Ref - 1

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Karnataka Concern)

Administrative Office Building,
Industrial Est...,
...alore, Karnataka 560 044.

Ltrs.ESTABLISHMENT:OFFICERS/06

Dated: 14-2-1986.

C I R C U L A R

SUB: Delegation of powers to the Managing Director and other officers of the Corporation - reg.

The Board at its 100th meeting held on 3-1-86 have approved the proposed delegation of powers to the Managing Director and other officers of the Corporation in supersession of the earlier orders.

Further, the Government's approval as required in pursuance of Article-72 of the Articles of Association of KSSIDC is being obtained in respect of the powers delegated to Managing Director by the Board.

In the meantime the powers delegated to other officers of the Corporation as per enclosed statements shall come into force with immediate effect./

M. MANAGING DIRECTOR
KSSIDC LTD.

To:

1. All the Heads of the Department/Section, KSSIDC, Bangalore.
2. All the Deputy Chief Managers, KSSIDC, Incharge of Industrial Estates.
3. All the Branch Managers, KSSIDC, Incharge of Indl.Estates.
4. The Works Manager(Hosiery), KSSIDC, Indl.Estate,Hunsur.
5. The Dy.Chief Manager(C&M), Indl.Estate, Gulbarga/Hubli.
6. All the Managers(C&M), KSSIDC, Incharge of Indl.Estates.
7. All the Sales Managers, KSSIDC, Indl.Estate.
8. All the Asst.Managers(C&M),KSSIDC, Incharge of Indl.Est.
9. The Senior Assistant/Junior Assistant, KSSIDC, Incharge of Industrial Estates.
10. P.A. to Managing Director, KSSIDC, Bangalore.
11. P.A. to Chairman, KSSIDC, Bangalore.

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ANNEXURE-II

(To Office Order No.EST:PER:CREA:DEL:GM:87 dated: 3.8.1987)

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO GENERAL MANAGER-II

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I. GENERAL POWERS

1.	To sanction for purchase of reference books including periodicals like magazines, journals, books for department and general library	Rs.500/- at a time not exceeding Rs.10,000/- per annum.
2.	To purchase if necessary for official purpose all Govt. publications and copies of administration reports and maps and topo sheets	Full powers
3.	To sanction for conveyance for subordinates for carrying office records and to attend official works. Reimbursement of Auto or own conveyance limited to Asst. Managers and above. Other categories of staff are entitled for Bus fare only	Full powers for CMs and below
4.	To sanction for insurance on:	
	a) Raw material godowns	
	b) Stocks of raw materials held in stock in the godowns, stockyards; branch depots in transit etc.	Full powers
	c) Cash and other valuables held in stock and in transit	
5.	To sanction urgent purchase by cash, items such as, urgent stationery required for office	Full powers
6.	To sanction charges in connection with printing of official manuals, office publications leaflets etc.	Full powers
7.	To authorise subordinate staff to proceed on duty within the state	Chief Managers only
8.	To authorise the subordinate staff to proceed on duty outside the state but within India	Chief Managers only
9.	To purchase office requirements such as crockery, stationery and other contingent purchases	Rs.500/- at a time not exceeding Rs.5000/- per annum.
10.	To incur expenditure on entertainment for official guests and official functions and meetings	Upto Rs.500/- at a time not exceeding Rs.5000/- per annum
11.	To sanction Casual Leave and Restricted Holiday	Chief Managers
12.	Power to recall and permit to leave Hqs	Chief Managers

II. PERSONNEL & GENERAL ADMINISTRATION:

1. Declaring completion of probationery period	Grade-III
2. Allotment of cars to various Departments and allocation of duties to Drivers	Full Powers
3. To incur expenditure on repairs and maintenance of corporation vehicles	Full powers
4. a) Maintenance of Confidential Reports	CMs and DCMs
b) To call for and maintain Annual Property Returns	--do--
5. To forward applications for outside employment	DCMs
6. To permit employees to prosecute further studies	Grade-II
7. To sanction leave of all kinds except Casual Leave	DCMs
8. To incur expenditure for paying membership fees etc. to clubs and professional bodies, associations etc. which has bearing on the activity of the corporation for Managing Director and other Senior Executives	Full Powers
9. Transfer of Officials from one Department to another including change of Headquarters	Grade-II
10. Repairs of Office Building and Motor Vehicles and Purchase of Spares, Tyres etc.	Full powers

III. COMMERCIAL SECTION:

1. To appoint agents/transporters for transportation of raw materials within and outside the State and signing of agreements after calling for sealed tenders as per procedure/rules	Such tenders shall be finalised and transport contract fixed by the Committee consisting of the following:- 1. GM-II .. Chairman 2. GM-I .. Member 3. DCM(IA). Member 4. L.O. .. Member 5. DCM(C).. Convenor The above committee will also have power to negotiate, including rejection of any or all tenders and to decide to call for fresh sealed tenders keeping in view the best interest of the corporation.
The agreement shall be entered into by the General Manager-II in the prescribed proforma duly scrutinised by the Law Officer	

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2. To procure raw materials covered in the Annual allocation	Full Powers
3. To procure raw materials offered outside the allocation/materials under rebate scheme	Upto Rs.2,00,000/- at a time after review of the demand and recording the same.
4. To arrange for insurance of materials held in stock and in transit	Full powers
5. To arrange and appoint Security Personnel through outside agencies and fix their remuneration after calling for tenders	Full powers
6. To refund EMD of unsuccessful tenderers	Full powers
7. To refund SD/EMD in respect of Contractors	Full powers (after satisfying the performance of the contractors and also compliance of the terms and conditions entered into in the agreement including recoveries to be effected if any duly certified by the DCM(IA) and L.O)
8. To recommend to GM-I for invoking the Bank Guarantee wherever necessary	Full powers
9. To authorise payment of demurrage/ wharfage charges to railways and also to fix up the responsibilities on the persons concerned for negligence if any.	Full powers
10. To sanction all the claims received towards insurance, transportation of raw materials under approved contracts	Full powers
11. To sanction and authorise payment of rent of godowns for storing raw materials	Full powers
III. HOSIERY PROJECT:	
To purchase raw materials for Hosiery Unit and fix the selling price of the finished products	Full powers for the committee consisting with the following:- 1. GM-II -- Chairman 2. GM-I .. Member 3. DCM(IA) .. Member 4. WM(HOSIERY) Convenor

MANAGING DIRECTOR,
KSSIDC LIMITED.

(7)

ANNEXURE-I

(To the Office Order No. EST:PER:CREA:DEL:GM:87 dated 3.8.1987)

ADMINISTRATIVE AND FINANCIAL POWERS DELEGATED TO GENERAL MANAGER-I

	ITEM	POWERS
I. 1.	To write-off the amount due from the employees after considering the merits of each case.	Upto Rs.1000/- in each case restricted to Rs.5000/- a year
2.	Sanction and payment of arrears claims of all nature	Full powers upto 3 years
3.	To declare stores as absolutely unserviceable and dispose them off (After calling for tenders and following the procedure subject to fixing responsibilities on the persons concerned wherever negligence is noticed)	Full powers
4.	To sanction conveyance charges for officials working under him for carrying office records and to attend other official works. Reimbursement of auto or own conveyance to the Asst.Managers and above. Other categories of staff are entitled for bus fare only.	Full powers
5.	Sanction and to take insurance policies on buildings and other immovable properties of the corporation and cash and other valuables held by the Finance Department and cash in transit	Full powers where the policy value does not exceed Rs.10,00,000/-
6. a)	To authorise subordinate staff to proceed on duty within the State - Chief Managers & below	Full powers
b)	To authorise the subordinate staff to proceed on duty outside the state but within India - Dy. Chief Managers and below.	
7.	To transfer officers and staff from one section to another section within the department which does not involve change of Headquarters	Full powers
8.	To sanction CL and RH to the Officers and Officials of the concerned Department	Full powers
9.	Power to recall and permit to leave Hqs - CMs and DCMs	Full powers
10.	To incur unforeseen or miscellaneous expenses	Rs.300/- at a time

II. COMMERCIAL ACCOUNTS:

1.	To permit officials and Officers subordinate to him to proceed on duty on tour within the State and countersigning of their TA bills.	Full Powers
2.	To condone delay in prefering TA Claims of subordinate staff.	Full Powers upto DCMs & below
3.	Inspection of Branch Office in so far as financial matters and accounts/records are concerned (All the Branch Offices should be inspected atleast once during every year).	Full Powers
4.	To sanction drawal of advances for the tours within and outside the State on official work if the programme is approved by the competent authority.	Full Powers
5.	To adjust and or authorise payment of balances in the accounts of the parties who have dealings with the Corporation after confirming that no amount is due by them to the Corporation and that the same has not been paid previously and that the terms and conditions stipulated are complied with by the parties.	Full powers upto Rs. 25,000/-
6.	Preparation of monthly pay-roll and payment of salary and allowances to the staff.	Full Powers
7.	To effect deductions such as PF Contribution, Insurance premium, HBA, Festival Advance, Income Tax, Pension Contribution & Gratuity etc. from the monthly pay bills of the employees of the Corporation and to remit the same to the various Departments of Govt. and to adjust to the concerned accounts in the books of accounts of the Corporation.	Full Powers
8.	To scrutinise, pass and authorise payment of all bills/invoices towards rent, rates, taxes, water charges, electricity charges, postage, telegram, telephones and other statutory payments, computer processing, vehicle maintenance etc. after approval by the competent authority.	GM-I - Full Powers (DCM(CA)- upto Rs. 25,000/- for each payment).
9.	Release of documents from banks after according administrative approval by the Managing Director in the concerned file to release the documents.	GM-I - Full Powers DCM (CA) - upto Rs. 25,000/-
10.	To draw drafts/bills of exchange/hundis/ LCs after obtaining administrative approval of the Managing Director in the concerned files.	DCM (CA) - upto Rs. 25,000/- per draft/LC etc. GM-I - upto Rs. 10,00,000/- per draft/LC.
11.	Remittance of advances required to Branch Offices.	Full Powers.

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12.	Passing/adjustment/payment of impress/advances/bills/vouchers of Branch Offices of Regional Heads.	Full powers
13.	To release payment of EMD as per existing rules of all the Departments after they are approved by the concerned competent authority.	Full Powers
14.	To invoke Bank guarantees obtained in favour of the Corporation, on the recommendation of the concerned Heads of Sections/Department and/or otherwise.	Full Powers

III. WORKS ACCOUNTS SECTION:

The following powers have been delegated to General Manager-I:-

1.	Release of Security Deposit/EMD and standing deposit above Rs. 10,000/-.	Full Powers
2.	All final bills other than piece work.	Full powers after scrutiny by the Works Accounts Section and Finance Department (After following the procedure and rules).

IV. INDUSTRIAL ESTATES:

1.	To acquire and incur expenditure for acquisition of land for industrial estate purposes through the KIADB subject to the over-all policy decided.	Full Powers
2.	To cancel and issue of seizure orders for non-payment/non-functioning.	Full Powers
3.	To grant extension of time for taking possession and payment of EMD in genuine cases for a period upto 90 days.	Full Powers
4.	To issue permission for mortgage or second charge after obtaining the advice of the Law - Officer (In respect of sheds other than Govt. sheds constructed under "521 Capital Outlay").	Full Powers
5.	To approve change or addition of product originally considered if SISI/TECSOK certifies the economic viability and technical feasibility for the same.	Full Powers

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6.	To forfeit EMD/instalments for violation of terms and conditions.	Full powers
7.	To approve estimates for repairs and maintenance (within the budget provision)	Estimates costing upto Rs. 75,000/-
8.	To accord approval of sheds under OYOSS relating to KSSIDC and IFS Scheme other than the OYOSS Scheme relating to Govt. sheds (521 Capital Outlay! sheds).	Full Powers
9.	To scrutinise and payment of property tax.	Full Powers
10.	To refund of EMD to unsuccessful applicants.	Full Powers
11.	To communicate the cost of sheds, plots, EMD and monthly instalments.	Full powers

V. COMPUTER SECTION:

1.	To approve the repairs and annual maintenance of various computer equipments and peripherals after following proper procedure.	Full Powers
2.	To purchase all consumable items including computer stationery after calling for tenders and following the procedure.	Full Powers

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MANAGING DIRECTOR,
KSSIDC LIMITED.

Ref. 2

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Karnataka Concern)

Administrative Office Building,
Industrial Estate, Rajajinagar,
BANGALORE - 560 044.

NO. EST:PER:CREA:DEL:GM:87

Dated: 3.8.1987

OFFICE ORDER

Sub: Delegation of Administrative and Financial Powers to General Manager-I and General Manager-II - reg.

Ref: 1. Proceedings of the 180th meeting of the Board of Directors held on 3.1.86.

2. This Office Circular No. EST:PER:DP:OFFICERS:86 dated 14.2.86.

3. Proceedings of the 192nd meeting of the Board of Directors held on 16.7.87.

The Board of Directors at its 192nd meeting have approved the Delegation of Administrative and Financial Powers to the General Manager-I and General Manager-II. In accordance with the above and in partial modification of the delegation of powers approved by the Board at its 180th Board meeting and issued under this Office Circular cited at reference (2) above, the General Manager-I and General Manager-II have been delegated with the Administrative and Financial Powers as per Annexure-I and Annexure-II respectively, enclosed to this order. These delegation of powers shall come into force with immediate effect.

