

//ANNEXURE -"B" - DELEGATION OF POWERS//

The Joint Director (Planning & Development) is delegated with the following administrative powers:-

1. To review working and co-ordinate the activities of various department at the Head Office and issue such directions/instructions as may be necessary to achieve the objectives issued by the Managing Director.
2. To oversee the implementation of all training/development/welfare scheme related to handloom sector including Vishwa, STEP, Devadasi Rehabilitation, SCP, House-Cum-Workshed and such other schemes as may be taken up for implementation in future and initiate steps for achieving the physical/financial targets under each scheme.
3. To oversee implementation of Subsidised Saree Dhoti Scheme in its entirety including recovery of dues and such other schemes as may be taken up for implementation in future.
4. To initiate administrative powers, disciplinary proceedings and impose any penalty in respect of employees working in the pay scale upto and including the scale of Rs 5200 – 9580.
5. To sanction casual leave to the Managers/Chief Managers at the Head Office;
6. To sanction sick leave and earned leave not exceeding 90 days at a time to Officers of the rank of Deputy Managers/PCQC Administrators and above including Managers/Chief Managers at the Head Office, Cotton Projects and other North Karnataka Units;
7. To sanction TA advance and TA bills to Officers of the rank of Deputy Managers/PCQC Administrators and above including Managers/Chief Managers at the Head Office, Cotton Projects and other North Karnataka Units;
8. To sanction charge allowance to employees and Officers who are placed in additional charge of a equivalent or higher post subject to the condition that (i) the employee placed in additional charge is otherwise eligible for holding the equivalent or higher post; (ii) incharge arrangement shall not exceed a period of one year;
9. To order recovery of unauthorized expenses incurred by the employees;
10. To sanction vehicle advance, other than car purchase advanced to the employees as per the approved scheme subject to availability of budget provision. Car purchase advance shall be sanctioned by the Managing Director instead of Board henceforth;
11. To sanction expenditure towards repair of the vehicle upto Rs 20,000/- at one time;
12. To sanction purchase of office equipments, the value of which shall not exceed Rs 10,000/- on each occasion;
13. To approve service/maintenance contracts in respect of office equipments and fixtures;
14. To approve purchase proposals relating to procurement of stationery and placing orders for printing of books of account, forms, stationery etc., subject to a limit of Rs 50,000/- on each occasion and total expenditure in a year not exceeding Rs 2.50 lakhs;

15. To approve purchase of capital equipment/execution of capital work, cost of which does not exceed Rs 1.00 lakh on each occasion subject to budget provision and total approvals in a year not exceeding Rs 5.00 lakhs;
16. To execute lease deed in respect of premises taken on lease/rent with the approval of the Managing Director.

01. ADMINISTRATIVE & DISCIPLINARY POWERS TO UNIT INCHARGES

The power of granting all kinds of leave, except Sick Leave with full pay and extraordinary leave on loss of pay contemplated under Rule 88 & 91 of the Staff Regulations to the employees in the Projects shall be exercised by the PCQC Administrators, except in the case of grant of leave to Assistant Accounts Officers, Accounts Officer and themselves. In the case of PCQC Administrators, Accounts Officer and Assistant Accounts Officers, such leave shall be granted by the Managing Director and leave applications in respect of them shall be sent to the undersigned for necessary orders in sufficient time.

The power of granting all kinds of leave, except Sick Leave with full pay and extraordinary leave on loss of pay contemplated under Rule 88 & 91 of the Staff Regulations, to the employees in the Raw Material cum Procurement Depots, "A" class showrooms and Officer Incharge of Central Warehouse, shall be exercised by the PCQC Officer/Manager of "A" class showrooms and Officer Incharge of Central Warehouse, except in respect of themselves. In the case of PCQC Officers, Managers of "A" class showrooms and Officer Incharge of Central Warehouse, such leave shall be sanctioned by the Managing Director and leave applications in respect of them shall be sent to the undersigned for necessary orders in sufficient time.

Procedural instructions regarding grant of leave etc., contained under Chapter VII of the Karnataka Handloom Development Corporation (Staff Regulations) 1979 should be followed while sanctioning the leave. No leave shall be sanctioned to any employee who is under orders of transfer and in such cases if it becomes necessary to sanction leave, orders from this Office will have to be obtained before permitting the employee to proceed on leave. Employees absenting themselves without making prior application for grant of leave and availing it without sanction should be dealt with severely and disciplinary action taken against the treating it as misconduct.

