

U.P.Seeds And Tarai Development Corpn. Ltd.
Pantnagar, PO. Haldi, Distt. Nainital.

No. 15972/UPS&TDC/Estt.

Dated : 1.5.1987

Office Memo

The Board of Directors in its 118th Meeting held on 20th April, 1987 have delegated the powers to the chairman and Managing Director of the Corporation as per details enclosed with this memo.

2. The delegation of powers as contained in the enclosed list will be enforced with immediate effect.

By order of the Board

(V.K. Bharadwaj)
Company Secretary

CC to :

1. Chairman, UPS&TDC Ltd. /Agriculture Production Commissioner, U.P. Sachivalaya, Lucknow for kind information.
2. Managing Director, UPS&TDC Ltd. For kind information.
3. All Divisional/Sectional Heads for information and necessary action.

Encl. a/a

**UTTARAKHAND SEEDS & TARAI DEVELOPMENT CORPORATION LTD.
PANTNAGAR, PO. HALDI, DISTT. UDHAM SINGH NAGAR.**

Delegation of Powers to Chairman.

Sl. No.	Nature of Powers	Powers delegated
1	(a) Appointment	Full power to make appointment against posts sanctioned by the Board.
2	Fixation of pay by grant of advance increments at the time of appointment	Full powers up to 5 increments for all the appointments.
3	Abolition of posts	Full powers to abolish posts for which he is the creating authority.
4	Confirmation	Full powers to confirm appointment for which he is the appointing authority.
5	Promotion and grant of advance increments	Full powers to make promotions to all posts. Full powers to grant 5 increments to employees in all posts.
6	Grant of leave in accordance with the rules	Full powers to grant leave to Managing Director.
7	Acceptance of resignation	Full powers for which he is the appointing authority.
8	(a) Disciplinary action	(i) Full powers for Managing Director/ Functional Director of Board except dismissal and discharge. (ii) Full powers for all kinds of disciplinary action against all employees.
	(b) Appellate authority	Board.

II. GENERAL POWERS :

(a)	To declare assets unserviceable and to fix their reserve/resale price and mode of their disposal.	Recommendatory powers for the assets whose value is above Rs.10,000/- in consultation with Managing Director for Board's Sanction.
(b)	Writing down value of surplus/absolote stores in the books of accounts.	Recommendatory powers for the assets, the value of which is above Rs.10,000/- in consultation with Managing Director for Board's Sanction.
(c)	Writing off losses/bad debts.	Full powers for amounts not more than Rs.5,000/- per annum on recommendation of Managing Director.

**UTTARAKHAND SEEDS & TARAI DEVELOPMENT CORPORATION LTD.
PANTNAGAR, PO. HALDI, DISTT. UDHAM SINGH NAGAR.**

DELEGATION OF POWERS TO THE MANAGING DIRECTOR

Sl. No.	Nature of Powers	Powers delegated
1	2	3
A. <u>Administrative / Establishment Powers :</u>		
	(a) Creation of posts on approved scale of pay.	Only recommendatory powers for creation of posts.
	(b) Powers to abolish posts created under his powers or by any subordinate authority.	Only recommendatory powers.
2.	(a) Appointments	Full powers to make appointment up to a scale the maximum of which does not exceed Rs. 1240/- p.m. NOTE: Subject to recruitment Rules.
	(b) Appointment of staff paid from contingencies.	Full powers to sanction appointment of casual labour above 400 man days, year.
	(c) Adhoc appointments	Recommendatory powers only.
3.	To make promotions.	Full powers to make promotion to posts for which he is the appointing authority.
4.	Fixation of pay by grant of advance increment.	a) <u>At the time of appointment:</u> Full powers up to 3 increments for which he is the appointing authority and recommendatory powers for sanctioning more increments. b) <u>In other cases:</u> Recommendatory powers only.
5.	Confirmation	Full powers to confirm appointment for which he is the appointing authority.
6.	Powers to abolish posts created under his power or by any subordinate authority.	Only recommending authority.
7.	Transfer of Officers & Staff.	Full powers of transfer of all posts.
8.	(a) Grant of leave in accordance with the rules.	Full powers to grant all kind of leave to all posts.
	(b) Special disability leave.	Full powers.
9.	Acceptance of resignation.	Full powers for which he is the appointing authority.
10.	<u>DISCIPLINARY ACTION :</u>	
	(a) Minor Penalties.	Full powers except dismissal and discharge/appellate authority Chairman.
	(b) Major penalties.	Full powers except removal, reduction in rank and dismissal of the employees for which he is not the appointing authority. The appellate authority will be Chairman.

