommodation other than the entitlement under the rules while on official tour</b>		
<b>22.1</b>		Chairperson	Full powers

22.2		Vice Chairperson	Full Power – Officers below the level 13 and up to the level 10 in the Pay Matrix.
22.3		Secretary	Full Power – Officers below the level of 10 in the pay Matrix.
23.	<b>Acceptance of declaration of home-town/dependents/ family etc.</b>		
23.1		Secretary	Full Powers in Head Office
23.2		Regional Directors	Full Powers within the respective Directorate
24.	<b>Outsourcing of manpower</b>		
24.1		Secretary	Full Powers
24.2		Regional Director	Full Powers within respective Regional Directorate after taking specific approval of the Secretary
25.	<b>Appointment of individuals as Consultants /Advisors including terms &amp; conditions.</b>	Chairperson	Full Powers
26.	<b>Grant of advances</b>		
26.1	<b>House Building</b>	Member (Finance)	Full Powers
26.2	<b>Computer</b>	Secretary	Full Powers
27.	<b>Tour Advance /Transfer TA Advance /LTC Advance</b>		
27.1		Chief Accounts Officer	Full Powers
27.2		Regional Director/ officers in charge sub-offices	Full Powers within the respective Directorate/ sub-office.
28.	<b>Sanction of interest free advances as per rules</b>		
28.1		CAO	Full Powers
21.2		Regional Director	Full Powers within the respective Directorate
29.	<b>Sanction of advance from Provident Fund</b>		

29.1		CAO (based on the recommendation of the Managing Trustees)	Full Powers
29.2		Regional Directors/Officers in-charge, sub offices (based on the recommendation of the Accounts Officer)	Full Powers in the offices under respective jurisdiction
30.	<b>Withdrawal/Final settlement from Provident Fund</b>	Secretary(based on the recommendation of the Managing Trustees)	Full Powers
31.	<b>Medical Reimbursement to the officers / employees as per rules (other than specialized treatment)</b>		
31.1		Chief Accounts Officer	Full Powers
31.2		Regional Directors/officers in-charge, sub officers	<i>Full Powers</i> - Regional Directorate/offices under their respective jurisdiction
32	<b>Advance for medical treatment in India</b>		
32.1		Chairperson	Full powers
32.2		Vice Chairman	1,00,000/-
32.3		Secretary	50,000/-
32.4		Regional Director	Upto Rs.25,000/- in respective Directorate
33.	<b>Medical reimbursement in cases of specialized treatments as per rules</b>	Chairperson	Full Powers
34.	<b>Medical Advance/ Reimbursement to officers/ employees in relaxation of rules</b>	Chairperson	Full Powers
35.	<b>NOC for application for passport</b>	Assistant Secretary (Establishment)	Full Powers
36.	<b>Grant of Permission for foreign travel on private visit while availing leave</b>		
36.1		Chairperson	Full Powers (for All India Services or Central Services' officers on deputation to IWAI, the powers of Chairperson will be subject to

			guidelines issued by Central Government from time to time.)
<b>37.</b>	<b>Grant of permission for pursuing higher studies outside office hours.</b>		
<b>37.1</b>		Chairperson	Full Powers-Group A
<b>37.2</b>		Vice Chairperson	Full Powers below Group A
<b>37.3</b>		Secretary	Full Powers below Group B

<b>38.</b>	<b>Authorization of Pension and Pension benefits</b>	Chairperson	Full power-Group A
		Vice Chairman	Full Powers below Group A
		Secretary	Full Powers below Group B

**Note :**

- 1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guidelines, austerity measures etc.**
- 2. In case of delegation not expressly provided or in case of doubt, the Competent Authority to exercise delegated powers shall be Chairperson in case of Group A Employees, Vice Chairperson or in his/her absence, Member (Finance) in case of employees below Group 'A' and Secretary in case of employees below Group 'B'**
- 3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.**