Before sanctioning any kind of leave to any employees eligibility for the leave applied for should be calculated and after the leave is sanctioned, the amount of leave sanctioned will have to be entered in the leave account in the appropriate page of the Service Register and attested by the Head of Office. The number and date of the order sanctioning the leave should also be entered in the Service Register. No leave shall be granted against future earnings of leave and if no leave is admissible at the time the employee wants to proceed on leave, the period will have to be treated as Leave Without Pay. A copy of every order sanctioning the leave other than casual should invariably be sent to the Head Office for information and record. Certificate of having entered in the Service Register the amount of leave sanctioned should be recorded in the copy of the order to be sent to the Head Office giving particulars of the balance of leave at credit of the employee.

Under Rule 81 of the Staff Regulations, Service Register are required to be maintained by every Head of the Office in respect of the employee working under them in which every step in an employee career right from appointment should regularly recorded, the entries duly verified with reference to the orders issued from time to time and the same attested by the Head of the Office. It shall therefore, be the endeavor of all Heads of Office to see that Service Register are opened, maintained and inspected regularly.

The following are the minor penalties specified under Rule 72(i) VI of the Staff Regulations:-

- a) Fine in the case of Category IV employee whose actual pay is
- b) Rs.200/- but below Rs.400/- per month.
- b) Withholding of promotions.
- c) Recovery from pay for loss caused to the Corporation.
- d) Withholding or stoppage of increments.

"Heads of Office" have been empowered under Statement I of the Regulations to impose the above minor penalties on employees drawing scales of pay up to and inclusive of Rs.500-1120/- for committing any acts amounting to misconduct. Acts and omissions constituting misconduct have generally been defined in Rule 73 of the Staff Regulation."

"Heads of Office" for the purpose of exercising disciplinary powers, means PCQC Administrator in the Projects, Sales Manager in "A" class showrooms, in the case of other showrooms, the Officers under whom the administrative control of the showrooms are placed and in the case of Raw Material cum Procurement Depots, the Officer Incharge of the Depot or any person immediately occupying the position of the management of the Unit."

With the above disciplinary and administrative powers vested with the Unit Officers, it should be possible for them to enforce disciplinary among the staff and deal with their cases quickly.

SUB: DISCIPLINARY POWERS TO MANAGERS IN THE HEAD OFFICE.

Following are the minor penalties specified under Rule 72(i) of Chapter VI of the Staff Regulations:-

- 01) Fine in the case of category IV employees whose actual pay is Rs.200/= but below Rs.400/- per month.
- 02) Withholding of promotions.
- 03) Recovery from pay for loss caused to the Corporation.
- 04) Withholding or stoppage of increments.

"Heads of Offices" have been empowered under Statement I of the Regulations to impose the above minor penalties on employees drawing scales of pay upto and inclusive of Rs.500-1120 for committing any acts amounting to misconduct. Acts and omissions constituting misconduct have generally been defined in Rule 73 of the Staff Regulations.

"Heads of Office" for the purpose of exercising disciplinary powers, means PCQC Administrator in the Project, sales Manager in "A" class showrooms, the Officer under whom the administrative control of the showrooms, the Officer under whom the administrative control of the showrooms are paced and in the case of Raw Material cum Procurement Depots, the Officer Incharge of the Depot, or any person immediately occupying the position of the Management of the Unit.

In the Head Office, minor penalties on employees drawing scales of pay up to and inclusive of Rs.500-1120/- for committing any acts amounting to misconduct may be imposed by the Managers in respect of those employees who are working under their immediate control after following the prescribed procedure treating the Head Office as a Unit . It will therefore be possible in future or the Managers in the Head Office to exercise sufficient disciplinary control over their staff.

THE FOLLOWING POWERS SHALL BE EXERCISED BY THE PRODUCTION MANAGER (COTTON)

- 01) To effect transfer of Project Staff in the cotton Projects up to and inclusive of Project Inspectors Gr. I Subject to condition that they shall not be transferred to their native taluks or native taluks of their spouses.
- 02) To sanction all types of leave to all Executive Staff.
- 03) To sanction casual leave to the PCQC Officers and PCQC Administrators.
- 04) To review tour diaries of PCQC Administrators and communicate remarks thereon.
- 05) To sanction opening of collective centres.
- 06) To sanction increments to all executive officers of the rank of PCQC Officers and below.
- 07) To exercise all powers in all respects in regard to the working of the Preloom Processing Units at Banahtti and Ranebennur excepting powers relating to personnel matters and subject to concurrence of the Finance Manager in personnel matters.
- 08) To appoint expert weavers for 220 days at a time.
- 09) To take all necessary steps to open Warping Units.
- 10) To take all necessary steps required to start Dye Houses subject to concurrence of Finance Manager.
- 11) To countersign all T.A. bills to al executive staff within their jurisdiction.

