

ANNEXURE TO CIRCULAR NO.EP 8(1)/2005 DATED 19.01.2005, SHOWING DELEGATION OF POWERS TO THE VARIOUS AUTHORITIES IN RESPECT OF MATTERS PERTAINING TO PERSONNEL ADMINISTRATION IN FOOD CORPORATION OF INDIA

SL.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks
		Authority	Power	Authority	Power	Authority	Power	Authority	Power	
1	2	3	4	5	6	7	8	9	10	11
1	Drawing and Disbursing Authority	AM(A/c)	All Cat.	DM(A/c)	All Cat.	DM(A/c)	All Cat.	DM(A/c) in Hqrs. DM(A/c) in PID Office / IFS Gurgaon.	All Cat.	
2	Authority competent to transfer employees and distribution of work	Distt. Manager	Cat.II,III & IV within Distt.	RM/ JM(P)	Cat.II,III & IV in RO	JM(P)	Cat.III & IV within ZO	JM(Hqrs)	Cat.III & IV within Hqrs.	The authority competent to transfer an employee will also be competent to grant transfer TA in respect of members of family who may follow the employees after six months wherever considered justified.
				SRM	Category-I upto DMs level within the Region SRM would also be competent to redistribute the work amongst JMs	DZM	Cat.II within ZO	M (PE)	Cat.II within Hqrs.	
3	Controlling authority for approval of tours and tour advances	District Manager	Category - II, III and IV	JM(P)/RM	Cat II, III & IV in RO	Head of Division/ DZM	All categories upto DMs in ZO	Head of Division	All categories upto DMs	Tours of SRMs / ZMs outside their jurisdiction would require prior approval of the next higher authority except when they are required to undertake such tours on specific directions of Hqrs / ZOs as the case may be.
				SRM	1.Cat I in the region 2. For self within zone subject to approval of tour diary by ZM.	ZM	1.JMs & above in ZO. 2. For self within zone subject to approval of tour diary by MD.	ED	JMs / Managers/ AFAs	
4	i) Leave of various kinds other than special disability leave, study leave and casual leave.	District Manager	Cat III & IV	DM(P)	Cat III & IV in RO.	DM(P)	Cat III & IV in ZO.	DM(E) in Hqrs / PID / IFS, Gurgaon.	Cat III & IV	
				SRM	Cat I & II in the region	JM(P)	Cat II & I upto DM	JM(E)	Cat II & I upto DMs in Hqrs.	
	ii) Study leave / Special disability leave	-	-	SRM	All categories within region	DZM	Cat II, III & IV in ZO.	JM(Hqrs)	Cat III & IV in Hqrs.	
						ZM	Cat.I in ZO.	M(PE)	Cat II in Hqrs.	
	iii) Casual Leave			Next higher authority not below the rank of Assistant Manager						
5	Hiring of service for contingent jobs	District Manager	Rs. 1000 pm	SRM	Rs. 2000 pm	ZM	Full powers	ED(P)	Full powers	Subject to guidelines laid down by the Hqrs from time to time and budgetary provisions.
6	Authority competent to sanction double establishment benefit.	District Manager	Cat III & IV	DM(P)	Cat III & IV in RO.	DM(P)	Cat III & IV in ZO.	JM(Hqrs)	Cat III & IV in Hqrs.	In consultation with Associate Finance and as per the Hqrs guidelines.
				SRM	Cat.I & II in the Region	DZM	Cat II& I upto JMs in ZO	M(PE)	Cat II & I upto JMs in Hqrs.	
						ZM	Managers / AFA in ZO and SRMs	ED(P)	Managers / AFAs in Hqrs.	
								MD	Full powers	
SL.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks
1	2	3	4	5	6	7	8	9	10	11

7	Authority competent to forward applications / granting LIEN for employees who get appointments in PSUs / Govt.Depts. / Govt. Institutions etc.	Distt. Manager	Cat.IV in the Distt.	DM(P)	Cat.IV in RO.	DM(P)	Cat.IV in ZO.	DM(E)	Cat.IV in Hqrs.	These authorities will keep the concerned appointing authority apprised.
				RM / JM(P)	Cat.III in Region.	JM(P)	Cat.III in ZO.	JM(Hqrs)	Cat.III in Hqrs.	
				SRM	Cat.II & I	DZM	Cat.II & I upto DMs in ZO.	Manager (PE)	Cat.II & I upto DMs posted in Hqrs.	
