

**National Highways & Infrastructure Development Corporation Limited****DELEGATION OF POWERS**

Sl. No.	Nature of Power	To whom delegated	Extent of Delegation
<b><u>Part-I (Establishment)</u></b>			
1	Appointment, Absorption, Promotion, Confirmation and related matters	Managing Director	Full Powers.
		Director (A & F)	Full powers up to the level of Manager.
2	Acceptance of Resignation/ Termination	Managing Director	Full Powers.
		Director (A & F)	Full powers up to the level of Manager.
3	Officiating arrangements in leave vacancy/ during training	Managing Director	Full Powers
		Director (A & F)	Full powers up to the level of DGM
4	Posting/ Transfer	Managing Director	Full Powers
		Director (A & F)	Full powers up to the level of DGM
5	Grant of Leave except Study leave	Managing Director	Full Powers
		Director (A & F)	Officers upto the level of General Manager
		ED(P)	Full powers for grant of leave upto 15 days in NER. ED(P) to assign the charge of GM(P) to the DGM(P) of the same BO or GM(P) of nearby BO to be link officer during the leave period.
		GM at HQrs and BOs	Officers upto the level of Manager
6	Grant of CL/ Special CL/ RH	Managing Director	Full Powers
		Director (A & F)	Full powers upto the level of GM
		ED(P)	Full powers in respect of officers upto the level of General Manager (P) posted within his jurisdiction
		GM(P)/ Dy.GM(P) - Branch Head	Full powers in respect of all other officers below the level of Dy.GM posted within the jurisdiction
7	Grant of Study leave	Managing Director	Full Powers
8	Grant of incentives/ honorarium	Managing Director	Full Powers

		Director (A & F)	Upto Rs.10,000/- in each case
9	Sanction of LTC as per rules	Managing Director	Full Powers
		Director (A & F)	Full powers upto the level of General Manager
		GM (HR)	Full powers upto the level of Manager
		ED(P)	Full powers upto the level of General Manager posted within their jurisdiction, subject to entry in the service book to be recorded in HQs
		GM(P)/ Dy.GM(P) - Branch Head	Full powers upto the level of Manager posted within their jurisdiction, subject to entry in the service book to be recorded in HQs.
10	Reimbursement of Tuition Fee /Hostel subsidy	GM(HR)	Full powers
		ED(P)	Full powers upto the level of General Manager posted within their jurisdiction.
		GM(P)/ Dy.GM(P) - Branch Head	Full powers in respect of all officers posted within their jurisdiction and within the prescribed norms.
11	Appointment as Consultants/ Advisors including terms and conditions	Managing Director	Full Powers upto six months. Beyond six months, approval of Board
		Director(A & F)	Full powers upto three months
12	Reporting of transactions involving acquisition/ disposal of immovable property	Managing Director	Full Powers
		Director (A & F)	Full powers upto General Manager
13	Noting of transactions of movable property	Managing Director	Full Powers
		Director (A & F)	Full powers upto General Manager
14	Nomination for attending Seminars/Conferences/ Training Program	Managing Director	Full Powers (both in India and abroad)
		Director (A & F)	Full powers upto the level of DGM in India
15	Sanction for official tours	Managing Director	Full Powers within India and abroad.
		Director (A & F)	Full powers upto the level of GM within India.
		ED (P)	Full power upto General Manager for travel within his jurisdiction.
		ED (T)	Full powers upto the level of Dy. General Manager within India.
15A	Payment of booking of Air Tickets for official journey of officers.	GM (HR)	Full powers on the approved tours.

