

Annexure - I (A)

DELEGATION OF POWER CHART (In Lakhs)

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|-----------------------------------|--------|----|----|-----|-----|----|-----|----|
| Salaries and allowances | | | | | | | | |
| Salary & Allowance | | | | | | | | FP |
| Salary & Allowance (Adhoc) | | | | | | | | FP |
| Salary & Allowance(On deputation) | | | | | | | | FP |

| Medical Expenses | | | | | | | | |
|---|--------|----|----|-----|-----|----|-----|------|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| a) Hospitalisation | | | | | | | FP | 1.00 |
| b) Non - hospitalisation | | | | | | | | FP |
| Reimbursement of Medical Aid to Staff | | | | | | | | FP |
| Reimbursement of Medical Aid to Retired Staff | | | | | | | | FP |

| Membership/Club Membership/Credit Card Fees | | | | | | | | |
|--|--------|----|------|------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Institutional Membership Fee* | | FP | 5.00 | 3.00 | 1.00 | 0.25 | - | - |
| Club Membership Fees | | | | | | | | FP |
| Credit Card Fee | | | | | | | | FP |

*Membership fee per annum/cycle.

| Conveyance including Maintenance of personal Vehicle as per the approved Scheme & Maintenance of Bank's Vehicle | | | | | | | | |
|--|--------|----|----|-----|------|------|------|------|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Conveyance | | | | | | | | FP |
| Bank's Vehicle Maintenance | | | | FP | 1.00 | 0.50 | 0.30 | 0.20 |

| TA/HA/Expenses on Transfer | | | | | | | | |
|---|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| | | | | | | | | FP |
| LFC/Retirement Concession/Leave encashment | | | | | | | | |
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| | | | | | | | | FP |

| Gratuity / PF Payments/Provision for Pension /Defined Contributory Pension Scheme / Bank Contribution to Defined Contributory Pension Scheme /Bank Contribution to Pension Fund Pension/NPS | | | | | | | | |
|--|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| | | | | | | | | FP |

| Directors` Fees /Directors`THA | | | | | | | | |
|---|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Director's Fee | | | | | | | | FP |
| Director's THA | | | | | | | | FP |
| Payment of Director Travelling & Halting (Ticketing) | | | | | | | | FP |
| Payment of Director Travelling & Halting (Halt & Other Charges) | | | | | | | | FP |

| Engagement of Internal & Concurrent Auditors/IS Auditors (including their TA/HA) | | | | | | | | |
|---|--------|-------|-------|------|------|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Approval of the agency* | FP | 25.00 | 10.00 | 5.00 | 2.00 | - | - | - |
| Release of payment | | | | | | | | FP |

**Professional Fees, Internal & Concurrent Audit Fees, Statutory Audit Fee, Information Security Audit Fee, Professional Travelling & Halting, Auditor's TA*

| Rent/Lease | | | | | | | | |
|---|--------|-------|-------|-------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Rent/Lease for officers on Staff Quarters as per Bank's scheme (annual fixation)* | | | | | | | | |
| | | | | FP | 5.00 | - | - | - |
| Rent/Lease for Office Space/others (annual fixation)* | | | | | | | | |
| | FP | 25.00 | 15.00 | 10.00 | 5.00 | 3.00 | - | - |

*Per annum

| Rent/Lease Payment Release | | | | | | | | |
|-----------------------------------|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| | | | | | | | | FP |

| General Rent & Taxes/Insurance/electricity/water charges | | | | | | | | |
|---|--------|----|----|------|------|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| General Rent & Taxes /Insurance Charges/ electricity | | | | | | | | FP |
| Water sanction | | | FP | 1.00 | 0.50 | - | - | - |

| General Rent/Taxes /Insurance Charges/electricity/Water Charges | | | | | | | | |
|--|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Payment Release | | | | | | | | FP |

| Guarantee Fee on Market Borrowings/Stamp Duty | | | | | | | | |
|--|--------|----|----|------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Approval & Payment release | | | FP | 2.00 | 1.00 | 0.50 | - | - |

| Expenditure incidental to mobilisation and maintenance of resources | | | | | | | | |
|--|--------|----|----|-------|-------|------|------|------|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Listing & Processing Fee | | | | | | | | FP |
| Charges paid to Collecting Bankers | | | | | | | | FP |
| Issue arrangers Fee | | | | | | | FP | 0.5 |
| Issuing & Paying Agent Fee | | | | | | | | FP |
| Charges paid to Registrar | | | | | FP | 1.00 | 0.5 | 0.25 |
| Corporate Action Fee | | | | | | | | FP |
| Surveillance fee on borrowings | | | | | FP | | | |
| Stamp duty on Borrowing other than Bonds | | | | | FP | 1.00 | 0.5 | 0.2 |
| Stamp Duty on Borrowing through Bonds | | | FP | 25.00 | 10.00 | 5.00 | | |
| Other expenditure on Borrowings | | | | FP | 1.00 | 0.50 | 0.25 | 0.1 |

