



RajCOMP Info Services Ltd.

(A Government of Rajasthan undertaking)

email: info.risl@rajasthan.gov.in

website: www.risl.rajasthan.gov.in

CIN : U72200RJ2010SGC033185

Ref. No: F1.3 (18)/RISL/Rules/2014//3373

Date: 3-08-2016

Office Order

The "RajCOMP Info Services Limited (HR Manual), 2016" and the "Related Schedule of Powers" are hereby notified to be followed in pursuance to the approval accorded by Finance Department, GoR vide its ID No. 121500265 dated 28/09/2015, Department of Personnel on the Chapter VI & VII and by the Board of Directors of the Company in its 23rd Meeting held on 27/06/2016 vide item no. 23.010.

These shall be applicable with immediate effect.

(Aakash Tomar)
General Manager (Admin)

Copy to:

1. P.A. to Chairman and Managing Director, RISL
2. P.A. to Director (Technical), RISL
3. P.A. to Director (Finance), RISL
4. P.A. to General Manager (Administration), RISL
5. Manager (Finance), RISL
6. Accounts Wing, RISL
7. Website cell, RISL (with a request to upload these documents on the website of RISL)
8. P&A Wing, RISL
9. Guard File

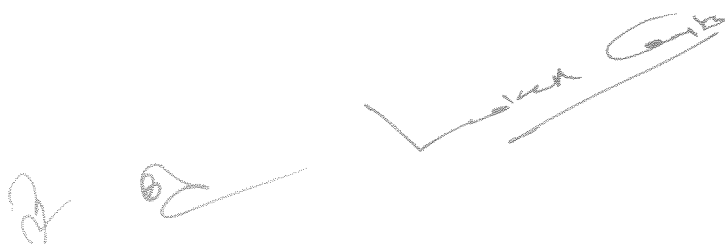
29.07.2016
General Manager (Administration)

RajCOMP Info Services Limited

Schedule of Powers

2016

RajCOMP Info Services Limited, Yojana Bhawan, Tilak Marg, Jaipur

The bottom right corner of the page contains three handwritten signatures and a stamp. The signatures are written in black ink. The stamp is a rectangular box with a diagonal line from the bottom-left to the top-right, and the name 'RajCOMP' is written across it.

CONTENTS

SCHEDULE - 'A' 3
Powers of Chairman 3

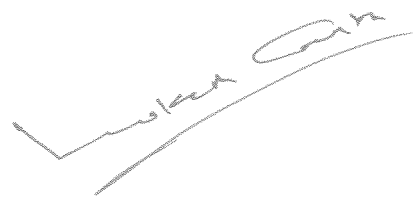
SCHEDULE - 'B' 4
Powers of Managing Director 4
ADMINISTRATIVE MATTERS 4
FINANCIAL MATTERS 7
MISCELLANEOUS MATTERS 9

SCHEDULE - 'C' 11
Powers of Director (Technical) 11

SCHEDULE - 'D' 12
Powers of Director (Finance) 12

SCHEDULE - 'E' 14
Powers of Head of Office {General Manager (Administration)} 14

SCHEDULE - 'F' 16
Powers of Officer-in-charge 16



SCHEDULE - 'A'**Powers of Chairman**

Sr. No.	NATURE OF POWERS	Extent of Delegation
1	Permit employees under his control to undertake official tours within India.	Full Power
2	Settlement of claims outside arbitration	Upto Rs. 2.00 Lakh in each case.

