

[Section 4(i)(b)(ii)]

C/44

9. Accordingly, the Department propose the following delegation of powers to Managing Director & CEO of Imagine Panaji Smart City Development Limited:

DELEGATION OF POWERS FOR OFFICE EXPENSES

Sr.No	Nature of Power	Extent of Authority to Managing Director & CEO
1. OFFICE EXPENSES		
i	Furniture, Office Equipment, Maintenance of Equipment, Office Stationery, Books and Journals and Other Items Relating to Smooth Working of the office.	Upto Rs. 5 Lakhs
ii	Electricity and water charges, telephone, mobile, internet connection as well as other recurring expenditure of such nature	Full powers
iii	Rent, rates and taxes	Upto Rs.20,000/- per month non-availability of Government space and reasonableness to be certified by the PWD Building Division.
iv	Hire of vehicles.	Full Powers, subject to the prior approval of the Board shall be necessary.
v	Purchase and maintenance of computers and other electronic devices including	Upto Rs.10 Lakhs

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	printers, scanners etc. for the office.	
2. BANKING AND INVESTMENTS		
i	To open the bank accounts and authorize the officers to operate on behalf of Imagine Panaji Smart City Development Limited, the current, savings, FD's Loans/ overdraft account and other accounts maintained by the company. Same procedure to be followed for closure of Accounts.	Full Authority jointly with other officials as may be authorized by the Board.
ii	Placement/ investment of short term surplus in fixed deposits with banks	Full Authority within the limits authorizes by the Board.
iii	Investments of short term surplus in Flexi Deposits	Full Authority within the limits authorised by the Board.
3. ADVERTISING AND PUBLICITY		
i	Statutory advertisements (Financial notices/ Recruitments/ public notices and tender notices etc.)	Full powers
ii	Financial and corporate campaigns	Rs.10 Lakhs per annum with prior approval of Board.
iii	Press Conference	Rs.5 Lakhs per annum with the prior approval of the Board.
4. PROFESSIONAL & SPECIAL SERVICES		
i	Hiring of consultants, subjects experts, legal services, special assignments and other professional services	Upto Rs. 10 lakhs per assignment with prior approval of Board.
5. HIRING OF STAFF ON CONTRACTS		
i	Hiring of managerial staff on contracts or through agencies, constitution of selection committee and signing of contracts	-----
ii	Hiring of non-managerial staff	-----
6. COMPENSATION/ WAGES AND OTHER ALLOWANCES TO STAFF		
i	Compensation / wages in all forms to personnel/staff	Full powers
ii	Travel allowances to personnel and travel related expenditure	-----
iii	Advance in connection with official tours	-----
7. ESTABLISHMENT AND ADMINISTRATION		
i	To constitute Screening Committee for screening of the applications of the candidates for tests/ interview	Full powers
ii	To fix pay on first appointment	As per Human Resource Policy laid down by Board
iii	To allow protection of pay to employees of Govt./Public Sector Organisations joining Imagine Panaji Smart City Development Limited on Direct Recruitment / absorption basis.	As per Human Resource Policy laid down by Board
iv	To fix pay on promotion/ confirmation	As per Human Resource Policy laid down by Board
v	To extend period of probation	As per Human Resource Policy laid down by Board

