

CORP:REG:2024

13th March 2024

OFFICE MEMORANDUM-13/24

Sub:- Delegation of Powers to Executive Director (Corporate), Executive Directors and Centre Heads heading C-DAC Centres

This has reference to the Office Memorandum No - 04/24 dated 18th January, 2024 regarding partially amended Delegation of Powers of Chairman Coordination Committee and Director General, C-DAC.

As per OM. No. CORP:DG:1538 dated 14th February, 2014, Director General, C-DAC in his capacity may further delegates powers vested in him to the Executive Director (Corporate), Executive Directors and Centre Heads heading C-DAC centres (in terms of Sr. No. 60 & 61 of Annexure 'B') and Executive Directors may sub-delegate their powers to officers of their respective centres with prior approval of Director General (in terms of Sr. No. 47 of Annexure 'C').

The revised Delegation of Powers to the Executive Director (Corporate), Executive Directors and Centre Heads heading C-DAC centres are given in Annexure – A, B and C respectively.

These Delegation of Powers are with immediate effect and supersedes all earlier orders issued in this regard.

Executive Director (Corporate), Executive Directors and Centre Heads heading C-DAC Centres are requested to note their revised powers for compliance.

This Office Memorandum is issued with the approval of Director General, C-DAC.

Indira
13/3/2024

Indira Pasupathy
Registrar (A/C) and Director (Finance)

Encl:

1. Annexure - A - DOP to Executive Director - Corporate
2. Annexure - B - DOP for Executive Directors heading C-DAC Centres
3. Annexure - C - DOP for Centre Heads heading C-DAC Centres

To : All Executive Directors/Director(s) / Centre Head(s)
: All HODs at the Corporate Office
: Office of Director General
: All HR and Finance Heads of Centres

Annexure 'A'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers w.r.t Corporate Office Matters: Assigned to Executive Director (Corporate)

Sr No	Subject Matter	Executive Director (Corporate)
1	Repair and maintenance including Civil Work electrical fittings/installation	Full powers up to Rs. 5.00 Lakhs and upto Rs.15.00 Lakhs on recommendations of a Screening Committee constituted locally the Corporate Office
2	Operational Expenses/Contingent Expenditure/Statutory & Obligatory Payments to government / Municipal bodies as well as power, fuel, communication, rent, water, taxes, printing, stationary, books, journals, newspaper, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities, entertainment and special events etc.	Full Powers
3	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables /semi -consumables including fabrication of equipment etc	Full powers up to Rs. 5.00 Lakhs and upto Rs.15.00 Lakhs on recommendations of a Screening Committee constituted locally in the Corporate Office
4	Disposal of unserviceable and obsolete store materials including office equipment, materials and furniture etc. and approve their mode of disposal/ write -off	Full powers when depreciated value is below Rs. 5.00 Lakhs on recommendations of a screening committee constituted locally in the Corporate Office

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Annexure 'A'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers w.r.t Corporate Office Matters: Assigned to Executive Director (Corporate)

Sr No	Subject Matter	Executive Director (Corporate)
5	Write off of loss not due to theft, fraud or negligence of individuals	Full powers when depreciated value is below Rs. 1.00 Lakh on recommendation of a screening committee constituted locally in the Corporate Office for this purpose
6	Recurring contingent expenditure not specifically covered in this delegation of powers	Upto Rs. 1.00 Lakh
7	Deputing employees for short-term and specialised Training/Courses in India and Sanctioning of TA/DA etc., as admissible under the rules	Full powers for sanctioning TA/DA etc., admissible under rules. Deputing employees, other than self for short term and specialized training/courses in India limited to 5 days & on recommendations of respective HOD
8	Sanctioning Leave	Full powers for reporting officers of R&D, as per existing rules
9	Approve nomination of employees to committees constituted by other organizations	Full powers for R&D officers as per policy and guidelines in force
10	Grant of Honorarium to visiting faculty, external experts, members of duly constituted committees. etc, Council, TAC members	Full Powers as per policy and guidelines in force