Prepared by R.M. Behl, Consultant

SCHEDULE - 'B'**Powers of Managing Director**

Sr. No.	NATURE OF POWERS	Extent of Delegation
ADMINISTRATIVE MATTERS		
1 (a)	To accord approval to make permanent appointment against sanctioned vacant post: (i) On the basis of recommendations of selection/screening committee constituted for the purpose; or (ii) As per merit list drawn based on performance in any test(s) conducted for the post.	Full Powers
1 (b)	To accord approval to make appointment on contract basis, on fixed remuneration for providing services in external aided projects/Centrally Sponsored Schemes/ State Government Schemes, etc	Full Powers
1 (c)	To accord approval of relaxation of upper age limit at the time of initial appointment in suitable and deserving cases.	Full Powers
1 (d)	To accord approval of confirmation of services on a substantive post after successful completion of probation period.	Full Powers
1 (e)	To accord approval to promote employees on the recommendations of Departmental Promotion Committee.	Full Powers
1 (f)	To accord approval of fixation of pay on appointment by direct recruitment/promotion.	Full Powers
1 (g)	To accord approval of extension in joining time on appointment.	Full Powers
1 (h)	To accord approval for taking services on deputation from Government Departments/ Boards/ Corporations or any other organization of the State Government, as per terms and conditions of the state government..	Full Powers

Sr. No.	NATURE OF POWERS	Extent of Delegation
1 (i)	To repatriate the services of persons on deputation to parent department on expiry of the term, or, before expiry of period of deputation.	Full Powers
1 (j)	To accept resignation of employee a) after receiving due notice; b) by waiving required notice period.	Full Powers
1 (k)	To accord approval to constitute and to nominate member(s): a) in the Selection Committee for direct recruitment, b) in Departmental Promotion Committee to consider promotions of employees, and c) in any other Committee constituted for the process of selection.	Full Powers
2	To extend joining time on transfer for reasons to be recorded in writing.	Full Powers
3	To terminate the services of a temporary employee appointed on urgent temporary basis by giving one month notice or salary for the period by which the notice falls short.	Full Powers
4	To permit an employee to accept private work and receive fee for that.	Full Powers
5	To sanction honorarium for a work of occasional or intermittent character to employees of non-managerial service as per the norms	Full Powers
6	To accept request for voluntary retirement of an employee after completion of 15 years of service.	Full Powers

Sr. No.	NATURE OF POWERS	Extent of Delegation
7	To compulsorily retire an employee on completion of 15 years of service or 50 years of age by giving three months notice or pay and allowances for notice period on recommendations of the committee constituted for the purpose.	Full Powers
8	Hiring of services of Consultants/ staff for projects through agencies	Full Powers
9 (a)	To sanction leave of any kind including casual leave to employees under his control. Also to sanction encashment of surrendered privilege leave and balance of privilege leave at the time of retirement.	Full Powers except in case of Extra Ordinary Leave beyond One Year to Probationer Trainees. Such Cases beyond one year EOL shall require approval of Board of Directors.
9 (b)	To recall from sanctioned leave.	Full Powers
10	To sanction study allowance and permit acceptance of stipends, scholarships during study leave	Full Powers
11	To make officiating arrangements and to fix officiating pay/allowance.	Full Powers
12 (a)	Transfer of employees	Full Powers Delegated by the BoD in its third meeting held on 6.4.2011
12 (b)	To place an employee under awaiting posting orders and to treat him on duty	Full Powers
12 (c)	To accord permission to handover charge while away from headquarters.	Full Powers
13	To accord approval for sponsoring employees within India to attend <ol style="list-style-type: none"> 1. Training Programs 2. Seminars, Conferences, Workshops and other meets. 	Full powers

Sr. No.	NATURE OF POWERS	Extent of Delegation
14	To initiate disciplinary action, place under suspension, sanction subsistence grant, increase or decrease subsistence grant, revoke suspension, impose penalties in accordance with the Disciplinary Action and Appeal Rules of the Company.	Full Powers
15 (a)	Powers of Controlling Officers in respect of T.A. for himself and the staff under him.	Full Powers
15 (b)	Permit employees to undertake official tours within India.	Full Powers
15 (c)	To grant TA on joining duty on initial appointment and to candidates called for interview/tests..	Full powers
16	Alteration of date of birth in Service Book.	Full Powers to correct factual error
17	Permit change in the name of the employees	Full Powers subject to observance of legal and other formalities.
FINANCIAL MATTERS		
18	To accord approval to incur expenditure on repairs, addition/ alteration in office building or rented building.	Full Powers
19	Payment of license fees and fine imposed etc.	Full Powers
20	Sanction write off of losses	Up to Rs .One Lac. each case
21	Sanction expenditure on ceremonial occasions	Full Powers up to norms prescribed
22	Incur expenditure for meetings other than Board of Directors, Committee of Directors and Shareholders	Full Powers
23	Incur entertainment expenses	Full Powers
24	Expenditure on refreshment of employees asked to attend the office for official works on Sundays and holidays	Full Powers

