

Ref.RFC.F.PA-30(205)/697

Dated: 16/07/2018

CIRCULAR
(P&A-716)

Reg: Delegation of powers for approval of tour programme(s)

In supersession to all earlier Circulars/Orders with regards to delegation of powers for approval of tour programmes of the officials of the Corporation, the following power is delegated to the Officials mentioned below for approving tour programme with immediate effect:-

1. **COMPETENT AUTHORITY TO APPROVE TOUR PROGRAMMES**

(a) FOR HEAD OFFICE

S.NO	Cadre	Journey within State	Journey out of State
1	GM	ED	MD/CMD
2	DGM/ Mgr I/C Section	ED	MD/CMD
3	Manager	ED	MD/CMD
4	DM/PS/AM/SG-I	ED	MD/CMD
5	B & C Class	ED	MD/CMD
6	Retired Officials (For Court cases)	ED	MD/CMD

(b) FOR BRANCH OFFICE

S. N O	Cadre	Journey within Jurisdiction of BO	Journey out of Jurisdiction but within State	Journey out of State
1	Manager/Incharge	GM(Ops)	ED	MD/CMD
2	DM/AM/SG-I	Br.Manager/Incharge	ED	MD/CMD
3	B & C Class	Br.Manager/Incharge	ED	MD/CMD
4	All ABC class employees of Facilitation Centres	Br.Manager/Incharge of Nodal Branch	ED	MD/CMD

2. Tour programme of subordinate officials of BO Bhiwadi and Alwar other than Branch Manager for Delhi-NCR areas like Gurgaon, Faridabad, Noida, Alwar and Delhi shall be approved by Branch Manager and tour programme of Branch Incharge Bhiwadi shall be approved by ED on the recommendations of GM(Operations).

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3. Tour should be undertaken by Public Transport (Train/Bus) only as per entitlement.
4. Journey by hiring taxi/office vehicle/own vehicle within jurisdiction of Branch for the recovery/business purpose is permitted subject to budget provisions approved and guidelines issued in this regard by HO.
5. Journey by hiring taxi/office vehicle/own vehicle outside the jurisdiction of branch is not permitted. If the journey is proposed to be undertaken by hiring taxi/office vehicle/own vehicle, prior approval of MD/CMD is required
6. Journey by Air can be performed only after approval of MD/CMD.
7. Prior approval of Competent Authority is required before undertaking the tour.
8. Other provisions/guidelines issued in this regard shall remain unchanged.

All concerned are advised to make a note of above and act accordingly.


(Manju Rajpal)
Managing Director

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