

Government of India
Ministry of Shipping
(Ports Wing)

F. No. 17011/1/2005-PG

Dated the 11th February, 2015

To,

The Chairmen, All Major Port Trusts

Subject: - Delegation of enhanced financial powers to Major Port Trusts.

The question of enhancing the powers delegated to the Major Port Trusts for performing their duties and functions as envisaged under the Major Port Trusts Act, 1963 (Act) has been under the consideration of the Government for some time. A Committee constituted under the Chairmanship of Additional Secretary and Financial Adviser in the Ministry of Shipping with representatives from the Major Port Trusts as members for making suitable recommendations on the issue has submitted its report. The Committee, while making its recommendations, has kept inter-alia, the following broad principles in view:

- i) Delegation of powers should foster faster decision-making;
- ii) It should result in effective implementation of projects and avoid time and cost overrun;
- iii) Higher levels of Port Authority should focus on important port development/ management issues and projects, not routine matters;
- iv) Capacity Building of officers at Major Ports is of immense importance. Officers have to be given training periodically not only in eminent institutions in India but particularly at International institutions so that they will be given required orientation and make them more vibrant and effective to the present needs.
- v) Delegation should also enable the ports to function like real commercial organizations, on par with Public Sector enterprises.
- vi) There is a need for better accountability mechanism in Major Ports and for a robust budgeting exercise and approval mechanism.
- vii) Delegation of powers should enable Major Ports to function as world-class ports in terms of best practice and hassle-free systems.

viii) There is no need to distinguish Capital expenditure as Plan and Non-Plan; delegation shall be with regard to Capital and Revenue expenditure.

ix) As regard to delegation of powers, no distinction should be made between Category I & Category II.

x) There is no need of distinction between New and Replacement Projects.

xi) In the scheme of things, Deputy Chairman and Heads of Departments are given adequate powers so that decision-making at cutting-edge level is made quickly and process is eased.

2. Based on the recommendations of the Committee, the Central Government hereby fix the following limits subject to which the Port Trust Board, Chairman, Dy. Chairman and Heads of Department may exercise the powers conferred on them by under Sections 34, 36, 85, 92, 93, 94, 95, 96 and 101 of the Act.

Sl. No.	Section and Subject	Limits
(i)	34 Execution of Contracts on behalf of Board	<u>Board</u> Full Powers Chairman – Rs. 10 crores Dy. Chairman- Rs. 5 crores HOD – Rs. 1 crore <u>Note:-</u> i) The Financial limits for Chairman, Dy. Chairman and HOD are with reference to the total size of the contract which may include budgetary support, internal resources, loan etc. and it is part of the scheme approved. ii) It should be ensured that tender enquiries, corrigenda thereon and details of bid awards are also published on the Central Procurement Portal(CPP) using e-publishing mode. A compliance report in this regard may be furnished by the respective Port Trust for information. iii) The Board will have full powers to award contract in respect of projects in which investment decision has been taken by the Government and the estimate has been sanctioned by the Government. iv) The contract should be part of the scheme approved individually or part of collective schemes approved in