Annexure 'A'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers w.r.t Corporate Office Matters: Assigned to Executive Director (Corporate)

Sr No	Subject Matter	Executive Director (Corporate)
11	Sanction of hire of office equipment, furniture and fixtures, coolers /Air-Conditioners, heaters, conveyance, PCs and such other items	Full Powers upto Rs.2.00 Lakhs and upto Rs. 10 lakhs on recommendation of a Screening Committee constituted locally in the Corporate Office
12	To approve and sign agreement/MOU/Contract for hiring of services for Pantry/ Canteen /Security Services/ Cleaning Services/ Transport/ Housekeeping / Manpower services, etc.	Full Powers (Policy and Guidelines in force to be followed for selection) upto to maximum of Rs. 15.00 Lakhs
13	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers. To be reported to Director General
14	Sanctioning Tours within India.	Full Powers as per policy and rules except for himself and HODs
15	Sanctioning Advance and claims for LTC, HBA, TA/ DA, Medical Reimbursements, Conveyance and other reimbursements	Full Powers for all staff members in the Corporate Office as per policy and guidelines in force, except for himself and HODs
16	Promotional Sponsorship/ Incurring of expenditure on workshops / exhibitions / conferences / seminar etc.	Full Powers up to Rs.10.00 Lakhs
17	Signing of MOUs/Agreements/Contracts	Full Powers on approval by Competent Authority



Annexure 'A'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers w.r.t Corporate Office Matters: Assigned to Executive Director (Corporate)

Sr No	Subject Matter	Executive Director (Corporate)
18	Sanction of expenditure on entertainment and hospitality	Full Powers limited to Rs. 2.00 Lakhs as per policy and guidelines in force
19	Sanction of Office and residential telephone, Internet and mobile phone facility/ Data Communication lines	Full Powers as per policy and guidelines in force
20	To authorize officers and staff for travel, accommodation & local conveyance on official tours by a class mode to which they are not entitled under T. A. rules.	Full Powers w.r.t members in Corporate Office, except for himself and HODs
21	Publicity & Advertising / Advertisement for recruitment	Full Powers upto Rs. 5.00 Lakhs and upto Rs. 15.00 Lakhs on the recommendations of a Screening Committee constituted locally in the Corporate Office
22	Re-appropriation of funds outside major heads viz., Capital Revenue etc., relating to Corporate Office	Full Powers limited to 10% of specific provisions and to report to Director General

Note:

- Powers delegated are as per the prevailing rules and other applicable rules/orders/guidelines issued from time to time. The powers mentioned herein are approving powers.
- The applicable rules, due diligence and duly established procedures are to be adopted / followed for the exercise of powers.
- Powers delegated as in this table defines only the delegated powers which are liable to change from time to time.
- All procurements of Good & Services shall be complying with GOI instructions for issue of tender and finalizing through GeM/CPPP portal. Any deviation on any account shall be forwarded to DG for approval.



CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Annexure 'B'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers for Executive Director heading C-DAC Centres

Sr No	Subject Matter	Executive Director Heading C-DAC Centres
1	Repair and maintenance including Civil Work/ Electrical Fittings/ Installation	Full powers upto Rs.2.50 Crore on the recommendations of duly constituted committee
2	Operational Expenses/Contingent Expenditure/Statutory & Obligatory Payments to government / Municipal bodies as well as power, fuel, communication, rent, water, taxes, printing, stationary, books, journals, newspaper, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities etc.	Full Powers. (Guest House hiring limited to Rs. 1.00 Lakh per month)
3	Award of contract & sign agreement / MOU / Contract towards hiring of services for Pantry/Canteen/Security Services/ Housekeeping Transport & manpower services etc.	Full Powers
4	Publicity & Advertising / Advertisement for recruitment	Full powers upto Rs. 50.00 Lakhs in a year
5	Promotional Sponsorship/ Incurring of expenditure on workshops / exhibitions / conferences / seminar etc.	Full Powers limited to Rs.25.00 Lakhs in a year



