



**ENVIRONMENTAL PLANNING &  
COORDINATION ORGANISATION**

(Autonomous organization of MP Govt)  
Paryavaran Parisar E-5 Sector  
Arera Colony, Bhopal – 462 016  
Tel. 2464318, 2466970  
Fax: (0755)- 2462136  
Website: [www.epco.in](http://www.epco.in)

No. 4745/EPCO/2010

Dated:

18/11/10

**OFFICE ORDER**

In order to carry out smooth functioning of the organization, the Delegation of Administrative and Financial Powers is hereby partially modified as per the list enclosed.

This order will effect from the date of issue of this order.

  
Executive Director

Endt.No. 4746 /EPCO/2010

Dated: 18/11/10

Copy to :

1. Director (Res. & Trg), EPCO, Bhopal
2. Chief Architect, EPCo, Bhopal
3. To the concerned Project Coordinator/ Nodal Officer/ Project-in-charge, EPCO, Bhopal
4. Administrative Officer, EPCO, Bhopal
5. Accounts Officer, EPCO, Bhopal

  
Executive Director

**Proposed Changes in Delegation of Administrative and Financial Powers**

**Administrative Powers**

FP No	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation	Proposed Authority to whom the Powers delegated	Proposed Extent of Delegation
AP-18	Sanction Casual Leave	Director General	Full powers to sanction casual leave to ED	No Change	No Change
		Executive Director	Full powers for Class I & II posts	No Change	No Change
		Director	For project based class - II officer	No Change	No Change
		Project Coordinator	For project based Class III & IV and contract staff	Project Coordinator/ Nodal Officer/Project-in-Charge	For project based Class III & IV and contract staff
		Administrative Officer	Full Powers for Class III & IV posts	Respective Section -in-Charge or the senior most officer in absence of Section-in-Charge	Full Powers for Class III & IV
AP-19	To Sanction Earned Leave	Director General	Full powers to sanction Earned leave to ED	No Change	No Change
		Executive Director	Full powers for Class - I & II posts beyond 30 days for Class III & IV posts	No Change	No Change
		Director	For project based Class-II officer	No Change	No Change
		Project Coordinator	For project based Class III & IV and contract staff	Project Coordinator/ Nodal Officer/Project-in-Charge	For project based Class III & IV and contract staff up to 20 days
		Administrative Officer	Full Powers for Class III & IV employees up to 30 days	Administrative Officer	Full Powers for Class III & IV employees up to 20 days subjected to recommendation of concerning officer.
AP-30	To approve Tour Program and Tour Diary	Executive Director	Full powers in respect of Class I, II, III & IV employees within and outside state	Executive Director	Full powers in respect of Class I, employees within state and employees of all classes outside state
		Director	Project Team Members within state only	Director	Full Powers for Class II within state only
		Project Coordinator	Project staff within state only	Project Coordinator/ Nodal Officer/Project-in-Charge	For project based Class III & IV and contract staff within state only
		Administrative Officer	Full power for Class III & IV posts and for project staff, within state only	Respective Section -in-Charge or the senior most officer in absence of Section-	Full power for Class III, IV and project staff, within state only

Executive Director,  
Environmental Planning

AP-33	Selection of team members for the Project	Project Coordinator	Full powers subject to Executive Director's approval	In-Charge Project Coordinator/ Nodal Officer/Project-In-Charge	Full powers subject to Executive Director's approval
AP-34	Engagement of temporary workers/surveyors for field work at the project site	Director Project Coordinator	Up to maximum of 30 days Up to maximum of 15 days	Director Project Coordinator/ Nodal Officer/Project-In-Charge	Up to maximum of 30 days subject to budget provision Up to maximum of 15 days subject to budget provision