		<p>the Annual Plan.</p> <p>v) In case of Dredging (Capital and maintenance), full powers will be exercised by the Board in accordance with the Annual Action Plan of dredging approved by the Government. This is subject to the condition that the contract will be scrutinized by a duly constituted Dredging Committee of the officers of the Port, FA&CAO being one of the members.</p>
(ii)	36 To execute deposit works	<p>Board- Full Powers.</p> <p>Chairman- Full powers subject to the condition that the Chairman would keep the Board informed of the nature, size and value of deposit works as and when undertaken.</p>
(iii)	85 Powers of Board to take temporary loans or overdrafts	<p>Boards can raise loans upto an amount equal to 20% of revenue receipts of previous financial year.</p> <p><u>Note:-</u></p> <p>Utilisation certificate will be submitted by the concerned Port Trust at the year end indicating the utilisation the loan for the purpose for which it was sanctioned, and that the balance remaining unutilized.</p>
(iv)	92 Power to charge expenditure to capital	<p><u>Board</u></p> <p>Board – Rs. 200 crores. Chairman – Rs. 10 crores. Dy. Chairman – Rs. 5 crores. HOD – Rs. 1 crore.</p> <p><u>Note:</u></p> <p>i) The exercise of the delegated power will be subject to the condition that the tenders will be evaluated/scrutinized by a duly constituted Tender Committee of officers of which FA&CAO of the Port Trust shall be one of the members.</p> <p>ii) The financial limits are with reference to the total size of the contract which may include budgetary support, internal resources, loan etc. and is part of the scheme approved.</p>
(v)	93 Works requiring sanction of Board or Central Government	<p>Board – Rs. 200 crores Chairman- Rs. 10 crores Dy. Chairman – Rs. 5 crores HOD- Rs. 1 crore</p> <p><u>Note:</u></p> <p>i) The exercise of the delegated power will be subject to</p>

		<p>the condition that the tenders will be evaluated/scrutinized by a duly constituted Tender Committee of officers of which FA&CAO of the Port Trust shall be one of the members.</p> <p>ii) The financial limits are with reference to the total size of the work and is part of the scheme approved.</p>
(vi)	<p>94</p> <p>Powers of Chairman as to execution of works (subject to a report being made to the Board as soon as possible)</p>	<p>Chairman- Rs. 10 crores</p> <p><u>Note:-</u> The financial limits are with reference to the total size of the work and is part of the scheme approved.</p>
(vii)	<p>95</p> <p>Power of Board to compound or compromise claims</p>	<p><u>Board</u> Rs. 3 crores subject to a ceiling of Rs. 15 crores in a year.</p> <p><u>Note:-</u> The Port Trust shall submit annually on the 1st of June to the Ministry of Shipping and the Audit/Accounts officer concerned with statements showing the details of writing off losses/compromise or compound of claims during the preceding year . A brief explanation of the circumstances leading to the writing off/compromise or compound of claims should be added in the case of each class.</p>
(viii)	<p>96</p> <p>Writing off losses</p>	<p><u>Board</u> Rs. 5 crores in each case subject to maximum of Rs. 40 crores in a year.</p> <p><u>Note:-</u> The Port Trust shall submit annually on the 1st of June to the Ministry of Shipping and the Audit/Accounts officer concerned with statements showing the details of writing off losses/compromise or compound of claims during the preceding year . A brief explanation of the circumstances leading to the writing off/compromise or compound of claims should be added in the case of each class.</p>
(ix)	<p>101</p> <p>Adherence to estimate except emergency</p>	<p><u>Board</u> Rs. 5 crores in each case subject to maximum of Rs. 25 crores in a year.</p> <p><u>Note:-</u> Scrupulous scrutiny of the budget proposal, both at the</p>

		time of preparation of Demand for Grants and Supplementary Demand for Grants and compliance to provision of GFR may be ensured to eliminate possibility of excess expenditure
--	--	---

3. Further, with a view to streamlining the powers exercisable by below Board level officers in the Port Trust and to ensure clarity and uniformity among the Major Ports, the Committee has identified a list of activities and recommended the limits upto which the Chairman, Deputy Chairman and Heads of Department, as the case may be, may exercise their powers which is enclosed as **Annexure – I** to this letter. These recommendations have been accepted by the Government. The Major Ports Trusts are requested to adhere to these limits in the exercise of their powers accordingly.

