

## **Manual 2**

### **The Powers and Duties of Officers and Employees**

- (1) Delegation of Administrative Power**
- (2) Job Responsibilities of the Officers**

### Delegation of Administrative Powers

Sr. No.	Details of Power conferred	Dy. Manager (P&A)	Dy. Manager (Accounts)	General Manager	Chief Executive Officer
1.	Sanction of regular increments to employees / officers	--	--	Full powers	Full Powers for General Manager and powers for all employees in the following cases : (1) Increments to be released which are specifically withheld (2) Increment to be released on satisfactory completion of probation period. (3) Increments to be released after counting broken period of service.
2.	Grant of all type of leave i.e. Casual leave, Earned Leave, Commuted Leave, Maternity / Paternity Leave, Compensatory leave	--	--	Full powers for the post below Deputy Manager	Full powers for Senior Manager and above.
3.	Grant of Leave without Pay	--	--	--	Full powers, subject to Rules.
4.	Grant of Study leave	--	--	--	Full powers , subject to Rules
5.	Sanction of Leave Travel Concessions/ Home Town including advances to employees /officers	--	--	--	Full powers, subject to Rules as well as Government Policy from time to time.
6.	Maintenance of service book of employees/ officers	Full powers	--	--	--
7.	Sanction of leave encashment to employees/officers	--	--	--	Full powers, subject to Rules as well as Government Policy from time to time.
8	Sanction of special pay, charge allowance for holding additional	--	--	-	Full powers , as per Rules.

	charge of equivalent post or higher post.				
9.	Appointment of employees/officers	--	--	--	Full powers, as per GIDB Service Rules.
10.	Acceptance of resignation of employees/officers	--	--	--	Full powers
11.	Disciplinary action and imposing penalties	-		-	Full powers, as per GIDB Discipline Conduct and Appeal Rules.
12.	Suspension of employees/officers	-		-	Full powers, as per GIDB Discipline Conduct and Appeal Rules.
13.	Dismissal of employees / officers	-		-	Full powers, as per GIDB Discipline Conduct and Appeal Rules.
Power at Sr. No.11,12 and 13 shall be exercised subject to following of proper procedure as laid down in the GIDB Service Rules/ Gujarat Civil Service Conduct and Discipline rules .					
14.	Sanction of Tour programs	--	--	Full powers for Deputy Manager and below	Full powers for Senior Manager and above.
15.	To depute officers/ employees for seminar/ training, workshop etc.	--	--	Full powers for Assistant Manager and below	Full powers for Deputy Manager and above.
16.	To participate in fair/ exhi-bitions/ seminar/ training, workshop etc.	--	--	--	Full Powers
17	To insure properties of the Board	--	--	Full powers	Full Powers
18	Appointment of contractual employees/daily wage employees	-		-	Full powers upto remuneration not exceeding Rs.15.000/- per month.
19.	To select security, housekeeping agency/ maintenance agency/ marketing agency/printing agency	--	--	--	Full powers

20	Supervision of work of employees and issue instructions, memos and to ask for clarifications regarding duties they have been entrusted.	Powers are delegated to all officers in respect of the persons directly sub-ordinate to them.	--	All employees and officers below Junior Manager (Rs.5500-9000)	Full Powers
21	To permit officers/employees to travel by higher class or by Air	--	--	--	Full Powers

### **Maintenance of Annual Confidential Reports (ACRs)**

Sr. No.	Category of Employees	Reporting Officer	Reviewing Officer	Custodian (Except for the ACRs of deputationist)
1	All employees (Junior Manager and below)	Concerned Deputy Manager (Dy. Manager – P&A or Dy. Manager – Accounts).	General Manager	Dy. Manager (P&A) (except for Dy. Manager (P&A)) For Dy. Manager P&A Custodian will be the General Manager.
2	All employees (Assistant Managers, Dy. Managers, Senior Managers, Dy. General Manager)	General Manager	Chief Executive Officer	Dy. Manager (P&A)
3	General Manager	Chief Executive Officer	Principal Secretary, Industries and Mines Dept. and Chairman, Personnel Committee	Dy. Manager (P&A)