| Law Charges | | | | | | | | |
|--|--------|-------|------|------|------|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| (i) Law Charges (Lawyers' fee, notarisation fee, stamp duties, court fees, miscellaneous expenses in the court matters etc.) | | | | | | | | |
| | FP | 10.00 | 5.00 | 2.00 | 1.00 | - | - | - |
| (ii) Engagement of Advocates | | | | | | | | |
| a) On one time lump sum fee / consolidated fee basis | | | | | | | | |
| | FP | 10.00 | 5.00 | 2.00 | 1.00 | - | - | - |
| b) On per appearance / drafting basis (not a lump sum basis) (Fee for each appearance / drafting | | | | | | | | |
| | FP | 5.00 | 3.00 | | | | | |
| c) Engagement of Senior Advocate for opinion / for settling draft / per appearance | | | | | | | | |
| | FP | 10.00 | 5.00 | | | | | |

Postage, Telegram, Telephone, Telex

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--------------------------------------|--------|----|----|-----|-----|----|-----|----|
| Postage and Telegram/Courier Charges | | | | | | | | |
| | | | | | | | | FP |

* Concerned HOD can decide to send the mail/material by courier in case of urgency.

| | | | | | | | | |
|--|--|--|--|--|--|--|--|----|
| Telephone [Residence as per rules] | | | | | | | | FP |
| Telephone/Fax [Office Phones-in respect of each telephone] | | | | | | | | FP |

Stationery

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|----|------|------|------|------|------|------|
| i) Printing & Stationery | | | | | | | | |
| HR & Admin | | | FP | 2.00 | 1.00 | 0.30 | 0.20 | 0.10 |
| Other Departments | | | 0.40 | 0.20 | 0.15 | 0.05 | - | - |
| ii) Computer Consumables/Stationery | | | | | | | | |
| | | | FP | 4.00 | 2.00 | 1.00 | 0.50 | 0.10 |

Printing

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|----|------|------|------|----|-----|----|
| Bank's Publications, Printing promotional literature | | | | | | | | |
| | | FP | 5.00 | 2.00 | 1.00 | - | - | - |

Advertisement and Publicity

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|------|------|------|-----|----|-----|----|
| Holding Press Conferences, Participating in exhibitions, PR activities Organising/ sponsoring conferences/seminars/Public Notices/Gazette or Statutory Notifications | | | | | | | | |
| Publication/Advertisement (Gazette/Functional/Statutory) | | FP | 5.00 | 2.00 | - | - | - | - |
| Advertisements/Public Notices - Promotional | 10.00 | 2.00 | 0.50 | - | - | - | - | - |

| Donations for Charitable/social causes | | | | | | | | |
|---|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Approval | 2.00 | | | | | | | |

Others

| Repairs to and maintenance of Bank's immovable property (owned/leased by Bank)/others | | | | | | | | |
|--|--------|-------|-------|-------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Repair & Maintenance - Bank's Property(including Guest House) | 50.00 | 20.00 | 15.00 | 10.00 | 5.00 | 3.00 | - | - |
| Repair & Maintenance - General | 50.00 | 15.00 | 7.50 | 4.00 | 1.50 | 0.50 | - | - |

| Service contracts for the items/services not enumerated in this delegation of power specifically | | | | | | | | |
|---|--------|-------|-------|------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Service Contracts | 50.00 | 15.00 | 10.00 | 5.00 | 2.00 | 1.00 | - | - |

Books/ Office Newspapers & Periodicals

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|---------------------------------------|--------|----|----|-----|-------|-------|-------|-------|
| Reimbursement as per Bank's scheme(s) | | | | | | | | FP |
| Otherwise (Library) | | | | FP | 0.25* | 0.20* | 0.10* | 0.05* |

Note - Maximum limit of Rs. 2 lakhs per annum upto AGM level.

Nomination for training/seminar/workshop/conference/Exhibition Participation & their associated Nomination Fee(income)

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|---------------------|--------|----|----|------|------|----|-----|----|
| Approval for Abroad | FP | - | - | - | - | - | - | - |
| Approval in India | | | FP | 2.00 | 1.00 | - | - | - |

| Holding/Participation of/in training/seminar/workshop & Simposia expense/Meeting Expense | | | | | | | | |
|---|--------|------|------|------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Training/seminar/workshop & Simposia expense (India) | | | FP | 5.00 | 3.00 | 2.00 | - | - |
| Meeting expenses | FP | 6.00 | 3.00 | 1.50 | 0.50 | 0.25 | - | - |

| Sponsorship for research studies/grants | | | | | | | | |
|--|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Approval | FP | - | - | - | - | - | - | - |

| Recruitment Expenses | | | | | | | | |
|---------------------------------------|--------|----|----|------|------|------|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Approval of the Recruitment Agency | FP | - | - | - | - | - | - | - |
| Approval of expenditure & its release | | | FP | 5.00 | 3.00 | 2.00 | - | - |

| Entertainment | | | | | | | | |
|----------------------|----|-------|-------|-------|-------|-------|-------|-------|
| | FP | 1.00^ | 0.50* | 0.40* | 0.20* | 0.10* | 0.05* | 0.03* |