16	Relaxation of provisions in respect of entitlements to Air journey on duty and in respect of stay	Managing Director	Full Powers within India and abroad
		Director (A & F)	Full powers within India
17	Acceptance of declaration of home town, dependent family members etc.	Managing Director	Full Powers
		Director (A & F)	Full powers upto the level of GM
		GM (HR)	Full powers upto the level of Manager.
18	Engagement of :- a) Outsourced staff through manpower agency	Director (A & F)	Full powers within the sanctioned strength approved by the Board.
	Engagement of :- b) Casual labor hired on daily wages at Minimum Wages prescribed by concerned State Govt.	Managing Director	Full Powers upto six months.
		Director (A & F)	Full powers upto three months.
		GM (HR)	Full powers upto one month.
18A	Approval of Monthly Payment to Manpower outsourcing Agency	GM (HR)	Full Powers within the prescribed norms and pre-approved rates.
19	Grant of Advances for House building and purchase of Car & other vehicles	Managing Director	Full Powers
		Director (A & F)	Full powers subject to prescribed limits
20	Grant of Advance for approved tour program / LTC journey as per Sr. No 15 and 9 above.	GM (HR)	Full Powers within the prescribed norms.
20A	Settlement of Tour Bills/ LTC Claim / Transfer Grant	GM (HR)	Full Powers within the prescribed norms.
21	Forwarding of Application for outside employment	Managing Director	Full Powers
		Director (A & F)	Full powers upto the level of DGM
22	Grant of permission for foreign travel on private visit while availing leave	Managing Director	Full Powers provided that in case of officers of All India Services on deputation to NHIDCL, guidelines issued by GOI shall be followed.
		Director (A & F)	Full powers upto the level of GM
23	NOC for Application for Passport	Director (A & F)	Full powers
24	Grant of permission for pursuing higher studies beyond office hours	Managing Director	Full Powers
		Director (A & F)	Full powers upto the level of DGM

<b><u>Part-II Contingent Expenditure and connected issues</u></b>			
25	Hiring of office accommodation	Managing Director	Full powers
		Director (A & F)	Upto Rs.1,00,000 pm in each case
		GM(P)/ Dy.GM(P) - Branch Head	Full powers for hiring office space under their jurisdiction within the prescribed norms.
26	Hiring of residential accommodation for officers and employees of NHIDCL	Managing Director	Full powers on recommendation of Hiring Committee
		Director (A & F)	Full powers upto prescribed limit
27	Advance Rent for hired/ leased accommodation adjustable in monthly rent (both office and residence)	GM (HR)	Full powers
28	Security Deposit to the landlord for hired/ leased accommodation	GM (HR)	Full powers
29	Retention of hired/ leased accommodation after retirement/ deputation/ Tenure of officers/ employees	Managing Director	Full Powers
		Director (A & F)	Full powers upto the level of GM
30	Monthly hiring of Vehicles for official use	Director (A & F)	Full powers
		GM(HR)	Full Power (for General vehicle hired with the approval of the C.A.)
31	Contingent hiring of vehicles for official use in case of urgency	Director (A & F)	Full powers
		ED (P)	Full powers for hiring vehicle under their jurisdiction within the prescribed norms and budgetary ceilings
		GM(P)/ Dy.GM(P) - Branch Head	Full powers for hiring vehicle under their jurisdiction within the prescribed norms and budgetary ceilings in consultation with ED(P).
32	Sanction of Conveyance charges of Managing Director/ Functional Directors/ ED/ General Managers and other officials	Managing Director	Full powers
		Director(A&F)	Full powers upto prescribed limit
33	Bank Charges	Director (A & F)	Full powers
34	Demurrage/ Wharfage Charges	Director (A & F)	Full powers

