



भारतीय विमानपत्तन प्राधिकरण
Airports Authority of India

DELEGATION OF POWERS 2021



Airports Authority of India

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No. AAI/MF/Revised DoP-2021/0508

05th August , 2021

Subject : Revised Delegation of Powers-2021

The existing Delegation of Powers was last reviewed and revised in the year 2017. The existing Delegation of Powers was structured on functions being discharged by various Directorates in AAI and it was felt that no delegation of financial powers was available to newly created Directorate like JVC, BDU, SIU etc. to discharge their assigned functions.

It was also felt that the powers delegated to various levels of officers in different Directorates were not consistent with each other even though the nature of work is same.

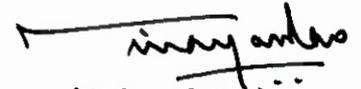
In order to overcome the above difficulties, the financial powers have been defined as per the nature and functionality of work irrespective of any Directorate in the revised DoP-2021.

The Board of AAI in its 201st Board Meeting held on 07th July, 2021 has approved the revised Delegation of Powers to the Chairman, Whole Time (functional) Members and below board level officers.

The enhanced financial powers bring in greater accountability and therefore, all proposals should meet the required financial proprietary and budgetary norms. All departments having approved Manuals in place shall ensure that the clauses having direct reference to the DoP and the process or procedure that might have changed, the revised DoP-2021 supercedes the provisions contained in the Manuals to that extent.

Though earnest efforts have been made to incorporate all the functions discharged by various Directorate in the revised DoP-2021, however the inconsistency in financial power/ discrepancy observed / functions left, if any, may be brought to the notice of the General Manager (Finance) Concurrence Section, CHQ on email gmfchqfc@aai.aero for necessary action.

The revised DoP will come into force with immediate effect and all proposals which are yet to be approved by the competent authority will be dealt with as per the revised DoP-2021.


(K Vinayak Rao)
Member (Finance)

भारतीय विमानपत्तन प्राधिकरण / AIRPORTS AUTHORITY OF INDIA

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CHAPTER - 1

General Information

DELEGATION OF POWERS

CHAPTER – 1

GENERAL INFORMATION

- 1.1 This Instrument of Delegation of Administrative and Financial powers shall come into force from 01st August, 2021.
- 1.2 All previous orders or such Instruments of Delegation of Administrative and Financial powers, which have been in force, shall stand superseded from the date this instrument comes into force.
- 1.3 All powers delegated hereunder are subject to orders issued by the Government of India under the Airports Authority of India Act, 1994 and the Airports Authority of India (Amendment Act), 2003 as amended from time to time, and shall be exercised by the officers within their administrative jurisdiction only and in accordance with the rules, regulations, instructions and procedures, including those in respect of financial concurrence as may be laid down from time to time. In the absence of any guidelines, standard practices/ conventions shall be followed.
- 1.4 The powers delegated to officials shall be restricted to their spheres of responsibilities.
- 1.5 It may be ensured that the decision making layers are restricted to a maximum of four levels.
- 1.6 All proposals, having financial implication, shall be exercised by the delegated authorities (except under Chapter 2, 3, Para 4.3 and other paras having administrative powers) with prior financial concurrence of the authority as designated under Para 1.20. Further, proposals put up for in-principle approval shall not require any financial concurrence. Proposals to be put up to the constituted boards/ committees (given under Para 1.25) shall also require prior financial concurrence of the authority as designated under Para 1.20. Presence of a Finance official in the said boards/ committees does not preclude the requirements of financial concurrence.
In case some expenditure has been incurred/ committed without financial concurrence and/ or without approval of the competent authority because of some exigency or emergent circumstances, which should be very rare and unavoidable, such expenditure may be approved by the competent authority based on justification brought out on record. Since financial concurrence precedes expenditure, no ex-post facto concurrence shall be required/ solicited. This will be applicable to revenue earning proposals as well.
- 1.7 In case of difference of opinion between the head of Finance and the proposing directorate at Region/ Airport/ Unit concerned, the matter shall be placed before the concerned RED/APD/Unit Head, who will record his/her decision. In cases where the opinion of the Head of the Finance Wing is overruled, the Finance Wing at Region/ Airport/ Unit shall send a monthly report of such cases by the 7th of next month to the Finance Directorate at Corporate Headquarters through concerned REDs/ APDs (ED level) with his/ her comments/ observations.
- 1.8 In case of difference of opinion between Finance and the concerned Directorate at Corporate Headquarters, the matter shall be referred to the concerned Member who will take a decision on the issue in consultation with Member (Finance). In the event of continued difference, the matter shall be referred to the Chairperson for a decision.
- 1.9 The Chairperson shall have the administrative jurisdiction over all officers of the Authority subordinate to him as well as the directorates, airports, projects and establishments of the Authority in India and abroad.

- 1.10 In emergent circumstances, in respect of any matter on which the approval of the Board is normally required, the Chairperson shall have the powers to act in such a manner as he/she may deem fit, in the interest of the Authority, within overall limits of the Act, provided, any action taken in exercise of this power shall be reported to the Board for ratification, wherever necessary.
- 1.11 In emergent circumstances, in respect of any matter requiring Corporate Hqr. approval, the Airport Director (ED level) and REDs in the Region shall have the powers to act in such a manner as he/she may deem fit, in the interest of the Authority, within the overall limits under the Act, provided that any such action taken shall be reported to the Chairperson/ Whole time Member concerned for ratification. Similarly, in case of field stations, in emergent cases where the approval of RED is required, the Airport In charge shall act in such a manner as he/she may deem fit in the interest of the Authority and within the overall limits under the Act and shall report the same to the appropriate authority for ratification.
- 1.12 The Whole Time Members may exercise any or all the powers given to the Departmental Heads, REDs, Airport Directors/ Project In-charges and Officers below them.
- 1.13 Any Officer who is senior in rank may exercise any or all the powers delegated to the officers reporting to him/her.
- 1.14 (a) During the temporary absence of Chairperson from CHQ, the whole time Member, duly authorized by him/her, will exercise the powers of the Chairperson including the financial powers being exercised by the Chairperson. All such cases shall be informed to Chairperson on his/her return. In the temporary absence of any whole time Member, the link officer as designated shall exercise all powers delegated to such Member.
(b) In case of temporary absence of RED/ APD, the senior most person available and authorized as acting/ officiating RED/ APD, will exercise the powers of RED/ APD including the financial powers being exercised by RED/ APD as the case may be. All such cases shall be informed to RED/ APD on his/her return.
(c) In case of temporary absence of HoD in office, on account of leave or any other reason, the next senior most officer available shall act as HoD/ Unit Head to officiate and exercise the powers of that HoD till his/ her joining back duty.
- 1.15 Chief Vigilance Officer will have the powers equivalent to Whole-time Member (functional) within his/her jurisdiction in accordance with the rules/ regulations/ instructions and procedures. All such proposals having financial implication shall require financial concurrence of the designated authority as per the Para 1.20.
- 1.16 In case of difference in powers as per provisions of Delegation of Powers and Manuals, the provisions contained in the Delegation of Powers shall prevail.
- 1.17 Principal, CATC shall exercise the same powers as delegated to REDs for functional and administrative functions.
- 1.18 All proposals involving financial implications have to be concurred by the respective Finance Officers in Hqr/ Regions/ SAU/ Stations/ Units as per guidelines/ instructions/ circulars issued from time to time by Dte of Finance.
- 1.19 In CHQ, Directorates not headed by Executive Directors (headed by an officer of GM level), the powers will be exercised by the Whole-time Member concerned. Though, concerned Whole-time Member may, by order in writing, delegate the powers of ED of that particular department to the GM level officer.

1.20 Authority for financial concurrence: -

(A) Corporate Headquarters	
Authority	Limit of Powers
Member (Finance)	Proposals/ Cases to be approved by Chairperson or Board. This will include policy decisions having financial implications.
Executive Director (F&A)	Proposals/ Cases to be approved by Whole-time Members/ CVO
General Manager (F&A)	Proposals/ Cases to be approved by EDs
Jt. GM (F&A)/ DGM (F&A)	Proposals/ Cases to be approved by GMs.
DGM (F&A)/ AGM (F&A)	Proposals/ Cases to be approved by Jt. GMs.
AGM (F&A)/ SM (F&A)	Proposals/ Cases to be approved by DGMs.
SM (F&A)/ Mgr (F&A)	Proposals/ Cases to be approved by AGMs/ SMs.

(B) Regional Head-Quarters/ APD Grade-I Stations/ APD Grade-II Stations exercising the powers of APD Grade-I: -

- (i) Officer designated as Finance-in-charge will be the authority for all proposals/ cases to be approved by RED/ APD Gr.-I/ APD Gr.-II exercising powers of APD Gr.-I.
- (ii) For all proposals/ cases to be approved by any officer below RED/ APD Gr.-I/ APD Gr.-II exercising powers of APD Gr.-I, Finance officer In-charge may designate an officer/ officers of a level not below Manager (Finance) for financial concurrence.

(C) APD Gr.-II, Gr.-III & Gr.- IV and other Field stations:

- (i) Finance In-charge designated will be the authority to give financial concurrence. Finance In-charge so designated to be in the level of AM(F) and above.
- (ii) For all proposals/ cases to be approved by any officer below APD Gr.-II/ Gr.-III/ Gr.-IV, Finance officer In-charge may designate an officer/ officers of a level not below AM (Finance) for financial concurrence.

(D) Tender/ Quotation initiated by Finance Dte. for appointment of consultants etc.

- (i) **For proposals initiated by Finance Dte. at Regional Offices:** Tender action may be initiated (after in-principle approval of RED) by concerned Finance section and necessary financial concurrence may be accorded by designated GM/ Jt. GM/ DGM/ AGM/ SM (Fin) (other than officer who initiates NIT/ NIQ) for approval by RED/ GM (F)/ Jt. GM (F)/ DGM (F) / AGM (F) respectively.
- (ii) **For proposals initiated by Finance Dte. at Gr.-I Airports:** Tender action may be initiated (after in-principle approval of APD) by concerned Finance section and necessary financial concurrence may be accorded by designated GM/ Jt. GM/ DGM/ AGM/ SM (Fin) (other than officer who initiates NIT/ NIQ) for approval by APD/ GM (F)/ Jt. GM (F)/ DGM (F) / AGM (F) respectively.