						ZM	JMs / Managers / AFAs posted in ZO & SRMs.	ED(P)	JMs/ Managers / AFAs posted in Hqrs.	
		MD	Full powers							
8	Authority competent to grant HBA / Conveyance Advance			SRM	All Categories in Region.	DZM	All Cat. upto JMs in ZO.	JM(Hqrs)	Cat.III & IV in Hqrs.	Subject to guidelines laid down by the Hqrs. from time to time and also subject to budgetary provision.
						ZM	Managers / AFA in ZO and SRMs	M(PE)	Cat.II & I upto JMs in Hqrs.	
								ED(P)	Managers/ AFAs in Hqrs.and ZMs / EDs.	
9	Authority competent to sign mortgage deed/ agreement, Reconveyance etc. executed by the employees who have been granted HBA / Conveyance advance for and on behalf of the Corporation.	Distt. Manager	All Cat.	DM(P)	All Cat.	DM(P)	All Cat.	DM(E.I)	Cat.I & II	Subject to guidelines laid down by the Hqrs. from time to time.
								DM(E.II)	Cat.III & IV	
SL.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks
		Authority	Power	Authority	Power	Authority	Power	Authority	Power	
1	2	3	4	5	6	7	8	9	10	11
10	Authority competent to sanction full rate of daily allowance on tour :-			SRM	Full Powers	ZM	Full powers	ED(P)	Full powers upto Managers/AFAs in Hqrs	Subject to guidelines laid down by the Hqrs. from time to time.
								Full powers		
11	Incentive increment to the employees for promoting small family norms.	Distt. Manager	Cat.III & IV	RM	Cat.III & IV in RO.	JM(P)	Cat.III & IV in ZO.	JM(Hqrs.)	Cat.III & IV in Hqrs.	
				SRM	Cat.I & II in the Region.	DZM	Cat.II & I upto JMs in ZO	M(PE)	Cat.II & I upto JMs in Hqrs.	
						ZM	Managers / AFAs in ZO & SRMs.	ED(P)	Full powers.	
12	Incentive increment to the employees for meritorious/ outstanding work.			SRM	All Cat.	ZM	All Cat. in ZO & for SRMs / Managers.	ED	All Cat. working under him.	Powers are to be exercised as per guidelines issued by Hqrs.
								MD	EDs/ZMs	
SL.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks
		Authority	Power	Authority	Power	Authority	Power	Authority	Power	
1	2	3	4	5	6	7	8	9	10	11
13	Permission for higher studies & grant of incentive increment on acquiring specified additional educational qualifications.	Distt. Manager	Cat.IV	RM	Cat.III in Region.	DM(P)	Cat.IV in ZO.	DM(E)	Cat.IV in Hqrs.	
				SRM	All Cat.I & II in Region	JM(P)	Cat.III in ZO.	JM(Hqrs)	Cat.III in Hqrs.	
						DZM	Cat.II & I upto JMs in ZO.	M(PE)	Cat.II & I upto JMs in Hqrs.	
						ZM	Managers / AFAs in ZO & SRMs.	ED(P)	Managers / AFAs in Hqrs.	
MD	Full powers									
14	Pay fixation on promotion	Distt. Manager	Cat.IV	DM(P)	Cat.IV in RO.	DM(P)	Cat.IV in ZO.	DM(E)	Cat.IV in Hqrs.	Powers are to be exercised in consultation with the associate finance.
				RM	Cat.III in Region.	JM(P)	Cat.III in ZO.	JM(Hqrs)	Cat.III in Hqrs.	
				SRM	Cat.I & II in Region.	DZM	Cat.II & I Upto JMs in ZO	M(PE)	Cat.II & I upto JMs in Hqrs.	
						ZM	AFAs / Managers in ZO & SRMs.	ED(P)	Managers / AFAs in Hqrs.	
		MD	Full powers							
JM(P)	Cat.IV in ZO.	JM(Hqrs.)	Cat.IV in Hqrs.							

	DZM	Cat.III in Zone	ED(P)	For all cat. I & also for Cat.II & III in Hqrs.							
	ZM	Cat.II in Zone									
16	Debarment of employees from promotion on refusal.	-	-	SRM	For promotions to Cat.III and within Cat.IV	DZM	For promotions within Cat.III & IV in ZO and from Cat.III to Cat.II in Zone including for staff posted in Hqrs.	M (PE)	For promotions to Cat.I upto DMs.		
