

## **Insolvency and Bankruptcy Board of India**

### **Sub: Delegation of Powers and Functions under the Insolvency and Bankruptcy Code, 2016**

Section 191 the Code reads as under:

*“191. Save as otherwise determined by regulations, the Chairperson shall have powers of general superintendence and direction of the affairs of the Board and may also exercise such other powers as may be delegated to him by the Board.”*

2. Regulations relating to Board Meetings submitted for consideration of the Governing Board propose that the following businesses shall be transacted by the Governing Board:

- (i) Regulations to be made under section 240;
- (ii) Annual Accounts and Audit under section 223;
- (iii) Annual Budget under section 228;
- (iv) Annual Report under section 229;
- (v) Delegation of Powers under section 230;
- (vi) Operations Manuals for various activities;
- (vii) Timelines for Disposal of various activities;
- (viii) Expenditures above Rs.5 crore;
- (ix) Location of Office Premises;
- (x) Number and categories of employees and their compensation;
- (xi) Accommodation for Chairperson and Whole Time Members under Rule 12 of the Insolvency and Bankruptcy Board of India (Salary, Allowances and other Terms and Conditions of Service of Chairperson and members) Rules, 2016;
- (xii) Any other as may be specifically required by the Governing Board from time to time;
- (xiii) Any other as may be brought before the Governing Board from time to time; and
- (xiv) Any other as may be required under any law for the time being in force.

3. The businesses, other than those listed in Para 2 above, need to be exercised by the Chairperson. However, section 230 enables delegation of functions and powers to any Member or Officer of the Board. Section 230 reads as under:

*“230. The Board may, by general or special order in writing delegate to any member or officer of the Board subject to such conditions, if any, as may be specified in the order, such of its powers and functions under this Code (except the powers under section 240 as it may deem necessary.”*

4. It is, therefore, proposed to issue a general order to delegate powers and function to different functionaries in the Board. A draft of the order, modelled on the SEBI (Delegation of Powers) Order, 2015, is enclosed at **Annexure** for consideration and approval of the Governing Board. This would undergo a few rounds of modifications as the work evolves in the organisation, the processes and procedures are established, and the organisation gets functionaries at various levels and they are trained.

**The Insolvency and Bankruptcy Board of India (Delegation of Powers and Functions)  
Order, 2017**

In exercise of the powers conferred under section 230 of the Insolvency and Bankruptcy Code, 2016, the Board has delegated its powers and functions to such Members or Officers of the Board as specified in this Order.

**1. Short title and commencement.**

- (1) This Order may be called the Insolvency and Bankruptcy Board of India (Delegation of Powers and Functions) Order, 2017.
- (2) This Order shall come into force with immediate effect.

**2. Definitions.**

- (1) In this Order, unless the context otherwise requires,-
  - (a) "Assistant General Manager / AGM)" means an Officer of the Board in the Grade C.
  - (b) "Assistant Manager /AM)" means an Officer of the Board in the Grade A.
  - (c) "Board" means the Board established under section 188(1) of the Code;
  - (d) "Code" means the Insolvency and Bankruptcy Code, 2016 (31 of 2016);
  - (e) "Chairperson" means the Chairperson of the Board;
  - (f) "Chief General Manager / CGM" means an Officer of the Board in the Grade F;
  - (g) "Committee" means a Committee of Officers constituted by the Chairperson for the exercise of any function or power of the Board;
  - (h) "Deputy General Manager / DGM)" means an Officer of the Board in the Grade D;
  - (i) "Executive Director / ED" means an Officer of the Board who is appointed as such by the Board;
  - (j) "General Manager" means an Officer of the Board in the Grade E;
  - (k) "Governing Board" means the Board of Members constituted under section 189(1) of the Code;
  - (l) "Manager" means an Officer of the Board in the Grade B;
  - (m) "Officer" means an Officer of the Board in any Grade from A to F and includes Executive Director, whether recruited on contract, deputation, secondment or otherwise.

(n) “Whole Time Member / WTM” means the Member of the Board appointed and designated as such by the Central Government.