- (iii) **For proposal initiated by Finance Dte. at Gr.-II, Gr.-III, Gr.-IV Airports including SAUs:** Tender action may be initiated (after in-principle approval of respective APD) by concerned Finance In-charge at the station and the proposal to be sent to respective RAUs (Regional Accounting Units) for financial concurrence. The authority for concurrence at the region shall be designated finance officer one step below the tender accepting authority of respective station.
- (iv) **For proposals initiated by Finance Dte. at RAU-6:** Tender action may be initiated (after in-principle approval of Administrative Head) by Finance In-charge, RAU-6 and the proposal to be sent to CHQ for financial concurrence. The authority for concurrence at CHQ shall be designated finance officer one step below the tender accepting authority.

1.21 Member (Finance) is the competent authority to open, operate and close Current Accounts, Collection Accounts and Disbursement Accounts with Scheduled Commercial Banks in the name of Airports Authority of India; for establishment of limits with Scheduled Banks for fund based facilities like short term loans, overdraft, cash credit, etc.; for establishment of limits (non-fund based) with Scheduled Banks for opening and transacting through Letter of Credit (LC), Bank Guarantee (BG), etc.; and also to nominate/ designate/ sub-delegate powers to the officers of AAI to operate such accounts.

1.22 **Power for Cheque Signing/ Authorization of payment through RTGS/ NEFT** through online and offline banking in CHQ/ RHQ/ SAUs/ Station:

Authority	Limit of Powers
Asst. Manager (Finance) & above - Single	Up to ₹ 50,000/-
Two Finance Officers jointly (AM & above)	Up to ₹ 50,00,000/-
Two Finance Officers jointly with second officer DGM & above**	Beyond ₹ 50,00,000/- and up to ₹ 15 Crore
Two Finance Officers jointly with second officer GM & above*	Beyond ₹ 15 Crore

Note:

- (i) At stations and offices, where only one Finance officer is posted/ available, the second signatory can either be the APD/ Station in-charge or any other officer (not below the rank of Manager) authorized by the APD/ Station in-charge for this purpose.
- (ii) At the stations/ units where no Finance official is posted, the routine functions necessitating presence of finance officer shall be looked after by nearest/ designated SAUs.
- (iii) *At the stations where GM (Fin.) is not posted, APD of GM level and above shall be a second signatory.
- (iv) **At the stations where DGM (Fin.) and above is not posted, the second signatory shall be project in-charge or any other officer but not below the level of DGM, duly authorized by APD.

1.23 Power for Passing of Bills & Payment Actions:

S. N.	Particulars	AM (F)	MGR (F)	SM (F)/ AGM (F)	DGM (F)/ JT. GM (F)
1. Salary & Employees related payments					
A	Consolidated Pay bill/ Supplementary bills like OTA/ Leave encashment etc. (each bill Gross Value)	Up to ₹ 10 Lakh	Up to ₹ 100 Lakh	Full Powers	Full Powers
B	Individual Supplementary Bills (Gross Value)	Up to ₹ 5 Lakh	Up to ₹ 25 Lakh	Full Powers	Full Powers
C	Loans & Advances (Gross Value)	Up to ₹ 10 Lakh	Up to ₹ 50 Lakh	Full Powers	Full Powers
D	Gratuity Payment	Up to ₹ 10 Lakh	Full Powers	Full Powers	Full Powers
2. Medical Payments					
A	Outdoor Medical claims including consolidated bills (incl. Chronic claims) (Each bill Gross Value)	Up to ₹ 5 Lakh	Up to ₹ 25 Lakh	Full Powers	Full Powers
B	Indoor Medical Claims (incl. Consolidated bills) (Each bill Gross Value)	Up to ₹ 5 Lakh	Up to ₹ 25 Lakh	Full Powers	Full Powers
3. TA/DA & Other Staff Payments					
A	Inland TA/DA bill payment	Up to ₹ 2.5 Lakh	Up to ₹ 5 Lakh	Full Powers	Full Powers
B	Foreign Tours (Adj. in ₹)	Up to ₹ 1.5 Lakh	Up to ₹ 5 Lakh	Full Powers	Full Powers
C	Transfer TA/DA	Up to ₹ 5 Lakh	Up to ₹ 10 Lakh	Full Powers	Full Powers
D	Hotel bill payment	Up to ₹ 2.5 Lakh	Up to ₹ 5 Lakh	Full Powers	Full Powers
E	Other Staff Payments	Up to ₹ 2.5 Lakh	Up to ₹ 5 Lakh	Full Powers	Full Powers
4 Engineering/Procurements/Maintenance/Services Bills					
A	Running Bill (Gross Value)	Up to ₹ 10 Lakh	Up to ₹ 100 Lakh	Full Powers	Full Powers
B	Final Bill (Gross Value)	Up to ₹ 5 Lakh	Up to ₹ 50 Lakh	Full Powers	Full Powers
5 Miscellaneous					
A	All Statutory Payments & their Returns to Concerned Authorities	Up to ₹ 5 Lakh	Full Powers	Full Powers	Full Powers
B	Refund of EMD/ SD	Up to ₹ 5 Lakh	Up to ₹ 25 Lakh	Full Powers	Full Powers
C	Imprest & Third Party Bills	Up to ₹ 2.5 Lakh	Up to ₹ 5 Lakh	Full Powers	Full Powers
D	Capitalization JVs & other Adj. JVs	Up to ₹ 2.5 Lakh	Up to ₹ 5 Lakh	Full Powers	Full Powers

Manager (Finance) who is Finance In charge of SAU/ Project shall exercise the financial powers of SM (Fin)/ AGM (Fin.)

1.24 The responsibility of budgetary control will rest upon the respective in-charges of Directorate in co-ordination with the Finance Head by monitoring all expenditure on each head/ scheme. The proposing Dte has to ensure necessary funds in the approved Expenditure Budget. In case of no funds or shortfall in the budget provision, the availability of funds has to be ensured through re-appropriation of funds as per DoP.

1.25 (A) Constitution of Advisory Boards:

- (i) Personnel Advisory Board shall consist of all Whole Time Members with ED (HR), who shall be the Member Secretary.
- (ii) Commercial Advisory Board shall consist of Concerned Member, Member (Fin) and Member (Plg). ED (Commercial) shall be the Member Secretary.
- (iii) Law Advisory Board shall consist of Member In-charge of Law Directorate, Member (Fin) and concerned Member. The Head of the Law Department shall be the Member (Secretary).
- (iv) Works Advisory Board shall consist of Member concerned (works relating to concerned Directorate), Member (Plg), Member (Ops) and Member (Fin). ED of the concerned Directorate shall be the Member (Secretary).
- (v) Procurement Advisory Board shall consist of Member concerned, Member (Plg), Member (Ops) and Member (Fin). ED/ GM in-charge of the Department concerned shall be the Member (Secretary).
- (vi) Operational Advisory Board shall consist of Member concerned, Member (Plg) and Member (Fin). ED of the concerned Directorate shall be the Member (Secretary).
- (vii) The Apex Committee shall consist of Member (Finance), Member (HR), Member (Operations), Member (Planning) and Member (ANS). ED (R&D)/ GM (R&D) shall function as Member (Secretary) of the Apex Committee.
- (viii) Wherever the powers are indicated on the recommendations of WAB or PAB, in case powers are relating to R&D, the WAB or the PAB shall be read as Apex Committee.

(The concerned Advisory Board will give its recommendations for acceptance by Chairperson in cases within his delegated powers or for recommendations of Chairperson for the approval of AAI Board.)

(B) Committees at CHQ:

- (i) Personnel Advisory Committee shall consist of ED (HR), ED (Fin) and ED of the concerned Department with GM (HR) as the Member (Secretary).
- (ii) Medical Facility Committee shall consist of ED (Admn), ED (Fin) and Medical Officer In-charge at CHQ. GM (Admn) shall be Member (Secretary).
- (iii) Works Advisory Committee shall consist of ED (Engg), ED (Fin) and ED (Ops). Concerned GM (Engg.) shall be the Member Secretary.
- (iv) Procurement Advisory Committee shall consist of concerned ED, ED (Fin)/(GM (Fin)-ANS in case of ANS proposals) and ED (Ops)/ ED (ATM) as the case may be. Concerned GM shall function as Member (Secretary).

- (v) Commercial Advisory Committee (CAC) shall consist of concerned ED, ED (Ops), ED (Fin), and concerned GM shall function as the Member (Secretary).
- (vi) Law Advisory Committee shall consist of ED (Law)/ HoD (Law), ED of concerned Directorate and ED (Finance). Concerned GM shall be the Member Secretary.
- (vii) Procurement Advisory Committee (R&D) shall consist of ED (R&D), ED (Finance) and concerned ED as members. The concerned GM (R&D) shall function as Member (Secretary) of PACRD.
- (viii) Sub-advisory Committee (Works) at CHQ shall consist of Concerned GM, GM (Fin.) and GM (Ops). Concerned Jt. GM/ DGM shall be Member Secretary.
- (ix) Sub-advisory Committee (Procurement) at CHQ shall consist of Concerned GM, GM (Fin.) and GM (Ops). Concerned Jt. GM/ DGM shall be Member Secretary.

(C) Regional/ APD Grade-I/ Station Level Advisory Committees (RAC):

- (i) RAC shall consist of HoD of the concerned Department, HoD of Finance Department and any other HoD nominated by the Competent Authority with HoD of concerned Department being the Member (Secretary).
- (ii) Where Operations are not the responsibility of AAI then the Head of the operations will be substituted by nomination from concerned RED.

(D) General Committees:

The following committees will be formed at CHQ/Regional Hqrs/Airports and ANS stations:

- (i) Tender/ Quotation (physical) Opening Committee shall consist of three officials from three different Directorates in which one should be from Finance Department. Where there is no Finance official at station, APD can nominate a person ensuring that three officials from three different Directorates constitute the committee.
- (ii) For E-Tendering, Tender opening committee shall consist of four members, having two members from concerned Dte and remaining two from Finance Dte, with a provision that tenders may be opened by any two of the above four officers. While opening of the financial bid, one member from the Finance Dte should be there. In case of non-availability of Finance official at any station, E-Tender can be opened from remote location by the designated Finance representative at the Region.
- (iii) Purchase Committee shall consist of three officials from three different Departments not below the level of Asst. Manager up to ₹15,000/-, beyond that minimum level will be Manager. However, Finance Officer to be inducted for purchase under DoP Para 9.20.
- (iv) Price Negotiation Committee shall consist of three officials from three different Departments in which one should be from Finance Department and one official from the Department where the work is initiated. The officers should not be below the level of Manager. Further, the constitution of the Price Negotiation Committee shall be approved by the Tender Accepting Authority.

