

Date :-20.12.2016

Issue 01

Rev. 00

OFFICE MEMORANDUM

Sub:- Exercise of Purchase, Financial and Administrative powers by Heads of Departments (HoDs) of IRMRA

As suggested by NPC a meeting was held on 14.12.2016 of all HODs of IRMRA regarding delegation of authority/powers to concerned HODs, the undersigned hereby delegate the following financial and administrative powers for smooth functioning of the departments. This will be implemented with immediate effect i.e. the date of circulation.

S. No.	Process	Task / Activity	Authorised to	Limits of authority*
1.	Purchase	Approval of Requisitions of Purchase of raw materials , consumables, Stationeries, housekeeping items, spare parts etc. except capital items	HOD of individual department	a) No single item exceeding Rs. 25000/- b) Not exceeding Rs. 1 lakh (including tax) per month.
2.		Approval of Quotations for placing order after following the procedures.	Purchase Committee	Above Rs. 5000/- to Rs. 2,00,000/-
3.		Signing of Purchase Orders prepared by Purchase department after following the procedures and approval by the Purchase Committee of IRMRA	HOD of individual department	UptoRs. 1,00,000/- including tax. (Advance payment needs special approval of Director)
4.		Co-ordination with suppliers to get the materials or items on time and also facilitate release of payments to the suppliers as stipulated in PO terms.	-do-	- as per PO -
5.	Finance	Sanctioning of business tour and Business Advance for subordinates	HODs	UptoRs. 5000/- for any individual in the department provided previous advance is cleared.
6.		Authorisation for releasing payments to suppliers prepared by	Concerned HODs	UptoRs. 1 lakh

		accounts department. After booking the accounts dept. will prepare release of payment for processing payment as per the due date in P.O/RC.		
7.		Recovery of unsettled Business Advance	HOD of Finance with approval of Director	All the advances to be cleared within 7 days of completion of tour / purpose and only advance not cleared more than 60 days.
8.	HR & Admin	Monitoring of late coming and leave deduction as per the rules	HOD of HR/Admin	With intimation to respective employee and HOD
9.		Sanction of Casual Leaves	Respective HOD	Below Section Heads
10.		Compensatory Off	-do-	-do-
11.		Outdoor duty	-do-	-do-
12.		Authorisation of Early going / late coming	-do-	-do-
13	Projects	Tender submission – deciding quotes and price for submitting tenders of IRMRA.	Project Leader	Upto the limit of Rs.5 lakhs with an intimation to Director beyond which Director will decide the price to be quoted.

All other Purchases including capital goods procurement, Finance / Administrative matters should be referred to the undersigned for approval.

* Note:-

1. HOD of Finance & Accounts is responsible for timely release of the payments to the suppliers after verification of stores receipt, incoming inspection / QC report etc. No role will be played by Purchase dept. All the bills to be given to Accounts for releasing payment.No bills to be returned back to Purchase dept.
2. Employees visiting office (other than shift duties) for any work on weekly offs and holidays should obtain sanction from their HOD and forward to HR/ Admin and Director.
3. After returning from Casual leave, the leave card should be filled up within a week's time.
4. All outdoor duty forms to be countersigned by HR/Admin and should be submitted at the Gate.

Dr.K.Rajkumar
Director