

Powers & Duties of its Officer & Employees

Sr. No	Nature of Power	Authority	Extent of power
A)	Administration creation of posts		
1	To employ casual labour (skilled or unskilled) in emergencies	M.D.	Full powers
		Secretary	Full powers
		Divisional Heads/ Head of office	As per D.C. rates upto 30 days
2	Appointments & promotions against sanctioned posts		
i)	To make adhoc appointment against sanctioned posts in all grades	M.D.	Full powers
ii)	To make promotions against sanctioned posts in the pay scale of Rs. 2000-3200 (Rs.6500-9900) and above.	Admn. Committee	Full powers
iii)	To make promotions against sanctioned posts below the pay scale of Rs. 2000-3200 (Rs. 6500-9900) of Class IV and Class III posts	MD	Full powers
iv)	To secure persons on deputation from other Govt. Department/ Public Undertakings on normal terms and conditions against sanctioned posts	M.D.	Full Powers
v)	To secure persons on deputation from other Govt. Department/ Public Undertakings on normal terms and conditions against sanctioned posts in the cadre of Class III and IV posts	Secretary	Full powers
vi)	Signing of appointment letter after approval of M.D.	Secretary	Full powers
3	To grant permission for higher studies	M.D.	Full powers
ii)	To grant permission for higher	Secretary	Full Powers
4	To declare the headquarters and sphere of duty of all employees	M.D.	Full Powers

		Secretary	Full Powers for employees of Class III and IV posts.
5	Drawing and Disbursing Officer		
	To disburse salary/TA and other personal claims of establishment	M.D.	Full powers
		Secretary/FC/CAO/ Full powers subject to the condition	Full powers subject to the
		Divisional Head/ Head of office	condition that TA bills of Head Head of the office
6	Controlling Officer		
i)	To approve the tour programme of staff working under them	M.D.	Full powers
		Secretary	Full powers in case of employees upto the scale of Rs.6500-9900
		Divisional head/ head of office	Full powers for establishment under them in respect of journey within the state and to H.O.
ii)	Approval of tour programme including out of state journey of all employees of Hafed including sanction of daily allowance for halts exceeding 10 days in a month	M.D.	Full powers
		Secretary	i) Full powers upto scale of Rs. 6500-10500 ii) Full powers in respect of officers in the Pay scale of Rs. 8000-13500 within the prescribed limit of KM and 10 days journey in a month
iii)	Approval of tour programme	DM(A)/DME	Full powers beyond 10 days in respect of Class IV
iv)	To sign tour programme after approval by MD in normal course	DM(A)/DME	Full powers

v)	To grant casual leave	M.D.	Full powers
		Divisional head/ Head of office	Full powers
vi)	To sanction other kinds of leave	M.D.	Full powers
		Secretary	Full powers in respect of staff carrying grade salary upto Rs.8000-13500/-.
		Divisional Head/ Head of office	upto 30 days in respect of staff under them provide no substitute is required
		DMA/DME	Earned leave/commuted leave upto 30 days in respect of Class IV employees provided no substitute is required.
vii)	Encashment of earned leave	Secretary	Full powers
7	Transfer of officers and officials	M.D.	Full powers
		Secretary	Full powers in respect of Class III & IV employees in H.O.
		Divisional Heads/ Head of office	Full powers in respect of staff within his office but excluding field staff.
8	Fixation and extension of probation period		
	To fix and extend period of probation declare satisfactory completion of probation period	M.D.	Full powers
		Secretary	Full powers in case of Class III & IV posts
9	Sanction of annual increments etc.		
i)	To with-hold and sanction annual	MD	Full powers
	increment		
ii)	To sanction annual increment including crossing of efficiency bar/ jump in all categories	M.D.	Full powers
		Secretary or any other officer authorised by M.D.	Full powers for staff drawing grade salary upto Rs.8000-13500

		DMA/DME	Full powers upto the scale of
			Rs.6500-10900 and below.
iii)	Grant of special pay to all employees for adopting small family norms as per Haryana Govt. pattern	M.D.	Full powers
		Secretary	Full powers
iv)	To grant advance increments or to sanction higher initial pay in cases of exceptional ability and good work in respect of appointments within his competence	M.D.	Full powers
v)	To allow additional increment after 8 & 18 years service to class III & IV	DM(A)/DM(E)	Full powers
vi)	To grant Higher Standard Scale after 10 and 20 years service to Class III & IV	DM(A)/DM(E)	Full powers
vii)	To grant first and second ACP to	DM(A)/DM(E)	Full powers
	Class III & IV		
viii)	Pay fixation and stepping up of pay of the senior equal to junior	DM(A)/DM(E)	Full powers
10	Advances		
i)	Grant of TA advance on tour/transfer	M.D.	Full powers
		Secretary/FC/CAO/ D.H./Head of office	Upto Rs.5000/- in each case subject to the condition that new advance will be allowed after adjustment of previous advance.
ii)	Grant of advance for other official purposes	M.D.	Full powers
		Secretary/FC/CAO/ D.H./Head of office	Upto Rs.5000/- in each case subject to the condition that new advance will be allowed after adjustment of previous advance.
11	performance of journey by any class of accommodation/	M.D.	Full powers

