

S. No.	Nature of Power		Director	ED/ HOD	Dy. HOD		Remarks
E8		De-reservation of posts	Nil	Nil	Nil	Nil	These powers are to be exercised by ths MD only.
E9		Allotment of quarters	(i) DF-Project (ii) Out of turn allotment, if any will require MD's approval.				
E10		Grant of Leave	1				
	(a)	Casual Leave	Full powers to the controlling officer.	For a new recruit only on proportionate basis.			
	(b)	LAP "(Also refer specific powers for O&M Division)					
	(i)	Less than ten days	Upto GM level officers	Up Dy HODs	Up Manager	Non-Executive	To be process by HR Department
	(ii)	More than ten days	Upto GM level officers	Non-Exe. (Supervisors)	Non-Supv.	Non-Supv.	
	(iii)	Maternity and paternity leave Child Care leave	Full powers in respect of officers under them.	Non-Exe. (Supervisors)	Non-Supv.	Non-Supv.	

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	(iv)	Any other kind of leave	Full powers in respect of officers under them	Non-Exe. (Supervisors) Up to 30 days	Non-Supv. Up to 30 days	Non-Supv. Up to 30 days	
	(v)	Recall from leave	Full powers in respect of officers under them	Non-Exe. (Supervisors)	Gr. C&D	Nil	
	(vi)	Conversion of LWP into sanctioned Earned Leave/ Extra ordinary leave/ Leave not due	Upto Dy HOD	Non- Executive	Nil	Nil	
E1 1		Penalties and Punishments	As per DAR rules of the corporation.				
E12		Annual Confidential Reports	As per guidelines issued				
E13	(a)	Permissible personal advances including from PF	Upto HOD	Upto Sr. Scale	Gr. C&D	Nil	To be processed by HR Department
	(b)	Determination of number of installments for recovery in cases of overpayment of pay and allowances.	Full powers in respect of officers under them.	For Non-executives HOD(HR matters)	Nil	Nil	To be processed by HR Dept. with Finance concurrence.
E14		Appointment of retired persons as consultants/ advisors					
	(a)	As specialists	Nil	Nil	Nil	Nil	With the approval of MD only
	(b)	Due to working hands not being available against regular posts.	Nil	Nil	Nil	Nil	With the approval of MD only
E1 5		Compensation to employees governed by Workmen's Compensation Act in all cases of personal injury sustained in an	Full powers	Full powers (HOD of HR matters)	Nil	Nil	In consultation with Finance Department