1	2	3
11.	(a) All matters relating to grant of travelling allowance, daily allowance at full rates up to 30 days.	Full powers.
	(b) Travel by air or higher class of accommodation.	Full powers except travel by A.C.C. in case of journeys by train.
12.	To declare an office as Head of Office.	Recommendatory powers.
13.	To sanction overtime allowance.	Full powers. Subject to rules prescribed by Board.
14.	Grant of increment beyond efficiency bar or when withheld.	Full powers. Subject to rules prescribed by Board.
15.	Advance for purchase of conveyance.	Full powers. Subject to rules prescribed by Board.
16.	Advance of pay and T.A.	Full powers. Subject to rules prescribed by Board.
17.	<u>MISCELLANEOUS ADMINISTRATIVE POWERS :</u>	
	(a) Approval of the terms and conditions, appointment of distributors/dealers, stockiest and commission agents.	Full powers.
	(b) Extension of time for construction of work and other various contractors before the completion of the work or job.	Full Powers. Subject to the condition that no post-facto approval shall be given in any case.
B	<u>EXPENDITURE ON LAND DEVELOPMENT AND PURCHASE OF STORES :</u>	
1.	(a) Administrative approval for irrigation, land development and construction work.	Full powers in consultation with C.F.O. and S.E.
	(b) Technical Sanction.	Full powers in consultation with C.F.O. and S.E.
	(c) Minor construction.	Full powers.
2.	<u>ACCEPTANCE OF TENDERS :</u>	
	(a) (i) Open tender with more than one valid tenders on the basis of DGS&D Rate contract.	Full powers on recommendation of the Purchase Committee.
	(ii) Open tender on the basis of lowest quotations.	--do--
	(b) A single tender/acceptance of contract by negotiation proprietary items.	Full powers in consultation with C.F.O.
	(c) Open tender where lowest quotation is not proposed to be accepted.	Upto Rs. 1 lakh in each case on recommendation of Purchase Committee.
	(d) Relaxation of terms of tender.	Full powers but before finalization of tender.
	(e) Limited tender on the basis of lowest quotation.	Full powers.

1	2	3
	<p>(f) Supplies on DGS&D rate contract/running.</p> <p>3. Purchase of Seeds.</p> <p>4. Plants and Machinery/Tools.</p> <p>5. Purchase of furniture and fixture.</p> <p>6. Other Stores</p> <p>7. Purchase at controlled rates without tenders.</p> <p>8. Purchase of proprietary articles.</p> <p>9. Purchase of fixed assets as approved by the Board (not mentioned above).</p> <p>10. Extension of time for delivery of goods by the exporting parties.</p>	<p>Full powers.</p> <p>(a) <u>Purchase of Raw Seed:</u> Full power to purchase raw seed in accordance with the procedure prescribed by the Board.</p> <p>(b) <u>Purchase of certified/ foundation and breeder seed:</u> Full powers to purchase in accordance with the procedure prescribed by the Board.</p> <p>Full power up to Rs. 20,000/- per annum. Subject to budget provisions and in accordance with the Rules.</p> <p>Full powers in accordance with the budgetary provisions.</p> <p>(a) Direct purchase from market without quotation or tender. Subject to budget provisions and in accordance with the rules. Rs. 250/- in each case subject to a maximum of Rs. 1,500/- per annum.</p> <p>(b) Purchase on the basis of minimum of three quotations but without tender. Rs. 5,000/- in each case.</p> <p>Full powers.</p> <p>Full powers.</p> <p>Full powers up to Rs. 1 lakh.</p> <p>Full powers up to three months.</p>
	<p><u>C CONTINGENCIES & MISCELLANEOUS :</u></p> <p>1. Renting of accommodation</p> <p>2. To sanction advertisement charges.</p> <p>3. Stationery/printing.</p> <p>4. Purchase of Books and periodicals.</p> <p>5. Sanction of expenditure on ceremonial occasions/ entertainment.</p> <p>6. Other contingent charges.</p> <p>7. Vehicle repairs and maintenance.</p>	<p>Full powers.</p> <p><u>Advertising/promotion etc:</u> Full powers.</p> <p><u>Purchase of Stationery/printing work/misc. consumables:</u> Full powers.</p> <p>Full powers.</p> <p>Full powers.</p> <p><u>Misc. Office Expenses :</u> Full powers.</p> <p>Full powers.</p>