Note: Any Board/Committee other than those envisaged in DOP would require approval from Chairperson.

- 1.26 All GMs, Jt. GMs, DGMs, AGMs/ SMs posted at any of the RHQs/Airports/Stations/Units (of any category) shall exercise powers as indicated in various chapters of the DoP. However, in-principle approval and/ or AA&ES shall be accorded by Unit Heads, i.e. REDs/ APDs.
- 1.27 (A) When officers higher in rank than the level/ grade of the Airport Director temporarily posted/ assigned additional charges, the higher rank official can exercise powers up to the grade/ level of the APD of that airport.
- (B) An officer lower in rank than the level/ grade of the Airport Director temporarily posted/ assigned additional charges, of the said airport, the said official can exercise powers up to the grade/ level of the APD of that airport with permission of CHQ.
- 1.28 All proposals/ contracts for purchase involving import of material from abroad should be as per Govt. of India guidelines/ AAI Manuals. All such contracts involving foreign exchange outgo for procurement of goods (including spares, books, computer software etc.) and/or payment of services will be sent to the Corporate Headquarters for approval of whole time Members (for contracts falling in his/her power or officer below him/her) for foreign exchange content after duly approving the contract value in Indian Rupees, considering prevailing Foreign Exchange rate by the officers empowered to the extent in DoP. In respect of FIU, CMC/SMUs and CRSD proposals involving foreign exchange, ED (FIU) is delegated powers to approve F.E. outgo equivalent up to ₹ 50 Lakh. However, Chairperson has full powers to approve the outgo of foreign exchange.
- 1.29 The terms of a contract once entered into should not be varied without the approval of authority competent to accept the contract. No payments to contractors/ suppliers by way of compensation or otherwise, outside the strict terms of the contract or in excess of the contract rates may be authorized without the approval of the original tender accepting authority.
- 1.30 Generally, contracts should be placed only after open tenders have been invited. However, where open tenders are not invited, contract/ purchase is effected by limited tenders, the specific reasons for doing so should be recorded and approval in writing from the authority next higher to the officer competent to accept the tender should be obtained. However, Chairperson shall have full powers.
- 1.31 The Directorate concerned will issue limited tender enquiries to firms of repute and competence. These enquiries may be made to the parties whose credentials are verified with the help of pre-qualification bids called once in three years by the EDs at CHQ/ REDs/ Airport Directors (ED level). However, in the absence of this process, the Whole Time Member concerned shall be empowered to approve the list of parties for limited tender action. The list is required to be placed on the Website of AAI.
- 1.32 The authority competent to accord Technical Sanction shall have full powers to constitute a committee for evaluation of Technical Bids. The Technical Evaluation Committee shall submit its recommendations in respect of each technical bid, whether the same is recommended for further processing or not. Technical Sanction authority shall have full powers to accept/ reject the Technical Bid(s). The Technical Evaluation shall be carried out by the concerned Directorate/ other concerned Directorates having knowledge of subject domain.
- 1.33 For proposals of composite works (including Capital procurements and Maintenance), the powers under Chapter-7 and 8, as the case may be, shall be applied. For proposals of standalone Operation & Maintenance works, the powers under Chapter-9 shall be applied.

Any proposal related to procurement of capital equipment including SITC shall be covered under Chapter-7 of the DoP, as per procedures laid down in AAI Manual for Procurement of Goods and Services, as amended from time to time and any other guidelines/ instructions relating to procurements.

- 1.34 **Investments:** Subject to provisions of Section 24(3) Chapter V of the Airports Authority of India Act, 1994 and Government Guidelines on the subject from time to time, AAI may invest on short/ long term the surplus funds. Powers are to be exercised in accordance with the guidelines given by Board from time to time in this regard.
- 1.35 **Borrowings:** Subject to provisions of the Section 27 of the Airports Authority of India Act, 1994 and Government Guidelines on the subject from time to time, AAI may borrow money from any source by issue of bonds/ debentures etc. or by way of overdraft or otherwise such amounts as may be required from time to time. Powers are to be exercised in accordance with the guidelines given by Board from time to time in this regard.
- 1.36 Engineers responsible for carrying out capital/ ARMO works in respect of Corporate Headquarter, shall exercise the same powers as delegated to “Field Engineers”.
- 1.37 Where specialized departmental Executive Directors are not available, the powers should be exercised by administrative Executive Directors under whom the relevant departments are placed on all administrative matters.
- 1.38 Deviation and extra items shall be used only for the same site/project. Any extra/additional item at another site/station/project shall be considered as addition to/change in approved scope of work. Any change in the scope of work with or without additional financial implication shall require approval of the original AA&ES authority.
- 1.39 Financial powers indicated in the DoP denote total financial implication including GST and all other taxes/ duties etc.
- 1.40 The APDs of Pune, Trivandrum and Goa or any other airports as may be decided from time to time, which are presently Grade-II Airports, are authorized to exercise the same financial powers as delegated to the APDs of Grade-I Airports. However, the administrative support in terms of Non-Executive Staff posting etc. shall continue to be with the respective REDs as per existing DoP.
- 1.41 **Award of Work through GeM:** Items available on GeM, may be procured through GeM Portal, as per Govt. of India/ AAI Manuals/ guidelines as issued from time to time. The procurement made through GeM is to be treated at par with procurement made through open tender and therefore same powers shall be applicable which are applicable for procurement made through open tender. The procuring authority will satisfy themselves that the price of the selected offer is reasonable. The contract through GeM is to be placed only after approval of the competent authority. The terms of contract may be finalized as per terms and conditions specified in GeM portal from time to time.
- 1.42 **Single Tender:** Against advertised/ limited tender cases, AAI sometimes may not receive a sufficient number of bids and/ or after analysing the bids, ends up with only one responsive bid – a situation referred to as ‘Single Offer’.

Such situation of 'Single Offer' is to be treated as Single Tender. The contract may be placed on the 'Single Offer' bidder, provided the quoted price is reasonable.

However, restricted powers of Single Tender mode of procurement would apply.

Before retendering, AAI is first to check whether, while floating/ issuing the inquiry, all necessary requirements and formalities such as standard conditions, industry friendly specifications, wide publicity, sufficient time for bidding, and so on, were fulfilled. If not, a fresh inquiry is to be issued after rectifying the deficiencies. Even when only one bid is submitted, the process may be considered valid, provided following conditions are satisfied:

- (i) The procurement was satisfactorily advertised and sufficient time was given for submission of bids;
- (ii) The qualification criteria were not unduly restrictive; and
- (iii) Prices are reasonable in comparison to market values

However, restricted powers of Single Tender mode of procurement would apply. In case of price not being reasonable, negotiations (being L-1) or retender may be considered as justifiable. Unsolicited offers against LTEs should be ignored, however concerned Directorates should evolve a system by which interested firms can enlist and bid in next round of tendering.

Note: The above is as per 'Manual for Procurement of Works - 2019' of Ministry of Finance, Government of India.

- 1.43 All financial powers indicated in the DoP are per reference basis unless otherwise mentioned specifically.
- 1.44 On grounds of exigencies of works under other Administrative considerations, the Chairperson may give a written order to modify, alter or withdraw the powers delegated herein to any officer or class of officers subject to the condition that such modification, alteration or withdrawal of delegation is approved by the Board in due course.
- 1.45 In case of any difference of opinion relating to interpretation of the DoP, the Chairperson, in consultation with Member (Fin.), shall be the final authority to decide on the interpretation.
- 1.46 The Chairperson is empowered to make any amendment in the Delegation of Powers of the officers below Board level.



CHAPTER - 2

***Powers related to
HRM Matters***

DELEGATION OF POWERS

CHAPTER-2

HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
2.1	Wage Structure & Service Conditions: All matters pertaining to Staff Strength Wage/ Salary Structure, Emoluments, Perquisites etc. & Service Conditions relating to R&P Rules, TA/DA Rules, LTC Rules	---	---	---	---	---	---	---	---	---	Powers are vested with AAI Board.
2.2 (a)	Creation/ Abolition of Posts	Full Powers for level E-6 & below employees, on the recommendation of Personnel Advisory Board	Member (HR) - Full Powers for Group 'B' & below employees under their Administrative Control, on the recommendation of Personnel Advisory Committee	---	---	---	---	---	---	---	As per DPE, the powers to create vacancies for E-7 & above employees is vested with Ministry of Civil Aviation.
2.2 (b)	Inter-discipline Transfer of posts	Full Powers	---	---	---	RED - Full Powers for Group 'C' & 'D' employees within their region. In such transfer, intimation should be given to Hqr.	***	***	***	***	(i) Transfer of posts within same discipline and inter-disciplinary transfer in case of surplus staff created due to change in duties. ***(ii) This para includes Full Powers of APDs for inter-departmental Executive Transfer within the station, except the following: a) No Transfer from Fire and ANS to any Department. b) No Transfer from Finance to Commercial and vice versa. c) No Transfer from HR to Finance and vice versa.