### Financial Powers

FP No	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation	Proposed Authority to whom the Powers delegated	Proposed Extent of Delegation
FP-2	To sanction Tour Advance	Executive Director Director Project Coordinator Administrative Officer	Full Powers of in respect of Class I & II Up to ₹ 5,000/- for Project Coordinator and Team Members Up to ₹ 2,000/- only for Contract Project Staff Full powers in respect of Class III & IV and Project staff	Executive Director Director Project Coordinator/ Nodal Officer/Project-In-Charge Respective Section -in-Charge or the senior most officer in absence of Section-In-Charge	Full Powers in respect of Class I and beyond ₹ 15,000/- for all Class Full Powers for Class II employees up to ₹ 15,000/- and all class of employees up to ₹15000/- within state Team members & Contract Staff up to ₹10,000/- within state subject to budget provision Up to ₹ 5000/- in respect of Class III & IV and contract staff
FP-3	Sanction of TA Bill	Executive Director Accounts Officer	Full powers in respect of Class I & II posts barring relaxation in rules which shall be referred to Director General Full powers in respect of Class III & IV and Project staff barring	Executive Director Director Accounts Officer	Full powers in respect of Class I posts and barring relaxation in rules for all class barring relaxation in rules which shall be referred to Director General. Full powers for Class II staff barring relaxation in rules which shall be referred to Executive Director. Full powers in respect of Class III & IV and Contract staff barring

Executive Director

Deputy Executive Director

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			relaxation in rules which shall be referred to Executive Director	Executive Director	Full powers in respect of Class I subject to budget provisions
FP-6	Hiring of conveyance and travel expenses for project work at the project site	Executive Director	Full powers in respect of Class I and II and Project Coordinator subject to project budget provisions	Director	Up to ₹ 10,000/- in respect of Project members and contract staff subject to project provisions
		Project Coordinator	Up to ₹ 5,000/- in respect of Project members and contract staff subject to project provisions	Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge	Up to ₹ 10,000/- in respect of Project members contract and other staff subject to budget provisions
FP-10	To sanction purchase of books and periodicals and audio-visual materials	Director General	Full powers subject to budget provision	No Change	No Change
		Executive Director	Full powers up to ₹ 5,00,000/- per annum subject to budget provision	No Change	No Change
		Director	Up to ₹ 5,000/-	Director/Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge	Up to ₹ 10,000/- subject to budget provision
FP-11	To sanction purchase of furniture, machinery, equipment including Computer Hardware and Software and store items	Governing Council	Full Powers	No Change	No Change
		Director General	Up to ₹ 50,00,000/-	No Change	No Change
		Executive Director	Up to ₹ 25,00,000/- subject Budget Provision and as per purchase rules	Director/Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge	Up to ₹ 10,000/- subject to budget provision and as per purchase rules
FP-15	To sanction expenditure on repairs of vehicles	Director General	Full Powers	No Change	No Change
		Executive Director	Full powers up to ₹ 15,000/- for a single vehicle per annum	No Change	No Change
		Project Coordinator	Full powers up to ₹ 5,000/- for a single vehicle per annum. As per project budget	Project Coordinator/ Nodal Officer/Project-In-Charge/Section-In-Charge	Full powers up to ₹ 5,000/- for a single vehicle per annum. As per project budget
		Administrative Officer	Full powers upto ₹ 2,000/- for a single vehicle per annum	No Change	No Change

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FP-17	To sanction advances and expenditure on miscellaneous recurring purchase	Executive Director	Full Powers	No Change	No Change
		Director	Up to ₹ 3,000/-	Director	Up to ₹ 10,000/- subject to budget provision
		Project Coordinator	Up to ₹ 2,000/-	Project Coordinator/ Nodal Officer/Project-in-Charge/Section-in-Charge	Up to ₹ 5,000/ subject to budget provision
FP-22	Printing of Forms, Annual Reports and Stationery articles, photocopying and binding etc.	Administrative Officer	Up to ₹ 2,000/-	Administrative Officer	Up to ₹ 3,000/-
		Accounts Officer	Up to ₹ 1,000/-	Accounts Officer	Up to ₹ 2,000/-
		Executive Director	Full Powers	No Change	No Change
FP-26	Sanction of telephone /mobile, electricity and water charges bills	Project Coordinator	Full powers to project staff as per rule	Project Coordinator/ Nodal Officer/Project-in-Charge/Section-in-Charge	Full powers to project staff as per rules
		Administrative Officer	Full powers as per rules	No Change	No Change
		Executive Director	Full powers in case of relaxation	No Change	No Change
FP-28	To sanction expenditure on POL of EPCO vehicles	Project Coordinator	Full powers up to the limit decided by Home Department	Project Coordinator/ Nodal Officer/Project-in-Charge/Section-in-Charge	Full powers up to the limit decided by Home Department
		Administrative Officer	Full powers up to the limit decided by Home Department	No Change	No Change
		Executive Director	Full Powers	No Change	No Change
FP-36	Payment of Newspaper & Magazine for Library	Administrative Officer	Up to ₹ 2,000/-	Administrative Officer	Up to ₹ 5,000/-
		Executive Director	Full Powers	No Change	No Change

