



Geospatial
DELHI LIMITED

At Geo Knowledge Enterprise

Regd. Office:- 3rd Level, 'C' wing, Vikas Bhawan-2,
Civil Lines, Delhi-110054, INDIA
Ph: +91-11-23813287, Fax: +91-11-23813541
E-mail: cs.gsdl@nic.in; Website: www.gsdl.org.in
CIN No.: U85191DL2008SGC178367

GSDL/Circular/ 2010/77/9641-9644

Dated: 14-11-18

OFFICE ORDER

Sub: Sub-Delegation of Powers - 3rd Amendment.

In exercise of powers conferred by the Board of Directors in its 32nd meeting vide Agenda item 8, the Managing Director is pleased to sub-delegate the power as follow :-

S. No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power
1	Sanction of medical expenses, LTC/ TA and other claims in r/o all employees except ED, GSDL.	ED	As per the Rule applicable.
2	Pay fixation of Regular Employee/ Employee on Deputation in r/o all employees except ED, GSDL.	ED	As per the Rule applicable.
3	Sanctioning of official tour within India in r/o all employees except ED, CS&CFO and AGM GSDL.	ED	As per the Rule applicable.

This issues with the approval of Competent Authority.

S.K. Taneja
(S.K. Taneja)

Company Secretary & CFO

Copy to:

- i. PA to MD, GSDL for information please.
- ii. PA to ED, GSDL for information please.
- iii. Sr. Accounts Officer, GSDL.



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GSDL/Circular/ 2010/77 | 9122-9124

Dated: 13.08.2018

OFFICE ORDER

Sub: Sub-Delegation of Powers - 2nd Amendment.

In exercise of powers conferred by the Board of Directors in its 32nd meeting vide Agenda item 8, the Managing Director is pleased to sub-delegate the power w.r.t. release the payment as follow :-

S. No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power
1	Grant of Annual Increment to Regular Employees/ Employees on Deputation.	ED	As per rule applicable.

This issues with the approval of Competent Authority.

(S.K. Taneja)

Company Secretary & CFO

Copy to:

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- iii. Sr. Accounts Officer, GSDL.



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GSDL/Circular/ 2010/77/8882-84

Dated: 03.07.2018

OFFICE ORDER

Sub: Sub-Delegation of Powers - 1st Amendment.

In exercise of powers conferred by the Board of Directors in its 32nd meeting vide Agenda item 8, the Managing Director is pleased to sub-delegate the power w.r.t. release the payment as follow :-

S. No.	Subject Matter of Delegation	Officers to whom power delegated	Extent of Power
1	Salary of Regular Employees	ED	Full Power subject to terms and conditions of deployment
2	Salary/ Wages of Contractual Employees	ED	Full Power subject to terms and conditions of Hiring
3	Payment to Outsourced Agency/ Vendor for deployment of Manpower, Security Services and Vehicles.	ED	Full Power subject to terms and conditions of Engagement
4	Payment of Taxes	ED	Full Power

This issues with the approval of Competent Authority.


3/7/18

S.K. Taneja

Company Secretary & CFO

Copy to:

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Finance Associate



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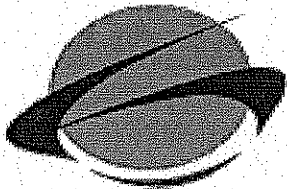
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*(As Approved in the 32nd Meeting of the Board of Directors
held on 05th June, 2017)*

DELEGATION OF POWERS

(W.e.f. 13th June, 2017)



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***(As Approved in the 32nd Meeting of the Board of Directors
held on 05th June, 2017)***

**EXTRACTS OF MINUTES OF 32nd MEETING OF THE BOARD OF
DIRECTORS HELD ON 5th JUNE 2017 IN THE CHAMBER OF CHIEF
SECRETARY, GNCTD, DELHI SECRETARIAT, NEW DELHI.**

BM 32: AGENDA ITEM 8

Amendment in Delegation of Power

1. Board was informed about the deliberation w.r.t. amendment in Delegation of Authority which took place in 30th and 31st meeting held on 22.06.2016 and 29.12.2016 respectively, whereby need for revision of Delegation of Authority was felt for operational ease of running the corporation. Extract of minutes of Agenda item no. 10 of 30th Board meeting and Agenda item no. 16 of 31st Board meeting was also placed before the Board. Existing Delegation of Authority was also placed before the Board. While reviewing the Annexure-I of the agenda i.e. power excluded from the Delegation of Authority, Sh. S.N. Sahai, Chairman advised that purchase of fixed asset exceeding certain limit and purchase and disposal of land and building, should also be included in Annexure-I. After deliberation Board agreed that purchase and disposal of fixed assets exceeding Rs. 1 Crore per case/ instance shall require the approval of Board. Chairman further enquired about the investment made by GSDL and it was informed that at present GSDL is making investment in the FDs of Nationalized Bank. After deliberation it was also decided that investment, other than FDs of Nationalized Bank, shall also require the approval of the Board. Manual of proposed sub delegation of power as per Annexure-III was also placed before the Board for information. After deliberation and discussion Board passed the following Resolution(s):