DELEGATION OF POWERS

CHAPTER-2

HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
2.3 (a)	Appointments/ Promotions/ Joining/ Transfer/ Confirmation										
	(i) Appointment	Full Powers for all employees (Group 'A', 'B', 'C' & 'D')	Member (HR) - Full Powers for all executives up to level E-4 including Group 'B' & below employees	ED (HR) - Full Powers for Group 'B' (Non-Executive), 'C' & 'D' employees at CHQ and those appointed on all India basis	---	RED - Full Powers for all Group 'B' (Non-Executive), 'C' & 'D' employees	---	---	---	---	As per R&P Guidelines, DGM (HR) at CHQ/ Regional Offices/ International Airports/ other Airports has Full Powers to appoint Group 'D' employees.
	(ii) Promotions	Full Powers	Member (HR) - Full Powers for level E-5 & below employees	ED (HR) - Full Powers for all Non-Executive posts at CHQ	---	RED - Full Powers for all Non-Executive posts	---	---	---	---	In consultation with concerned Member/ ED or Head of Dept.
	(ii) (a) Promotions: Reversion to Old Post	Full Powers	Member (HR) - Full Powers for level E-5 & below employees	ED (HR) - Full Powers for all Non-Executive posts at CHQ	---	RED - Full Powers for all Non-Executive posts	---	---	---	---	In consultation with concerned Member/ ED or Head of Dept.
	(iii) Extension of Joining Time on New Recruitment	Full Powers	Member (HR) - Full Powers up to level E-5, including Group 'B' & below employees	ED (HR) - Powers up to 3 months, for Group 'B' (Non-Executive), 'C' & 'D' employees at CHQ and those appointed on all India basis	---	RED - Powers up to 3 months, for all Group 'B' (Non-Executive), 'C' & 'D' employees	---	---	---	---	In consultation with concerned Member/ ED or Head of Dept. and as per R&P Guidelines.

DELEGATION OF POWERS

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HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
	(iv) Transfer of Employees	Full Powers	Full Powers for level E-5 & below employees	Full Powers for all Non-Executive posts at CHQ	---	Full Powers for all Non-Executive posts	---	---	---	---	As per Transfer Policy and on the recommendation of concerned Departmental Head and Transfer Committee, as per instructions of Chairperson.
	(v) Extension of Joining Time on Transfer	Full Powers	Full Powers for level E-5 & below employees	Full Powers for all Non-Executive posts at CHQ	---	Full Powers for all Non-Executive posts	---	---	---	---	On the recommendation of concerned Departmental Head.
	(vi) Confirmation	Full Powers	Member (HR) - Full Powers for level E-8 & below employees	ED (HR) - Full Powers for level E-5 & below employees	---	RED - Full Powers for all Non-Executive posts	---	---	---	---	On the recommendation of concerned Member/ ED or Head of Dept.
	(vii) Extension of Probation	Full Powers	Member (HR) - Full Powers for level E-8 & below employees	ED (HR) - Full Powers for level E-5 & below employees	---	RED - Full Powers for all Non-Executive posts	---	---	---	---	On the recommendation of concerned Member/ ED or Head of Dept.
2.3 (b)	Relaxation in special cases of Age, Qualifications, Experience, Physical Standards & Medical Fitness for Recruitment & Promotion of Employee	Full Powers	---	---	---	---	---	---	---	---	As per Clause 36 of R&P Guidelines.
2.3 (c)	Acceptance/ Withdrawal of Resignations/ Voluntary Retirement	Full Powers	Member (HR) - Full Powers for level E-5 & below employees	ED (HR) - Full Powers for level E-3 & below employees	---	RED - Full Powers for all Group 'B' (Non-Executive), 'C' & 'D' employees	---	---	---	---	On the recommendation of concerned Member/ ED or Head of Dept. for acceptance of withdrawal of Resignation/ Voluntary Retirement, after acceptance conveyed but before relieving from the service.

DELEGATION OF POWERS

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HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
2.4	Powers to grant additional increments on initial appointment	Powers up to 5 increments	Member (HR) - Powers up to 5 increments, for level E-3 & below employees	---	---	---	---	---	---	---	The officers competent to grant additional increments are empowered to fix, in special cases, higher initial pay, by grant of additional increments as per limits indicated. Such additional increments shall in no case exceed the maximum of the applicable time scale to the post.
2.5	Officiating/ Looking after arrangements against Sanctioned posts	Full Powers for Executive Director and equivalent	Powers for GM level and equivalent & below employees	---	---	Powers up to DGM level and equivalent, in consultation with concerned ED at CHQ	Powers up to Sr. Mgr. level and equivalent, in consultation with concerned ED at CHQ	---	---	---	<p>Broadly, the employee should be eligible to hold the officiating position, as per R&P Guidelines. In case of non-availability of eligible candidates, relaxation up to 2 years may be granted, where the eligibility specifications are 5 years, and relaxation up to 1 year may be granted for specifications of 3 years, and will be regulated as per Guidelines.</p> <p>(i) Officiating arrangements means acting in an official capacity, filling a position temporarily. Precisely, where an official already holding a post in substantive or temporary measure to hold charge of the duties of higher post in the same office as his own and in the same cadre line or promotion in addition to his ordinary duties. OR Where an official is formally appointed to hold charge of another post or posts which is or are not in the same office or which though in the same office, is or are not in the same cadre line of promotion.</p> <p>(ii) Look after charge means whereby an official already holding a post in substantive or temporary capacity, is formally asked to look after current duties/ charges of another post as a</p>

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HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
											temporary measure, in addition to his own duties which is or not in the same office, or which though in the same office is or not in the same cadre/ line of promotion. The official so appointed to perform the current duties of appointment can exercise administrative or financial powers vested in the regular incumbent of post, but he can not exercise statutory power. (iii) All officiating/ looking after arrangements shall be communicated to ED (HR). No officiating arrangements shall be beyond 60 days without approval of Member (HR) for DGM level & below, and approval of Chairperson above DGM level and up to ED level. (iv) The officiating/ looking after arrangement will be treated entirely different from the regular promotion. Officiating officer will not be entitled to any extra consideration/ claim for regular promotion. (v) Officials undergoing punishments (major or minor except censure) shall not be considered for officiating/ looking after arrangements.
2.6	Sanctions of Overtime to Staff	Full Powers	Full Powers	Full Powers as per orders on the subject from time to time	Full Powers as per orders on the subject from time to time	Full Powers as per orders on the subject from time to time	Full Powers as per orders on the subject from time to time	Full Powers as per orders on the subject from time to time	Full Powers as per orders on the subject from time to time	Full Powers as per orders on the subject from time to time	As per Policy/Guidelines

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CHAPTER-2

HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
2.7 (a)	Grant of Extra Ordinary Leave (EOL)	Full Powers	Member (HR) - Full Powers beyond 60 days in a year on the recommendation of Committee	ED (HR) - Powers up to 60 days in a year, for employees posted at CHQ	---	Powers up to 60 days in a year, for employees posted at Region/ Airports	---	---	---	---	As per CHRM Circular No. 43/2011, 02/2018 and any subsequent orders issued from time to time.
2.7 (b)	Grant of Special Disability Leave	Full Powers to Appointing Authority as per Para 2.3(a)(i) above									To be dealt as per Leave Regulations, and any subsequent orders issued from time to time.
2.7 (c)	Grant of Study leave	Full Powers	Member (HR) - Full Powers for level E-5 & below employees	---	---	---	---	---	---	---	To be dealt as per Leave Regulations, and any subsequent orders issued from time to time, on the recommendation of concerned Member.
2.8	Sanction of LTC	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	To be dealt by HR and Admn. Dept., as per Guidelines issued on the subject Policy.
2.9	To permit Employees taking up outside Assignments without any Fee or Honorarium	Full Powers	Member (HR) - Full Powers for level E-9 & below employees	ED (HR) - Full Powers for all Non-Executives	---	---	---	---	---	---	On the recommendation of concerned Member/ ED or Head of Dept.
2.10 (a)	Nominations for attending Seminars, Conferences, Training Courses and Training Programmes in India, including in-house programmes	Full Powers	Full Powers in respect of all employees under their administrative control	Full Powers for level E-7 & below employees	---	Full Powers in respect of all employees under their administrative control	---	---	---	---	Subject to Guidelines issued from time to time on the subject.
2.10 (b)	Nominations for attending Seminars, Conferences, Training Courses and Training Programmes abroad	Full Powers	---	---	---	---	---	---	---	---	
2.11	Grant of Compensation under the Workmen Compensation Act	Full Powers	Member (HR) - Full Powers	---	---	---	---	---	---	---	Legal concurrence is required.

DELEGATION OF POWERS

CHAPTER-2

HUMAN RESOURCE MANAGEMENT (HRM) MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
2.12	Permissions:										
(a)	To Travel Abroad at Own Cost	Full Powers	Member (HR) - Full Powers for level E-9 & below employees	ED (HR) - Full Powers for level E-7 & below employees posted at CHQ	---	Full Powers for level E-7 & below employees posted at Region/ Airport	---	---	---	---	
(b)	To apply for Outside Employment	Full Powers	Member (HR) - Full Powers in respect of employees E-6 and above, in consultation with concerned Member, except where the person is under bond	ED (HR) - Full Powers for level E-5 & below employees, except where the person is under bond	---	Full Powers for level E-5 & below employees, except where the person is under bond	---	---	---	---	
(c)	Grant of Lien	Full Powers	Member (HR) - Full Powers for level E-5 & below employees	ED (HR) - Powers to grant lien up to 2 years for all employees	---	---	---	---	---	---	As per Policy, in consultation with concerned Member/ ED as per general service conditions and any subsequent orders issued from time to time.



CHAPTER - 3

Powers related to Administration Matters

DELEGATION OF POWERS											
CHAPTER-3											
ADMINISTRATION MATTERS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
3.1 (a)	Authorization of Tours: Within India	Full Powers	Full Powers for employees under their control	Full Powers for employees under their control	Full Powers for employees under their control (where the concerned GM is reporting directly to Whole Time Member)	Full Powers for employees under their control	(i) Full Powers for tours within India in respect of AGM & below employees (ii) Full Powers for tours from Station to RHQ in respect of employees under their control	Full Powers for tours from Station to RHQ in respect of employees under their control	Full Powers for tours from Station to RHQ in respect of employees under their control	Full Powers for tours from Station to RHQ in respect of employees under their control	
3.1 (b)	TA/DA Advance for Inland Tours	Full Powers (including powers beyond the prescribed limits)	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	Full Powers as per TA/DA Rules for tours which can be approved by him	
3.1 (c)	Powers to sanction Air Travel on Tour for non-entitled employees	Full Powers	Full Powers for employees under their administrative control	---	---	Full Powers for employees under their control, subject to Para 3.1 (a) above	---	---	---	---	
3.2 (a)	Authorization of Tours: Abroad	Full Powers	---	---	---	---	---	---	---	---	(i) Chairperson, Whole Time Members and CVO shall require prior approval of Govt. (ii) All tours abroad are to be processed by HR Dept. on the recommendation by the concerned Dept.