## Part-II : Administration

Sl. No.	Powers	To whom delegated	Extent of delegation
1.	2.	3.	4.
1.	Opening of new offices	Chairperson	Full Powers (to be reported to the Authority)
2.	Hiring of leased space for office.	Vice Chairperson	Full Powers
3	Hiring of leased residential accommodation for entitled Officers.	Vice-Chairperson	Full Powers
4.	Monthly Hiring of Vehicles for official use	Secretary	Full Powers
5.	Contingent hiring of vehicles for officials use in case of urgency		
5.1		Secretary	Full Powers for Head Office
5.2		Regional Director/Officers in charge of Sub offices	Full Powers for respective Regional Directorate/Sub Offices
6.	Expenditure on hire and maintenance of fans, furniture, office equipment, coolers, air-conditioners, heaters, vehicles etc. including maintenance contracts.		
6.1		Secretary	Full Powers for Head Office
6.2		Regional Director	Full Powers for respective Regional Directorate
6.3		Officer In charge sub offices	Full Powers of respective sub - offices
7	Allotment of Residential quarters		
		Secretary	Full Powers
8.	Repair/Maintenance of IWAI's residential quarters.		

8.1		Secretary	Full powers
9.	<b>Purchase of books, periodicals and publications within approved budgets (Selection of books etc. to be done by Book Selection Committee</b>	Secretary  <i>Regional Directors</i>	Full Powers  <i>Full Powers</i>
10.	<b>Expenditure on stationery, Printing of Reports, Computer peripherals, consumables, Floppy, CD, Pen drive, Memory, Devices Software Package etc.</b>		
10.1		Secretary	Full Powers for Head Office
10.2		<i>Regional Director</i>	<i>Upto Rs. 2,00,000/- per annum in respective Regional Directorate</i>
10.3		Officers-in-Charge, Sub Offices	Upto Rs. 20,000/- per annum in respective sub office
11.	<b>Expenditure on POL, electricity, gas and water charges.</b>		
11.1		Chief Accounts Officer	Full Powers
11.2		Regional Director	Full Powers for respective Regional Directorate
11.3		Officer in-charge	For respective sub-offices
12.	<b>Expenditure on Municipal dues.</b>		
12.1		Chief Accounts Officer	Full Powers
12.2		Regional Director	Full Powers for respective Regional Directorate
12.3		Officer in-charge	For respective sub-offices
13.	<b>Expenditure on post, telegraph and telephone charges as per rules as per the limits if any prescribed by the Authority.</b>		
13.1		CAO	Full Powers
13.2		Regional Director	Full Powers for respective Regional Directorate
13.3		Officer in-charge sub offices	For respective sub-offices

<b>14</b>	<b>Expenditure on serving tea, coffee/soft-drinks to visitors(Scales applicable for serving tea, coffee etc to be laid down)</b>		
<b>14.1</b>		Member (Finance)	Full Powers
<b>14.2</b>		Chief Accounts Officer	Up to to Rs. 25,000/- per month for Head Office
<b>14.3</b>		Regional Directors	Upto Rs.5000/-per month for respective Directorate
<b>14.4</b>		Officers-in-charge Sub Offices	Upto Rs. 2000/-per month
<b>15</b>	<b>Expenditure on entertainment /dinners etc. to invitees/visitors in official conferences/ functions /Board meeting /Press Briefings/ presentations / lectures /laying of foundation stones/inaugural ceremonies/ invitation cards /shamianas / refreshments/ garlands/ photographs etc.</b>		
<b>15.1</b>		Member (Finance)	Full Powers
<b>15.2</b>		CAO	Upto Rs. 1,00,000/- on each occasion
		<i>Regional Director</i>	<i>Upto Rs. 50,000/- on each occasion.</i>
<b>16.</b>	<b>Advertisement and Publicity</b>		
<b>16.1</b>		Chairperson	Full Powers
<b>16.2</b>		Vice-Chairman	upto Rs. 15,00,000/- with max of Rs 2 lakhs at a time
<b>16.3</b>		Secretary	upto Rs. 10,00,000/- per annum at Head Office with max of Rs 1,00,000 each occasion



