

COCONUT DEVELOPMENT BOARD
(Ministry of Agriculture & Farmers Welfare, Government of India)
Kochi – 682 011

F.No.HO-MEET021/1/2021-ADM 3-HO

Dated 01/04/2024

C I R C U L A R

The Board, in its 147th Meeting held on 17th February, 2024, approved the revision of delegation of powers to officials of the Board subject to fulfilling the provisions contained in CDB Act, Rules, Regulations and other relevant statutes and orders issued by the Central Government from time to time. The revised delegations attached as Annexure I – III to this circular.



(R. Madhu)
Secretary

Distribution to:

All Regional Offices/State Centres/DSP Farms/Other Unit Offices
All Sections at Headquarters
PS to Chairman/PA to CCDO/ Director/ Secretary
Guard file

नारियल विकास बोर्ड
(कृषि एवं किसान कल्याण मंत्रालय, भारत सरकार)
कोची - 682 011

फा.सं.एचओ-बैठक 021/1/2021-प्रशासन 3-मुख्यालय

दिनांक: 01/04/2024

परिपत्र

बोर्ड ने दिनांक 17 फरवरी 2024 को संपन्न अपनी 147वीं बैठक में बोर्ड के पदाधिकारियों को शक्तियों के प्रत्यायोजन के पुनरीक्षण का अनुमोदन किया बशर्ते कि नाविबो अधिनियम, नियम, विनियम तथा समय समय पर केंद्रीय सरकार द्वारा जारी अन्य संगत संविधियों एवं आदेशों में निहित प्रावधानों का अनुपालन हो। इस परिपत्र के साथ परिशिष्ट I से III के रूप में पुनरीक्षित प्रत्यायोजन संलग्न किए गए हैं।


(आर.मधु)
सचिव

वितरण :

सभी क्षेत्रीय कार्यालय/राज्य केंद्र/प्रबीउ फार्म /अन्य इकाई कार्यालय
सभी अनुभाग, मुख्यालय
अध्यक्ष का निजी सचिव/ मुनाविअ/सचिव के निजी सहायक
गार्ड फाइल

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred

Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
1	Conveyance hire taxis	—	Full powers (For HQ Only)	maximum of Rs.50,000/- per annum per office (in respect of ROs, SCs & DSP farms)	maximum of Rs.25,000/- per annum per office	Maximum of Rs.10,000/- per annum per office	For providing conveyance to VIPs/ Board's guests / in the absence / inadequacy of Board's own vehicles.
2	Electric, Gas and Water charges	---	Full Power (For HQ Only)	Full Power For ROs	Full Power For SCs	Full Power For DSP Farms	-
3	Furniture and fixtures	Upto Rs.1,00,000/- Full powers for sanctioning purchase and incurring expenditure in each case subject to specific provision in the budget	Upto Rs.50,000/- Full powers for sanctioning purchase and incurring expenditure in each case subject to specific provision in the budget	Upto Rs.50,000/- full powers for sanctioning purchase and incurring expenditure in each case in respect of ROs, SCs, DSP farms subject to specific provision in the budget. Full powers for effective payment above Rs.50,000/- in each case with prior financial sanction from headquarters.	-----	-----	-----

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred							
Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
4	Freight charges	Up to Rs.50,000/- full powers in each case subject to specific provision in the Budget	Up to Rs.25,000/- Full powers in each case subject to specific provision in the budget	Up to Rs.10,000/- Full powers in each case in respect of Regional Office, State Centres and DSP farms subject to specific provision in the budget. Full powers for effecting payment above Rs.10,000/- in each case with the prior financial sanction from headquarters.	Rs.5,000/-	Up to Rs.5,000/- Full powers in each case for transporting materials for operational purpose of the farm and disposal of farm produce.	---
5	Demurrage/ wharfage charges	Full powers in respect of HQ	---	Full powers in respect of Regional Offices	Full powers in respect of State Centres	Full powers in respect of DSP Farms	Director, ROs/ Dy.Directors, SCs/ SFM/ FM, DSP Farms should get the ratification of HQ after making payment with full justification for making payment.