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vi	To accept resignation/ approve waiver of notice period	Full powers
vii	To grant leave in accordance with rules	Full powers
viii	To grant allowances according to rules	Full powers
ix	To grant extension of time for joining a post on first appointment or on transfer	Full powers
x	To prescribe office timings for the employees	Full powers
xi	To depute employees to training courses, seminars, conferences, conventions etc. in India or in-company training programme and to count such period of deputation as duty for all purposes.	Full powers
xii	To approve tour programme	Full powers
xiii	To sanction and incur expenditure on office contingencies	Upto Rs.10,000/- per case with an Annual ceiling Rs.2 Lakhs .
xiv	To sanction entertainment expenditure in official meetings	Rs. 50,000/- in a year (recurring) Rs. 2,00,000/- in a year (non-recurring)
xv	To sanction telephone including mobile phone/internet connection/ fax at office including Imagine Panaji Smart City Development Limited offices as per guidelines.	Full powers
xvi	Sanction of payment of postal charges/ franking machine charges/ courier service charges	Full powers
xvii	Purchase of books, periodicals, journals, magazines etc. in print form or electronic media.	Rs. 3 Lakhs per year.
xviii	Printing and purchase of stationery	Rs. 5 Lakhs per year.
xix	Appointment of software services/ development consultant and AMC of software	Upto Rs.5 lakhs
xx	Extension of service/AMC contracts on existing terms not exceeding three months	Upto three months (full powers) Exceeding three months subject, to the prior approval of the Board is necessary.
xxi	Grant of statutory compensation, fees etc.	Full powers
xxii	TA, Fees/ honorarium etc. to experts, consultants etc.	Upto Rs. 1 Lakhs per assignment with prior approval of Board.
xxiii	Acceptance of lowest tenders in respect of service contracts.	Full powers
xxiv	Acceptance of single tender (after second time tendering) against approved call of tenders in respect of service contracts (reasons to be recorded)	Subject to the prior approval of the Board is necessary.
xxv	Engagement of specialist/expert/professionals/institutions for assignment/ advice and allow remuneration.	Upto Rs. 2 Lakhs per assignment with prior approval of Board.
xxvi	Sanction of payment of telephone bills,	Full powers

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	electricity bills, water bills etc.	
8. TO INCURRE EXPENDITURE OUT OF PETTY CASH		
	Withdrawal of Petty Cash for meeting purchases and repairs of petty nature.	Rs.20,000/- per month
9. CONTINGENCY AND MISCELLENOUS		
i	To constitute committees of officers including external experts in connection with the affairs/ business/ operations of the company and decide terms of reference on matters which are within the powers of Managing Director & CEO.	Not Applicable.
10. EMERGENCY POWERS		
i	To incur expenditure in emergencies on objects for which there is no specified provisions in the approved budget or in excess of the allocation made, for specified purposes in the approved budget.	CEO: Notwithstanding the existing delegation of powers to the CEO, the CEO is authorised to act in emergency in his discretion with the approval of the Board and subject to the conditions that any decisions taken in pursuance of this delegation shall be reported to the board, immediately in the next meeting.
11. FINANCIAL AND ADMINISTRATIVE POWERS TO ACCOUNTS OFFICER		
	Non-Recurring Contingent Expenditure - Sanction upto Rs.20,000/- per case	

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10. With regard to Delegation of Administrative and Financial Powers relating to projects and powers of acceptance of tenders/approvals of Extra items, deviation, substitution items – The Corporation should follow the powers delegated as per Appendix-1 of CPWD manual 2014 and amendments dated 04.1.2017. Hence in light of existing setup in the Corporation following delegation of technical / financial powers are proposed:

Sr. No.	AUTHORITY	Projects (Administrative Approval)	Remarks
1.	Board of Directors	Full powers ^{including} pertaining to conceptualization of new projects, routine review of projects, to take policy decisions subject to Government Approval ^{on case to case basis as required.}	Functions may be restricted to taking policy decisions.

