

Kerala State Electronics Development Corporation

Delegation of powers

Sl.No.	Items	Delegated to			Conditions
		Whole Time Directors	Head of Divisions	Head of SBUs	
1	2	3	4	5	6
1	To Sanction leave in respect of employees working under him subject to the limits indicated	Normal leave And advance Leave	Normal leave	Normal Leave	In accordance with the rules of the Corporation and subject to Obtaining of certificate regarding leave entitlement from the concerned Personnel Department.
2	To sanction encashment of leave	Full powers	Full Powers	-----	As and when the facility is restored
3	To transfer employees from one Division to another Division	Full powers	----	----	In accordance with the transfer policy of the Corporation
3(1)	To transfer employees within a Division	Full powers	Full Powers	-----	In accordance with the transfer policy of the Corporation
3(ii)	To transfer employee with in The SBU	-----	----	Full powers	
4	To promote employees other than Executives and supervisors under His/her control.	Full powers	Full powers	Full powers	In accordance with the promotion policy of the Corporation and guidance issued from corporate office from time to time.
5	Authorising tours as per T A rules.	Full powers	Full powers	Full powers	In accordance with the policy of the Corporation and the guidelines issued from time to time. The amount of advance as calculated by concerned Finance Dept.

1	2	3	4	5	6
6	To initiate disciplinary actions Including issuing of Charge Memos to employees under His/her control.	Full powers	Full powers	Full powers	In accordance with the prescribed procedure and Rules of the corporation.
7	Award of penalties Major penalties i Reduction to a lower grade or post or to a lower stage in a time scale of pay for a specified period with further directions as to whether or not the employee shall earn increment of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the further increments of this pay. Minor Penalties i Recovery from pay or such other amount as may be due to him, of the whole or part of any pecuniary loss caused to the Corporation by negligence or breach of orders. ii Withholding of increments with or without cumulative effect. iii Withholding/barring promotion iv Censure	Full powers	Full powers in respect of employees under his/her control with minimum two grades below him /her.	-----	In accordance with the procedure Rules of the corporation and with the concurrence of Corp. personnel Dept.
		Full powers	Full powers in respect of employees under his/her control with minimum one grade below him /her. -do-	Full powers in respect of employees under his/her control with minimum one grade below him /her. Do	In accordance with the prescribed procedure and with the concurrence of the concerned personnel Dept. Do
		Full powers	do	-do	Do
		Full powers	do	do	do

1	2	3	4	5	6
8	To sanction Comp. Off	Full powers	Full Powers	Full powers	In accordance with the rules and the Corporate guidelines issued in this regard
9	To sanction and authorize expenditure against any statutory requirements-salary, conveyance, medical and TA claims etc., contractual obligations and other expenses in connection with the activities of the Division/Department/Unit under him subject to budget provision.	Full powers	Full powers	Full powers	In accordance with the policy, rules and standing orders of the Corporation and with the concurrence of the concerned Finance Department
10	To sanction and authorize issue of purchase orders against budgeted production/trading program and subject to the policies and procedures of the Corporation regarding purchase/trading.	Full powers	Full powers	Full powers	In accordance with the rules of the Corporation and with the concurrence of the concerned Finance Department.
11	To sanction and authorise expenses in emergencies for the safety of the employees and the Company's property up to limits indicated.	Rs. 7,000/-	Rs. 5,000/	Rs. 2,000/	-----
12	To Sign and execute documents on behalf of the Corporation.	Full powers	Full powers	Full powers	In accordance with the procedure prescribed in this regard by the Corporate Office
13	Settlement of disputed claims with in the limits indicated.	Rs,20,000/-	Rs.10000/	Rs., 5000/	-do-
14	To enter into negotiations and contracts and to rescind and vary such contracts and do such acts, deeds and thing for and on behalf of the Unit under him as may be necessary or expedient.	Full powers	Full powers	Full powers	In accordance with the procedure laid down by the Corporate Office.
15	To represent Company in all matters before Government establishments, Banks or other financial institutions for and on behalf of the Units under his control. To institute, defend or abandon any legal proceeding by or against the Company in respect of units under his control and defray expenses to the extent indicated.	Full powers	Full powers	Full powers	-----
16		Rs.10,000/	Rs.10,000/	Rs. 6,000/-	In consultation with the Corporate Legal Dept. and with the concurrence of the concerned Finance Dept

Special Provisions:

In addition to the above, the following special powers are also sub-delegated:

1. Company Secretary:

(i) To execute bonds, indemnities, documents, agreements, guarantees, counter-guarantees, etc. in favour of or to any Government or Quasi Government establishment or to any bank or other Financial Institution for and on behalf of the Company.

(ii) To appear and act in all Courts, Civil, Revenue or Criminal, whether original or appellate, in the Registration Offices and in any other Offices of the Government, Local Body, Municipal Corporations or Boards or any other Legal authority.

(iii) To sign and verify plaints, written statements, petitions of claim and objections, memorandum or appeal and petitions and applications of all kinds and to file them in any such court or office.

2. All the Executives in the Accounts and Finance Department are delegated with the following powers:

(a) To sign and execute cheques and other documents on behalf of the Corporation.

(b) To pass vouchers.

All matters not covered under the sub-delegation stated in the Annexure shall be taken up with the MD through the concerned Head of Departments. In the Corporate Office for appropriate decisions.