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred							
Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
6	Legal charges for Law suites to which Board is a party including fees to Advocates and other legal charges	Full powers	--	--	--	--	--
7	i) Maintenance, unkeep and repairs of motor vehicles and 2 wheelers	75,000/- per vehicle in a year subject to specific provision in the budget	Rs.50,000/-per vehicle in a year subject to specific budget provision(in respect of HQ)	Rs.25,000/- per vehicle in an year in respect of ROs, SCs and DSP farms subject to specific budget provision. Full powers for effecting payment above Rs.25,000/- per vehicle with the prior financial sanction from HQs.	Upto Rs.20,000/- per vehicle in an year subject to specific budget provision	Rs.15,000/- per vehicle in a year subject to specific budget provision.	---
	ii) Purchase of petroleum products	Full powers subject to budget provision	Rs.5,000/- per vehicle at a time subject to budget provision (in respect of HQ)	Rs.5,000/- per vehicle at a time subject to budget provision (in respect of RO)	Rs.5,000/- per vehicle at a time subject to budget provision (in respect of SC)	Rs.5,000/- per tractor/tiller at a time and Rs.500/- per two wheeler at a time subject to budget provision(in respect of DSP farm)	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred							
Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
8	Municipal or cantonment rates and taxes	---	Full powers(HQ)	Full powers in respect of Regional Offices	Full powers in respect of state centres	Full powers in respect of DSP farms	---
9	Petty works and repairs including sanitary and electrical installation, repairs of office building and staff quarters etc. owned by Board	Rs.50,000/- in each case subject to specific provision in the budget	Rs.25,000/- in each case subject to specific provision in the budget (in respect of HQ)	Rs.25,000/- in each case in respect of ROs, SCs and DSP farms subject to specific provision in the budget(in respect of RO)	Rs.15,000/- in each case in respect of SCs, subject to specific provision in the budget (in respect of SC)	Rs.10,000/- in each case in respect of DSP farms subject to specific provision in the budget (in respect of DSP farms)	---
10	Repairs and alterations to hired and requisitioned building	Rs.50,000/- in each case per annum	Rs.25,000/- in each case per annum subject to specific provision in the budget(in respect of HQ)	--	--	--	--
11	Post and telegraph charges including commission on money orders, etc.	-----	Full powers	Full powers subject to specific provision in the budget in respect of Regional Office	Full powers subject to specific provision in the budget in respect of State Centres.	Full powers subject to specific provision in the budget in respect of DSP farms	--

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred							
Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
12	Printing and binding of Annual Reports, Audit Reports and ad-hoc publications & printing leaflets & forms	Full powers subject to specific provision in the budget and observing codal formalities for awarding printing works.	Rs.25,000/-	Rs.10,000/-	Rs.10,000/-	Rs.5,000/-	---
13	Printing of Journals/ Periodicals as per the approved rate	Full powers	—	Full powers	Full powers	Full powers	Full powers
14	Purchase of books, periodicals, official publications	Full powers subject to specific provision in the budget (HQ)	Full powers for purchase of office manuals, books on accounts, etc. upto Rs.25,000/- per year.	Full powers subject to specific provision in the budget (ROs)	Full powers subject to specific provision in the budget in respect of State Centres.	Full powers subject to specific provision in the budget (DSP farms)	---
15	Rent for ordinary office accommodation	--	Full powers for making payment as per agreement executed by the Board (HQ)	Full powers for making payment as per agreement executed by the Board (ROs)	Full powers for making payment as per agreement executed by the Board (SCs)	Full powers for making payment as per agreement executed by the Board (DSP farms)	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).							
Monetary limit upto which expenditure can be incurred							
Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
16	Repairs to plant and machinery, equipments, pump sets, etc.	Rs.1,00,000/- in each case subject to specific budget provision(HQ)	Rs.75,000/-	Rs.25,000/- in each case in respect of ROs, SCs, DSP farms subject to specific budget provision. Full powers for effecting payment above Rs.25,000/- in each case with the prior sanction from HQ	Rs.15,000/- in each case in respect of State centres subject to specific budget provision.	Rs.10,000/- in each case subject to specific provision in the budget (DSP farms)	--
17	Staff paid from contingencies	Full powers once the engagement is approved by the CEO (HQ)	Full powers to pass muster rolls once the engagement is approved by the CEO (HQ)	Full powers to pass muster rolls once the engagement is approved by the CEO (ROs)	Full powers to pass muster rolls once the engagement is approved by the CEO (SCs)	<p>i) <u>For farm office</u> Full powers to pass muster rolls once the engagement is approved by the CEO.</p> <p>ii) Full powers for engagement of workers on contractual basis in the farm for operational activities subject to</p> <p>a) Engagement should not exceed the No. of mandays for each activity as approved in the Annual Action Plan.</p> <p>b) Same person should not be engaged more than 180 days during a calendar year without break.</p>	--