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पर्यावरण नियोजन एवं समन्वय संगठन

(म.प्र. शासन की स्वशासी संस्था)

पर्यावरण परिसर, ई-5, अरेरा कॉलोनी,

भोपाल - 462016

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क्र. 7226 / एफको / 14

दिनांक 26/8/2014

**:: कार्यालय आदेश ::**

कार्यालय आदेश क्र. 5859 / एफको / 2014 दिनांक 15.01.2014 में आंशिक संशोधन करते हुए श्री अनूप श्रीवास्तव, मुख्य अभियंता को वित्तीय अधिकार को प्रत्योजित करने के संबंध में कार्यालय से संबंधित कोटेशन क्रय, अग्रिम, भुगतान एवं समायोजन हेतु राशि रु. 25,000.00 तक के वित्तीय अधिकार प्रदान किया जाता है। मुख्य वैज्ञानिक अधिकारियों / मुख्य वास्तुविद् को छोड़ कर अन्य सभी अधिकारियों / कर्मचारियों को यात्रा देयक एवं अग्रिम स्वीकृत करने का भी वित्तीय अधिकार दिया जाता है।

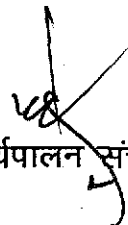
कार्यालय के सुरक्षा एजेंसी के देयक, साफ-सफाई के देयक, मासिक किराये की टैक्सी के देयक, पेट्रोल देयक एवं टैक्सी के देयक इत्यादि के भुगतान करने का वित्तीय अधिकार श्री अनूप श्रीवास्तव, मुख्य अभियंता को प्रदान किया जाता है।

  
o/c कार्यपालन संचालक

संख्या क्र. 7227 / एफको / 2014  
तारीख- 26/8/2014

दिनांक 26/8/2014

1. निज सचिव, महानिदेशक, एफको, भोपाल की ओर सूचनार्थ।
2. निज सचिव, कार्यपालन संचालक, एफको, भोपाल।
3. श्री अनूप श्रीवास्तव, मुख्य अभियंता, एफको, भोपाल।
4. प्रशासनिक अधिकारी, एफको, भोपाल।
5. लेखाधिकारी, एफको, भोपाल।
6. समस्त अधिकारियों को सूचनार्थ।
7. नोटिस बोर्ड।

  
o/c कार्यपालन संचालक



**ENVIRONMENTAL PLANNING &  
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Paryavaran Parisar, E-5 Arera Colony,  
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Website: [www.epcobpl.org](http://www.epcobpl.org)

Letter No \_\_\_\_\_ /EPCO/04  
Dated \_\_\_\_\_

36

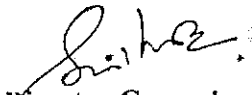
**Office Order**

Office order No 3550/EPCO/00, dated 19-12-2000 regarding procedure for ACRs is partially modified for smooth functioning & clarity as per details given below:

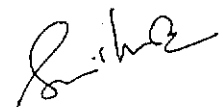
S. No.	Post of officers/ employees	Reporting Authority	Accepting Authority
1.	Directors (Res./ Training/ Planning)	ED	DG
2.	Sr Res Officers, Tech Officer, Economic Planner, OSD, Structural Engineer, Project Engineer, Architects, Asstt. Architects, Project Supervisor	ED	DG
3.	System Analyst, Information Officer, Admn Officer, Accts Officer	ED	DG
4.	Research Officer	ED	DG
5.	Quantity Surveyor, Investigator, Draftsman, Sub Engineer, Graphic designer, Modeller, Ferro -printer,	Chief Architect	ED
6.	Asstt. Admn. Officer (P), Asstt. Admn. Officer (E),	Admn. Officer	ED
7.	All clerical staff, Electrician, Receptionist, Drivers	Admn. Officer/ Concerned officer they are working with	ED
8.	Personal Staff to ED/DG	ED	DG
9.	Asstt. Accounts Officer & all clerical staff of Accts section	Accts Officer	ED
10.	Asstt. Librarian, Library Asstt	Information Officer	ED
11.	Asstt. Programmer	System Analyst.	ED
12.	Programmer (Desai)	Economic Planner/ Concerned officer ho is working with	ED
13.	Daftari, Peons, Mali, Chowkidars, Sweepers	Admn. Officer/ Concerned officer they are working with	ED