DELEGATION OF POWERS											
CHAPTER-3											
ADMINISTRATION MATTERS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
3.2 (b)	TA/DA Advance for Foreign Tours	Full Powers as per TA/DA Rules	Full Powers as per TA/DA Rules	---	---	---	---	---	---	---	Foreign TA/DA is to be drawn from the respective office in the Hqrs/ place where the pay is being drawn by the employee as per the rates approved by the Board.
3.3	Reimbursement of Medical Claims	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	As per Medical Attendance Regulations.
3.3 (a)	Annual Health Check up for AAI officials	Full Powers	Full Powers	ED (HR/ Admin) - Full Powers	---	GM (HR) - Full Powers	Full Powers	Full Powers	Full Powers	---	For AAI officials over and above the age of 50 years as per terms defined in revised Medical Policy.
3.3 (b)	Reimbursement of claims for treatment taken in Non-Panel Hospital	Full Powers	Full Powers	ED (Admin.)/ED (FIU) - Powers up to ₹1 Lakh each case	---	Powers up to ₹1 Lakh each case	---	---	---	---	Through a medical committee and further instructions issued from time to time.
3.4	Relaxation of Medical Attendance Rules	Full Powers	---	---	---	---	---	---	---	---	As per Clause 20 of Medical Attendance Rules, power to relax rests with Chairperson.
3.5	Empanelment of Hospitals/ Hotels	Full Powers	Member (HR) - Full Powers	ED (Admin) - Full Powers	---	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	As per instructions issued by CHQ.
3.6	Advance for Medical Treatment except treatment abroad	Full Powers	Full Powers	ED (Admin) - Powers up to ₹2 Lakh per reference. In case of accidental cases, powers up to Rs.5 Lakh per reference.	---	Powers up to ₹2 Lakh per reference. In case of accidental cases, powers up to Rs.5 Lakh per reference.	---	---	---	---	

DELEGATION OF POWERS											
CHAPTER-3											
ADMINISTRATION MATTERS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
3.7	Grant of HBA, Education Loan, Vehicle Loan and Computer Loan	Full Powers	Member (HR) - Full Powers	ED (Admin) - Full Powers	GM (Admin) - Full Powers	(i) Full Powers (ii) Full Powers to GM (HR) for Employees posted at Region/ Stations	AGM (HR) & above - Full Powers for employees posted at Station; where AGM (HR) is not posted, respective APD shall exercise the powers on the recommendation of Dte of HR	---	---	---	As per guidelines issued by Hqrs and subject to availability of funds.
3.8	Grant of Interest free Advance against salary to tide over any financial emergency (equivalent to one month's Basic pay + D.A. in a financial year)	Full Powers	Member (HR) - Full Powers	ED (HR) - Full Powers	---	Full Powers	---	---	---	---	As per rules and regulations in this regard.
3.9	Grant of Natural Calamity Advance	Full Powers	Member (HR) - Powers up to ₹500 Lakh per annum	ED (HR) - Powers up to ₹25 Lakh per annum	---	Powers up to ₹25 Lakh per annum	---	---	---	---	As per rules and regulations in this regard.
3.10	Staff Welfare Expense: To sanction expenditure on welfare activities	Full Powers	Full Powers	ED (Admin) - Powers up to ₹1 Lakh per event/ case	---	Powers up to ₹1 Lakh per event/ case	Powers up to ₹0.30 Lakh per event/ case	Powers up to ₹0.25 Lakh per event/ case	Powers up to ₹0.20 Lakh per event/ case	Powers up to ₹0.15 Lakh per event/ case	

DELEGATION OF POWERS

CHAPTER-3

ADMINISTRATION MATTERS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	Concerned GM at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
3.11	Employees' Uniform: To procure employees' uniform as per approved schedule and policy as per limits herein indicated	Full Powers	Full Powers on the recommendation of Procurement Advisory Committee (PAC) as per guidelines/ instructions/ circulars issued by Dte of HR	---	---	Full Powers on the recommendation of RAC as per guidelines/ instructions/ circulars issued by Dte of HR	---	---	---	---	
3.12	Allotment of unutilized Type-B AAI Quarters for Welfare Contracts	---	---	---	---	Full Powers	---	---	---	---	(i) As per policy circulated by Dte of HR in this regard. (ii) Welfare contracts such as milk booth, grocery shop, cable TV, etc. The procedure for allotment, license fee charges, periodicity of contract etc. will be decided by a committee as per HR Policy, at regional level headed by respective RED.



CHAPTER - 4

Powers related to Revenue Earning Proposals

DELEGATION OF POWERS

CHAPTER-4

REVENUE EARNING PROPOSALS

S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
4.1 (a)	Allotment of Land on Lease/ on License and Renewal thereof	---	---	---	---	---	---	---	---	(i) AAI Board shall have Full Powers, subject to the provisions of the Airports Authority of India Act, 1994 and any amendment thereof from time to time, for discharge of the functions under Chapter III of the Act. (ii) The approval of Govt. of India be obtained in other cases, as per directives issued from time to time.
4.1 (b)	Exchange, Permanent Transfer and Surrender of Land	---	---	---	---	---	---	---	---	(i) AAI Board shall have Full Powers, subject to the provisions of the Airports Authority of India Act, 1994 and any amendment thereof from time to time, and approval of Central Govt. (ii) Working permission to the Govt. agencies may be granted with the approval of Board, pending formal approval of Central Govt. for permanent transfer.

DELEGATION OF POWERS

CHAPTER-4

REVENUE EARNING PROPOSALS

S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
4.1 (c)	Allotment/ Renewal of Built-Up Space, Paved Surface or Land in Operational Area to Operators/Airlines (Scheduled/Non-Scheduled)/Ground Handling Agencies/Aircraft Maintenance Agencies/Oil Companies for line maintenance/ Engineering Facility, Placement of Porta Cabins/ Parking of Equipments/ Dollies/ Trolleys/ Oil Bowzers/ Mobile Storage on License and renewal thereof	Powers for a period up to 15 years	Powers for a period up to 10 years	---	Powers up to a period of 7 years on obtaining all necessary clearances as per the established norms	Powers up to a period of 5 years on obtaining all necessary clearances as per the established norms	Powers up to a period of 5 years on obtaining all necessary clearances as per the established norms	Powers up to a period of 5 years on obtaining all necessary clearances as per the established norms	---	(i) The first time allotment of land shall be based on prior approval of Dte of Planning/ Operations. (ii) The built-up space in the Terminal Building/ Cityside shall continue to be dealt by the Dte of Commercial.
4.1 (d)	(i) Allotment of Counters under CUTE System (ii) Check-in-counters (to Airlines) (iii) Vacant built-up space (to Airlines) (iv) Allotment of covered Space in terminal building to State Government (v) Allotment of covered Space to Ground Handling Agencies (vi) Allotment of Porta Cabins (vii) Parking space for Ground Handling Equipment	Full Powers	Full Powers	Powers up to 5 years					---	As per guidelines issued from time to time, in this regard.

DELEGATION OF POWERS										
CHAPTER-4										
REVENUE EARNING PROPOSALS										
S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
	(viii) Allotment of office/ built-up space to Regulatory Agencies, Govt. Departments/ Ministry of Tourism Dept., Oil Companies, Scheduled/ Non-scheduled Airlines and renewal thereof									
4.2	Acquisition of Land for Construction of New Airport and Development/ Expansion of Existing Airport	Full Powers if land is provided to AAI on free of cost basis and free of encumbrances, subject to the provisions of the relevant Land Acquisition Act in force.	---	---	---	---	---	---	---	(i) AAI Board shall have Full Powers for land acquisition on payment basis through State Govts., subject to the provisions of the relevant Land Acquisition Act in force. (ii) Acquisition of land on free of cost basis shall be informed by the Dte of LM to the AAI Board on quarterly basis.
4.3 (a)	Fixation of Minimum Reserve License Fee (MRLF)/ Minimum Annual Guarantee (MAG) for Existing facility	Full Powers	Full Powers	---	Full Powers	Full Powers	Full Powers	Full Powers	---	The MRLF/ MAG shall be calculated as per guidelines/ instructions issued from time to time.
4.3 (b)	Fixation of Minimum Reserve License Fee (MRLF)/ Minimum Annual Guarantee (MAG) for New facility	Full Powers	Full Powers	---	RED - Full Powers for Grade 3 & 4 Airports; APD Gr. I - Full Powers	Full Powers	Full Powers to propose	Full Powers to propose	---	(i) For fixation of MRLF for new facilities. (ii) The MRLF/ MAG shall be calculated as per guidelines/ instructions issued from time to time.

DELEGATION OF POWERS										
CHAPTER-4										
REVENUE EARNING PROPOSALS										
S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
4.3 (c)	Reduction in MRLF	Full Powers	Full Powers on the recommendation of RED/ APD Gr-I	---	RED - Full Powers for first reduction up to 30% for Grade 2, 3 & 4 Airports; APD Gr. I - Full Powers to propose reduction in MRLF	Full Powers to propose 1st reduction in MRLF	Full Powers to propose 1st reduction in MRLF	Full Powers to propose 1st reduction in MRLF	---	(i) The proposed reduction in MRLF should be subject to proper justification being recorded in file. (ii) The first reduction can only be up to 30%. The subsequent reductions may be approved by the next higher authority at CHQ, i.e. Member or Chairperson, as the case may be. (iii) The MRLF/ MAG shall be calculated as per guidelines/ instructions issued from time to time.
4.4	Approval of Notice Inviting Tender (NIT)/ RFQ/ RFP/ EOI etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	---	Subject to guidelines/ instructions issued from time to time.
4.5	Award of Trading Concessions or any Revenue Earning Contracts at the Airports									
(a)	In case of competitive bid (not resulting in single tender) and quoted amount above 110% of MRLF	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	---	

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CHAPTER-4										
REVENUE EARNING PROPOSALS										
S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	In case of single tender or quoted amount between 100%-110% of MRLF	Full Powers	Full Powers	---	Full Powers for Grade II, III & IV Airports	---	---	---	---	<p>(i) Against advertised/ limited tender cases, AAI sometimes may not receive a sufficient number of bids and/ or after analysing the bids, ends up with only one responsive bid - a situation referred to as 'Single Offer'. Such situation of Single Offer is to be treated as Single Tender.</p> <p>(ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders.</p>
(c)	Award of any other Revenue Earning Contracts (without MRLF/ MAG)	Full Powers on the recommendations of CAB/ OAB	Full Powers on the recommendations of CAC/ OAC	---	Full Powers on the recommendations of RAC, for Grade II, III & IV Airports	---	---	---	---	