*The officer concerned should submit the details of the official guests entertained along with the mode of payment. The amount indicated is per annum

^The amount indicated is an upper limit. In respect of any additional expenditure on this account upto Rs. 0.50 lacs, MD & CEO, NHB, shall be authorized to approve the same

| Staff Welfare (as per approved schemes) | | | | | | | | |
|--|--------|----|----|-----|-----|----|-----|----|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| | | | | | | | | FP |

| Security agencies/arrangements | | | | | | | | |
|---------------------------------------|--------|----|----|-----|-----|----|-----|------|
| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
| Approval of the agency | FP | - | - | - | - | - | - | - |
| Approval of payment release | | | | | | | FP | 2.00 |

Miscellaneous Expenditure not enumerated/Emergent Expenses

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|-------------------|--------|-------|------|------|------|------|------|----|
| HR&Admin | 25.00 | 10.00 | 5.00 | 3.00 | 2.00 | 1.00 | - | - |
| Other Departments | | | 0.50 | 0.20 | 0.10 | 0.05 | 0.01 | - |

Expenses of Capital Nature

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|--------|----|-----|-----|----|-----|----|
| Purchase/Construction of immovable property-Office/Residence (including statutory charges) | 200.00 | 100.00 | - | - | - | - | - | - |

Additions/alterations to Bank's premises - Office/Residence

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|-------|-------|-----|-----|----|-----|----|
| | 75.00 | 40.00 | 15.00 | - | - | - | - | - |

Furniture/Fixtures /Electric fittings

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|-------|-------|------|------|------|-----|----|
| | 50.00 | 25.00 | 10.00 | 5.00 | 3.00 | 2.00 | - | - |

Computers/IT Infrastructure, Photocopiers, Mobile Phones/Smartphones, other office equipment

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|--------|-------|-------|-------|------|-----|----|
| | 200.00 | 100.00 | 50.00 | 25.00 | 10.00 | 5.00 | - | - |

Purchase of vehicles/ Motor Vehicle (including statutory charges)

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|--|--------|-------|-------|-----|-----|----|-----|----|
| | 100 | 50.00 | 25.00 | - | - | - | - | - |

Staff loans (as per approved schemes)

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|-----------------------------------|--------|----|----|-----|-----|----|-----|----|
| Housing Loan | | | | | FP | - | - | - |
| Vehicle Loan | | | | | | | | FP |
| Clean Loan | | | | | | | | FP |
| Consumer durable/festival advance | | | | | | | | FP |

Rajbhasha

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|-----------------------------|--------|----|----|-----|-----|----|------|------|
| Translation/typing expenses | | | | | | FP | 0.25 | 0.10 |
| Examination fees etc. | | | | | | | | FP |

Miscellaneous items

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|---|--------|-------|-------|------|------|----|-----|----|
| Sale of old/unserviceable items(original cost not exceeding) | 50.00 | 30.00 | 10.00 | 2.00 | 1.00 | - | - | - |
| Writing off loss on sale of assets/lost/damaged books/other equipment/Profit/others | 5.00 | 3.00 | 2.00 | - | - | - | - | - |
| Sale of old newspapers/periodicals & Other Income | | | | | | | | FP |

Others

| | MD&CEO | ED | GM | DGM | AGM | RM | MGR | DM |
|---|--------|-------|-------|-------|-------|------|------|----|
| Bank Contribution towards Defined Contributory Pension Scheme /New Pension Scheme | | | | | | | | FP |
| Travelling & Halting (Domestic) ; Travelling & Halting Allowance (Foreign) (Payments) | | | | | | | | FP |
| Breifcase Reimbursement | | | | | | | | FP |
| Consultancy/Professional Fee /TA | FP | 10.00 | 5.00 | 3.00 | 1.00 | - | - | - |
| Payment towards Outsourced Services | FP | 40.00 | 25.00 | 15.00 | 10.00 | 5.00 | 2.00 | - |
| Information Service Charges | FP | 20.00 | 10.00 | 5.00 | 2.00 | 1.00 | - | - |
| Data Feed/Communication Expenses | FP | 20.00 | 10.00 | 5.00 | 2.00 | 1.00 | 0.20 | - |
| Food & Beverage /Festival Celebration /Gift expenditure | | FP | 15.00 | 10.00 | 5.00 | 2.00 | 1.00 | - |
| Conference/Exhibition Participation Fees | | | FP | 2.00 | 1.00 | - | - | - |
| Membership /Participation Fee | | FP | 2.50 | 1.00 | 0.50 | - | - | - |
| Hospitality Expenses * | FP | 1.00 | 0.50 | - | - | - | - | - |

*Expenditure per annum

Note: The extant delegation of power has been conferred upon confirmed employees. However the Board in its 132nd Meeting held on December 11, 2017 approved the proposal for restricting exercise of delegation of financial powers to the confirmed officers of the Bank, as also officers on probation in the rank of General Manager and above who complete three months of service after their appointment in NHB.