

File No.7/2/99-OIDB(Pt.)

August 24, 2020

OFFICE ORDER NO.19/2020

The competent authority has approved the Delegation of Powers to OIDB Officers in supersession of all delegation of powers approved in the past. The approved Delegation of Powers are enclosed as Annexure and will be implemented in OIDB with immediate effect till further orders.

Rajesh Saini
24/8/2020

(Rajesh Saini)
Dy. Chief F&A Officer

Encl: As above.

To

1. PS to Secretary, OIDB
2. FA&CAO, OIDB
3. DCF&AO (RS) / DCF&AO (GD)
4. All officers of OIDB
5. Notice Board
6. Office Order File

प्रधान कार्यालय :-

ओ.आई.डी.बी. भवन, 'सी' ब्लॉक, तीसरी मंजिल,
प्लॉट नं. 2, सेक्टर - 73, नोएडा-201301, उ.प्र.
फोन : 91-120-2594602, 603, 604 फैक्स : 91-120-2594630
वेबसाइट : www.oidb.gov.in

पंजीकृत कार्यालय :-

301, वर्ल्ड ट्रेड सेंटर, तीसरी मंजिल, बाबर रोड, नई दिल्ली-110 001
फोन : 91-11-23413540

Main Office :-

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Phone : 91-11-23413540


कृपया हिन्दी में पत्राचार करें।

मि0सं07/2/99-तेल उद्योग विकास बोर्ड

दिनांक 24 अगस्त, 2020

कार्यालय आदेश संख्या 19/2020

सक्षम प्राधिकारी ने पूर्व में स्वीकृत सभी शक्तियों के प्रत्यायोजन का प्रतिस्थापन करते हुए ओआईडीबी के अधिकारियों को शक्तियों के प्रत्यायोजन की स्वीकृति प्रदान की है। स्वीकृत, शक्तियों का प्रत्यायोजन संलग्नक में हैं, तथा यह अगले आदेश जारी होने तक इसे ओआईडीबी में तात्कालिक प्रभाव से क्रियान्वित किया जा रहा है।


(राजेश सैनी)

उप मुख्य वित्त एवं लेखा अधिकारी

संलग्न: उपरोक्त

प्रति:

1. अध्यक्ष ओआईडीबी/सचिव, पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय के प्रमुख निजी सचिव
2. अवर सचिव एवं वित्त लेखा, पेट्रोलियम एवं प्राकृतिक गैस मंत्रालय के प्रमुख निजी सचिव
3. सचिव तेल उद्योग विकास बोर्ड के निजी सचिव
4. वित्त सलाहकार एवं मुख्य लेखा अधिकारी
5. उप मुख्य वित्त एवं लेखा अधिकारी (आरएस)/ (जीडी)
6. ओआईडीबी के सभी अधिकारी
7. नोटिस बोर्ड
8. कार्यालय आदेश मिसिल

प्रधान कार्यालय :-

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OIL INDUSTRY DEVELOPOMENT BOARD

Delegation of Powers

Sr. No.	Nature of Expenditure	Delegation of Powers		
		DCF & AO (restricted to their sphere of duty)	FA & CAO	Secretary, OIDB
1	Personnel / Pensioners			
1.1	Fixation / Payment of Pay and Allowances as per service conditions/rules	--	All cases below FA&CAO (Subject to sanction of competent authority)	All cases below Secretary
1.2	Sanction of Pension & Retirement benefits as per approved rules	--	Up to Group 'B' employees	Up to FA&CAO
1.3	Grant of withdrawal/advance from OIDB Staff Provident Fund (SPF)	--	As per OIDB Staff Provident Fund Rules, 2013, FA&CAO is empowered to sanction withdrawal/advance from SPF	--
1.4	House Building Advance	--	As per HBA rules of Central Govt. (below FA&CAO)	As per HBA Rules of Central Govt. (up to FA&CAO)
1.5	Computer Advance	--	As per Central Govt. rules for computer advance (below FA&CAO)	As per Central Govt. rules for computer advance (up to FA&CAO)
1.6	Leave			
(a)	Grant of leave such as EL, Sick leave, CL and maternity/paternity leave as per rules	Below DCF&AO	Upto DCF&AO	Upto FA&CAO
(b)	Study Leave / Extra-ordinary leave	--	--	Up to FA&CAO
(c)	Make officiating arrangements against leave vacancies	--	Upto DCF&AO	up to FA&CAO
(d)	Recall from leave in case of extreme urgency in the interest of work	--	Upto DCF&AO	up to FA&CAO
1.7	Need-based/temporary engagement of personnel on outsourcing basis on monthly payment basis	--	Rs.1 lakh/pm per person & Total expenditure up to Rs.10 lakh/pm	Rs.2 lakh/pm per person & Total expenditure up to Rs.20 lakh/pm
1.8	Engagement of consultants/Advisors on monthly payment basis	--	--	Need based
1.9	Engagement of consultants/ consultancy firms of national/ international repute for specific assignments	--	--	Upto Rs.50 lakh in a single case and maximum Rs.1 crore in a year (subject to proper tender procedure and in case of nomination basis : approval by Chairman, OIDB)