3.8.87

MANAGING DIRECTOR,
K.S.S.I.D.C. LTD.

To

The General Manager-I and II, KSSIDC for information and guidance.

Copy to: 2) All the Chief Managers.

3) All Sections/Branch Offices of KSSIDC Ltd.

Ref-3

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Karnataka Concern)

Registered Office:
Administrative Office Building,
Industrial Estate,
Rajajinagar, Bangalore 560 044.

No.EST:PER:DP:89

Dated: 21-1-1989

OFFICIAL MEMORANDUM

SUB: Delegation of powers to Chief Manager(IEs) Zone II - reg.

Consequent to approval of the Board to establish office of the Chief Manager(IEs) Zone-II at Hubli in its 201st meeting held on 23-1-89, the Board in its 202nd meeting held on 16-3-89 have approved the proposal of delegation of powers for the appropriate authorities.

Powers delegated to the Chief Manager and Deputy Chief Managers pertaining to Industrial Estate Section and certain powers relating to Personnel and General Administration Section to Chief Manager(IEs) Zone-II, are as at Annexure 'A' & 'B' respectively.

MANAGING DIRECTOR
KSSIDC LTD.

To:

1. The General Manager-I/II, KSSIDC Ltd, Bangalore.
2. The Chief Manager(IEs) Zone I, KSSIDC, Bangalore.
3. The Chief Manager(IEs) Zone II, KSSIDC, Hubli/Bangalore.
4. All the Heads of Department/Section, KSSIDC, Bangalore.
5. All the Officers/Officials incharge of Industrial Estates at Branch Offices of KSSIDC.
6. Concerned file.

ANNEXURE 'A'

DELEGATION OF POWERS TO BE EXERCISED BY THE INDUSTRIAL ESTATES DEPARTMENT

Sl. No.	PARTICULARS	POWERS DELEGATED TO	
		CHIEF MANAGER	DY. CHIEF MANAGER
[1]	[2]	(3)	(4)
I.	**Identification of Industrial Estates and Acquisition of Land:**		
1.	Assessment of potential in consultation with General Manager, DIC for setting up of industrial estates and recommending for setting up of Industrial Estates.	Full Powers	–
2.	Selection and acquisition of land in co-ordination with various authorities.	–	Full Powers
3.	To accept the rate for the land (land cost) fixed by KIADB/Acquisition Officer.	Full Powers	–
4.	Finalisation of layout of Indl.Estate (such as deciding No.of sheds and type of sheds to be constructed and No. of plots to be developed in consultation with D.I.C. and Engineering Department.	Full Powers	
5.	Conduct of EDP Programmes and incur expenditure thereon for assessing the demand.	Full Powers	–
6.	Preparation of project reports and submission to financial institutions.	Full Powers	–
7.	Approval for estimates for sheds and infrastructures.	Upto Rs. 5 lakhs	–
II.	**Allotment and Administration:**		
1.	Decision on the manner of notification and issue of notification and incur necessary expenditure regarding the availability of the sheds.	Full Powers	–
2.	Allotment of sheds and plots (after approval by the DLSiC/SLSiC)	Full Powers	–

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(1)	(2)	(3)	
3.	Power to extend the date of notification in case the response is not satisfactory.	Full Powers	
4.	Allotment of plots/sheds wherever the vacancy of sheds and plots are less than 10, without notification.	Full Powers (in consultation with G.M. D.I.C.)	
5.	Issue of application within the notified period and beyond the notified period.	Full Powers	
6.	Fixation of cost of application form ard quantum of EMD for various categories of sheds.	Full Powers	
7.	Issue of permanent allotment and rejection letters after the decision of DLSC or approval of Chief Manager.		Full Powers
8.	Sanction ofOYOSS in the case where specific approval of Govt. has been obtained.	Full Powers	
9.	Extension of time for taking possession of the shed subject to charging of interest.	For a maximum period of 2 months beyond stipulated period.	For a maximum period of one month beyond stipulated period.
10.	Extension of time after stipulated time for remitting the EMD after collecting the interest.	upto 90 days	
11.	Approval for acceptance of higher payment than stipulated.		
12.	Signing of Lease Agreement (All Agreement)	Full Powers	Full Powers
13.	To approve and issue the sale deed after completion of the period stipulated after observing required rules and fulfilment of terms and conditions.		Full Powers
		Full Powers	

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[1]	[2]	(3)
14.	Approval of create second charge/mortgage in favour of financial institutions for sheds and plots.	Full Powers
15.	Approval to create first charge where the allottee has paid full cost, but before issue of sale deed.	Full Powers
16.	a) Approve to the change of constitution & also impose penalty for unauthorised change within the family in accordance with the fixations (the question of penalty will be prescribed by Board)	Full Powers
	b) Approve change of constitution with outsiders, but where original allottee holding 51% and above and also to impose penalty for unauthorised change.	Full Powers
	c) All other cases	Full Powers
17.	Approval for change/addition of products after obtaining technical feasibility report ensuing that no inconvenience is caused to the neighbouring units or which may create pollution and also to impose penalty for un-authorised change/addition of products (limit of penalty will be decided by Board from time to time).	Full Powers
18.	Approve the change in the name of the firm keeping the conditions at 16(a) & (b) in mind.	Full Powers
19.	To cancel/allotment of the shed/plot for any violation of terms and conditions of the agreement after following due procedures.	Full Powers.
20.	Revocation of the cancellation only and issue of seizure orders (seizure/withdrawal of seizure orders will be referred to CH-I)	Full Powers.

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[1]	(2)	[3]
21.	To conduct recovery proceedings like issue of RRC etc., to all dues to the Corporation.	Full Powers
III.	**Finalisation of Cost:-**	
1.	Finalisation of cost of sheds and plots in accordance with the formula approved by the Board from time to time.	Full Powers
2.	Finalisation of water charges taking into account the expenditure incurred and also compared with the local rates of KUWS&SB or Municipalities.	Full Powers
3.	Fixation of targets for recovery and filling up vacant sheds/plots for the D.C.Ms and lower staff.	Full Powers
4.	Recoveries of rents and instalments water charges and penal interest and penalties levied.	-
5.	Grant of time for payment of arrears	Full Powers
6.	Grant of extension of time for commencing production after taking possession of the shed.	Upto 3 months / Upto Two months
7.	To pursue with KEB for obtaining power and also the payment of required deposit to KEB for drawing power line to Industrial Estates.	Upto 3 months / Upto Two months
8.	To pursue with Tel.Comn. for bringing Telephone lines to Industrial Estate	- / Full Powers
9.	To regularise unauthorised construction/addition/alterations in sheds/plots as per guide lines issued by H.O. (Demolition cases to be referred to Head Office)	- / Full Powers
IV.	**Maintenance of Industrial Estate**	
1.	To approve the estimates for taking up the repairs and infrastructure including the sheds owned by KSSIDC.	Upto Rs. 50,000/- / Upto Rs. 25,000/-

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[1]	[2]	[3]	
2.	To approve the estimates of sheds for construction and original works of infra-structure.	Upto Rs.10 lakhs	Upto Rs. 2 lakhs
3.	Payment of bills of original works as well as maintenance works after the bills are cleared by DCM(C&M).	Full Powers	-

V. Financial Powers.

1.	Passing of the bills and signing of the cheques jointly with one of the officers (within the budget approved for the Zone)	Full Powers	Upto Rs.1 lakh
2.	Approve of various claims such as Travelling, Joining days, payment of water charges, sanction of advance etc., and the other expenditure to be incurred for the Zone within the approved Budget for the Zone.	Full Powers	Upto Rs.1 lakh
3.	Approve the refund of EMD for unsuccessful applicants.		Full Powers.

SUBMISSION OF REPORTS:

1) Reports on the vacancy of sheds once in a fortnight.

2) Report on the recoveries, demand and the outstanding arrears once in a fortnight.

3) Age analysis of the outstanding once in a fortnight.

4) Statement of units functioning and non-functioning and percentage of the performance of the units as compared to the targets fixed - once in a fortnight.

5) Statistical information the allottees such as technocrats, woman entreprenour, ST/SC, etc., once in a month.

6) List of Court cases pending and the action taken once in a month.

7) Financial progress compared with the targets fixed together with reasons on the variation, if any and also with justification for the poor performance - once in a month.

8) Details of the meetings held with the various district officers including the DLSC and the decisions taken thereon.

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9) Report on the demand survey and the potential available for further industrial sheds constrution programme - once in a month.

10) Report on the cases attended to, under various heads such as sheds allotted, cancelled revoked, approval given for various changes, etc., once in a month.

11) Assessment of raw materials required at the district level in consultation with the GM, DIC and the chamber of commerce or business community - once in a month.

ANNEXURE 'U'

DELEGATION OF POWERS TO CHIEF MANAGER(IES), ZONE-2 IN RESPECT OF PERSONNEL & GENERAL ADMINISTRATION

Sl. No.	Particulars of power	Proposed extent of power to be delegated
(1)	(2)	(3)
1.	To sanction Casual Leave & Restricted Holiday	All the staff working in his office and all the heads of branches coming under his jurisdiction.
2.	To sanction Earned Leave and Commuted Leave/Half Pay Leave.	All the staff upto Grade II coming under his jurisdiction.
3.	To engage candidates for watch and ward on daily wage basis.	For a period of 29 days subject to the condition that no candidate shall be given more than 3 times.
4.	To initiate disciplinary proceedings.	To impose minor and major penalties in respect of Grade IV & III employees and minor penalties in respect of Grade II employees only.
5.	To operate Imprest Account.	Rs.10,000/- for his office.

Ref. 4

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Karnataka Concern)

Registered Office:
Administrative Office Building,
Industrial Estate,
Rajajinagar, Bangalore 560 044.

No.EST:PER:DB:90

Dated: 19-7-1990.

OFFICIAL MEMORANDUM

SUB: Delegation of powers to Chief Manager(IEs) Zone-I - reg.

REF: Board resolution No.17 in 202nd meeting dt.16-3-89.

The Board in its 212th meeting held on 14-6-90 have directed that the delegation of powers hitherto extended to Chief Manager(IEs) Zone-II be extended to Chief Manager(IEs) Zone-I. In these circumstances, the powers delegated to the Chief Manager(IEs) Zone-II vide this office O.M.No.EST:PER:DP:89 dated 21-4-1989 will devolve to the Chief Manager(IEs) Zone-I with immediate effect.

MANAGING DIRECTOR
KSSIDC LTD.

To:

1. The General Manager-I/II, KSSIDC, Bangalore.
2. The Chief Manager(IEs) Zone-I, KSSIDC, Bangalore.
3. All the Heads of Departments/Sections, KSSIDC, Bangalore.
4. All the Officers/Officials incharge of Branch offices.
5. Concerned file.

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KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA UNDERTAKING)

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Registered Office:-
Administrative Office Building,
Industrial Estate, Rajajinagar,
BANGALORE - 560 044

No.EST:PER:DEL:GM:98 Date: 22.12.1998.

OFFICE ORDER

Sub: Delegation of Powers for execution of Sale Deed - reg.

Ref: 1) Proceedings of 222nd Board Meeting held on 07.08.1991.

2) I.O.N. of Managing Director No.MD:PAS:80:96-97 dt.03.07.96

3) Proceedings of 262nd Board Meeting held on 22.08.98.

PREAMBLE:

The Board in its 222nd Meeting held on 07.08.1991 has authorised the Managing Director and General Manager-I, KSSIDC to jointly and severally execute Sale Deed in respect of such of those allottees who have successfully completed their Lease period and have paid all other dues to the Corporation and are also running the Industries thereon.

The Managing Director has delegated this Power of execution of Sale Deed to General Manager (IEs) to avoid delay vide I.O.N. cited under Reference-2.

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Again the Board in its 262nd Meeting held on 22.08.98 has resolved to authorise the Managing Director to delegate the power of execution of Sale Deeds to the concerned Chief Managers with necessary reporting back procedures. This matter is examined in detail and following Order is issued.

ORDER

The power of execution of Sale Deed in respect of Chief Manager (IEs)Zone-I is retained with General Manager (IEs) for a period of three months as an experiment basis subject to reviewing the entire issue of Sale Deed after 31.03.1999. However, the power of execution of Sale Deed in respect of Zone - II and Zone - III jurisdiction is delegated to Chief Manager (IEs)Zone-II and Chief Manager (IEs)Zone-III respectively who will exercise this power with immediate effect and until further orders, the following conditions are to be adhered. The General Manager (IEs) will issue seperate orders about reporting back procedures.

1) Satisfactory completion of lease period;

2) There shall not be any unauthorised construction, change in constitution or product;

3) The allottee must have paid the entire amount in full and final settlement towards price of the shed and other charges if any towards power line charges, water charges, service charges etc.;

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4) If there is any unauthorised construction or change in constitution of product, has the same been regularised?

5) Is the unit functioning during the lease period as required?

6) The proposal to be agreed is only after obtaining clearance from Internal Audit, Legal and Finance Sections, IRBI Loan repayment if any, Commercial Department regarding Raw Material Sales dues...etc.

22.12.98

DRAFT APPROVED BY
MANAGING DIRECTOR

(S.SHIVANANDA SHARMA)
CHIEF MANAGER (PER.)

