



# UPAY DOP-2022

Latest Revision - Revision 7 – 14.10.22

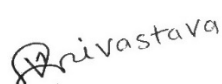
**Revised by DOP Committee**

Akhil Mahajan, Ms. Neetu Mishra, Ms. Jyoti, and Mr. Chandan

**Checked & Verified by Director (Finance)**



**Approval by Governing body on 10.10.22**



**Approved by Chairman**

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## INDEX

S.No	Description	Page no.
1	Introduction	05
	<b>Abbreviations:</b>	05
<b>Section-1</b> <b>Key Proposals having no direct Financial implications</b>		
A	<b>Approving Authority for non-financial proposal</b> 1. New Expansion approval a. New zone expansion b. New Center expansion 2. EBM & Zonal Team selection 3. Opening and Closing of Bank account	05-07
B	<b>Controlling Authority for non-financial proposal</b>  1. CSR Proposal 2. 80 G Donation Receipt 3. Digital Signature 4. External Training 5. Press release and external representation	08
<b>Section-2</b> <b>Proposals having direct financial implications – Expenses related to events/work executions/regular Operations/Projects</b>		09-10
<b>Section 2A</b> <b>Purchases of materials/items/services by direct payments to vendors</b>		
1	In-principle/Administrative approval for a cost estimate, specification vetting of purchase of material/services	11-12
2	Award Approvals of POs and approval for the mode of tendering for administratively approved proposals	12-15
<u>3</u>	Approval for deviation in PO value and amendment in PO thereof.	15-16

## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.No	Description	Page no.
<u>4</u>	Approval for cancellation/closure of PO	16
<u>5</u>	Approval for extension in time duration of PO	17
<u>6</u>	Approval for advance/payments to vendors as provided in PO	17
<u>7</u>	<u>Annexure-I</u>	18
<u>8</u>	<u>Flowchart of procurement</u>	19
<b>Section 2B- Proposal for Advances, claims to individuals for procurement of material and services</b>		
<u>1</u>	Approval for advance /imprest and claims against expenditures to individuals	20-22
<u>2</u>	Approval for sanction of advance to paid staff such as teacher/ZC/COO/CAO from its stipend/remuneration.	23
<u>3</u>	Approval for waiving off advance or part of it or relaxation in duration for repayment of it paid vide 2 of section-2B	24
<u>4</u>	Approval for advance/reimbursement for/of expenditure towards travel for official work	24
<u>5</u>	Honorarium	25
<b>Section 2C</b> <b>1) Approval of the funds for other than Routine Operations and functions</b> <b>2) Award of Scholarships and Sponsorships</b> <b>3) Expenditure for Disaster Relief and Emergency/Contingency Funds.</b>		26

# DELEGATION OF POWER (DOP-2022)\_Rev 07

S.No	Description	Page no.
	<b>Section-3: Powers delegated w.r.t. write off, sale of items and others</b>	
<u>1</u>	Approval for write off in case of theft or loss of any item, obsolete items, unserviceable, un-repairable items such as PCs, cameras, printers, etc.	27
<u>2</u>	Approval for sale of scrap items/old items or items after their shelf life.	28
<u>3</u>	Approval for sale of new items	28
	<b>Section 4- Power to quote rates on behalf of UPAY</b>	29
	<b>Section 5- Appointments</b>	30
	<b>Section 6-General Instructions</b>	31
	<b><u>Annexure-II Travel Policy</u></b>	32-34

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## **Introduction:**

During day-to-day functioning, innumerable minor or significant decisions have to be made in an organization for smooth running. They are related directly or indirectly to the finances of the organization. To empower various authorities and functions within the organization, they are given some powers delegated by the apex decision-making body. At UPAY, the apex decision-making body is governing body. The powers delegated by the governing body to various authorities in the organizations have been documented here.

The document may be called a DOP.

## **Abbreviations:**

CAO: Chief Admin officer

COO: Chief Operating Officer

FD: Functional Directors

PO: Purchase Order

SCM: Steering Committee Members

ZD: Zonal Directors

ZS: Zonal Secretaries

ZC: Zonal Coordinators

RD: Regional Director

RC: Regional Coordinators

FL: Functional Leads

PL:- Program Leads

ELs: Executive Leads

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## SECTION-1

Powers Delegated w.r.t. proposals having no direct financial implications

### A. Approving Authority for non-financial Proposals

S.No	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
1	<b>New Expansion approvals</b>			
a)	Approval for <b>setting up new zone/ New Projects/Programs/in initiatives</b>			In consultation with governing Body and after approval of feasibility analysis
b)	Nomination of the <b>standing committee for Feasibility analysis for new zone</b>			Standing committee to be nominated by chairman.
c)	Approval for centers/Office /Library <b>expansion in existing zone</b>		Director (Operation) in consultation with Zonal Director and Director (Finance). Proposal shall be initiated at Zonal level and shall be discussed in Zonal meeting.	
d)	Nomination of the <b>standing committee for Feasibility analysis for existing zone</b>	Zonal Director shall nominate standing committee for expansion within existing zone.		