35	Insurance of Assets/ Group Insurance of personnel	Managing Director	Full powers
		Director (A & F)	Full powers for insurance from Public Sector Companies
36	Sanction of Expenditure for the purpose of security and housekeeping including stores required for the purpose of repairs/ sanitary fittings/ water supply/ electricity installations etc.	Managing Director	Full powers
		Director (A & F)	Upto Rs.1,00,000 in each case subject to Rs. 10 lakh per annum
		GM (HR)	GM(HR)-Full power within the prescribed provision of the contract of Security & Housekeeping; and "upto Rs.20,000/- in other cases subject to Rs.50,000/- per month for other items.
36A	Approval of Payment for the expenditure incurred as per Sl.No. 36 above.	GM (HR)	Full Powers within the prescribed limit
37	Additions/ alterations to owned/ hired office accommodation	Managing Director	Full powers
		Director (A & F)	UptoRs.5,00,000 per annum in each case subject to maximum of Rs.20,00,000 per annum
		GM (HR)	Upto Rs.30,000/- per item subject to Rs.60,000/-per month
38	-Deleted-		
39	Annual Maintenance and repair of office equipment & other office machines/ equipments	Director(A & F)	Full powers
39A	Payments for CSA of Photocopier Machine	GM (HR)	Full power within the prescribed provision of the contract.
39B	Miscellaneous day to day office expenditure of recurring nature including General Maintenance, Pest Control, TATA SKY, DSC & Misc items/works etc in the office	Managing Director	Full Power
		Dir(A&F)	upto Rs.2 lakh per month
		GM(HR)	upto Rs.50,000/- per item subject to Rs.75,000/-per month.
40	Repairs, upkeep and maintenance of furniture & fixtures	Director (A & F)	Full powers
		GM (HR)	GM (HR)- "upto Rs.20,000/- in each case subject to Rs.50,000/- per month.
41	Payment of electricity, Water, Telephone & Other charges of recurring nature including payment of Broadband and internet charges	Director (A & F)	Full powers for new connections
		GM (HR)	Full Powers for sanctioned connections.
		ED(P)	Full Powers for sanctioned connections under his jurisdiction.
		GM(P)	Full Powers for sanctioned connections under his jurisdiction.

42	Maintenance, upkeep and repair of office vehicles	Director (A & F)	Full powers
43	Purchase of Books, Periodicals, Journals, Newspapers, Diary & Calendar	Director (A & F)	Full powers
		GM(HR)	Upto Rs.10,000/- in each case subject to Rs.15,000/-per month
44	Advertisement & Publicity	Managing Director	Full Powers
		Director (A & F)	Upto Rs.10,00,000 in each case and Rs. 2 Crore per annum.
45	Printing & Binding including Printing of Banners/ Standee/ Backdrops etc.	Director(A & F)	Full powers
		GM(HR)	upto Rs.50,000/- p.m.
46	Municipal Rates & Taxes	GM (HR)	Full powers
47	Purchase of stationary & office stores including paper & Tonner/Cartridge for printing & photocopying	Director (A & F)	Full powers
		GM (HR)	GM (HR)- Upto Rs.80,000/- in each case subject to Rs.1.5 lakh per month
48	Purchase of Office equipments including photocopiers, fax machines, printers etc.	Director (A & F)	Full powers
48A	Purchase of TV/ Gen Set/ UPS/ EPABX & other similar electrical/ electronic items/ equipments	Director (A & F)	Full Power
		GM (HR)	Full powers after in principal approval of the Competent Authority for procurement.
49	Purchase of Computers, Desktops, Notepad, laptops etc.	Director (A & F)	Full powers
50	Purchase & maintenance of telecommunication equipments excluding mobile handsets	Director (A & F)	Full powers
51	Purchase & maintenance of Mobile Handsets	Managing Director	Full powers
		Director (A & F)	Full powers upto Rs.50,000 in each case
52	Release of payment on the basis of self certifications received from Employees in respect of call charges, Newspaper bills, OPD medical bills, Lease Accommodation, and monthly Conveyance bills etc.	Manager (Finance)	Full powers upto the prescribed norms /limit.

52 A	Reimbursement / Payment of Hospitalization bills submitted by the employees for In Patient Treatment.	Managing Director	Full powers
		Director (A & F)	Full powers on the recommendation of the committee formed for examination of Hospitalization cases.
53	Power to sanction expenditure on conferences and business promotion events including sponsorship to other agencies for conducting such events.	Managing Director	Full powers upto Rs 30,00,000 in each case subject to Rs. 1 crore per annum
		Director (A & F)	Full powers upto Rs 10,00,000 in each case subject to Rs. 50 lakh per annum
54	Power to incur hospitality expenditure on self certification	Managing Director	UptoRs.20,000 in each case subject to Rs. 5 lakh per annum.
		Director (A & F)	UptoRs.10,000 in each case subject to Rs. 2.5 lakh per annum
		ED(P)	Upto Rs.10,000 in each case subject to Rs. 1 lakh per annum
55	Power to approve membership of national and inter-national organizations /institutions engaged in promotion of business relating to NHIDCL	Managing Director	Full powers
		Director (A & F)	Upto Rs. 1,00,000 in each case subject to Rs. 5 lakh per annum
56	Power to reimburse to employees of NHIDCL the membership fee of statutory professional institutes/ bodies of which employees are members	Managing Director	Full powers
		Director (A & F)	Upto Rs. 50,000 in each case subject to Rs. 2.5 lakh per annum
56 A	Recoupment of petty expenditure out of permanent imprest sanctioned earlier	Director (A & F)	Full Power
		GM (HR)/ GM (F)	Upto Rs.40,000/- per month
56 B	Expenditure on tea/ coffee/ milk/ water etc.	GM (HR)	upto Rs.75,000/- per month.

