NATIONAL RESEARCH DEVELOPMENT CORPORATION

No. NRDC/82G408/2025 Dated: 09.05.2025

OFFICE ORDER

Sub: **Sub-delegation of powers to Executives.**

Consequent upon joining of new Manager (Finance) vide OM dated 14.01.2025, the following changes in the sub-delegation of the powers to Group Heads and Division Heads which will come into force effect from 07.05.2025. While exercising the sub-delegated powers by the executives, GFRs, RTI, DPE guidelines and Board directions must be followed for all payment of goods and services, with regard to sub-delegation of powers:-

S. No.	Item	Extent
A.	**Chairman and Managing Director Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave/EL	Officials reporting to him
2	All approvals of Leave Encashment, TA&DA to candidates of Board Level posts interviewed by PESB, LTC, LTC Encashment, House Accessories Advance, PC advance, Personal Loan	Full Powers
3	All payments for IPR filing involving applications for foreign countries	Full Powers
4	Sanction of all Tours	Full Powers
5	Sanction of EOL, HPL, CCL, Maternity Leave, Paternity Leave, Child Adoption Leave, Study Leave etc	Full Powers
6	Reimbursement of Course fee for higher studies, Organization Membership fees of professional bodies	Full Powers
B.	**Shri N. G. Lakshminarayan DGM - (BD, PP) Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave/EL	For all Officials working under his Control
2	Recommendation of Tour Programs within India	For all Officials working under his Control
3	Hiring of DLY cars within and outside NCR limits through empanelled agency	Full powers
4	Local Conveyance/Late Sitting/Overtime Allowance	For all official working under his control
5	Assignment of job work for professional services to NRDC empanelled agencies	Full powers

S. No.	Item	Extent
6	Approval of IPR & other professional charges for filing in India	Upto ₹.100,000/- (Per Transaction)
7	Business Promotion	Upto ₹.10,000/- (Per Transaction)
8	Charges for Preparation of Market Survey Report, Feasibility Report, BEDP, etc.	Upto ₹.100,000/- (Per Transaction)
9	Honorarium/Travelling expenses to small inventors, Committee members & lead Scientists & Experts, TAC Members/ evaluating experts, Sub- Committee, Members of other Committees etc.	Upto ₹.1,00,000/-
10	Publicity & advertisements in Newspaper, Souvenirs, Magazines, Seminars, Workshops, Exhibitions, Printing materials, etc. & other related work	Upto ₹.100,000/- (Per Transaction)
11	Payment of bills in respect of Invention Intelligence / Awishkar, Printing, Remuneration to Authors, Dispatch and Purchase of Papers	Upto ₹.100,000/- (Per Transaction)
12.	Expenditure Approval of purchases made	Full powers
C.	**Shri. S. Chawla - DGM (Tech-Coord & IT), Royalty & Incharge (Finance) Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave/EL	For all Officials working under his Control
2	Recommendation of Tour Programs within India	For all Officials working under his Control
3	Hiring of DLY cars within and outside NCR limits through empanelled agency	Full powers
4	Local Conveyance/Late Sitting/Overtime Allowance	For all official working under his control
5	Business Promotion	Upto ₹.10,000/- (Per Transaction)
6	Assignment of job work for professional services to NRDC empanelled agencies	Full powers
7	Hiring of Computer Repair Agencies, including purchase of software/hardware parts including computer repairs.	Upto ₹.1,00,000/- (Per transaction)
8	Charges for Preparation of Market Survey Report, Feasibility Report, BEDP, etc.	Upto ₹.100,000/- (Per Transaction)
9.	Approval of IPR & other professional charges for filing in India	Upto ₹.100,000/- (Per Transaction)