Endt. No. 3257 /EPCO/04  
Copy to:

Date: 3/9/04

  
Director General  
2/9/2004

1. Accounts Office, EPCO, Bhopal
2. Administrative Officer, EPCO, Bhopal
3. All concerned Officers

  
Director General



पर्यावरण नियोजन एवं समन्वय संगठन

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क्र. 895 / एको / 13

दिनांक 8/5/2013

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**:: कार्यालय आदेश ::**

संगठन में प्रशासकीय/वित्तीय अधिकार की कंडिका एफ.पी.-42 में आंशिक संशोधन करते हुये समस्त परियोजनाओं/वास्तुविदीय कार्यों हेतु चयनित सलाहकार अथवा विशेषज्ञ नियुक्त करने के लिये और परामर्श शुल्क भुगतान करने का पूर्ण वित्तीय अधिकार कार्यपालन संचालक को सौंपा जाता है।

हस्ताक्षर

महानिदेशक

etc

पृष्ठा. क्र. 896 / एको / 2013  
प्रतिलिपि-

दिनांक 8/5/2013

1. निज सचिव, महानिदेशक / कार्यपालन संचालक, एको, भोपाल।
2. श्री शरद कुमार जैन, संचालक (योजना), एको, भोपाल।
3. श्री अम्बरीष श्रीवास्तव, संचालक (प्रशिक्षण), एको, भोपाल।
4. श्री अनूप श्रीवास्तव, संरचना यंत्री, एको, भोपाल।
5. डॉ. संजीव सचदेव, वरिष्ठ शोध अधिकारी, एको, भोपाल।
6. श्रीमती संध्या व्यास, मुख्य वास्तुविद्, एको, भोपाल।
7. श्री राजेन्द्र सिंह, प्रशासनिक अधिकारी, एको, भोपाल।
8. लेखा शाखा, एको, भोपाल।

हस्ताक्षर  
05/05/13

प्रशासनिक अधिकारी

etc





**ENVIRONMENTAL PLANNING &  
COORDINATION ORGANISATION**

(An Autonomous Organisation under Govt. of MP)  
Paryavaran Parisar, E-5, Arera Colony  
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Email: [epcobpl@gmail.com](mailto:epcobpl@gmail.com)  
Website: [www.epco.in](http://www.epco.in)

No. 4413 /EPCO/13

Dated

17/10/2013

**OFFICE ORDER**

Officer-in-Charge, Environmental Research Laboratory (ERL) is hereby given the authority for granting approval for analysis of consultancy samples at his level up Rs. 20,000.00 (Twenty Thousand Only),

The charges for analysis of consultancy samples shall be deposited in the Accounts Section as per existing practice.

  
o/c Executive Director

Endt.No. 4414 /EPCO/2013  
Copy to:

Dated: 17/10/2013

1. Dr M.R. Khan, Officer-in -Charge, ERL, EPCO- for information.
2. Administrative Officer, EPCO – for information.
3. Accounts Officer, EPCo – for information.

  
o/c Administrative Officer



**ENVIRONMENTAL PLANNING &  
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Website: [www.epco.in](http://www.epco.in)



क्र. 88 / एफको / 11  
दिनांक 6/4/2011

**कार्यालय आदेश**

एफको में कार्यरत अधिकारियों एवं कर्मचारियों के मासिक वेतन भुगतान के अनुमोदन का वित्तीय अधिकार की कंडिका एफ.पी.-1 में कार्यपालन संचालक को है।

उक्त कंडिका में आंशिक संशोधन करते हुए मासिक वेतन के भुगतान हेतु प्रशासनिक अधिकारी के अनुमोदन पश्चात लेखाधिकारी द्वारा भुगतान किया जायेगा।

**कार्यपालन संचालक**  
9c

पृ. क्र. 89 / एफको / 2011  
प्रतिलिपि :

भोपाल, दिनांक 6/4/2011.

