

National Scheduled Castes Finance and Development Corporation
Delhi

No.NSFDC/HR/DOP/91

30th May, 2025

OFFICE ORDER

In exercise of the power conferred by the Board at Point No. xxii of the Delegation of Power, CMD has sub-delegated his powers to officials of the Corporation as per earlier sub-delegation of powers enclosed w.e.f. 2.5.2025, i.e. from the date of his taking over the charge as CMD, NSFDC.

This issues with the approval of the Competent Authority.

Hindi version will follow.



(David Hrangate)
General Manager (HR)

Circulation:

- (i) CMD Secretariat/CGM
- (ii) All Departmental Heads/Desk In-charges
- (iii) Liaison Centres/Notice Board/Official Language Cell

NSFDC: REVISED/MODIFIED SUB-DELEGATION OF POWERS BY CMD TO DEPARTMENTAL HEADS/CGM ISSUED VIDE OFFICE ORDER DTD 6.2.25

S. No.	Description/Department etc.	Sub Delegation limit	Officer to whom power is sub delegated by CMD.	Remarks
A	ADMINISTRATION:			
1	Purchase of Office Equipment's/ AC	Upto Rs.0.50 Lakh per Case	Departmental Head (Admn.)	In concurrence with Finance.
2	Purchase/Repairs/Renovation (Furniture, Fixture & Fittings)	Upto Rs.0.50 Lakh per Case	Departmental Head (Admn.)	In concurrence with Finance.
3	Ceremonial Occasions	Upto Rs. 0.25 lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
4	Purchase of Stationery /Office Consumables	Upto Rs.0.40 Lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
5	Repair & Maintenance of Vehicles/ Other Assets (Office Equipment/Furniture & Fixtures)	Upto Rs.0.40 Lakh per case (including CSR purpose)	Departmental Head (Admn.)	In concurrence with Finance.
6	Printing	Upto 0.40 Lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
7	Postage / Telephone / Internet / Wifi	Upto 0.40 Lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
8	Office Maintenance Expense	As per Scope Bill / L.C. Renovation per case	Departmental Head (Admn.)	In concurrence with Finance.
9	Office Expense including rent etc. As per agreements/deeds	Upto Rs.0.50 Lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
10	Electricity/ Gas / Water Charges/Property Tax etc	As per Actuals	Departmental Head (Admn.)	In concurrence with Finance.
11	Insurance Expense	As per Actuals	Departmental Head (Admn.)	In concurrence with Finance.
12	Advertisement Expenses	Upto Rs.1.00 Lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
13	Media Audio Visual & Publicity Expense /Seminar/ Conference/Workshop/Mela /Exhibitions/ISO/Publicity/Inspection/Swachhta Pakhwada/Cultural Event/Annual Day etc.(including refreshment, mementoes)	Upto Rs.1.00 Lakh per case (including advances)	Departmental Head (Admn.)	In concurrence with Finance.
14	Vehicle Hire Charges	Upto Rs.0.50 Lakh per Case	Departmental Head (Admn.)	In concurrence with Finance.
15	Advance to Staff - Office expense etc., if any	Upto Rs.0.40 lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
16	Briefcase / Bags/Mobile Handset and its usage expenses.	As per rules	Departmental Head (Admn.)	In concurrence with Finance.
17	Overtime allowance (Drivers)	Rs.100/- per hr. Maximum of 100 hr. p.m.	Departmental Head (Admn.)	In concurrence with Finance.