## DELEGATION OF POWER (DOP-2022)\_Rev 07

<b>2</b>	<b>Executive Body and Zonal Team selection</b>			
a)	Nomination of ZDs/FDs/RDs			In consultation with Governing Body
b)	Nomination of Zonal team/ Regional Team			In consultation with ZDs/FDs /RDs proposal shall be initiated by ZDs/FDs
c)	Nomination of Center Heads	In consultation with Zonal Team		
<b>3</b>	<b>Opening and Closing of Bank ACCOUNT</b>		<b>Director (Finance) in consultation with ZD.</b>	

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## B. Controlling Authority for non-financial Proposal

Communication can also be taken over mail for all the controlling persons

S.No	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
1.	CSR Proposal	ZDs for Zonal level In consultation with Director(Admin)/ Director(operation) to verify the facts and data. Proposal shall be coordinated by ZDs at Zonal Level	Director(Admin) for Central Proposals in consultation with ZDs/FDs to verify the facts and data. Coordination by Director(Admin) at Central Level	
2	80 G Donation Receipt		Director(Finance) for both in kind/ cash/online/cheque donation Acknowledgement can be issued by ZD/Secretary(Finance)	
3	Digital Signature			In consultation with Director (Finance)
5	External Training		Director(HR) in consultation with concerned ZDs, FDs, and Director(Finance)	
6	Press releases and external representation	ZDs for Zonal level in consultation with Director(Outreach)/ Director(operation) to verify the facts and data.	Director(Outreach) for central level in consultation with ZDs/FDs to verify the facts and data	



# DELEGATION OF POWER (DOP-2022)\_Rev 07

## SECTION-2

**Powers Delegated w.r.t. proposals having direct financial implications -**

**Expenses related to events/work executions/Regular Operations/ Projects/ Procurements:**

- a) For any expenses related to events/ work execution/Projects/procurement, In-principle approval shall be taken over mail/message as per section 2A.1.
- b) In Principle approval is not required if the activity is covered in annual plan/budget or has been discussed in the meeting in the presence of approving authorities or a routine activity for which the approval is already accorded or any procurement related to regular operation and less than Rs. 20,000 can be exempted from in principle approval.
- c) In in-principal approval, approximate cost shall be indicated for the reference of approving authority in the approval.
- d) Once the In principle is accorded, administrative approval shall be taken as per section 2A.1.
- e) Events /Works/Projects/Purchases can be of two types:
  - i)where purchases of multiple material, items and services are involved.
  - ii)where purchase of single items/service is involved.
- f) For events /projects /works where purchases of multiple material, items and services are involved, Admin approval shall be taken for consolidated anticipated expenses.
- g) Admin approval must indicate detailed scope of work, approximate detailed cost estimate covering all major items with supporting quotation/reference(old invoice, online rate) timeline, specification with justification and mode of tendering /procurement (cash , account transfer, tendering etc) . Sample attached in Annexure A-1.
- h) If in some cases only cash purchase is possible, it shall be indicated in the admin approval and procurement shall be done as per Section 2 B powers.
- i) Separate Award approvals shall be taken for individual items as per section 2 A and shall mention the reference of Admin approval ID.
- j) Approving authority must keep a check on cost control whenever multiple award approval of a reference admin approval proposal comes to them.
- k) Any single change in Scope, Specification or rate which results a significant deviation in a project/event/works, then a separate approval shall be taken over a mail/system as per following approving authority.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.No	Nature of power	No approval required	Zonal Director/ Regional Director	Functional Director	Chairman
1	<b>In the case of events</b> deviation in any single item from the the cost mentioned in admin approval	+/- 20 % of the approved cost of that item as per admin approval or Rs 15,000 whichever is lower	+/- 40%	+/-50%	Full Power
2	<b>In the case of Works/Projects</b> Deviation in total value from the cost mentioned in admin approval	+/- 10 % of the approved cost of that item as per admin approval or Rs 30,000 whichever is lower	+/-20 %	+/-30 %	Full Power

- l) In case, it seems not feasible to calculate deviation in between the project, same shall be mentioned in Admin approval and if the approving authority allows then a consolidated approval as per above mentioned power shall be taken for deviation after the completion or the period mentioned by the approver.
- m) In case of multi-items projects/events/works having total cost more than Rs. 1,00,000/-, a final closure approval shall be taken by the approving authority ( as per section 2A.1 after closure of work/events with consolidation of all the POs and direct ,online and Cash Purchases along with deviations. Event closure report shall also be completed. This shall be completed within 30 days of closure of Projects/Events
- n) For purchase of single item procurement/Services, Admin and Award approval can be clubbed but shall be in principally agreed by Approver.
- o) For deviations in single item procurement from the cost mentioned in admin approval then separate approvals shall be taken as per guidelines mentioned above in section 2k.

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## Section 2A: Powers Delegated w.r.t. Purchases of Single materials, Items / services by direct Payments to vendors

S.No	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
1.	<b>In-principle/Administrative approval of the cost estimate</b> of expenses for events/work execution /purchase of material/services	Up to Rs. 2 lakh	Up to 5 lakh	Full Power

Initiator of the proposal shall be as per the value of cost estimate	Centre head/ZC	Zonal Secretary/RCs/ FLs	Zonal Director/ Functional Director/ Regional Director/ CAO/COO
	Up to Rs. 20 thousand	Up to Rs. 2 lakh	For Any value

### Remarks:

1. If the initiator acts as the approver for any clause as mentioned above, it shall be sent to higher authority for approval.
2. If the expenditure provision is not in the budget, in-principle approval has to be taken from the competent authority as per the amount in this clause. However, for central expenses, the competent authority is the functional director/chairman. **In-principle approval shall not be required for the purchase matters already discussed in meetings in the presence of the approving authority.**
3. Reference for estimate and justification of quantity must be attached/mentioned in the note.

