

Powers

Sr. No.	Nature of Powers	Authority to which The powers are Delegated	Extent of powers delegated
1	Creation and filling up the posts	Managing Director	Full powers in respect of creation and filling up of temporary posts the maximum basic pay of which does not exceed Rs. 120/- per month.`
2.	i) Pay & allowance as admissible under the Rules to the Corporation's employees.	Managing Director Or Any other officer authorised by the Managing Director	Full powers Full powers
	ii) Travelling Allowance	-do-	Full powers
	iii) Controlling Officer for T.A.	Managing Director	Full powers in respect of officers of and above the rank of reception officers.
		Tourist Officer or any other Officer authorised by the Managing Director	In respect of employees working under them
	iv) Advance (Festival and Warm Clothing etc. as are admissible to HP Employees).	Managing Director	Full powers
	v) Gratuity and compassionate payments	Managing Director	Full powers in accordance with the approved rates.

EXPENDITURE OF CONTINGENT NATURE

Sr. No.	Nature of Powers	Authority to which The powers are Delegated	Extent of powers delegated
3.	Rent (Hiring of Officers and other buildings)	Managing Director	Rs.1,000/-P.M. in each case. Exceeding Rs.1,000/-P.M. with the approval of the Board.
4.	Water & Electricity	Managing Director Or Any other officer authorised by the Managing Director	Full Powers
5	Postage & Telegrams	-do-	-do-
6.	Telephones		
	i)Rental/Trunk-calls etc.	-do-	-do-
	ii)New connections and new lines.	Managing Director	Full powers
7.	Stationery		
		i)Managing Director or	Full powers
		ii)any other officer authorised by the Managing Director	Rs. 500/-P.A.
8.	Printing	i)Managing Director or ii)any other officer authorised by the Managing Director	Full powers Rs. 250/- in each case.

Sr. No.	Nature of Powers	Authority to which The powers are Delegated	Extent of powers delegated
9.	Stores	i)Managing Director ii)Any other Officer authorised by the Managing Director	Rs.10,000/-in each case. Upto Rs. 1000/- in each case.
10.	Money orders, Bank/Agency charges on behalf of the Corporation	Managing Director	Full Powers
11.	Packing, forwarding, freight and dumerrage charges etc.	Managing Director	Full powers
12.	Furniture and fixtures	Managing Director	Rs.5000/- in each case.
13.	Purchase of Typewriter/Duplicating machine/Bicycle	Managing Director	Full Powers
	a)Repairs and Maintenance	Any Officer authorised by the Managing Director	Full powers.
14.	Expenditure in connection with distribution of prizes and gifts etc. for the promotion of tourism sports	Managing Director	Full powers
15.	Photographic articles, painting, antiques and curios	Managing Director	Rs.5000/- in each case.
16.	Vehicles		
	a) Repairs and overhauling	Managing Director	Full Powers
	b)Petrol, Oil and servicing etc.	Managing Director or any other officer authorised by him	Full powers

Sr. No.	Nature of Powers	Authority to which The powers are Delegated	Extent of powers delegated
17	Purchase of provision articles for the running of Corporation Canteens and Cafeteria etc.	i)Managing Director	Full powers
		ii)Other Officers authorised by the Managing Director	Rs. 1000/- in each case.
18.	Recurring expenditure	i)Managing Director	Rs. 5000/-P.A.
		ii)Any other Officer authorised by the Managing Director	Rs. 500/- P.A.
19.	Non-Recurring Expenditure	i)Managing Director	Rs.10,000/- P.A.
		ii)Any other officer authorised by the Managing Director	Rs.1,000/-P.A.

WORKS/ADDITIONS & ALTERATIONS ETC.

Sr. No.	Nature of Powers	Authority to which The powers are Delegated	Extent of powers delegated
20	Administrative approval and expenditure sanction to new works (Construction of Tourist Accommodation/Cafeteria, Roads etc.)	Managing Director	Rs.20,000/-in each case.
21.	i) Additions and Alterations and minor repairs to the Corporation buildings and installation etc.	Managing Director	Rs.20,000/- in each case.
	ii)Installation of sanitary/ water/ electricity etc.	Managing Director	Rs.20,000/- in each case.
22	Write off of store articles	Managing Director Or Any other officer authorised bny the Managing Director	Rs.20,000/- in each case Rs. 200/- in each case.

**ADDITIONAL FINANCIAL AND ADMINISTRATIVE POWERS
DELEGATED TO MD ON 18.5.1977.**

Heading	POWERS
Powers to pay TA bills of non-official Directors of the Board (including the Chairman) & non-official members of Committee(s)	Full powers under Rules
Sanction of TA in favour of experts, consultants etc.	Full powers (have)
Powers to suspend, punish, terminate, Remove, retrench or dismiss & accept resignation of any employee.	Full powers in respect of all categories excepting the Secretary.
Grant of addl. Remuneration not exceeding 20% of pay to employees for addl. Duties of temp. nature for a period not less than 30 days.	Full powers subject to budget provision.
Grant of advance to employees for purchase of conveyance	-do-
Payment to employees arising out of Statutory enactments	Full powers
Power to grant Gratuity to employees	Full powers to the extent prescribed in bye-law No. 36 of employees `service Bye Laws.
Power to allow acceptance of honorarium/ fees by employees	Full powers
Payment of arbitration fees	Full powers
Power of officers as controlling of TA items etc.	Full powers
Grant of permission to join duly and hand over charge at a place other than the H.O.	Full powers
Power to reimburse medical expenses, relaxation of rules	Full powers

