

**List of powers to be delegated to the Joint Managing Director, GSFDC Ltd.
(amended on 9.02.2026)**

Sr. No.	Nature of Power	Extent of delegation of powers	BOD Item No.
(1)	(2)	(3)	(4)
<u>ESTABLISHMENT</u>			
E-1	To create posts on approved scales of pay of the Govt. of Gujarat or of the Corporation.	Full powers for posts in scales of pay the maximum of which does not exceed Rs.7,440/- provided that this limit will <i>ipso facto</i> increase to be in consonance with its equivalent whenever this limit is increased following recommendation of all future Pay Commissions	193.17 (29/06/17)
E-2	To abolish posts created under his own powers.	Full powers	193.17 (29/06/17)
E-3	To appoint, promote and revert employees of the Corporation.	Full powers for posts in scales of pay the maximum of which does not exceed Rs.7,440/- provided that this limit will <i>ipso facto</i> increase to be in consonance with its equivalent whenever this limit is increased following recommendation of all future Pay Commissions	193.17 (29/06/17)
E-4	To take disciplinary action, accept resignation and terminate services.	Full powers in respect of employees for whom he is the appointing authority	193.17 (29/06/17)
E-5	To shift headquarters and transfer employees of the Corporation.	Full powers in respect of employees for whom he is the appointing authority.	193.17 (29/06/17)
E-6	To appoint casual staff paid from contingencies.	Full powers	193.17 (29/06/17)
E-7	To depute employees for training anywhere in India and to attend seminars on subject of interest of the Corporation.	Full powers in respect of class III and IV equivalent employees.	193.17 (29/06/17)
E-8	To permit employees of the Corporation to proceed on duty to any part of India.	Full powers in respect of class III and IV equivalent employees.	193.17 (29/06/17)
E-9	To sanction permanent advance	Full powers	193.17 (29/06/17)
E-10	To grant honorarium/fees and rewards.	Full powers subject to guidelines prescribed by the Board.	193.17 (29/06/17)
E-11	To allow acceptance of honorarium/ fees and rewards by the employees of the Corporation from other Institutions in India.	Full powers	193.17 (29/06/17)



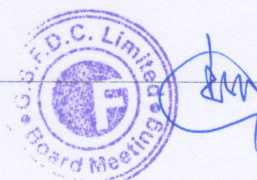
E-12	To hold or participate in seminars, training courses, conferences or meetings in India and meet all expenditure including allowances of the staff.	Full powers in respect of class III and IV equivalent employees.	193.17 (29/06/17)
E-13	To prescribe forms of surety bonds to be executed by employees of the Corporation handling cash, stores etc.	Full powers in respect of class III and IV equivalent employees.	193.17 (29/06/17)
E-14	To provide for the welfare of the employees.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
	<u>PURCHASES</u>		
P-1	Procurement of all types of goods and services for the Corporation	<ul style="list-style-type: none"> • Normal Purchase- Less than Rs.10 Lakh • Emergency Purchase- Not Permissible • Branded Purchase – Not Permissible 	193.17 (29/06/17) 214.6 (9-2-26)
P-2	Solitary offer for goods/ Service	Not Permissible	193.17 (29/06/17) 214.6 (9-2-26)
P-3	To purchase materials at controlled rates without calling for tenders.	Rs. 1 Lakh	193.17 (29/06/17) 214.6 (9-2-26)
P-4	Purchase of items manufactured by only one manufacturer.	Rs. 1 Lakh	193.17 (29/06/17) 214.6 (9-2-26)
P-5	Purchase without quotations or by verbal enquiry.	Full powers for purchases, the value of which does not exceed Rs.2,500/- per item.	193.17 (29/06/17) 214.6 (9-2-26)
P-6	Repeat order for goods/ Service	Not Permissible	193.17 (29/06/17) 214.6 (9-2-26)
P-7	To make advance payment required in connection with purchase.	Rs. 1 Lakh in case purchase from Govt./Govt. undertaking or Govt. approved agency (DGS & D, CSPO etc.)	193.17 (29/06/17) 214.6 (9-2-26)
P-8	To sanction claims for demurrage, wharfage etc.	Up to a limit of Rs.1,000/- in each case.	193.17 (29/06/17) 214.6 (9-2-26)