## **DELEGATION OF POWER (DOP-2022)\_Rev 07**

4. Purchase Order (PO) shall be issued necessarily for values above Rs. 20 thousand.
5. Cost estimate, specification, mode of tendering, and budget should be defined, and it all be taken under the admin approval.
6. In case of multi PO Projects/Works/Event, Admin approval and PO approval should be taken separate.
7. Estimate would be attached while initiating admin approval.
8. Proposal shall be vetted by Finance before approval of the competent authority.
9. For zone-related matters, representatives of the zone, and central-related matters, representatives of the central shall initiate the note for approval.
10. Process of the flowchart needs to be followed and is attached as Annexure A1.
11. Draft Note- Attached at annexure-A1

## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.no	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
2.	Approval for following modes of tendering for approved cost estimates and award of POs			
a.	Limited Tender (7 no. min parties through vendor enlistment)			Full Power
b.	Limited Tender (3 no. min. parties)	Up to Rs. 2 lakh	Up to Rs. 5 lakh	Up to Rs. 15 lakh
	Limited tender (Single response received)	Up to Rs.1.5 Lakh	Up to Rs. 4 Lakh	Up to Rs. 10 Lakh
D	Committee Purchase (Min 3 quotation required)	Up to Rs. 1 lakh	Up to Rs. 3 Lakh	Up to Rs. 7 lakh
	Committee purchase(for the single quotation)	Up to Rs. 75 thousand	Up to Rs. 2.5 Lakh	Up to Rs. 5 Lakh
E	Through 3 quotations	Up to Rs. 50 thousand	Up to Rs. 2 Lakh	Up to Rs. 4 Lakh
F	Through approved vendor on single quotation (definition of the approved vendor)	Up to Rs. 40 thousand	Up to Rs. 1.5 thousand	Up to Rs. 2.5 Lakh
G	Through any vendor on single quotation	Up to Rs. 30 thousand	Up to Rs. 75 thousand	Up to Rs. 1.5 lac

### Remarks:

1. Nomination for purchase committee shall be done by approving authority. It will include
  - a. One member from the initiator party.
  - b. One from finance.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

- c. One from administration or as deemed suitable by the approving authority.
  - d. A minimum of three members must be available for committee purchase.
2. The purchase committee shall select the vendors fairly, get quotations from them, and henceforth the co-ordinator will process the award of PO. The committee shall ensure the rates quoted by the L1 bidder are reasonable.
3. The approving authority shall form a similar committee called tender committee in order to finalize the vendor, float inquiries of limited tender, and process for award of the PO.
4. Reasons(Either OEM, Copyright items, urgency, no vendor on required specification) to proceed for an award with single offers against limited tender/purchase committee or single tender shall be mentioned in award approval.
5. Preferably, the specification shall be prepared to keep a competitive response. No specification shall favour any single vendor until and unless unavoidable.
6. Finance shall keep a check that the quantity shall not be reduced or split to meet the lower delegation of power. For example, to meet the lower tendering mode, the same item is being procured multiple times from one vendor or in different quantities from different vendors in the same period.
7. Proposal shall be vetted by Finance before approval of the competent authority.
8. Purchase orders shall be issued by finance (zonal/central) after the approval of the competent authority.
9. Purchase Order (PO) shall be issued necessarily for values above Rs. 20 thousand. Up to Rs.20 thousand, PO may or may not be issued, and the decision shall be taken by the approving authority.
10. POs may not be issued for online purchases even if the value exceeds Rs. 20 thousand. In such cases, advance/claim for the expenditure shall be permissible through powers under section 2B of DOP. However, the payment shall be made online, and proof of payment shall be attached.
11. If getting a signature of a vendor on a PO is not possible in some circumstances and advance is linked with PO, confirmation shall be taken from the vendor either on the mail or by message.
12. On the basis of confirmation from the vendor, PO will be self-certified by the ZD if it is for zonal approval, RD for regional approval, and FD if it is for Central.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

13. Any Payment can be released only after the PO is signed in case of PO related approvals.
14. Transaction above Rs. 10 thousand has to be made directly to the vendor's account either by raising the claim request if bills are available or taking advance in the vendor's account if bills are not available (quotation is available) then raise the claim against advance after getting the bills.
15. In case the vendor is not ready to take payment into its account, the procurement can be done as per section 2B.
16. In case of emergency, with proper justification in writing Chairman may approve for a lower mode of tendering for value up to Rs.10 Lakhs.
17. Minimum of 3 transactions are required for the vendor to consider him as an approved vendor. A list of approved vendors will be uploaded on the portal after the approval by the ZD/FD/RD.
18. A committee will be formed for the procurement of a larger amount, and if for any reason the approving authority is being changed, the next approving authority shall decide to go with the same committee or need to change the committee.