To,

1) General Manager (IEs), KSSIDC Ltd., Bangalore
2) Chief Manager (IEs)Zone-I/II/III, KSSIDC, Bangalore, Hubli and Mysore
3) Chief Manager(Finance)/(Co-Ordn.)/(P & TA)/(Law),KSSIDC
4) All Deputy Chief Managers, KSSIDC for infn. & necy.action
5) All Branch Offices/Sections of KSSIDC
6) All Sub-Registrars of Revenue Department in Karnataka
7) Concerned File
8) P.S. to Managing Director, KSSIDC, Bangalore
9) P.A. to Chairman, KSSIDC, Bangalore.

Ref 6

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA UNDERTAKING)
-oOo-

Registered Office:-
Administrative Office Building,
Industrial Estate, Rajajinagar,
BANGALORE - 560 044.

NO.EST:PER:DEL:GM:99

DATE: 19.03.1999.

OFFICE ORDER

SUB: Delegation of Powers for execution of Sale Deed - reg.

REF: 1) Office Order No.EST:PER:DEL:GM:98 dated 22.12.1998

2) Proceedings of 263rd Board Meeting held on 23.12.1998

In the Office Order cited under Reference (1), the Powers of execution of Sale Deed in respect of Industrial Estates comoing in Zone-II and Zone-III was delegated to Chief Manager(IEs) Z-II and Chief Manager (IEs)Z-III respectively and the power of execution of Sale Deed in respect of Chief Manager (IEs)Z-I was retained with General Manager(IEs) as experimental basis subject to reviewing the entire issue of Sale Deed after 31.03.1999.

The Board in its 263rd Meeting held on 23.12.1998 again discussed the matter in detail and felt the power of execution of Sale Deed in respect of Industrial Estate coming under the

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jurisdiction of Chief Manager(IEs)Z-I also should be delegated in the same way as has been done for the other two Zones. Hence, the following Order.

O R D E R

The Power of execution of Sale Deeds in respect of Industrial Estates coming under Zone-I is delegated to Chief Manager(IEs)Zone-I with immediate effect and until further orders. The other conditions stipulated in the Order cited under Reference (1) will remain unaltered.

19.3.99

DRAFT APPROVED BY
MANAGING DIRECTOR

(S.SHIVANANDA SHARMA)
CHIEF MANAGER (PER.)

To

1) General Manager(IEs), KSSIDC Ltd., Bangalore
2) General Manager-II, KSSIDC Ltd., Bangalore.
3) Chief Manager (IEs)Zone-I/II/III, KSSIDC, Bangalore, Hubli and Mysore.
4) All Deputy Chief Managers, KSSIDC for infn. & necy.action
5) All Branch Offices/Sections of KSSIDC
6) All Sub-Registrars of Revenue Department coming under Zone-I jurisdiction
7) Concerned File
8) P.S. to Managing Director, KSSIDC Ltd., Bangalore.
9) P.A. to Chairman, KSSIDC Ltd., Bangalore.

Ref 7

KSSIDC

KARNATAKA STATE SMALL INDUSTRIES DEVELOPENT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA UNDERTAKING)
INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE - 560 044.

NO.EST:PER:A1:D.P.:2000 : 4964 Dated : 17-02-2001

OFFICE ORDER

SUB: Sub-Delegation of Powers - reg.

REF: Circular No.EST:PER:DP:OFFICERS:86
dated 14.02.86.

The Board of KSSIDC has delegated certain powers to Managing Director, General Manager, Chief Manager and Deputy Chief Manager of respective Departments. These Powers are being exercised in day to day administration. So far as powers in respect of Personnel & Administration Department is concerned, the Chief Manager (Per.) who has been re-designated as Chief Administrative Officer directly reports to Managing Director and files are referred to Managing Director. Most of the files processed in Personnel Department have to be sent to Managing Director for approval. Large No. of files pertain to General Administration and of routine matter such as Sanction of Leave, Sanction of Annual Increment, Pay Fixation, Charge Allowance, Maintenance of Vehicles, Repairs, Deputing Officers to KSBPE, for Workshops conducted by KSBPE ..... Etc.

In order to speed up disposal of issue and files, it is felt necessary to sub-delegate certain Powers in respect of day to day Administration to Chief Manager (Per.) who has been re-designated as Chief Administrative Officer.

The details of Existing Powers, Powers Delegated is furnished below.

SL. NO.	PARTICULARS	EXISTING WITH M.D.	POWERS SUB-DELEGATED TO C.A.O.
1	2	3	4
1	Sanction of Increments	GRADE-I: i.e., G.M., C.M., D.C.Ms./E.E. Manager	Grade - I upto D.C.M./E.E.
2	To Sanction Claim of LTC/HTC for self & Dependants (as per Rules in force)	GRADE-I: i.e., G.M., C.M., D.C.Ms./E.E. Manager	Grade - I upto D.C.M./E.E.

1	2	3	4
3	Release of Annual Increment in Probationary Period before declaration.		Grade - I Junior Scale.
4	Purchase of Office Stationery (through Quotations)	Full Powers	Rs.25,000/-
5	Printing of Stationery (through Quotations)	Full Powers	Rs.25,000/-

This Order will come into force with immediate effect and until further orders.

(SHAMIM BANU)
MANAGING DIRECTOR

To

1) General Manager(IEs), KSSIDC Limited, H.O., Bangalore
2) General Manager-II, KSSIDC Limited, H.O., Bangalore
3) All Heads of Department & Sections, KSSIDC Ltd.,
4) Superintending Engineer, KSSIDC Ltd., H.O., Bangalore.
5) All Deputy Chief Managers/Branch Managers, KSSIDC Limited
6) All Branch Offices, KSSIDC Ltd.
7) All Executive Engineers, KSSIDC Ltd.

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KSSIDC

KARNATAKA STATE SMALL INDUSTRIES DEVELOPENT CORPORATION LIMITED
(A GOVERNMENT OF KARNATAKA UNDERTAKING)
INDUSTRIAL ESTATE, RAJAJINAGAR, BANGALORE - 560 044.

-oOo-

NO.EST:PER:A1:D.P.:2001 : 3176 Dated : 07-12-2001

OFFICE ORDER

SUB: Delegation of Powers - reg.

REF: 1) Circular No.EST:PER:DP:OFFICERS:86 dated 14.02.86.

2) Office Order No.EST:PER:A1:DP:2000:4964 dated 17.02.2001.

In the Office Order cited under Reference (2), Powers which was vested with Managing Director were delegated to Chief Administrative Officer.

In order to speed up disposal of files, further Delegation of Powers has been delegated to Chief Administrative Officer as below.

SL. NO.	PARTICULARS	EXISTING WITH M.D.	EXISTING WITH C.A.O.	DELEGATED TO C.A.O.
1	2	3	4	5
1	Sanction of Increments	GRADE-I: i.e., G.M., S.E. C.M.,	Grade - I upto D.C.M./E.E.	Grade-I upto Chief Managers except S.E.
2	Release of Annual Increment in Probationary Period before declaration.	GRADE-I: i.e., G.M., S.E. C.M., DCM/EE	Grade - I Junior Scale.	Grade – I upto D.C.M./E.E.

SL. NO.	PARTICULARS	EXISTING WITH M.D.	DELEGATED TO C.A.O.
1	2	3	4
1	To Sanction Leave of all kinds except Casual Leave	GRADE-I: i.e., G.M., S.E., C.M.,D.C.Ms.,/E.E. Manager.	Grade – I upto Chief Managers except S.E. with concurrence of respective G.Ms.
2	Sanction of Leave Encashment	GRADE-I: i.e., G.M., S.E., C.M.,D.C.Ms.,/E.E. Manager	Grade – I upto Chief Managers except S.E. with concurrence of respective G.Ms.

P.T.O.

	MEDICAL REIMBURSEMENT:		
3	Reimbursement of Expenditure towards hospitalisation at Recognised Hospitals only in case of in-patient/serious illness/Operation etc. and including Biological Tests in case of Out Patients account as per ceiling fixed.	M.D. (Full Powers)	C.A.O. Below Rs.5,000/- reimbursement including accident cases. **Reimbursement Exceeding Rs.5,000/- be referred to M.D.**

This Order will come into force with immediate effect and until further orders.

DRAFT APPROVED BY
MANAGING DIRECTOR.

CHIEF ADMINISTRATIVE OFFICER

To

1. General Manager(IEs), KSSIDC Limited, H.O., Bangalore
2. General Manager-II, KSSIDC Limited, H.O., Bangalore
3. Chief Manager (IA), KSSIDC Limited, H.O., Bangalore
4. All Heads of Department of Corporate Office, KSSIDC Ltd.,

Ref 9

KSSIDC

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.
(A Government of Karnataka Undertaking)
REGD.OFFICE: Administrative Office Building, Industrial Estate, Rajajinagar, BANGALORE-10

NO.ADM:PER-1:DP:2007/ 2193 DATE: 07.09.2007.

OFFICE ORDER

Sub: Amendment to delegation of powers in respect of Expenditure towards maintenance of vehicles – reg.

Ref: 1. Office Order No.EST:PER:DP:VEH:98 dated 20.05.98
2. Approval of M.D. dated 20.06.2007.

In continuation of the Office Order cited under Reference-1, Managing Director has approved the amendment to Delegation of Powers in respect of expenditure towards maintenance of vehicles with immediate effect which is indicated below.

Sl. No	Delegation of Powers	Existing Powers	**Amendment to the powers**
1)	Assistant Manager / Manager (Vehicles)	To incur an expenditure upto Rs.1,000/- at a time towards maintenance of vehicles.	**To incur an expenditure upto Rs.5,000/- at a time towards repairs / maintenance of Vehicles from the company approved and authorised dealers**
2)	Chief Manager (Per.) (delegated to General Manager)	Vehicle Repair beyond Rs.1,000/- to 5,000/- at a time	**Vehicle repairs beyond Rs.5,001/- to Rs.10,000/- at a time towards repairs / maintenance of Vehicles from the company approved and authorised dealers**

These amendments will come into force with immediate effect and until further orders.

(SYED ALI RAZVI)
GENERAL MANAGER (ADMN. & LAQ.)

To
1. General Manager(IEs/II) / General Manager (Coml. & PR), KSSIDC LTD., H.O., Bangalore.
2. Chief Manager (IA), KSSIDC Ltd., H.O., Bangalore
3. Chief Manager (IEs) Zone-I/II/III, KSSIDC Ltd., Bangalore/Hubli/Mysore
4. Chief Manager (Fin.) I/c., KSSIDC Ltd., H.O., Bangalore.
5. Superintending Engineer, KSSIDC Ltd., H.O., Bangalore.
6. Deputy Chief Manager (CA), KSSIDC Ltd., HO, Bangalore
7. Assistant Manager (PR), KSSIDC Ltd., H.O., Bangalore.

ಕರಾಸಕೈಅನಿನಿ

ಕರ್ನಾಟಕ ರಾಜ್ಯ ಸಣ್ಣ ಕೈಗಾರಿಕೆಗಳ ಅಭಿವೃದ್ಧಿ ನಿಗಮ ನಿಯಮಿತ

(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಒಂದು ಉದ್ಯಮ)

ನೋಂದಣಿ ಕಛೇರಿ: ಆಡಳಿತ ಕಛೇರಿ ಕಟ್ಟಡ, ಕೈಗಾರಿಕಾ ವಸಾಹತು, ರಾಜಾಜಿನಗರ, ಬೆಂಗಳೂರು -560 010.

ಸಂಖ್ಯೆ. ಆಡಳಿತ/ವಿಭಾಗೀಯ-ವಿಲೀನ/2015/2130 ದಿನಾಂಕ 24.09.2016

ಅಧಿಸೂಚನೆ

ವಿಷಯ: ನಿಗಮದ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸುವುದು ಮತ್ತು ಶಾಖಾ ಕಛೇರಿಗಳನ್ನು / ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ಡಿಪೋಗಳನ್ನು ಮುಚ್ಚುವ ಬಗ್ಗೆ.

ಉಲ್ಲೇಖ: 1) ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ. ಆಡಳಿತ/ಸ್ಥಾನಿ/ಹುದ್ದೆಗಳ ರದ್ಧತಿ/2012/3962 ದಿನಾಂಕ: 25.11.2014.

2) ದಿನಾಂಕ 22.06.2016 ರಂದು ನಡೆದ 339ನೇ ಮಂಡಳಿ ಸಭೆಯ ನಡವಳಿ.

3) ಅಧಿಸೂಚನೆ ಸಂಖ್ಯೆ. ಆಡಳಿತ/ಸ್ಥಾನಿ/ಹುದ್ದೆಗಳ ರದ್ಧತಿ/2012/2014 ದಿನಾಂಕ: 21.09.2016.