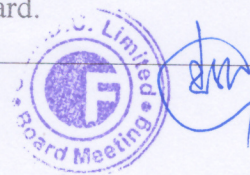
P-9	To accord administrative approval and to incur expenditure on works and purchase of materials in respect of schemes/ projects already sanctioned.	Up to a limit of Rs.50,000/- in each case.	193.17 (29/06/17) 214.6 (9-2-26)
P-10	To accord technical sanction to detailed estimates for works pertaining to schemes approved by the Board.	Full powers	193.17 (29/06/17)
P-11	To permit excess expenditure on works	Up to an extent of 5% over the sanctioned cost.	193.17 (29/06/17)
P-12	To purchase vehicles like Motor-cycles like Rajdoot Motor-cycles/Bullet etc.	Full powers (With Administrative approval from Managing Director)	193.17 (29/06/17) 214.6 (9-2-26)
P-13	To purchase timber for Vanil Udyog and to give authorization to delegate these powers to any Officer of the Corporation.	Rs. 50 lakh annually	193.17 (29/06/17) 214.6 (9-2-26)
P-14	To sanction purchase of stationery and stores including office equipments and furniture.	Up to Rs.25,000/- for each case	193.17 (29/06/17) 214.6 (9-2-26)
P-15	To sanction purchase of books, journals, periodicals.	Up to Rs.10,000/- for each case	193.17 (29/06/17) 214.6 (9-2-26)
<u>SALES</u>			
S-1	To do business on credit or on consignment basis.	Full powers	193.17 (29/06/17)
S-2	To arrange to appoint/hire agents for the sale of all products dealt in by the Corporation in accordance with the schemes approved by the Board.	Full powers	193.17 (29/06/17)
S-3	To offer quotations against enquiries.	Full powers	193.17 (29/06/17)
S-4	For sale of old stock of all forest produce (including MFP) which is lying unsold for more than one year.	To sell it to the purchaser of new stock at the selling rate of new stock, without auction with a condition that each purchaser should not be given more than 10 qtls. of old stock.	193.17 (29/06/17)
S-5	To sell Corporation's vehicles which have been written off by the Board at a price below the upset price.	Full powers subject to sale by public auction.	193.17 (29/06/17)



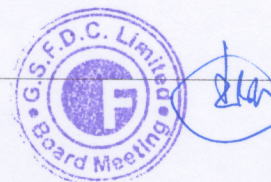
<u>FINANCIAL</u>			
F-1	To invest the funds of the Corporation in a Fixed Deposit Account with any nationalized bank.	Full powers with report to the Managing Director and Board.	193.17 (29/06/17)
F-2	To authorize borrowing from banks subject to monetary limits and terms and conditions approved by the Board.	Full powers	193.17 (29/06/17)
F-3	To open current account on behalf of the Corporation with any Scheduled or Nationalised bank and/or Co-operative bank anywhere in the country.	Full powers with report to the Managing Director and Board.	193.17 (29/06/17)
F-4	To borrow money from any Nationalised banks on the security of Fixed Deposit Receipt and to sign and execute on behalf of the Corporation all documents and forms as may be required by the banks.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
F-5	To delegate and/or withdraw authority to operate bank account individually or jointly on behalf of the Corporation to any employee not below the rank of Project Manager.	Full powers with report to the Managing Director and Board.	193.17 (29/06/17)
F-6	To delegate and/or withdraw authority to operate bank account individually or jointly on behalf of the Corpn to any employee not below the rank of Asstt. Project Manager.	Full powers with report to the Managing Director and Board.	193.17 (29/06/17)
(1) <u>CONTINGENCIES AND GENERAL</u>			
G-1	To sanction expenditure on printing, publicity, public relations and advertisements.	a) For Printing: Rs. 1,00,000/- per annum b) For Publicity/PR/Advt.: 2.5% of Net Profit of immediately preceding F.Y. OR Upto Rs. 5,00,000/- per annum whichever is higher.	193.17 (29/06/17)
G-2	To pay Municipal rates and taxes, posts and telegraph charges and telephone bills, electric, gas and water charges, commission on money orders and other such expenses.	Full powers	193.17 (29/06/17)