S. No.	Item	Extent
10.	Bank Charges including interest and Commission charges charged by bank	Upto ₹.5,000/-
11.	All work/ expenses relating to Bank (of the Corp.), Income Tax, GST, etc.	Full powers
12	Any statutory liability as applicable to Corporation relating to Direct and Indirect Taxes, GST & PF/ESI etc.	Full powers
13	Honorarium/Travelling expenses to small inventors, Committee members & lead Scientists & Experts, TAC Members/ evaluating experts, Sub- Committee, Members of other Committees etc.	Upto ₹.100,000/- (Per Transaction)
D.	**Shri Amitabh Mishra, DGM (BD & PP & I/c-Legal) Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave/EL	For all Officials working under his Control
2	Recommendation of Tour Programs within India	For all Officials working under his Control
3	Hiring of DLY cars within and outside NCR limits through empanelled agency	Full powers
4	Local Conveyance/Late Sitting/Overtime Allowance	For all official working under his control
5	Business Promotion	Upto ₹.10,000/- (Per Transaction)
6	Assignment of job work for professional services to NRDC empanelled agencies	Full powers
7.	Charges for Preparation of Market Survey Report, Feasibility Report, BEDP, etc.	Upto ₹.100,000/- (Per Transaction)
8	Honorarium/Travelling expenses to small inventors, Committee members & lead Scientists & Experts, TAC Members/Prize Award Committee Members/ evaluating experts, Sub- Committee, Members of other Committees etc.	Upto ₹.100,000/- (Per Transaction)
9	Payment to Advocates for Legal Cases	Upto ₹.50,000/- (Per Transaction)
10	Payment to Advocates for obtaining professional services including opinions	Upto ₹.25,000/- (Per Transaction)
11	Purchase of e-Stamp Papers and expenditure towards Registration/Notarisation of documents	Upto ₹.25,000/- (Per Transaction)

S. No.	Item	Extent
E.	**Shri R.K.Nangia, DGM & CSD** **Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave/EL	For all Officials working under his Control
2	Recommendation of Tour Programs within India	For all Officials working under his Control
3	Hiring of DLY cars within and outside NCR limits through empanelled agency	Full powers
4	Approval of job work for Professional services viz. Filing of Statutory Returns/Forms with ROC/MCA & other Govt. Authorities and providing opinions on Corporate Law matters and other secretarial services	Full powers
5	Business Promotion/Board & General Meetings related expenses, sitting fee to Board of Directors	Upto ₹. 50,000/- (Per Transaction)
6	Purchase of Periodicals, Journals, Statutory & Corporate Law Books, etc.	Upto ₹.20,000/- (Per annum)
7	Local Conveyance/late Sitting/Overtime Allowance	For all officials working under his control
8	Payment of TA&DA, Honorarium etc. to Outside Experts	Upto ₹.50,000/- (per annum)
F.	**Dr. B.K. Sahu, Sr. Manager (Head ORCs)** **Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave/EL	For all Officials working under his Control
2	Hiring of Cars within and outside Visakhapatnam limits through empanelled agency	For all official working under his control
3	Business Promotion	Upto ₹.5,000/- (Per Transaction)
4	Local Conveyance/Late Sitting/Overtime Allowance	For all officials working under him
5	Honorarium/ Travelling expenses to small inventors, Committee members & lead Scientists & Experts, TAC Members/ evaluating experts, Sub- Committee, Members of other Committees etc.	Upto ₹.50,000/- (Per Transaction)
6.	Expenditure Approval of purchases made	Full powers
G.	**Dr. Sanjeeva K. Majumdar, Sr. Manager, (Head facilities)** **Administrative & Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/ Medical Leave/EL	For all Officials working under his Control
2	Business Promotion	Upto ₹.5,000/- (Per Transaction)
3	Assignment of job work for professional services to NRDC empanelled agencies	Full powers

