

S. No.	Function	Delegation of Powers to officers in respect of Personnel Division				Manager/Manager II	Dy. Manager/Dy. Manager II	Asstt. Manager II
		GM	Sr. Chief Manager	Chief Manager/Chief Manager II	Chief Manager/Chief Manager II			
1	Sanction of Leave.	All kinds of leave of officers working in the Grade Pay of Rs.8700 and above including GM, FC and CE. Leave of all the employees where the leave period is more than 365 days. Leave to visit Abroad in all cases irrespective of number of days.	All kinds of leave of officers working upto and including the Grade Pay of Rs.7600, where the leave period is more than 240 days but maximum Leave upto 365 Days.	All kinds of leave of officers working upto and including the Grade Pay of Rs.6600, where the leave period is more than 120 days but maximum 240 days leave.	All kinds of leave of officers working upto and including the Grade Pay of Rs.5400, where the leave period is more than 30 days but maximum 60 days leave.	All kinds of leave of officers working upto and including the Grade Pay of Rs.4200. Maximum 30 days leave	GP-6600 GP-5400 GP-4600	All kinds of leave of officers working upto and including the Grade Pay of Rs.4200. Maximum 30 days leave
2	LTC including encashment under LTC Rules	In respect of officer working in the Grade Pay of Rs.8700 and above	In respect of officer working in the Grade Pay of Rs.7600.	In respect of officer working in the Grade Pay of Rs.6600.	In respect of officer working in the Grade Pay of Rs.5400.	In respect of officer working in the Grade Pay of Rs.4600.	NIL	NIL
3	Leave Encashment	In respect of officer working in the Grade Pay of Rs.8700 and above	In respect of officer working in the Grade Pay of Rs.7600.	In respect of officer working in the Grade Pay of Rs.6600.	In respect of officer working in the Grade Pay of Rs.5400.	In respect of officer working in the Grade Pay of Rs.4600.	NIL	NIL
4	Release of Increment	NIL	NIL	In respect of officer working in the Grade Pay of Rs.6600 & above.	In respect of officer working in the Grade Pay of Rs.5400.	In respect of officer working in the Grade Pay of Rs.4600.	NIL	NIL
5	TA/DA	In respect of officer working in the Grade Pay of Rs.8700 and above	In respect of officer working in the Grade Pay of Rs.7600.	In respect of officer working upto and including Grade Pay of Rs.6600.	NIL	NIL	NIL	NIL
6	Forwarding of Application	In respect of officer working in the Grade Pay of Rs.8700 and above	In respect of officer working in the Grade Pay of Rs.7600.	In respect of officer working upto and including Grade Pay of Rs.6600.	Nil	NIL	NIL	NIL
7	NOC for passport, VISA & Higher Education etc.	In respect of officer working in the Grade Pay of Rs.8700 and above	In respect of officer working in the Grade Pay of Rs.7600.	In respect of officer working in the Grade Pay of Rs.6600.	In respect of officer working upto and including the Grade Pay of Rs.5400.	NIL	NIL	NIL
8	Pay fixation	In respect of officer working in the Grade Pay of Rs.7600 and above	In respect of officer working in the Grade Pay of Rs.7600.	In respect of officer working upto and including the Grade Pay of Rs.6600.	NIL	NIL	NIL	NIL
9	Transfers	Manager & Above	All Employees up to Dy. Managers (Inter Division)	NIL	For Intra Division - Divisional Heads/ Chief Managers concerned	NIL	NIL	NIL