

**LIST OF POWERS DELEGATED TO MANAGER (ADM)**  
**(amended on 9.02.2026)**

<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>
1	Grant of increments	Full powers for the staff other than Managers	11.8 (30-9-1977)
2	Taking disciplinary action	For staff drawing basic salary below Rs. 650/- with a report to the Managing Director	11.8 (30-9-1977)
3	Change of headquarter and jurisdiction	- do -	11.8 (30-9-1977)
4	Grant of casual leave	Full powers for all the staff other than Managers	11.8 (30-9-1977)
5	Authorising staff members to proceed on duty anywhere in the State of Gujarat	Full powers for staff other than Managers	11.8 (30-9-1977)
6	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 (30-9-1977)
7	To incur expenditure for purchase of consumable stores and articles	Upto a limit of Rs. 10,000/- for each item	11.8 (30-9-1977) 214.13 (9-2-26)
8	Purchase of books and periodicals, papers, etc.	Upto Rs. 10,000/- after following the prescribed Government procedure	11.8 (30-9-1977) 214.13 (9-2-26)
9	To incur expenditure for printing of notices, forms, balance sheets, brouchers, etc.	Full powers for the work approved by the Managing Director	11.8 (30-9-1977)
10	Authentication of entries in the service book	For all the staff other than Managers	11.8 (30-9-1977)
11	Incurring of expenditure on entertainment of visitors	Upto Rs. 2500/- per year	11.8 (30-9-1977) 214.13 (9-2-26)



12	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> <u>For vehicles like Truck / Car /Jeep</u> Rs. 5000/- per vehicle per year <u>For vehicles like Motor-cycle etc.</u> Upto 25% of the value of the vehicle per year	62.11 (26-6-87)
13	To sanction all kinds of leave of staff working in his Section	Full powers	96.17 (11-11-94)

