

**E File No: 10021/01/2017-GeM
Government E-Marketplace
Jeevan Bharti Building
Connaught Circus, New Delhi-110001**

29.03.2019

Subject : Delegation of Financial and Administrative Powers

Attention is invited to the Minutes of 2nd Meeting of the Board of Directors (item no. 7) held on 04.07.2017, wherein the Board had delegated Administrative and Financial Powers and responsibilities to CEO, GeM (Extract enclosed as Annexure).

2. Approval of competent authority is hereby conveyed for delegation of following Administrative and Financial powers to different levels of officers in GeM-SPV -

S. No.	Nature of Power	Extent of Delegation	Authority to whom delegated	Conditions and Limitations
1.	Hiring of Interns	For 2 to 6 months	ACEO (Admin)	Honorarium not to exceed Rs 15,000 per month per Intern
2.	Grant of leave of different kinds upto 15 days	Full	Reporting officer	Leave of any kind, if granted for a period beyond 15 days shall require approval of CEO/ ACEO (Admin), as the case may be.
3.	Controlling officers for sanction of domestic tours	Full	ACEO (Admin)	Through reporting officer
4.	Reimbursement of Travel bills/ TA/DA	Full	ACEO (Admin)	As per approved rates of entitlement. Counter signatures of Controlling officers shall be required. ACEOs may however, countersign their own bills)
5.	Reimbursement of Medical Expenses	Full Powers	DCEO(HR)/ VP (HR)	As per CGHS rates
6.	Transfer grant	Full Powers	DCEO(HR)/VP (HR)	As per GOI/ GeM Policy

7.	For attending courses and training programmes in India	Full Powers	CEO	
8.	Hospitality and Entertainment	1. Upto Rs. 10,000 on each occasion. 2. Full powers.	1. DD (Admin) 2. DCEO Admin	As per extant GOI policy
9.	Purchase of stationary stores/equipment	1. Upto Rs. 10,000 on each occasion. 2. Upto Rs. 50,000 on each occasion. 3. Full Powers	1. DD (Admin) 2. DCEO (Admin) 3. ACEO (Admin)	Only through GeM
10.	Purchase of fixture and furniture	1. Upto Rs 2 lakh on each occasion. 2. Full Powers	1. ACEO (Admin) 2. CEO	Only through GeM
11.	Petty works and repairs	1. Upto Rs. 10,000 on each occasion. 2. Upto Rs. 50,000 on each occasion. 3. Upto Rs. 2 lakhs on each occasion.	1. DD (Admin.) 2. DCEO Admin 3. ACEO (Admin)	Powers of DCEO (Admin) and DD (Admin) to incur expenditure shall be as per rates approved by competent authority.
12.	Payment of rent for office /residential premises (at Approved rates)/ Electricity, Gas and Water charges.	1. Upto Rs. 50,000 on each occasion. 2. Full Powers	1. DD (Admin) 2. DCEO (Admin)	Powers of DCEO (Admin) and DD (Admin) to incur expenditure shall be as per rates approved by competent authority.
13.	Postal charges	Full Powers	DD (Admin)	
14.	Telephone Fax E-mail	Full Powers	DD (Admin)	
15.	Purchase of Books and Periodicals.	Full Powers	DD (Admin)	

16.	Hiring of Vehicles	Full Powers	ACEO (Admin.)	
17.	Payment of conveyance charges incurred by the employees.	Full Powers	DD (Admin)	Upto Rs 5 per Km, duly approved by controlling officer
18.	Approving of bills in respect of items of expenditure where rates of expense are already approved by CEO	1. Upto Rs 50,000 on each occasion. 2. Full Powers	1. DCEO (Admin)/ DD (Admin) 2. ACEO (Admin)	As per existing contracts

(Note: Full powers implies to the extent delegated by Board to CEO)


2. The delegated powers shall be exercised in conformity with the general provisions of the relevant rules. The exercise of aforesaid financial powers shall be further subject to following -

- All matters bearing financial implications shall require financial concurrence. The financial concurrence shall be prior to the approval by approving authority. All proposals involving a financial implication and requiring approval of CEO shall be first concurred by CFO before being placed to CEO for approval.
- Likewise, in order to provide flexibility and to meet the administrative requirements, any authority competent to approve an item of expenditure as per the delegation of financial powers shall exercise its delegated powers in concurrence with a finance officer, to be nominated by CFO for the purpose.
- In case of disagreement between the views of the concurring authority and approving authority, the approving authority may overrule the advice of the concurring authority, while recording the reasons in writing.
- The approving authority shall ensure that expenditure in the Head is within the overall approved budgetary limit.

3. The following matters shall be excluded from financial concurrence -

- Sanction of advances, benefits and payments to employees within the rules & regulations of GEM.
- All salaries, claims etc. being paid as per approved rates.

3. This issues in supersession of all existing instructions on the subject.


 (Sanjeev Kumar)
 Chief Manager (Finance)
 GeM-SPV

To,

1. All ACEOs/ DCEOs/ DD (Admin)/ VP (HR) for information and necessary action please.

ANNEXURE**EXTRACT OF THE MINUTES OF THE 2ND MEETING OF THE BOARD OF DIRECTORS OF GOVERNMENT E MARKETPLACE HELD ON TUESDAY 4TH DAY OF JULY 2017 AT 4.00 P.M.****ITEM NO. 7****DELEGATION OF ADMINISTRATIVE & FINANCIAL POWERS AND RESPONSIBILITIES TO CEO, GeM**

It is informed to the Board that for operational convenience and flexibility to deal with administrative & financial powers, it is necessary to authorize CEO of the Company.

After Discussion, the Board approved the following resolutions for adoption:

"RESOLVED THAT for the smooth and proper functioning of the GOVERNMENT EMARKETPLACE, the Chief Executive Officer of the GOVERNMENT EMARKETPLACE is hereby authorized to exercise the following delegated powers:

FINANCIAL POWER

- a) To sanction full expenditure on salaries/ remuneration of officials/resources working in GOVERNMENT EMARKETPLACE, as per agreed terms and conditions
- b) To sanction consultancy fee upto Rs. 10 lakh.
- c) To call tenders, evaluate the bids received and decide tenders of value upto INR 50 lakh in respect of goods/ services and works
- d) To approve any other miscellaneous financial matters upto Rs. 10 lakh per case/ transaction.
- e) To do all such acts, deeds and things as may be required or considered necessary or incidental thereto.
- f) The entire financial expenditure within the delegated financial powers of the CEO shall be done in accordance with GFR 2017.

ADMINISTRATIVE & HR RELATED POWERS

- a) To define the short-term and medium-term human resources needs of the Company.
- b) Draft/adapt the HR Manual for the Company.
- c) To select and engage/ appoint Government official on deputation to GeM.
- d) To select and hire professionals and other resources for GeM from the Market by following an open and transparent method.
- e) To ensure that all Central & State laws and regulations/notifications that affect employment are followed.
- f) To act all such acts, deeds and things as may be required or considered necessary or incidental thereto.