	mode of conveyance in the interest of work.		
ii)	to grant LTC for visiting any place in India/home town	M.D.	Class I and II
		Secretary	Class III and IV
12	To determine the extent of joining time on transfer.	M.D.	Full powers
	To determine the extent of joining time on transfer.	Secretary	For the employees carrying pay scale upto Rs. 6500-9000.
	Legal Cases		
13	To sanction reimbursement of	M.D.	Full powers
	expenditure on defence witnesses		
	i). The sanction at discretion reimbursement of expenditure on account of defence witnesses and counsel fees to an employee whose conduct has been the subject of enquiry	M.D.	Full power
	ii). Signing of affidavit and written	Secretary	Full power
	statement /authority letter to be filed in various courts after approval of MD.	No.hafed/Estt/E-I/2203 dt. 11.2.88	
	iii). To grant compensation to the employees under workman's compensation Act.	MD	Full power
	iv). To institute, conduct, defend, compromise, refer to arbitration and abandon legal or other proceedings and claims and also to file appeals revisions, review petitions and execution by and against the federation and also to engage lawyers for that purpose from time to time.	M.D.	Full power
	v). To give general power of attorney to any person/officer for conducting the cases in courts etc.	M.D.	Full power
		Secretary	Full power
	vi). To issue sanction for the defence and to give authority letters to field officers/Law	M.D.	Full power

	Officer/ Asstt. District Attorney for engaging Advocate, signing paper on behalf of the federation and also to sign/ verify plaints, petitions, writ petitions and power of attorney on behalf of Hafed.		
		Secretary	Full power
	vii). To sign the agreements on behalf of the federation executed by employees of Hafed relating to service matter.	Secretary	Full power
	viii) To incur misc. expenses upto Rs. 5000 per case	Secretary	Full powers
14	Grant of advance for purchase of conveyance upto the extent prescribed by Govt. for its employees from time to time.	M.D.	Full powers.
		Secretary	Upto Rs. 50000 as per entitlement of an employee or 75% of cost of vehicle whichever is less.
	i) To allow marriage loan	Secretary	Full powers upto the budgeted amount provided in the annual budget.
	ii) To allow house building loan 2nd and 3rd installments	CAO	Disbursement of 30% and 30% of the remaining amount of house building loan.
	iii) Drawing & Disbursing officer to pass TA Bills of Staff.	AO(E) Secretary/CAO	i) TA Bills of staff drawing pay scale upto Rs. 6500-9900 will be passed by AO(E) ii) TA Bills exceeding in the pay scale of Rs. 6500-9900 passed Secy/CAO
	iv) To sanction contingency expenditure		
	To pass reimbursement bills of Books/ Magazines/ News Papers & Business Promotions Expenses.	AO(C&B)	AO(C&B) will pass such bills after proper scrutiny.
15	To accept all the documents pertaining to all types of loans	Secretary	Full power.

	granted to Hafed employees and also to sign them on behalf of Hafed.	GM(F&A)	Full power
16	Grant of advance against L.T.C.	M.D.	Full powers
		Secy/ F.C./ C.A.O. or any officer authorised by M.D.	Upto Rs. 10,000/-
17	To allow House Building Loan/Car advance/ Computer Loan	M.D.	Full powers
		Secretary	Full powers upto the budgeted amount provided in Annual Budget
18	To attest entries in service books.	Secretary	Full powers in the pay scale of Rs. 6500-10500 & above.
		DGM/AGM (Branch officer in Admn.)	Below the pay scale of Rs. 6500-10500.
19	To hire office accommodations/office- cum- residence	M.D.	Full power
		Secy./Divisional	Upto Rs. 5000/- P.M.
		Head/Head of	
		Office	
20	Disposal of surplus/ unserviceable stores etc.		
	To sell or dispose of by auction	M.D.	Full powers
	or otherwise any raw materials, plant or machinery etc. found in excess of the requirements of the federation or found unserviceable	Divisional Heads	Upto Rs. 50000/-
		Head of office.	Upto Rs. 10000/-
21	To write off books, maps and other office materials rendered unserviceable	M.D.	Full power
		Secretary	Upto Rs. 10000/- (Book value) at a time and upto Rs. 50000/- per annum.
22	To write off losses after due investigation.		
	a). Losses due to breakage beyond recovery deterioration	M.D.	Full powers

