

**GSFDC LIMITED**  
**VADODARA-07**

**LIST OF POWERS DELEGATED TO DIVISIONAL MANAGERS**  
**(amended on 17.06.2026)**

<b>Sr. No.</b>	<b>Nature of power</b>	<b>Extent of delegation</b>	<b>Board Item No.</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>ADMINISTRATIVE</b>		
1	Appointment of casual staff for contingencies	Upto Rs.10,000/- per annum with report to M. D.	11.8 (30-9-77) 63.9 (25-9-87) 214.11 (9-2-26)
2	Grant of increments	To all technical and non-technical staff in the Project Division	11.8 (30-9-77)
3	Taking disciplinary action	For staff drawing basic salary below Rs. 2040/- per month with report to M. D.	11.8 (30-9-77) 63.9 (25-9-87)
4	Change of headquarter and jurisdiction	- do -	11.8 (30-9-77) 63.9 (25-9-87)
5	Grant of Causal Leave	Full powers for all staff in the Project Division	11.8 (30-9-77)
6	Execution of agreements, signing of documents, agency authorisation on behalf of the Corporation as authorised by the Managing Director	Full powers	11.8 (30-9-77)
7	Opening and organising collecting centres and depots as per the approved programme of work	Full powers	11.8 (30-9-77)
8	Authorising subordinate staff to proceed on duty outside their jurisdiction, but within the State	Full powers	11.8 (30-9-77)
9	To engage and make payments to the labourers for departmental or causal work	Full powers subject to report to the Managing Director	11.8 (30-9-77)
10	To sell forest produce at sales depots at the rates approved by the Managing Director	Full powers	11.8 (30-9-77)

<b>FINANCIAL</b>			
1	Drawing and disbursement of salary as authorised by the Managing Director	Full powers for all staff in the Project Division	11.8 (30-9-77)
2	Sanction of T.A. advance and passing of T.A. bills	For all subordinate staff in the Project Division	11.8 (30-9-77)
3	Expenditure on purchase of office stationery, books, field equipments, stores, tools, furniture etc.	Upto Rs. 10,000/- annually after following the prescribed Government procedure	11.8 (30-9-77) 214.11 (9-2-26)
4	Sundry and business expenditure	Upto Rs. 250/- at a time, subject to an annual limit of Rs. 2500/-	11.8 (30-9-77) 214.11 (9-2-26)
5	Payment of rents, taxes, post and telegraph charges, telephones, electricity, water bills and such other contingent expenses	Statutory Expense : Actual Other contingent expense : Rs.5000/- per incident (Maximum limit Rs.50,000/- per annum)	11.8 (30-9-77) 214.11 (9-2-26)
6	Incurring of expenditure on petrol, oil, maintenance and repair of vehicles	Upto Rs. 5500/- per year per Jeep and Rs. 1800/- per year per Motor-cycle	11.8 (30-9-77)
7	Incurring of expenditure on entertainment of visitors	Upto Rs. 500/- per month	11.8 (30-9-77) 87.16 (20-2-93)
8	Grant of advance for approved work	Rs. 15000/- at any one time to certain Sub Divisional Managers and Rs. 5000/- only to specific Project Supervisors	11.8 (30-9-77) 19.17 (9-1-79)
9	Hiring of godowns and buildings for storage of forest produce	Upto rent of Rs. 10,000/- per month in each case	11.8 (30-9-77) 214.11 (9-2-26)
10	To impose penalty as per terms and agreement of contract	Full powers	11.8 (30-9-77)
11	Powers to sanction expenditure on repairs / alterations / additions of godowns, Corporation buildings etc.	Upto Rs. 25000/- per annum.	11.8 (30-9-77) 214.11 (9-2-26)
12	Repairs of vehicles by inviting quotations as per procedure laid down by the Corporation from time to time	<u>For vehicles like Truck / Car /Jeep</u> For 1 <sup>st</sup> & 2 <sup>nd</sup> year Rs.2000/- Per annum For 3 <sup>rd</sup> & 4 <sup>th</sup> Year Rs.5000/- Per annum For subsequent year Rs.10,000/- Per annum  <u>For vehicles like Motor-cycle etc.</u> For 1 <sup>st</sup> & 2 <sup>nd</sup> year Rs.1000/- Per annum For 3 <sup>rd</sup> & 4 <sup>th</sup> Year Rs.2500/- Per annum For subsequent year Rs.5,000/- Per annum	61.17 (31-3-87) 214.11 (9-2-26)

13	To incur contingent expenses for goods/services	Upto Rs. 20,000/-	165.8 (15-6-11)
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