4. According to Ministry of Finance O.M. No. 1(37)/2010-EII(A) dated the 2nd November 2010, relevant provisions contained in General Financial Rules shall be deemed to be applicable to autonomous bodies except to the extent the bye laws of an autonomous body provide for separate Financial Rules which have been approved by the Government. The rules and processes to be followed as per the General Financial Rules (GFR) etc, which broadly cover the following areas is enclosed as **Annexure- II**:

- (i) Budget Formulation
- (ii) Contingency Fund
- (iii) Expenditure & Re-appropriation
- (iv) Power to Sanction Works & Its Execution
- (v) Procurement of Goods
- (vi) Purchase of Goods
- (vii) Tender Procedures
- (ix) Procedure for Advance payments
- (x) Procurement of Services
- (xi) Preparation of Request for Proposal (RFP)
- (xii) Outsourcing of Services
- (xiii) Contingent & Miscellaneous Expenditure

The Port Trust may kindly keep the provisions of the General Financial Rules and in particular the above mentioned rules in view while exercising their powers.

5. The powers delegated are subject to the following conditions:-

- (i) Major Ports need to prepare their budgets in time and get them approved by Government. The performance of the Major Ports vis-à-vis the approved budget has to be reviewed. The higher delegation of powers would be subject to the Major Ports adhering to such financial discipline. If some Major Port is found wanting in financial discipline including in budgeting, the delegation of powers shall be withdrawn to that Port.
- (ii) Delegation will always be subject to compliance of administrative instructions issued by the Government from time to time.
- (iii) If there are instances of financial mismanagement in any Major Port, the enhanced delegation of powers would be withdrawn by the Ministry of Shipping till adequate mitigating measures are taken by the Port to the satisfaction of the Ministry.
- (iv) In so far as delegations under Sections 92 and 93 are concerned the works or the scheme shall be the one included in the Five Year Plan or Annual Plan as approved by the Govt., with allocation to the extent required during the year.
- (v) Provisions required during the year shall be available in the Budget Estimates as approved by the Govt. for the year in which the work or the scheme is proposed to be sanctioned/ executed.
- (vi) The Port Trust Board shall set up a Standing Committee headed by the Chairman to consider and recommend the investment proposals for Board's approval within their competence. FA&CAO, the concerned Chief Engineer and the Head of the project may be included as Members of this Committee.
- (vii) As soon as an investment decision is taken by the Port Trust, the particulars thereof i.e. name of the project, sanctioned estimate, additional capacity to be created, if any, financial and other benefits including FIRR/EIRR, scheme date of completion, etc., must be reported to the Ministry for information and record.
- (viii) No splitting of the estimates shall be resorted to deliberately or artificially to keep it within the delegated powers of the Ports.
- (ix) Before awarding the contract, even if the estimate is within the delegated power, but the value of the contract falls beyond the delegated power, the Govt., sanction should be obtained before award of the contract.
- (x) The Port Trust must enter into an MOU/RFD with the Govt., during every financial year. The continued exercise of the enhanced delegated

powers would be conditional upon the signing of the MOU/RFDs in time and achieving at least very good ranking in any particular year.

6. The delegation of powers as in this letter will be effective from its date of issue.

7. This Ministry's earlier letters on the subject as cited below are hereby superseded:-

(i) No. PR-17011/3/96-PG dated 11th December, 1996.

(ii) No. PR-17011/2/96-PG dated 18th August, 1997.

(iii) No. PR-17011 298-PG dated 24th October, 2000.

(iv) No. PR-17011/1/2005-PG dated 24th August, 2005 as modified vide No. PR-17011/1/2005-PG dated 5th December, 2005.