ನಿಗಮದ ಧ್ಯೇಯೋದ್ದೇಶಗಳಾದ ಕೈಗಾರಿಕಾ ವಸಾಹತು ಸ್ಥಾಪನೆ ಮತ್ತು ಅಭಿವೃದ್ಧಿ, ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ವಿತರಣೆ ಹಾಗೂ ನಿರ್ಮಾಣ ಕಾಮಗಾರಿಗಳು, ಇತ್ಯಾದಿ ಕಾರ್ಯಚಟುವಟಿಕೆಗಳು ಇತ್ತೀಚಿನ ವರ್ಷಗಳಲ್ಲಿ ಅಲ್ಪಮಟ್ಟಿಗೆ ಕುಂಠಿತವಾಗಿರುತ್ತವೆ. ಆದ್ದರಿಂದ ಮತ್ತು ನಿಗಮದ ಆರ್ಥಿಕ ಹಿತದೃಷ್ಟಿಯಿಂದ ಪ್ರಸ್ತುತ ರಾಜ್ಯಾದ್ಯಂತ ಇರುವ ಕೆಲವು ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ಒಟ್ಟುಗೂಡಿಸುವುದು (ವಿಲೀನ) ಹಾಗೂ ಕೆಲವು ಶಾಖಾ ಕಛೇರಿ / ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ಡಿಪೋಗಳನ್ನು ಮುಚ್ಚುವುದು ಸೂಕ್ತವೆಂದು ತೀರ್ಮಾನಿಸಿ ಒಂದು ಪ್ರಸ್ತಾವನೆಯನ್ನು ದಿನಾಂಕ 22.06.2016 ರಂದು ನಡೆದ 339ನೇ ಮಂಡಳಿ ಸಭೆಯ ನಿರ್ಣಯಕ್ಕಾಗಿ ತರಲಾಗಿತ್ತು. ಸದರಿ ಪ್ರಸ್ತಾವನೆಯ ಬಗ್ಗೆ ಕೂಲಂಕಷವಾಗಿ ಪರಿಶೀಲಿಸಿ ಮತ್ತು ಸುದೀರ್ಘವಾಗಿ ಚರ್ಚಿಸಿದ ನಂತರ ಪ್ರಸ್ತಾವನೆಯನ್ನು ಮಂಡಳಿಯು ಅನುಮೋದಿಸಿರುತ್ತದೆ.

ಈ ಹಿನ್ನೆಲೆಯಲ್ಲಿ ಕೂಡಲೇ ಜಾರಿಗೆ ಬರುವಂತೆ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ಒಟ್ಟುಗೂಡಿಸುವ (ವಿಲೀನ) ಬಗ್ಗೆ ಮತ್ತು ಕೆಲವು ಶಾಖಾ ಕಛೇರಿ / ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ಡಿಪೋಗಳನ್ನು ಮುಚ್ಚುವ ಬಗ್ಗೆ ಕೆಳಕಂಡಂತೆ ಆದೇಶಿಸಲಾಗಿದೆ.

ಆ ದೇ ಶ

ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸುವ ಬಗ್ಗೆ:

- ಬೆಂಗಳೂರು ನಗರ, ಬೆಂಗಳೂರು ಗ್ರಾಮಾಂತರ ಮತ್ತು ಪೀಣ್ಯ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸಿ ಬೆಂಗಳೂರು ವಿಭಾಗೀಯ ಕಛೇರಿಯನ್ನಾಗಿ ರಚಿಸಲಾಗಿದೆ. ಈ ಕಛೇರಿಯ ಕೇಂದ್ರ ಸ್ಥಾನ ಬೆಂಗಳೂರು ಆಗಿರುತ್ತದೆ. ಪೀಣ್ಯ ಕೈಗಾರಿಕಾ ವಸಾಹತುವಿನಲ್ಲಿ ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ಡಿಪೋವನ್ನು ಮಾತ್ರ ಮುಂದುವರಿಸಲಾಗಿದೆ.

- ಶಿವಮೊಗ್ಗ ಮತ್ತು ಮಂಗಳೂರು ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸಿ ಶಿವಮೊಗ್ಗ ವಿಭಾಗೀಯ ಕಛೇರಿಯನ್ನಾಗಿ ರಚಿಸಲಾಗಿದೆ. ಈ ಕಛೇರಿಯ ಕೇಂದ್ರ ಸ್ಥಾನ ಶಿವಮೊಗ್ಗ ಆಗಿರುತ್ತದೆ. ಮಂಗಳೂರು ಕೈಗಾರಿಕಾ ವಸಾಹತು ಕಛೇರಿಯನ್ನು ಶಾಖಾ ಕಛೇರಿಯನ್ನಾಗಿ ಮುಂದುವರಿಸಲಾಗಿದೆ.

- ತುಮಕೂರು ಮತ್ತು ದಾವಣಗೆರೆ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸಿ ತುಮಕೂರು ವಿಭಾಗೀಯ ಕಛೇರಿಯನ್ನಾಗಿ ರಚಿಸಲಾಗಿದೆ. ಈ ಕಛೇರಿಯ ಕೇಂದ್ರ ಸ್ಥಾನ ತುಮಕೂರು ಆಗಿರುತ್ತದೆ. ಹರಿಹರ ಕೈಗಾರಿಕಾ ವಸಾಹತು ಕಛೇರಿಯನ್ನು ಶಾಖಾ ಕಛೇರಿಯನ್ನಾಗಿ ಮುಂದುವರಿಸಲಾಗಿದೆ.

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➢ ಕಲಬುರಗಿ ಮತ್ತು ಬಳ್ಳಾರಿ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸಿ ಕಲಬುರಗಿ ವಿಭಾಗೀಯ ಕಛೇರಿಯನ್ನಾಗಿ ರಚಿಸಲಾಗಿದೆ. ಈ ಕಛೇರಿಯ ಕೇಂದ್ರ ಸ್ಥಾನ ಕಲಬುರಗಿ ಆಗಿರುತ್ತದೆ. ಬಳ್ಳಾರಿ ಕೈಗಾರಿಕಾ ವಸಾಹತು ಕಛೇರಿಯನ್ನು ಶಾಖಾ ಕಛೇರಿಯನ್ನಾಗಿ ಮುಂದುವರಿಸಲಾಗಿದೆ.

<u>ಕೆಳಕಂಡ ಶಾಖಾ ಕಛೇರಿಗಳನ್ನು ಮುಚ್ಚಲಾಗಿದೆ:</u>

ಕೈಗಾರಿಕಾ ವಸಾಹತು, ವೀರಸಂದ್ರ, ಪೀಣ್ಯ 2ನೇ ಹಂತ, ಹಾಸನ, ಚಿಕ್ಕಮಗಳೂರು, ಕೋಲಾರ, ಮಂಡ್ಯ, ಹೊಸಪೇಟೆ, ರಾಯಚೂರು, ಬೀದರ್, ಸಿರಸಿ, ಗದಗ ಮತ್ತು ಬಾಗಲಕೋಟೆ ಶಾಖಾ ಕಛೇರಿಗಳು.

<u>ಕೆಳಕಂಡ ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ಡಿಪೋಗಳನ್ನು ಮುಚ್ಚಲಾಗಿದೆ:</u>

ಕೈಗಾರಿಕಾ ವಸಾಹತು, ವೀರಸಂದ್ರ, ಹಾಸನ, ಚಿಕ್ಕಮಗಳೂರು, ಮಂಗಳೂರು, ಹೊಸಪೇಟೆ, ಸಿರಸಿ, ಗದಗ ಮತ್ತು ಬಾಗಲಕೋಟೆ ಡಿಪೋಗಳು.

ಮೇಲ್ಕಂಡಂತೆ ಕಛೇರಿಗಳ ವಿಲೀನ ಮತ್ತು ಮುಚ್ಚಿರುವ ಕಾರಣದಿಂದ ಕಛೇರಿಗಳ ಕೆಲಸಗಳನ್ನು ಆಯಾ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳಿಂದ ನಿರ್ವಹಿಸುವ ಕ್ರಮಗಳನ್ನು ವಿಭಾಗೀಯ ಮುಖ್ಯಸ್ಥರು ಅನುಸರಿಸತಕ್ಕದ್ದು ಮತ್ತು ಕಛೇರಿಗಳನ್ನು ಮುಚ್ಚಿರುವ ಬಗ್ಗೆ ಮತ್ತು ಅಲ್ಲಿನ ಕೈಗಾರಿಕಾ ವಸಾಹತುಗಳ ಕೆಲಸಗಳನ್ನು ವಿಭಾಗೀಯ ಕಛೇರಿಗಳಿಂದಲೇ ನಿರ್ವಹಿಸಲಾಗುವುದೆಂದು ಸಂಬಂಧಪಟ್ಟ ಕೈಗಾರಿಕೋದ್ಯಮಿಗಳ ಸಂಘದವರಿಗೆ ಮಾಹಿತಿ ನೀಡಲು ಕ್ರಮ ಜರುಗಿಸುವುದು.

ಅಲ್ಲದೆ ಮುಚ್ಚುವ ಡಿಪೋಗಳಲ್ಲಿ ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ದಾಸ್ತಾನು ಮತ್ತು ಅದಕ್ಕೆ ಪೂರಕವಾದ ಯಾವುದೇ ಸಲಕರಣೆ/ಸಾಮಗ್ರಿಗಳು ಇದ್ದಲ್ಲಿ, ಅವುಗಳನ್ನು ವಿಭಾಗೀಯ ಕಛೇರಿ ಡಿಪೋಗಳಿಗೆ ಸ್ಥಳಾಂತರಿಸಲು ವಿಭಾಗೀಯ ಮುಖ್ಯಸ್ಥರು ಕ್ರಮವಹಿಸುವುದು. ಅದೇ ರೀತಿ ಕೈಗಾರಿಕಾ ವಸಾಹತು ವಿಭಾಗಕ್ಕೆ ಸಂಬಂಧಿಸಿದಂತೆ ಕಡತಗಳು ಮತ್ತು ದಾಖಲೆಗಳನ್ನು ಹಾಗೂ ಗಣಕಯಂತ್ರಗಳನ್ನು ಸುರಕ್ಷಿತವಾಗಿ ಆಯಾ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳಿಗೆ ಸ್ಥಳಾಂತರಿಸಲು ಸಹ ಕ್ರಮವಹಿಸುವುದು. ಸ್ಥಳಾಂತರಿಸುವ ಸಂದರ್ಭದಲ್ಲಿ ಗಣಕಯಂತ್ರಗಳಲ್ಲಿ ಯಾವುದೇ ದೋಷ ಉಂಟಾಗದಂತೆ ಎಚ್ಚರವಹಿಸುವುದು, ಇಲ್ಲವಾದಲ್ಲಿ ಸಂಬಂಧಪಟ್ಟ ವಿಭಾಗೀಯ ಮುಖ್ಯಸ್ಥರನ್ನು ಹೊಣೆಗಾರರನ್ನಾಗಿ ಮಾಡಲಾಗುವುದು. ಮುಚ್ಚಲ್ಪಡುವ ಕಛೇರಿಗಳ ಬ್ಯಾಂಕ್ ಖಾತೆಗಳನ್ನು ಸಹ ಮುಕ್ತಾಯಗೊಳಿಸಿ ಅವುಗಳಲ್ಲಿನ ಮೊತ್ತವನ್ನು ವಿಭಾಗೀಯ ಕಛೇರಿಯ ಸಂಬಂಧಪಟ್ಟ ಖಾತೆಗಳಿಗೆ ವರ್ಗಾಯಿಸುವುದು. ಇದಕ್ಕೆ ಅಗತ್ಯವಿದ್ದಲ್ಲಿ ಹಣಕಾಸು ವಿಭಾಗದ ಅನುಮೋದನೆ / ಅನುಮತಿ ಪಡೆಯುವುದು. ಈ ಎಲ್ಲಾ ಕೆಲಸಗಳಿಗೆ ಸಂಬಂಧಿಸಿದಂತೆ ಶಾಖಾ ಕಛೇರಿಗಳ / ವಿಭಾಗೀಯ ಕಛೇರಿಗಳ ಮುಖ್ಯಸ್ಥರುಗಳಿಗೆ ಆಯಾ ವಲಯ ಮುಖ್ಯಸ್ಥರುಗಳು ಸಹಕರಿಸತಕ್ಕದ್ದು. ಈ ಎಲ್ಲ ಕ್ರಮಗಳನ್ನು ೩೦ ದಿನಗಳೊಳಗೆ ಪೂರೈಸಿ ಕೇಂದ್ರ ಕಛೇರಿಗೆ ತಪ್ಪದೇ ವರದಿ ಸಲ್ಲಿಸಲು ವಲಯ / ವಿಭಾಗೀಯ ಮುಖ್ಯಸ್ಥರುಗಳಿಗೆ ಸೂಚಿಸಲಾಗಿದೆ.

ಉಲ್ಲೇಖ (1) ರ ಅಧಿಸೂಚನೆ ಪ್ರಕಾರ ವಿವಿಧ ವೃಂದಗಳಲ್ಲಿ ಮಂಜೂರಾದ ಹುದ್ದೆಗಳನ್ನು ಕಛೇರಿವಾರು ಹಂಚಿಕೆ ಮಾಡಲಾಗಿದ್ದು, ಮೇಲ್ಕಂಡಂತೆ ವಿಭಾಗೀಯ ಕಛೇರಿಗಳನ್ನು ವಿಲೀನಗೊಳಿಸಿರುವುದು ಮತ್ತು ಕೆಲವು ಶಾಖಾ ಕಛೇರಿ / ಕಚ್ಚಾ ಸಾಮಗ್ರಿ ಡಿಪೋಗಳನ್ನು ಮುಚ್ಚಿರುವುದರಿಂದ ಮಂಜೂರಾದ ಹುದ್ದೆಗಳನ್ನು ಅನುಬಂಧದಲ್ಲಿ ತೋರಿಸಿರುವಂತೆ ಕಛೇರಿವಾರು ಹಂಚಿಕೆ/ ಮರು ಹೊಂದಾಣಿಕೆ ಮಾಡಿ ಅಧಿಸೂಚಿಸಿದೆ.

