

Chapter XIV
Information Technology

| New Approved Financial Powers | | | |
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| S.No. | Nature of Power | Authority | Extent of Financial Power (up to and including) Rs. (exclusive of taxes) |
| 1 | Approval for floating of IT Tenders and Addition/ Alteration /Deviations to the existing IT Project/ Tender within the approved Budget | ED (IT) MD EC | 10,00,00,000 50,00,00,000 Full |
| 2. | Approval /Rejection of bid (including single bid received) per competitive tender for purchase of Computer hardware, Network hardware, software, peripherals, leased lines, internet links, broadband, and IT related projects within in the budget approved by the board: (a) Lowest (in case of Commercial) (b) Lowest (T1 and L1 in case of Techno-commercial tender) (c) Single (non-competitive) tender for which quotations are not possible (d) Single non competitive tender above Rs 5 lacs, after negotiation by the Pricing Committee constituted by Chairman (e) Procurement of components for an existing product(s) from the original/AMC vendor in cases where the rates for the components concerned are not available in the existing tender (f) Procurement of components above Rs. 5 lacs for an existing product(s) from the original/ AMC vendor in cases where the rates for the components concerned are not available in the existing tender (after negotiations by the Pricing Committee) | ED (IT) MD EC ED (IT) MD EC By negotiation ED (IT) MD By Negotiation ED(IT) MD EC | 10,00,00,000 50,00,00,000 Full 10,00,00,000 50,00,00,000 Full 5,00,000 Full 5,00,000 50,00,000 Full |
| 3. | Signing of Contracts for Approved Tenders | Chief (IT)/ED(IT) | Full |

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| 4 | Signing of purchase Orders with vendors, at the approved rates for quantities/ deliverables approved by Central Office, within the sanctioned budget. | ADM/ DM (DO/ZO/CO) RM(IT)/Sec (IT),CO Chief (IT) ZM (I/C)/ED(IT) | 10,00,000 50,00,000 1,00,00,000 Full |
| 5 | Payments against Purchase Orders at the approved rates within the sanctioned budget. | ADM/ DM (DO/ZO/CO) RM(IT)/Sec (IT),CO Chief (IT) ZM (I/C)/ED(IT) | 10,00,000 50,00,000 1,00,00,000 Full |
| 6 | Disposal of damaged and irreparable hardware or unusable media by getting at least 3 quotations per lot | SDM (I/C) R.M. (IT) Zonal Manager (I/C) ED (IT) | 25,000 25,000 50,000 Full |
| 7. | Contingent purchase of hardware/ network equipment/ component/ accessories/ media/ Software etc. not covered under any existing tender (by getting at least 3 quotations or by negotiation) within the approved Budget. | ED(IT) After Negotiation by Pricing Committee for purchase above Rs. 5 lacs : MD EC | 5,00,000 50,00,000 Full |
| 8 | Approval of quotation for Repair of Hardware / network components not covered under AMC/ Tender | ED(IT) | Full |
| 9 | Payment towards computer training/ technology workshops/ IT Conferences/ IT Seminars etc. approved by ED (IT)/ Chief (IT)/ ZM (I/C) within the sanctioned budget | RM(IT) ZM(I/C) Chief (IT)/ ED (IT) | 50,000 Full Full |
| 10. | Fixing annual maintenance charges | HOD of IT dept. at CO | Full |
| 11 | Payment of PDN (Provisional Demand Note) to BSNL/ MTNL,/Service Provider for Leased Line/ MPLS/Link Rentals | ADM/ DM, CO Secretary(IT), CO RM(IT) (for MTNL) ZM(I/C) (for MTNL) Chief(IT)/ED(IT) | 10,00,000 25,00,000 25,00,000 Full Full |
| 12. | Purchase of Reference books/Training Material for IT dept. within the sanctioned budget | RM (IT)/ZM(I/C) Chief (IT)/ED(IT) | Full Full |
| 13 | Payment of professional fees to Consultants/ Faculty Members, at the approved rate, within the sanctioned budget. | HOD of IT dept. at CO | Full |
| 14. | Payment of One-time charges, deposits, Annual Maintenance Charges payable on hardware, software, services, internet links, broadband and IT related projects, at the approved rates and within the sanctioned budget. | ADM & above at DO/ZO ADM/DM at CO Sec (IT) at CO Chief (IT)/ED(IT) | 10,00,000 50,00,000 1,00,00,000 Full |
| 15 | Hiring of IT hardware, software, data centre /infrastructure, services on short term / temporary basis. Or IT related expenses which are to be treated as revenue expenses | ED (IT) MD | 10,00,000 Full |
| 16 | Writing off of IT related losses. | ZM(I/C) | 2,00,000 |

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| | | Chief (IT)/ ED(IT) MD | 5,00,000 Full |
| 17. | Refund of Security Deposit/ Earnest Money to bidders | ADM/ DM at ZO/CO Secretary (IT), CO RM(IT)/Chief (IT)/ED(IT) | 5,00,000 10,00,000 Full |
| 18 | Waiver of Penalty to vendors/ service providers | ED(IT) MD EC | 10,00,000 25,00,000 Full |
| 19 | Payment of Insurance Premiums, transportation/ shifting charges for IT related items. | Branch (I/C) Manager(IT) RM(IT) Secretary (IT),CO | Full Full Full Full |
| 20. | Contingent Expenditure of non-recurring nature for IT related items. | ED (IT) MD EC | 10,00,000 25,00,000 Full |

Note:

1. Unless expressly provided otherwise, the proposed financial powers as given above apply to each occasion of exercise of the financial power and shall be exercised by IT dept. officials only.
2. IT dept., where ever mentioned, implies IT dept. of DO & ZO, and IT-SD & IT-BPR at Central Office.
3. All expenses either of revenue or capital nature incurred in any financial year should be within the approved budget.