8. This issues with the approval of the Hon'ble Minister of Shipping, Road Transport and Highways.

Yours faithfully,



(A.R. Sengupta)

Under Secretary to the Government of India

Tel: 011-23313959

Encl: As above

Copy to:-

- i) JS(Shipping)
- ii) JS(Coord.)
- iii) Adviser
- iv) OSD to Hon'ble Minister(S, RT&H)
- v) All Directors/DSs/Under Secretaries in Ports Wing
- vi) Sr. PPS to Secretary(Shipping)
- vii) PS to Additional Secretary (AS)
- viii) TF-1
- ix) MD, IPA

ANNEXURE-I**DELEGATION OF POWERS TO MAJOR PORTS****[NON-STATUTORY]**

Sl. No.	Nature of Power	Limits
I. POWERS ON WORKS & PROCUREMENT MATTERS		
1	To incur expenditure in anticipation of sanction in running/operation & maintenance works estimates	Chairman- Full Powers subject to availability of budget provision
2	To incur expenditure on repairs and maintenance including annual AMCs	Chairman- Full Powers Dy.Chairman- Rs. 200000 /- HODs- Rs. 25000 /- Dy.HODs- Rs. 10,000/-
3	To make advance payment for stores on receipt of RR through bank or on despatch documents	HODs- Full powers
4	To make advance payments to Govt, Semi Govt, PSUs or Reputed firms for execution or works or supply of stores or equipments	HODs- Full power subject to approval of the contract by the Competent Authority.
5	To let out work without calling for tenders	Chairman- Rs.2,00,000/- in each case, subject to constitution of Spot Purchase Committee (SPC). Dy. Chairman- Rs.1,00,000/- in each case, subject to constitution of SPC. HODs- Rs. 50,000/- in each case, subject to constitution of SPC.
6	Purchase of equipment / stocks without calling tenders / quotations	Chairman- Rs.5,00,000/- in each case, subject to constitution of SPC. Dy. Chairman- Rs.2,00,000/- in each case, subject to constitution of SPC. HODs- Rs. 50,000/- in each case, subject to constitution of SPC.

7	To purchase medicines etc. for hospitals in Emergency	Chairman- Full power Dy. Chairman- Upto Rs.20,000/- HODs- Upto Rs.5,000/-
8	To purchase stores and medicines	Chairman- Full powers Dy. Chairman- Upto Rs.3 lakhs in each case on the basis of competitive quotations after concurrence of Finance and upto Rs.1 lakh in each case through the Spot Purchase Committee. HODs- Upto Rs.50,000 in each case on the basis of competitive quotations after concurrence of Finance and upto Rs.20,000 in each case through the Spot Purchase Committee.
9	To exceed sanctioned amount of an estimate	Chairman- Upto 30% provided the total amount of WO/SO remains the powers of Chairman (beyond 30%, Board's approval to be obtained) Dy. Chairman- Upto 20% provided the total amount remains within the powers of the Dy. Chairman. HODs- Upto 10% provided the total amount remains within the powers of HOD.
10	To make additions/ alterations to works during the course of executions	Chairman- Upto 30% provided the total amount of WO/SO remains the powers of Chairman Dy. Chairman- Upto 20% provided the total amount remains within the powers of the Dy. Chairman. HODs- Upto 10% provided the total amount remains within the powers of HOD.
11	To waive penalties imposed on Contractors / Vendors	Chairman- Full powers

12	To insure materials / equipment in transit	Chairman- Full powers
13	To fix charges for works done in Port Laboratories.	Chairman- Full powers
14	To allow relaxation in r/o conditions for payment of EMD/SD/Liquidated damages	Chairman- Full powers in r/o contracts where the award of contract is within his powers
15	Single Tender/Special Limited Tender	<p>Chairman- Rs.5 Crores, (Board - More than Rs. 5 Crores), subject to adherence of CVC guidelines</p> <p>Dy. Chairman- Rs.1 Crore, subject to adherence of CVC guidelines</p> <p>HODs- Rs. 50,000/-, subject to adherence of CVC guidelines</p>
16	Grant of extension of time to the contracts awarded	<p>Chairman- Full Powers upto contract value Rs.10 Crore</p> <p>Dy. Chairman- Full Powers upto contract value Rs.1 Crore</p> <p>HODs- Full powers subject to the recovery of LD, as per the contract</p>
II. POWERS WITH REGARD TO ESTABLISHMENT MATTERS		
17	To transfer posts	<p>Chairman- Full powers to transfer from one dept. to another dept.</p> <p>HODs- Full powers in respect of transfers within his/her dept.</p>
18	To grant permission to employees to serve on deputation or on foreign service	Chairman- Full powers except for HODs. subject to Regulations
19	To depute Officers/ employees for training in any place in India	<p>Chairman- Full powers in respect of Class-I officers</p> <p>Dy. Chairman- Full powers in respect of Class-II officers</p> <p>HODs- Full powers in respect of Class-III employees</p> <p>Dy. HODs- Full powers in respect of Class-IV employees</p>

