

GSFDC LIMITED
VADODARA- 07

LIST OF POWERS DELEGATED TO WORKS MANAGER, VANIL UDYOG
(amended on 9.02.2026)

Sr. No.	Nature of power	Extent of delegation	Board Item No.
1	2	3	4
ADMINISTRATIVE			
1	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)
2	Change of headquarter and jurisdiction	- do -	11.8 (30-9-77) 63.9 (25-9-87)
3	Grant of Casual Leave	Full powers for all staff in Vanil Udyog	11.8 (30-9-77)
4	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)
5	Opening and organising collecting centres and depots as per the approved programme of work	Full powers	11.8 (30-9-77)
6	Authorising subordinate staff to proceed on duty outside their jurisdiction but within the State	Full powers	11.8 (30-9-77)
7	To engage and make payments to the labourers for departmental or casual work	Full powers subject to report to the Managing Director	11.8 (30-9-77)
8	To sell forest produce at sales depots at the rates approved by the Managing Director	Full powers	11.8 (30-9-77)
9	To sanction Food Grain Advance, Festival Advance, Ceiling & Table Fan Advance and Cycle Advance to staff members working under his control	Full powers	83.6 (31-3-92)



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FINANCIAL

1	Drawing and disbursement of salary as authorised by the Managing Director	Full powers for all staff in Vanil Udyog	11.8 (30-9-77)
2	Sanction of T. A. advance and passing of T. A. bills	For all subordinate staff in Vanil Udyog	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) 214.14 (9-2-26)
4	Sundry and business expenditure	Upto Rs. 250/- at a time. Subject to an annual limit of Rs. 5000/-	11.8 (30-9-77) 214.14 (9-2-26)
5	Payment of rents, taxes, post and telegraph charges, telephone, electricity water bills and such other contingent expenses	Statutory Expense : Actual Other contingent expense : Rs.10,000/- per incident (Maximum limit Rs. 1,00,000/- per annum)	11.8 (30-9-77) 214.14 (9-2-26)
6	Incurring of expenditure on petrol, oil, maintenance and repair of vehicles	UptoRs. 5500/- per year per jeep and Rs. 1800/- per year per Motor-cycle	11.8 (30-9-77) 214.14 (9-2-26)
7	Incurring of expenditure on entertainment of visitors	UptoRs. 1000/- per month	11.8 (30-9-77) 87.16 (20-2-93)
8	To impose penalty as per terms and agreement of contracts	Full powers	11.8 (30-9-77)
9	Powers to sanction expenditure on repairs / alterations / additions of godowns, Corporation buildings etc.	Upto Rs. 50,000/- per annum	11.8 (30-9-77) 214.14 (9-2-26)
10	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 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	61.17 (31-3-87) 87.15 (20-2-93) 214.14 (9-2-26)
11	Purchase of miscellaneous item as required for approved works of Vanil Udyog	UptoRs. 20000/- per year but not exceeding Rs. 1000/- at a time subject to rules of purchases for approved works	25.16(5) (18-2-80) 110.16 (30-9-98)



12	Purchase of urgent stores / spares by inviting quotations as per procedure laid down by the Corporation from time to time Same powers for Training-cum-Production Centre, POR	UptoRs. 10000/- for any item in a year UptoRs. 5000/- for any item in a year	87.15 (20-2-93) 69.17 (30-3-89)
13	Urgent repairs by inviting quotations as per procedure laid down by the Corporation from time to time. Same power for Training-cum-Production Centre, POR	UptoRs. 10000/- for any plant /machinery in a year UptoRs. 5000/- for any item in a year	87.15 (20-2-93) 69.17 (30-3-89)