### **Delegation of Financial Powers to various officers**

Sr	Nature of Powers	Dy. Manager (P&A)	Dy. Manager (Accounts)	General Manager	Chief Executive Officer
1	Powers to sign cheques	--	Upto Rs.2.00 lacs	Upto Rs. 5.00 lacs jointly with Dy. Manager (Accounts)	Full powers

2	Powers to sign Accounts Book	--	Full Powers	--	--
3	Powers of drawing and disbursing officer	--	Full Powers	-	Full powers
4	Powers to pass bills including payment orders				
(a)	Contingency bills including advance of contingencies	Upto Rs. 2,000/-	--	Upto Rs. 20,000/-	Full powers
(b)	Traveling allowance bills duly countersigned by the competent officer	Full powers	--	--	--
(c)	Medical reimbursement bills ( Excluding surgical and indoor treatment cases )	Upto Rs. 2,000/-	--	Upto Rs. 6,000/- per	Full powers
(d)	To sanction medical reimbursement bills in surgical and indoor treatment case	--	--	--	Full Powers
(e)	Pay bills including supplementary pay bills.	--	Full Powers	--	--
(f)	Bills of recurring expenditure like telephones, electricity, telegram, motor vehicle tax, municipal tax, insurance premium, revenue stamp, Courier bills.	Full Powers	--	--	--
5	Countersigning of TA bills	For the post of Junior Manager & below for the persons directly subordinate to him.	For the post of Junior Manager and below for the persons directly subordinate to him.	For the post of Assistant Manager and above (except for General Manager)	Full powers (for General Manager)
6	To open a Bank Account in Nationalized Bank(s) and invest surplus money in the Bank(s), as per Govt. directions.	--	--	--	Full powers
7	Reimbursement of actual expenses on account of Taxi/ Rickshaw, Bus etc. on out station tour.	--	--	Upto Rs.1500/-	Full Powers
8	Reimbursement of local conveyance bills	Upto Rs.500/- per instance	--	Upto Rs. 1,000/- per instance	Full powers

9	Commission charges to be paid to the Banks.	--	Full Powers	-	-
10	Demurrage	-	--	Upto Rs. 5,000/-	Full powers
11	To incur expenditure on fees to pleaders, CAs, lawyer or other professional services	--	Upto Rs.2000/-	Upto Rs. 20,000/-	Full powers
12	Purchase of Hot & / or cold weather equipment including heaters, air conditioners, air coolers, fans etc.	--	--	Upto Rs. 20,000/-	Upto Rs. 10.00 lacs
13	To incur expenditure on subscription of publications, magazines and news papers and renewal thereof.	Upto Rs.2000/- ( For office library )	--	Upto Rs.10,000/- (for office library).	Full powers
14	Purchase of books, periodicals, agreements, national or international journals.	--	--	Upto Rs. 20,000/-	Full powers
15	Disposal of news papers, magazines	Full powers	--	--	--
16	Refreshment & entertainment at the meeting, conferences, group meetings and visit of delegates / officers etc.	Powers are delegated to each Dy. Manager and above Upto Rs. 500/- per month against submission of bills.	--	Upto Rs. 5,000/-	Full powers
17	Accommodation for consultants, experts, professionals and Govt. officials	--	--	Upto Rs. 20,000/- per instance.	Full powers
18	Hiring of cars	--	--	Full powers	--
19	Purchase of electronic equipment including computer hardware, software, peripherals, copiers, telephone instruments / systems, mobile phone ,CVT , stabilizers etc.	--	--	--	Upto Rs. 10.00 lacs
20	Consumable stores including purchase of stationery articles.	Upto Rs. 10,000/-	--	Full powers	--