20	Termination of probation after giving a reasonable opportunity of showing cause against such termination.	Chairman- Full powers Dy. Chairman- Full powers in respect of Class II officers HODs- Full in respect of Class III & IV employees
21	Power to order confirmation	Chairman- Full powers Dy. Chairman- Full powers in respect of Class II officers HODs- Full in respect of Class III & IV employees
22	Power to relax medical fitness standards where considered reasonable.	Chairman- Full powers including Class I & II officers Dy. Chairman- Full Powers in respect of Class III & IV employees
23	To accept Home Town declaration and to relax production of obligatory evidence in connection with travel concession claims	Chairman- Full Powers including Cl.I officers, excepting Dy. Chairman and HODs. Dy.Chairman- Full Powers in respect of Cl. II officers HODs- Full Powers in respect of Cl. III & IV employees
	Power to forward application forms of employees seeking appointment elsewhere.	
	Power to accept (i) resignation and (ii) voluntary retirement.	
	To waive notice period in case of resignation / voluntary retirement	
24	To relax condition regarding repayment of Pay & Allowances drawn & other expenses in case of resignation or retirement on medical grounds as per Reg.18 of Study Leave Regulations.	Chairman- As per Regulations
25	To grant leave	Chairman- Full Powers except when officiating arrangements are required in case of HODs. Dy. Chairman- Full Powers except for HODs.

		<p>HODs- Full Powers to grant all kinds of leave except in case of Class III & IV where officiating arrangements are required or HOD can authorise any officer.</p> <p>Dy. HODs- Full Powers to grant all kinds of leave except where such authorisation given by HOD</p> <p>Subordinate Officer- Full Powers to grant all kinds of leave except where such authorisation given by HOD</p>
26	Grant or refused leave and study leave.	<p>Chairman- Full powers</p> <p>Dy. Chairman- All employees under Classes I, II, III and IV except HODs</p>
27	Power to grant normal increments	<p>Dy. Chairman- Full powers</p> <p>HODs- Full powers in the case of all employees in their departments</p>
28	Power to grant advance increments to those appointed to posts covered by Section 24(i) (b) of the Major Port Trusts Act, 1963.	Chairman- Full powers
29	Grant of Travelling Allowance as per Regulations.	<p>Chairman- Full powers</p> <p>Dy. Chairman- Full powers except HODs</p>
30	To permit Officers/ employees to travel by air who are not otherwise entitled	Chairman- Full powers
31	To sanction Official Tours	<p>Chairman- Full powers in r/o Class I Officers</p> <p>Dy. Chairman- Full powers in r/o Class II Officers</p> <p>HODs- Full powers in r/o Class III & IV employees</p>
32	To grant advance of Pay and TA on tour, TA on transfer and LTC	Chairman- Full powers for HODs
	Sanction of Leave Travel Concession	HODs- Full powers except HODs