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).							
Monetary limit upto which expenditure can be incurred							
Sl. No	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy.Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
18	Local purchase of stationery, stores	Rs.50,000/- each case subject to specific budget provision	Rs.25,000/- in each case subject to specific budget provision(HQ)	Rs.25,000/- in each case in respect of ROs, SCs and DSP farms subject to Budget provision	Rs.5,000/- in each case subject to specific budget provision (SCs)	Rs.5,000/-in each case subject to specific provision in the budget (DSP farms)	---
19	Local purchase of rubber stamps and office seals	Full powers	Full powers	Full powers	Full powers	Full powers	---
20	Supply of Uniforms, badges and other articles of clothing etc. and washing allowance.	---	Full powers subject to observance of relevant rules of the Hand Book on uniforms (HQ)	Full powers subject to observance of relevant rules of the Hand Book on Uniforms (ROs)	Full powers subject to the observance of relevant rules of the Hand Book on Uniforms (SCs)	Full powers subject to the observance of relevant rules of the Hand Book of Uniforms (DSP farms)	---
21	Telephone charges	—	Full powers	Full powers upto Rs.10,000/- in respect of Regional Offices subject to specific provision in the budget	Full powers upto Rs.5,000/- in respect of State centres subject to specific provision in the budget.	Full powers upto Rs.3,000/- in respect of DSP farms subject to specific provision in the Budget.	---
22	Sanctioning of advances for various contingent expenditures	The authority competent to sanction contingent expenditure specified in this 'Schedule' is also competent to sanction advance.					

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).							
Monetary limit upto which expenditure can be incurred							
Sl. No.	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
23	Passing of bills for payments of grant-in-aid for plan scheme/ projects implemented by the Board as already approved by the CEO	---	Full powers(HQ)	Full powers (in respect of Regional Offices)	Full powers (in respect of State Centres)	Full powers (in respect of DSP farms)	---
24	Sanction of TA advances for approved tours	Full powers except for himself	Full powers(HQ) except for himself	Full powers (RO)	Full powers (SCs)	Full powers (DSP farms)	Authorities competent to approve tour programmes will be as per the service regulations.
25	Sanctioning reimbursement of cancellation charges on unused railway/ Air tickets.	---	Full powers(HQ)	Full powers(ROs)	Full powers(SCs)	Full powers (DSP farms)	---
26	Passing of bills for payment of TA and other allowances including LTC claims	---	Full powers(HQ)	Full powers (ROs)	Full powers (SCs)	Full powers (DSP farms)	Subject to provisions under item 30 in this schedule
27	Passing of bills for contingent expenditure already sanctioned	--	Full powers (HQ)	Full powers (ROs)	Full powers (SCs)	Full powers (DSP farms)	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).							
Monetary limit upto which expenditure can be incurred							
Sl. No.	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy.Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
28	Countersigning TA bills of non- officials and TA bills and LTC claims of officials	Full powers in respect of officers and staff including Director, RO, except self, CEO and non-official Members of the Board	---	Full powers in respect of:- i) Officers & staff of RO (excluding self) ii) Dy.Director SC, AD of DSP farms	Full powers in respect of officers and staff excluding self	Full powers in respect of officers and staff excluding self	---
29	Pay and allowances of the Board employees in the regular establishment	---	Full powers in respect of Officers and staff in the regular establishment of HQ except for fixation of pay and grant of special pay	Full powers in respect of officers and staff in the regular establishment working under his administrative control including self except fixation of pay and grant of special pay for which prior concurrence of CEO shall be obtained.	Full powers in respect of officers and staff in the regular establishment working under his administrative control including self except fixation of pay and grant of special pay for which prior concurrent of CEO shall be obtained.	Full powers in respect of officers and staff in the regular establishment working under his administrative control including self except fixation of pay and grant of special pay for which prior concurrence of CEO shall be obtained.	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred

Sl. No.	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
30	Expenditure on entertainment and light refreshments for meeting	Rs.1,200/- at a time subject to a maximum of Rs.14,400/- per annum	Rs.1,000/- at a time subject to a maximum of Rs.12,000/ per annum (HQ)	Rs.1,000/- at a time subject to a maximum of Rs.12,000/- per annum per office (in respect of ROs, SCs, DSP farms)	Rs.750/- at a time subject to a maximum of Rs.9,000/- per annum	Rs.500/- at a time subject to a maximum of Rs.6,000/- per annum	---
31	Form of surety bond to be executed by a Board servant handling cash/ stores, etc. acceptance thereof.	---	Full powers (HQ)	Full powers (ROs)	Full powers (SCs)	Full powers (DSP farms)	---
32	Grant-in-aid to staff clubs	---	Full powers as per approved norms and rules	---	---	---	---
33	Advance payment to firms with whom annual contracts for servicing of air conditioners, water coolers, AMC for computer, printer etc. are entered into	Full powers for annual maintenance contract upto Rs.1,00,000/- in each case	Full powers for annual maintenance contract upto Rs.50,000/- in each case	Full powers for annual maintenance contract upto Rs.50,000/- in each case	Full powers for annual maintenance contract upto Rs.25,000/- in each case	Full powers for annual maintenance contract upto Rs.10,000/- in each case.	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).