Sr. No.	NATURE OF POWERS	Extent of Delegation
25	Expenditure on participation in fair/exhibition	Full Powers
26	Sanction advance for fairs, seminars, conference or other miscellaneous purposes	Full Powers
27	Acceptance of awards in arbitration cases	Full Powers
28	Settlement of claims outside arbitration	Upto Rs. 25,000/- in each case
29	Hiring of professional and special services and payment of legal charges, advocate fees, professional charges, tax consultant fees etc. including payment of advance for the professional and special services as per the norms prescribed by the Board	Full Powers
30	Investment of funds	Full Powers
31	Fixing of service charges for execution of projects	Full Powers
32	Refund of balance amount of projects	Full Powers
33	To accord sanction for payment of claims decreed by the Court of Law.	Full Powers
34	To accord approval to sanction compensation to an employee under the provisions of any Act or in compliance to any award passed by Tribunal or Court of Law.	Full Powers
35	To accord approval for reimbursement of Legal expenses incurred by employee in connection with cases for or against the Company.	Full Powers
36	To authorize deduction of amount of taxes and other statutory deductions as per provisions of relevant Acts/ Rules and Regulations.	Full Powers
37	To fix installments for recovery against over payments of pay & allowances.	Full Powers
38	To sanction payment to employees arising out of statutory enactments.	Full Powers
39	To sanction miscellaneous expenditure for office.	Full Powers

Sf. No.	NATURE OF POWERS	Extent of Delegation
40	To sanction time barred claims of employees.	Full Powers
41	To make payment to heirs of deceased employee of arrears of Pay and Allowances of deceased employee serving at the time of death.	Full Powers
42	To incur expenditure in connection with process of recruitment, advertisement, examination, TA to members of selection committee/ candidates, etc.	
43	To accord sanction for payment of remuneration for holding examination, paper setting, evaluation, superintendence etc	Full Powers
44	To accord sanction for payment to experts as honorarium for delivering lectures or experts participating as resource personnel in seminar, symposium workshop organized by the Company.	Full Powers
MISCELLANEOUS MATTERS		
45	Weeding of office record	Full Powers subject to observance of prescribed rules
46	Hiring of Office building	Full Powers
47	Publicity, Advertisement & broadcasting through radio/ television channels	Full Powers
48	Appointment of Internal Auditors	Full Powers
49	Execution of instruments, deeds, leases, contracts etc.	Full Powers
50	Insurance of stores, plant and machinery etc.	Full Powers
51	To declare any store as surplus, or obsolete/unserviceable and to dispose it off by sale/public auction, destruction keeping in view the life prescribed for the articles	Full Powers
52	To represent the Company in all matters, negotiations, discussions etc.	Full Powers

Sr. No.	NATURE OF POWERS	Extent of Delegation
53 (a)	To institute, conduct and defend any legal proceedings by or against Company or its officer in connection with the affairs of the Company	Full Powers
53 (b)	To appoint Officer Incharge in each case for preparation of factual report and perform duties as assigned.	Full Powers
53 (c)	To sanction conveyance allowance to an employee appointed as Officer-in-charge in a Court case for attending Courts/Tribunals etc. or visiting Advocates at their office/ residences for consultation when called by them to prepare written statements etc. in connection with the Court case.	Full Powers
54	Sanction telephones for employees/office as per norms approved by the Board.	Full Powers
55	To execute powers of Head of the Department as delegated by the State Government under GF&AR and RSR.	Full Powers
56	To prescribe periodical returns for monitoring activities.	Full Powers
57	To prescribe or modify Roles and Responsibilities of each post/employee.	Full Powers
58	To hire agencies for PR consultancy, Media Management and to approve panel of agencies.	Full Powers