POWERS SHALL BE EXERCISED BY THE PRODUCTION MANAGER (SILK)

- 01) He shall sanction all types of causal leave to staff of Head Office.
- 02) To sanction increments to Officials in the Head Office.
- 03) To sanction Bicycle advance.
- 04) To forward applications for positions outside the Corporation having due regard to the needs of the Corporation.
- 05) T0 furnish information to Government on matters relating to employees on deputation to Corporation.

- 06) To effect promotion from the cadre of Helper to Jr. Assistant subject to reservations.
- 07) To purchase stationery from Cooperative and Government Organisations subject to a limit of Rs.1.00 lakh at any onetime and on others to a limit of Rs.10,000/- at any one time.
- 08) To place orders for printing with any cooperative or Government printing Unit subject to a limit of Rs.1.00 lakh at any time.

POWERS SHALL BE EXERCISED BY THE COMPANY SECRETARY.

- 01) To sanction all expenditure for essential consumable for maintenance of the Head Office.
- 02) To sanction all items of expenditure relating to maintenance and repairs of equipment in the Head Office after prior concurrence of the Finance Manager.
- 03) To take all needful steps to ensure safe custody and preservation of office papers as per provisions in the Companies Act.

POWERS SHALL BE EXERCISED BY THE MARKETING MANAGER.

- 01) To transfer all staff of the following ranks.

- a) Sales Assistant Gr. I
- b) Sales Assistant Gr. II

Transfer shall be made to the native taluks of the official or to the place in which the officials and previously working in the places.

- 02) To issue materials from showroom on approval subject to the condition that such approval shall be in writing and shall be limited to a single saree and shall be only to VIP's.

- 03) To approve air travel of Branch Managers of Madras, Kolkatta and New Delhi.

- 04) To effect promotions from Sales Assistants Gr. II to Gr. I.

- 05) To make postings for special sales campaigns from within the staff of the Marketing Department and if need by drawing on staff from other Departments provided that he shall take the prior concurrence of the concerned Heads of the Department and incase of difference between the concerned Head of Department and himself the paper shall be put up to Managing Director.

POWERS SHALL BE EXERCISED BY THE CHIEF MANAGER (P & D)

- 01) To effect repairs of vehicles up to a minimum of Rs.1,000/- at one time.
- 02) To effect payment of petrol bills and telephone bills.
- 03) All Heads of Departments are authorised to travel within the State in official cars subject to keeping Managing Director informed, if necessary in case of urgency on a postfacto basis.
- 04) All powers of transfer are subject to the condition that the concerned has put in atleast two years in his/her place of posting.
- 05) The Managing Director may call for any file at any time and review the decision.

POWERS SHALL BE EXERCISED BY DEPUTY MARKETING MANAGER

- 01) Monitoring of showroom performance, stock position, movement of goods wherever it is necessary, ascertain the demand of various products, indenting etc.,
- 02) Inspection of showrooms/Storage Point and Godown under his jurisdiction atleast once in a month, inspect the various books of accounts, and cash and stocks, work in progress etc., and send his report to the Marketing Manager. Incase of Storage Point, the report is to be sent to the Addl., Marketing Manager, Mysore Road, Bangalore.
- 03) He has to ensure that the showrooms maintained the books of accounts up to date.
- 04) He shall take decisions that may be necessary to improve the sales in the showrooms and its working for effective control.
- 05) He shall set up his Office at Hubli with necessary staff.
- 06) He shall be empowered to Inter Transfer sales staff within the region with the concurrence of the Head Office.
- 07) He shall be empowered for conducting sales campaigns/ exhibitions in his districts and finalise and depute staff from Units from this purpose.
- 08) He shall send proposals to the Marketing Manager with regard to opening of new showrooms in his jurisdiction and recommend closure of non viable showrooms.
- 09) He shall approve engaging of casual labourers /Security at showrooms/Storage Point/ Godowns during the rebate/ discount sales period and also at times of exigency.
- 10) He shall arrange for local advertisement as per budget approved and carryout sales promotional activities.
- 11) He has to follow up the orders from the Government Departments for the supply of uniform cloth, bandage cloth etc., and also payment of K.H.D.C., bills for these supplies.
- 12) He has to take all precautionary measures in regard to security/safety of Corporation stocks and property in the showrooms /storage point/godowns.
- 13) He has to follow up statutory requirements in respect of showrooms such as Registration/ Renewal under labour accounts registration and renewal under weights and measures account.
- 14) He is empowered to approve expenditure like repairs and maintenance and contingency expenses up to Rs.110/= in the region.
- 15) He shall coordinate with the Addl. Marketing Manager, F.G. Warehouse and Storage Point, Bangalore for effective functioning.
- 16) He shall attend to any other assignments that may be entrusted to him by the Marketing Manager / Managing Director from time to time.