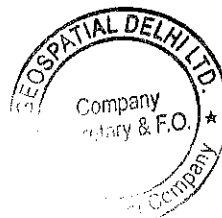
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2. **"RESOLVED THAT** in supersession of all earlier delegation of powers and subject to provisions of the Companies Act, 2013, Memorandum and Article of Association of the Company, principles of Financial propriety, policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time and subject to the general supervision and ultimate control by the Board of Directors, the Managing Director be and is hereby authorized to exercise all or any of the powers vested in the Board for the management and administration of the company; except on the matters as set out in Annexure-I of agenda item including purchase of fixed asset exceeding Rs. 1 Crore per case/ instance, disposal of fixed assets, purchase and disposal of land and building, investment of fund other than in FDs of Nationalized Bank, in respect of which prior approval of the Board of Directors will be necessary.
3. **"FURTHER RESOLVED THAT** the Managing Director be and is hereby authorized to sub-delegate any or all the powers conferred upon him to officers under him, subject to due control being retained by him and further subject to such conditions, as may be deemed fit, consistent with the need of prompt, effective and efficient discharge of responsibilities entrusted to such an officer and to vary and/ or annual from time to time any such delegation as he may deem necessary."
4. **"FURTHER RESOLVED THAT** Chairman is hereby delegated the powers to take a decision on behalf of Board of Directors to meet any emergency when urgent action is required, subject to the decision and/ or ratification by Board of Directors of GSDDL."
5. **"FURTHER RESOLVED THAT** the manual of sub Delegation of Powers placed at Annexure- III is here by placed before the Board for information."




S.K. Taneja
Company Secretary



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Annexure-I

*(As Approved in the 32nd Meeting of the Board of Directors
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**POWERS EXCLUDED FROM DELEGATION OF POWERS TO
MANAGING DIRECTOR OF THE COMPANY**

1. Procurement

- a. Award of work and service contract, consultancy assignment including foreign consultancy assignment exceeding Rs. 1 crore.
- b. Purchase of fixed assets exceeding Rs. 1 Crore per case/instance.
- c. Disposal of fixed assets.
- d. Purchase and disposal of Land and Building.

2. Personnel

- a. Creation of post
- b. Formulation of scales of Pay (Pay matrix) of employees and change in Pay structure



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Annexure-I

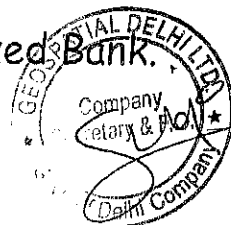
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3. Project investment

- a. Total project cost for investment exceeding Rs. 10 Crores w.r.t. any project execution.

4. Miscellaneous

- a. Formulation of tariff or pricing policies of sale of services .
- b. To write off of any debts exceeding Rs. 50,000/-.
- c. Any expenditure on an object which has not been recognized as an object fit for expenditure by the company.
- d. Agreement involving foreign collaboration/ foreign consultancy proposed to be entered into by the company.
- e. Exercise of all such powers which require approval of Board and shareholders as per the provisions of Companies Act, 2013 as amended from time to time or the Memorandum and Article of the Company, as amended to time to time.
- f. Investment of fund other than in FDs of Nationalized Bank.





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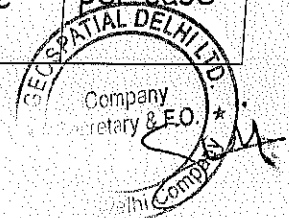
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Annexure-III

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Manual of Sub Delegation of Power

FINANCIAL MATTERS				
S.No	SUBJECT	MD	ED	CS & FO
1	i. Sanction of expenditure on publicity and advertisement	Full Power	Rs. 5 L per case	Rs. 10K per case
	ii. Stationary, Stores and rubber stamps etc.	Full Power	Rs. 5L per case	Rs. 10K per case
2	a) Procurement, repair and maintenance annually or otherwise of i. Office Equipment ii. Furniture and Fixture iii. Computer/ Software/ Hardware/ Server and other technical equipment/ software including peripheral iv. Any other item not specified v. Advance payment w.r.t. above.	Upto Rs. 1Cr. per case	Upto Rs. 10L per case	Rs. 50K Per case
	b) Contingent Expenditure and any item not covered here	Full Power	Rs. 5L per case	Rs. 1L per case





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Annexure-III

**(As Approved in the 32nd Meeting of the Board of Directors
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FINANCIAL MATTERS				
S.No	SUBJECT	MD	ED	CS & FO
3	General Office maintenance and miscellaneous expense expenses	Full Power	Rs. 1L per case.	Rs. 50K per case.
4	Hiring Professional Services/ Auditors/ Consultants/ Lawyers for consultancy, certification works, professional and other services/ work and sanction of their remuneration and advance payment w.r.t. above.	Full Power	Rs. 1.5L per case.	-
5	To incur exp. on refreshment and entertainment of visitors, officials meetings etc.	Full Power	Rs. 20K per month	Rs. 5K per month
6	Printing of visiting cards for self & officers of the department	Full powers	Rs. 10K per case	Rs. 2K per case