SCHEDULE - 'C'**Powers of Director (Technical)**

Sr. No.	NATURE OF POWERS	Extent of Delegation
1	Make officiating arrangements in leave vacancies.	Full Powers in respect of employees under his control.
2	Assignment of Work to employees	Full Powers within his Section.
3 (a)	To accord approval of tour and to grant Traveling Allowance, as per entitlement, for joining duty or for attending Training Program or deputed at any other place for any other purpose in discharge of official duties.	Full Powers for tour within Rajasthan in case of employees working under his control.
3 (b)	Payment of cancellation charges for Journey tickets surrendered.	Full Powers to the extent of grant of approval of tour.
3 (c)	To allow an employee to travel on duty: a) by any other route when alternative routes are available; and b) to decide the point of termination/ commencement of journey.	Full Powers to the extent of grant of approval of tour.
3 (d)	To grant full DA in excess of limit of halts at a place prescribed under the rules.	Full Powers to the extent of grant of approval of tour.
3 (e)	To sanction reimbursement of Conveyance charges as per his entitlement.	Full Powers to the extent of grant of approval of tour.
4	Incur expenditure for meetings other than Board of Directors, Committee of Directors and Shareholders	Upto Rs. 5000/- in each case and Rs. 5,00,000/- in a year.
5	Expenditure on refreshment of employees asked to attend the office for official works on Sundays and holidays	Upto Rs. 250/- per person on each occasion.

SCHEDULE - 'D'**Powers of Director (Finance)**

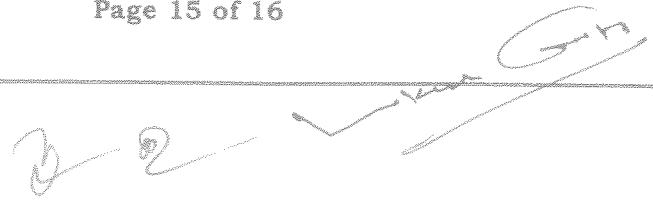
Sr. No.	NATURE OF POWERS	Extent of Delegation
1	Make officiating arrangements in leave vacancies.	Full Powers in respect of employees under his control.
2	Assignment of Work to employees	Full Powers within his Section.
3	To sanction encashment of surrendered privilege leave and balance of privilege leave at the time of retirement.	Full Powers
4 (a)	To accord approval of tour and to grant Traveling Allowance, as per entitlement, for joining duty or for attending Training Program or deputed at any other place for any other purpose in discharge of official duties.	Full Powers for tour within Rajasthan in case of employees working under his control.
4 (b)	Payment of cancellation charges for Journey tickets surrendered.	Full Powers to the extent of grant of approval of tour.
4 (c)	To allow an employee to travel on duty: c) by any other route when alternative routes are available; and d) to decide the point of termination/ commencement of journey.	Full Powers to the extent of grant of approval of tour.
4 (d)	To sanction grant of Travelling Allowance advance to employees.	Full Powers.
4 (e)	To grant full DA in excess of limit of halts at a place prescribed under the rules.	Full Powers to the extent of grant of approval of tour.
4 (f)	To sanction reimbursement of Conveyance charges as per his entitlement.	Full Powers to the extent of grant of approval of tour.
5	Incur expenditure for meetings other than Board of Directors, Committee of Directors and Shareholders	Upto Rs. 5000/- in each case and Rs. 5,00,000/- in a year.
6	Expenditure on refreshment of employees asked to attend the office for official works on Sundays and holidays	Upto Rs. 250/- per person on each occasion.