21	Repairing and maintenance of vehicles.	Upto Rs.10,000/-	--	Full Powers	--
22	Repairing of electrical, electronic equipments, and also maintenance of civil work, interior etc.	Upto Rs. 5,000/-	--	Full powers	--
23	Purchase of capital items i.e. furniture, fixtures and other dead stock articles etc.	--	--	--	Upto Rs. 10.00 lacs
24	To undertake Interior work	--	--	Upto Rs. 20,000/-	Full powers
25	To approve printing expenditure	Upto Rs.10,000/-	--	Upto Rs. 25,000/-	Full powers
26	To incur expenditure on organizing workshop, seminar, conference, fairs, exhibitions etc.	--	--	--	Full Powers
27	To incur expenditure on uniforms to peons, drivers, pantry staff etc.	--	--	Full powers	--
28	To pass the bills of security agency, housekeeping agency	Upto Rs.25,000/-	--	Upto Rs. 50,000/-	Full powers
29	Sanction recurring expenditure on fuel and oil	Upto Rs. 2,000/- at a time.		Upto Rs. 5,000/- at a time	Full powers
30	Expenditure on publicity including publication of advertisements (including tender notices, recruitment advertisement)	--	--	--	Full Powers
31	Purchase of game equipment for staff club	-	--	-	Full powers
32	To sanction expenditure for staff welfare	-	--	-	Full powers
33	Sanction of payment of professional fees to media agencies, experts professionals, survey agencies, solicitor firms etc.	--	--	-	Upto Rs. 10.00 lacs per instance ( This power is other than a power delegated by EC/Board for

					releasing payment to consultants for a feasibility and other studies approved )
34	Powers for disposal of scrape material including tyres, tubs, batteries and other spare parts by public auction and disposal of waste papers, magazines etc.	Full powers	--	--	--
35	To depute officers/ employees and sanction expenditure on participation/ registration fees of officers in seminar, workshop, conferences and training.	-		Full powers for the employees – Junior Manager and below (Upto Rs. 20,000 per instance)	Full powers
36	To incur expenditure of zerox, lamination, binding etc.	Full powers	--	--	--
37.	Purchase of car	--	--	--	Full powers (after obtaining approval of Chairman, Personnel Committee)
38.	Refund of deposits or earnest money	-	--	Full powers	--
39	Signing of vouchers passed / approved by the competent authority	--	Full powers	--	--
40	Sanction of loans and advances				
(i)	Food grain advance	Full Powers	--	--	--
(ii)	Festival advance	Full Powers	--	--	--
(iii)	Cycle, Fan advance	Full Powers	--	--	--
(iv)	Moped, scooter, Motor cycle advance	-	--	-	Full powers
(v)	Car Advance	-	--	-	Full powers
(vi)	House building advance	-	--	-	Full powers
(vii)	Tour advance	Upto Rs.5000/-	--	Upto Rs.20,000/-	Full Powers



41	Powers to execute contracts (including Annual Maintenance contract) on behalf of the Board	Upto Rs. 20,000/- with prior approval of General Manager	--	Upto Rs. 1.00 lac with prior approval of Chief Executive Officer	Full Powers (This power is other than a powers delegated by Executive Committee, Board for the purpose of feasibility study or other sectoral, framework study).
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## **Job responsibilities of officers**

### **Job responsibilities and description for the post of General Manager.**

1. To analyse the five year planning, annual planning and action plan prepared by the concerned officers and give final look and process it further for approval of the EC/Board.
2. To monitor the achievements made for each activates laid down in action plan and take all necessary action for faster implementation of planning.
3. To coordinate with all departments about action plan/fiver year plan of GIDB and attend meetings thereof.
4. To assimilate and examine all proposals/ agenda notes submitted to EC/Board.
5. Overall responsibility pertaining to project development, budget, planning, monitoring, personnel and administration, accounts and IT related functions.
6. Metter regarding rules to be formulated under GID Act, 1999, suggest amendments in rules, regulations or any other matter covered under the Act.
7. To elicit information relating to national and international financial institutions and to ensure co-operation.
8. To set models/ procedure / tools to co-ordinate and monitor the projects undertaken in the State and implement the same.
9. Matters regarding world bank TA proposals and ADB proposals.
10. To act as a Secretary of the all steering committees, Human Resource Committee or any other such committees set up by the Board/EC.
11. To take all action to represent GIDB in national or international platform.
12. To act as reporting officer for all infrastructure sectors/projects.
13. Matter assigned by CEO.