1	2	3
8.	Misc. Legal expenses.	Full powers.
9.	Loans and advance to employees.	Full powers for all employees.
10.	Execution of instruments, deeds, leases, contracts etc.	Full powers.
11.	To declare stores (i.e. seeds/ Plant/Machinery) as surplus / unserviceable and to fix their reserve/resale price and to prescribe the mode of their disposal.	Assets whose purchase value is up to Rs. 10,000/- per annum on recommendation of C.F.O.
12.	To declare stores other than mentioned above as unserviceable and to fix their sale price and to decide the mode of disposal.	Assets whose purchase value is up to Rs. 10,000/- per annum on recommendation of C.F.O.
13.	Writing down the value of surplus/obsolete stores on the books.	Assets whose purchase value is upto Rs. 10,000/- per annum on recommendation of C.F.O.
14.	<u>To sanction writ-off losses:</u> (a) Not due to theft, fraud or negligence.	Full powers for amount not more than Rs. 2,000/- per annum on recommendation of C.F.O.
15.	To sanction claims for demurrage/wharf age.	Full powers. Reasons to be recorded in writing.
16.	To fix selling price of major produce/ seeds, etc.	Recommendatory powers.
17.	To fix price of bue- products.	Full powers in consultation with C.F.O.
18.	To sanction re-appropriations, between the head of expenditure in the sanctioned budget.	Full powers in consultation with C.F.O. up to 10% of budget approved for revenue items only. The reappropriation from capital to revenue item shall, however, be done with the permission of the Board.
19.	To authorize credit sale of seeds.	Full powers in accordance with the procedure approved by the Board from time to time.
20.	Signing of cheques.	Full powers.

U.P. Seeds And Tarai Development Corpn. Ltd.
Pantnagar, PO. Haldi, Distt. Nainital.

No.260/UPS/TDC/CAS
Dated 6th April, 1990

Office Memo

The Board in its 130th meeting held on 14th March, 1990 partially amended the powers delegated earlier to Managing Director in its 118th Board meeting held on 20th April, 1987 under the clauses detailed below.

Existing Powers	Amended Powers
10. Disciplinary Action : (a) Minor Penalties 1. Full powers except dismissal and discharge. 2. Appellate Authority chairman. (b) <u>Minor Penalties</u> : 1. Full powers, except removal, reduction in rank and dismissal of employee for which he is not the appointing authority. 2. The appellate authority will be Chairman.	Disciplinary Action : (a) Minor Penalties 1. Full powers. 2. Appellate Authority Chairman. (b) <u>Minor Penalties</u> : 1. Full powers including removal, reduction of rank, dismissal and termination for the posts upto the scale, maximum of which does not exceed Rs. 2,600/- (revised), for which he is the appointing authority. 2. Appellate authority Chairman.

The emended delegated powers will be effective from 14th March, 1990.

(V.K. Bharadwaj)
Company Secretary

Copy to :

- 1- Chairman, U.P Seeds &TDC Ltd. for the Kind information.
- 2- Managing Director, UP Seeds &TDC Ltd. for his kind information.
- 3- All Divisional/Sectional Heads for information.

उत्तराखण्ड सीड्स एण्ड तराई डेवलपमेण्ट कारपोरेशन लि०,
पन्तनगर, पो०-हल्दी, जनपद-उधमसिंहनगर

पत्रांक: बी०नि० / 09 / 2013 / 1698

दिनांक : 4 सितम्बर, 2013

कार्यालय ज्ञाप

निदेशक मण्डल की बैठक दिनांक 14 अगस्त, 2013 में लिये गये निर्णय के क्रम में कार्यालय मेमो संख्या: 15972 / UPS&TDC/Estt दिनांक 01.05.1987 के संलग्नक में आंशिक संशोधन करते हुए क्रमांक 01 के अन्तर्गत उल्लिखित “(b) adhoc appointments-Full powers for a maximum period of 06 months for all posts.” को विलोपित किया जाता है।

(हरबंश सिंह चुघ)
प्रबन्ध निदेशक

प्रतिलिपि :

1. समस्त विभागाध्यक्ष / अनुभागाध्यक्ष।
2. निजी सचिव, प्रमुख सचिव एवं आयुक्त वन एवं ग्राम्य विकास उत्तराखण्ड को मा० अध्यक्ष उ०सी०एण्डटी०डी०सी० महोदय के सादर सूचनार्थ।

उत्तराखण्ड सीड्स एण्ड तराई डेवलपमेण्ट कारपोरेशन लि०
पन्तनगर, पत्रालय-हल्दी, जनपद-उधमसिंहनगर

पत्रांक: बीज निगम/०९/महा०/अधि०/०३/११९
दिनांक फरवरी १०, २००३

कार्यालय आदेश

निगम में महा प्रबन्धक के पद पर नियुक्ति के फलस्वरूप निदेशक मण्डल द्वारा महा प्रबन्धक के पद हेतु परिसंचरण के माध्यम से पारित संकल्प, जो निम्नवत् पठनीय है, के अनुसार दिन प्रतिदिन के कार्यों हेतु वित्तीय, प्रशासनिक, कृषि सम्बन्धी एवं अन्य विविध अधिकारों का प्रतिनिधायन किया गया है :

