

(17)

DELEGATED AUTHORITY TO SENIOR MANAGER (PPC), NHFDC

- 1) Lease rent of Office premises of NHFDC at Red Cross Bhawan, Sector-12, Faridabad at the cost as agreed between NHFDC and Red Cross Society, Faridabad (lessor).
- 2) Monthly hiring charges in respect of one vehicle (Car) for office use of NHFDC subject to monetary limit of Rs.16,000/- per month.
- 3) Monthly Salary bills of below Board level employees (including those employed on contract basis) including deduction and remittances.
- 4) Grant of increment to employees on clearance of probation period as per terms of the appointment.
- 5) Lease rentals and other payments to the lessor as per the lease agreement read with NHFDC (Company/Self-Leased Accommodation) Rules, 2003 for leased accommodation (including self-leased accommodation) for the below Board level employees of NHFDC.
- 6) Telephone bills pertaining to telephones installed in NHFDC office.
- 7) Routine day-to-day office maintenance/repair, postal expenses, procurement and printing of office stationary.
- 8) Convening General Meetings, Board Meetings and Project Screening Committee Meetings.
- 9) News papers, magazines, periodicals for office use.
- 10) TA/DA payment to Directors of NHFDC for attending Board and Project Screening Committee meetings as per the entitlement of MD of NHFDC.
- 11) Any other expenditure including capital expenditure for amount not exceeding Rs. 5000/- (Rupees Five Thousand Only) for a single bill or on a single occasion.
- 12) Adjustment of TA/ D.A advances drawn by below Board level employees and order for payment of balance amount to the employee/NHFDC.
- 13) Authorities stated at sl. 6 to 9 (both inclusive) would be exercisable upto an amount not exceeding the monetary ceiling of Rs.25,000/- (Rupees Twenty Five thousand only).