(2) Words and expressions used and not defined in the Order shall have the meanings, if any, respectively assigned to them by or under the Code;

3. (1) The delegation of powers and functions in this Order is in addition to, and not in derogation of, delegation of powers and functions assigned under the Code or rules or regulations made under the Code.

(2) The powers and functions delegated to any Member or Officer of the Board under this Order may be exercised by an Officer or Authority higher in grade or position to him in reporting hierarchy.

(3) Where a Division does not have an Officer of a particular Grade, the powers and functions delegated to him under this Order may be exercised by an Officer of the next immediate lower Grade, if so designated by the Chairperson.

(4) Subject to provisions in this Order, the Chairperson may delegate any powers and or functions to a Member or an Officer by a special order from time to time.

4. The powers and functions are delegated hereunder:

Sl.	Power / Function	Delegate
<b>A. Governance Related</b>		
<b>1</b>	<b>Board Meetings</b>	
	Convening Board Meetings	Secretary with the approval of Chairperson or in his absence, any Member nominated by him
	Approval of Agenda for a Meeting	Chairperson
	Approval of Board Memorandum	WTM
	Signing of Board Memorandum	GM of Respective Division
	Action Taken Report on Decisions of the Governing Board	Secretary to the Governing Board with the help of GM of Respective Divisions
	Preparation of Draft Minutes of the Meeting	Secretary to Governing Board
	Approval of Draft Minutes	Chairperson
	Approval of Minutes	Governing Board
	Determination of Conflict of Interests	Board for Chairperson; Chairperson for Members.
	Maintenance of Records	Secretary
<b>2</b>	<b>Delegation of Powers</b>	
	General Order about Delegation of Powers and Functions and Modification therein	Governing Board
	Special Order about Delegation of Powers and Functions and Modification therein, subject to General Order	Chairperson
Assignment of Divisions / Functions to WTMs and EDs	Chairperson	

<b>3</b>	<b>Making / Amending Regulations</b>	
	Proposal for Regulations	ED
	Release of Concept paper / Draft Regulation for Public Comments for Public Consultation	ED
	Draft of Regulations	ED (Law)
	Approval of Regulations	Governing Board
	Consequential or Incidental Changes to Regulations while finalising Regulations for Notification	Chairperson
	Signing of Regulations for Notification	Chairperson
	Forwarding the Notification for Publication	GM (Law)
	Laying Before the Parliament	GM (Law)
	Amendment of Regulations	Same as for Making Regulations
<b>4</b>	<b>Annual Accounts and Audit</b>	
	Maintenance of Accounts	DGM (F&A)
	Finalisation of Accounts	ED (F&A)
	Submission of Records for Audit	DGM (F&A)
	Consideration of Interim Audit Reports	WTM
	Consideration of Final Audit Report	Governing Board
	Approval of Annual Accounts	Governing Board
<b>5</b>	<b>Annual Budget</b>	
	Inputs for Budget for the next year	GM of Respective Divisions
	Preparation of Draft Budget	ED (F&A)
	Approval of Budget	Governing Board
<b>6</b>	<b>Annual Report</b>	
	Inputs for Annual Report	GM of Respective Division
	Draft Annual Report	ED of Publication Division
	Approval of Annual Report	Governing Board
	Transmission of Annual Report to Government	Secretary to Governing Board
<b>7</b>	<b>Operations Manual and Timelines</b>	
	Draft Operations Manual	ED
	Approval of Operations Manual and Modifications therein	Governing Board
	Timelines for various Activities	Governing Board
<b>8</b>	<b>Committees</b>	
	Constitution of Governing Board Committees	Governing Board
	Constitution of other Committees (Advisory Committees, Examination Committee, Committee of Officers, Any other Committee unless specified specifically elsewhere)	Chairperson
	Invitation to an Outsider to join a Committee	ED
	Designating an Officer as Secretary to a Committee	Chairperson
	Maintenance of Records of Meetings and their Deliberations	Secretary to the Respective Committee
<b>9</b>	<b>Accommodation for Chairperson and Members</b>	
	Fixation of range of space, facilities and location of accommodation	Governing Board
	Fixation of Monetary Limits on maintenance of	Governing Board