Sr. No.	NATURE OF POWERS	Extent of Delegation
7	Waiving of Recoveries	
7 (a)	To waive objections or to forgo recovery of irregular expenditure detected in Audit Report	Up to Rs. 1000/- in each case
7 (b)	For items placed under objections not because the whole or any portion of the expenditure is unjustifiable in itself but because it is not exactly covered by rule or the authority for it is un-sufficient of full proof such as it afforded by sub vouchers that it has been incurred has not been produced.	Up to Rs. 2000/- in each case Subject to Restriction/ Conditions mentioned in GF&AR
7 (c)	Where expenditure under objection has for any reason become irrecoverable.	Up to Rs. 1500/- in each case
7 (d)	In the cases of payments on account of personnel claims which are placed under objection for more than ten years.	Up to Rs. 2000/- in each case When satisfied that it was drawn by employee under a reasonable belief that he was entitled to it, may forgo recovery on behalf of the Company.

SCHEDULE - 'E'**Powers of Head of Office {General Manager (Administration)}**

Sl. No.	NATURE OF POWERS	Extent of Delegation
1	To sanction leave of any kind including casual leave but excluding study leave to employees.	Full Powers; except Extra Ordinary Leave up to one month in the case of Probationer Trainees.
2	To sanction encashment of surrendered privilege leave and balance of privilege leave at the time of retirement.	Full Powers
3	Make officiating arrangements in leave vacancies.	Full Powers in respect of employees under his control
4	Assignment of Work to employees	Full Powers within his Section
5 (a)	To accord approval of tour and to grant Traveling Allowance, as per entitlement, for joining duty or for attending Training Program or deputed at any other place for any other purpose in discharge of official duties.	Full Powers for tour within Rajasthan in case of employees working under his control.
5 (b)	Payment of cancellation charges for Journey tickets surrendered.	Full Powers to the extent of grant of approval of tour.
5 (c)	To allow an employee to travel on duty: a) by any other route when alternative routes are available; and b) to decide the point of termination/ commencement of journey.	Full Powers to the extent of grant of approval of tour.
5(d)	To sanction grant of Travelling Allowance advance to employees.	Full Powers to the extent of grant of approval of tour.
5 (e)	To grant full DA in excess of limit of halts at a place prescribed under the rules.	Full Powers to the extent of grant of approval of tour.
5 (f)	To sanction reimbursement of Conveyance charges as per his entitlement.	Full Powers to the extent of grant of approval of tour.
6	Incur expenditure for meetings other than Board of Directors, Committee of Directors and Shareholders	Upto Rs. 5000/- in each case and Rs. 5,00000/- in a year.

Sr. No.	NATURE OF POWERS	Extent of Delegation
7	Expenditure on refreshment of employees asked to attend the office for official works on Sundays and holidays	Upto Rs. 250/- per person on each occasion.
8	To accept security from an employee entrusted with the security of Cash/Stores, etc. in any of the forms prescribed under rules.	Full Powers
9	To sanction liveries and clothing and stitching charges (summer clothing, water proof caps, Turbans, Umbrellas, Jersies, Warm clothing, badges & like.)	Full Powers
10	Forwarding of application for deputation etc. for posts outside Company / issue of "No Objection Certificate (NOC) for interview, etc.	Full Powers
11	Forwarding of application for withdrawals from the provident fund.	Full Powers
12	To issue 'No Objection Certificate' for obtaining Passport.	Full Powers
13	To execute powers of Head of the Office as delegated by the State Government under GF&AR and RSR.	Full Powers



SCHEDULE - 'F'

Powers of Officer-in-charge

Sr. No.	NATURE OF POWERS	Extent of Delegation
1	Incur expenditure for meetings other than Board of Directors, Committee of Directors and Shareholders	Upto Rs. 500/- in each case and Rs. 20,000/- in a year.