Annexure 'B'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers for Executive Director heading C-DAC Centres

Sr No	Subject Matter	Executive Director Heading C-DAC Centres
6	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables /semi - consumables including fabrication of equipment	Full Powers up to Rs.750.00 Lakhs. Report to be submitted on monthly basis on all purchases more than Rs.500.00 Lakhs to O/o Director General
7	Power to create posts on consolidated salary for projects/self-supporting activities of the institution	Full powers for the duration of the Project, but not exceeding three years. Conforming to guidelines
8	Re-appropriation of funds within each category viz. Capital, Revenue etc.	Full powers up to 25% within the overall position in the budget
9	Write off irrecoverable loss due to theft, frauds or negligence of individuals	Full powers where depreciated value does not exceed Rs.10.00 Lakhs
10	Write off of loss not due to theft, fraud or negligence of individuals	Full Powers where depreciated value does not exceed Rs.10.00 Lakhs
11	Write -off /Waiver of losses / recoveries	Full Powers where depreciated value does not exceed Rs.10.00 Lakhs
12	Disposal of unserviceable and obsolete store materials including office equipment and furniture etc. and approve their mode of disposal/ write -off	Full powers where depreciated value does not exceed Rs.20.00 Lakhs

(Signature)

संगणन विकास केंद्र
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Annexure 'B'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers for Executive Director heading C-DAC Centres

Sr No	Subject Matter	Executive Director Heading C-DAC Centres
13	Condemnation of Vehicle and its disposal	Full powers up to a depreciated value of Rs.5.00 Lakhs
14	To depute employees for full time training in India/ domestic training outside C-DAC anywhere in India.	Full powers for training duration not exceeding 30 days, except for himself
15	Abolition of Post	Full powers for post created using the powers delegated herein
16	Probation Completion/ Extension and resignations.	Full Powers where the ED is the appointing authority
17	Sanctioning Leave	Full Powers (in respect of officials subordinate to him)
18	Approve deputation of employees to other organizations	Full powers in respect of officials where ED is appointing authority
19	Approve nomination of employees to committees constituted by other organizations	Full powers in respect of officials subordinate to him
20	Grant of Honorarium to visiting faculty, external Experts, Members of duly constituted Committees	Full Powers as per policy and guidelines in force.



संगणन विकास केंद्र
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Annexure 'B'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers for Executive Director heading C-DAC Centres

Sr No	Subject Matter	Executive Director Heading C-DAC Centres
21	Sanction of Office and residential telephone, Internet and mobile phone facility/ Data Communication lines	Full Powers (as per the prevailing guidelines)
22	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers. To be reported to Director General
23	Sanctioning Tours within India, advance of TA/ DA for himself and all staff members	Full Powers
24	Sanctioning Advance and claims LTC, HBA, TA/ DA, Medical Reimbursements/ Conveyance and other reimbursements	Full Powers (as per the prevailing guidelines)
25	To authorize officers and staff for travel, accommodation & local conveyance on official tours by a class mode to which they are not entitled under T.A. rules	Full Powers
26	To approve agreements, contracts, MoUs etc. on behalf of the Centre except those between himself and the Society	Full powers limited to the financial authority vested with ED and as per the prevailing guidelines.
27	Signing of MOUs/Agreements/Contracts	Full powers on approval by Competent Authority



Annexure 'B'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers for Executive Director heading C-DAC Centres