Monetary limit upto which expenditure can be incurred							
Sl. No.	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
34	Grant of leave salary advance	---	Full powers (HQ)	Full powers (RO)	Full powers	Full powers	As per latest CCS Leave Rules
35	Reimbursement of medical expenses	---	Full powers in respect of officers and staff in HQ. Countersignature by CCDO	(i) Full powers for passing and counter-signature of bills in respect of officers & staff (excluding self) of Regional Office. (ii) Full powers for passing bills in respect of self subject to counter signature by Chief Coconut Development Officer.	Full powers in respect of officers and staff including self. Counter signature by Director, RO	Full powers in respect of officers and staff including self. Counter signature by Director, RO.	The claim shall be processed strictly in accordance with the latest CS (MA) Rules.
36	Grant of leave travel concession including sanctioning of advance	---	Full powers in respect of officers and staff excluding self, Director (HQ), CCDO and CEO and Directors in ROs	Full powers in respect of officers and staff of the RO excluding self.	Full powers in respect of officers and staff excluding self. LTC of Dy. Director to be sanctioned by Director, RO	Full powers in respect of officers and staff excluding self. LTC of AD to be sanctioned by Director, RO.	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).							
Monetary limit upto which expenditure can be incurred							
Sl. No.	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
37	Sanction of advances / withdrawal from GPF	(i) <u>Advances</u> Full powers to sanction advance where the quantum of advance exceeds subscribers' three months basic pay or 50% of the amount standing at subscribers credit in the fund but not exceeding 75%. (ii) <u>Withdrawals</u> Full powers as per Rules 16 of CDB (GPF) Regulations 1992.	<u>Advances</u> Full powers in case where the quantum of advance doesn't exceed subscribers' 3 months basic pay or half the amount standing to subscribers credit in the fund.	---	---	---	---
38	Grant of Over time Allowances	---	Full powers subject to budget provision and approval of CEO (HQ)	Full powers subject budget provision and approval of CEO in respect of staff of ROs.	Full powers subject to budget provision and approval of Director (RO) in respect of staff of State Centres.	Full powers subject to budget provision and approval of Director (RO) in respect of staff of DSP farms.	---

Delegation of Financial Powers to the Chief Coconut Development Officer, Secretary, Director of Regional Offices, Deputy Director of State Centres/ MDIC/CIT, Assistant Director of DSP Farms of Coconut Development Board (w.e.f 01.04.2024).							
Monetary limit upto which expenditure can be incurred							
Sl. No.	Item Of Expenditure	C C D O	Secretary	Director, ROs	Dy. Director, SCs/ MDIC/ CIT	Assistant Director of DSP Farms	Remarks
39	Power to sanction expenditure on insurance	---	Full powers (HQ)	Full powers (RO)	Full powers (SC)	Full powers (DSP Farms)	
40	Recoupment of permanent imprest	---	Full powers (HQ)	Full powers (RO)	Full powers (SC)	Full powers (DSP Farms)	
All items of expenditure other than this should be sanctioned at HQ level only.							
Note:							
i)	Expression "upto" means upto and including the amount specified						
ii)	Sanction order should specify the relevant entry in this schedule under which sanction is accorded.						
iii)	All proposals involving financial commitments of the HQ and all proposals of Regional Offices (RO), State Centres (SC) and DSP Farms which require concurrence of the HQ shall be routed through the Finance Section.						
iv)	No expenditure shall be incurred over and above the sanctioned budget provision without the approval of the CEO.						
v)	CCDO is delegated to sanction and release of funds under all approved programmes of Coconut Development Board as Approved Annual Action Plan.						
vi)	Purchases/ disposals shall be made after observing codal formalities.						
vii)	Residuary powers (in respect of items not included in this schedule) shall vest with the CEO						
viii)	Regular establishment includes scheme bound regular employees too.						