	in stock etc. either in transit or after stocking		
		Secretary	Upto Rs. 5000/-
	aa) Losses due to fire	M.D.	Full power
	b). Shortages in inventory/stock	M.D.	Upto Rs. 50,000/-
	verification.	Secretary	Upto Rs. 5000/-
	c). Service charges, not recoverable e.g. freight, handling charges, insurance.	M.D.	Upto Rs. 50,000/-
		Secretary	Upto Rs. 5000/-
	d). Defalcation fraud, misappropriation pilferage, theft, etc. of articles.	M.D.	Upto Rs. 10,000/-
		Secretary	Upto Rs. 5000/-
	e). Loss of cash.	M.D.	Upto Rs. 5,000/-
		Secretary	Upto Rs. 1000/-
	B. Financial Administration		
23	To discharge bills/documents for and on behalf of the federation against sanctioned schemes/ proposals	M.D.	Full powers
		Secy./Divisional Head/Head of office.	
24	To approve rates of incidental charges against sanctioned scheme/proposals.	M.D.	Full power
		Divisional Head/ Head of office.	
25	To allow expenditure against sanctioned scheme/proposal	M.D.	Full powers
		Divisional Head/ Head of office.	
26	to fix price/sale rate of any produce article/ goods and stocks.	M.D.	Full power
		Divisional Head/	Full powers within the rate calling
		Head of office.	allowed by M.D.
27	l). To sanction payments of demurrage wharfage provided that the amount has become payable due to unavoidable circumstances.	M.D.	Full powers
		Secretary	Upto Rs. 10,000/-

	ii). To sign sales tax declaration forms	M.D.	Full powers
		F.C./C.A.O./ Head of the office	Full powers
28	To sanction contingent expenditure on account		
	I). Advertisement and publicity	M.D.	Full powers
		Secretary	Full powers to release all payments relating to the bills of publication of tender notices/advertisement subject to the condition that
			M.D. has approved the proposal
		Divisional Head/ Head of office	Upto the extent of funds ear-marked in the budget.
	ii). Postage, telephone and telegram	M.D.	Full powers
		Secy./F.C./C.A.O.	
	iii). Water and electricity charges	M.D./Secretary/FC/CAO/Head of office AE(A&G)	Full powers
		or any other officer to be declared by M.D.	Full powers
	iv). Purchase of furniture/ office equipments	M.D.	Full powers
		Secretary	Upto Rs. 20000/- at a time.
		Divisional Head/ Head of office	Rs, 5000/- at a time
		AE(A&G) or any other officer authorised by M.D.	Rs. 2500/- at a time.
		All other officers posted in H.O. in scale of Rs. 8000-13500/-	Rs 100/- per month
	vi). Purchase of books/magazines/	M.D.	Upto Rs. 10,000/- at time
	newspapers	Secretary	Upto Rs. 5,000/- at time
		Divisional Head/	Upto Rs. 500/- at time
		Head of office	Upto Rs. 3500/- per annum subject to max. Rs. 300/- p.m.

	vii). Carriage of office records/ equipments.	M.D.	Full powers
		Secretary	Rs. 10,000 per month.
		Divisional Head/	Rs. 2000/- per annum.
		Head of office	Rs. 5000/- per annum.
		AE(A&G) or any other officer authorised by M.D.	Rs. 1000/- at a time.
	viii). Business promotion expenses.	M.D.	Full powers
		Secretary	Upto Rs. 10,000 at a time.
		Divisional Head/	Upto Rs. 500/- per month
		Head of office Category A	Upto Rs. 5000/- per annum subject to maximum of Rs. 400/- p.m.
		Head of office Category B	Upto Rs. 4000/- per annum subject to maximum of Rs. 300/- p.m.
		Other officers at Head Office and field i.e. upto Asstt. Secy./P.S./P.As/ ADA/AO	Upto Rs. 200/- per month
	ix). Business meeting expenses.	M.D.	Full powers
		Secretary	Upto Rs. 10,000/- for each meeting
		Officers in the Pay scale of Rs. 10000-13900	Upto Rs. 500/- per month.
		Head of office A category	Upto Rs. 250/- for each meeting subject to max of Rs. 500/- p.m.
	x) Temporary fittings in hired building including partitions	M.D.	Full powers
		Secretary	Upto Rs.10,000/- in each case
		Head of office 'A'	Upto Rs.5,000/- in each case
		AE(A&G) or any other officer authorised by M.D.	Upto Rs.2,000/- in each case
	xi) Insurance charges	M.D.	Full powers