S.No	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
3	<b>Approval for deviation in PO value and amendment in PO thereof:</b>			
a.	Upto PO of value of Rs. 1 lakh	30%	40%	80%
b.	Up to PO of value of Rs. 5 lakh	30%	40%	70%
c.	Up to PO of the value of Rs. 10 lakh	20%	30%	60%

Remark:

1. Reasons for amendments in quantity, terms, or rate shall be recorded.
2. The change in rates, if any, has to be reasonable with respect to the trend of rates in the market.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

3. Deviation may be granted to the same party on the same rates, terms, and conditions as stipulated in the original order with finance concurrence against previous orders, subject to the following
  - a. The normal processing of the case is likely to delay the procurement and adversely affect the work
  - b. The executed quantity shall not be more than three months after completion of the earlier order.
  - c. A reasonable assessment and certification by the initiator that there has been no downward trend in prices and vetted by finance.
  - d. The prices against earlier orders were not escalated to compensate for earlier deliveries.
4. Full power of approval for deviation in PO value and amendment in the same shall be vested to a team consisting of the Director (Finance), Director (admin) and Chairman.
5. PO should be signed by the vendor/competent authority before releasing the amount. In case the vendor is not signing the PO, it shall be certified by ZD/FD after taking confirmation from the vendor either by message or by mail.

S.No	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
4	<b>Approval for cancellation/closure of PO</b>	The same authority which approved PO or higher		

### Remarks:

1. In case of poor performance of the vendor/contractor, the order issued earlier may be cancelled with the approval of authority which had approved its award.
2. The proposal shall contain
  - a. Warning letters/communications issued to intimate the poor performance.
  - b. The work completed, and the payment payable to the agency.
3. After the proposal of cancellation of PO is approved and communicated to the vendor, due payment to the vendor/contractor only shall be made.
4. The vendors may be blacklisted depending on their performance. At least a three-member committee, consisting of one member from finance and one member from the concerned function, and one from any other as deemed



## DELEGATION OF POWER (DOP-2022)\_Rev 07

appropriate by the approving authority, shall be constituted for the review of the vendor's performance. The committee may recommend blacklisting for a certain minimum duration or for an indefinite period. Based on the recommendation, the approving authority may approve the blacklisting. Blacklisted vendor details are to be communicated to the central level finance team along with the suitable reasons. A list of such vendors shall be maintained by zone.

S.no	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
5	Approval for extension in time duration of PO	The same authority which approved PO or higher		

### Remarks:

1. If the work or the material supply remains incomplete within the time provided in PO, the extension in duration may be sought from the authority which approved the award of PO subject to following-
  - a. No decrease in the price of items in PO.
  - b. No loss to the organization

S.no	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
6	Approval for advance/payments to vendors as provided in PO	Up to Rs. 1 lakh	Up to Rs. 2 lakh	Up to Rs. 10 lakh

### Remarks:

1. The advance/payments to the vendor as provided in the awarded purchase order shall be done as per the clause mentioned above.
2. In the case of zonal/central expenditure, payment shall be made from the respective zonal/central account after approval from the competent authority.

# DELEGATION OF POWER (DOP-2022)\_Rev 07

Annexure A1

## NOTESHEET

**Sub:** In-principle/Administrative approval for a cost estimate of Rs..... for the work/purchase of ..... for zone.....

### **Scope of Work**

### **Justification of Requirement:**

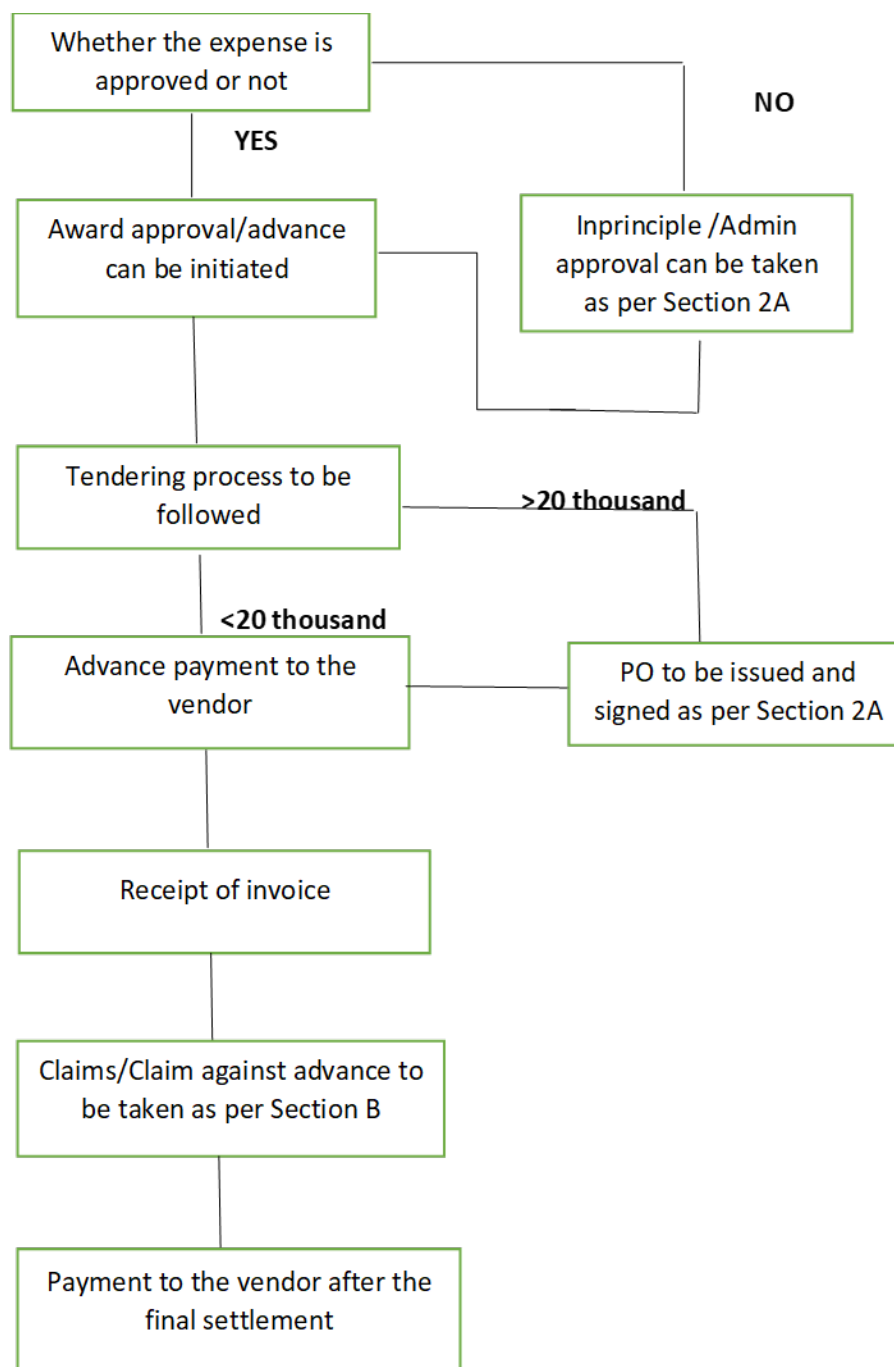
(Please enter why it is required, reference to discussions in meetings or any circular may also be given)