Delegation of administrative powers to the Directors of Regional Office, Deputy Directors of State Centres, Administrative Officer of Headquarters and Assistant Directors of DSP Farms (w.e.f 01.04.2024).					
Sl. No.	Item	Headquarters	Director, Regional Office	Dy. Director State Centre	Assistant Directors DSP Farms
1	Maintenance of service books and leave accounts	Administrative Officer i) in respect of all employees and officers of HQ, Directors and Dy. Directors of Regional Offices ii) Attestation of entries in the service books (other than attesting entries at the time of initial appointment) except his own service book which will be attested by Secretary	Director maintenance of service book and leave accounts and attestation of entries in respect of all employees working in the RO, Dy. Directors of State Centres and Assistant Directors of DSP farm under their administrative control (excluding self and DD of RO)	Dy. Director maintenance of service books and leave accounts and attestation of entries in the service book in respect of staff working in the state centre excluding self.	Assistant Directors - maintenance of service books and leave accounts and attestation of entries in the service book in respect of staff working in the DSP farm (excluding self)
2	Sanction of annual increment and issue of increment certificate	Administrative Officer in all cases (except those involving crossing of Efficiency Bar) in respect of officers and staff whose service books and leave accounts are maintained in the HQ	Director - in all cases (except those involving crossing of Efficiency Bar) in respect of officers and employees whose service book and leave account are maintained in the Regional office.	Dy. Director - in all cases (except those involving crossing of Efficiency Bar) in respect of officers and employees whose service book and leave account are maintained in the State Centre	Assistant Directors - in all cases (except those involving crossing of Efficiency Bar) in respect of officers and staff whose service books and leave accounts are maintained in the DSP Farm.
3	Casual leave / Compensatory holiday / restricted holiday) i) Group 'D' 'C' and 'B' employees - upto the Grade pay level 6	Section Heads in HQs. In respect of staff working under them excluding self	Director - in respect of Officers and staff working in the Regional office, Dy. Directors of State Centres, Assistant Directors of DSP farms.	Dy. Director - in respect of staff working under the State centre.	Assistant Directors - in respect of staff working under the DSP farms.

Delegation of administrative powers to the Directors of Regional Office, Deputy Directors of State Centres, Administrative Officer of Headquarters and Assistant Directors of DSP Farms (w.e.f 01.04.2024).					
Sl. No.	Item	Headquarters	Director, Regional Office	Dy. Director State Centre	Assistant Directors DSP Farms
	ii) Group 'B' and Group 'A' Officers above Grade pay level 7	Respective controlling Officers.	Director - in respect of Dy.Director, (RO), Dy.Directors, Assistant Directors under his administrative control (excluding himself)	--	--
	iii) Director (Regional Offices)	C.C.D.O.	--	--	--
4	Earned Leave/Half Pay Leave/ Commuted Leave/ Maternity Leave/CCL	Administrative Officer- where leave has been recommended by the concerned controlling officer. The earned leave/ half pay leave/ commuted leave/ maternity leave in respect of Director and Dy.Director of Regional Office will be sanctioned only if the leave is approved by the CCDO/CEO	Director - All staff working in the Regional Office (excluding self and Dy.Director in the RO) Dy.Director of State Centre, Assistant Directors of DSP Farms, whose service books are maintained by Regional Office.	Dy.Director - all staff working in the state centre (excluding self)	Assistant Directors in respect of staff working in the DSP farm (excluding self)
5	Discipline and Appeal				As per schedule II of Coconut Development Board Regulations 1981
* If the compensatory holiday is not availed within a period of one month from the date of performance of duty for which CH is admissible, such cases shall be referred to Head Quarters.					
Residuary powers (in respect of items not included in this schedule) shall vest with the CEO					

DELEGATION OF POWERS ON ITEMS RELATED TO DSP FARMS OF THE BOARD**1. Administrative hierarchy:**

Wherever, State Centres are there, the default administrative hierarchy may be DSPF-SC-RO-HO. (Fulia, Palghar, Pitapalli and Vegiwada)

Others:

Set 1:

In case of Neriamangalam, the DD (Dev) at HQ will exercise the powers delegated to DDs in SCs and Director (Dev-Farms) will exercise the powers of Directors in RO

In case of Abhayapuri, Dhali, Hichachara, Kondagaon, Madhepura and Mandya the DD in concerned RO will exercise the powers of DD in SCs, as there is no SC in between.

Set 2:

In case the Director is holding **charge of Farm**, the proposal at the capacity of **AD** may be sent to RO for further actions.

In case the Deputy Director is holding charge of AD, the proposal at the capacity of AD may be formally sent to SC for further actions.

2. Expenditure sanctions are subject to the approved budget in the Annual Action Plan of corresponding year.

The delegations for various items/ issues pertaining to the DSP Farms are tabulated below

Sl. No	Item of Expenditure	Delegation	
1	Fencing: Repairing & Maintenance of Live Fencing/ Fencing/ Gates & Fencing Related Works including Purchase of Poles/ Barbed Wires etc.	AD	Rs.20000/ year
		DD	Rs.30000/ year
		Dir.	Rs.50000/ year/ per farm
		CCDO	Rs.100000/ year/per farm
2	Buildings: Repair, Maintenance & Petty works related to Office building(owned by Board), Staff Quarters(owned by Board)/ Godowns/ Pumps houses/Sanitary / Electrical Installations etc. including Purchase of required materials for the above works	AD	Rs.20000/ year
		DD	Rs.30000 in r/o. DSPF.
		Dir.	Rs.50000 in r/o. DSPF.
		CCDO	Rs.100000/ year/proposal
3	Farm Roads: Repair & Maintenance of Farm Roads including purchase of required materials	AD	Rs.15000/ year
		DD	Rs.20000/ year
		Dir.	Rs.25000/ year/per farm