Sr. No	AUTHORITY	PROJECTS/POWERS	Remarks
1.	MD & CEO	All Executive Powers based on recommendations of Technical Head in the ranks of EE /SE/ C.E as the case may be and to perform such functions as delegated as per Corporation constitution in addition to invitation of tenders, signing of agreements, defending suits/petitions before appropriate Court of law. All new proposals having financial implications should have prior approval of the Board. All proposals beyond the powers of the corporation shall be forwarded to the Government through the Administrative Department for appropriate approvals.	227K
2.	General Manager in the rank of S.E.	To Accord Technical Sanction to detailed estimates, issue NIT/Composite NIT, upto Rs.10 Crores. Accept/recommend acceptance of all tenders costing upto Rs.4 Crores to next authority, Grant extension of time with or without levy of compensation for all works and accord sanction to Extra Items/Substitution/Deviation items upto 30% of contract value <u>with prior recommendations of Technical Advisory committee.</u> Shall perform all other functions in his rank as mandated in CPWD manual 2014 and its amendments.	All approved proposal within his powers shall then be placed before the M.D / Board as the case may be before implementation.
3.	Dy. General Manager in the rank of Executive Engineer	To Accord Technical Sanction to detailed estimates, issue NIT/Composite NIT, upto Rs.1 Crore. Accept/recommend acceptance of all tenders costing upto Rs.1.00 Crore to next authority, recommend grant of extension of time with or without levy of compensation for all works and accord sanction to Extra Items/Substitution/ Deviation items upto 15% of contract value <u>with prior recommendations of Technical Advisory committee.</u> Shall perform all other functions in his rank as mandated in CPWD manual 2014 and its amendments. All RA bills of consultants or Contractors shall be approved under his authority with prior approval of SE/CE/MD/Board as the case may be.	

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It is observed that at present the Corporation is having technical head upto the rank of a Superintending Engineer. Since the projects expected to be undertaken will be more than Rs.10.00 Crores, it is proposed to appoint a Chief General Manager (Technical) in the rank of Chief Engineer on deputation from any Government Department/ institution.

He will be able to Accord Technical Sanction to detailed estimates, issue NIT/Composite NIT for unlimited amount. Accept /recommend acceptance of all tenders costing upto Rs.30.00 Crores to next authority, Grant extension of time with or without levy of compensation for all works and accord sanction to Extra Items/Substitution/Deviation items with prior recommendations of Technical Advisory committee. He shall perform all other functions in his rank as mandated in CPWD manual 2014 and its amendments.

Since the existing General Manager is already in place, the same officer can be delegated the powers of C.E. for a period of 3 months till new Chief General Manager (Technical) is appointed. At least the backlog cases could be expeditiously resolved.

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- 11. Necessary approval of authorities if required as per scheme guidelines is to be also taken.
- 12. Nevertheless, for any disputes relevant clauses in General Financial Rules 2017, Goa Delegation of powers 2015 and advisories and circulars issued by the F.D. GoG on projects pertaining to Administrative Approvals, Expenditure Sanction, Acceptance of Tenders, Revised AA and ES shall have over riding effect on the above proposals.

(Gurudas P. Pilarnekar)
Director of Urban Development
Dated: 12.02.2021

Secretary (U.D.)
Inward No. 631F
Date 18/02/21

Secretary (U.D.)
Inward No. 631F
Date 18/02/21

Secy(UD)

(a) The delegation of financial powers as proposed above will require approval of the Board.
(b) However, in order to ensure that day to day work is not affected, most cases may carry out functions as per above proposed delegations. As the powers are not assigned, the same will lie with the board. Export letter of approval of the Board can be obtained for the proposed delegations.

✓ A above - is the GM a technical person?

12.2.2021

Chief Secretary
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12/2/21

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- (a) Reference classification input by G. S. at page
- (b) It is submitted that the General Manager accordingly posted as Mr. Anurag Puro who is retired Superintendent Engineer of

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no may go ahead, as proposed.
 The delegation may be got approved
 at the next Board meeting or by
 circulation as a board agenda.

18/12/81
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18-2-81

Ag (UD)

Plan convey reply to IPSCOL

MA'S OFFICE
1550
19/12/81

MA
 19-2-81

As approved on motion by B.M. above, the file is placed
 in the file addressed to IPSCOL by conveying approval for the
 Delegation of Financial & Administrative Powers to IPSCOL to get
 approved in next Board meeting or by circulation as a Board agenda

For sig. & file PL

18/12/81

RB
 ADMA
 DMA

18/12/81
 18-2-81

AgMA