16.4		Regional Director	upto Rs. 10,00,000/- per annum for respective Directorate with limit of Rs 50,000/- each occasion.
17	<b>Purchase of Furniture and fixtures, office equipment, A.Cs, fans cycles etc.</b>		
17.1		Chairperson	Full Powers
17.2		Vice Chairperson	upto Rs. 5,00,000/- on each occasion
17.3		Secretary	upto Rs. 3,00,000/- on each occasion
17.4		Regional Director	upto Rs. 50,000/- on each occasion, subject to limit of Rs. 2,00,000/- per annum for respective Directorate
17.5		Officers in charge sub office	upto Rs. 15,000/- on each occasion, subject to limit of Rs. 25,000/- per annum for respective sub office
18	<b>Purchase of Vehicles</b>	Chairperson	Full Powers
19	<b>(i) Purchases of Computers (other than laptops)</b> <b>(ii) Purchase of laptops</b>	Secretary Vice-Chairperson	Full Powers Full Powers
		<i>Regional Director</i>	<i>Upto Rs. 1,00,000/- per annum.</i>
20	<b>Maintenance contracts for computers, ACs, Photocopiers, Fax machines, DG Sets, Telecom equipment</b>	Secretary	Full Powers
		<i>Regional Director</i>	<i>Upto Rs. 1,00,000/- per annum.</i>
21	<b>Service contract (e.g Outsourcing of manpower for security, housekeeping, cleaning, gardening, etc.)</b>	Secretary	Full Powers
22	<b>New telephones, internet/Broadband connectivity in respect of communication facilities.</b>	Secretary	Full Powers
23	<b>Audit Fees to Govt. Auditor/Internal Audit</b>	Member( Finance)	Full Powers

<b>24</b>	<b>Insurance of motor vehicles, office equipment etc.</b>		
<b>24.1</b>		Secretary	Full Powers
<b>24.2</b>		Regional Director	Full Powers within their respective Directorates
<b>24.3</b>		Officers in-charge, sub-offices	Full powers within their respective sub-Offices
<b>25</b>	<b>Petty works and contingencies. (Small works not exceeding Rs. 10,000/- on each occasion</b>		
<b>25.1</b>		Secretary	Full Powers
		<i>Deputy Secretary/Assistant Secretary</i>	<i>Full Powers – not exceeding Rs. 10,000/- on each occasion.</i>
<b>25.2</b>		Regional Director	Full powers within respective Directorate subject to annual limit of Rs. 2,00,000/-
<b>25.3</b>		Officers in-charge, Sub-Offices	Full powers within respective sub/offices subject to annual limit of Rs. 50,000/-
<b>26</b>	<b>Condemnation and disposal of vehicles.</b>	Chairperson	Full Powers
<b>27</b>	<b>Membership of educational and professional institutions</b>	Chairperson	Full Powers
<b>28</b>	<b>Reimbursement/payment /claims of employee/ work/petty expenses at Head Office. On account of (i) Office opening &amp; closing (ii) Conveyance charges (Working days &amp; Holidays) (iii) Lunch/Dinner reimbursement (iv) Over time allowance (v) Conveyance reimbursement (vi) Newspaper expense reimbursement etc.</b>	<i>Deputy Secretary/Assistant Secretary</i>	<i>Full Powers - Subject to a limit of Rs. 10,000/- on each item on single occasion.</i>

**Note :**

- 1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guidelines, austerity measures etc.**
- 2. In case of delegation not expressly provided or in case of doubt, the Competent Authority to exercise delegated powers shall be Chairperson.**
- 3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.**

**PART-III : FINANCIAL MATTERS**

Sl. No.	Nature of Power	Delegated to whom,	To what Extent
1.	2.	3.	4.
1.	Re-appropriation in Annual Budget grant to IWAI.	Chairperson	Full Powers
2.	Opening Bank Account	Member(Finance)	Full Powers
3	Cheque drawing powers for Head Office		
3.1		Member(Finance) with Chief Engineer or Hydrographic Chief	Above Rs. 200 lakhs
3.2		CAO with Chief Engineer or Hydrographic Chief	Above Rs. 100 lakhs upto Rs. 200 lakhs
3.3		Dy. Director (fin) with Director / Dy. Secretary / SHS.	Above Rs. 50 lakhs upto 100 lakhs
3.4		Sr. Accounts Officer Accounts Officer with Dy Director / Assistant Director/Assistant Secretary / AHS	Above Rs. 10 lakhs upto Rs. 50 lakhs
3.5		Sr. Accounts Officer / Accounts Officer	Upto Rs. 10 lakhs
<p><b>II. E- Payment to all contractors / personnel's for payment will be signed as under :-</b></p> <ol style="list-style-type: none"> <li>Jr. Accounts Officer will be the Nodal Officer for this purpose.</li> <li>All requests for E-Payments will be signed by Nodal Officer and in the absence of the Nodal Officer by Accounts Officer, or Sr. Accounts Officer or Deputy Director (Fin) or Chief Accounts Officer.</li> </ol>			
3.6	Cheque drawing powers for Regional Offices	Director / Dy Director / Assistant Director with Sr. Accounts Officer / Accounts Officer / Jr Accounts Officer / AHS/SHS.	Up to Rs. 50 lakh
		Sr. Accounts Officer / Accounts Officer / Jr Accounts Officer/ Accounts Assistant	Up to Rs. 5 lakh
3.7		Director / Dy Director / Assistant Director with Sr. Accounts Officer / Accounts Officer / Jr Accounts Officer	Up to Rs. 50 lakh