Sl. No	Item of Expenditure	Delegation	
		CCDO	Rs.30000/ year/per farm
4	Field Boards: Repair & Maintenance of Field Boards/ Sign Boards including making of new field boards required for the Farm	AD	Rs.7500/ year
		DD	Rs.10000/ year
		Dir.	Rs.30000/ year/per farm
		CCDO	Rs.50000/ year/per farm
5	Green House: Repair & Maintenance of Netlon House/ Green House including Purchase of required materials	AD	Rs.5000/ year
		DD	Rs.10000/ year
		Dir.	Rs.25000/ year/per farm
		CCDO	Rs.50000/ year/per farm
6	Farm Lights: Repair & Maintenance of Farm Lights (Street Light) including purchase of required items	AD	Rs.7500/ year
		DD	Rs.10000/ year
		Dir.	Rs.25000/ year/per farm
		CCDO	Rs.50000/ year/per farm
7	Electricity Charges: Payment of Electricity charges for Pump sets / Godown / Street Lights / Irrigation Purpose etc. to State Electricity Board/ Electricity Regulatory Authority	AD	Full powers, if under farm expenses
8	Cost of Shading / Gap filling / Pit Making etc. for Coconuts/ Intercrops including Purchase of required materials including Planting Material for Seasonal/ Annual/ Biannual/ Perennial Intercrops/ Forest Plants	AD	Rs. 2500/ year
		DD	Rs.15000/ year
		Dir.	Rs.25000/ year/per farm
		CCDO	Rs.100000/ year/per farm
9	Staking: Cost of Tying / Staking Coconut Bunches / Intercrops including Purchase of required materials	AD	Rs.10000/ year
		DD	Rs.15000/ year
		Dir.	Rs.25000/ year/per farm
		CCDO	Rs.100000/ year/per farm
10	Organic Manure Units: Repair, Maintenance & Operational Expenses including Purchase of <i>Kutcha</i> cow dung/ Coir pith/ composting agents/ Earthworms etc. for Organic Manure Units of DSP Farm (Vermi Compost/ Coir Pith Compost/ NADEP etc.)	AD	Rs.10000/ unit/ year
		DD	Rs.20000/ unit/ year
		Dir.	Rs.50000/ unit/ year/per farm
		CCDO	Rs.100000/ unit/ year/per farm
11	Organic Manures: Purchase of Organic Manures such as FYM/ Green Manure Materials/ Compost etc. for Coconut/ intercrops	AD	Rs.50000/ year
		DD	Rs.100000/ year
		Dir.	Rs.200000/ year/per farm
		CCDO	Rs.400000/ year/per farm

Sl. No	Item of Expenditure	Delegation	
12 .i.	Purchase of Fertilizers for Coconut /intercrop- from Co-operative Societies/ Government outlets/ Company Sales Depot (as per existing FCO norms)	Director	Full powers (quantity as per approved Annual Action Plan)
		CCDO	Full powers (HQ)
12 .ii.	Purchase of Fertilizers for Coconut/intercrop- Retailer, Registered & Licensed private shops	Dir.	Full powers (quantity as per approved Action Plan)
		CCDO	Full powers (HQ)
13	Purchase of liquid fertilizers, nano fertilizers, complex materials etc	AD	Rs.15000/ year
		DD	Rs.20000/ year
		Dir.	Rs.25000/ year/ farm
		CCDO	Full powers
14	Biofertilizers: Purchase of Bio-fertilizers like Phosphate Solubilizing Bacterial Culture/Azotobacter Culture/ Rhizobium Culture etc. for Main/ Intercrops.	AD	Rs.15000/ year
		DD	Rs.20000/ year
		Dir.	Rs.25000/ year/ farm
		CCDO	Rs.50000/ year/farm
15	Micro-Nutrients: Purchase of Micro Nutrients for Coconut/ Intercrops such as Magnesium Sulphate/ Boron/ Zinc sulphate etc. for Coconut / Intercrops.	AD	Rs.50000/ year
		DD	Rs.75000/ year
		Dir.	Rs.100000/ year/farm
		CCDO	Rs.200000/ year/farm
16	Plant Protection: Purchase of PPC/ Biocontrol agents/ Parasitoids/ Antagonists/predators/ Bio control Kits/ Traps etc. for Coconut / Intercrops.	AD	Rs.25000/ year
		DD	Rs.50000/ year
		Dir.	Rs.75000/ year/farm
		CCDO	Rs.100000/ year/farm
17	Intercrops Planting Materials: Cost of Planting Material for Seasonal/ Annual/Biannual/ Perennial Intercrops/ Forest Plants.	AD	Included in item 8 above (max. as per approved AAP)
		DD	
		Dir.	
		CCDO	
18	Farm Machineries: Repair & Maintenance (<i>Monetary limits for farm expenses only and not under OE</i>)		
A	Farm Tractor/Four Wheeler	AD	Rs.15000 at a time and Rs.40000/ year
		DD	Rs.20000 at a time and Rs.50000/ year for DSPF
		Dir.	Rs.25000 at a time and 60000/ year for DSPF.
		CCDO	Rs.75000 at a time and 100000/ year