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18	Imprest/permanent advance	Upto Rs.0.50 Lakh per case	Departmental Head (Admn.)	In concurrence with Finance.
19	Acceptance of Tenders in case of Open Tenders/ GeM (As per GFR)	Tender Value upto Rs.2.00 Lakh	Departmental Head (Admn.)	Above Rs.2.00 lakh by CMD.
20	Placing of Orders & sanction expenses on the basis of Tendered Contract Rates & Orders (including Security and Manpower)	Full powers	Departmental Head (Admn.)	As per Agreement/ Terms & Conditions.
21	Placing orders on GEM & similar Govt. Portals	Full powers	Departmental Head (Admn.)	As per Agreement/ Terms & Conditions.
22	Payment to Travel Agent for air/train journey	Full powers	Departmental Head (Admn.)	As per Agreement/ Terms & Conditions.
23	To accord administrative approval for civil work for which budget provision exists	Full Powers	Departmental Head (Admn.)	In concurrence with Finance.
24	Minor civil works (repair/construction and other emergent works)	Upto Rs.1.00 lakh	Departmental Head (Admn.)	In concurrence with Finance.
25	Board Meeting expense	Upto Rs.0.50 lakh	Departmental Head (Admn.)	In concurrence with Finance.
26	Business Promotion	Upto Rs.0.40 lakh per case	Departmental Head (Admn.)	In concurrence with CGM.
B HUMAN RESOURCE (HR)/VIG:				
1	Honorarium, TA to Expert, Consultants	Upto Rs.0.05 lakh per case	Departmental Head(HR)	-
2	Honorarium/Rewards to staff	Upto Rs.0.05 lakh per case	Departmental Head (HR)	-
3	LTC / Leave Encashment	Full powers as per rules.	Departmental Head (HR)	-
4	LTC Expense	Full powers as per rules.	Departmental Head (HR)	-
5	Reimbursement of Medical Expenses, Health check-up etc.	Full powers as per rules.	Departmental Head (HR)	-
6	Training Expense CMD / Staff / Deputationist (For training in India only)	Upto 1 Lakh per case	Departmental Head(HR)	-
7	Staff Recruitment Expense	As per actual or as per contract	Departmental Head (HR)	-
8	Staff Advances Conveyance, GPA, HBA, Education etc.	Actuals as per rules	Departmental Head (HR)	-
9	Forwarding of application (outside employment)	As per rules	Departmental Head (HR)	-
10	Fixation of Pay on initial Appointment, after promotion & Annual Increment.	As per RP&S Rules	Departmental Head(HR)	-

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11	Permission to join duty at a place other than Head Quarters	As per RP&S Rules	Departmental Head (HR)	-
12	Acceptance of Fitness Certificate to join duty	As per Leave Rules	Departmental Head (HR)	-
13	To fix instalments for payments of pay and allowances.	As per rules.	Departmental Head (HR)	-
14	Advance to Staff - LTC, Medical	Full powers as per rules.	Departmental Head (HR)	-
15	Expenses during Vigilance Awareness Week/Campaign, if any (HO & LC)	Upto Rs.0.50 lakh per case	Departmental Head (HR/Vig.)	-
16	Superannuation Benefits	Full powers as per rules	Departmental Head (HR)	In concurrence with Finance & CGM.
17	Post-retirement Benefits (including medical advance and reimbursement)	Full powers as per rules	Departmental Head (HR)	In concurrence with Finance & CGM.
Note: In case of expenses pertaining to Departmental Head (HR), the Sanctioning Authority will be CGM.				
C	FINANCE:			
1	Contributions to Gratuity / Medical / Pension funds / Trusts etc.	As per Rules	Departmental Head (Fin.)	In concurrence with CGM.
2	Inter transfer of funds in NSFDC Accounts	Actuals	Departmental Head (Fin.)	-
3	Legal / Professional Fees / Rates & Taxes/Audit Expenses	Upto 1.00 Lakh per case/ as per contract	Departmental Head (Fin.)	In concurrence with CGM.
4	Bank charges	Upto 0.05 Lakh per case	Departmental Head (Fin.)	In concurrence with CGM.
5	Consultancy charges	Upto 2 Lakh per case	Departmental Head (Fin.)	In concurrence with CGM.
6	Travelling Expense CMD / Directors / Staff / Deputationist	Upto 2 Lakh per case	Departmental Head (Fin.)	In concurrence with CGM.
7	Staff Welfare Expense	Upto 2 Lakh per case	Departmental Head (Fin.)	In concurrence with CGM.
8	Parliamentary Committee Expense	As per actual	Departmental Head (Fin.)	In concurrence with CGM.
9	Depreciation & Amortization Expense	As per actual	Departmental Head (Fin.)	In concurrence with CGM.
10	Salary & Allowances (including Apprentice, Interns, YPs, contract & outsource staff etc.)	Actuals as per rules	Departmental Head (Fin.)	In concurrence with CGM.
11	Rates & Taxes	Upto Rs.0.50 lakh per case	Departmental Head (Fin.)	In concurrence with CGM.
12	To declare, stores, plants, machinery etc. as surplus or unserviceable and to fix their reserve/sale price and to accept the mode of disposal, when the book value is 5% of the original cost after the life of the item is fully utilized or upto Rs.10,000 in case whichever is more.	-	Departmental Head (Fin.)	In concurrence with CGM.