Sr No	Subject Matter	Executive Director Heading C-DAC Centres
28	Power to engage professionals such as Research Associates, Visiting Software Engineers, Visiting Programmers, Trainees, Technical Associates, Consultants/Advisors, etc for temporary duration on consolidated remuneration	Full Powers - period to be not more than 15 months
29	Grant of higher pay / additional increments on appointment / promotion	Full powers as per approved procedure for persons where ED is the appointing authority. Details of such cases to be reported to Director General from time to time
30	Purchase of Vehicle for office	Full powers up to Rs. 40.00 Lakhs
31	Recurring contingent expenditure not specifically covered in this DoP/ under the powers of ED	Up to Rs 5.00 Lakhs
32	To make appointments against sanctioned posts	Full Powers where ED is the appointing authority, subject to guidelines/approvals from Director General
33	Promotions	Full Powers in respect of members for whom ED is the appointing authority, subject to guidelines/approvals from Director General
34	Sanction of expenditure on entertainment, hospitality and special events.	Full Powers as per policy and guidelines in force



Annexure 'B'

(to OM No-13/24 dated 13th March, 2024)

Delegation of Powers for Executive Director heading C-DAC Centres

Sr No	Subject Matter	Executive Director Heading C-DAC Centres
35	Authorization of signatories to Bank Accounts and Documents	Full Powers including full powers for obtaining non-fund-based limit (LC/BG)
36	To invest the funds of the Society in any public financial institution/scheduled banks, any other / Government securities / Bonds on long-term basis	Full Powers (as per the prevailing guidelines)
37	Delegation of powers to officials of the Centre	ED's can recommend for delegation of powers to subordinate Officers subject to approval of Director General
38	Sanction of hire of office equipments, furniture and fixtures, coolers/Air-Conditioners, heaters, conveyance, PCs and such other items	Full powers
39	Single Tender/ Single Quotation/ Nomination basis in respect of proprietary items resulting in single offer	Full powers upto Rs.50 Lakhs

Note:

- Powers delegated are as per the prevailing rules and other applicable rules/orders/guidelines issued from time to time. The powers mentioned herein are approving powers.
- The applicable rules, due diligence and duly established procedures are to be adopted / followed for the exercise of powers.
- Powers delegated as in this table defines only the delegated powers which are liable to change from time to time.
- All procurements of Good & Services shall be complying with GOI instructions for issue of tender and finalizing through GeM/CPMP portal. Any deviation on any account shall be forwarded to DG for approval.



Revised Delegation of Powers for Centre Heads heading C-DAC Centres

Sr No	Subject Matter	Centre Heads heading C-DAC Centres
1	Repair and maintenance including Civil Work electrical fittings/installation	Full powers up to Rs.5.00 Lakhs and up to Rs.15.00 lakhs on the recommendations of a Screening Committee constituted locally
2	Operational Expenses/Contingent Expenditure/Statutory & Obligatory Payments to government / Municipal bodies as well as power, fuel, communication, rent, water, taxes, printing, stationary, books, journals, newspaper, periodicals, etc., staff welfare, benevolent fund, staff recreation club, health and sports, cultural activities, entertainment and special events etc	Full Powers. Guest House hiring limited to Rs.50,000/- per month
3	Award of contract & sign agreement / MOU / Contract towards hiring of services for Pantry/Canteen/Security Services/ Housekeeping Transport & manpower services etc	Full powers up to Rs.5.00 Lakhs and up to Rs.15.00 Lakhs on recommendations of a Screening Committee constituted locally
4	Publicity & Advertising / Advertisement for recruitment	Full powers up to Rs.5.00 Lakhs and up to Rs.15.00 Lakhs on recommendations of a Screening Committee constituted locally
5	Promotional Sponsorship/ Incurring of expenditure on workshops / exhibitions / conferences / seminar etc.	Full Powers limited to Rs.10.00 Lakhs in a year
6	Purchase of Indian / foreign made Capital equipment, software, technical stores like raw material, components, consumables/semi-consumables including fabrication of equipment etc	Full Powers up to Rs.250.00 Lakhs Report to be submitted on monthly basis on all purchases more than Rs.25.00 Lakhs to O/o Director General

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Revised Delegation of Powers for Centre Heads heading C-DAC Centres