S. No.	Item	Extent
4	Expenditure Approval of purchases made	Full powers
H.	**Shri D.V. Srihari, Manager (P & A)** **Administrative & Financials Powers**	
1	Sanction of Casual Leave/RH/Commuted/EL/Medical Leave	For all official working under his control & Officials of P&A section
2	Children Education Allowance, Book Award etc. (for all officials)	Full powers
3	All Railway/Air tickets booking and cancellation charges after approval of the tour by CMD	Full powers
4	Hiring of DLY cars within and outside NCR limits through empanelled agency and payments thereof	Full powers
5	Booking of Guest House/ Hotel accommodation and payments thereof	Full powers
6	Assignment to job work for professional services to NRDC empanelled agencies	Full powers
7	Local Conveyance/late Sitting/Overtime Allowance	For all officials working under his control
8	Honorarium/ Travelling expenses to small inventors, payment to Committee members & lead Scientists & Experts, TAC Members/ evaluating experts, Sub-Committee, Members & Members of other Committees papers etc. (after initial approval of CMD)	Upto ₹.1,00,000/- (per transaction)
9	Staff Car/Scooter maintenance & repairs etc.	upto ₹.20,000/- (per transaction)
10	Payment of TA&DA, Honorarium etc. to Outside Experts serving on Selection Committee/Assessment Committee Members (after initial approval of CMD)	Upto ₹.50,000/- (per annum)
11.	Purchase of Periodicals, Journals, Books, Technical Books etc.	Upto ₹.20,000/- (per annum)
13	Sale of Old Newspapers/Scrap including unserviceable and obsolete items	Upto ₹. 20,000/- per transaction
14	Payment of Bills/Invoices of Security Agency/Manpower providing Agencies/ Housekeeping Services Agency (after initial approval of CMD)	Full Powers
15	Maintenance & repair of furniture, machinery & equipment, building, electrical installation or any other repair	Upto ₹. 50,000/- (per transaction)

S. No.	Item	Extent
16	All annual maintenance contracts in r/o machinery & equipments, lift, Water Cooler, Air Conditioners/Generator, Fire extinguishers etc. (after initial approval of CMD)	Upto ₹. 1 lakh per transaction
17	Payment to Daily wages/Casual/Part-time/Contractual employees/Consultants etc. after initial approval of CMD	Full Powers
18	All Insurance in r/o Books, Building, Fixture & fittings, vehicles, electrical installation office furniture, Computers/Laptops equipment and machinery/cash in safe and cash in Transit etc. (after initial approval of CMD)	Full Powers
19	Payment of monthly rentals of lease-hold accommodation (after initial approval of CMD)	Full powers
20	Payment towards Petrol, Diesel, Medical Advance, Office Telephones, Mobile, Medical reimbursement, Dress Allowance to Group 'D' employees including Staff Car Drivers, Sanitary, Hardware & Electrical items, Staff Welfare, Misc. Expenses, Building Ground Rent & Property Tax, Printing & Stationery, Photocopy charges, Gas charges, Cartage, Porter Charges, Courier Agent Bill, Postage, & other related expenditure which are required for smooth functioning of the HQs	Full Powers Upto ₹.50,000/- (per transaction)
I.	**Shri Goutam Koley, Manager (F),** **Administrative and Financial Powers**	
1	Sanction of Casual Leave/RH/Commuted/Medical Leave	For all officials working under him
2	Local Conveyance	For all officials working under him
3.	Business Promotion	Upto ₹.5,000/-
4.	Bank Charges including interest and Commission charges charged by bank	Upto ₹.5,000/-
5.	All work/ expenses relating to Bank (of the Corp.), Income Tax, GST, etc.	Full powers
6.	Any statutory liability as applicable to Corporation relating to Direct and Indirect Taxes, GST & PF/ESI etc.	Full powers

1. During the absence of Manager (P&A), the files related to P&A shall be routed through DGM & CSD or other available DGMs in the order of seniority. Similarly if one of the DGM is on leave, the files related to the other DGM shall be routed through the available DGM in case of exigencies.

2. All the DGMs, Manager (Finance), Sr. Manager (Head facilities), Sr. Manager (Head ORCs), Manager (P&A) are empowered to detain officials working under their control beyond office hours as well as calling them on Saturdays/ Sundays and closed Holidays. They shall also have the power to sanction the compensatory off/ conveyance charges/ food reimbursement charges to Sr. Asstts. (Transport) and the staff working for essential services, etc. on the approved prescribed rates.

This order shall come into force with effect from 09th May, 2025 and is issued with the approval of Competent Authority.

(Pankaj Kumar)
Jr. Asst. Manager (Pers.)

Copy to:-
1. All the officials mentioned above
2. Office Order file
3. Head ORCs
4. Asstt. Manager (IT) (For uploading in RTI Section on Website)
5. Copy to CMD, NRDC