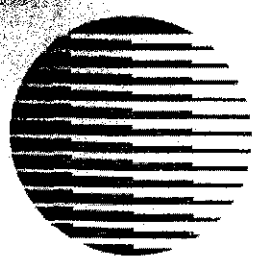
- 1 निज सचिव, महानिदेशक, एफको, भोपाल
- 2 संचालक (शोध एवं प्रशिक्षण), एफको, भोपाल
- 3 लेखाधिकारी, एफको, भोपाल
- 4 प्रशासनिक अधिकारी, एफको, भोपाल

**कार्यपालन संचालक**  
9c

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**DELEGATION OF  
ADMINISTRATIVE & FINANCIAL  
POWERS**



**ENVIRONMENTAL PLANNING & COORDINATION ORGANISATION**

Paryavaran Paisar, E-10, Sector-10, Gurgaon, Haryana  
Bhopal-462 016 (M.P.)  
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http://www.epco.in

**ENVIRONMENTAL PLANNING & COORDINATION ORGANISATION, BHOPAL**  
**DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS**

62<sup>nd</sup> Governing Council

**Administrative Powers**

AP No	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
AP-1	To make appointment of Class I Posts	Director General	Full powers in respect of Class I posts under EPCCO subject to the availability of posts and approval of the Governing Council on recommendation of the Selection Committee where applicable.
AP-2	To make appointments of Class II, III and IV posts and contingency paid project employees	Executive Director	Full powers subject to availability of posts in the set up and on the recommendations of the Selection Committee where applicable.
AP-3	To Change Duty Station/ Headquarter	Director General	Full powers
		Executive Director	Full powers in respect of Class II, III & IV staff
AP-4	To relax age limit prescribed for First appointment	Director General	Full powers in respect of all post subject to approval of Governing Council
AP-5	Creation of posts in prescribed pay scales	Director General	Full powers in respect of Class I & II posts subject to approval of Governing Council.
		Executive Director	Full powers in respect of Class II, III & IV posts subject to the approval of Director General

*Sharma*

*Sharma*

AP-6	Fixation of qualifications of pay scale	Director General	Full powers for Class I & II posts
		Executive Director	Full powers in respect of Class III & IV posts
AP-7	To order EPCO employees to hold current charge of another post and to sanction special pay	Director General	Full powers for Class I posts
		Executive Director	Full powers in respect of Class II, III & IV posts
		Director General	Full powers in respect of Class I posts
AP-8	To extend joining time in certain conditions – maximum of 30 days	Executive Director	Full powers in respect of Class II, III & IV posts
		Executive Director	Full powers in respect of Class I posts
AP-9	To sanction annual increments	Administrative Officer	Full Powers in respect of Class II, III & IV posts, except in case of enquiry.
		Director General	Full powers in respect of Class I posts
AP-10	Sanction to cross E.B. in the existing pay scale	Executive Director	Full powers in respect of Class II, III & IV posts
		Director General	Full powers in respect of officers for whom DG is appointing authority
AP-11	Withholding of promotion including stoppage of E.B.	Executive Director	Full powers in respect of Class II, III & IV posts, for whom ED is appointing authority
		Director General	Full powers in respect of Class I posts
AP-12	Recovery from pay whole or part of any loss caused to EPCO by negligence or breach of trust	Executive Director	Full powers in respect of Class II, III & IV posts
		Governing Council	Full powers in respect of Class I posts for whom D.G. is the appointing authority
AP-13	Power of deciding appeals in respect of orders passed after	Governing Council	Full powers in respect of Class I posts for whom D.G. is the appointing authority

