



CENTRE FOR DEVELOPMENT OF IMAGING TECHNOLOGY (C-DIT)

Chitranjali Hills, Thiruvallam P.O., Thiruvananthapuram – 695 027

No. 249/A1/Admn/ 2017/C-DIT

17.05.2017

PROCEEDINGS

Sub: C-DIT – Admn – Delegation of powers – modified - orders issued

Ref: 1. Proceedings No. C-DIT /01/PRO/96/1090 dated 15.07.1997.

2. Minutes of the 22nd Governing Body meeting held on 27.03.2017-Agenda Item

No.22.15

In accordance with the decision of the 22nd meeting of the Governing Body of C-DIT which met on 27.03.2017 as per agenda item no 22.15, the existing delegation of powers of various officers of C-DIT ordered as per ref (1) above with regard to 'PURCHASE' is modified as per the Annexure appended to this Proceedings.

The amendment of delegation of powers will be deemed to have come into force from 27.03.2017.

**JAYARAJ G
REGISTRAR**

Copy to

1. Registrar's Office
2. Administrative Officer
3. All Deputy Directors
4. SM (Admn)
5. JE (Purchase)
6. All HoDs
7. All Managers/Assistant Managers/Centre Managers

DELEGATION OF POWERS OF C-DIT OFFICERS ON PURCHASE MATTERS

Clause No.	Description (PURCHASE)	Competent Authority				
		For equipment/materials/ service/works for which value/cost estimate/final price is Rs.				
		Upto Rs. 20,000	Above 20,000 upto 1 lakh	Above 1 lakh upto 5 lakhs	Above 5 lakhs up to 200 lakhs	Above 200 lakhs
1.0	Procurement of goods, materials and services and works for the use of the centre and for projects implemented by divisions					
1.1	Approval indents along with cost estimate	Head of Department / Project Leader	Head of Division - Scientist- C & above for projects executed by their divn	Deputy Director	Registrar	Registrar
1.2	Approval for calling tenders	Deputy Director	Deputy Director	Registrar	Registrar	Registrar
1.3	Level of tender committee	To be decided by the Registrar				
1.4	Nomination of tender / technical committee	To be decided by the Registrar				
1.5	Nomination of purchase committee	To be decided by the Registrar				



1.6	Approval of award of tender for a) Open tender	Head of Division - Scientist- C & above for projects executed by their divn	Head of Division - Scientist- C & above for projects executed by their divn	Registrar	Registrar	Director
	b) Limited tender	Head of Division - Scientist- C & above for projects executed by their divn	Registrar	Registrar	Director	EC
	c) Single tender or proprietary item	Registrar	Registrar	Registrar	Director	EC
1.7	Signing of purchase orders / letter of awards for approved tenders / contracts	JE (Purchase)/Head of Division - Scientist- C & above for projects executed by their divn	JE (Purchase) / Head of Division - Scientist- C & above for projects executed by their divn	JE (Purchase) / Head of Division - Scientist- C & above for projects executed by their divn	Registrar	Registrar
1.8	Administrative approval for opening of LC payment/ advance payment, approved as per purchase order	Registrar	Registrar	Registrar	Registrar	Director
1.9	Local purchase a) Upto Rs. 1000 b) Upto Rs. 2000 c) Upto Rs. 10000	HOD/Project Manager/Centre Manager Head of Division - Scientist- C & above for projects executed by their divn Deputy Director Registrar Director				



	d) Upto Rs. 50,000 e) U to Rs. 1 lakh					
1.10	Signing of contract agreement for approved purchases / works contracts	JE (P)	JE(P)	Head of Division - Scientist- C & above for projects executed by their divn	Head of Division - Scientist- C & above for projects executed by their divn	Registrar
1.11	Waiver – relaxation in condition of contract after award a) Which involves additional financial implications b) Without financial implications	Registrar Head of Division - Scientist- C & above for projects executed by their divn	Registrar Head of Division - Scientist- C & above for projects executed by their divn	Registrar	Registrar	Director Registrar
1.12	For purchases related to project implementation out of income received for projects from outside clients a) Open tender b) Limited tender c) Single tender	Same as in 1.6 abov.				
Note: Wherever officers of a particular level/grade are not available, officers in the next higher level may exercise the delegated authority/powers.						



JAYARAJ G
REGISTRAR