### **Job responsibilities description of Sr. Manager (Sector officials)**

1. Planning for the development of infrastructure projects with Private Sector Participation (PSP) in (allotted sectors). Job includes preliminary studies or research activities for project identification to be carried out for the purpose of planning.
2. To prepare a shelf of project and prioritization of the same. To undertake all necessary basic study and research activities for the same.
3. To undertake feasibility /pre-feasibility / techno-economic / or any other study including following activities.
  - Preparations of Terms of Reference.
  - To prepare the detailed proposal for approval of the study for the submission of EC/Board.
  - To invite RFQ cum RFP from the consultants, evaluation of the same, award of the study including preparation of agreements, conduct meeting of steering committee, to prepare minutes of the committee and action taken on the decisions taken by the committee.
  - To take all necessary action for completion of the study.
4. To co-ordinate with the concerned department for the project developed for PPP, to prepare detailed proposal to be submitted to the EC/Board along with the draft concession agreement in consultation with the Department to prepare comments on the agreement proposed by the GoG/Agency.
5. To oversee the bidding processes undertaken by the Dept/Govt. agency for the selection of the developer.
6. To monitor the implementation of the project and periodical reporting to the Board/EC including designing of various tools for monitoring.
7. To move proposals /files to recover the development cost of the project from developer /Govt. agency and also to take necessary action to recover the charges to be claimed under section 32 of the act.
8. To undertake preliminary ,basic study to improve to private sector participation in above projects i.e. to design policy guideline ,sector reforms, to suggest amendment in present policy, preparation of model concession agreements, regulatory framework etc. To take all necessary action from preparation of such proposal, approvals from various authorities. Submission to the Board, co-ordination with the concerned dept. etc. (To be done in house)
9. To suggest the promotion plan-project specific /policy specific and coordinate for the implementing such plan with concerned officer.
10. To perform the function entrusted by CEO.

### **Job responsibility and description of Dy. Manager (sector officials)**

1. Planning for the development of infrastructure projects with private Sector Participation (PSP) in (allotted sectors). Job includes preliminary studies or research activities for project identification to be carried out for the purpose of planning.
2. To prepare a shelf of project and prioritization of the same. To undertake all necessary basic study and research activates for the same.
3. To undertake feasibility / pre- feasibility / techno-economic/ or any other study including following activities.
  - Preparation of Terms of Reference.
  - To prepare the detailed proposal for approval of the study for the submission of EC/Board.
  - To invite RFQ cum RFP form the consultants, evaluation of the same, award of the study including preparation of agreements, conduct meeting of steering committee, to prepare minutes of the committee and action taken on the decision taken by the committee.
  - To take all necessary action for completion of the study.
4. To co-ordinate with the concerned department for the project developed for PSP, to prepare detailed proposal to be submitted to the EC/Board along with the draft concession agreement in consultation with the Department to prepare comments on the agreement proposed by the GoG/Agency.
5. To oversee the bidding processes undertaken by the Dept. /Govt. agency for the selection of developer.
6. To monitor the implementation of the project and periodical reporting to the Board/EC including designing of various tools for monitoring.
7. To undertake preliminary basic study to improve the private sector participation in above project i.e. to design policy guideline, sector reforms, to suggest amendment in present policy, preparation of model concession agreements, regulatory framework etc. to take all necessary action from preparation of such proposal, approvals from various authorities submission to the Board, co-ordination with the concerned dept. etc. (To be done in hose).
8. To suggest the promotion plan-project specific / policy specific and coordinate for the implementing such plan with concerned officer.
9. To perform the functions entrusted by CEO

**Job responsibility and description of Dy. Manager (planning and monitoring)**

1. To prepare Annual Plans of the GIDB every year as per the Budget provision and submit the same for the approval of the Board, and to undertaking all activities for preparation of Annual Plans including co-ordination with Sector officials and liaison with Government Department / agency.
2. To prepare Action Plan – every year- for each activity laid down in annual planning of GIDB and monitoring thereof.
3. To closely monitor the financial and physical achievements / progress on annual planning and devise monitoring system for the same.
4. To conduct meeting (monthly) under the chairmanship of CEO/GM for implementation and monitoring of annual planning and Action Plan.
5. To prepare Annual Reports of the Board under section 31 of GID, Act, 1999, submit the same to the Board for approval and forwarding the same to the Government for laying it to state legislature.
6. Correspondence with the State Government Department regarding Planning and Monitoring.
7. Over all responsibilities connected with or incidental to preparation and monitoring of Annual Plan and action plan, including annual reports under section 31 of GID Act, 1999.
8. To function as Public Information Officer under RTI Act, 2005.
9. To function as Liaison Officer for State legislative Assembly work and question.
10. The work and responsibilities assigned by the CEO.