Sl. No	Item of Expenditure	Delegation	
	Two wheeler	AD	Rs.5000 at a time
		DD	Rs.7500 at a time
		Dir.	Rs.10000 at a time
		CCDO	Rs.15000 at a time
B	Power Tiller	AD	Rs.5000 at a time and Rs.15000/ year
		DD	Rs.7500 at a time and Rs.20000/ year
		Dir.	Rs.10000 at a time and Rs.30000/ year/farm
		CCDO	Rs.25000 at a time and Rs.50000/ year/farm
C	Diesel Pumps for irrigation/ Farm Use	AD	Rs.5000 at a time and 10000/ year max.
		DD	Rs.7500 at a time and 15000/ year max.
		Dir.	Rs.10000 at a time and 20000/ year max./farm
		CCDO	Rs.15000 at a time and Rs.30000/ year max./farm
D	Generator sets (10 HP & Above) for irrigation/ Farm use	AD	Rs.10000 at a time/ maximum Rs.30000
		DD	Rs.15000 at a time/ maximum Rs.40000
		Dir.	Rs.20000 at a time/ maximum Rs.50000/farm
		CCDO	Rs.25000 at a time and maximum Rs.75000/farm/year
E	Generator sets (Below 10 HP) for irrigation/ Farm use	AD	Rs.5000 at a time maximum Rs.10000
		DD	Rs.7500 at a time and maximum Rs.15000/farm/year.
		Dir.	Rs.10000 at a time/ and maximum Rs.20000/farm/year
		CCDO	Rs.15000 at a time/ maximum Rs.30000/farm/year.

Sl. No	Item of Expenditure	Delegation	
19	Farm Equipments& Implements: Repair& Maintenance of Plants& Farm Machineries/Equipments/ Motors/ Pumps/ Irrigation systems/ Oil Expeller Unit/ Copra Dryer/ Pipelines/ Farm implements/ Equipments/ Ploughing implements/ Meteorological Instruments/Weed cutter/ Sharpening of Sickles and any other Farm Implements, including purchases of the above items (other than items appearing under item No.18)	AD	Rs.10000 at a time Max. Rs.30000 in a financial year or as approved in the AAP
		DD	Rs.15000 at a time Max. Rs.40000 in a financial year.
		Dir.	Rs.25000 at a time Max. Rs. 75000 in a financial year
		CCDO	Rs.100000 at a time Max. Rs.250000 in a financial year.
20	POL: Purchase of Fuel, Lubricants etc. <i>1. Monetary limits fixed for fuel are for those which are to be booked under Farm Expenses and not under Office Expenses.</i> <i>2. Engine oil/ Gear oil should be changed only after a min. period as specified in the Manual of each machinery/ vehicle.</i>		
A	Farm Tractor/Four Wheeler	AD	Rs.4000 at a time, max. as per approved AAP
		DD	Rs.5000 at a time, max. as per approved AAP
		Dir.	Rs.6000 at a time, max. as per approved AAP
		CCDO	Full powers
B	Power Tiller	AD	Rs.2000 at a time max. as per approved AAP
		DD	Rs.2500 at a time max. as per approved AAP
		Dir.	Rs.3000 at a time max. as per approved AAP
		CCDO	Rs.5000 at a time max. as per approved AAP
C	Diesel Pumps for irrigation/ Farm Use	AD	Rs.2000 at a time , max. as per approved AAP
		DD	
		Dir.	
		CCDO	
D	Generator sets (10 HP & Above) for irrigation/ Farm use	AD	Rs.2500 at a time, max. as per approved AAP
		DD	