24.9.2016

ವ್ಯವಸ್ಥಾಪಕ ನಿರ್ದೇಶಕರು

ಅವರಿಗೆ,

ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ಆಡಳಿತ & ಭೂಸ್ವಾಧೀನ)/ (ಕೈವ/ಹಣಕಾಸು) /(ವಾಣಿಜ್ಯ), ಕರಾಸಕೈಅನಿನಿ, ಬೆಂಗಳೂರು.
2. ಮುಖ್ಯ ಅಭಿಯಂತರರು, ಕರಾಸಕೈಅನಿನಿ, ಬೆಂಗಳೂರು.
3. ಎಲ್ಲಾ ಉಪ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರುಗಳು, ಕರಾಸಕೈಅನಿನಿ,
4. ಎಲ್ಲಾ ಸಹಾಯಕ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರುಗಳು, ಕರಾಸಕೈಅನಿನಿ,
5. ಎಲ್ಲಾ ಶಾಖಾ ಕಛೇರಿಗಳ ಮುಖ್ಯಸ್ಥರುಗಳು, ಕರಾಸಕೈಅನಿನಿ,
6. ಸಹಾಯಕ ಪ್ರಧಾನ ವ್ಯವಸ್ಥಾಪಕರು (ವಾಲೆ), ಕರಾಸಕೈಅನಿನಿ, ಬೆಂಗಳೂರು.
7. ನಿಗಮದ ಎಲ್ಲಾ ಇಲಾಖಾ/ವಿಭಾಗ/ಶಾಖಾ ಮುಖ್ಯಸ್ಥರಿಗೆ ಮಾಹಿತಿಗಾಗಿ ಮತ್ತು ತಮ್ಮ ಅಧೀನದ ಎಲ್ಲಾ ಅಧಿಕಾರಿ / ನೌಕರರ ಗಮನಕ್ಕೆ ತರುವುದಕ್ಕಾಗಿ. 8. ಸಂಬಂಧಪಟ್ಟ ಕಡತ. *D/GNM/RE-ORG CORRS

KSSIDC

Statement showing the details of sanctioned posts allocated to various Offices (Ref: Notification No. ಆಡಳಿತ/ವಿಭಾಗೀಯ-ವಿಲೀನ/2015/2120 Dtd. 24.09.2016.

Sl. No.	Offices/ Posts	Sanctioned Post allocated
	HEAD OFFICE	
1	***M D's Office***	
	PS	1
	Sr. Steno	1
	Sel. Gr. Attender	1
	Sr. Attender	1
	Attender	1
		5
2	***GM (Admn) Office***	
	GM	1
	Sr. Steno	1
	Sr. Attender	1
	Attender	1
		4
3	***GM (IEs/Fin) Office***	
	GM	1
	Sr. Steno	1
	Sr. Asst.	1
	Sr. Attender	1
	Attender	1
		5
4	***GM (Coml) Office***	
	GM	1
	Sr. Steno	1
	Sr. Asst.	1
	Attender	1
		4
5	***DGM (Per) Office***	
	DGM	1
	Steno	1
	Attender	1
		3
6	***Personnel & PR Sec.,***	
	AGM	1
	Manager	1
	Asst. Manager	2
	Sr. Assistant	7
	Head Typist	1
	Sr. Typist	1
	Jr. Assistant	4
	Sel. Gr. Driver	1
	Sr. Driver	8
	Driver	2
	Attender	2
	Peon	5
		35

Sl. No.	Offices/ Posts	Sanctioned Post allocated
7	***LAQ Sec.,***	
	AGM	1
	Manager	1
	Asst. Manager	1
	Sr. Assistant	3
	Peon	1
		7
8	***Computer Sec.,***	
	AGM	1
	Manager	1
	Asst. Manager	2
	Sr. Assistant	1
	Jr. Assistant	1
	Attender	1
		7
9	***Co. Secy. Sec.,***	
	Company Secretary	1
	Asst. Manager	1
	Sr. Assistant	1
	Sr. Typist	1
	Attender	1
		5
10	***DGM (IA) Office***	
	DGM	1
	Steno	1
	Sr. Attender	1
		3
11	***Internal Audit Sec.,***	
	AGM	1
	Manager	2
	Asst. Manager	2
	Sr. Assistant	5
	Sr. Typist	1
	Jr. Assistant	1
	Attender	1
		13
12	***Legal Sec.,***	
	AGM	1
	Manager	1
	Asst. Manager	1
	Sr. Assistant	1
	Jr. Assistant	1
		5

Sl. No.	Offices/ Posts	Sanctioned Post allocated
13	***Co- Ordination Sec.,***	
	AGM	1
	Manager	2
	Asst. Manager	2
	Sr. Assistant	3
	Sr. Typist	1
	Jr. Assistant	1
	Sr. Attender	1
		11
14	***DGM (Fin) Office***	
	DGM	1
	Steno	1
	Sr. Attender	1
		3
15	***Coml. Accts. Sec.,***	
	AGM	1
	Manager	1
	Asst. Manager	2
	Sr. Assistant	4
	Jr. Assistant	3
	Attender	1
		12
16	***E & WA Sec.,***	
	AGM	1
	Manager	1
	Asst. Manager	1
	Sr. Assistant	4
	Jr. Assistant	2
	Attender	1
		10
17	***DGM (Coml) Office***	
	DGM	1
	Steno	1
	Attender	1
		3
18	***Comml. Sec.,***	
	AGM	2
	Manager	2
	Asst. Manager	2
	Sr. Assistant	5
	Sr. Typist	1
	Jr. Assistant	3
	Peon	1
		16

Sl. No.	Offices/ Posts	Sanctioned Post allocated
19	***Channasandra Stockyard***	
	AGM	1
	Manager	1
	Asst. Manager	2
	Sr. Assistant	3
	Jr. Assistant	2
	Peon	3
		12
	ZONE -I	
20	***DGM- Zone 1 Office***	
	DGM	1
	Steno	1
	Sr. Assistant	1
	Sr. Attender	1
		4
21	***B'lore Dvn.***	
	AGM	1
	Manager	2
	Asst. Manager	3
	Sr. Assistant	6
	Steno	1
	Head Typist	1
	Jr. Assistant	4
	Attender	1
	Peon	1
		20
22	***Peenya Raw Material Depot.***	
	Asst. Manager	1
	Sr. Assistant	2
	Peon	2
		5
23	***Tumkur Dvn.***	
	AGM	1
	Manager	2
	Asst. Manager	2
	Sr. Assistant	5
	Sr. Typist	1
	Jr. Assistant	2
	Peon	2
		15
24	***Harihara Branch***	
	Asst. Manager	1
	Jr. Assistant	1
	Peon	1
		3
25	***Davangere Branch***	
	Sr. Assistant	1
	Jr. Assistant	1
	Peon	1
		3

Sl. No.	Offices/ Posts	Sanctioned Post allocated
26	***Mysore Dvn.***	
	AGM	1
	Manager	2
	Asst. Manager	3
	Sr. Assistant	5
	Sr. Typist	1
	Jr. Assistant	3
	Attender	1
	Peon	3
		19
27	***Shimoga Dvn.***	
	AGM	1
	Manager	1
	Asst. Manager	3
	Sr. Assistant	6
	Sr. Typist	1
	Jr. Assistant	3
	Attender	1
	Peon	2
		18
28	***Mangalore Branch***	
	Asst. Manager	1
	Sr. Assistant	1
	Peon	1
		3
	ZONE-II	
29	***Zone-2, Hubli-DGM Office***	
	DGM	1
	Steno	1
	Sr. Driver	1
	Sr. Attender	1
		4
30	***Hubli Dvn.***	
	AGM	1
	Manager	2
	Asst. Manager	4
	Sr. Assistant	8
	Sr. Typist	1
	Jr. Assistant	6
	Attender	2
	Peon	3
		27
31	***Belgaum Dvn.***	
	AGM	1
	Manager	1
	Asst. Manager	2
	Sr. Assistant	3
	Jr. Assistant	3
	Attender	2
	Peon	1
		13

Sl. No.	Offices/ Posts	Sanctioned Post allocated
32	***Bijapur Branch***	
	Asst. Manager	1
	Sr. Assistant	1
	Jr. Assistant	1
	Peon	1
		4
33	***Gulbarga Dvn.***	
	AGM	1
	Manager	1
	Asst. Manager	3
	Sr. Assistant	6
	Jr. Assistant	5
	Typist	1
	Peon	3
		20
34	***Bellary Branch***	
	Asst. Manager	2
	Sr. Assistant	3
	Jr. Assistant	2
	Peon	2
		9
35	***NON TECH STAFF***	
	C.E. Office (NT)	
	Sr. Steno	1
	Sr. Attender	1
		2
36	***S.E. Office (NT)***	
	Steno	1
	Attender	1
		2
37	***C&M Sec., H.O.(NT)***	
	Sr. Assistant	2
	Peon	1
		3
38	***Ele.Sec., H.O. (NT)***	
	Jr. Assistant	1
	Peon	1
		2
39	***C&M /Ele, Hubli***	
	Asst. Manager	1
	Sr. Assistant	1
	Peon	1
		3
40	***C&M Sec., Gulbarga***	
	Sr. Assistant	1
	Peon	1
		2
41	***C&M Sec., Mysore***	
	Sr. Assistant	1
	Peon	1
		2
	Admn. Total: (a)	**346**

Sl. No.	Offices/ Posts	Sanctioned Post allocated
	TECHNICAL WING	
42	***Engineering Sec., (Civil)***	
	Chief Engineer	1
	Supdtd. Engineer	1
43	***B'lore Division:***	
	Executive Engineer	1
	A E E -1	6
	A E E -2	2
	A E (Dvn-2)	4
	J E	1
44	***Hubli Division:***	
	Executive Engineer	1
	A E E -1	6
	A E E -2	1
	A E (Dvn-2)	2
	Tracer	1
45	***Mysore Division:***	
	Executive Engineer	1
	A E E -1	5
	A E E -2	1
	A E (Dvn-2)	2
46	***Gulbarga Division:***	
	Executive Engineer	1
	A E E -1	5
	A E E -2	1
	A E (Dvn-2)	2
47	***Engineering Sec., (Ele)***	
	B'lore Division:	
	Executive Engineer	1
	A E E -1	1
	A E (Dvn.2)	1
	Electrician	1
48	***Hubli Sub Division:***	
	A E E -1	1
	A E E -2	1
	A E (Dvn.2)	1
	Technical Total: (b)	**52**
	GRAND TOTAL (a+b)	**398**

* D/GNM/RE-ORG STT 2016/ SHT-4

24.9.2016

MANAGING DIRECTOR

CHAPTER - I

GENERAL RULES

KSSIDC

G E N E R A L

1.1. SHORT TITLE

This Order shall be called KSSIDC Ltd., (Delegation of Powers) Standing Rules 1986 (Revised).

1.2. DEFINITIONS:

i) All words and expressions used herein and not defined herein, but defined in the Service Rules and other orders issued from time to time.

ii) Year means accounting year of the Company viz., July to June.

iii) HEAD OF DEPARTMENT means the FINANCIAL CONTROLLER/CHIEF MANAGERS/PRODUCTION MANAGER incharge of;

a) Finance
b) Commercial
c) Construction & Maintenance
d) Personnel & General Administration Department,
e) Industrial Estates
f) Projects and
g) Hand Tools Project

iv) HEAD OF OFFICE means Officers directly reporting to Managing Director, including

a) SECRETARY,
b) PUBLIC RELATIONS OFFICER,
c) DEPUTY CHIEF MANAGERS
d) BRANCH MANAGERS
e) DEPUTY CHIEF MANAGER(IA)
f) LAW OFFICER
g) MANAGER(C&M)-Quality Control

that in the absence of such officers, the terms and 'Head of Department' and Head of Office shall include the officer duly authorised to look after the Corporation's interest during specific period.

1.3. MAINTENANCE OF ACCOUNTS:

i) Subject to provisions of Companies Act, Rules and Regulations made thereunder, the Accounts of Corporation shall be maintained in the manner prescribed from time to time.

ii) In respect of grants received under Government works, the Accounts shall be maintained as per directives issued by Accountant General and Government from time to time.

1.4. PROCEDURE FOR EXERCISING THE AUTHORITY:

The following chapters prescribe only the limit upto which the officers can exercise administrative and financial powers. In exercising the powers, the officers shall ensure that procedure laid down on each subject (e.g. staff payment, procurement of raw materials, construction of sheds, etc.) in the various Acts, Accounts Codes, Standing Orders and other orders issued from time to time are strictly complied with. In particular, every officer incurring or authorising the expenditure should be guided by high standards of financial property. Among the principle, on which emphasis is generally laid are the following:-

i) Every Officer is expected to exercise the same vigilance in respect of expenditure incurred from the funds of the Corporation, as a person of ordinary prudence, would exercise in respect of expenditure of his own money.

ii) The expenditure should not be prima-facie more than the occasion demands.

iii) No authority should exercise its powers of sanctioning expenditure to pass an order, which will be directly or indirectly to its own advantage.

iv) The funds of the Corporation should not be utilised for the benefit of a particular person or section of community unless

a) the amount of expenditure involved is insignificant, or

b) a claim for the amount could be enforced in a Court of Law, or

c) the expenditure is in pursuance of a recognised policy or custom.

v) The amount of allowance granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole and source of profit to recipients.

