

GSFDC LIMITED
VADODARA-07

LIST OF POWERS DELEGATED TO COMPANY SECRETARY
(amended on 9.02.2026)

Sr.No.	Nature of Power	Extent of delegation	Board Item No.
1	Grant of increments	Full powers for the staff other than Managers	11.8 (30-9-77)
2	Taking disciplinary action	For staff drawing basic salary below Rs. 650/- with a report to the Managing Director	11.8 (30-9-77)
3	Grant of casual leave	Full powers for all the staff other than Managers	11.8 (30-9-77)
4	Authorising staff members to proceed on duty anywhere in the State of Gujarat	Full powers for staff other than Managers	11.8 (30-9-77)
5	To engage sweepers, cleaners or labourers in connection with the work of the Corporation	Full powers subject top report to the Managing Director	11.8 (30-9-77)
6	To incur expenditure for printing of notices, forms, balance sheets, brochures, etc.	Full powers for the work approved by the Managing Director	11.8 (30-9-77)
7	Incurring of expenditure on entertainment of visitors	Upto Rs. 2500/- per year	11.8 (30-9-77) 214.7 (9-2-26)
8	Repairs of allotted 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 st & 2 nd year Rs.2000/- Per annum For 3 rd & 4 th Year Rs.5000/- Per annum For subsequent year Rs.10,000/- Per annum <u>For vehicles like Motor-cycle etc.</u> For 1 st & 2 nd year Rs.1000/- Per annum For 3 rd & 4 th Year Rs.2500/- Per annum For subsequent year Rs.5,000/- Per annum	62.11 (26-6-87) 214.7 (9-2-26)
9	To sanction Casual Leave of staff	Full powers	96.17 (11-11-94) 214.7 (9-2-26)