	the accommodation	
	Mode of Acquisition - Lease or Purchase	Governing Board
	Procurement of Premises	As Per Procurement Procedure
<b>10</b>	<b>Guidelines / Schemes / Circulars</b>	
	Approval of Circular/Guidelines/ Schemes	WTM
	Signing of Circular/ Guidelines/ Schemes	GM
<b>B. Oversight and Enforcement</b>		
<b>11</b>	<b>Registration / Recognition / Renewal of Service Providers</b>	
	Registration of / Renewal of / In-Principle Approval for IPA	WTM on recommendation of a Committee of Officers
	Registration of an IP	GM
	Recognition of an IPE	ED
	Registration of / Renewal of / In-Principle Approval for IU	WTM on recommendation of a Committee of Officers
	Signing of Certificate of Registration	GM
	Inspection, wherever required under Regulations, to satisfy adequacy of the Person for Registration / Renewal / In-principle Approval	GM
	Calling for Clarification / Additional Information in connection with Registration / Recognition / Renewal	Manager
	Prima facie Opinion to Refuse Registration / Recognition / Renewal	Executive Director
	Refusal of Registration / Renewal by a Reasoned Order	WTM
	Acceptance of Surrender of Registration of IPs	GM
	Acceptance of Surrender of Registration of IPAs / IUs	WTM
<b>12</b>	<b>Supervision of Service Providers</b>	
	Calling for information required under Regulations or the Code	Assistant Manager
	Calling for information required to deal with a Complaints or Grievance	Manager
	Calling for information for Policy / Regulation Purposes	Manager with the approval of ED
	Appointment of Members in Committees of IPA / IU	Chairperson
	Amendment of Bye-laws (By Board)	WTM
	Approval of Amendment to Bye-laws (By IPA / IU)	WTM
	Inspection Policy	Chairperson
	Ordering Inspection / Investigation	ED
	Inspection / Investigation	Inspecting/Investigating Authority
	Acceptance of Inspection / Investigation Report	ED
	Approval of Show Cause Notice following Inspection / Investigation	ED
	Issue of Show Cause Notice	DGM
	Interim Order on Show Cause Notice	Disciplinary Committee
	Disposal of Show Cause Notice	Disciplinary Committee

	Suspension / Cancellation of Registration	Disciplinary Committee
	Imposition of Monetary Penalty	Disciplinary Committee
	Disgorgement Order under Section 220(4)	WTM
	Restitution under Section 220(5)	WTM
<b>13</b>	<b>Limited Insolvency Examinations</b>	
	Approval of Syllabus	Examination Committee
	Development of Questions	GM
	Approval of Question Bank	Examination Committee
	Maintenance of Question Bank	GM
	Model Question Paper	GM
	Analysis of MIS of Questions / Candidates	GM
	Inspection of Examination Centres	Manager
	Signing of Pass Certificates	GM
<b>14</b>	<b>Capacity Building Programme for Markets</b>	
	Policy about Continuing Professional Education	Chairperson
	Approval of One / a Series of Programmes	WTM
	Organising Capacity Building Programmes	GM
<b>C. Establishment Matters</b>		
<b>15</b>	<b>The Right to Information Act, 2005</b>	
	Approve information for publication under Section 4(1)(b)	ED
	Approve publication of facts under Section 4(1)(c)	ED
	Designate Central Public Information Officer (CPIO) and First Appellate Authority	Chairperson
	Providing information to the applicants	CPIO
	Decision under Section 11	CPIO
	Providing information to CPIO for responding to Applicants	DGM of Respective Division
	Disposal of Appeals	First Appellate Authority
	Defending Orders of Appellate Authority before the CIC	CPIO
	Appeal against the Orders of the CIC	ED (Law)
<b>16</b>	<b>Other Disclosures and Advertisements</b>	
	Approval of Text of Press Release	WTM
	Issuance of Press Release	AGM (Communications)
	Spokesperson	WTM
	Policy on Disclosures	Chairperson
	Approval of Content of Disclosures	ED
	Uploading Disclosures on Web Site	Assistant Manager
	Content of Advertisement	ED concerned
	Design of Advertisement	GM (Communication)
	Issue of Advertisement	GM (Communications)
	Journal	Editorial Committee
	Newsletter	ED
<b>17</b>	<b>Parliament Matters / Government Letters</b>	
	Approval of Reply for Parliament	Chairperson
	Approval of Reply for Parliamentary	WTM