								ED(P)	For promotions within Cat.I		
17	Encashment of leave.	As in case of leave sanctioning authority for Earned Leave at Sl. No.4(i) above.									
SL.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks	
		Authority	Power	Authority	Power	Authority	Power	Authority	Power		
1	2	3	4	5	6	7	8	9	10	11	
18	(i) Availment of LTC (Home Town) / (anywhere in India) & encashment of LTC (Bharat Darshan) for the eligible employees.	Distt. Manager	Cat.III & IV	DM(P)	Cat.III & IV in RO.	DM(P)	Cat.III & IV in ZO.	DM(E)	Cat.III & IV in Hqrs.		
				SRM	Cat.I & II in the region	DZM	Cat.II & I upto JMs in ZO.	M(PE)	Cat.II & I upto JMs in Hqrs.		
				ZM	Managers / AFAs in ZO & SRMs.	ED(P)	Managers & AFAs in Hqrs.	MD	Full Powers		
	(ii) Change in the place of visit availing LTC (Bharat Darshan) after commencement of the journey provided the distance is not increased.	-	-	SRM	All Categories in the Region.	DZM	Cat.II, III, IV & I upto JMs in ZO.	JM(Hqrs)	Cat.III & IV in Hqrs.		
				ZM	Managers / AFA in ZO and SRMs	M(PE)	Cat.II & I upto JMs in Hqrs.	ED(P)	Managers / AFAs in Hqrs.		
				MD	Full powers						
	(iii) Change of hometown declaration once in the entire service.	Distt. Manager	Cat.IV in the Distt.	DM(P)	Cat.IV in RO.	DM(P)	Cat.IV in ZO.	DM(E)	Cat.IV in Hqrs.		
				RM / JM(P)	Cat.III in the Region.	JM(P)	Cat.III in ZO.	JM(Hqrs)	Cat.III In Hqrs.		
				SRM	Cat.I & II in the Region.	DZM	Cat.II & I upto JMs in ZO.	M(PE)	Cat. II & I upto JMs in Hqrs.		
						ZM	Managers / AFAs in ZO & SRMs.	ED(P)	Managers / AFAs in Hqrs.	MD	Full powers.
19	Grant of Computer Advance to the Officers.	-	-	SRM	Cat.I & II in the Region.	DZM	Cat.II & I upto JMs in ZO.	M(PE)	Cat.II & I upto JMs in Hqrs.		
				ZM	Managers / AFAs in ZO & SRMs.	ED(P)	Managers / AFAs in Hqrs.	MD	Full powers.		
SL.No	Nature of powers delegated	District Level		Regional level		Zonal Level		Headquarter Level		Remarks	
		Authority	Power	Authority	Power	Authority	Power	Authority	Power		
1	2	3	4	5	6	7	8	9	10	11	
20	Grant of salary advance	As in case of Leave Sanctioning authority.									
21	Permission for purchase / disposal of moveable / immovable property and noting down of transactions in official records.	Distt. Manager	Cat.IV in the Distt.	RM / JM(P)	Cat.III & IV in RO and Cat.III in Region	JM(P)	Cat.III & IV in ZO.	JM(Hqrs)	Cat.III & IV in Hqrs.		
				SRM	Cat I & II in the Region.	DZM	Cat.II & I upto JMs in ZO.	M(PE)	Cat. II & I upto JMs in Hqrs.		
				ZM	Managers / AFAs in ZO & SRMs.	ED(P)	Managers / AFAs in Hqrs.	MD	Full powers.		
22	Authority for attesting entries in the Service Books after approvals / sanctions accorded by the CA.	AM(P)	Cat III & IV in the Distt.	AM(P)	All Categories in RO and Cat II & I in the Region.	AM(P)	All Categories in ZO.	AM(P)	All Categories in Hqrs.	In case of AM(P), the next immediate senior officer will be the authority.	
23	Air journeys for the non-entitled employees.	-	-	SRM	Cat-I in the Region	ZM	Cat.I & II in the Zone	ED(P)	All Categories in Hqrs	As per the guidelines.	
				MD	Full Powers						
24	Sanction of telephone.	-	-	SRM	Full powers	ZM	Full powers	ED(P)	Full powers	As per the guidelines.	
25	Issue of NOC for acquiring passport and leaving country	-	-	SRM	All Categories in the region.	DZM	Cat.II, III & IV in ZO.	JM(Hqrs.)	Cat.III & IV in Hqrs.		
				ZM	All Cat.I in ZO & SRMs.	M(PE)	Cat. II & I upto JMs in Hqrs.	ED(P)	Manager / AFAs in Hqrs.		
				MD	Full powers.						

