

G S F D C LIMITED
VADODARA – 07

LIST OF POWERS DELEGATED TO FINANCIAL CONTROLLER
(amended on 9.02.2026)

Sr. No.	Nature of Power	Extent of delegation	Board Item No.
1	To sanction refund of security deposit for works let out on contract	Not exceeding Rs.100,000/- in each case after getting certificate regarding fulfilment of contract	11.8 (30-9-77) 214.8 (9-2-26)
2	To sanction payment of rent of office	To the extent approved by the Managing Director on monthly basis	11.8 (30-9-77)
3	To sanction expenditure on account of sanitary, water supply and electric installation	- do -	11.8 (30-9-77)
4	To take insurance of goods property etc. of the Corporation	Full powers to insure any property / goods with Gujarat Insurance Fund as per policy laid down for insurance	11.8 (30-9-77)
5	To sanction expenditure on demurrage charges	Upto Rs.2000/- in each case	11.8 (30-9-77) 214.8 (9-2-26)
6	To sanction expenditure on motor vehicle taxes	Full powers	11.8 (30-9-77)
7	To sanction expenditure of municipal and other taxes for the office building	- do – as per the terms and conditions of agreement	11.8 (30-9-77)
8	To sanction incurring of expenditure on petrol, oil maintenance and repairs of the vehicle of the Corporation	Full powers subject to the limit prescribed by the Managing Director	11.8 (30-9-77)
9	Powers to sanction expenditure in case of emergency accident	Not exceeding Rs.10,000/- in each case (Maximum limit Rs.50,000/- per annum)	11.8 (30-9-77) 214.8 (9-2-26)
10	To sanction TA/Medical bills	Full powers for all the staff other than the Managers – provided tour programme is approved by Managers	11.8 (30-9-77)
11	To sanction TA/Medical advance as per the rules of the Corporation	- do -	11.8 (30-9-77)



13	To release funds to the Divisional Managers	Full powers subject to the amount not exceeding budget approved by the Managing Director	11.8 (30-9-77)
14	Incurring of expenditure on entertainment of visitors	Upto Rs. 250/- per year	11.8 (30-9-77)
15	Operation of bank accounts at Head Office with Nationalised Banks only	Full powers	60.10 (31-1286) 113.21 (17-4-99)
16	a) Signing of cheques towards payment of expenditure, transfer of funds, purchase of material etc. for which proper purchases/ works orders etc. are placed and authorised by the Managing Director b) Signing of cheques for refund of deposits, payment of taxes, electricity bills, telephone bills, rent, insurance premium covering Corporation's properties etc. as per rules and policies framed by the Corporation	Full powers	60.10 (31-1286)
17	Passing of employees' salary bills, TA bills, transfer TA bills, LTC bills, medical bills, expense vouchers etc. as per rules of the Corporation	Full powers	60.10 (31-1286)
18	Passing of suppliers' bills, service charges bills, etc. supported by proper purchase and/or works orders etc.	Full powers	60.10 (31-1286)
19	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) 214.8 (9-2-26)
20	To sanction casual leave of staff	Full powers	96.17 (11-11-94) 214.8 (9-2-26)



21	Placing funds of the Corporation in the form of Fixed Deposits with Nationalised Banks / Govt Institutions as prescribed by the Govt and encashment thereof	Full powers jointly with Managing Director	113.21 (17-4-99)
22	Signing of bearer cheques for withdrawing cash for day to day expenditure	Not exceeding Rs. 25,000/- per cheque	108.7 (28-11-97) 214.8 (9-2-26)
23	To give office advance to the officers / staff for meeting various office expenses and making purchases	Upto a limit of Rs.50,000/- per each case	108.7 (28-11-97)
24	To sanction all types of staff advances such as Salary Advance, Food Grain Advance, Festival Advance, Fan (Ceiling / Table) Advance, Cycle Advance, Medical Advance etc.	Full powers subject to budget provision and limit fixed in service rules of Corporation in that behalf and subject to report to the Managing Director immediately.	108.7 (28-11-97)