	To sanction expenditure on cancellation of reservation of Air/Rail accommodation	
33	Grant of advance to employees for purchase of car/scooter/motor cycle.	Chairman- Full Powers in respect of Cl. I
	To grant Festival Advance and any other special advances framed under Regulations	Dy. Chairman- Full Powers in respect of Cl. II
	Grant of conveyance allowance	HODs- Full Powers for Cl. III & IV employees
	To sanction OT, Holiday Wages & NW	Chairman- Full Powers for OT & Holiday wages for Cl.III employees Dy. Chairman- Full Powers for OT & Holiday wages for Cl.IV employees HODs- Full Powers for Night wages for Cl.III & IV employees
	To grant Children's Educational Allowance	Chairman- Full Powers for Class I & II officers HODs- Full Powers for Cl. III & IV employees
34	Payment from the Welfare Fund other than award of Scholarships. 1. Award of Trust scholarships both ordinary and merit. 2. Payment of ex-gratia amount from the Welfare Fund in addition to others in case of death or invalidation while in service where the family continues to be in indigent circumstances	Chairman- Full powers for Class-I & II Dy. Chairman- Full powers for Class-III & IV
35	Payment of compensation to Port Trust Employees who are not workmen within the meaning of the Workmen's Compensation Act. 1923.	Chairman- Full powers for Class-I & II Dy. Chairman- Full powers for Class-III & IV
36	To provide immediate relief to the families of employees who die while in service	Chairman- Full powers in respect of Class-I & II Officers Dy. Chairman- Full powers in respect of Class-III & IV employees

37	To grant Advances/ Final Withdrawals from PF	<p>Chairman- Full Powers</p> <p>HODs- Full powers in r/o officers / staff of his Department</p> <p>Dy. HODs.- Full Powers in r/o officers/staff of his Department of this Division other than final withdrawals where special reasons are not required</p>
38	Transfer of subscription in r/o GPF balances of employees who joins the Board's service from any Government service.	<p>Chairman- Full powers in the case of Class-I officer excepting HODs</p> <p>Dy. Chairman- Full powers in the case of all Class II, III and IV employees.</p>
39	Power to grant permission to take up outside work out of office hours, where remuneration is involved.	<p>Chairman- Full powers in the case of Class-I officer excepting HODs</p> <p>Dy. Chairman- Full powers in the case of all Class II, III and IV employees.</p>
40	Power to grant permission to take up outside work out of office hours, where no remuneration is involved.	<p>Chairman- Full powers in the case of Class-I officer excepting HODs</p> <p>Dy. Chairman- Full powers in the case of all Class II, III and IV employees.</p>
41	Grant of permission to accept any employment after retirement to a person who held a Class I post before retirement	<p>Chairman- Full powers excepting for HODs.</p>
42	Allotment of Trust's quarters; Sharing of residence allotted to an employee or any outhouses, garages and stables apartments thereto.	<p>Chairman- Full powers</p> <p>Dy. Chairman- Full powers</p>
43	To fix standard/ market rent for residential and non-residential buildings and to fix penal rent	<p>Chairman- Full powers</p>
44	Administration of Pension Fund.	<p>Chairman- Full powers</p> <p>HODs- FA&CAO - Full powers</p>
45	Sanction of pension/gratuity	<p>Chairman- Full powers</p> <p>Dy. Chairman- Full powers in the case of Class II, Class III & IV employees.</p> <p>HODs- Full powers in the case of Class III and IV employees.</p>

