

**CHHATTISGARH STATE RENEWABLE ENERGY DEVELOPMENT AGENCY (CREDA)**

**Head Office**

**Additional Delegation of Powers to In charge of RE-1, RE-2, RE-3 & RE-4**

**1- Administrative Powers Related to Projects**

S.No.	Nature	In Charge of vertical (Not below the rank of SE)	Remark
1	To approve Estimates and grant Technical sanction (TS) for all works relating to projects	Full Powers	-----
2	To grant Administrative Sanction (AS) for all works relating to projects subjects to availability of Budget	Up to Rs. 1 Crore	-----
3	To grant Administrative Sanction (AS) for Deposit Works relating to Projects	Up to Rs. 1 Crore	-----
4	To grant Administrative Sanction (AS) for subsidies for various systems including Central Financial assistance and State Subsidy within the limits specified by MNRE & Governing Body	Up to Rs. 1 Crore	-----
5	To grants Administrative Sanction (AS) for utilizations of provisions for contingencies in the sanctioned estimates of all works relating to projects subjects to availability of Budget	Up to Rs. 10 Lacs	-----
6	To grants Administrative Sanction (AS) for construction/ alteration/ Purchase/ renovation/ repair & maintenance works subjects to availability of Budget	Up to Rs. 25 Lacs	-----
7	To invite and Approval of tenders	Up to Rs. 50 Lacs	-----
8	Approval of tenders on lowest tender basis or after negotiation on single tender basis and signing agreement for all works relating to projects	Up to Rs. 50 Lacs	To be exercised on recommendation of tender committee
9	To grant extension in completion time for works with penalty	Full powers to tender accepting authority	-----
10	To issue work/purchase orders on approved rates as per availability of budget	Full Powers	-----
11	To approve conference, seminars, workshops, exhibitions etc. or sponsorship and to participation in trainings etc. subject to availability of Budget/supervision charges	Rs. 50,000/- One time and Rs. 5 Lacs per annum	To be exercised in consultation with accounts in-charge
12	Approval of Payments for completed works against work/purchase orders	Full Powers	To be exercised in consultation with accounts in-charge
13	Refund of EMD/SD/PS/retention money	Full Powers	To be exercised in consultation with accounts in-charge

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**2- General Administrative and Financial Powers  
Head Office**

S.No.	Nature	In Charge of vertical (Not below the rank of SE)
1	To accord approval for purchase of Office Furniture/ equipments and Other Assets subject to availability of budget	Up to Rs. 50,000/- One time and Rs. 05 Lacs per annum
2	Approval of medical advance	Full Powers to Incharge of Administration
3	Approval of Repairs of vehicle as per rules subject to availability of Budget/supervision charges	Up to Rs. 50,000/- at a time approval by Incharge of Administration
4	Approval of purchase of Assets under prevailing Executive Instructions (EI)	Up to Rs. 50,000/- at a time approval by Incharge of Administration
5	To sanction office upkeepment	Up to Rs. 50,000/- at a time approval by Incharge of Administration
6	Approval of write off unusable stock/ furniture/ office equipments	Up to Rs. 2 Lacs at a time
7	Sanction of computerization, digitization, software preparation, internet connections etc	Up to Rs. 50,000/- at a time approval by Incharge of Administration
8	To sanction Legal and Professional charges (at a time)	Up to Rs. 50,000/- at a time approval by Incharge of Administration
9	To Sanction advertisement expenses subject to budget approval in one FY	Up to Rs. 50,000/- at a time
10	To Issue Service Certificate to Staff	Full Powers to Incharge of Administration
11	To sanction Entertainment Expenses	Up to Rs. 5,000/- at a time

**Note :- Powers have to exercised by project in-charge in consultation with concerned in-charge of accounts.**

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**3- Financial Powers (at a time)**  
**Head Office**

S.No	Nature	In Charge of vertical (Not below the rank of SE)
1	To sanction Printing, Stationery & Photocopy expenses	Full powers
2	Sanction books and periodicals	Up to Rs. 2,000/-
3	Entertainment expenses/Tea expenses	Up to Rs. 2,000/-
4	To Sanction non-recurring contingent expenses	Up to Rs. 5,000/-
5	To disburse staff claims after approval of Competent Authority	Full Powers
6	To disburse projects payment after obtaining sanction from the Competent Authority and after receipt of funds in the bank account from the RO/HO	Full Powers
7	To sanction expenditure on diesel	Up to Rs. 50,000/-
8	Operation of bank accounts/signing of cheques	Full Powers through Joint Signatures with accounts in-charge

**Note :- Powers have to exercised by project in-charge in consultation with concerned in-charge of accounts.**