Kumar

Doshi

	<b>disciplinary proceedings</b>	Director General	Full powers in respect of posts for whom E.D. is the appointing authority
AP-14	Powers to order D.E. and take disciplinary action	Director General	Full powers in respect of Class I posts for whom D.G. is the appointing authority
		Executive Director	Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority
AP-15	Suspension of officers and employees pending departmental enquiry	Director General	Full powers in respect of Class I posts for whom D.G. is the appointing authority
		Executive Director	Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority
AP-16	Power to impose major punishment including Termination and Dismissal from services	Director General	Full powers in respect of Class I posts for whom D.G. is the appointing authority
		Executive Director	Full powers in respect of Class II, III & IV posts of EPCO for whom ED is appointing authority.
AP-17	Power to impose minor punishments	Director General	Full powers in respect of Class I posts for whom D.G. is the appointing authority
		Executive Director	Full powers in respect of Class II, III & IV posts for whom E.D. is the appointing authority
AP-18	Sanction Casual Leave	Director General	Full powers to sanction casual leave to E D
		Executive Director	Full powers for Class I & II posts
		Director	For project based Class-II officer
		Project Coordinator	For project based Class III and IV and contract staff

*Answer*

*David*

		Administrative Officer	Full Powers for Class III, & IV posts
AP-19	To Sanction Earned Leave	Director General	Full powers to sanction Earned leave to E D
		Executive Director	Full powers for Class I & II posts beyond 30 days for Class III & IV posts
		Director	For project based Class-II officer
		Project Coordinator	For project based Class III and IV and contract staff
AP-20	To sanction encashment of Leave	Administrative Officer	Full Powers for Class III, & IV employees upto 30 days
		Director General	Full powers in respect of E.D. subject to entitlement.
		Executive Director	Full powers in respect of Class I & II posts subject to entitlement
		Administrative Officer	Full Powers in respect of Class III, & IV employees subject to entitlement
AP-21	To sanction Medical Leave	Director General	Full powers in respect of E.D.
		Executive Director	Full powers in respect of Class I & II posts and beyond 30 days for all other staff
		Director	For Project based Class-II officers upto ten days

*Approved*

*Agreed*

		Project Coordinator	For project based Class III and IV and contract staff upto 10 days in a year
		Administrative Officer	Full powers upto 30 days in respect of Class III & IV employees
AP-22	To sanction Extra ordinary leave (Leave Without Pay)	Director General	Full powers in respect of Class I & II posts
		Executive Director	Full powers in respect of Class, III & IV posts
		Project Coordinator	For project contract staff upto 30 days
AP-23	Maternity leave	Executive Director	Full powers in respect of Class I posts
		Administrative Officer	Full Powers in respect of Class II, II, & IV employees as per rule
AP-24	Leave preparatory to retirement	Director General	Full powers in respect of Class I posts
		Executive Director	Full powers in respect of Class II, III & IV posts
AP-25	To sanction commuted leave	Director General	Full powers in respect of Class I posts
		Executive Director	Full powers in respect of Class II, III & IV posts
AP-26	To Sanction of Festival Advance	Administrative Officer	Full powers in respect of Class III & IV posts
AP-27	To sanction Grain Advance	Administrative Officer	Full Powers
AP-28	To sanction Car/ Motor cycle/ Scooter/ Bicycle Advance	Executive Director	Full powers in respect of Class I, II, III & IV employees subject to budgetary provision
AP-29	To sanction normal House Building Advance	Executive Director	Full powers in respect of Class I, II, III & IV employees subject to budgetary provision

*Amol*

*Amol*



AP-30	To approve Tour Program and Tour Diary	Executive Director	Full powers in respect of Class I, II, III & IV employees within and outside state	
		Director		Project Team Members within state only
		Project Coordinator		Project Staff within state only.
		Administrative Officer		Full power for Class III & IV posts and for project staff, within State only
AP-31	Power to write Annual Confidential Reports	As per the administrative office order Endt. no 3287/EPCCO/04/ dated 03/09/2004 issued by Director General enclosed Annex-A		
AP-32	Nomination of Project Coordinator	Executive Director	Full powers	
AP-33	Selection of Team Members in the Project	Project Coordinator	Full powers subject to Executive Director 's approval	
AP-34	Engagement of temporary workers / surveyors for field work at the project site	Director	Upto maximum 30 days	
		Project Coordinators	Upto maximum 15 days	