	Committees	
	Transmission of Approved Reply on Parliamentary Matters	Manager (Parliament Cell)
	Approval of Reply to Governmnet Letters / VIP References received through Government	WTM
	Transmission of Approved Reply to Government	Corresponding level of the Addressee
	Reply to VIP References	Chairperson
<b>18</b>	<b>Internatioanl Association</b>	
	Membership of any International Association	Governing Board
	MoU or Agreement with any Foreign Agency / Country	Governing Board with approval of Central Government
	Vetting of MoU / Agreement	ED (Law)
	Approval of Correspondences with Internatioanl Associations or Foreign Agencies / Countries	WTM
	Seeking Co-operation from an International Association or Foregin Agency / Country	ED
<b>19</b>	<b>Nomination to Committees</b>	
	Nomination of Officers to any Oversees Committee / International Committee	Chairperson
	Nomination of Officers to Any Government / Regulatory Committee	Chairperson
	Nomination of Officers to any other Domestic Committee	Reporting Officer not lower than ED
<b>20</b>	<b>Speaker / Participation in Programmes (Seminars, Conference, Workshop, etc.)</b>	
	Hosting / Organising any International Programme in India or abroad	Chairperson
	Nomination of Officers as Speakers / Participants in International Programmes	Chairperson
	Hosting / Organising any Programme in India	ED
	Nomination of Officers as Speakers / Participants in Domestic programmes	Reporting Officer not lower than ED
	Inviting Foreigners to any programme	Chairperson
	Inviting Indians to any Programme	ED
	Joining any Programme as a Partner / Lending Logo	ED
	Joining any Programme as a Partner / Lending Logo with Financial Support	WTM
<b>21</b>	<b>FIRs / Suits on Matters Outside the Bankruptcy Code</b>	
	Approval for filing of FIR	ED (Law)
	Approval for filing of Cases in Courts	WTM
	Defending the Board	ED (Law)
<b>22</b>	<b>Agreements (Other than Procurement Agreements)</b>	
	Approval of terms of agreements	ED
	a. For consideration < Rs.1 crore	WTM
	b. For consideration ≥ Rs.1crore	Chairperson
	c. Any consideration coupled with policy / regulation	

	Vetting of Agreements	GM (Law)
	Signing of Agreements on behalf of the Board	Secretary to Governing Board
	Policy for Other Procurements	WTM (In Charge)
<b>23</b>	<b>Tours</b>	
	Approval for Foreign Tours	Chairperson
	Approval for Domestic Tour	Reporting Officer not below ED
<b>24</b>	<b>Office Premises</b>	
	Location of Premises	Governing Board
<b>25</b>	<b>Procurement</b>	
	Satisfaction of the need for any Good or Services to be Procured and authorisation to initiate the Procurement Process	WTM
	Purchase through Government E-Market	DGM (Establishment)
	Approval of Tender Document for a Procurement, wherever required a. Procurement Exceeding Rs.1 crore b. Procurement up to Rs.1 crore	WTM ED (Establishment)
	Constitution of Local Purchase Committee (Committee to include Representatives of F&A, Establishment and User Divisions)	WTM
	Constitution of Tender Evaluation Committee	WTM
	Administrative Approval for Procurement, after the Price and Vendor are identified, following due Process as per GFSR a. $\geq 100$ b. $\geq 10 < 100$ c. $\geq 01 < 10$ d. $\geq 0.25 < 1.0$ e. $< 0.25$	Chairperson WTM ED (Establishment) CGM (Establishment) DGM (Establishment)
	Placing Work Order (only after Administrative and Financial Approval)	DGM (Establishment) $\geq$ Rs.5 lakh Manager(Establishment) $<$ Rs.5lakh
	Signing various property documents such as transfer/ agreements/ conveyance/ lease deeds etc.	DGM (Establishment)
	Signing documents/ agreements/ renewal letters/ contract agreements etc. (after approval of the competent authority)	DGM $\geq$ Rs. 5 lakh Manager $<$ Rs. 5 lakh
	Apply new/ surrender/ reconnection of telephone/ electrical/ broad band/ DTH connections etc. residential and office premises	Manager with approval of DGM
	Signing the various drawings, submitting of applications to the local authorities for new projects/ modification for the existing projects	Manager (Establishment) with the help of DGM (User Division)
	Change the specifications/ scope/ technical details/ items for the projects (within the overall cost of the project)	DGM (Establishment) with the help of DGM (User Division)
	Issue of performance / completion certificate/ reference letter	DGM (User Division)