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D	CORPORATE SERVICE & AUDIT:			
1	Audit Fee/Sitting Fee/Filing Fee/Any other charges approved by the Board.	Full Power	Departmental Head (Audit)	-
E	IT /MIS:			
1	Purchase of Server, Computers, Laptop Tabs & Hard disk, Softwares etc. (including installation expenses)	Upto Rs.2.00 Lakh per Case	Departmental Head (IT/MIS)	In concurrence with CGM and Finance Department.
2	Computer Website Expense	Upto 2.00 Lakh per case	Departmental Head (MIS/IT)	In concurrence with CGM.
3	Computer Stationery/consumables	Upto Rs.1.00 lakh per case	Departmental Head (MIS/IT)	In concurrence with CGM.
4	Repair & Maintenance of Computer Hardware (including AMC and upgradation)	Upto Rs.1.00 lakh per case	Departmental Head (MIS/IT)	In concurrence with CGM.
F	Official Language (OL)/Library:			
1	All expenses related to Rajbhasha Vibhag	Up to Rs.0.50 Lakh per case	Departmental Head, (Rajbhasha)	Over and above by CMD.
G	CSR:			
(i)	Sanction of projects	-	-	Upto Rs.20.00 lakh power with CMD, Rs.20.00 lakh to Rs.40.00 lakh with power NSFDC Board Level CSR Committee and Above Rs.40.00 lakh with power of NSFDC Board (Internal CSR).
(ii)	Release of funds under sanctioned projects	Full Power	Department Head (CSR)	In concurrence with Departmental Head (Fin.)
(iii)	Other Miscellaneous Payments	Full Power	Department Head (CSR)	In concurrence with Departmental Head (Fin.)
(iv)	Utilisation Certificate in GFR	Full Power	Department Head (CSR)	UC to Funding Agency as per practice (Jointly signed by HoD of concerned division, Finance and CMD)
H	SEED:			
(i)	Sanction of projects	-	-	Full power with CMD
(ii)	Release of funds under sanctioned projects	Full Power	Department Head (SEED)	In concurrence with Departmental Head (Fin.)
(iii)	Other Miscellaneous Payments	Full Power	Department Head (SEED)	In concurrence with Departmental Head (Fin.)
(iv)	Utilization Certificate in GFR	Full Power	Department Head (SEED)	UC to Ministry as per practice (Jointly signed by HoD of concerned division, Finance & CMD)

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I	Cluster Development:			
(i)	Sanction of projects	-	-	Full power with CMD
(ii)	Release of funds under sanctioned projects	Full Power	Department Head(Cluster Development)	In concurrence with Departmental Head (Fin.)
(iii)	Other Miscellaneous Payments	Full Power	Department Head(Cluster Development)	In concurrence with Departmental Head (Fin.)
(iv)	Utilization Certificate in GFR	Full Power	Department Head (Cluster Development)	UC to concerned Ministry/Funding agency as per practice (Jointly signed by HoD of concerned division, Finance & CMD)
J	National Fellowship for Scheduled Castes Students (NFSC) Scheme:			
1.	Approval on List of selected candidates based on result received from NTA.	Full Power	Departmental Head	With the approval of CMD/MoSJ&E.
2.	Issuance of Fellowship/Award Letters to the eligible scholars	Full Power	Departmental Head	-
3.	Uploading of Scholarship related information in NSFDC Website	Full Power	Departmental Head	-
4.	New University/ College/Institute Onboarding	Full Power	Departmental Head	-
5.	Release of Fellowship & Other Components	Full Power	Departmental Head	As per the prevailing Guidelines
6.	Fellowship payment in exceptional cases.	Full Power	Departmental Head	With the prior approval of CMD/MoSJ&E.
7.	Claim of Implementation Charges for NSFDC and Release of Service Charges to Canara Bank	Full Power	Departmental Head	In concurrence with Departmental Head (Fin.)
8.	Utilization Certificate in GFR format	Full Power	Departmental Head	UC to the MoSJ&E as per practice (Jointly signed by HoD of concerned Department, HoD of Finance Department and CMD)
9.	Revision in Fellowship and HRA rates etc.	Full Power	Departmental Head	In concurrence with CMD/MoSJ&E.
10.	Miscellaneous expenses.	Full Power	Departmental Head	In concurrence with the HoD of Finance Department.
11.	Reply to Parliament Question, NCSC, NHRC, Court Cases, Parliament Standing Committee etc.	Full Power	Departmental Head	In concurrence with CMD.
K	RTI:			
1	Receiving of RTI Application	-	Dealing Officer	In concurrence with PIO
2	Processing of RTI Application	-	Dealing Officer	In concurrence with PIO
3	Providing of Information	-	Concerned Desk	
4	Disposal of RTI Application	-	CPIO	