		Sr. Accounts Officer / Accounts Officer / Jr Accounts Officer/ Accounts Assistant	Up to Rs. 5 lakh
	<b>II. E- Payment to all contractors / personnel's for payment will be signed as under :-</b> <ol style="list-style-type: none"> <li>1. Jr. Accounts Officer will be the Nodal Officer for this purpose.</li> <li>2. All requests for E-Payments will be signed by Nodal Officer and in the absence of the Nodal Officer by Accounts Officer / Accounts Assistant. or Sr. Accounts Officer or Deputy Director (Fin).</li> </ol>		
<b>4</b>	<b>Investment of Provident Fund Trust Fund</b>	Member (Finance)	Full Powers
<b>5</b>	<b>Short term fund management</b>	Member(Finance)	Full Powers
<b>6</b>	<b>Transfer of fund to field offices</b>	Chief Accounts Officer	Full Powers
<b>7</b>	<b>Drawal of pay and allowances as per rules and all other payments sanctioned including overtime allowance</b>		
<b>7.1</b>		Chief Accounts Officer	Full Powers for Head Office
<b>7.2</b>		Regional Directors	Full Powers for respective Directorate
<b>7.3</b>		Officer In-charge	Full Powers within offices under his/her jurisdiction
<b>8</b>	<b>Sanction of imprest</b>		
<b>8.1</b>		Member(Finance)	Upto Rs. 50,000/-
<b>8.2</b>		Regional Director	Upto Rs. 15,000/- within respective Directorate
<b>8.3</b>		Officers-in-charge, Sub offices	Upto Rs. 2,000/- within respective sub office
<b>9</b>	<b>Final settlement of Tour/Transfer TA/LTC claims/cancellation charges in respect of tours cancelled</b>		
<b>9.1</b>		Chief Accounts Officer	Full Powers for Head Office
<b>9.2</b>		Regional Director/officers in charge sub office	Full powers within respective jurisdiction
<b>10</b>	<b>Grant of conveyance hire charges to employees</b>		

10.1		Secretary	Full Powers for Head Office
10.2		Regional Directors	Full Powers within the respective Directorate
11	<b>Reimbursement of conveyance charges to Groups A and B officers for attending office on holidays</b>	Secretary	Full Powers
11.1	<i>Reimbursement of conveyance charges to Groups C &amp; D officials for attending office on holidays</i>	<i>Deputy Secretary/Assistant Secretary</i>	<i>Full Powers</i>
12	<b>Payment of demurrage charges (Concerned Regional Director) in the field should clear the consignment on receipt of intimation and send a proposal for ratification by Member(Finance)</b>	Member(Finance)	Full Powers
13	<b>Acceptance of Bank Guarantee as per approved tender document on recommendation of Chief Engineer/Engineer-in-charge</b>	Member(Finance)	Full Powers
14	<b>Invocation of Bank Guarantee on recommendation of Member (Technical)/Member(Traffic) /Chief Engineer</b>	Chairperson	Full Powers
15	<b>Regularization of loss due to sale/disposal of items</b>	Chairperson	Full Powers
16	<b>Write off of</b>  <b>(i) irrecoverable loss of Cash /Public Money not due to theft, fraud or negligence;</b> <b>(ii) loss of spare parts, stores etc. not due to theft,</b>	Chairperson	In accordance with the financial limits prescribed for the Departments in Schedule VII of the Government of India, Delegation of Financial Powers Rules