Sl. No	Item of Expenditure	Delegation	
		Dir.	
		CCDO	
E	Generator sets (Below 10 HP) for irrigation/ Farm use	AD	Rs.2000 at a time, max. as per approved AAP
		DD	
		Dir.	
		CCDO	
F	Diesel in Barrels	AD	Rs.15000 at a time, max. as per POL budget in Approved AAP
		DD	
		Dir.	
		CCDO	
21i	Pisciculture: Purchase of fish fingerlings/ Feed/ Chemicals etc. required for Pisciculture.	AD	Rs.15000/ year
		DD	Rs.25000/ year
		Dir.	Rs.50000/ year and max. as per approved AAP/farm
		CCDO	Rs.100000/ year and max. as per approved AAP/farm.
21 ii	Repairing/ desilting of ponds, other Water bodies and water harvesting structures	AD	Rs.10000 at a time/ Rs.25000/year
		DD	Rs.25000 at a time and max. Rs.50000/year
		Dir.	Rs.50000 at a time and max. Rs. 100000 /yr/farm
		CCDO	Rs.100000/ at a time and max. Rs.200000/yr/ farm
22	Hybridization Unit: Repair and Maintenance of Hybridization unit/ Kit/ Chemicals/ Equipment sets including purchase of items required for hybridization programme.	AD	15000 at a time/ 50000 per year
		DD	Rs.20000 at a time and max. Rs.60000 per year
		Dir.	Rs.25000 at a time and max. Rs. 75000 per year
		CCDO	Rs.50000 at a time and max. Rs. 100000 per year
23	Commercial Nursery: Maintenance of Commercial coconut nursery, purchase of PPC/ Weeding/ irrigation/ removing of un-germinated nuts/ Application of PPC etc.	AD	Full powers as per approved AAP and fund release from HQ
		DD	
		Dir.	
		CCDO	
	Commercial nursery: Purchase of seednuts from outside sources (mother	AD	Full powers as per approvals and fund release from HQ

Sl. No	Item of Expenditure	Delegation	
	palms approval by committee)	DD	
		Dir.	
		CCDO	
	Commercial nursery: Transportation charges of seednuts (approval of quotations as per LTI)	AD	Full powers as per approvals
		DD	
		Dir.	
		CCDO	
24	Farm Nursery: Raising of Coconut Nursery at the farm for Germination Tests of Mature Coconuts of various cultivars harvested from the same farm <i>Proper records should be maintained and report to CEO, monthly</i>	AD	Rs.5000 per year
		DD	Rs.7500 per year
		Dir.	Rs.10000/yr/farm
		CCDO	Rs.25000/yr/farm
25	Immediate medical and related expenses for Farm Labourers: Farm Labourers Injured During carrying out of Office/ Farms Works including bites by Poisonous Insects/ Animals <i>Covers only expenditure that is to be booked under Farm expenses</i>	AD	Rs.15000 at a time
		DD	Rs. 20000 at a time
		Dir.	Rs.30000 at a time
		CCDO	Rs.50000 at a time
26	Farm/ Office Beautification: Purchase of Materials for Farm /Office Beautification	AD	Rs.5000/ year
		DD	Rs.7500/ year
		Dir.	Rs.10000/ year/farm
		CCDO	Rs.25000/ year/farm

Sl. No	Item of Expenditure	Delegation	
27	Labour Wages: Staff Paid Contingencies (The labourers engaged on contractual basis and daily paid labourers must be paid the minimum wages fixed by the labour authorities. The minimum wages fixed by the State Labour Commissioner or the Central Labour Commissioner, whichever is higher, shall be payable to such labourers)	AD	<p>1.Full powers to pass muster rolls for casual labourers, once CEO approves the engagement.</p> <p>2. Full powers to pass muster roll in cases of casual labourers already working on muster since initial years of opening of the farm.</p> <p>*3. Full powers for engagement of workers on Contractual Basis in the Farm for Operational activities as per approved annual action or on need basis.</p> <p>*4. Full powers for engagement of Contractual labourers to adopt control measure for sudden outbreak of pest & diseases with approval of CEO.</p> <p><i>*Full powers to draw advance up to Rs. 5000/- in cases where advance is required for effecting the payments on daily basis to labourers.</i></p>
		DD	Full power for SC
		Dir.	Full power for RO
		Sec.	Full power for HO
		CCDO	-
28	DISPOSAL OF FARM PRODUCE		
A	Perishable Farm Produces		
1	Disposal of highly perishable produce as per the prevailing local market rate (as per the existing norms)	AD	Rs.30000 for each produce per harvest
		DD	Rs.50000 for each produce per harvest
		Dir.	Full powers
	or		
2	Disposal of other farm produces tender/auction (to the party who has quoted the highest rate)	AD	Rs.50000 for each produce per harvest
		DD	Rs.100000 for each produce per harvest

Sl. No	Item of Expenditure	Delegation	
		Dir.	Rs.200000 for each produce per harvest/farm
		CCDO	Rs.400000 for each produce per harvest/farm
3	Seed Coconuts	AD DD Dir. CCDO HQ	Rates to be proposed by Committee, Fixed by HO as per the local rate and variety

The above delegation is subject to the budget provision in the approved Annual Action Plan of the DSP Farms. In such case where fund is required over and above the sanctioned budget the CEO CDB can sanction such amount subject to ratification of the expenditure in the next Board meeting.