DELEGATION OF POWERS										
CHAPTER-4										
REVENUE EARNING PROPOSALS										
S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
4.6 (a)	Innovative Commercial Activities (activities not covered exclusively in the respective Manuals)	Full powers, however, for contracts more than ₹15 Crore, powers are to be exercised on the recommendation of Commercial Advisory Board (CAB)/Operational Advisory Board (OAB)	Powers up to ₹10 Crore, however, for contracts more than ₹7 Crore, powers are to be exercised on the recommendation of Commercial Advisory Committee (CAC)/Operational Advisory Committee (OAC)	---	Powers to award contracts for a period up to 12 months, for contracts value not exceeding ₹1 Crore per annum	Powers to award contracts for a period up to 12 months, for contracts value not exceeding ₹50 Lakh per annum	Powers to award contracts for a period up to 12 months, for contracts value not exceeding ₹35 Lakh per annum	---	---	APD to submit half yearly impact report of pilot, based on which CHQ to decide whether innovation needs to be scaled up and included as part of respective manuals.
4.6 (b)	Award of short term tender on Stop Gap Arrangement basis and extension thereof for Contingency services	Full Powers	Full Powers		Cumulative Powers up to 12 months	Powers up to 3 months	Powers up to 3 months	Powers up to 3 months	---	As per guidelines/ instructions issued from time to time.
4.6 (c)	Short term Commercial Activities	Full Powers	Full Powers	Full Powers	Powers up to cumulative period of 12 months	Powers up to 6 months	Powers up to 6 months	Powers up to 6 months	---	As per guidelines/ instructions issued from time to time.
4.7	Extension in case of non-finalization of Regular contract	Full Powers	Full Powers		Cumulative Powers up to 12 months	Powers up to 3 months	Powers up to 3 months	Powers up to 3 months	---	This para shall be applicable for extension of normal regular contract only.

DELEGATION OF POWERS										
CHAPTER-4										
REVENUE EARNING PROPOSALS										
S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
4.8	Grant of Beautification Permission/ Rights on a Token License Fee	Full Powers	Powers for a period up to 10 years with commitment to invest minimum ₹150 Lakh in 10 years (in each case), on the recommendation of the committee (**)	---	Powers for a period up to 5 years with commitment to invest minimum ₹50 Lakh in 5 years (in each case), on the recommendation of the committee(**)	Powers for a period up to 3 years with commitment to invest minimum ₹25 Lakh in 3 years (in each case)			---	(i) The said Para is to be read with guidelines issued on the subject from time to time. (ii) (**) The Committee comprising of RED/ APD Grade I, HoD (Arch./Plg.) and HoD of LM Dte.
4.9	Grant of Permission for Earthing Pit/ Installation of Antennas(&) for CUTE Project/ RF Antennas/ ATM Machines on payment of prescribed License Fee, royalty, other charges etc.	Full Powers	Powers up to 7 years		REDs and APDs (ED Level): Full Powers, subject to a maximum period of 5 years at a time on obtaining all necessary clearances as per the established norms for an area not exceeding 01 sqm	Full Powers, subject to a maximum period of 3 years at a time on obtaining all necessary clearances as per the established norms for an area not exceeding 01 sqm	Full Powers, subject to a maximum period of 3 years at a time on obtaining all necessary clearances as per the established norms for an area not exceeding 01 sqm	Full Powers, subject to a maximum period of 3 years at a time on obtaining all necessary clearances as per the established norms for an area not exceeding 01 sqm	---	(&) This is subject to the condition that the agencies who had requested for such facility have already been allotted built-up space in the terminal building and because of the fact that antennas cannot be erected on the roof top of the terminal buildings. The reasons to this fact need to be recorded. The period of such "Grant of Permission" be made co-terminus to the period of space allotted in Terminal Building.

DELEGATION OF POWERS										
CHAPTER-4										
REVENUE EARNING PROPOSALS										
S. No.	Nature of Power	CHQ			Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED at CHQ	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
4.10	Land Acquisition Reference/ Land Acquisition Original Petition Cases - Payment of Enhanced Compensation upon orders of Court(s) Re. land acquired by State Govt(s)	Full Powers	Full Powers	---	Powers up to ₹100 Lakh per annum	---			---	(i) Such payment(s) shall be subject to the decision of appeals etc. (ii) The statement of Enhanced Compensation released during each year shall be consolidated and put up to AAI Board for information.
4.11	Waiver/ Exemption of Commercial charges for Central Govt./ State Govt. & other Statutory Authorities	Full Powers	---	---	---	---	---	---	---	As per guidelines/ instructions issued from time to time.



CHAPTER - 5

*Powers related to
Legal Matters*

DELEGATION OF POWERS

CHAPTER-5

LEGAL MATTERS

S. No.	Nature of Power	CHQ					Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Head of Law Department	Concerned GM	RED/ Principal CATC/ APD Gr.- I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
5.1	Legal Proceedings: To initiate/ prosecute or defend any legal proceedings in Court of Law, forum and before any other Authority	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	
5.2	Out of Court Settlement: To sanction to make compromise, settle the case outside the Court, withdraw any suit or proceedings pending in Court of Law and accept such settlements on behalf of Authority as indicated	Powers up to ₹20 Crore on the recommendation of Law Advisory Board	Powers up to ₹10 Crore on the recommendation of Law Advisory Committee, to be reported to the Chairperson	---	---	---	---	---	---	---	---	The case to be forwarded to CHQ with the recommendation of RED/ APD Gr.-I, based on the recommendation of RAC.
5.3	Vakalatnama: To sign Vakalatnama for and on behalf of Authority after engagement of Counsel	Full Powers	Full Powers	Full Powers	Full Powers to HoD and executives of Law Dept.	Full Powers for Departmental Heads	Full Powers	APD - Full Powers; Manager & above executives - Full Powers with the approval of APD	APD - Full Powers; Manager & above executives - Full Powers with the approval of APD	APD - Full Powers; Manager & above executives - Full Powers with the approval of APD	OIC/AGM/SM - Full Powers; Manager & above executives - Full Powers with the approval of Officer-In-charge	For Regional level, Full Powers to the executives of Law Dept.

DELEGATION OF POWERS

CHAPTER-5

LEGAL MATTERS

S. No.	Nature of Power	CHQ					Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Head of Law Department	Concerned GM	RED/ Principal CATC/ APD Gr.- I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
5.4	Acts in pursuance of Legal Proceedings	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers to GMs, JGMs, DGMs, AGMs, SMs, Managers, AMs of the concerned Dept. with the approval of the concerned GM	Full Powers	APD - Full Powers; Manager & above executives - Full Powers with the approval of APD	APD - Full Powers; Manager & above executives - Full Powers with the approval of APD	APD - Full Powers; Manager & above executives - Full Powers with the approval of APD	OIC/AGM/SM - Full Powers; Manager & above executives - Full Powers with the approval of Officer-In-charge	To sign and verify the pleadings, receive money, certify payments, make statements to file compromise petition and do other necessary acts for and on behalf of Authority as required in any legal proceedings as indicated, for which approval has already been obtained from the Competent Authority under Para 5.1 to 5.3 above.
5.5	Counsel's/ Arbitrator's Fee: To sanction Counsel's/ Arbitrators' fee as indicated	Full Powers	Full Powers	Powers up to ₹30 Lakh in each case	Powers up to ₹30 Lakh in each case	Powers up to ₹8 Lakh in each case	Powers up to ₹30 Lakh in each case	Powers up to ₹8 Lakh in each case	Powers up to ₹5 Lakh in each case	Powers up to ₹3 Lakh in each case	Powers up to ₹1.50 Lakh in each case	1.This is not applicable to cases wherein an individual is accused of any criminal offences arising out of the action which are not official work of such individual. 2. At the time of appointment of Senior Counsel/ Arbitrator, professional fees to be paid to such Senior Counsel/ Arbitrator to be got approved from Chairperson along with the terms and conditions.
5.6	Appointment of Lawyers/ Advocates/ Consultants/ Counsels on Retainership basis/ Specific case basis	Full Powers	Full Powers	Powers up to ₹15 Lakh per annum	Powers up to ₹15 Lakh per annum	Powers up to ₹2.50 Lakh per annum	Powers up to ₹15 Lakh per annum	Powers up to ₹4 Lakh per annum	Powers up to ₹2.50 Lakh per annum	Powers up to ₹1.50 Lakh per annum	---	As per guidelines issued on this subject from time to time.

DELEGATION OF POWERS

CHAPTER-5

LEGAL MATTERS

S. No.	Nature of Power	CHQ					Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Head of Law Department	Concerned GM	RED/ Principal CATC/ APD Gr.- I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
5.7	Appointment of Dispute Resolution Committee	Full Powers	Full Powers in respect of contracts approved at CHQ	Full Powers in respect of contracts approved by him/ her or the officers below him/ her at CHQ	---	---	Full Powers in respect of contracts approved by him/ her and below	---	---	---	---	DRC to be constituted as per guidelines issued in respective manuals/instructions on the subject matter.
5.8	Appointment of Arbitrators: To approve the appointment of arbitrators as per provision of Contract Agreement	Full Powers	Full Powers as per panel	Full Powers in respect of contracts approved by him/ her or the officers below him/ her as per panel	---	---	Full Powers in respect of contracts approved by him/ her or the officers below him/ her as per panel	---	---	---	---	As per guidelines issued for selection of arbitrators from the approved panel.
5.9	Acceptance of DRC recommendations	Powers up to ₹2500 Lakh in each case	Powers up to ₹1000 Lakh in each case	Powers up to ₹100 Lakh in each case	---	---	Powers up to ₹100 Lakh in each case	---	---	---	---	(i) With the recommendations of concerned Dte and concurrence of the Directorate of Law. (ii) Decision to be taken by the competent authority, depending on the merit of the case.