Sr No	Subject Matter	Centre Heads heading C-DAC Centres
7	Power to create posts on consolidated salary for projects/self-supporting activities of the institution	Full powers for the duration of the Project, but not exceeding three years, conforming to guidelines
8	Re -appropriation of funds within each category viz. Capital, Revenue etc.	Full powers up to 25% within the overall position in the budget subject to Rules
9	Write off irrecoverable loss due to theft, frauds or negligence of individuals	Full powers where depreciated value does not exceed Rs.1.00 Lakh
10	Write off of loss not due to theft, fraud or negligence of individuals	Full powers where depreciated value does not exceed Rs.1.00 Lakh
11	Write -off /Waiver of losses / recoveries	Full powers where depreciated value does not exceed Rs.1.00 Lakh
12	Disposal of unserviceable and obsolete store materials including office equipment and furniture etc. and approve their mode of disposal/ write -off.	Full powers when depreciated value does not exceed Rs.5.00 Lakhs
13	Condemnation of Vehicle and its disposal	Full powers when depreciated value does not exceed Rs.5.00 Lakhs
14	To depute employees for full time training in India/ domestic training outside C-DAC anywhere in India.	Full powers for officials subordinate to Centre Head, for training duration not exceeding 30 days
15	Abolition of Post	Full powers for post created using the powers delegated herein



संगणन विकास केंद्र
CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Annexure 'C'

(to OM No-13/24 dated 13th March, 2024)

Revised Delegation of Powers for Centre Heads heading C-DAC Centres

Sr No	Subject Matter	Centre Heads heading C-DAC Centres
16	Probation Completion/ Extension and resignations	Full Powers where the Director is the appointing authority
17	Sanctioning Leave	Full Powers (in respect of officials subordinate to Centre Head)
18	Approve nomination of employees to committees constituted by other organizations	Full Powers (in respect of officials subordinate to Centre Head)
19	Grant of Honorarium to visiting faculty, external Experts, Members of duly constituted Committees	Full Powers
20	Sanction of hiring of office equipment, furniture and fixtures, coolers/Air-Conditioners, heaters, conveyance, PCs and such other items	Full powers upto Rs.10.00 Lakhs
21	Sanction of Office and residential telephone, Internet and mobile phone facility/ Data Communication lines	Full Powers (as per the prevailing guidelines)
22	To accept sponsored projects and receive grants, subscriptions, or other financial contributions from within the Country	Full Powers. To be reported to Director General
23	Sanctioning Tours within India, advance of TA/ DA for himself and all staff members	Full Powers
24	Sanctioning Advance and claims LTC, HBA, TA/ DA, Medical Reimbursements/ Conveyance and other reimbursements	Full Powers (as per the prevailing guidelines)



CENTRE FOR DEVELOPMENT OF ADVANCED COMPUTING

Annexure 'C'

(to OM No-13/24 dated 13th March, 2024)

Revised Delegation of Powers for Centre Heads heading C-DAC Centres

Sr No	Subject Matter	Centre Heads heading C-DAC Centres
25	To authorize officers and staff for travel, accommodation & local conveyance on official tours by a class mode to which they are not entitled under T. A. rules.	Full Powers
26	To approve agreement, contracts, MoU etc. on behalf of the centre except those between himself and the society	Full Powers limited to the financial authority vested to Centre Head (as per the prevailing guidelines)
27	Signing of MoU / Agreements/ Contracts	Full Powers on approval by Competent Authority
28	Single Tender/ Single Quotation/ Nomination basis in respect of proprietary items resulting in single offer	Full powers upto Rs.10.00 Lakhs
29	Authorization of signatories to Bank Accounts and Documents.	Full Powers including full powers for obtaining non-fund-based limit (LC/BG)
30	To invest the funds of the Society in any public financial institution/scheduled banks, any other / Government securities / Bonds on long-term basis	Full Powers (as per the prevailing guidelines)

Note:

- Powers delegated are as per the prevailing rules and other applicable rules/orders/guidelines issued from time to time. The powers mentioned herein are approving powers.
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