



MAHARASHTRA STATE WAREHOUSING CORPORATION

583/B, MARKETYARD, GULTEKADI, PUNE 411 037

दूरध्वनी ०२०-६६२६६८००, २४२६२९५१ फॅक्स : ०२०-६६२६६८२९, ६६२६६८३९.

Email: - mswcinfo@mswarehousing.com, mswc2k@yahoo.com

Website: mswarehousing.com

CHAPTER-II POWERS AND DUTIES

Sr. No.	Designation	Particulars	Under which legislation/Rules/Orders/G.R's/Circular
1	Chairman & Managing Director	<p><u>FINANCIAL POWERS</u></p> <ol style="list-style-type: none">1. He shall have the powers to make purchase up to a limit of Rs. 10 lakhs2. He shall have powers to sanction construction involving expenditure up to 40 lakhs.3. He shall have powers to sanction purchase of land up to Rs.60, 000/-.4. He shall have powers to write off irrecoverable sums & cost of un-serviceable articles of value up to Rs. 20,000/- only.	Govt.letter No.VAKHAR/142005/P RA/KRA.207/9/C,dated 16/05/2006 & No.VAKHAR/142005/P RA/KRA.260/9/C, dated 02.12.2006
	Chairman & Managing Director	<p><u>ADMINISTRATIVE POWERS</u></p> <ol style="list-style-type: none">1. He shall be the Chief Executive Officer of the Corporation.2. He shall have the powers to negotiate and carry on the authorized business of Corporation in accordance with the instructions which the Board of Directors or Executive Committee may issue from time to time3. He may decide whether any suit or proceedings be instituted or defended by or against the Corporation subject to such directions as the Board of Directors or Executive Committee may give from time to time4. He shall act as the controlling disbursing Officer in respect of all funds of the Corporation.5. He may take disciplinary action against the	Warehousing Corporation Act, 1962

		<p>employees of the Corporation, in accordance with provisions of the conduct, discipline appeal rules which the Corporation may frame for its employees.</p> <p>6. He may draw accept and endorse bills of exchange and other instruments in the current and authorized business of the Corporation. He may also sign all other accounts, receipts and documents connected with such business.</p>	
2	Joint Managing Director and Secretary.	<p><u>FINANCIAL POWERS</u> He shall have the powers --</p> <ol style="list-style-type: none"> 1. To sanction up to Rs. 15,000/- for emergency expenditure 2. To sanction up to Rs. 1,000/- for repairing of Machinery 3. Purchase of Machinery part up to Rs. 1,000/- 4. To sign the emergency bills 5. To sanction Rs. 25/- per head for the meeting of Directors etc. 6. Expenditure up to Rs. 25,000/- for furniture & fixture repairing 7. Maintenance of Office Petrol Vehicles Rs.25,000/- per year 8. Maintenance of Office Diesel Vehicles Rs. 30,000/- per year 	MSWC/EST/659 dt. 28.02.2000
	Joint Managing Director and Secretary.	<p><u>ADMINISTRATIVE POWERS :</u></p> <ol style="list-style-type: none"> 1. Applications of officers for Casual Leave except Jt.M.D.& Secretary, General Manager(A&A & FA) should be submitted for approval to Jt.M.D.& Secy. through their Branch Heads. 2. Applications for Earned leave of Officer except Jt.M.D.& Secretary, General Manager(A&A & FA) up to 15 days may be sanctioned by Jt.M.D.& Secretary. 3. Tour programme & Tour diaries of officers up to 10 days in the month except Joint M.D & Secy, A weekly note regarding officers on tour/on leave would be submitted to Chairman & M.D.for information by Jt.M.D & Secy. 4. Execution of agreement for lease deed 	No.MSW/EST/DOP/471 dated 05.02.2000