**Part-III Establishment General Issues**

57	Power to frame amendments in rules and orders governing the service conditions of the employees including rules and orders of the Central Government adopted by NHIDCL	Managing Director	Full powers below board level
57 A	Pay Fixation of employees	Managing Director	Full powers
		Director (A & F)	Full powers within the prescribed norms.
58	Power to allow deputation of any employee to any other organization in India and abroad	Managing Director	Full powers
		Director (A & F)	Full powers except for the employees and officials for whom appointing authority is Managing Director
59	Power to prescribe form of surety bonds to be executed by employees handling cash and stores	Director (A & F)	Full powers
60	Power to write off losses	Managing Director	Upto Rs.1,00,000/- in each case subject to Rs.10,00,000/- per annum with report to be made to the Board.
		Director (A & F)	Upto Rs.50,000/- in each case subject to Rs. 2,50,000/- per annum with report to be made to the Board.
61	Power to fix installments for recovery of over payment of pay & allowances	Director (A & F)	Full powers
62	Power to sanction investigation of arrear claims more than one year old but less than three years old	Director (A & F)	Full powers



63	Power to sanction legal expenditure incurred by employees of NHIDCL in cases arising out of their official duties	Director (A & F)	Full powers
64	Power to incur expenditure on immediate safety of employees, plant & machinery etc. within work premises	Director (A & F)	Full powers
65	Power to forfeit gratuity of employee on dismissal	Managing Director	Full powers
66	Power to make contributions to the employee's welfare fund/ incentive scheme for bonafide welfare activities and payment of incentive/ cash dole to the employees of NHIDCL	Managing Director	Full powers
		Director (A & F)	Full powers to make contribution to employee welfare fund
67	Power to allow disbursement of salary of a month in advance of the prescribed date of disbursement	Director (A & F)	Full powers
68	Powers to make provisions in the books of accounts for liabilities, expenses, contingencies and losses.	Director (A & F)	Full powers
69	Power to write back provisions not required in the books of accounts and transfer of unclaimed liabilities/ credit balances including unlinked amounts to income.	Director (A & F)	Full powers
70	Power to take suitable action pursuant to comments, observations made by statutory/ branch /internal auditors and CAG on the accounts of NHIDCL	Managing Director	Full powers
		Director (A & F)	Full powers subject to provisions of Section 177 and other applicable provisions of Companies Act, 2013

71	Power to avail cash credit /overdraft facility from scheduled Banks as and when required	Managing Director	Upto Rs. 25 crores subject to provisions of Section 179 of Companies Act, 2013
		Director (A & F)	Upto Rs. 5 Crores subject to provisions of Section 179 of Companies Act, 2013
72	Powers to open Letters of Credit, sign Letters of Credit documents and amendments, retire documents received from vendors and suppliers and authorize any other officer of NHIDCL in this behalf	Director (A & F)	Full powers subject to provisions of Section 179 of Companies Act, 2013
73	Powers to execute counter guarantees as and when required in favour of scheduled Banks for performance of any contract or obligation	Managing Director	Full powers
74	Power to open and operate the bank account of NHIDCL and draw accept, endorse and negotiate cheques, drafts, promissory notes and other negotiable instruments	Director (A & F)	Full powers
75	Powers to nominate officials to sign on behalf of the Corporation, custom and excise documents and to execute bonds, guarantees and undertakings in favour of customs and excise authorities	Managing Director	Full powers
76	Power to invest in short term deposits and deal with any of the moneys of NHIDCL not immediately required for the purposes thereof	Managing Director	Full powers for more than 6 months subject to DPE guidelines and Section 179, 186 and other applicable provisions of Companies Act, 2013
		Director (A & F)	Full powers for less than 6 months subject to DPE guidelines and Section 179, 186 and other applicable provisions of Companies Act, 2013