Signature

S. No.	Description/Department etc.	Sub Delegation limit	Officer to whom power is sub delegated by CMD.	Remarks
5	Receiving of Appeal through Portal	-	Dealing officer	In concurrence with Appellate Authority
6	Processing/Disposal of Appeal	-	Appellate Authority	-
7	Transparency Audit	-	CPIO	In concurrence with all concerned Departments
L CPGRAM:				
1	Receiving of Grievance	-	Nodal Officer	In concurrence with Grievance Redressal Officer
2	Processing of Grievance	-	Nodal Officer	In concurrence with Grievance Redressal Officer
3	Providing of Information	-	Concerned Desk	
4	Disposal of Grievance	-	Grievance Redressal Officer	
5	Receiving of Appeal through Portal	-	Grievance Redressal Officer	Appellate Authority
6	Processing/Disposal of Appeal	-	Appellate Authority	
M LEGAL:				
1	Legal, Professional & Consultancy Charges (excluding of IT)	Upto 1.00 Lakh per case or as per contract	Departmental Head (Legal)	In concurrence with CGM.
N SKILL TRAINING:				
1	Sanction of Skill Dev. Training Programmes	-	-	Full power with CMD.
2	a) Release of Funds under Skill Training (Target Group) upto the sanction b) Other Miscellaneous Payments c) Utilization Certificate in GFR	Full Power	Departmental Head (Skill Trg.)	a) In concurrence with Departmental Head (Fin.) b) In concurrence with Departmental Head (Fin.) c) UC to the Ministry/Funding agency as per practice (jointly signed by HOD of concerned division, Finance & CMD).
O ALL Departmental Heads / CGM:				
1	Approval of Tour Programme and Advance to Staff upto Rs.0.50 lakh per case	Upto E-6 level	CGM	In concurrence with CMD over and above the limit as per the rules.
2	Approval of Tour Claims	Full Power	CGM	-
3	Conveyance/Cartage etc.	Upto 0.05 Lakh per case	All Departmental Heads	In concurrence with CGM over and above the limit as per rules.
4	Grant of Leave in accordance with rules	1) In case of DGM 2) All officers below	Concerned GM Concerned DGM	Under intimation to CGM Under intimation to concerned

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		DGM.		GM/CGM. CMD will be the sanctioning authority in case of CGM & GM.
5	Execution of Deeds, Leases, Contracts, Instruments etc.	Actual	CGM	In concurrence with CMD
6	Incentive to SCA for Recovery	Actual	CGM	In concurrence with CMD
7	Project sanction	Upto limit of notional allocation of the agency/ SCA/Bank/RRBs	CGM	
8	Sanction of awareness programme/workshop by SCAs/RRBs/PSBs	As per Policy	CGM	
9	To declare, stores, plants, machinery etc. as surplus or unserviceable and to fix their reserve/sale price and to accept the mode of disposal (when the book value is 5% of the original cost after the life of the item is fully utilized or upto Rs.35,000 in case whichever is more).	When the book value is 5% of the original cost after the life of the item is fully utilized or upto Rs.35,000 in case whichever is more).	CGM	
10	Interest/Penalty on Statutory Dues	Upto Rs.0.10 lakh per case	CGM	CMD over and above the limit.

Note:

- Bills should not be split for the approval/sanction purpose.
- Any exception/special case/relaxation etc. shall be approved by CMD only.
- Procurement guidelines with regard to IT/Administration are enclosed. These guidelines are illustrative in nature. For more details, the latest guidelines under Govt. of India GFR and Manual for Procurement may be referred.

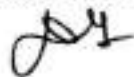
6.2.2025

NSFDC

Procurement guidelines with regard to IT/Administration

Notes:

