

Delegation of Power: IT Department

| S No | Particulars | Delegation of Powers |
|------|--|--|
| (A) | Approval of Annual IT budget | Board of Directors on recommendation of IT Strategy Committee |
| (B) | Approval of the technical terms/ tender specifications/ Scope of Work/RFP | Above Rs.40 Lakh -GM (with report to next higher Authority) |
| | | Up to Rs. 40 Lakh -DGM (with report to next higher Authority) |
| (C) | Procurement (CAPEX & OPEX)- Hardware/ Software/ Media/ Networking /Communication Services/ Annual Maintenance/ Insurance/ Renewals/ Award of Contract on Nomination Basis Software Development: Engagement of vendors for New Application Development/ Major enhancement / Customization / Services/ technology Up gradation | Above Rs.40 Lakh -CGM /Vertical Head (with report to next higher Authority) |
| | | Above Rs 10 Lakh and Up to Rs.40 Lakh/- -GM (with report to next higher Authority) |
| | | Above Rs. 50 thousand and Up to Rs. 10 Lakh/- -DGM (with report to next higher Authority) |
| | | Above Rs.25 thousand and Up to Rs. 50 Thousand/- -AGM (with report to next higher Authority) |
| | | Up to Rs.25 Thousand/- -Manager(IT)/AM(IT) (with report to next higher Authority) |
| (D) | Acceptance of Tender/negotiation other than the lowest bidder | IT Committee |
| (E) | Purchase of 1. Consumables/ Breakdown maintenance 2. Hardware/Software (Adhoc): (without Calling Tenders, in emergency) | Beyond Rs.2 Lakh and above-CGM/Vertical Head (with report to next higher Authority) |
| | | Above Rs. 1 Lakh and Up to Rs. 2 Lakh -GM(IT)/ Head of RO in the rank of GM (with report to next higher Authority) |
| | | Above Rs. 50 Thousand and Up to Rs 1 lakhs -DGM(IT)/ Head of RO in the rank of DGM (with report to next higher Authority) |
| | | Up to Rs. 50 Thousand -AGM(IT)/ (with report to next higher Authority) |
| (F) | Contract Cancellation/ Revision/ Extension | Head of IT (with report to next higher Authority) |
| (G) | Appointment of outside Consultants at HO for carrying out technical Consultancy for Feasibility of New Product implementations, Technology change as well as fixation of consultancy fees | Above Rs.1 Cr -MD&CEO Above Rs 25 Lakh and up to 1Cr - COC(Credit and Operation Committee) Above Rs. 5 Lakh and upto Rs. 25 Lakh - CGM/Vertical Head (with report to next higher Authority) Upto Rs. 5 Lakh-GM (with report to next higher Authority) |

Delegation of Power: IT Department

| S No | Particulars | Delegation of Powers |
|------|---|--|
| (H) | Payments under Approved Purchases | DGM (with report to next higher Authority) |
| (I) | Write off of- Scrap, obsolete Items (Disposal thereof based on net block) | Beyond Rs.1 Lakh -CGM / Vertical Head (with report to next higher Authority) |
| | | Up to Rs. 1 Lakh -GM(IT) (with report to next higher Authority) |
| (J) | Matter incidental (Non-financial) | CGM/Vertical Head (with report to next higher Authority) |
| (K) | Manpower Outsourcing for IT Advisory | CGM(Advisory) on recommendation of GM(IT Advisory) (with report to next higher Authority) |

Note :The above DOP will also be exercised by GM(IT Advisory) and will also be applicable to IT Advisory Wing