77	Power to make and give receipts, releases and other discharges for money payable to NHIDCL and for claims and demands made by NHIDCL	Director (A & F)	Full powers
<b><u>Part-IV Legal Matters</u></b>			
78	Powers to institute, defend, conduct, compound or abandon any legal proceedings in court of law or before arbitrator by or against the company or its employees in connection with the affairs	Managing Director	Full powers subject to reporting to the Board when company's claims more than Rs.2,00,000 are compounded or abandoned
		Director (A & F)	Full powers subject to reporting to the Board when company's claims more than Rs.1,00,000 are compounded or abandoned
79	Powers to refer claims to arbitration and execute powers of attorney and sign Vakalatnamas, Mukhtiarnams, plaints, written statements and other documents and papers in connection with cases in court of law etc. on behalf of NHIDCL	Director(A & F)	Full powers
80	Power to engage and sanction fee and out of pocket expenses to barristers, pleaders, advocates etc.	Managing Director	Full powers
		Director (A & F)	Full powers subject to a limit of Rs.5,00,000 per case
81	Power to sanction/ pay arbitration fee to Private persons	Managing Director	Full powers
		Director (A & F)	Full powers subject to a limit of Rs.2,00,000 per case
82	Power to sanction payment of money as decreed/ awarded by the court of law, Tribunal or Arbitrator	Managing Director	Full powers

83	Power to sanction /pay claims settled out of court	Managing Director	Full powers
<b><u>Part-V Works/ Projects/ Business</u></b>			
84	Power to grant administrative approval of works/ projects/ business proposals on the basis of preliminary estimates	Managing Director	Full powers subject to specific funds being provided in Budget estimates
		Director (A & F)	Upto Rs.50,00,000 subject to specific funds being provided in Budget estimates
85	Power to grant technical sanction to detailed estimates for work/ projects	Director (A & F)	Full powers
85A	Power to identify, and sanction work for preparation of DPR, feasibility report, and calling bids for civil works	Managing Director	Full powers
86	Power to approve excess expenditure over administrative approval and technical sanctions	Managing Director	Full powers
		Director (A & F)	Upto 50% of the administrative approval and technical sanction
87	Power to sanction re-appropriation within the sanctioned Budget	Managing Director	Full powers both Plan Budget and non-plan Budget with information to the board
		Director (A & F)	Full powers upto 20% for both Plan Budget and non-plan Budget with information to the MD
88	Power to sanction new works/schemes not included in Budget	Managing Director	Upto Rs.75,00,000 subject to fund required for the works/ scheme to be drawn from approved Budget for the year
		Director (A & F)	Upto Rs.5,00,000 subject to fund required for the works/ scheme to be drawn from approved Budget for the year

89	Power to accept tenders for work when open tenders are invited	Managing Director	Full powers
		Director (A & F)	Upto Rs.1,50,00,000/-
90	Power to accept tender when single tender is received after invitation of open/ limited tenders	Managing Director	Upto Rs.75,00,000 in the first instance. Full power when again single tender is received against the same open Tender second time.
		Director (A & F)	Upto Rs.10,00,000
91	Power to accept and invite limited tenders	Managing Director	Full powers with information to the board
		Director (A & F)	Upto Rs.1,50,00,000 with information to the MD
92	Power to award works without calling tenders	Managing Director	Upto Rs.1,00,000 Reasons for inviting tenders to be recorded in writing
		Director (A & F)	Upto Rs.50,000 Reasons for inviting tenders to be recorded in writing
93	Power to sanction commencement of work on an urgency certificate after administrative approval but before technical sanction of the estimate	Managing Director	Upto Rs.25,00,000 in each case
		Director (A & F)	Upto Rs.10,00,000 in each case
94	Power to grant administrative approval during progress of works contract/ schemes for execution of extra/ substituted/ supplementary items and quantity deviation in contract terms	Managing Director	Full powers with information to the Board
95	Power to forfeit earnest money, security deposits or other money paid by the contractor on breach of contracts or agreement	Director (A & F)	Full powers