**Justification of quantity:** (brief explanation of how the quantity has been estimated)

### **Specification Details:**

**Rate reference:** (mention any latest awarded rate or quotation from vendor)

# DELEGATION OF POWER (DOP-2022)\_Rev 07



# DELEGATION OF POWER (DOP-2022)\_Rev 07

## SECTION-2B

### Powers delegated w.r.t. Advances, claims for individuals for Procurement of Material and services

S.No	Nature of power	Zonal Director/ Regional Director	Function Director	Chairman
1.	<b>Approval for advance/ imprest and claims against expenditures to individuals.</b>	Up to Rs. 75thousand	Up to Rs. 2 lakhs	Up to Rs. 5 lakhs
	Max permissible amount to a. Volunteer: Up to Rs 5 thousand b. Centre head/ZC: Up to Rs 15 thousand c. ZCs: Up to Rs 30 thousand d. ZS: Up to Rs 75 thousand e. RCs/FLs/PLs : Up to Rs 1 lakhs f. CAO/COO: Up to Rs 2 lakhs g. ZD/FD/RD: Up to 5 lakh h. Chairman: Unlimited			

#### Remarks:

1. This power shall normally be used for small expenditures. It can also be used where the normal procedure of purchase is not suitable/possible as per the circumstances. In case the procurement value for single item is more than Rs 10,000, then the initiator needs to take separate prior approval before utilizing the approved advance for the purchase of that item. Also, an individual cannot claim the bill in their account if any item bill exceeds Rs 10,000/-. For that, a separate approval is required
2. Cash purchase above Rs. 10,000 is not permitted. In unavoidable circumstances, cash purchase of a single item above Rs. 10,000, a separate approval shall be taken as per the following power.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.No	Nature of power	Zonal Director/ Regional Director	Function Director	Chairman
A	Single item procurement, amount (Rate X Quantity) exceeds INR 10,000	Up to Rs 40 thousand	Up to Rs 50 thousand	Up to Rs 1 Lakh

3. For example, a member got approved INR50,000 advance and wants to buy an item costing INR 20,000. He/she cannot utilize availed advance for this procurement, and a separate approval is required as per above power
4. Also if the total procurement value is more than 20,000 Rs (where individual items are less than Rs 10,000) the in principle approval shall be taken as per clause section 2A.
5. For online purchases, even if the value exceeds Rs. 10 thousand. In such cases, advance/claim for the expenditure shall be permissible through powers under section 2B of DOP. However, the payment shall be made online, and proof of payment shall be attached while raising the claim or claim against advance.
6. Finance shall keep a check that the quantity shall not be reduced or split to meet the lower delegation of power. For example, to meet the lower tendering mode, the same item is being procured multiple times from one vendor or in different quantities from different vendors in the same period.
7. For more than Rs. 10,000, It is advisable to make payment through online mode (UPI, account transfer, etc.) even when individuals are making the payment to vendors through approved advance/ claim.

### **A. Advance and claims:**

1. Advance or claims requests shall be vetted by finance before approval of the competent authority.
2. If the expenditure against a not-so-common item/work is to be done, in-principle/administrative approval shall be taken first.
3. Claim against every advance availed shall be raised within the time span of 30 days. If it is exceeding that, then the finance team shall verify the reason with the initiator, and the next advance will be initiated only after the closure of the previous amount. In case there is a delay of up to 90 days with proper justification, the approval shall be taken from the director of Finance through the concerned ZD/FD/RDs to release of next advance In case of delays of more

# DELEGATION OF POWER (DOP-2022)\_Rev 07

than 90 days under extreme circumstances, approval of the chairman is required to release of next advance.