DELEGATION OF POWERS

CHAPTER-5

LEGAL MATTERS

S. No.	Nature of Power	CHQ					Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Head of Law Department	Concerned GM	RED/ Principal CATC/ APD Gr.- I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
5.10	Acceptance of Arbitration Awards	Powers up to ₹5000 Lakh in each case	Powers up to ₹2000 Lakh in each case	Powers up to ₹200 Lakh in each case	---	---	Powers up to ₹200 Lakh in each case	---	---	---	---	(i) With the recommendations of concerned Dte and concurrence of the Directorate of Law. (ii) Decision to be taken by the competent authority, depending on the merit of the case.



CHAPTER - 6

Powers related to Revenue Matters - Aeronautical and Airport Charges

DELEGATION OF POWERS**CHAPTER-6****FINANCE & ACCOUNTS - REVENUE - AERONAUTICAL & AIRPORT CHARGES**

S. No.	Nature of Power	CHQ				Remarks
		Chairperson	Member (Fin.)	ED (Fin.)	GM (Fin.)	
6.1	Grant of Credit Facility to Scheduled Airline/ NSOP	Full Powers	Full Powers	Powers up to monthly average billing of ₹10 Crore	Powers up to monthly average billing of ₹5 Crore	As per approved Credit Policy.
6.2	Waiver of Interest on delayed payment received from Central Govt./ State Govt./CPSUs	Full Powers	---	---	---	
6.3	Waiver of SD from Central Govt./ State Govt./CPSUs	Full Powers	Full Powers	---	---	
6.4	Waiver of Aeronautical/ Airport Charges	Full Powers	---	---	---	



CHAPTER - 7

Powers related to Procurement of Capital Goods including Allied Services

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.1	Administrative Approval & Expenditure Sanction:										
(a)	For Purchase of Aircraft (Budgeted Scheme)	---	---	---	---	---	---	---	---	---	Power to be exercised by AAI Board.
(b)	For other capital expenditure for a project or scheme	Powers up to ₹10000 Lakh	Powers up to ₹5000 Lakh	Powers up to ₹1500 Lakh	Powers up to ₹500 Lakh	Powers up to ₹1500 Lakh	Powers up to ₹500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹50 Lakh	<p>(i) The schemes costing more than ₹50,000 Lakh shall be put up to AAI Board to recommend for the approval of EFC/PIB, as the case may be.</p> <p>(ii) An expense directly or indirectly linked with and chargeable to project like establishment expense etc. may also be included in the A/A&E/S issued for a particular project.</p> <p>(iii) Approval of expenditure in excess of AA&ES (Revised AA&ES): There is no need of revised AA&ES in case the actual expenditure on a project or scheme does not exceed more than 10% of the amount originally sanctioned. For expenditure beyond 10% of the amount originally sanctioned due to any reason including variation in terms of contract/ agreement or due to change in scope of works/ services, revised AA & ES will be obtained from Competent Authority. In case of schemes sanctioned by AAI Board, revised AA&ES will be obtained from AAI Board.</p> <p>(iv) The excess expenditure over and above the originally sanctioned amount will have to be met by re-appropriation, if required, within overall approved budget.</p> <p>(v) No revised AA&ES shall be necessary if the variation is on account of statutory increases (including Minimum wages/ D.A./ P.F./ E.S.I. etc.) or Foreign Exchange Fluctuation.</p>

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.2 (a)	Re-appropriation of funds out of Expenditure Budget for budgeted schemes	Full Powers	Powers up to ₹2000 Lakh for AA&ES accorded by him/ her	Powers up to ₹500 Lakh for AA&ES accorded by him/ her	---	Powers up to ₹500 Lakh for AA&ES accorded by him/ her	Powers up to ₹200 Lakh for AA&ES accorded by him/ her	Powers up to ₹75 Lakh for AA&ES accorded by him/ her	Powers up to ₹25 Lakh for AA&ES accorded by him/ her	Powers up to ₹5 Lakh for AA&ES accorded by him/ her	
7.2 (b)	Re-appropriation of funds out of Expenditure Budget for Non-budgeted schemes	Full Powers	Powers up to ₹1000 Lakh for AA&ES accorded by him/ her	Powers up to ₹250 Lakh for AA&ES accorded by him/ her	---	Powers up to ₹250 Lakh for AA&ES accorded by him/ her	---	---	---	---	
7.3	Administrative & Expenditure Sanction, where re-appropriation is not feasible: To sanction capital expenditure requiring urgent action for any one project or scheme over and above the approved outlay to be met out of internal resources	Powers up to ₹500 Lakh	Powers up to ₹200 Lakh	---	---	---	---	---	---	---	
7.4	Approval of Technical Specification/ Technical Sanction	Full Powers	Full Powers	Full Powers	Powers up to ₹1500 Lakh	Full Powers	Powers up to ₹1500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹50 Lakh	In case the actual expenditure exceeds the original Technical Sanction by more than 10%, then the Revised Technical Sanction is required to be obtained from the next higher authority.
7.5	Approval of Notice Inviting Tender (NIT)/RFQ/RFP/EOI etc.	Full Powers	Full Powers	Full Powers	Powers up to ₹1500 Lakh	Full Powers	Powers up to ₹1500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹50 Lakh	

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.6	Acceptance of Tender:										
(a)	Acceptance of the lowest tender ('Open Tender'/ 'Limited Tender')	Full Powers, however, for procurement more than ₹7500 Lakh, powers are to be exercised on the recommendation of Procurement Advisory Board (PAB)	Powers up to ₹5000 Lakh, however, for procurement more than ₹3500 Lakh, powers are to be exercised on the recommendation of Procurement Advisory Committee (PAC)	Powers up to ₹1500 Lakh, however, for procurement more than ₹750 Lakh, powers are to be exercised on the recommendation of Procurement Advisory Sub Committee (PASC)	Powers up to ₹500 Lakh	Powers up to ₹1500 Lakh, however, for procurement more than ₹750 Lakh, powers are to be exercised on the recommendation of RAC	Powers up to ₹500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹75 Lakh	
(b)	Acceptance of Single Tender	Full Powers on the recommendation of PAB	Powers up to ₹2000 Lakh on the recommendation of PAC	Powers up to ₹500 Lakh on the recommendation of PASC	Powers up to ₹300 Lakh	Powers up to ₹500 Lakh on the recommendation of RAC	Powers up to ₹300 Lakh	Powers up to ₹150 Lakh	Powers up to ₹75 Lakh	---	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Single tender may be accepted by the tender accepting authority based on justification recorded by concerned Procuring Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Procuring Dte.

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(c)	Acceptance of Start-Up Proposal under Category-I on single offer ab-initio negotiation basis - Non-Proprietary item	Full Powers on the recommendation of PAB	---	---	---	---	---	---	---	---	To be covered under provisions of Idea to POC grant up to ₹200 Lakh per Startup for Category-I work profiles under AAI Startup Policy approved by AAI 183rd Board Meeting.
(d)	Acceptance of Lowest Tender for Rate Contract (Other than Hiring of Vehicles)	Full Powers on the recommendation of PAB	Powers up to ₹50 Crore on the recommendation of PAC	---	---	---	---	---	---	---	After obtaining A/A & E/S as per Para 7.1, Rate Contracts may be awarded as per the provisions in AAI Procurement Manual/ instructions issued from time to time, on the subject matter.
7.7	Award of Work without call of Tenders on Nomination/ single offer ab-initio negotiation basis										

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(a)	Proprietary Item	Full Powers on the recommendation of PAB	Full Powers on the recommendation of PAC	Powers up to ₹500 Lakh in each case on the recommendation of PASC	Powers up to ₹300 Lakh in each case	Powers up to ₹500 Lakh in each case on the recommendation of RAC	Powers up to ₹300 Lakh in each case	Powers up to ₹200 Lakh in each case	Powers up to ₹100 Lakh in each case	Powers up to ₹50 Lakh in each case	<p>(i) Powers to be exercised as per the provisions in AAI Procurement Manual/ instructions issued from time to time, on the subject matter.</p> <p>(ii) In case of award of work without call of tenders, by negotiation ab-initio, full reason should be recorded by the accepting authority by satisfying itself with the reasonability of rates, who should also guard against agencies holding out for unjustifiably higher rates.</p> <p>(iii) Cases for award of work on nomination basis without call of tenders should be infrequent, only under very special circumstances and in public interest to be recorded in writing.</p> <p>(iv) Items being procured only from OEMs or Manufacturers having proprietary rights (or their sole authorised dealer/stockist) against a Proprietary Article Certificate (PAC), such PAC to be issued by user/procuring department procuring such items.</p>

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	Non-Proprietary Item	Full Powers on the recommendation of PAB	Full Powers on the recommendation of PAC	Powers up to ₹25 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹25 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹5 Lakh in each case	Powers up to ₹2.50 Lakh in each case	Powers up to ₹1.50 Lakh in each case	(i) Powers to be exercised as per the provisions in AAI Procurement Manual/ instructions issued from time to time, on the subject matter. (ii) In case of award of work without call of tenders, by negotiation ab-initio, full reason should be recorded by the accepting authority by satisfying itself with the reasonability of rates, who should also guard against agencies holding out for unjustifiably higher rates. (iii) Cases for award of work on nomination basis without call of tenders should be infrequent, only under very special circumstances and in public interest to be recorded in writing.