96	Power to approve sale/disposal of fixed assets, sundry movable assets, surplus stocks stores	Managing Director	Full powers
		Director (A & F)	Full powers except when the fixed asset exceeds the limit of Rs.10,00,000
97	Power to order demolition of temporary structures and sale/disposal of its dismantled material or sale of temporary structure for demolition	Managing Director	Full powers
98	Power to cut trees and dismantle material for implementing sanctioned schemes/ works and dispose-off dismantled material	Managing Director	Full powers
99	Power to enter into and execute contracts, deeds, instruments and assurance of property and in particular  a) Contracts for works and purchases b) Service agreements c) Security bonds for the due performance of their duties by company's employees d) Lease agreements of houses, lands or other immovable property including title deeds	Managing Director	Full powers subject provisions relating to affixing of common seal as contained in Companies Act, 2013 or Articles of Association
99 A	Renewal of Contracts/ Consultancy Services.	Managing Director	Full Powers. on the recommendations of Executive Committee.
		Director (A&F)	Full Powers subject to provision for renewal being contained in the original contract.

99 B	Approval of Contractual payments including release of Mobilization Advance, Payment of Utility shifting, LA compensation and any other work related payment.	Managing Director	Full powers
		Director (A&F)	<p>a) Full Powers upto Rs 2 crore in each case subject to submission of a monthly statement to MD, NHIDCL for such payment.</p> <p>b) Full powers in the absence of MD, NHIDCL, however details of such payments will be placed before MD, NHIDCL for ratification on his return to office.</p>
		Concerned Executive Director (T)	Full powers in the absence of both MD, NHIDCL and Director (A&F). However details of such payments will be placed before the Competent Authority for ratification on their return to office.
99 C	Grant of Extension of Time and rescheduling of milestone	Managing Director	Full Powers on the recommendations of the Executive Committee
99 D	Power to accord sanction to variation/ substitute item/ change of scope.	Managing Director	Full Powers on the recommendation of the Executive Committee

<b><u>Part-VI Miscellaneous and Contingencies*</u></b>			
100	Power to incur expenditure on gift items	Managing Director	Full powers
		Director (A & F)	Upto 50,000 in each case and subject to Rs. 5,00,000 per annum.
101	Power to sanction expenditure on ceremonial occasions/ Ceremonies connected with laying of foundation stone and opening of public road/ buildings.	Managing Director	Full powers
		Director (A & F)	Upto Rs.50,000 on each occasion and subject to Rs. 5,00,000 per annum.
102	Power to incur expenditure for any miscellaneous purposes not specified in this delegation	Managing Director	Upto Rs.2,00,000 in each case for non recurring expenditure and Rs.50,000 per month in each case for recurring expenditure.
		Director (A & F)	Upto Rs.1,00,000 for non-recurring expenditure and Rs.15,000 per month for any miscellaneous purpose.
103	Power to sign Memorandum & Articles of Association of Joint Venture Companies in India and abroad	Managing Director	Full powers
104	Power to represent himself and/ or nominate representatives from NHIDCL on the Board of Directors of JV companies	Managing Director	Full powers



<b><u>Part-VII Sub-Delegation</u></b>			
105	Power to further delegate all or any of the powers for the time being vested in Managing Director & Director (A&F) to any other officer or employee subject to retaining ultimate control and authority with himself.	Managing Director	Full powers subject to provisions of Section 179 of Companies Act, 2013
		Director (A & F)	Full powers subject to provisions of Section 179 of Companies Act, 2013

<b><u>Part-VIII Emergent Powers</u></b>			
106	Power to act in any emergency using his discretion in order to keep essential services functioning	Managing Director	Full powers subject to the condition that any action taken in pursuance of this power will be reported to the Board at its next meeting
		Director (A & F)	Full powers subject to the condition that any action taken in pursuance of this power will be reported to Managing Director

\_\_\_\_\_End of List\_\_\_\_\_