## B. Imprest

1. Provision of advance to volunteer/member/staff/Fellows for petty expenditures monthly is termed as imprest. One-time approval is required for sanction of imprest valid till the end of the ongoing financial year or till the time specified in the approval note but not later than the end date of the ongoing financial year.
2. Afterwards, the volunteer/member shall raise a request for advance.
3. Claim has to be raised for the expenses made, preferably at the end of every month or as per requirement. After the competent authority approves the claim, the approved amount will be reimbursed by finance.
4. Maximum value of imprest can be as follows. These are the maximum permissible amount approving authority can decide whether to allot this or less than amount.

SN	Employees	Amount	Approving Authority
1	Center Heads /Fellows	Rs 2,000	ZD
2	Zonal Coordinators	Rs. 5000	ZD
3	Regional And Functional Leads	Rs 10,000	FD/RDs
4	Program Leads	Rs 15,000	Chairman
5	Executives/ CAO/COO	Rs 20,000	Chairman

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## 2. Loan to paid staff

S.No	Nature of Power	Zonal Director / Regional Director	Functional Director	Chairman
2.a.	<b>Approval for sanction of advance to paid staff such as teacher/ZCs/FLs/RCs /PLs from its stipend/remuneration</b>	Upto 2 months	Upto 4 months	Full Power

Remarks:

1. In case of personal urgent requirement such as those related to medical treatment, the advance amount may be granted to paid staff of UPAY
2. In case of an emergency other than a medical emergency, an advance amount may be granted to the paid staff of UPAY if they had served for at least 6 months.
3. The request shall be raised by the concerned staff. The reasons shall be mentioned, and necessary documents shall be submitted to justify the requirement.
4. The advance shall be deducted from the stipend/remuneration of staff from the subsequent month. The advances approved by zonal directors shall be settled in 6 months and those approved by the chairman within nine months. E.g., if the advance amount is deposited in May 2020, adjustment shall begin from June 2020 onwards.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.No	Nature of power	Zonal Director/ Functional Director / Regional Director	Chairman
2.b	Approval for waive off advance or part of it or relaxation in duration for repayment of it paid vide 2.a of section-2B		Full power

### Remarks:

1. This power shall be utilized only if it is established that the staff is not in a position to return the advance taken due to unforeseen conditions not in its capacity.

### 3. Travel claims

S.No	Nature of power	Zonal Director /Regional Director	Functional Directors	Chairman
3a	Approval for advance/ reimbursement for/of expenditure towards travel for official work	For zonal and regional works	For central works to respective FLs	for executive body members, and direct reporting subordinate
3b	Air fare			in emergency cases

### Remarks:

Travel and accommodation shall be claim as per the rates travel HR policy attached in Annexure-II.



# DELEGATION OF POWER (DOP-2022)\_Rev 07

## 4. Honorarium

S.No	Nature of power	Zonal Director / Regional Director	Functional Directors	Chairman
4a	Monthly honorarium to volunteer for their services at UPAY	up to Rs 3,000	up to Rs 10,000	up to Rs 25,000

### Remarks:

1. The amount shall be fixed by ZDs/FDs for their respective zones and function within designated power in 4a and shall communicate to Director (HR)

1. The difference between salary and honorarium is that it will be considered on a pro-rata basis based on the attendance as defined for conveyance allowances in HR policy.
2. Volunteers availing of honorarium will not be entitled to benefits, rules, and regulations of paid employees.

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## Section 2C

### Approval of the funds for other than Routine Operations and functions

SI. NO	Nature of Power	Zonal Director / Regional Director	Functional Director	Chairman
1	Contingency funds/Disaster Relief Funds - initiator will be ZDs, FDs, RDs, COO/CAO, RCs,FLs, ZCs, ZS	Rs 50 Thousand	Rs 1 lakhs	Rs5 Lakhs

- a) Contingency funds can be used for other than regular operations for the benefit of the underprivileged community at large
- b) Disaster relief funds can be used for natural calamities

S. No	Nature of Power	Zonal Director / Regional Director	Functional Director	Chairman
2	Scholarship Initiator will be Director Operations/Director PMG, vetted by Director finance			amount defined in Operation policy

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## SECTION-3

### Powers delegated w.r.t. write off, sale of items and others

S.No	Nature of power	Zonal Director / Regional Director	Functional Director	Chairman
1	Approval for write-off in case of theft or loss of any item, obsolete items, unserviceable, un-repairable items such as PCs, cameras, printers, etc.	50 thousand	1 lakh	5 lakhs