		Divisional Head/ Head of office	Full powers against sanctioned scheme subject to the condition that rebate on account of agent's commission is availed on the face of the policy.
	xii) Lubricants, repair and maintenance of vehicles	M.D.	Full powers
		Secretary/any other officer declared by M.D.	Full powers
		Head of office/ AE(A&G)	upto Rs.2500/- at a time
	xiii) Contributions and subscriptions	M.D.	Full powers
	xiv) Expenditure on levelers	M.D.	Full powers
		Secretary	Upto Rs.10,000/- at a time.
	xv) Purchase of fuel and other similar stores for the processing units	M.D.	Full Powers
		Managers of Processing Units	Full powers subject to the budget provision subject to rate ceiling fixed by H.O.
	xvi) Purchase of spare parts, machinery, electrical stores and laboratory stores etc.	M.D.	Full Powers
		Managers of Processing Units	Upto Rs.5000/- in each case subject to budget provision
	xvii) Repairs and maintenance of plant and machinery	Head of Processing units	Upto Rs.5000/- at a time subject to budget provision
	xviii) repairs of buildings	M.D.	Full powers
		Secretary	Upto Rs.10,000/- at a time
		Head of office	Upto Rs.5,000/- at a time
	xix) Repairs of furniture and fixtures	M.D.	Full powers
		Secretary	Upto Rs.5,000/- at a time

		Head of office	Upto Rs.5,00/- at a time
		AE(A&G)	Upto Rs.1,000/- at a time
	xx) Expenses on consumable articles	M.D.	Full powers
		Secretary	Upto Rs.2,000/- at a time
		Head of office	Upto Rs.5,00/- at a time
	xxi) Hiring of cars/typewriter/fans	M.D.	Full powers
		Secretary	Full powers
		Head of office	Upto Rs.5,000/- per month
	xxii) Expenses on licencing fee	M.D.	Full powers
		Divisional Head/	Upto Rs.5000/- at a time
		Head of office	
	xviii) Payment of consultation charges	M.D.	Full powers
	xiv) Payment of bank charges	M.D.	Full powers
		FC/CAO/Head of office	
	xxv) Payment of fees for training of employees	M.D.	Full powers
		Secretary	Upto Rs.5000/- in each case.
	xxvi) Payment for welfare/sports of employees	M.D.	Full powers
		Secretary	Upto Rs.5000/- per month
	xxvii) Any other expenditure not	M.D.	Upto Rs.5000/- at a time
	provided for	Secretary	Upto Rs.2500/- at a time
		AE(A&G)	Upto Rs.500/- at a time
	C) CONSTRUCTION CELL		
29	To accord administrative approval for execution of work	M.D.	Full powers
30	To accord technical sanction of estimates	S.E.	Full powers
		XEN	For works costing upto Rs.50000/-

31	To approval of tenders	M.D.	Full powers
		S.E.	For works involving cost upto Rs.50000/-
		XEN	Upto Rs.25000/-
32	Execution of agreements	M.D.	Full powers
		S.E.	For work upto Rs.1,00,000/- at proforma approved by MD.
			Work order upto Rs.20,000/- with approval of S.E.
33	Purchase of material for construction work	SE	Upto Rs. 3.00 Lacs
		MD	Upto Rs. 15.00 Lacs
		Committee headed by MD consisting of SE and three other members to be nominated by MD	Upto Rs. 50.00 Lacs
		Committee headed by Chairman, Hafed, consisting of MD, F.D.'s representatives, RCS's representatives, SE and one or more other members to be nominated by MD	Above Rs. 50.00 Lacs
34	To employ work charge establishment	M.D.	Full powers
		SE/XEN	Full powers subject to the condition that provision exists in the sanctioned estimate and monthly salary does not exceed the D.C. rates
35	To authorise payment to the contractors		
i)	Running payments	XEN	Full powers within the sanctioned estimates
ii)	Final Payments	M.D.	Full powers
		XEN	Full powers subject to completion of work as per tender terms and pre-audit of bills by H.O.

iii)	Release of earnest money	XEN	Full powers where tenders have not been accepted.
36	signing of agreement with contractors/ supplier and other parties in connection with construction work (civil work) including public health and electric work in respective jurisdiction subject to the condition that award letter be signed by the MD.	XEN	Full powers