G-3	To sanction installation of telephones.	Full powers	193.17 (29/06/17)
G-4	To sanction expenditure on additions and alteration and repairs of godowns, buildings and other structures and installations of the Corpn including furniture, equipments etc.	Full powers	193.17 (29/06/17)
G-5	To incur expenditure on the maintenance and repair of the vehicles of the Corporation.	Full powers	193.17 (29/06/17)
G-6	To sanction expenditure on ceremonial occasions.	Full powers	193.17 (29/06/17)
G-7	To sanction all contingent charges.	Full powers	193.17 (29/06/17)
G-8	To incur expenditure on immediate safety of employees, plant, machinery etc.	Full powers. Expenditure over Rs.25,000/- to be reported to the Managing Director & Board.	193.17 (29/06/17)
G-9	To sanction re-appropriation between the heads of expenditure in the sanctioned budget.	Full powers	193.17 (29/06/17)
G-10	Sanction of advance payment to Govt. or Semi Govt. Institutions and other public bodies for specific work entrusted to them in the implementation of the programme of the Corporation.	Up to Rs. 50,000/- per instance.	193.17 (29/06/17)
G-11	To incur expenditure in connection with courtesy services.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
G-12	To determine from time to time who shall be entitled to sign on the Corpn's behalf bills, notes, receipts, acceptance, endorsements, schemes, releases, contracts and documents.	Full powers	193.17 (29/06/17)
G-13	To execute power of attorney instruments, deeds, contracts agreements on behalf of the Corporation.	Full powers subject to periodical review by the Managing Director and Board.	193.17 (29/06/17)



G-14	To sanction legal charges at proper and reasonable rates.	Full powers	193.17 (29/06/17)
G-15	To insure any property of the Corporation with the Gujarat Insurance Fund.	Full powers	193.17 (29/06/17)
G-16	To supply samples of forest products.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
G-17	To declare stores, equipments, machinery, vehicles etc. which he is competent to purchase as unserviceable or obsolete, to fix their prices and prescribe the mode of their disposal.	Full powers	193.17 (29/06/17)
G-18	To sanction write-off of losses of different kinds of forest produce (including MFP), stores, tools and plants, live stock, timber and other factory products.	Upto Rs.250,000/- and upto Rs.12,500/- in each case. (Subject to Approval to Audit Committee of Corporation)	193.17 (29/06/17) 214.6 (9-2-26)
G-19	To write off irrecoverable amounts due to the Corporation.	Up to Rs.1,000/- at a time or Rs.20,000/- per annum.	193.17 (29/06/17)
G-20	To sanction write off of unserviceable vehicle like Motor-cycle/Bullet etc. with compliance of following conditions a. They should be used for at least 10 years AND b. They should complete the journey of not less than 1,50,000 kms.	For 1 st & 2 nd year 10% of prevailing market value of the vehicles For 3 rd & 4 th Year 15% of prevailing market value of the vehicles For subsequent year 25% of prevailing market value of the vehicles	193.17 (29/06/17) 214.6 (9-2-26)
G-21	To waive earnest money, security deposits, bank guarantee etc. upto contract of Rs.1 lac for good and sufficient reasons.	Full powers	193.17 (29/06/17)
G-22	To grant loans and advances for purchase or hire of animals/equipments/ machinery/ transport for purchases connected with the objectives of the Corporation with reference to the schemes approved by the Board.	Full powers	193.17 (29/06/17)



G-23	To treat any distinguished person, expert, customers, visitors, consultants, etc. as a guest of the Corporation and to incur expenditure on boarding, lodging, transportation and entertainment of such persons.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
G-24	To rent space for the offices units, residential accommodation of the Corpn within the area of the Corporation.	Full powers with a report to the Managing Director and Board.	193.17 (29/06/17)
G-25	To institute, conduct, defend any legal proceedings by or against the Corporation and also to allow time for payment or satisfaction of any claims or demands by or against the Corporation.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
G-26	To make and give receipts, releases and other discharges for money payable to the claims and demands of the Corporation	Full powers	193.17 (29/06/17)
G-27	a) To appoint Legal Retainer and Taxation Consultants. b) To appoint professional Trade and Technical experts.	Full powers with a report to the Managing Director and Board.	193.17 (29/06/17)
G-28	To incur expenditure on Research Work, Research Studies and Market Survey etc.	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
G-29	To sanction rental charges of Godown, Ware-house or such other places for storage of all forest produce (including MFP).	Up to 50% of the financial limit prescribed for Managing Director	193.17 (29/06/17)
G-30	For undertaking activity of Tree Plantations received from Public Sector OR Private Individuals	1,25,000 trees each year	193.17 (29/06/17)