	Issue of no dues certificate to the employees	Manager (Establishment)
	Constitution of committee for verifications and approval of panels of architects / contractors/ valuers / suppliers etc. a. For work values up to Rs.10 lakh b. For work values of Rs.10 lakh and above but less than 1 crore c. For work values above Rs.1 crore	CGM (Establishment) ED (Establishment) WTM
	Approval for appointment of architects, surveyor valuer, etc. and their fees	DGM (Establishment), after Administrative and Financial Approval
	Approval for Acquisition of Membership of Clubs for Chairperson and Members of the Board	Chairperson
	Taking legal action such as challenging any fee, taxes, charges etc. of any authority in respect of residential and office premises and properties	ED
<b>D. Legal Affairs</b>		
<b>26</b>	<b>Suits, etc.</b>	
	Decision to defend the Board under the Code before any Court / Tribunal	ED (Law)
	Approval for filing of suit, petition, complaint, appeal, revision, review, etc. against any order or judgment of any Court / Tribunal	ED (Law)
	Withdrawal of any petition, suit, complaint, appeal, prosecution, etc. pending before any Court / Tribunal	ED (Law)
	Decision to defend an Officer or an employee of the Board where such Officer or employee has been made a respondent or defendant in a matter which has arisen in discharge of or in connection with official activities	GM (Law)
	Decision to defend an Officer or an employee of the Board in other cases	ED (Law)
	Appearing and arguing a case on behalf of the Board before Tribunals where no lawyer is appointed	AGM (Law)
	Approval for filing prosecution for non-payment of penalty imposed or any other purpose	ED (Law)
<b>27</b>	<b>Empanelment and Appointment of Advocates / Solicitors / Counsels</b>	
	Approving the panel of Solicitors, Advocates who can be engaged on behalf of the Board	Committee headed by ED (Law)
	Approval for appointment of Senior Advocate	Committee headed by ED (Law)
	Approval for appointment of Advocates, Counsels, Solicitors from approved panel	DGM
	Approval for appointment of Solicitors, Advocates who are not on the panel	Committee headed by ED (Law)
	Approval for appointment of Solicitors,	Committee headed by ED (Law)