#### Remarks:

1. A committee shall be constituted of members of the concerned function, finance and admin or as deemed fit by the competent authority. The committee shall assess the usability of the item and submit its recommendation. Accordingly, the competent authority shall take the decision.
2. Amount mentioned above is a depreciated value.
3. Picture of the current condition and relevant proof, along with the report by the committee, should be attached.
4. Items procured by the zones/centrally should be considered as per depreciation.
5. For donated items, ZDs/FDs/ RDs have the authority to approve scraps.
6. Amount to be considered as per the value on that date and before selling the quotation /rate shall be checked with at least three vendors and then to be sold to the highest bidder.
7. Amount shall be deposited in the Central Account.
8. Invoice shall be generated centrally by Director Finance.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.No	Nature of power	Zonal Director/ Regional Director	Functional Director	Chairman
2	Approval for sale of scrap items/old items or items after their shelf life.	Up to Rs. 50 thousand	Up to Rs. 1 Lakhs	Up to Rs. 5 Lakhs

### Remarks:

1. For the declaration of any item as scrap or to decide to sell any old item, a committee shall be constituted of members of the concerned function, finance, and admin or as deemed fit by the competent authority. The committee shall recommend whether the item can be declared as scrap after proper analysis. The competent authority shall take the decision based on the recommendations of the committee.

S.No	Nature of power	Zonal Director/ Functional Director/ Regional Directors	Chairman
3	Approval for sale of new items	Up to Rs. 1 lakh	Up to Rs. 5 lakh

### Remarks:

1. A committee of at least three persons with one member of finance shall be formed by approving authority to analyse and recommend the rate of items to be sold. The competent authority shall take the decision based on the recommendations of the committee.

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## Section-4

### Powers to quote rates on behalf of UPAY and related

S.No	Nature of power	Zonal Director /Regional Director	Functional Director	Chairman
1	Approval of rates to be quoted for the supply of items or services on behalf of UPAY and acceptance of Purchase Order from the respective clients and raising the invoices against the accepted PO/works	Up to Rs. 1 lakh	Up to Rs. 5 lakh	Up to Rs. 15 lakh

#### Remarks:

1. As per the value of quotation against an inquiry, the approving authority varies. E.g., for submission of quotation of Rs. 1.5 lakh, approval for the concerned functional director shall be required.
2. A committee of three members consisting of finance member may be formed to analyse the requirements of inquiry and prepare an estimate of rates and submit it to the competent authority. The recommendations should consider all the calculations, references, and assumptions.
3. Recommendations of the committee are to provide a fair idea to the approving authority to enable it to make suitable decisions. After considering all the factors, the approving authority may finalize the rates to quote in the tender inquiry.
4. The approving authority may nominate CAO/COO/ZC for quoting the approved rates in the client's system.
5. Operation /Admin team can initiate the proposal

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## SECTION-5

### (DOP w.r.t appointments)

1. Hiring for the next six months to be consolidated by the Director(HR) at the beginning of FY from all functions/Zone along with a detailed Job Description. A combined approval shall be taken by the Director(HR) from the Chairman. If the requirement increases, separate approval shall be taken from the Chairman.
2. After the in-principle approval, the process for calling applications, the selection committee's nomination, and the candidate's finalization shall be done with the approval of the approving authority as per the following

S.No	Nature of power	Zonal Director/ Regional Director	Functional Director	Chairman
2a	Appointment of staff/trainee as per the requirement with stipends/remuneration upto.	Up to Rs20 thousand per month	Up to Rs30 thousand per month	Full Power

3. The selection committee shall include a minimum of three members
4. Moreover, in case of appointment for zones, one member should be from the zonal level, and one member should be from the central team while hiring centrally.
5. The committee shall submit recommendations to the approving authority after the selection process.
6. Coordination for hiring shall be done by the central HR team for central hiring and the Zonal HR team for Zonal Hiring.

# **DELEGATION OF POWER (DOP-2022)\_Rev 07**

## **Section -6:**

### **General Notes:**

1. Representatives of zones shall initiate processes of approvals for requirements/matters of the zone.
2. Zonal Director may nominate ZC in the committees mentioned in the DOP.
3. Chairman/Functional Director may nominate COO/CAO, RCs, and FLs in the committee mentioned in the DOP.
4. SCM appointed for upcoming zones shall have the power of the value of 50% of zonal directors mentioned in DOP.
5. Approvals shall be processed through proper channels only. For the approval of the chairman on zonal matters, the note shall be routed through the zonal director and Director (Finance).
6. Approval of Governing Body shall be required if anything exceeds from the points mentioned in the note.
7. Initiating and approving authority cannot be the same.
8. If such a situation arises, the chairman may delegate some powers to the zonal director/functional director to the extent he decides for a certain duration. But this shall be used in emergency situations only.

# DELEGATION OF POWER (DOP-2022)\_Rev 07

## Annexure-II

- UPAY will pay only for surface transport as far as possible, i.e., bus, train, auto, etc. Details of entitlement and eligibility are tabulated below:

S.no	Mode of transport	Entitlement	Eligibility
1.	Bus Journey	As per Actual	All
2.	Train Journey	3 AC	Full-time employees, Volunteers, Members, fellows (for fellowship), and consultants.
3.	Train Journey	Sleeper	Part Time Employees
4.	Train Journey (Tatkal)	As per S.no. 2&3	Eligibility as per S.no 2&3 with approval of Director (HR).
5.	Air Fare	Economy Class	Volunteers, Members, fellows (for fellowship), consultants and Full-time employees. Only in emergency cases with prior approval of the Chairman.
6.	Personnel Vehicle/ Private Transport	Actual Fuel Cost as per mileage of vehicle	With the approval of the Chairman. To be shared by more than one volunteer or employee.