*Approved*

*Naiz*

**Financial Powers**

FP No	Nature of Power	Authority to whom the Powers delegated	Extent of Delegation
FP-1	To sanction fixation of salary/ wages and other fixed allowance	Executive Director	Full power subject to fixation as per rules
FP-2	To sanction Tour Advance	Executive Director	Full Powers in respect of Class I and II
		Director	Upto 5000 for Project coordinator and Team Members
		Project Coordinator	Upto to Rs 2000/- Only for Contract Project Staff
		Administrative Officer	Full powers in respect of Class-III and IV and Project staff
FP-3	Sanction of TA Bill	Executive Director	Full powers in respect of Class I & II posts barring relaxation in rules, which shall be referred to Director General
		Accounts Officer	Full powers in respect of Class III & IV and Project staff barring relaxation in rules, which shall be referred to Executive Director.
FP-4	Authorize an employee to undertake journey by special means of conveyance	Executive Director	Full powers

*Approved*

*Devi*

FP-5	To sanction vehicle allowance for journeys performed at Headquarter	Executive Director	Full powers in respect of Class I & II posts
		Administrative Officer	Full Powers in respect of Class III, & IV posts
FP-6	Hiring of conveyance and travel expenses for project work at the project site	Executive Director	Full powers in respect of Class I and II and Project Coordinator subject to project budget provisions
		Director	Upto 10,000/- in respect of Project members and contract staff subject to project budget provisions
		Project Coordinator	Upto 5000/- in respect of Project members and contract staff subject to project budget provisions
		Director General	Full powers in respect of Class I posts
FP-7	To sanction fixed T.A. to employees who are required to remain on tour for more than 15 days	Executive Director	Full Powers in respect of Class II, III, & IV posts and contract project staff
		Executive Director	Full powers for all staff
FP-8	To sanction full daily allowance for halt in excess of 10 days	Executive Director	Full powers in respect of Class I post for (a) and (b)
		Executive Director	Full powers in respect of Class II, III & IV post for (a) and (b)

*Approved*

*Done*

FP-10	To purchase books and periodicals and audio-visual materials	Director General	Full powers subject to budget provision
		Executive Director	
		Director	
FP-11	To sanction purchase of furniture, machinery, equipment including Computer Hardware and Software and store items	Governing Council	Full powers
		Director General	
		Executive Director	
		Up to Rs.25,00,000/- (Subject to Budget Provision and as per purchase rules)	
FP-12	Maintenance, Additions and alteration of buildings (non residential office buildings)	Director General	Full powers
		Executive Director	
		Administrative Officer	
FP-13	Maintenance, Additions and alteration of buildings (EPCO's residential buildings)	Director General	Full powers
		Executive Director	
		Administrative Officer	
		Maximum Upto 10,000/- annum for minor repairs subject to budget provision	

*Amravar*

*Devi*

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FP-14	To sanction expenditure on demurrage charges	Governing Council	Above Rs. 20,000/-
		Director General	Up to Rs. 20,000/-
		Executive Director	Up to Rs. 10,000/-
		Director General	Full powers
FP-15	To sanction expenditure on repairs of vehicles	Executive Director	Full powers up to Rs. 15,000/- for a single vehicle per annum.
		Project Coordinator	Full powers up to Rs. 5000/- for a single vehicle per annum. As per project budget
		Administrative Officer	Full powers up to Rs. 2000/- for a single vehicle per annum.
		Executive Director	Full powers as per Rules.
		Executive Director	Full powers
FP-16	Purchase of tyres and tubes batteries for EPCO vehicles	Executive Director	Full powers
		Director	Up to Rs. 3,000/-
		Project Coordinator	Up to Rs. 2,000/-
		Administrative Officer	Up to Rs. 2,000/-
		Accounts officer	Up to Rs. 1000/-
FP-17	To sanction advances and expenditure on miscellaneous recurring purchase	Executive Director	Full powers
		Director	Up to Rs. 3,000/-
FP-18	To sanction refund of credited amount in favour of EPCO	Executive Director	Full powers
		Accounts officer	Up to Rs. 1000/-