46	With holding or withdrawing a pension or part thereof whether permanently or for a specific period if the pensioner is convicted of a serious crime or is found guilty of grave misconduct.	Dy. Chairman- Full powers in respect of all employees including HODs provided that no such orders shall be passed by Chairman in respect of HODs and Officers referred to in clause (a) of Sub-Section (1) of Section 24 of the Major Port Trusts Act 1963 without the prior approval of Govt. of India, vide Amendment Slip No.9 dt. 5.3.86.
47	Power to order recovery from Pension of the whole or part of any pecuniary loss caused to the Port Trust if in any departmental or judiciary proceedings the pensioner is found guilty for any grave misconduct or rleglignce during the period of his service including service rendered after reappointment	Chairman- Full powers in respect of all employees including HODs provided that no such orders shall be passed by Chairman in respect of HODs and Officers referred to in clause (a) of sub-sec.(1) of Sec.24 of the Major Port Trusts Act 1963 without the prior approval of the Govt. of India. Dy. Chairman- Full powers in the case of Class II, Class III & IV employees. HODs- Full powers in the case of Class III and IV employees.
48	Condonation of interruption in service for pension; Sanction commutation of pension	Chairman- Full powers Dy. Chairman- Full powers for Class II, III and IV employees. HODs- Full powers for Class III and IV employees.
49	Condonation of break or breaks in service for a period each not exceeding six months provided each break is proceeded by atleast six months of continuous service.	Chairman- Full powers Dy. Chairman- Full powers for Class II, III and IV employees.
50	Reimbursement of Medical Expenses	Dy. Chairman- Full Powers for the cases referred by CMO
51	Extension of medical benefits to retired employees on payment of prescribed fees	Chairman- Full powers in respect of Class-I Dy. Chairman- Full powers in respect of Class-II HODs- Full powers in respect of Class-III & IV

III. POWERS TO DECIDE LEGAL MATTERS		
52	To sanction filing/defending all suits appeals, writ petitions, etc., and to sanction legal expenses including charges for advocates/Legal counsel for filing and appearance in Court cases	Chairman- Upto Rs.1.00 lakh in each case Dy. Chairman- Upto Rs.25,000 in each case HODs- Upto Rs.10,000 in each case
IV. POWERS TO DECIDE TRADE MATTERS		
53	To refund over charges	Chairman- Full powers or any Officer authorised by the Board HODs- Full powers Dy. HODs- Full powers
54	To hire out and fix charges for Port Crafts, Plants, Appliances and enter into an agreement in respect of such hire	Chairman- Full powers
V. POWERS ON GENERAL MATTERS		
55	Investment of funds on the basis of competitive offers	Chairman- Full Powers Dy. Chairman- Rs. 10 crs. in each case HODs- Rs. 2 crs in each case (FA&CAO)
56	To sanction expenditure on Advertisements and for NIT	Chairman- Full powers HODs- Full powers other than for port publicity (as per approved NIT Policy)
57	To sanction expenditure on entertainment (VIP and guests).	Chairman- Full powers subject to amount being within the provision made in approved Budget Estimate.
58	To purchase furniture and fittings.	Chairman- Full powers, subject to the amount being within the provision made in approved Budget Estimate. Dy. Chairman- Full powers for purchase of furniture and fittings in replacement of existing furniture and fittings and upto Rs.1,00,000/ per annum for additional furniture and fittings for each department.

		HODs- Up to Rs.50,000 for replacement and Rs.20,000 for new items
59	To sanction permanent imprest to Officers.	Chairman- Full Powers
60	To purchase instruments, appliances and apparatus etc.	Chairman- Full powers Dy. Chairman- Upto Rs.25,000/- in each case. HODs- Rs. 15,000/- in each case.
61	To purchase books and publications	Chairman- Full Powers Dy. Chairman- Rs. 25,000 per annum for profession books per year HODs- Rs.10000/-for professional books per year
62	To sanction payments to Post & Telegraphs, Courier agencies	HODs- Full powers
63	To incur expenditure printing and stationery	Chairman- Full powers Dy. Chairman- Upto Rs.2,00,000/- per annum HODs- Upto Rs. 50000 per annum provided non availability Certificate is obtained from Materials department/divisison
64	To incur miscellaneous expenditure	Chairman- Full powers within the approved budget Dy. Chairman- Up to Rs.100,000 pa for recurring and Rs.100,000 pa for non-recurring expenditure HODs- Up to Rs.20,000 pa for recurring and Rs.40,000 pa for non-recurring expenditure
65	Sanction of obligatory payments like licence fees, taxes, insurance, Testing & certification	Dy. Chairman- Full powers
66	To fix life and scrap value of Port Assets	Board- Full powers subject to Guidelines by the Govt.