**Job responsibility and description of Dy. Manager (Marketing and System Integration)**

1. Over all responsibilities to prepare and implement the Annual Plan of Marketing and System Administration.
2. To prepare features of the project, details on concession and financial structuring of projects developed by GIDB (Feasibility or other studies) and disseminate the same to developer/ investors and act upon the response of them.
3. Over all responsibilities on the plans by GIDB.
4. To plan and implement the promotional activities like conducting seminar, workshops, participation in fairs etc.
5. To develop, upgrade maintain the Resource Center developed by GIDB. Including co-ordination with GOG /Agencies / Research Insti/ Academia, obtain literature form them and regular supply and procurement of the same.
6. Finding of International reputed organization / publishers and process procuring the magazine, periodicals for resource centre. Procure infrastructure related literature available globally.
7. To prepare a guideline for membership and use of Resource Center.
8. To prepare and publish News Letter (bi monthly) under the activity of Resource Center and activities connected therewith and incidental thereto.
9. To set up Electronic Library, preparation of MIS and GIS and procurement of IT appliances required for setting up of the same.
10. To procure computer hardware, software and peripherals for the system.
11. System administration including trouble shooting, maintenance and up gradation of server and maintain a dead stock register of the equipments.
12. To prepare and implement media planning.
13. To function as Assistant Public Information Officer under RTI, Act, 2005.
14. Overall responsibilities connected with and incidental to Marketing, promotion, system administration including resource centre.
15. Work assigned by the CEO-GIDB.

**Job responsibility and description for the post of Dy. Manager (secretarial).**

1. To prepare and implement the regulation under section 38 (2) (a) of GID Act, 1999 regarding transaction of business of the Board.
2. To prepare regulations of the Board regarding constitutions of Executive Committee of the Board and implement the same.
3. To co-ordinate with concerned officer for agenda items to be submitted to Executive Committee and Board meeting.
4. To issue agenda note to the Board/ EC members, attend meetings of EC/Board, preparation of minutes, matter regarding approval and circulation of minutes.
5. To prepare action taken report for each EC/Board meetings.
6. To prepare review items for each EC/Board meetings.
7. To assist General Manager in drafting and preparation of rules under GID.
8. Matters assigned by CEO.

**Job responsibility and description for the post of Dy. Manager (Personal and Admin)**

1. Preparation and implementation of regulations under sections 38(2) (a) (c) of GID Act, 1999.
2. Formulation and implementation of Recruitment rules, service rules for the employees of the Boards.
3. Prepare proposal for delegation of financial and administrative powers and implementation and monitoring of the same.
4. Matters pertaining to training of the employees of the Board, framing of HRD and framing policies.
5. Constitution of Personnel Committee of the Board and submission of agenda note to these committees and matter related to any business put up before the committee.
6. Implementation of the decision taken by the HR Committee.
7. Matters regarding security, pantry staff and all day to day administrative functions.
8. Matter related to consumable, dead stock, interior, upkeep and maintenance of the office premises including matter pertaining to general administration.
9. All matters pertaining to services of the employees/policies of personnel department.
10. Matters assigned by CEO.



**Job responsibility and description for the post of Dy. Manager (Accounts)**

1. To prepare and implement regulations for the maintenance of the Accounts of the Board under section 30 (1) of GID Act, 1999.
2. To prepare and implement regulation for the annual statement of accounts of the Board for each financial year under section 30 (2) of GID Act, 1999.
3. Overall functions to conduct audit of the accounts of the Board, submission of the same to EC/Board and laying it to the State legislature as per the provisions of the Act.
4. Preparation of the Budget and liaison with the State Government for releasing the budgetary provisions and submission of proposal and all related correspondence regarding budget.
5. To function as drawing and disbursing officers.
6. Monitoring and review of the expenditure incurred as per the provision of budget.
7. Matters pertaining to investment of the fund of the Board.
8. Matters pertaining to pay allowances of the staff.
9. Matters pertaining to tax liabilities.
10. All matters pertaining to maintenance of Bank accounts.
11. Matters assigned by the CEO.