*Amrathy*

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FP-19	To sanction expenditure on study groups/ seminars held or sponsored by EPCO	Director General	Full powers
		Executive Director	Up to Rs.2,00,000/- at a time
FP-20	To accept tenders/ contract- Open tenders and more than one valid tenders	Director General	Full powers beyond Rs.10.00 lacs
		Executive Director	Full powers up to Rs.10.00 lacs
B)	Single tender for acceptance of contracts by negotiation	Governing Council	For amounts beyond Rs.10.00 lacs
		Director General	Full powers up to Rs.10.00 lacs
		Executive Director	Full powers up to Rs.5.00 lacs
			Full powers
C)	Acceptance without calling tender of contracts due to emergency	Governing Council	Full powers
		Director General	Full powers up to Rs.5,00,000/-
		Executive Director	Full powers up to Rs.2,00,000/-
			Full powers
D)	Open tenders where lowest quotation is not proposed to be accepted subject to reasons recorded	Governing Council	Full powers
		Director General	Up to Rs.5,00,000/-
		Executive Director	Up to Rs.2,00,000/-
FP-21	Sanction of advertisement charges	Director General	Full powers above Rs.1,00,000/-
		Executive Director	Up to Rs.1,00,000/- full powers subject to budgetary allotment

*Approved*

*Shari*

FP-22	Printing of Forms, Annual Reports and Stationery articles, photocopying, and binding etc.	Executive Director	Full powers
		Project Coordinator	
		Administrative Officer	
FP-23	To declare stores as surplus/ unserviceable and to fix their reserve/ resale price and to prescribe their mode of disposal	Director General	Full powers
		Executive Director	
		Director General	
FP-24	To sanction write-off of unserviceable stores and store lost by fraud, negligence or theft	Executive Director	Full powers up to Rs. 1,00,000/-
		Director General	
		Executive Director	
FP-25	Hiring of building for officers, garages etc	Director General	Full powers
		Executive Director	
		Project Coordinator	
FP-26	Sanction of telephone / mobile, electricity and water charges bills	Administrative Officer	Full powers as per rules
		Executive Director	
		Executive Director	
FP-27	To sanction new telephone or mobile connection	Executive Director	Full powers
		Executive Director	
		Project Coordinator	
FP-28	To sanction expenditure on POL of EPCO vehicles	Administrative Officer	Full powers upto the limit decided by Home Department
		Executive Director	
		Project Coordinator	

FP-29	To sanction conveyance allowance (Vehicle allowance)	Executive Director	Full powers for all categories
FP-30	Purchase of Liveries for Class IV staff and Drivers subject to eligibility	Executive Director	Full powers
FP-31	To sanction Medical bills	Accounts Officer	Full power in respect of officers and officials working in EPCO as per rule.
FP-32	Institution of legal proceedings and hiring legal experts	Director General	Full powers
		Executive Director	Full powers up to Rs.1,00,000/-
FP-33	Receipt and discharge on behalf of the organization	Accounts Officer	Full powers
FP-34	Draw and negotiate cheques, letters of credit, etc.	Accounts Officer	Full powers
FP-35	To sign various documents viz. a) Bills of loading order for delivery of goods, RR, etc. b) To sign vouchers, etc. c) To check and attest entries in Cash Books d) Sign and execute contracts	Accounts Officer Acts Officer Accounts Officer Executive Director	Full powers Full powers Full powers Full powers

*Arora*

*Das*



FP-36	Payment of Newspaper & Magazine for Library	Executive Director	Full powers
		Administrative Officer	
FP-37	Printing of Documents	Executive Director	Full powers
		Director	
FP-38	Binding of Library Books & Journals	Director	Full powers
		Administrative Officer	
FP-39	To sanction amount for Insurance of EPCO vehicles	Administrative Officer	Full powers
		Executive Director	
FP-40	To sanction amount for Insurance of EPCO Assets	Executive Director	Full powers
		Executive Director	
FP-41	Engagement of Accounts Auditor for internal annual audits	Executive Director	Full powers
		Director General	
FP-42	Engagement of Experts / Consultants	Executive Director	Full powers
		Project Coordinator	
FP-43	Signature of Terms of Reference / Agreements for project	Executive Director	Full powers (If ED deems it proper he can on a case to case basis authorize an appropriate person to sign an agreement or contract on his behalf)
		Executive Director	
FP-44	Approval of project with project budget breakup	Executive Director	Full powers
FP-45	Power to sign Cheques and make payments	Executive Director	Full powers to Executive Director ( ED to decide the systems and procedures and authorize to sign Cheques )
		Executive Director	

*Approved*

*Done*