Each Head of Department/Head of Office is responsible for enforcing financial order and strict economy of every step. He is responsible for observance of the provisions of this Standing Order and other relevant rules and Regulations by both his own office and by subordinate offices.

...3...

(H)

POWERS TO BE EXERCISED ONLY BY DULY AUTHORISED PERSONS:

In the following chapters only the rank of "Officer" who can exercise financial powers is prescribed. In case where the officer is not Head of Department/Head of Office or Higher, the Managing Director shall from time to time, issue office orders specifying thenames & persons and nature of authority to be exercised by them. Copies of these orders shall be endorsed by the Personnel and Establishment Section to Financial Controller and Deputy Chief Manager(I/c), who shall keep a proper watch to ensure that powers are exercised by (a) duly authorised person and (b) in the manner prescribed in the various Office Orders and Service Rules of the Corporation.

1.6. POWERS OF HIGHER & LOWER AUTHORITIES:

An authority vested with higher powers can ordinarily exercise the powers of the same nature vested with lower authority, but a lower authority cannot exercise the powers of a higher authority unless he is fully authorised specially by an office order.

1.7. ENHANCED POWER FOR A LOWER AUTHORITY:

The powers under this standing order, other than those vested with Managing Director, can be exercised by an authority one step below the competent authority (but not below the rank of Manager) if the circumstances so require, provided Managing Director so directs.

In issuing these directions the ability of the person in whom the power is vested and other relevant facts shall be taken into account. Further, the enhanced power delegated to a lower authority under above provisions need not necessarily be to full extent and may be curtailed to such extent as Managing Director may direct.

1.8. POWERS OF MANAGING DIRECTOR:

a) Nothing contained in this Standing Order shall have the effect of restricting in any way the powers of Managing Director vested in him by the Government and or Board from time to time for the efficient management and governance of the Corporation.

b) All powers delegated to various officers herein will be subject to general superintendence and control of Managing Director.

1.9. The details of powers delegated to Managing Director and other officers of the concerned Departments is given as under:

CHAPTER II	:	Finance Department.
CHAPTER III	:	Personnel and General Administration Department.
CHAPTER IV	:	Industrial Estates Department.
CHAPTER V	:	Commercial Department.
CHAPTER VI	:	Construction and Maintenance Department.
CHAPTER VII	:	Works Accounts Department.
CHAPTER VIII	:	General applicable to All Departments.

CHAPTER - II

FINANCE DEPARTMENT

(E)

DELEGATION OF POWERS SPECIFIC TO COMMERCIAL ACCOUNTS OF FINANCE DEPARTMENT

Sl. No.	Particulars	Board		Managing Director		Chief Manager		Deputy Chief Manager	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
1.	To approve remittance of interest and instalment to Financial Institutions and payment of commitment charges and guarantee commission	-	-	Full Powers	Full Powers	-	-	-	-
2.	To adjust or authorise payment of balances in the account of parties who have transactions with Corporation.	-	-	Full Powers	Full Powers exceeding Rs.1 lakh	Upto Rs.1 lakh	Upto Rs. 1 lakh	Upto Rs.10,000	Upto Rs.10,000
3.	Preparation of Pay roll and payment of salary and allowances to staff and remittance of recoveries	-	-	-	-	Full Powers	Full Powers	-	-
4.	To pass and authorise to make payment a) in case of all bills, invoices received duly authorised by competent officers.	-	-	-	-	Full Powers beyond Rs.25,000/-	Full Powers upto Rs.50,000/- at a time	Full Powers upto Rs.25,000/-	Full Powers upto limit of 50,000/- at a time ii Full powers upto Rs.25,000/- to Manager(CA)
5.	To sign cheques including remittance to branches for all kinds of payment	-	-	Beyond Rs.10 lakhs	Beyond Rs.10 lakhs	Upto Rs.10 lakhs	Upto Rs10 lakhs	DCM Upto Rs.1 lakh Manager(CA) upto Rs.25,000/-	DCM Upto Rs. 1 lakh Manager(CA) Upto 25,000/-

C H A P T E R - III

PERSONEL & GENERAL ADMINISTRATION DEPTT.

DELEGATION OF POWERS SPECIFIC TO PERSONNEL & GENL. ADMN. DEPARTMENT

Sl. No.	Delegation of power	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY. CHIEF MANAGER	
		Existing	proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
1	2	3	4	5	6	7	8	9	10
1.	Creation post	Full powers for all Grade I to IV	Creation of Grade I posts only	-	Creation of Grade II, III & IV	-	-	-	-
2.	Appointment & termination & Compulsory Retirement of staff	-	-	Full powers	Grade I to III	-	Grade IV	-	-
3.	Declaring completion of probationary period	-	-	Full powers	Grade I to III	-	Grade IV	-	-
4.	Acceptance of Resignation	-	-	Full powers	Full powers upto Grade III	-	Grade IV	-	-
5.	Temporary Appointments and Regularisation (wherever necessary) based on guideline issued by the Board.	Full powers (for regularisation)	-	Full powers for appointment upto 240 days on daily wage basis.	Full powers including regularisation by calling such candidates along with other candidates.	-	-	-	-
6.	Relaxation of Qualification, experience and age.	Full powers	-	-	Full powers	-	-	-	-
7.	To depute any official to Govt./other Organisation.	Full powers	-	-	Full powers	-	-	-	-
8.	To permit officials to accept part-time employment	Full powers	-	-	Full powers	-	-	-	-
9.	To permit acceptance of honorarium	Full powers	-	-	Full powers	-	-	-	-
10.	To waive the contract conditions of terms of appointment	-	-	Full powers	Full powers	-	-	-	-
11.	To sanction HBA/House Repairs advance	-	-	-	-	Full powers subject to budget provision	Full powers subject to budget provision	-	-
12.	To sanction MCA, Cycle advance, Festival advance, purchase of solar heater/cooker etc.	-	-	-	-	Full powers	Full powers.	-	-

1	2	3	4	5	6	7	8	9	10
13.	To sanction retirement of staff when they attain superannuation	-	-	Full powers	For Grade I	-	For Grade II to IV	-	-
14.	Purchase of postage stamps & other expenses on Frank, Telegram, Telephones & Telex in Head Office.	-	-	-	-	Full powers	Full powers	-	-
15.	Sanction of Pay advance, to staff, Spl.Allowance to Tappal & Cycle Orderly	-	-	-	-	Full powers	Full powers	-	-
16.	Allotment of Cars to Department & allocation of Drivers duties.	-	-	-	-	Full powers	Full powers	-	-
17.	Incur expenditure on repair & servicing of typewriters, calculators, furniture & office equipments	-	-	-	-	Full powers	Full powers	-	-
18.	Maintenance of C.Rs	-	-	Grade I & II	Continued	Grade III	Continued	-	-
19.	Forwarding of application for outside employment	-	-	Full powers	Grade I & II	-	Grade III & IV	-	-
20.	Sanction of increment and charge allowance	-	-	Grade I	Grade I	Grade II to IV	Grade II to III	-	Grade IV
21.	To permit employ to prosecute further studies	-	-	Full powers	Grade I & II	-	Grade III	-	Grade IV
22.	To call for & accept property returns	-	-	Grade I	Grade I	Grade II to IV	Grade II & III	-	Grade IV
23.	To execute and accept agreement, mortgage deed, sale deed, surety bond, fidility agreement on behalf of Corporation (subject format of agreement to be approved by the Board)	-	-	Grade I	Grade I	Grade II to IV	Grade II to IV	-	-

.....3/....

1	2	3	4	5	6	7	8	9	10
24.	To sanction leave of all kinds except casual leave	-	-	For Grade-I	For Grade-I	For Grade-II & III	For Grade II & III	For Grade IV	For Gra IV
25.	To allow sub-ordinate staff to claim LTC and HTC for self-dependent(as per rules in force and to claim Transfer T.A. on Transfers)	-	-	For Grade-I & II & III	For Grade-I	For Grade-II to IV	For Grade II to IV	-	-
26.	To accept tenders and orders for purchase of office equipment, furnitures (DGS&D, SPD KSIMC) approved Cap. Equipment vide Proforma	-	-	Full Powers Aftercalling for Tenders	Full Powr aftercalling for Tenders	-	-	-	-
27.	DGS&D SPD & KSIMC approved Capital Equipment wide proforma			Full Power	-	-	Full Power	-	Tender to be called for
28.	To appoint legal advisers and other consultant and fix their remuncration	-	-	Full Power	Full Power	-	-	-	-
29.	To incur expenditure for paying membership fees etc., to clubs and professional bodies Associations etc., which has bearing to the activity of the Corporation for M.D. and other Senior Executives	-	-	Full Power	Full Power	-	-	-	
30.	Transfer of Officials from one department to another including change of H.Q.	-	-	Grade-I & to III	Gr- I to II	Gr-IV	Gr-III & IV	-	-
31.	To depute staff for Training to attend seminars and professional interest within the country	-	-	Full Power	Gr-I & II	-	Gr-III	-	-
32.	To Purchase of General Stationery & Printing etc., needed by all Departments	-	-	-	-	Full Power	Full Power	-	-
33.	Repairs of Office Building and Motor Vehicles and purchase of Spares, tyres etc.,	-	-	-	-	Full Power	Full Power	-	-
34.	Purchase of News Paper, Weekly Periodicals and Magazines for Head Office	-	-	-	-	Full Power	Full Power	-	-
35.	To sanction arrears claim of all nature including Salary Allowances etc.,	-	-	Full Power	Gr-I	-	Gr-II to IV	-	-
36.	To declare Stores as Obsolate and un-serviceable and auction of such materials	-	-	Full Power	Value exceeding Rs.10,000/-	-	Full powers upto Rs.10,000/-	-	-
37.	To sanction for permanent advances to Departments and Branches Offices	-	-	Full Power	Amount exceeding Rs.5000/-	-	Upto Rs.5000/-	-	-
38.	To sanctio								

1	2	3	4	5	6	7	8	9	10
38.	To appoint Advt. Agents and sanction expenditure on publication of advertisements including Magazines and Souvenir.	-	-	Full power	All advertisement for Magazines and Souvenir	-	All news paper Advertisement only.	-	-
39.	To participate and incur expenses on Exhibitions within the country	Fixation of Financial limits by Board	-	-	Full powers including fixing up of financial limits	-	-	-	-
40.	To sanction installation of Telephones and accessories in Office and residence of Senior eligible Officers	-	-	Full power	Full power	-	-	-	-
41.	To sanction of extension of time for new candidates and staff on transfers.	-	-	Full power	Full power for Gr.-I	-	Full powers upto Gr.II including Gradu-II	-	-

CHAPTER - IV

INDUSTRIAL ESTATES DEPARTMENT

DELEGATION OF POWERS SPECIFIC TO INDUSTRIAL ESTATES DIVISION

Sl. No.	Delegation of Powers	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DEPUTY CHIEF MANAGER	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
	2	3	4	5	6	7	8	9	10
	INDUSTRIAL ESTATE								
1.	Finalisation of Establishment of Industrial Estate and Sheds Programme and to decide number and type of sheds to be taken up	-	-	Full Powers under intimation to Board	Full Powers (Prior intimation to Board	-	-	-	-
2.	To sell, acquire and incure the expenses for acquisition of lands for Industrial Estates	-	-	Full Powers	Full Powers	-	To sale Sites and take action for acquisition	-	-
3.	To fix Water and Electricity charges	-	-	-	-	Full Powers	Full Powers	-	-
4.	Collection of Water Electricity and Insurance Premia	-	-	-	-	-	-	Full Powers	Full Powers
5.	To insure and make claims on Insurance Companys for sheds and other properties	-	-	-	-	Full Powers	Full Powers	-	-
6.	Allotment of sheds & regular formed plots	-	-	-	-	Issue Final Allotment Letter on the selection made by SLSC	To confirm provisional allotment letter on the selection of DLSC	-	-
7.	To Cancel and issue of Seizure Orders for non-payment of non-functioning	-	-	Full Power	Full Power	-	Cancel/seize for non-payment of due	-	-
8.	Allotment of Stray and irregular Plots & sheds	-	-	Full Powers	Full Powers	-	-	-	-
9.	To sign and issue lease agreements	-	-	-	-	Full Power	-	-	Full Powers
10.	To Issue show-cause notice for any violation in agreement and terms of allotment	-	-	-	-	-	-	Full Powers	Full Powers
11.	To grant extension of time for taking possession on payment of Earnest Money Deposit	-	-	For a period of 15 days	For a period of 30 days	-	For a period upto 30 days	-	For period upto 15 days
12.	To Issue revocation of cancellation orders and restoration of cancellation	-	-	Full Powers	Full Powers	-	Can restore on full payment of dues by allottees where sheds have been cancelled for non-payment	-	-

