



**haryana state electronics development corporation limited**  
**(a state government undertaking)**

हरियाणा राज्य इलैक्ट्रॉनिक्स विकास निगम लिमिटेड  
(हरियाणा सरकार का उपक्रम)

**ORDER**

The following Administrative and Financial powers are hereby delegated to Sh.Rajbir Singh, Coordinator for smooth functioning of the activities of IDDC, Ambala till further orders:-

**Financial Powers:-**

1. To sanction recurring expenditure and non recurring expenditure in one transaction upto Rs.20,000/-.
2. To disburse TA/DA bills of the staff working in IDDC, Ambala as per Corporation rules.
3. To pass and reimburse conveyance allowance, medical reimbursement allowance and other expenditure to the staff working in IDDC, Ambala as per Corporation rules.
4. To sanction advance to the staff working under in IDDC, Ambala for petty purchases and tour upto Rs.10,000/-. The bills be got adjusted within 15 days of drawl of advance..
5. To make payment of telephone, electricity, diesel/petrol and maintenance of vehicles, water, newspaper, etc., as per actual. The monthly details on these heads shall be submitted to Corporate Office, Chandigarh regularly.
6. To sanction amount for renewal of insurance, road tax and other allied expenses as per actual.

**B) Administrative Powers:-**

1. Sanction of leave upto five days for the staff of IDDC, Ambala. But proper record may be maintained and sanction be issued as per the instructions issued from time to time. Monthly details be sent to Corporate Office, Chandigarh.
2. To issue joining upon transfers.
3. Relieving of employees upon their transfer.
4. Relieving of employees in case of resignation subject to the acceptance of the same from MD.
5. Acceptance of joining Report in case of Adhoc employees.

P.T.O





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6. To approve the official tour of the staff working in IDDC, Ambala upto maximum of three days at a stretch and maximum six days in a month.

Dated: 06.09.2024

Place: Chandigarh

Managing Director

Endst: No.HARTRON:SO(P&A):2024 **4984-86**

Dated: **10/09/2024**

A copy of the above is forwarded to the following for information and necessary action;-

1. Sh. Rajbir Singh,  
Coordinator  
IDDC, Ambala
2. All Divisional Heads
3. MD's Office.
4. Delegation of powers file.

**Anita**

Section Officer (P&A)  
for Managing Director, HARTRON