- i) Chairman-cum-Managing Director (CMD), NSFDC has full powers for total IT/Administration Budget.
- ii) Delegated powers shall be exercised independently by the delegated officer (Accepting Authority), i.e. without prior reference to the Delegating Authority, unless otherwise specified in DoP.
- iii) Delegated powers may be exercised by the 'Linked Officers' only in urgent matters, which cannot wait, and with the prior approval of CMD.
- iv) The delegation will be subject to the 'Budget Provision', which should be confirmed by Accepting Authority from Finance/Accounts Division, before exercising any power for sanction of the expenditure.
- v) The Sanctioning/Accepting Authority shall ensure that Procedure/rules as stated in the General Financial Rules, 2017, in respect of "Procurement of Goods/services", are followed, unless otherwise provided in DoP. However, the reference to Financial Advisor/IFD in GFR, 2017 shall be deemed to be reference to the duly notified Departmental Head (Finance) / Finance Division, NSFDC respectively. Further, all the powers will be exercised by the CMD, i.e. Departmental Head (NSFDC)/other officials, as may be specified in the resolutions of the Board of Directors and as per the Delegation of Powers by the CMD to the officials of NSFDC respectively.
- vi) 'Tender Committee' will be constituted by the Accepting Officer, which will approve the tender document and for submit its recommendations to the Accepting Authority. The Tender Committee shall comprise of three members (below the level of Accepting Authority), which should include one member from the Finance Division not below the rank of Assistant Manager (Fin.). The contracts for services may be renewed by the Accepting Authority in emergent cases for reasons to be recorded in writing and after financial concurrence and approval of the CMD. Powers for accepting the tender document shall be exercised by the Accepting Authority, as per the DoP.
- vii) Types of tenders/quotations: As mentioned above, the procedures laid down under the GFR shall be followed by the Accepting Authority. The procuring authority will certify the reasonability of rates. The GeM portal shall also be utilized for procurement of Goods & Services etc. Following types of quotations/tenders may be invited for the purpose of purchase of goods/services (excluding taxes).
 - a) Up to Rs. 25,000/-: Purchase of goods/services upto the value of Rs.25,000/- (Rupees Twenty five thousand) only on each occasion may be made without inviting quotations Under this category, in emergency or in the absence of Accepting Authority, ex-post facto approval of Accepting Authority may be obtained.
 - b) Above Rs. 25,000/-and up to Rs. 2.50 lakhs: Purchase of goods/services may be made on the recommendations of the duly constituted Local Purchase Committee. 'Local Purchase Committee' shall be constituted by the concerned Accepting Authority. The Local Purchase Committee (LPC) shall comprise of three members (below the level of Accepting Authority), which should include one member from the Finance Division not below the rank of Officer (Fin.).
 - c) Above Rs.2.50 lakh and up to Rs.5.00 lakh: Purchase of goods/services may be made through Special Limited Tender Enquiry (SLT): Wherever empanelled list is not available, Special Limited Tenders may be invited from



- a list of contractors/vendors who have executed similar work satisfactorily in the past including working contractors/Vendors of NSFDC. For this purpose, a list containing a minimum of three contractors/vendors should be prepared in consultation with Finance with proper recording of reasons and duly got approved by the CMD, upon recording the reasons.
- d) Above Rs.2.50 Lakh and up to Rs.25.00 lakhs: Purchase of goods/services may be made through Limited Tender Enquiry. Empanelment of vendors for Limited Tender shall be made in consultation with Finance Division and approved by the CMD. The validity of the empanelment shall be one year from the date of the empanelment/order issued in this regard, which may be extended by the CMD for a further period of two years.
- e) Rs.25.00 lakhs & above: Open Tender: Invitation to tenders by advertisement should be used for procurement of goods of estimated value of Rs.25.00 lakh and above.
- f) Single Tender Enquiry: Procurement from a single source may be resorted to in the following circumstances and only after concurrence of the finance Division and approval by the CMD after recording detailed reasons:
- i) It is in the knowledge of the user department that only a particular firm is the manufacturer/provider of the required goods/services.
 - ii) In a case of emergency, the required good/services are necessary to be purchased from a particular source and the reason for such decision is to be recorded and approval of CMD obtained.
 - iii) For standardization of machinery or spare parts/systems to be compatible to the existing sets of equipment/ software (on the advice of a competent technical expert and approved by the CMD), the required item/service is to be purchased only from a selected firm.
- g) Common use Goods and Services available on GeM are required to be procured preferably through GeM as per Rule 149
- viii) Financial concurrence & Payments: All proposals valuing more than Rs.50,000/- shall be required to be concurred by the Finance Division before sanction is issued by the Accepting Authority. The power of concurrence shall be vested with the duly notified Head of the Finance Division. The payment to the vendor/service provider may be made by the Finance & Account Department after approval of the bills by the Accepting Authority as per DoP. However, in case where the CMD is the Sanctioning Authority, the payment may be released after approval of the bill by the concerned Head of the Division Initiating the proposal.
- ix) Powers sub-delegated by the CMD to the officers (Accepting Authority) for sanction and release of payments will be as per Sub-delegation of Power Document.