	fraud or any act of dishonesty/negligence; (iii) loss of spare parts, stores etc. due to theft, fraud or any act of dishonesty/negligence; and (iv) loss from return of T&P and other articles of which part value is recovered.		
17	Write off of loss due to obsolescence of items of stores/furniture		
17.1		Chairperson	Full powers
17.2		Member (Finance)	1,00,000/-
17.3		Chief Accounts officer	Full Powers for items of purchase value upto Rs. 50,000/-
17.4		Regional Directors	Full Powers for items of purchase value up to Rs. 20,000/- within respective Directorate
18	Waiver of trade debts	Chairpersons	Upto Rs. 5,00,000/-(Each instance of waiver to be reported to the Authority)
19	Write off of loss due to non-recovery of loans and advances	Chairperson	In accordance with the financial limits prescribed for the Departments in Schedule VII of the Government of India, Delegation of Financial Powers Rules
20	<b>Competent Authority for Approval of Scheme / Sanction of payments for work Contracts / Approval of Expenditure.</b>		
	Scheme approved by Government	Chairman	Full Power
	Scheme approved by Board	Chairman	Full Power
	Scheme approved by Chairman	Vice Chairman	Full Power
	Tender approved by Vice Chairman	Member (Technical)/ <b>Member (Traffic)</b> /Secretary	Full Power
	Tender approved by Member (Technical)	Chief Engineer / Hydrographic Chief	Full Power
	Tender approved by Secretary /Chief Engineer / Hy Chief	Next Below Officer dealing the work.	Full Power
	Tender approved by Regional Director (Field)	Regional Director	Full power

**Part – IV : Technical Matters/Studies/Consultancy/Department works**

Sl. No.	Nature of Power	Delegated to whom	To what Extent
1.	2.	3.	4.
1.	Approval of Plan schemes	Chairperson	Full Powers upto Rs. 50 crores
2.	Technical sanction for detailed estimates with financial concurrence (as per Scheme)		
2.1		Chairperson	Full powers
2.2		Vice-Chairperson	Upto Rs. 10 crores
2.3		Member (Technical)/ <b>Member(Traffic)</b>	Upto Rs. 3 crores per project
2.4		Secretary/Chief Engineer /Hydrography Chief	Upto Rs. 2 crore per project
2.5		Regional Directors	Upto Rs. 1 crore per project within respective Directorate
3.	Expenditure in excess of sanctioned estimates including those of extra/substituted items. There should be no time over-run.)		
3.1		Chairperson	Upto 20% in excess of the sanctioned estimate approved by the original sanctioning Authority
3.2		Vice Chairperson	Upto 10% in excess of the sanctioned estimate approved by the original sanctioning Authority
3.3		Member/Chief Engineer/Hy. Chief/ Secretary	upto 5% of the sanctioned estimate approved by the original sanctioning Authority
		<i>Regional Director</i>	<i>upto 5% of the sanctioned estimate.</i>
4.	Acceptance of lowest tender (The duly constituted tender committee by		



	<b>H.Q. should scrutinize and negotiate before approval of the Director).</b>		
<b>4.1</b>		Chairperson	Full Powers
<b>4.2</b>		Vice Chairperson	Upto Rs. 10 crores per project
<b>4.3</b>		Member (Technical)/ <b>Member (Traffic)</b>	Upto Rs. 3 crores per project
<b>4.4</b>		Secretary/Chief Engineer /Hydrography Chief	Upto Rs. 2 crore per project
<b>4.5</b>		Regional Director	Upto Rs. 1 crore per project within respective Directorate
<b>5.</b>	<b>Acceptance of single tender based on recommendation of duly constituted Tender Committee</b>		
<b>5.1</b>		Chairperson	Full Powers
<b>5.2</b>		Vice-Chairperson	Upto Rs. 5 crores per project
<b>5.3</b>		Member (Technical)/ <b>Member(Traffic)</b>	Upto Rs. 1 crore per project
<b>6.</b>	<b>Award of work without call of tenders</b> <b>Note:- As a normal rule, work orders should be placed only through the tender route. Cases of award of work without call of tenders should be rare and resorted to only when there are very special reasons for which an exemption to the general rules can be made in public interest. Full reasons should be recorded by the Director who should guard against contractor quoting unjustifiably high rates.</b>		
<b>6.1</b>		Chairperson	Upto Rs. 50 lakhs per project
<b>6.2</b>		Vice-Chairperson	Upto Rs. 25 lakhs per project