1	2	3	4	5	6	7	8	9	10
13.	To Issue/withdraw RRC and act under K.P.F. Act	-	-	J.D. on deputation Full Power	J.D. will excercise Full Power	-	-	-	-
14.	To accord approval for change in Constitution	-	-	Full Power	Full Power	-	Change in Constitution involves P.S. with individuals when original allottee retain 51% interest	-	-
15.	Exempt Payment of rent for specific reasons meriting exemption	-	-	-	-	-	-	-	-
16.	To engage Night Watchmen for safty of sheds and Properties in Industrial Estates	-	-	-	-	Full Powers	-	-	Full Powers after obtaining concurrence of Chief(Fer)
17.	To communicate the cost of sheds and plots, EMD and monthly instalments with consultation with F.C.	-	-	-	-	Full Powers	Full Powers	-	Full Powers
18.	To allot sheds/plots on Out Right Sale basis	-	-	-	-	-	-	-	-
19.	To Issue permission for mortgage or second charge (with advise of Law Officer)	-	-	Full Powers	Full Powers to Mortgage	-	Full Powers to all Indian Scheduled Financial Institutions only/ charge to Bank only	-	-
20.	To approve change in or addition to products originally considered	-	-	Full Powers	Full Powers	-	Can sanction for additional Product only	-	-
21.	To forefeit of EMD instalments for violation of terms and conditions	-	-	Full Powers	Full Powers	-	-	-	-
22.	To issue Sale deed after completion of lease/settlement of all period of payments due to Corporation	-	-	Full Power	-	-	Full Power	-	-
23.	To Issue Certificate under Stamp Act	-	-	JD on deputation will issue	To Continue	-	-	-	-
24.	To approve the estimates for repairs and maintenance(within the budget provision)	-	-	Full Powers	Estimates costing more than 50,000/- for each work	-	Estimates upto Rs.50,000/- for each work	-	Estimates upto Rs.10,000/- for each work
25.	Calling for Tenders for allotment of Canteen/Canteen	-	-	-	-	Full Power	-	Full Power	-

1	2	3	4	5	6	7	8	9	10
26.	To allot Godown, Bank Building and other Service Buildings	-	-	Full Powers	Full Powers	-	-	-	-
27.	To allot Canteen and enter into Agreement	-	-	-	-	Full Power	-	-	Full Power
28.	To accord approval of sheds under Own your Own shed Scheme under KSSIDC, IFS Scheme	-	-	FULL POWER	-	-	Full Power	-	-
29.	To accord approval of sheds under DYCSS of Government Sheds	-	-	FULL POWER	FULL POWER	-	-	-	-
30.	To scrutinise and payment of Property Tax	-	-	Full Power	-	Full Power	Full Power	-	-
31.	To Notify the sheds and Plots for allotment	-	-	-	-	Sheds to be allotted by State Level S.T.C.	-	Plots/sheds to be notified to be allotted by SIC/DLSC	-
32.	To refund of EMD to unsuccessful Applicants	-	-	-	Full Powers	-	Full Powers	-	-
33.	To revise demand and collect rent, instalments and other dues from allottees and Maintenance of necessary records including as DCB and Cash Book	-	-	-	-	-	-	Full Power	This power will be extended to Managers & Asst. Mgrs incharge of Small Centres.
34.	To seize the sheds on the orders of Managing Director, arrange for safty of seized materials	-	-	-	-	-	-	Full Power	Full Power
35.	To dispose off the seized materials and adjustment of proceeds towards dues	-	-	-	-	-	-	Full Power	Full Power
36.	To Maintain the Estate Office including Payment of Water, Electricity charges, Telephone, Telex Postage & Telegrams etc.,	-	-	-	-	-	Full power upto Rs.25000/- at a time	Full Powers upto Rs.25000/- at a time	
37.	To Give Administrative Approval for repairs of sheds, Buildings, Pumphouse and Repair of pumps street lights	-	-	-	-	-	Full Power upto Rs.5,000/- at a time	Full Power upto Rs.10,000/- at a time	
38.	To incure Entertainment charges, Official Meetings and Official Guests	-	-	-	-	-	Upto Rs.35/- at a time not exceeding Rs.500/-A	Upto Rs.100/- at a time not exceeding Rs.1000/-	

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1	2	3	4	5	6	7	8	9	10
39.	To Maintain and operate Bank Account in respect of Imprest and Rent/Instalment/Collection	-	-	-	-	-	-	Full Powers upto Rs.25000/- at a time	Full Powers upto Rs.50000/- at a time
40.	To Levy Penalty for unauthorised Change in constitution/ Product/Alterations to sheds etc., (as per guidelines decided by Board)	-	-	Full Power	Full Power	-	-	-	-
41.	Waival of Penalty in exceptional Cases	-	-	Full Power	Full Power	-	-	-	-

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CHAPTER - V

COMMERCIAL DEPARTMENT

DELEGATION OF POWERS SPECIFIC TO COMMERCIAL DEPARTMENT

Sl. No.	COMMERCIAL	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY.CHIEF MANAGER	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
1.	To negotiate and appoint Agents/Transporters for transportation of raw-materials within and outside the State and signing of agreements.	To appoint new contractors based on tenders and to continue previous contractors at old rates for a period exceeding 3 months.	-	To recommend new contractor based on tenders and or to continue previous contractors at old rates upto 3 months.	Full powers.	-	-	-	-
2.	To terminate or extend the period of validity based on enquiries when Corporation is not in a position to call for revised tenders.	To extend the period beyond six months.	-	To extend the period upto 3 months.	Full powers to terminate or extend the validity if rates are competitive and beneficial to Corporation.	-	-	-	-
3.	To appoint agents, distributors, liaison agents in India and outside India.	-	To appoint Agents, distributors etc. outside India	Full powers.	To appoint such persons within India.	-	-	-	-
4.	To sign indents for issue of raw materials (based on the procedure specified from time to time.	-	-	-	-	-	-	Full powers.	Full powers. (As per policy decided from time to time). * This power will be extended to all Managers & Sales Managers I/Cs of Raw Material Depots.
5.	To sign 'C' form.	-	-	-	-	-	-	Full powers.	Full powers.
6.	To incur expenditure for procurement of specific raw materials to SSI units registered with KSSIDC (Other than normally dealt by KSSIDC	-	-	Full powers.	-	-	-	-	-
7.	To authorise the payment towards demurrage, wharfage charges.								
8.	To certify and incur expenditure for transportation of materials locally and outside.								
9.	To sanction and authorise payment of rent for godown.								

Sl. No.		BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DEPUTY MANAGER	
		Existing.	Proposed.	Existing	Proposed	Existing	Proposed	Existing	Proposed
10.	To procure raw materials covered in the Annual allocation.	-	-	Full powers.	-	-	Full powers after review of demand & recording of the same.	-	-
11.	To procure raw materials offered outside the allocation.	-	-	Full powers.	Full powers.	Upto Rs.2 lakhs at a time after review of demand & recording of the same.		-	-
12.	To arrange for insurance of materials held in stock and in transit.	-	-	-	-	Full powers.	Full powers.	-	-
13.	To arrange & appoint Security personnel through outside agencies and fix their remuneration after calling for tenders.	-	-	Full powers.	-	-	Full powers.	-	-
14.	To arrange & purchase of capital equipments needed for Stores, Material handling equipments including weighing scales.	-	-	Full powers	Full powers.	Upto Rs.5 lakhs after calling for tenders.		-	-
15.	To quote for & accept agency and distributorship for all kinds of stores and materials needed by SSI units and negotiate the conditions of such appointment including remuneration.	Full powers.	-	-	Full powers.	-	-	-	-
16.	To decide and incur expenditure for opening of new raw material depots and also to close the existing depots in the interest of Corporation indicating reasons therefor.	Full powers.	-	-	Full powers.	-	-	-	-
17.	To fix selling price of raw-materials	-	-	-	-	Full powers under the advice of committee constituted for the purpose	Full powers under the committee constituted for the purpose	-	-

CHAPTER - VI

CONSTRUCTION & MAINTENANCE DEPARTMENT

(21)

KARNATAKA STATE SMALL INDUSTRIES DEVELOPMENT CORPORATION LTD.,
(A Government of Karnataka Concern)

DELEGATION OF POERS TO CONSTRUCTION & MAINTENANCE DEPARTMENT OFFICERS

Sl. No.	Nature of powers	Existing powers			Proposed /Additional Powers			Remarks
		Managing Director	Chief Manager (C&M)	Deputy Chief Manager (C&M)	Managing Director	Chief Manager (C&M)	Deputy Chief Manager (C&M)	
1	2	3	4	5	6	7	8	
1.	To accord administrative sanction to works							
	a) For original works as approved by the competent authority in advance.	Rs.15 lakhs	Rs.2.00 lakhs	Rs.1.00 lakhs	Full powers	Rs. 5.00 lakhs	Rs.2.00 lakhs	
	b) Special repairs, annual repairs and repairs in case of emergency.	Full powers	Upto Rs.25,000-00	Upto Rs.10,000/-	Full powers	Upto Rs.50,000-00	Upto Rs.25,000-00	
	NOTE: A statement of approval accorded will have to be maintained by the Project Section - in respect of the approval given by MD and by the concerned authority. A copy of the monthly sanctions accorded should be sent to Finance Sn. once in a quarter for infn.							
2.	To accord Technical sanction to detailed estimates of work which are covered by Admin. sanction.							
	a) For original works	-	Full powers	Rs.1.00 lakh	-	Full powers	Rs.2.00 lakhs	
	b) Special repairs & annual repairs	-	Full powers	Rs.10,000-00	-	Full powers	Rs.25,000-00	
3.	Repairs to plant & Machinery and tools.							
	a) Annual Maintanance	Full powers	Rs.20,000-00pa	Rs.10,000-00pa.	Continued	-	-	
	b) Special repairs & replacement of parts	-do-	Rs.2,000-00 each case	Rs.500-00 each	continued	-	-	
4a.	To let-out sinctioned work to contractors after calling for tenders (wholly) or in partial execution) (adequate reasons should be indicated in case work is to be awarded to other than lowest).	Rs.15 lakhs each work so the excess - if any over the sanctioned estimate is not more than 20% on the amt.put to tender.	Rs.2 lakhs each work as long as the excess, if any, over the sanctioned estimate is not more than 15% of the amount put to tender.	Rs.1 lakh each work so long as the excess if any, over the sanctioned estimate is not more than 10% of the amt. put to tender.	Full powers so long as the cost of work or part of it does not exceed Rs.15 lakhs.	Rs.5 lakh each work so long - as the excess if any, over the sanctioned estimate is not more than 15%.	Rs. 2 lakhs each work so long as the excess if any, over the sanctioned estimate is not more than 10%.	

1	2	3	4	5	6	7	8	9
4b)	When only one tender is received (Single Tender)	Rs. 15 lakhs each work so long as the excess, if any, over the sanctioned estimate is not more than 20% of the amount put to tender.	-	-	Continued	-	-	
4c)	To award the work to contractors after negotiations.	Full Powers	-	-	Full Powers	Rs.1 lakh each work so long as the excess over the sanctioned estimate is not more than 10%.	Rs.50,000/-each work so long as the excess over the sanctioned estimate is not more than 5%.	
4d)	To award work on piece work basis not more than the current schedule of rates with or without public tender at the discretion of the DCM(C&M) to the best advantage of the Corporation.	-	-	Rs.25,000/-per work.	-	-	Rs.50,000/- per work.	
5.	To sanction urgent repairs work in respect of factory sheds infrastructural bldgs and infrastructural works.	Full Powers	Rs.1 lakh per annum.	Rs.50,000/- per annum not exceeding Rs.3000/- at a time(See Note No.1)	Continued	Continued	Continued.	
6.	To pass the bills of expenditure on advertisement of tenders in two well circulated dailies.	Full Powers	Full Powers	Upto Rs.10,000/- per annum (SEE NOTE No.2)	Continued	Continued	Continued.	
7.	Engaging of NMR establishment chargeable to the sanctioned estimate works for supervision of works at IEs and not more than current schedule of rates	-	-	Full Powers (See Note No. 3 and 4)	-do-	-do-	-do-	
8.	According approval to extra or deviated items in case of works carried out on contract basis (EIRL).	Full Powers	Upto 12% or Rs.20,000.00 whichever is more of the amt.put to tender for each work.	Upto 8% or Rs.20,000.00 whichever is less of the amount put to tender for each work.	-do-	-do-	-do-	A report to be sent in such cases of E.I.R.L. and excess.
9.	To pass excess over the accepted tendered amount in case of excess over subheads arising from deviation in quantities & rates, and not involving any material alteration in the design (work-slip).	Full Powers	Upto 5%	Upto 1% or Rs.1000/- whichever is more of the amount put to tender for each work (See Note 5)		Upto 10% of the original amount put	Upto 2% of the original amount put	Note 5(a)

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1	2	3	4	5	6	7	8	9

NOTE: (1) The Deputy Chief Manager (C&M) shall operate by observing necessary formalities at divisional level. Should be operated within the Budget provision.

(2) The bills of expenditure shall be charged to the appropriate head of account work. This power is necessary in view of delegation of poers of calling of tenders upto Rs.1 lakh to Dy. Chief Managers (C&M).

(3) The Deputy Chief Manager (C&M) shall engage one Assistant to every 10 sheds or less at a place and one Assistant for connected infrastructural works costing Rs.3 lakhs. The cost shall be limited to the provision of work charge establishment made in the sanctioned estimate and observing the norms prescribed by the Head Office from time-to-time. For any deviation specific prior approval of Chief Manager (C&M) shall be obtained.

