

UPAY Consolidated Delegation of Power DOP- 2019/ 07.07.19

Clause	Expenditure Amount	Financial Power for Payments and Administrative approvals					
		Approving Authority for Admin Approval of claim/payments	Initiator/ Availing Authority	Approving Authority for Advance and imprest	Initiator/ Availing Authority	Approving Authority for Single tender/vendor purchase	Procurement mode
DOP Section /Clause		Section-1	Section-1	Section -2	Section-2	Section-3 G	Section-3 G
a	Maximum of Rs 5,000/-	Centre Head	Members/ volunteers	Centre Head	Members/ volunteers	Centre Head	Direct from any vendor
b	Maximum of Rs 10,000/-	Centre Head	Members/ volunteers	ZDs / SCMs	CHs/ZOO,ZAO	ZDs / SCM	from approved vendor
c	Maximum of Rs 20,000/-	Zonal Secretaries	CH/ZOO/ZAO	ZDs/FDs/SCMs	ZFS/COO/CAO	ZDs / SCMs	through Quotations
d	Maximum of Rs 50,000/-	ZDs / SCMs	ZFS/ZOO/ ZAO/COO/CAO	Chairman	ZDs/FDs/SCMs	FDs	through Quotations
e	Maximum of Rs 1,00,000/-	Chairman	ZDs/FDs/SCMs /CAO/COO	2/3 of Governing Body	ZDs/FDs/SCMs	Chairman	Committee Purchase
f	Maximum of Rs 2,00,000/-	Chairman	ZDs/FDs/SCMs / CAO/COO	2/3 of Governing Body	ZDs/FDs/SCMs /Chairman	Chairman	Tendering
g	More than Rs 2,00,000/-	2/3 of Governing Body	ZDs/FDs/SCMs / CAO/COO	2/3 of Governing Body	ZDs/FDs/SCMs	2/3 of Governing Body	Tendering

Approved by Chairman (UPAY)

Printara

Checked by Director (Finance)

Famble

SN	Approving Authority	Administrative Power for in principle approvals
a	Centre Head	<ul style="list-style-type: none"> • Enrolment and removal of Students in consultation with secretary operations , • Activities/requirements at centres
b	Zonal Operating/Admin officers	<ul style="list-style-type: none"> • Syllabus planning and implementation • Reporting of paid teachers/centre Coordinators
c	Zonal Secretaries	<ul style="list-style-type: none"> • Organizing the functional event/ Functional requirements at Zones • Maintain Zonal bank Account
d	CAO/COO	<ul style="list-style-type: none"> • Reporting of ZOO and ZAOs
e	Zonal Directors	<ul style="list-style-type: none"> • Centre Expansion & Centre closing • Volunteers, centre Heads , ZOO, ZAOs, teachers recruitment & suspension • All the events planned at zone • issue to certificates to volunteers and Interns • Operation of Zonal Account • Administrative Reporting of ZOOs/ZAOs • Release of Purchase order
f	Functional Directors	<ul style="list-style-type: none"> • Donors Receipt issue • Functional Reporting of COO/CAO/CFO • Approval for events/meets/requirements related to functional groups • Operate central Account • Propose names of Zonal functional secretaries for appointment • Opening and closing of central account • Policy making and renewals
g	Chairman	<ul style="list-style-type: none"> • Appointment & Change of Zonal team/Zonal Director/Advisory Board members • Expansion of UPAY,Closing and opening of new Zones • Budget approval • Policy approval • Approval of Air travel based on the requirement • Administrative Reporting of CAO/COO/.CFO

Approved by Chairman (UPAY)

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Checked by Director (Finance)

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A). Approval Flow:

Initiator -----> Proposing Authority (Concerned Functional Director/ Secretary)

-----> Vetting Authority -----> Approving Authority-----> Release of Fund

B). Cash purchase:

Maximum Rs 5,000/- can be spent in cash purchase from single vendor in case of rare occasions Rs 10,000/- cash purchase can also be done from single vendor with the prior approval of Zonal Director/Chairman.

C).Vetting Authority

Vetting Authority is Director (finance) in case of central and Secretary (Finance) in case of Zonal approvals.

D).Aberrations

Zonal Directors: ZD

Centre Head: CH

Zonal Functional Secretaries: ZFS

Functional Directors: FD

Steering Committee Members: SCM

Zonal Operating Officers: ZOO

Zonal Admin Officers: ZAO

Chief Admin officer: CAO

Chief Operating Officer: COO

E).DOP Sections

- Section-1: For administrative approval of payment against claim
- Section -2 : Approval for taking advance and imprest
- Section 3 G: for procurement of goods and services

F).Maximum disbursement from UPAY account:

- Note more than 25 % of central account can be disbursed
- Not more than 75 % of the Zonal Account can be disbursed

Approved by Chairman (UPAY)

Prinara

Checked by Director (Finance)

Famble