6.3		Member (Technical)/ <i>Member(Traffic)</i> / Secretary	Upto Rs. 10 lakhs per project
6.4		Chief Engineer /Hydrographic Chief	Upto Rs. 1 lakh per project
6.5		Regional Directors	Upto Rs. 50,000/- per project within respective Directorate
7.	<b>To undertake deposit works on mutually agreed terms</b>		
7.1		Chairperson	Full Powers
7.2		Vice Chairperson	Upto Rs. 10 crores per project
7.3		Member (Technical)/ <i>Member(Traffic)</i>	Upto Rs. 2 crore per project
8.	<b>Grant of extension of time for completion of works</b> <b>Note:- (i) The reason for acceptance of extension of time should be recorded each time.</b> <b>(ii) There should be no cost over run</b>		
8.1		Chairperson	Full Powers
8.2		Vice Chairperson	Upto Rs. 10 crores per Project
8.3		Member (Technical)/ <i>Member(Traffic)</i> / Secretary	Upto Rs. 2 crores per project
9.	<b>Maintenance and normal running repairs of floating crafts.</b>		
9.1		Vice-Chairperson	Full Powers
9.2		Member (Technical)/ <i>Member(Traffic)</i>	Upto Rs. 50 lakhs per job.
9.3		Chief Engineer /Hydrography Chief	Upto Rs. 25 lakhs per job.
9.4		Regional Director	Upto Rs. 15 lakhs per job within respective Directorate.
9.5		Officers in-charge Sub offices	Upto Rs. 2 lakhs per job within respective sub office.

<b>10</b>	<b>Signing of Agreement in respect of contracts</b>		
<b>10.1</b>		Member (Technical)/ <i>Member(Traffic)</i>	Full powers.
<b>10.2</b>		Secretary/Chief Engineer /Hydrography Chief/ Director	Upto Rs. 2 Crores.
<b>11.</b>	<b>Regularization of Loss due to sale/disposal of items</b>	Chairperson	Full Powers
<b>12.</b>	<b>Disposal of unserviceable or obsolete stores</b>	Vice Chairperson	Full Powers
<b>13.</b>	<b>Hiring of Consultants for Studies, preparation of DPR etc.</b>	Chairperson	Full Powers
<b>14.</b>	<b>Mobilization Advance (Interest bearing) Interest free mobilization advance will be decided at the level of Authority (Board)</b>	Member (Tech)/ <i>Member(Traffic)</i> with the concurrence of Member (Finance).	Full Powers
<b>15.</b>	<b>Insurance of IWT infrastructure as per the approved scheme.</b>	Regional Director within respective Directorate.	Full Powers

**Note:**

- 1. Delegation is subject to restrictions and directions issued by the Authority from time to time, as also Govt. guidelines, austerity measures etc.**
- 2. In case of delegation not expressly provided or in case of doubt, the Competent Authority to exercise delegated powers shall be Chairman.**
- 3. When the Competent Authority at a particular level is not available (by reason of earned leave, transfer, vacation of office or due to some other reasons), the delegated powers shall be exercised by the officers of the next higher level or by the officer to whom charge has been assigned by the Competent Authority.**
- 4. In case of both time and cost over-runs, the matter must be reported to the Authority for a decision.**

**PART – V : LEGAL MATTERS**

<b>Sl. No.</b>	<b>Nature of Power</b>	<b>Delegated to whom</b>	<b>To what Extent</b>
<b>1.</b>	<b>2.</b>	<b>3.</b>	<b>4.</b>
1.	Institution of legal proceedings or defending legal cases.	Chairperson	Full Powers
2.	Legal charges relating to Court cases and Arbitration including Fees to Barrister, Advocates, Arbitrators, Umpires & Legal experts.	Member(Finance)	Full Powers
		<i>Regional Director</i>	<i>Upto Rs. 50,000/- ( As per the prescribed rate)</i>
3	Acceptance of Arbitration Award	Chairperson (to be reported to the Authority)	Full Powers
4	Authorization/Reimbursement of Legal expenses by officers/ employees connected with official duties.	Member (Finance)	Full Powers
5	Signing of petition / affidavit / all legal documents including Indemnity Bonds, Guarantees, Affidavits etc on behalf of the Authority	Secretary or any Group A officer authorized by Secretary.	Full Powers