DELEGATION OF FINANCIAL POWERS TO UNIT HEADS

Presently Unit Incharges have been incurring expenditure under various heads in the discharge of their day to day functions as per the authorisation that might have been issued from time to time. It is found necessary to issue comprehensive manual of delegation of powers to the Unit Heads, the manner in which the powers so delegated have to be exercised and procedures to be followed thereon. Keeping in view of the above, the powers to Units to incur expenditure are detailed in the attached statement.

The delegation and exercise of powers are subject to the terms & conditions given on pages (1) & (2) of the statement.

It is made clear that the powers now delegated will supersede the Circulars / Written instructions that might have been issued in the past in regard to delegation of powers and henceforth all the Unit Incharges shall exercise powers in accordance with the delegation contained herein. The Unit Incharges are requested to acknowledge receipt of the Circular and write back for any clarification.

Reasons such as non receipt of the Circular, non understanding of the contents of the Circular and practical difficulties in regard to following the procedures prescribed will not be accepted as reasons for contravention of the powers delegated in the Circular.

DELEGATION OF POWERS ARE SUBJECT TO THE FOLLOWING CONDITIONS.

01) Delegation of powers should not be considered as sanction to incur expenditure.

02) Expenses should be necessary, reasonable, genuine and wholly incurred for official purposes and supported by sufficient and proper documentary evidence, otherwise such expenditure will be recovered from the employee incurring/authorising such expenditure.

03) Limits available under one Head of Account cannot be utilized for expenditure under any other Head of Account.

04) Expenses incurred should be at rates most advantageous to the Corporation and should be incurred after following the prescribed procedure / obtaining quotations to the extent possible.

05) Expenditure up to Rs.250/= can be incurred without obtaining quotation in case of emergency and when it is not practicable to obtain quotations. However, this is subject to remarks at 2 & 4 above. Any expenditure above Rs.250/= should be supported by at least three genuine quotations, where it is not possible to obtain quotations/ it is not required for example in the case of replacement of original spare part supplied by the manufacturer directly such fact should be recorded by the Incharge and reported to Head Office and will be subject to postfacto sanction of Head Office.

06) Proper records should be maintained for expenditure incurred.

07) Instructions issued by the Management from time to time in so far as they pertain to delegation of powers shall automatically supersede the delegation in force till issue of such further instructions.

- 08) Receipts and payments account should be submitted to the Head Office before the 10th of succeeding month giving details of expenditure for the month, cumulative expenditure up to the end of the month and where specific limits have been fixed, the available limit under the particular Head of Account.
- 09) Limits prescribed herein are for one year.
- 10) Expenditure to be incurred over and above the limits specified herein are subject to prior approval of the Head Office.
- 11) The responsibility for obtaining written approval of the Management rests on the Unit.
- 12) The power delegated herein vest with the Incharges of the Unit.
- 13) Splitting / wrong classification of expenditure so as to fall within the delegated powers is not permitted.
- 14) In case of Units coming under the administrative control of Projects / Other Units powers delegated are further subject to approvals of their controlling Units.
- 15) Powers delegated herein supersede all delegations made so far.
- 16) As and when Unit wise budget allocations are made the amounts indicated herein will be substituted by the amounts indicated in the budget under each Head.
- 17) As far as possible purchases should be made/ services to be obtained from Government Departments, Government Agencies, Janatha Bazars, Cooperative Societies, etc.