	Advocates and Counsels for matters before courts other than their usual place of practice.	
	Approving structure of fees and other expenses payable to Solicitors, Advocates, Senior Advocates, Counsels, Senior Counsels, etc.	Committee headed by ED (Law)
	Fixing the class of airfare, conveyance, transport, boarding, lodging, the class of hotel/ accommodation and other expenses, where Advocates, Counsels or Senior counsels are engaged from place other than the place of Court where the matter is pending.	ED (Law)
	Approving higher fees in a given case depending upon the volume of work or number of hearings involved	i. Up to 20% - CGM ii. above 20% up to 50% - ED (Law) iii. above 50% - WTM
	To approve higher fees where Advocate/ Senior Advocates/ Counsels/ Senior Counsel is engaged for a court outside his usual place of practice	ED (Law)
<b>28</b>	<b>Signing and Briefing</b>	
	Signing and affirming affidavit, reply, application, complaint, petition, written statement, counter, etc. to be filed before any Court, Tribunal, Forum, Authority, etc., on behalf of the Board	DGM of Respective Division, after vetting by DGM (Law)
	Briefing Solicitors, Advocates, Senior Advocates, Counsels, Senior Counsels or holding conference with them	DGM of Respective Division with DGM (Law)
	Executing and filing Vakalatnama in favour of the Solicitors, Advocates, Senior Advocates, etc., approved to be engaged on behalf of the Board	AGM (Law)
<b>29</b>	<b>Legal Opinion</b>	
	Decision to obtain legal opinion from outside expert such as Ex-Judges of High Courts / Supreme Court, Senior Counsels, Advocate Generals, Solicitor General, Additional Solicitor General or Attorney General in a given case	ED (Law)
	Obtaining legal opinion from Solicitors, Advocates, Senior Advocates, Counsels on the Panel	DGM
	Legal vetting of conveyance, documents or agreements, MOUs under any securities Regulations or other enactments to be executed on behalf of the Board	CGM
	Giving legal opinion to other Divisions in matters involving policy, in the opinion of CGM	ED (Law)
	Giving legal opinion to other Divisions in any other matter	GM
<b>30</b>	<b>Regulations and Amendments to Regulations</b>	
	Drafting of Regulations as approved by the	ED (Law)

	Board	
	Decision for vetting of draft Regulations by an outside expert and payment of their fees	ED (Law)
	Up-dation of Rules and Regulations	AGM
	Repeal of Regulations	Governing Board
<b>E. Human Resources</b>		
<b>31</b>	<b>Recruitment</b>	
	Number and Categories of Officers and Employees and their Compensation	Governing Board
	Number and Categories of Research Associates	Governing Board
	Approval for to initiate Recruitment / Promotion	Chairperson
	Mode of Recruitment	Chairperson
	Constitution of Selection Committees for Recruitment and Promotion (wherever required)	Chairperson
	Approval for Appointment	Chairperson
	Posting / Transfer of an Officer a. Officers up to Grade C b. Officers of Grade D and above	ED (Human Resources / HR) Chairperson
	Extension of Contract of Appointment	Chairperson
	Policy on Interns	Chairperson
	Selection of Interns	Committee of Officers
	Acceptance of resignation a. Up to Grade C b. Grade D and above F	ED (HR) Chairperson
	Policy on Deputation to and from the Board	Chairperson
	Approval of Deputations from the Board a. Up to Grade C b. Grade D and above	ED (HR) Chairperson
<b>32</b>	<b>Disciplinary Action</b>	
	Competent Authority for Disciplinary Action for a. Officers up to Grade C b. Officers Grade D to F c. EDs	CGM (HR) WTM Chairperson
	Appellate Authority for Disciplinary Action for a. Officers up to Grade C b. Officers Grade D to F c. EDs	WTM Chairperson Governing Board
<b>33</b>	<b>Remuneration and Facilities for Employees</b>	
	Pay and Allowances, including Revision	Governing Board
	Other Benefits and Perquisites, including Revision	Chairperson
	Entitlement in respect of Laptop, Residential Desk Top, Residential Phone, Telephone, Mobile, Brief Case, News Paper, TA, DA, etc., including revision	Chairperson
	Sanction of annual increment in the pay scale in the normal course	DGM (HR)
	Pay Fixation	CGM (HR)
<b>34</b>	<b>Training Policy</b>	

