

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001: 2015 Certified Organisation)

इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref. No.:A-36011/1/2021-O/o Registrar (E- 3122108) | 125

27/02/2024

OFFICE MEMORANDUM

In exercise of his powers contained at Sl. No. 24 of Delegation of Powers (DoP), Director General is pleased to subdelegate part of his powers as detailed hereunder to Dr. S.K. Dhurandher, Executive Director, NIELIT HQ:

Sl. No.	DoP Serial No.	Subject	Powers sub-delegated to the extent
1.	35 (ii)	To operate and signing of Bank documents / Cheques	Full Powers in respect of NIELIT HQ. To be reported to DG & MB
2.	36	Staff Welfare Expenses as per approved policy of HQ	Full powers in respect of employees of HQ.
3.	37	To admit reimbursement of expenditure not covered by rules incurred on tour in exceptional cases for reasons to be recorded	Full powers as per rules subject to the condition that variation is not in excess of 10% of normal entitlement in respect of employees of NIELIT HQ
4.	38	Sanction expenditure on refreshment charges, lunch during meetings, conference, visits of VIPs, dignitaries, etc.	Full powers limited upto the value of Rs. 3 lakh in each case in NIELIT HQ
5.	39(i)	To admit sanction of reimbursement of expenses such as TA/DA (Local & Foreign) LTC, Medical reimbursement, Children Education Allowance, Newspaper, Journals, Conveyance/ higher charges for official purposes, postage, telephone/ Mobile etc. subject to NIELIT Rules.	Full Powers in respect of employees of NIELIT HQ.

Contd.....2/-

Sl. No.	DoP Serial No.	Subject	Powers sub-delegated to the extent
6.	39(ii)	To admit sanction of all advances including imprest to officials of the Society as Rules	Full Powers in respect of employees of HQ
7.	39(iii)	To admit sanction of OTA to employees of the Society subject to NIELIT Rules	Full Powers in respect of employees of HQ
8.	40	Hiring of furniture, PCs or any type of equipment for official purposes.	Full Powers in respect of NIELIT HQ
9.	41	Legal expenses	Full Powers limit upto Rs. 1 lakh in each case for HQ.
10.	42	Repairs and maintenance of furniture, equipment, vehicles etc.	Full powers upto 35.00 lakh in each case for HQ.
11.	43	Entering into AMC of Equipment	Full powers upto 50.00 lakh in each case for HQ.
12.	44	Recurring /Non-Recurring contingent expenditure not specifically mentioned above	Full powers as per rules subject to overall limit of Rs. 0.50 lakh per month (to be reported to DG)
13.	48	Award contracts towards hiring of services for Pantry / Canteen / Security Services/ House Keeping / Clearing Services etc. as part of outsourced activities	Full powers upto 50.00 lakh in each case for HQ.
14.	49	Approve lowest technically suitable offer where valid tender have been received and award of contract	Full powers Rs. 50 lakh in each case for HQ.
15.	50	Cash purchases	As per GFR norms in respect of NIELIT HQ
16.	51	Payment of Demurrage charges	Full Powers upto a maximum of 10% of order value in each case for NIELIT HQ

केन्द्र : अगस्तला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चेन्नई, दमन, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, कोलकाता, कोहिमा, कुरुक्षेत्र, लेह, पटना, रांची रोपड़, शिमला, शिलांग, और श्रीनगर


विस्तार केन्द्र : अलावलपुर, चंडीगढ़, चुराचंदपुर, चुचुइमलांग, दीमापुर, डिब्रूगढ़, जम्मू, जोरहाट, कारगिल, कोकराझार, लखनपुर, लखनऊ, लुंगलेई, माजुली मंडी, पाली, पासोघाट, सेनापति, सिलचर, तेजपुर, तेजू और तुरा

Centers: Agartaka, Aizwal, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chennai, Daman, Delhi, Gangtok, Gorakhpur, Guwahati Haridwar, Imphal, Itanagar, Kolkata, Kohima, Kurukshetra, Leh, Patna, Ranchi, Ropar, Shimla, Shillong and Srinagar

Extension Centers: Alawalpur, Chandigarh, Churachandpur, Chuchuyimlang, Dimapur, Dibrugarh, Jammu, Jorhat, Kargil, Kokrajhar, Lakhanpur Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Senapati, Silchar, Tejpur, Teju and Tura

Sl. No.	DoP Serial No.	Subject	Powers sub-delegated to the extent
17.	52	Advertisement charges including press and publicity matters	Full powers upto Rs. 25.00 lakh in each case for NIELIT HQ on DAVP rates.
18.	66	Grant of EL/HPL/Commutated leave	Full Powers for Non-S&T employees in NIELIT HQ
19.	67	Grant of Casual Leave/RH	Full Powers in respect of employees of HQ

Note: In principal administrative approval for every requisition / purchase proposal shall be obtained from Director General as per the existing delegation at initial stage and thereafter the powers have been sub-delegated to the above extent.


(Rajneesh Kumar Asthana)
Registrar

To,

Dr. S.K. Dhurandher,
Executive Director, NIELIT HQ

Copy to:

- i. ED / Director / DIC, All NIELIT Centres
- ii. All HOWs at HQ
- iii. Finance Section, NIELIT HQ
- iv. Webmaster, NIELIT

Copy also for kind information to:

- i. Director General, NIELIT
- ii. CVO, NIELIT