		<p>decision.)</p> <p>5. To grant extension of time limit of contracts for all types of works costing up to Rs. 5,000/- in each case (for individual works) of which tender etc. have been approved by the Vice Manager (Engg.) / Dy. Manager (Engg.) subject to indicating reasons for granting extension of time limit. (Power of extension of time limit of contract for the works approved by the G.M. (Engg) shall vest with the C & M D subject to indicating reasons for granting extension of time limit.)</p> <p>6. Power for Fixing the amount of earnest money and or security deposit or waiving the same for works costing up to Rs. 5,000/- in each case.</p> <p>7. To Sanction expenditure on local conveyance, entertainment & Misc. expenditure in respect of Engineering Branch and passing and paying bills thereof upto Rs. 3,000/-.in each case subject to maximum annual limit of Rs.30,000/- .</p>	
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<p>General Manager (Engg.)</p>	<p><u>ADMINISTRATIVE POWERS:-</u></p> <ol style="list-style-type: none"> 1. Granting Tour Advance and approval Tour Programes and Tour Diaries of all Deputy Manager (Engg) and staff in the Branch and passing the T.A. bills of all categories of Officers and staff in the Branch as well as Field Offices subject to availability of budget provision. 2. Granting Casual Leave to Dy. Manager (Engg.) and all staff in the Branch in accordance with general orders of Head Office in this behalf. 3. Initiating confidential Report only on technical matter of Jt. Manager(Engg),Manager(Engg) and all Dy.Manager(Engg). 4. Initiating Annual Confidential Report of staff in the Branch and reviewing Confidential Reports initiated by Dy. Manager (Engg) Jt. Manager(Engg)/ Manager(Engg) in accordance with general orders of Head Office in this behalf. 5. Imposing minor penalties like warning fine and stoppage of Increments of Class III & IV staff in the Branch as well of area of Dy. Manager(Engg) and sites of works in accordance with general orders of Head Office in this behalf. 	
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4.	GM(A &A) and FA	<p><u>FINANCIAL POWERS.</u></p> <ol style="list-style-type: none"> 1. Passing & paying all H & T bills & bills for purchases and all other approved expenses above Rs.2.5 lakhs per bill subject to availability of budget provisions. 2. Grant Approval to tour programmes, tour diaries and sanction tour advance to officers and staff in Finance Branch subject to budget provisions. 3. To Sanctioned expenditure on local conveyance, entertainment & Misc. expenditure in respect of Finance Branch and passing and paying bills thereof up to Rs. 5,000/-in each case subject to maximum annual limit of Rs.50,000/- . 4. Issuing cheques /Demand Drafts up to Rs.5 lakhs in each case and amount exceeding Rs. 5 lacs jointly with Sr. Manager / Manager(Accounts)/ (Finance). 	<p>No.MSW/D/FIN/9661 dt. 24.09.2001.</p> <p>No.MSW/A/ADM/IMP REST/233 dt. 19.07.2005.</p>
	GM(A &A) and FA	<p><u>ADMINISTRATIVE POWERS.</u></p> <ol style="list-style-type: none"> 1. Granting Casual Leave/Earned leave/Commuted leave/HPL to all Cl.III & Cl.IV employees in his branch & making necessary substitute arrangements including ordering payment of charge allowance subject to general orders of Head Office in this behalf. 2. Initiating confidential reports of all Officers (Class-II) as well as Class-III & Cl.IV. Employees in his branch & reviewing all confidential reports in accordance with general orders of Head Office in this behalf. 	
5.	Regional Managers	<p><u>FINANCIAL -POWERS</u></p> <p>He shall have the powers --</p> <ol style="list-style-type: none"> 1. To sanction Cycle Advance to employees 2. To sanction Tour Advance to Transfer Employee 3. To sanction tour advance to the employees for their tours 4. To sanction Festival Advance to employees. 5. To sanction monthly D.C.Bills of Warehouse centers subject to availability of 	<p>No.MSW/ADM(EST).D OP.RM. 1281 dated 17.01.1998.</p>

Regional Managers	<p>7. To sanction expenditure up to Rs. 1,000/- in each case of consumable stores & other misc. items.</p> <p>8. To sanction expenditure for minor repairs and replacement of consumable goods to Warehouse and Office Building up to Rs. 5,000/- per centre or complex per annum Subject to availability for budget provision.</p> <p>9. For internal handling and H&T work at sanctioned rates and outside fumigation up to Rs. 5,000/- in each case subject to budget provisions.</p> <p>10. Grant of advances and sanctioning of expenditure for S.S.conferences of each region up to Rs. 5,000/-.</p> <p>11. Hiring of godowns up to Rs. 1.50 ps. per Sq.Ft., per month in each case subject to budget provisions.</p> <p>12. Issuing cheques /Demand Drafts up to Rs.2.5 lakhs in each case as per instructions issued by H.O.</p>	
Regional Managers	<p><u>ADMINISTRATIVE POWERS:-</u></p> <p>1. Sanction Casual leave, C.Off. to Class-II, III, & IV category of staff of R. M. Office and Incharge of the centers.</p> <p>2. Sanctioning of Half Pay Leave, Earned Leave subject to maximum of 30 days in each case to Class-III & IV employees in the region.</p> <p>3. Powers to sanction regular increments to all categories of employees in Class-III and IV cadre excluding increments on efficiency bar</p> <p>4. Maintained Service books of Class-III & Cl.IV employees in the region as well as office staff of R.M.</p> <p>5. Approve Tour programme and tour diaries of Class-II, III & Cl.IV employees in the region as well as office staff of R.M.</p> <p>6. Initiate confidential reports of all categories of staff and In-charge of the centers.</p>	