SANCTION-II-WORKS, CONTRACTS

Heading	POWERS
Acceptance of tenders when limited tender/open tender are invited and more than one valid tender is received	Full powers subject to cost estimates being approved by the Board.
Accepting of single tender by negotiations after inviting tenders for reasons to be recorded in writing	Full powers
Award of work without calling for quotations for reasons to be recorded in writing	Upto Rs. 50,000/- in individual case (250)
Acceptance of tenders other than lowest	Full powers. Reasons for ignoring lowest shall be recorded in writing.
Amendment of contracts and acceptance of excess/ extra substituted item	Full powers
Grant of extension of time beyond the period stipulated for execution of contract	Full powers. Reasons shall be in writing & schedule of delay prepared.
Power to enter into agreement and executive contract.	Full powers
Power to sanction re-appropriation	Full powers subject to budget
Power to award contracts for transportation, loading, unloading etc.	Full powers
Power to order demolition of temporary structures	Full powers
Power to forfeit earnest money security deposit and other money paid by contractor.	Full power
Power to fix hire rates of vehicles equipment and machinery	Full power

SECTION-III-PURCHASES

Heading	POWERS
Sanction for purchase of i) Plant of machinery ii) Furniture and fixture iii) Office equipment iv) Elect. installation v) Furnance & w/shop eqpt. vi) Spares and tools vii) Other capital items	A for Projects: Full powers Subject to prior approval of Estimates by Board and budget (Re. 5000 & Rs.10,000) B. For others :Full powers
Sanction of purchases of stores like building, stores, raw-materials and other stores	Full powers
Amendment of purchase contract upto 10% of total value and extension of time beyond that stipulated in purchase order	Full powers subject to there being no change in rates.
Power to waive liquidated damages in case of late deliveries where no losses are involved	Full powers

SECTION-IV- CONTINGENCIES

To incur expenditure on repairs to:

Heading	POWERS
i) Building plant and machinery	Full powers
ii) Vehicles	
iii) Furniture & fixture	(20,000)
iv) Office equipment	
v) Survey instruments	
vi) Elec. Installation etc.	Full powers
Expenditure on ceremonials	Full powers
Power to allow rebate/ discount on the approved rates of various products	Upto 10% of the sale price.
Powers to negotiate regarding the disputed bills	Full powers
Incur expenditure on printing & stationery	Full powers
Incur expenditure on professional books and periodicals	Full powers
Incur expenditure on advertisements and publicity	Full powers
Expenditure on entertainments	Full powers

SECTION-V- MISCELLANEOUS

Heading	POWERS
Power to sanction Demurrage	Full powers
Power to fix rent of quarters, shops etc. owned by the Corporation	Full powers
Power to sanction losses including bad debts	a) not due to theft, fraud negligence Rs. 1,000/- b) Due to theft Rs. 1,000/- subject to enquiry. c) Irrecoverable Rs.5,000/-p.a. (Loss exceeding this be referred to the Board.
Declare stores as surplus/ unserviceable and to fix their reserve price and to prescribe the mode of disposal	Rs. 10,000/- in any single case.
Dispose of sundry moveable property other than plant and machinery i.e. waste papers, type-writers etc.	The written down value of the individual case should not exceed Rs. 10,000/-
Power to open letter of credit to make payment for supply and service.	Full powers
Power to incur recurring and non-recurring expenditure in each case for misc. purposes not specified elsewhere in this delegation.	Rs. 500/- recurring & non-recurring in each case.
Payment of rent for official accommodation	Managing Director Full powers
Payment of taxes on building	Managing Director Full powers
Legal charges for obtaining legal opinion	Managing Director Full powers
Directors fee and expenses	Managing Director Full powers

Power to sanction advances

Advances to the officers/ officials of the Corporation

a) Interest bearing advances:-

Nature of Advance	Name of Authority	Extent of Advance
1. Motor car 2. Motor cycle/ scooter 3. Bicycles 4. Purchase of table fan 5. Warm clothing allowance 6. House building advance	Managing Director Subject to budget provisions	Amount to advance, condition of eligibility and recovery of advances will be the same as are applicable to HP Govt. employees.

b) **Interest free advances:**

Nature of Advance	Name of Authority	Extent of Advance
1. Leave travel concession 2. Festival advance 3. Grant of advance in lieu of leave salary	Managing Director	Amount of advance condition of eligibility and recovery of advance will be the same as are applicable to Himachal Pradesh Govt. employees.

Administrative powers

Nature of Advance	Name of Authority	Extent of Advance
To sanction increments	Managing Director	Full powers in respect of Head Office staff and Branch Managers
To grant leave including disability leave & Maternity leave	Managing Director	Full Powers

The delegation of powers to the Managing Director will be

- a) Notwithstanding this delegation of powers to the Managing Director, he is authorised to act in any emergency in his discretion in order to keep the essential services functioning subject to the condition that any action taken in pursuance of this clause will be reported to the Board at its next meeting.
- b) The exercise of financial powers will be subject to funds having been provided for in the annual budget.
- c) The MD shall be empowered to further delegate all or any of the powers for the time being visited in him to officers of the Company.
- d) All the powers exercised by the Managing Director in pursuance to the above delegations shall be reported to the Board.