“संकल्पित किया कि महा प्रबन्धक के अधिकारों का प्रतिनिधायन निम्न विवरणानुसार किया जाये :

DELEGATION OF POWERS TO GENERAL MANAGER

Sl.No.	Nature of powers	Powers delegated
A ADMINISTRATIVE/ESTABLISHMENT POWERS		
1.	(a) Grant of leave in accordance with the rules	Full powers to grant all kind of leave to all posts.
	(b) Special disability leave.	Full powers.
2.	All matters relating to grant of travelling allowance, daily allowance at full rates up to 30 days	Full powers.
3.	To sanction over time allowance	Full powers. Subject to rules prescribed by Board.
4.	Grant of increment beyond efficiency bar or when withheld	Full powers. Subject to rules prescribed by Board.
5.	Advance for purchase of conveyance	Full powers. Subject to rules prescribed by Board.
6.	Advance of pay and T.A.	Full powers. Subject to rules prescribed by Board.
B MISCELLANEOUS ADMINISTRATIVE POWERS :		
1	Approval of the terms and conditions, appointment of distributors/dealers, stockiest and commission agents.	Full powers.
2	Extension of time for construction of work and other various contractors before the completion of the work or job.	Full powers. Subjects to the condition that no post-facto approval shall be given in any case.
C <u>EXPENDITURE ON LAND DEVELOPMENT AND PURCHASES STORES :</u>		
7.	1 Purchase of Seed	(a) Purchase of Raw Seed: Full power to purchase raw seed in accordance with the procedure prescribed by the Board.

		(b) <u>Purchase of Certified/ Foundation and Breeder Seed:</u> Full powers to purchase in accordance with the procedure prescribed by the Board
8	2	Plants and Machinery/tools Full power up to Rs. 20,000/- per annum. Subject to budget provisions and in accordance with the Rules.
9	3	Purchase of furniture and fixture. Full powers in accordance with the budgetary provisions.
10.		Other Stores (a) Direct purchase from market without quotation or tender. Subject to budget provisions and in accordance with the rules. Rs. 250/- in each case subject to a maximum of Rs 1,500/- per annum. (b) Purchase on the basis of minimum of three quotations but without tender. Rs. 5,000/- in each case.
D.		CONTENGENCIES & MISCELLANEOUS
1.		Renting of accommodation Full powers.
2.		To sanction advertisement charges Advertising /promotion etc. Full powers.
3.		Stationery/printing. Purchase of Stationery/printing work/misc. consumables Full powers.
4.		Purchase of Books and periodicals. Full powers.
5.		Sanction of expenditure on ceremonial occasions/ entertainment Full powers.
6.		Other contingent charges. Misc. Office Expenses: Full powers
7.		Vehicle repairs and maintenance Full powers.
8.		Misc. Legal expenses Full powers.
9.		Loans and advance to employees. Full powers for all employees.
10.		Execution of instruments deeds, leases, contracts etc. Full powers.
11.		To declare stores(i.e. seeds/Plant/ Machinery) as supplies/unserviceable and to fix their reserve/resale price and to prescribe the mode of their disposal. Assets whose purchase value is up to Rs. 10,000/- per annum on recommendation of C.F.O.
12.		To declare stores other than mentioned above as unserviceable and to fix their sale price and to decide the mode of disposal. Assets whose purchase value is up to Rs. 10,000/- per annum on recommendation of C.F.O.
13.		Writing down the value of surplus/ obsolete store on the books. Assets whose purchase value is up to Rs. 10,000/- per annum on

14	To sanction writ –off losses: (a) Not due to theft, fraud or negligence	recommendation of C.F.O. Full powers for amount not more than Rs. 2,000/- per annum on recommendation of C.F.O.
15	To sanction claims for demurrage/ wharf age.	Full powers. Reasons to be recorded in writing.
16	Singing of cheques.	Full powers.

(पी०एल० गौतम)
प्रबन्ध निदेशक

पत्रांक: बीज.निगम / 09 / महा० / अधि० / 03, तद्दिनांक

प्रतिलिपि: निम्नांकित को सूचनार्थ प्रेषित।

1. समस्त विभागाध्यक्ष / अनुभागाध्यक्ष
2. मुख्य वित्तीय अधिकारी.
3. महा प्रबन्धक.
4. निजी सचिव, प्रमुख सचिव एवं आयुक्त, वन एवं ग्राम्य विकास, उत्तरांचल शासन, देहरादून एवं अध्यक्ष टी०डी०सी०.
5. वैयक्तिक सचिव (प्रबन्ध निदेशक) को अभिलेखार्थ सुरक्षित रखने हेतु.
6. सम्बन्धित पत्रावली.
7. गार्ड फाईल.

(आर०के० निगम)
कम्पनी सचिव