	Training Policy	WTM
	Nomination of Officers for Domestic Training / Workshop: For Employees up to Grade C For Employees D and above	CGM (HR) ED (HR)
	Nomination of Officers for Foreign Training / Workshop	Chairperson
<b>35</b>	<b>Leave</b>	
	Sanction of CL	Reporting Officer
	Sanction of any other Leave up to Seven Days	Reporting Officer not below ED
	Sanction of any Other Leave beyond Seven Days up to 30 days	ED (HR)
	Sanction of any Other Leave beyond Seven Days Beyond 30 days	Chairperson
	Sanction of Extra-Ordinary Leave	WTM
<b>36</b>	<b>Certificates / Permissions</b>	
	Issuance of certificate of proof of address or employment to employees for admission of wards in schools, etc.	AM (HR)
	Issue of NOC / identity certificate for applying / renewal of passports/ applying for VISA/certificate of proof of address for passport	AGM (HR)
	Issue of Conduct / Service Certificate	DGM (HR)
	Permission to seek outside employment a. Employees up to Grade C b. Employees Grade D, E and F c. ED	ED (HR) WTM Chairperson
	Permission to seek outside employment with a registered Service Provider within two years from date of relief from the service of the Board a. Employees up to Grade C b. Employees Grade D and above	ED (HR) WTM
	Permission to contribute articles to the press, journals etc. / permission to appear as speaker at various fora on behalf of the Board a. Employees up to Grade C b. Employees Grade D and above	ED of Respective Division WTM In-Charge of Division
	Policy for contribution of articles to the press, journals, etc. / participation as speaker at various fora	Chairperson
	Permission to contribute articles to the press, journals, etc. / permission to appear as speaker at various fora	ED (HR)
	Permission to pursue studies while in employment	ED (HR)
	Acceptance of place of domicile/ change in the place of domicile	DGM (HR)
	Change in the name of employee in office records as per prescribed procedure	DGM (HR)

	Custody of annual returns a. Employees up to Grade C b. Employees Grade D and above	DGM (HR) ED (HR), till CVO is designated
<b>F. Finance &amp; Accounts</b>		
<b>37</b>	Accounting Policies	WTM
	Opening of Bank Account, Closure of Bank Account, and Changing Authorised Signatories for operating the Bank Accounts, Making Electronic Transfers	Governing Board
	Transfer of Funds from one account of the Board to another account of the Board	DGM (F&A)
	Maintenance of Books of Account	DGM (F&A)
	Appointment of Internal Auditors	WTM till Audit Committee is formed
	Investment of Funds	Committee of Officers
	Maintenance of Assets Register	DGM (F&A)
	Issue of No Dues Certificate to Employees	AM (F&A)
	Transfer of Monetary Penalty to CFI	DGM (F&A)
	Release of Salary	AGM (F&A)
	Reimbursements to Employees	AGM (F&A)
	Filing TDS/ FBT/ Service Tax/ Work Contract Tax/ Income Tax Returns on behalf of the Board	AGM (F&A)
	Issue certificates of FBT/ TDS/ Income Tax etc.	AM (F&A)
	Deposit of Pension / Provident Fund Dues	Manager (F&A)
	Depreciation and Accounting thereof	DGM (F&A)
	Capitalization of Assets when Purchased	GM (F&A)
	MIS on Monthly Receipts and Payments	GM (F&A)
	Half Yearly Closing of Accounts	ED (F&A)
Annual Closing of Accounts	ED (F&A)	
Response to Queries / Observations of Internal Auditors / C&AG	Respective ED	
<b>G. Information Technology</b>		
<b>38</b>	IT Strategy and IT Plan and Policy	WTM
	Approval for access to data centre	GM(Information Technology / IT)
	Allocation of Desktops / Printers / IP Phones / etc.	DGM (IT)
	Approval for role based Access to Applications	DGM (IT)
	Admin Passwords Management and Safekeeping	DGM (IT)
	Approval for Uploading Information on Website	DGM (IT)
	Custody and Safe keeping of Software Licences	DGM (IT)
	Approval for user Account Creation	DGM (IT)
	Reset of user passwords	Manager (IT)
	Approval of issuance of gate pass for moving material out of premises for repair/disposal etc.	AGM (IT)
	Approval for Version upgrade / update and patch management	AGM (IT)
	Indent of tape for backup	AM (IT)
	NOC clearance on resignations	AGM (IT)