Sr. No.	Nature of Expenditure	Delegation of Powers		
		DCF & AO (restricted to their sphere of duty)	FA & CAO	Secretary OADB
1.10	Medical Reimbursement as per OADB Employees (Medical Attendance) Rules / OADB Board approvals	All cases Below DCF&AO as per Employees (Medical Attendance) Rules.	All cases as per Employees (Medical Attendance) Rules	All cases as per Employees (Medical Attendance) Rules.
2.0	ADMINISTRATION			
2.1	Travel (Approval would also mean approval for expenses to be incurred as per policy) - Travel Abroad - Travel Within India	-- --	-- below DCF&AO	Upto DCF&AO (beyond DCF&AO – Chairman, OADB) Upto FA&CAO
2.2	Sanction of TA/LTC expenses and advances as per applicable rules, subject to approval of the tour/LTC by the competent authority	Below DCF&AO	Below FA&CAO	All cases
2.3	Nomination in Training/Conference/ Workshops/ Seminars - Nomination abroad - Nomination within India	-- --	-- below DCF&AO (Upto Rs.1 lakh each person)	Upto DCF&AO (beyond DCF&AO – Chairman) Upto FA&CAO
2.4	Organizing Training/Conference/ Workshops/Seminars - Incur expenditure for organizing training courses / workshop and all expenditure.	--	Upto Rs.5 lakh in each case & Upto Rs.20 lakh in a year	Upto Rs.50 lakh in each case and total Rs.2 crore in a year.
2.5	Institutional Membership - To approve institutional membership of professional / other institutions/club membership etc.	--	Upto Rs. 5 lakh per annum in each case (except club membership)	Upto Rs. 20 lakh per annum in each case
2.6 *	Honorarium (to sanction payment of honorarium per annum/per employee)	--	Upto Rs.10 thousand Per employee/per annum	Upto Rs.20 thousand Per employee/per annum
2.7 *	Sanction of telephone / mobile phone / PC & Printer / Laptop / I-Pad for officers at residence / office within policy and on need basis	--	As per the approved guidelines	All cases.

* Provided that such facilities are not availed by persons on deputation from their respective parent organisations.

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Sr. No.	Nature of Expenditure	Delegation of Powers		
		DCF & AO (restricted to their sphere of duty)	FA & CAO	Secretary, OADB
2.8	Telephone/mobile/internet charges for office use/eligible employees as per approved guidelines.	Below DCF&AO (As per approved guidelines)	Below FA&CAO (As per approved guidelines)	All cases
2.9	Hiring of vehicles on need basis as per rate contract	Up to total Rs.1 lakh/pm	Up to total Rs.5 lakh/pm	Up to total Rs.10 lakh/pm
2.10	Electricity & water charges bills of office building	Up to Rs.25 lakh in each case	Up to Rs.50 lakh in each case	Up to Rs.1 crore in each case
2.11	Office Administrative expenses of revenue nature – recurring (Proper inventory management has to be ensured)	Upto Rs.5 lakh in each case	Upto Rs.15 lakh in each case	Upto Rs.50 lakh in each case
2.12	Office Administrative expenses/overheads of revenue nature – non-recurring, including contingencies	Upto Rs.7 lakh in each case	Upto Rs.30 lakh in each case	Upto Rs.75 lakh in each case
2.13	Purchase of books and periodicals	Upto Rs. 1 lakh per annum	Upto Rs 5 lakh per annum	Up to Rs. 20 lakh per annum
2.14	Business Promotion Expenses	Upto Rs. 20 thousand in each case & Upto Rs.2.50 lakh in a year	Upto Rs.1 lakh in each case & Upto Rs.12 lakh in a year	Upto Rs.5 lakh in each case & upto Rs.60 lakh in a year
2.15	Staff welfare grant	Upto Rs.2 lakh per annum	Upto Rs.10 lakh per annum	Upto Rs.25 lakh per annum
2.16	Renting of building for office accommodation/residential and other purposes	---	Upto Rs.1 lakh/per month in each case	Upto Rs.5 lakh/ per month in each case
2.17 (a)	Repairs & Maintenance and alteration to owned office space/building/plant & machinery/furniture & fixtures and other misc. contracts	Upto Rs.5 lakh in each case	Upto Rs.1 crore in each case	Up to Rs.10 crore in each case
2.17 (b)	Repairs & Maintenance and alteration of hired office/building owned office space/building/plant & machinery/furniture & fixtures and other misc. contracts	i) Rs.30000/- in each case ii) Rs.50000/- per annum non-recurring iii) Rs.6,000/- per annum recurring	i) Rs.30000/- in each case ii) Rs.50000/- per annum non-recurring iii) Rs.6,000/- per annum recurring	Up to Rs. 10 lakhs in each case and Rs.1 crore per annum
2.18	Legal / Professional Charges	---	Upto Rs.20 lakh in each case	Upto Rs.1 crore in each case
2.19	Sanction/payment of penalties/ fines/interest to Government bodies	--	Upto Rs.50 lakh in each case	Upto Rs.5 crore in each case
2.20	Waive off penalties / fines / liquidated damages	--	Upto Rs.2 lakh each case	Upto Rs.10 lakh each case

