



DOP - MARCH 2009

**SECTION - II
PERSONNEL POWERS**

Sl. No.	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
1	List of Candidates to be called for interview	Full Powers	Appointing Authority	
2	Constitution of Medical Board for examining the fitness for service	Full Powers	Appointing Authority	
3	Sanction of Expenditure on Recruitment	GM(P&A)/HOP		
4	Extension of time for joining the post on initial appointment	Full Powers	Appointing Authority	
5	Grant of TA to candidates called for interview	Full Powers in accordance with TA Rules	DGM (P&A)	
Note: 1. Medical Reimbursement claim shall be as per prevalent policy of the Corporation. 2. Grant of Car/Scooter etc. advance as per prevalent policy of the Corporation. 3. Transfer of Staff as per guidelines issued from time to time.				



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1	2	3	4	5
6	Approval of satisfactory completion of period of probation	Full Powers in respect of 1. Executives E-1 to E-6 2. Non Executives including Supervisors	Director HOP/HOD	Orders to be issued by the P&A
7	Extension of Probation on the basis of the Report	- Do -	-Do-	- Do -
8	Termination of service on account of unsatisfactory performance during the period of probation	Full Powers	Appointing Authority not below the rank of Manager	Orders to be issued by the P&A



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1	2	3	4	5
9	Forwarding of applications of the employees for outside Employment	i) Executives of E-1 to E-6 ii) Non-Executives including Supervisors	Director HOD/HOP	Within the Policy guidelines of the Corporation through P&A Deptt. of Corporate Office
10	Acceptance of Resignation of employees including waiver of notice period	Full Powers	Appointing Authority	Orders to be issued by the P&A
11	Termination of the Services	Full Powers	Appointing Authority	- Do -
12	Transfer of Bond in case of Trainees	Full Powers	D(P)	
13	Constitution of Departmental Promotion Committee	Full Powers	Appointing Authority of higher post	
14.	Approval for change of Home Town for the purpose of Leave Travel Concession	Full Powers in respect of E-5 to E-9 E-1 to E-4 Non-Executives & Supervisors	Director HOP/HOD	Orders to be issued by P&A Deptt. of Co. Orders to be issued by the P&A of the Project.



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1	2	3	4	5
15	To Permit travel by a higher class to non-entitled employees on official tour, subject to exigencies of work (i) In train/bus (ii) Air travel for non-entitled employees	Full Powers in respect of employees working under them -do-	HOP/HOD Director	Monthly report is to be submitted To Director with justification Monthly report is to be submitted to CMD with justification
16	To permit employees to undertake courses of studies and to appear in Examinations and to attend classes outside office hours for the period of upto 3 years at a time.	Non-Executives & Supervisors	Director	Permission referred to alongside shall not be construed to confer any right to the employee in any manner
17	Deputation of employees to attend seminars/conference/workshops etc. in India for short term not exceeding 2 weeks.	Non-Executives & Supervisors	Director	Orders are to be issued by the HOD (HRD)
18	To accord permission for delivering lectures/functioning as Faculty Members/selection committees etc. in outside organisations and acceptance of fees/honoraria therefor.	Full powers in respect of all Non-Executives & Supervisors E-1 to E-7	HOD/HOP Director	Subject to exigencies of work and such guidelines/instructions as may be issued from time to time by Personnel Deptt.
19	Insurance of personnel as per approved policy and guidelines	Full Powers	Director(Pers)	