- For local transport in the city outside the workplace:
  - Public transport shall be the desired mode of transport like metros, local trains, buses, etc.
  - In case of public transport is not available, autos and cabs shall be reimbursed as per actual expenditure or Rs 15/km whichever is lower. Online services like Ola, Uber, etc may be preferred for the same.
- Accommodation expenses** shall be reimbursed if not arranged by the UPAY. Accommodation entitlement for Volunteers/Associates/Members/Guests is tabulated below:



## DELEGATION OF POWER (DOP-2022)\_Rev 07

S.no.	City	Accommodation expenses Entitlement	Remarks
Volunteers/Associates/Members			
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 2000/day or actual, whichever is lower.	If actual expenses are more than entitled, then prior approval of the Director (HR) is to be taken.
2.	Urban (except Metro and Rural cities as defined in S.no 1&3)	Rs 1500/day or actual, whichever is lower.	
3.	Rural (Mouda, Garo, and Gadarwara)	Rs 1000/day or actual, whichever is lower	
UPAY Guest			
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 5000/day or actual whichever is lower.	To be arranged by Respective ZD in consultation with Director (HR). Prior approval is to be taken from Chairman for an amount more than entitlement.
2.	Urban (except Metro and Rural cities as defined in S.no 1&3)	Rs 3000/day or actual whichever is lower.	
3.	Rural (Mouda, Garo and Gadarwara),	Rs 2000/day or actual whichever is lower.	

- NGO guest's entertainment expenditure (Foods, local travel, Memento etc.) shall be reimbursed as per actual with approval of Director (HR).
- The expenses except local movement expenses shall not be reimbursed if proper justifying documents (original receipts) are not attached.

## DELEGATION OF POWER (DOP-2022)\_Rev 07

- All the expenses shall be reimbursed only for official travel and related movement.

**Dearness Allowances (DA)** will be provided to the volunteers, members, fellows and associates as tabulated below:

S.no	City	DA Entitlement	Composite DA
1.	Metro (Delhi-NCR, Bangalore, Pune, Kolkata, Mumbai)	Rs 600/day	Rs 1200/day
2.	Urban (except Metro and Rural cities as defined in S.no 1&3)	Rs 400/day	Rs 800/day
3.	Rural (Mouda, Garo, and Gadarwara)	Rs 300/day	Rs 600/day

**Composite DA:** If a person is making their own stay arrangement at a relative/friend, etc place, then they can claim composite DA. They will not be entitled to accommodation expenses in that case.

## Approval Data

<b>Approval Id</b>	UPAYCE04216
<b>Name</b>	Akhil Mahajan
<b>Email</b>	zdgurgaon.upay@gmail.com
<b>Approval Type</b>	In Principle or Admin Approval
<b>Designation</b>	Zonal Director
<b>Created Date</b>	02/10/2022, 13:00:36
<b>Fund Transfer Date</b>	null
<b>Contact</b>	8882795161
<b>Amount</b>	0
<b>Zone</b>	Central
<b>Status</b>	approved

**Approval Subject**

Approval for revised DoP formulated by committee nominated by Chairman.

**Approval Details**

During day-to-day functioning, innumerable minor or significant decisions have to be made in an organiza

To review DoP, a committee was nominated by Chairman having following members:

1. Mr Sitesh Barche (Director, Finance)
2. Mr Chandan (Director, Finance and Accounting)
3. Mr Akhil (Zonal Director)
4. Ms Jyoti Agarwal (Regional Coordinator)

Above committee members in supervision of Chairman, discussed various aspects and have drafted DoP which

**Payment Details**

undefined

**Advance Details**

undefined

**Timeline**

zdgurgaon.upay@gmail.com created the approval at Sun Oct 02 2022 13:00:36 GMT+0000 (Coordinated Universal Time).  
 upayadmindashboard@gmail.com sent for approve to archanabshrivastava@gmail.com,kamayani29@gmail.com,pratiktkamble.iitkgp@gmail.com,smritibiswas1955@gmail.com  
 Remarks: may please examine and approve , at Thu Oct 06 2022 11:53:11 GMT+0000 (Coordinated Universal Time).  
 archanabshrivastava@gmail.com,kamayani29@gmail.com,pratiktkamble.iitkgp@gmail.com,smritibiswas1955@gmail.com  
 forwarded for approval to president.upay@gmail.com

Remarks: , at Thu Oct 06 2022 21:29:10 GMT+0000 (Coordinated Universal Time).  
 upayadmindashboard@gmail.com sent the approval to Central at Tue Oct 11 2022 10:58:00 GMT+0000 (Coordinated Universal Time).  
 upayadmindashboard@gmail.com sent for approve to archanabshrivastava@gmail.com,kamayani29@gmail.com,pratiktkamble.iitkgp@gmail.com,smritibiswas1955@gmail.com  
 Remarks: , at Tue Oct 11 2022 15:21:22 GMT+0000 (Coordinated Universal Time).  
 archanabshrivastava@gmail.com,kamayani29@gmail.com,pratiktkamble.iitkgp@gmail.com,smritibiswas1955@gmail.com  
 archanabshrivastava@gmail.com,kamayani29@gmail.com,pratiktkamble.iitkgp@gmail.com,smritibiswas1955@gmail.com