(4) The Deputy Chief Manager (C&M) shall pass bill of MMRs under the appropriate head of account work and issue of cheque to the Manager (C&M) concerned for arranging payment against c vouchers.

(5) a) Dy.Chief Manager(C&M) shall send a report every month explaining such excess to the Head Office to examine about the propriety of the excess sanctioned and take suitable action.

b) The Officers may pass excess over the estimates upto the percentage mentioned subject to Financial limitations fixed.

10	According approval of the reduced rates.	-	Full powers	Nil	Continued	Continued	Continued	(* The DCMs (C&M) follow the instructions issued this connection scrupulously.
11	To approve quotations for the items of work not included in Schedule of rates for execution of works	Full powers	Upto Rs.5000/- per work	Upto Rs.1000/- per work	Continued	Continued	Continued	-
12	To incur expenditure towards entertainment refreshment.	-	Rs.2000/- per	Rs.750/- per -	continued	continued	continued	-
13	To purchase of stationery printing of accounts book forms for the Department.	Full powers	Upto Rs. 1,000/- at a time (without spliting the bill or item) per bill/order within the sanctioned budget for the year) but not exceeding Rs.10,000/- per year	Upto Rs. 500-00 at a time (without spliting the bill or item) per bill/ order within the samtioned budget for the year) but not exceeding Rs.5000/- per year.	continued	continued	continued	-
14	To grant extension of beyond stipulated date in the contract agreement for completion of works.	Upto 75% of the total period stipulated in the contract	Upto 50% of the total period stipulated in the contract	Upto 25% of the total period of stipulated in the contract.	Upto 100% of the total period stipulated in the contract	Upto 75% of the total period stipulated in the contract.	Upto 25% of the total period stipulated in the contract.	
15	To sanction and for purchase of tools and plant and machinery, survey instruments subject to the cost of a single article not exceeding Rs.1,000-00.	-	-	-	Full powers	Rs.10,000-00	Rs. 5,000-00	

1	2	3	4	5	6	7	8	9
16	To order the disposal of storesby public auction or otherwise in respect of surplus stores at the site of work or the materials dismantled from the works.	-	-	-	Full powers	Rs. 1,000-00 at a time not exceeding Rs.10000/- per annum	Rs. 150-00 at a time not exceeding Rs.2500/- per annum	
17	To sanction write-off of absolute and unusable value of tools, plant and survey instruments.	-	-	-	Rs.10,000/-in each case.	Rs. 2,000/- in each case	-	
18.	To pass the work bills and recommend for payment.	Full powers	80% of the value	Not exceeding Rs.50,000/-	Full powers	All final bills where the actual value of work done do not exceed Rs.5 lakhs and the remaining cases where the actual payment made do not exceed 80% of the value put to tender. All the billsshall be duly scrutinised by the concerned Dy. Chief Manager (C&M) and recommendations of Finance Department.	All the bills including the final bills where the actual value of the work do not exceed Rs.50,000-00 duly scrutinised and recommended by the representative of the Finance Department.	

NOTE:- The Dy.Chief Managers (C&M) will issue the cheques for the bills passed at the divisional level upto a limit of Rs.50,000/- in each case. However, they should ensure to follow scrupulously the procedures prescribed in KPWD and also the rules laid down by KSSIDC Limited from time-to-time.

CHAPTER - VII

WORKS ACCOUNTS DEPARTMENT

DELEGATION OFPOWERS SPECIFIC TO [illegible] ACCOUNTS OF FINANCE DEPARTMENT

S. No.	Particulars/Category	Board		Managing Director		Financial Controller		Dy.Chief Manager(WA)		Dy.Chief Manager(WA)		Remarks
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed	
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	A. Tender Works											
	1. R.A. claims not exceeding Rs.50,000/- (Gross per claim. Total value not exceeding 80% of the tendered cost	-	-	-	-	-	-	-	-	Full Powers (scrutiny by AM(WA)	Full Powers (scrutiny by AM(WA)	
	2. R.A. claims upto 50,000/- per claim where total v value exceeds 80% in all cases other than final bills	-	-	Full Powers	-	-	-	-	Full Powers on the recommendation of DCM(C&M)	-	-	
	3. All R.A. claims above 50,000/- per claim and upto 80% of tendered cost	-	-	-	-	-	-	Full Powers (on the recommendation of DCM(C&M) & CM(C&M)	Full Powers on the recommendation of DCM(C&M)	-	-	
	4. All R.A. claims above 50,000/- per claim and above 80% of tendered cost	-	-	Full Powers	-	-	-	-	Full Powers (on the recommendation of DCM(C&M)	-	-	
	5. All Final Bills other than Piece Work	-	-	Full Powers	Full Powers (after scrutiny in Fin.Dept.)	-	-	-	-	-	-	
B.	Advance payments (Tender works)											
	i. Payment of advance for materials brought to site as certified by DCM(C&M) and for bill sent for scrutiny requiring approval of higher authorities which are likely to be delayed and thereby may cause retarding of the progress	-	-	Full Powers (80% of the value as recommended all specific cases should routed through Fin.Dept.	Full Powers (80% of the value asc recommended. All specific cases should routed through Fin. Dept.	-	-	-	-	-	-	

1	2	3	4	5	6	7	8	9	10	11	12	13
vii.	Sanction of temporary advance to the extent of 90% of the balances certified by the DCM (C&M) as having been executed. (Subject to the execution of an agreement by the agency on the format approved by the Board). and subject to the claim being received within 15 days after the date of payment of advance.	-	-	Full Powers	FullPowers	-	-	-	-	-	-	
C.	PIUCS Work.											
1.	Works where the tendered cost is upto 25,000/- both R.A. and Final Bills	-	-	Full Powers (for bills beyond 80% of Final bill)	-	-	-	-	-	-	-	Full Powers (Scrutinised by AM(W))
2.	Works where the tendered cost is above 25,000/- but not exceeding Rs.50,000/- where											
a)	R.A. bills the total value of which does not exceed 80% of the tendered cost.	-	-	-	-	-	-	-	-	Full Powers (Scrutinised by AM(W))	Full Powers (scrutinised by AM(WA)	
b)	R.A. bills above 80% and Final Bills	-	-	Full Powers	-	-	-	-	Full Powers (As recommended by DCM(C&M)			
D.	RELEASE OF SD, EMD, AND SECURITY DEPOSIT											
i.	Upto 10,000/-	-	-	-	-	Full Powers	-	-	Full Powers	-	-	
ii.	Above 10,000/- upto 2 lakhs	-	-	Full Powers	-	-	Full Powers	-	-	-	-	
iii.	Above 2 lakhs	-	-	Full Powers	Full Powers	-	-	-	-	-	-	
E.	Payment of staff employee on deputation (payments & adjustments (NMRs.)	-	-	-	-	-	-	-	FullPowers	-	-	Full Powers
F.	Advertisement Bills (relating to work)	-	-	-	-	-	-	Full Powers	Full Powers	-	-	
G.	Estimates											
1.	Scrutiny of Estimates	-	-	-	-	-	-	Full Powers	Full Powers	-	-	

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1	2	3	3	4	5	6	7	8	9	10	11	12	13
ii.	Clearance of estimates in respect of KSSIDC lands.	-	-	-	-	Full Powers	Full Powers	-	-	-	-		
iii.	Scrutiny of comparative statements	-	-	-	-	-	-	Full Powers	Full Powers	-	-		
H.	Clearance of Indents of materials issued on credit basis		-	-	-	Full Powers	Full Powers	-	-	-	-		
I.	Calculation of cost of:												
i.	Cost of Sheds in respect of Govt. sheds transferred to KSSIDC who have been allotted OTOLS of 1990 as per formula approved by BD.	-	-	-	-	Full Powers	-	-	Full Powers	-	-		
ii.	Cost of plots as per the formula approved by Board and in respect of plots transferred to KSSIDC from Govt. & existing	-	-	-	-	Full Powers	Full Powers	-	-	-	-		
iii.	Sheds constructed and allotted under IFT / other schemes	-	-	-	-	Full Powers	Full Powers			-	-		
J.	Payment of cost of land approved by M.D.	-	-	-	-	Full Powers	Full Powers	-	-	-	-		

C H A P T E R - VIII

GENERAL APPLICABLE TO ALL DEPARTMENTS

Sl. No.	GENERAL	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY.CHIEF MANAGER	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
1.	To write-off the amount due from the employees after considering the merits of the case.	Full powers	Cases invested Rs.1 lakh & above	-	Cases upto Rs. 1 lakh	-	Upto. 1000/- in which case restricted to Rs.5000 a year	-	-
2.	Sanction and payment of arrears claims of all nature	-	-	Full powers	Full powers upto 5 years	Full powers			
3.	To write off stores as absolutely un-serviceable and dispose them off(subject to fixing responsibilities wherever negligence is noted)	-	-	Full powers	Full powers	-	Full powers	-	-
4.	To prescribe security for custody of Corporation's cash or stores etc.	-	-	Full powers	Full powers	-	-	-	-
5.	To sanction temporary advances for contingent expenditure.	-	-	Full powers	Full powers beyond Rs.10,000 at a time.	-	Upto Rs. 10000/- at a time for specific purpose	-	Upto Rs.2000 at a time for specific purpose.
6.	To sanction for purchase of reference books including periodicals like magazines, journals, books for dept.and general library	-	-	Full powers	Full powers	Upto Rs.50 at a time not exceeding Rs.1000 p.a.	Upto Rs.200 at a time not exceeding Rs.5000/-	-	Upto Rs.50 at a time not exceeding Rs.1000 a year
7.	To purchase if necessary for official purpose all Govt.publications and copies of administration reports and maps and Topo sheets.	-	-	Full powers	Full powers	As above	As above but not exceeding Rs.2000/- a year.	-	Upto Rs.50/- at a bill not exceeding Rs.500/- p.a.
8.	To sanction for conveyance for subordinate for carrying office records and to attend official works. Reimbursement of Auto or own conveyance limited to Asst.Manager & above. Other categories of staff are entitled for bus fare only	-	-	Full powers for Grade I	Contd.	Full powers	Full powers	Full powers	Full powers

GENERAL	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY. CHIEF MANAGER	
	Existing	proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
9. To sanction for insurance on buildings, materials in stock & in branches, cash and other valuables held in stock and in transit	-	-	Full powers	Full powers	-	Full powers where policy value does not exceed Rs. 10 lakhs	-	-
10. To sanction the hiring of Govt., private buillings sheds, godowns for Corporation's use.	-	-	Full powers	Full powers	-	-	-	-
11. To sanction urgent purchase by cash items such as urgent stationery required for office.	-	-	Full powers	Full powers	Rs.250 at a time not exceeding Rs.2000 p.a.	Rs.500 at a time not exceeding Rs. 5000/- p.a.	Rs.50 at a time not exceeding Rs.2000 p.a	Rs.50 at a time not exceeding Rs.2000 p.a.
12. To sanction charges in connection printing of official manuals, office publications, leaflets etc	-	-	Full powers	Full powers	[illegible]	Rs.1000 in each case not exceeding Rs.5000 p.a.		-
13. To authorise subordinate staff to proceed on duty within the state.	-	-	CM's only	CM's only	DCM & below	DCM & below	Manager & below	Manager & below
14. To authorise the subordinate staff to proceed on duty outside the state within India.	-	-	Full powers	For CM's only		For DCM & below	-	-
15. To authorise the Corporation staff to proceed on duty outside the country.	Full powers	-	-	-	-	-	-	-
16. To purchase office requirements such as crockery, stationery and other contingent purchases.	-	-	Full powers	Full powers	Rs.250 at a time not exceeding Rs. 2000 p.a.	Contd.	-	Rs.50 at a time not exceeding Rs.500 p.a.
17. To incur expenditure on petty repairs including water pump repairs street light repairs and bulbs replacement garden maintenance.	-	-	Full powers	Full powers	Upto Rs.50 at a time	Upto Rs. 250/- at a time not exceeding Rs. 2000 p.a.	Upto Rs.25/- at a time.	Upto Rs.100 at a time not exceeding Rs.1000 p.a.

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Sl No.	GENERAL	BOARD		MANAGING DIRECTOR		CHIEF MANAGER		DY.CHIEF MANAGER	
		Existing	Proposed	Existing	Proposed	Existing	Proposed	Existing	Proposed
18.	To incur expenditure on entertainment for official guests & official functions and Meetings.	-	-	Full powers	Full powers	Upto Rs.35/- at a time not exceeding Rs.1000/ p.a.	Upto Rs.250 at a time not exceeding Rs.3000 p.a.	Upto Rs.25/- at a time not exceeding Rs.500 p.a.	Upto Rs.100 at a time not exceeding Rs. 1000 p.a.
19.	To transfer officers and staff from one section to another section within the Department without change of Head quarters.	-	-	-	-	Full powers	Full powers	-	
20.	To sanction of casual leave & Restricted Holiday	-	-	CM's	CM's	DCM's	DCM & Manager	Manager & below	Asst.Manager & below
21.	Power to recall & permit to leave Head quarters.	-	-	Full powers	Full powers	DCM's	DCM & Manager	Manager & below	Asst.Manager & below
22.	To incur any unforseen or Miscellaneous expenditure	-	-	Full power	Full power	Rs.50 at a time	Rs.250 at a time	Rs.250 at a time	Rs.50 at a time

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