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Sr. No.	Nature of Expenditure	Delegation of Powers		
		DCF & AO (restricted to their sphere of duty)	FA & CAO	Secretary OIBD
2.21	Withdrawal of pending legal cases/ out of the court settlement	--	Upto Rs.50 lakh each case	Upto Rs.5 crore each case
2.22	Authentication/Signing of documents viz. Loan Agreements, Vakalatnama, Affidavits including contracts on behalf of OIBD, subject to prior approval of proposal by competent authority	All cases	All cases	All cases
2.23	Insurance of moveable & immoveable assets on replacement cost basis	--	As per Asset value of OIBD	As per Asset value of OIBD
2.24	Sanction of Imprest for official purposes	Up to Rs.10 thousand.	Upto Rs.20 thousand.	Up to Rs.50 thousand.
2.25	Advertisement / Press releases for official purposes	Upto Rs.5 lakh in each case & upto Rs.50 lakh per annum	Upto Rs.10 lakh in each case & upto Rs 1 crore per annum	Up to Rs.50 lakh in each case & upto Rs 5 crore per annum
2.26	Release of Funds (Grants & Loans) as approved by OIB Board	--	--	All cases within the approved budget.
2.27	Re-appropriation of funds under various heads subject to the condition that no re-appropriation of funds will be made from revenue to capital expenditure and vice-versa.	--	--	All cases
2.28	Signing of Cheque /NEFT / RTGS and electronic mode of fund transfer for approved payments	Upto Rs.10 crore : Jointly either by two DCF&AOs or DCF&AO and FA&CAO	Beyond Rs.10 crore : Jointly by FA&CAO with DCF&AO / Secretary	Beyond Rs.10 crore : Jointly by Secretary with DCF&AO / FA&CAO
2.29	Investments of funds as per policy approved by OIB Board	Upto Rs.10 crore in each case	Beyond Rs.10 crore in each case	Beyond Rs.10 crore in each case
2.30	Write off losses			
i)	Not due to theft/fraud/negligence	--	Upto Rs. 5 lakh	Upto Rs.20 lakh
ii)	Due to theft/fraud/negligence	--	Upto Rs. 1 lakh	Upto Rs.5 lakh
2.31	Surplus To declare stores/ materials equipments surplus and unserviceable and order disposal on competitive tender and acceptance thereof	Upto Rs. 1 lakh per annum	Upto Rs. 10 Lakh per annum	Upto Rs.1 crore per annum (Beyond Rs.1 crore by Board)

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Sr. No.	Nature of Expenditure	Delegation of Powers		
		DCF & AO (restricted to their sphere of duty)	FA & CAO	Secretary OIDB
3.0	Works, Procurement & Disposal of Goods & Services			
3.1	Single tender/ Nomination basis			
	(a) For Proprietary items / Govt./PSU vendor/contractor	Upto Rs.5 lakh	Upto Rs.25 lakh	Upto Rs.100 lakh
	(b) For Non-Proprietary items / private parties	Upto Rs.50 thousand	Upto Rs.5 lakh	Upto Rs.50 lakh
3.2	Deemed Single Tender	Upto Rs.5 lakh	Upto Rs.15 lakh	Upto Rs.25 lakh
3.3	Limited Tender	Upto Rs.10 lakh	Upto Rs.20 lakh	Upto Rs.25 lakh
3.4	Public Tender	Upto Rs.50 lakh	Upto Rs.10 crore	Beyond Rs.10 crore

Notes:

1.	All financial powers delegated are limited to sanctioned Budget provisions.
2.	If a single technically acceptable offer is received against limited/public tender, the same shall be treated as deemed single tender.
3.	The landed cost for purchase and proposed award cost without any tax credit shall be the value for determining competent authority.
4.	Limited Tender shall be taken in cases where offer has been sent to at least four parties and two technically acceptable bids have been received.
5.	Change Order of awarded tenders for variation in rate/quantity/terms of contract having financial implication up to 5% of the value of tender shall be approved by the same authority. Change Order for value more than 5% but up to 20% shall be approved by the next higher authority.
6.	The above powers shall be subject to circulars/directions issued by CVC from to time.

Lalit
24/01/2020