	Issuance of Security Tokens / PINs etc.	AGM (IT)
	IT activity having financial implications	As per Procurement Procedure
	Approval of enterprise wide user training	GM (IT)
	All hardware Installation and Acceptance	GM (IT)
	Acceptance of delivery of IT Infrastructure	DGM (IT)
	Approval for change request management for custom applications and development of change management process	CGM (IT)
	Approval and Sign-off for UA T for software applications	GM (IT)
	Approval for deployment of custom application / changes	DGM (IT)
	Approval and Sign-off for system requirement document	GM (IT)
	Sign off of Security Audit Report	CGM (IT)
	Reporting of Cyber Security Incidents	CGM (IT)
<b>H. Library</b>		
<b>39</b>	Constitution of Library Committee	WTM
	Policies, Procedures/Operation of Library	Library Committee with approval of WTM
	Implementation of approved Library policies and procedures	AGM
	Library Budget	ED
	Approval for purchase of books / journals/ newspapers/ databases/ software/ institutional membership with other libraries and any other relevant material/activities in any format	Library Committee
	Financial approval for purchase of books / journals/ newspapers/ databases/ software/ institutional membership with other libraries and any other relevant material/activities in any format	As per Procurement Procedure
	Acquisition of books: a. sought by Chairperson, WTMs and EDs b. sought by any officer/ division/ department c. received from vendors on approval basis	DGM ED Library Committee
	Acquisition of newspapers and other periodicals: a. sought by Chairperson, WTMs for their residences as well as offices and EDs b. sought by any officer/ division/ department	DGM ED
	NOC to Employees	AM
	Charges for recovery of damaged/lost books	AM
	Weeding out of books, journals and periodicals	Library Committee
	Writing off damaged or lost books	Library Committee
	Annual stock verification report of library books	Manager
<b>I. Delegation of Financial Powers</b>		
<b>40</b>	<b>Approval / Sanction, including Procurement, to Outsiders (Amount in Rs. lakh)</b>	
	a. $\geq 500$	Governing Board
	b. $\geq 100 < 500$	Committee of Chairperson and

	WTMs
c. $\geq 10 < 100$	Chairperson
d. $\geq 01 < 10$	ED (F&A)
e. $\geq 0.50 < 1.0$	GM (F&A)
f. $\geq 0.25 < 0.50$	DGM (F&A)
g. $< 0.25$	AGM (F&A)
<b>Release of Payment to Outsiders after Approval (Amount in Rs. lakh)</b>	
a. $\geq 100$	ED (F&A)
b. $\geq 50 < 100$	CGM (F&A)
c. $\geq 15 < 50$	GM (F&A)
d. $> 2 < 15$	DGM (F&A)
e. $\geq 0.50 < 2$	AGM (F&A)
f. $< 0.50$	Manager (F&A)
<b>Approval and Release of Payments to an Employee (Amount in Rs.)</b>	
a. $\geq 10,00,000$	ED (F&A)
b. $\geq 7,50,000 < 10,00,000$	CGM (F&A)
c. $\geq 75,000 < 7,50,000$	DGM (F&A)
d. $\geq 25,000 < 75,000$	AGM (F&A)
e. $< 25,000$	Manager (F&A)
Release of Salary	Manager (F&A)
Reimbursement of Expenses	AGM (F&A)
Sanction of any expenditure up to Rs.20,000 in individual cases, which is beyond the permissible limit, spent for official purposes under special circumstances	ED (Establishment)
Policy for write off of old and unserviceable assets, debts, dues, etc.	WTM
<b>Approval for write off of old and unserviceable assets, debts, dues etc. (Amount in Rs. lakh)</b>	
a. $\geq 300$	Chairperson
b. $\geq 100 < 300$	WTM
c. $< 100$	ED
<b>Settlement of disputed claims (Amount in Rs. lakh)</b>	
a. $\geq 500$	Governing Board
b. $\geq 100 < 500$	Chairperson
c. $\geq 1 < 100$	WTM
d. $< 1$	ED

Wherever financial approval of the Governing Board, Chairperson or WTM is required, their approval would be sought only on a recommendation of a Committee of Officers (which includes the Head of F&A Division) constituted by Chairperson.