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.8	Purchase of Vehicles (other than CFTs like Ambulances/Cars/ Jeeps/ Pick-up Vans / Staff buses/Tractors & Allied Machinery etc.)	Powers up to ₹1500 Lakh, however, for procurement more than ₹1000 Lakh, powers are to be exercised on the recommendation of PAB	Powers up to ₹1000 Lakh, however, for procurement more than ₹750 Lakh, powers are to be exercised on the recommendation of PAC	Powers up to ₹200 Lakh in respect of replacement of vehicle	Powers up to ₹75 Lakh in respect of replacement of vehicle	Powers up to ₹200 Lakh in respect of replacement of vehicle	Powers up to ₹75 Lakh in respect of replacement of vehicle	---	---	---	<p>(i) As far as possible, hiring of vehicles may be considered instead of purchase of vehicles.</p> <p>(ii) The proposal should cover the requirements of drivers and the financial implications thereof.</p> <p>(iii) These powers are for award of work and can be exercised only after accord of A/A & E/S as per Para 7.1.</p> <p>(iv) These powers can be exercised for OTE/ LTE/ Nomination basis or without call of tenders as per provisions in the AAI Manual for Procurement of Goods and Services.</p>
7.9	Purchase of Office Equipment and Furnitures	Full Powers	Full Powers	Powers up to ₹20 Lakh per reference	Powers up to ₹10 Lakh per reference	Powers up to ₹20 Lakh per reference	Powers up to ₹10 Lakh per reference	Powers up to ₹5 Lakh per reference	Powers up to ₹3 Lakh per reference	Powers up to ₹2 Lakh per reference	<p>(i) These powers are for award of work and can be exercised only after accord of A/A & E/S as per Para 7.1.</p> <p>(ii) These powers can be exercised for OTE/ LTE/ Nomination basis or without call of tenders as per provisions in the AAI Manual for Procurement of Goods and Services.</p>

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.10	Purchase of Furniture/ Art effect/ Furnishing, Fitting & Fixtures items etc. for lounges and terminal buildings	Full Powers	Full Powers	---	---	Powers up to ₹100 Lakh per reference	Powers up to ₹50 Lakh per reference	Powers up to ₹20 Lakh per reference	Powers up to ₹10 Lakh per reference	Powers up to ₹5 Lakh per reference	(i) These powers are for award of work and can be exercised only after accord of A/A & E/S as per Para 7.1. (ii) These powers can be exercised for OTE/ LTE/ Nomination basis or without call of tenders as per provisions in the AAI Manual for Procurement of Goods and Services.
7.11 (a)	Grant of Advance to Suppliers: For Vehicles	Full Powers	Full Powers in respect of tenders approved by him/ her or the officers below him/ her			---	---	---	---	---	Advances to suppliers on placement of orders for award of work are to be avoided as far as possible. However, where it is unavoidable, the authorities may exercise this power against SBI prime lending rate at the time of advance and BG. Waiver of BG & Interest: (i) Waiver of BG & Interest against Advance Payment: Full Powers to Chairperson.
7.11 (b)	Grant of Advance to Suppliers: For Others	Full Powers	Full Powers	Powers up to 50% of supply order value excluding duties & taxes	---	Powers up to 50% of supply order value excluding duties & taxes	---	---	---	---	(ii) Waiver of BG & Interest against Advance Payment to Govt./ PSUs/ Local Bodies: Full Powers to Whole-Time Members. (iii) Waiver of BG & Interest against Advance Payment to Govt./ PSUs/ Local Bodies: Up to 10% of the Award amount for approval by RED/ ED level officers.

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.11 (c)	Grant of Advance to Startups under Idea to POC Grant	Full Powers	Powers up to 50%	---	---	---	---	---	---	---	Advances to startups on award of grant approval are to be avoided as far as possible. However, where it is unavoidable, the authorities may exercise this power against SBI prime lending rate at the time of advance and BG. Waiver of BG & Interest will require Chairperson's approval.
7.12	Operation of Option Clause as per provisions in the AAI Procurement Manual for Goods and Services	Full Powers	Full Powers	The quantity proposed shall not be more than 30% of the original order awarded by him/ her					(i) Under this clause, the purchaser retains the right to place orders for an additional quantity (generally 30%) in accordance with the same terms & conditions of the present contract. However, the concerned Procuring Dte to certify that there is no downward trend in prices. (ii) This will be applicable within the currency of contract. (iii) The last purchase order should have been finalized on the basis of competitive bidding. (iv) In case the value of the contract goes beyond the delegation of powers of the original tender accepting authority, the authority next higher should be informed. If the total amount is exceeding the AA&ES by more than 10%, then the revised AA&ES should be obtained.		

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.13	<p>Deviation/variation in quantities without change in approved scope of work: During the execution of works and subject to site conditions, the authorities mentioned may order deviation quantities to the items forming part of awarded schedule of quantities in respect of items</p>	Full Powers	Full Powers	Full Powers	Powers up to ₹200 Lakh	Full Powers	Powers up to ₹200 Lakh	Powers up to ₹150 Lakh	Powers up to ₹100 Lakh	Powers up to ₹50 Lakh	<p>(i) Deviations within stipulated contract variation clauses and within the permissible limit of expenditure sanction, can be accorded by the Authority competent to accord Technical Sanction.</p> <p>(ii) Overall contract deviation (deviations plus extra/substitute items) should not exceed more than 30% of the contract value. Overall contract deviation beyond 30% shall be executed with the prior approval from: (a) the concerned Whole Time Member in case of CHQ Schemes, (b) RED in case of RHQ Schemes for offices/ airports under their control, and (c) APD Gr.-I/(APD Gr.-II airports using financial powers of APD Gr.-I) for RHQ Schemes in respect of respective stations.</p>
7.14	<p>Extra/ Substitute Items: During the execution of works and subject to site conditions, the authorities mentioned may order extra/ substitute items</p>										<p>Subject to condition that such substitution or additional items are recommended due to site condition, and a certificate in this regard to be recorded in each case with full justification, within stipulated contract variation clauses and within the permissible limit of expenditure sanction, can be accorded by the Authority</p>

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(a)	BOQ Items	Full Powers	Full Powers	Full Powers	Powers up to ₹200 Lakh	Full Powers	Powers up to ₹200 Lakh	Powers up to ₹150 Lakh	Powers up to ₹100 Lakh	Powers up to ₹50 Lakh	competent to accord Technical Sanction. Overall contract deviation (deviations plus extra/ substitute items) should not exceed more than 30% of the contract value. Overall contract deviation beyond 30% shall be executed with the prior approval from:
(b)	Non BOQ Items	Full Powers	Full Powers	Full Powers	Powers up to ₹25 Lakh	Full Powers	Powers up to ₹25 Lakh	Powers up to ₹15 Lakh	Powers up to ₹10 Lakh	Powers up to ₹5 Lakh	(a) the concerned Whole Time Member in case of CHQ Schemes, (b) RED in case of RHQ Schemes for offices/ airports under their control, and (c) APD Gr.-I/(APD Gr.-II airports using financial powers of APD Gr.-I) for RHQ Schemes in respect of respective stations.

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.15 (a)	Extension of Time with or without levy of compensation: Subject to site conditions and other reasons to be justified, the officers may grant extension of time	Full Powers	Full Powers	Full powers to approve EoT for CHQ Schemes for tenders accepted by him/ her or officers below him/ her	Up to 1/3rd of stipulated period of completion in respect of tenders approved by him/her or the officer below him/her	Full powers to approve EoT for RHQ/ APD Gr.-I Schemes for tenders accepted by him/ her or officers below him/ her	Up to 1/3rd of stipulated period of completion in respect of tenders approved by him/her or officers below him/her				<p>(i) EoT more than 1/3rd of the stipulated period of completion shall be submitted for approval to next higher authority up to a level of GM whereas EDs/ REDs/ Principal CATC/ APD Grade I (for RHQ/ APD Gr.-I Schemes) shall have full powers to approve EoT for tenders accepted by them or officers below them.</p> <p>(ii) EoT more than 1/3rd of the stipulated period of completion for tenders accepted beyond REDs/ EDs/ Principal CATC/ APD Grade I (for CHQ schemes) shall be submitted to Concerned Member for approval. Concerned Member is having full powers to approve EoT in respect of all tenders irrespective the period of EoT.</p> <p>(iii) EoT with/without levy does not require financial concurrence. It shall be regulated as per Purchase Order on the recommendations of concerned Procuring Department.</p>
7.15 (b)	Waiving/ Relaxation of compensation already levied: Subject to conditions and other reasons to be justified, the officers may waive/ relax levy of compensation, where extension of time granted	Full Powers on the recommendation of PAB	Full Powers in respect of tenders approved by officers below him/ her	Full Powers in respect of tenders approved by officers below him/ her	---	---	---	---	---	---	

DELEGATION OF POWERS

CHAPTER-7

CAPITAL EXPENDITURE PROPOSALS FOR PROCUREMENT OF CAPITAL GOODS INCLUDING ALLIED SERVICES

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
7.16	Signing of Contract Agreements	(i) For contracts valuing ₹300 Crore and above, the contract agreement shall be signed by concerned GM. (ii) For contracts valuing below ₹300 Crore, concerned Jt. GM/DGM shall sign the contract agreements in respect of tenders which are accepted by him/ her and above as per guidelines issued in this regard. (iii) Concerned AGM/SM/Manager/ AM shall sign the contract agreements in respect of tenders accepted by him/ her.									Subject to appropriate administrative, technical and financial approvals being available from the competent authorities and in accordance with prescribed rules and procedures, the Authority may sign contract agreements in respect of works/ supplies including turnkey contracts on behalf of the Authority after synchronising with the other areas of Project/ Scheme on Installation and Commissioning etc.



CHAPTER - 8

Powers related to Capital Works

DELEGATION OF POWERS

CHAPTER-8

CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
8.1	Administrative Approval & Expenditure Sanction: To sanction capital expenditure for a project or scheme	Powers up to ₹10000 Lakh	Powers up to ₹5000 Lakh	Powers up to ₹1500 Lakh	Powers up to ₹500 Lakh	Powers up to ₹1500 Lakh	Powers up to ₹500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹50 Lakh	<p>(i) The schemes costing more than ₹50,000 Lakh shall be put up to AAI Board to recommend for the approval of EFC/PIB, as the case may be.</p> <p>(ii) An expense directly or indirectly linked with and chargeable to project like establishment expense etc. may also be included in the A/A&E/S issued for a particular project.</p> <p>(iii) Approval of expenditure in excess of AA&ES (Revised AA&ES): There is no need of revised AA&ES in case the actual expenditure on a project or scheme does not exceed more than 10% of the amount originally sanctioned. For expenditure beyond 10% of the amount originally sanctioned due to any reason including variation in terms of contract/ agreement or due to change in scope of works/ services, revised AA & ES will be obtained from Competent Authority. In case of schemes sanctioned by AAI Board, revised AA&ES will be obtained from AAI Board.</p> <p>(iv) The excess expenditure over and above the originally sanctioned amount will have to be met by re-appropriation, if required, within overall approved budget.</p> <p>(v) No revised AA&ES shall be necessary if the variation is on account of statutory increases (including Minimum wages/ D.A./ P.F./ E.S.I. etc.) or Foreign Exchange Fluctuation.</p>

DELEGATION OF POWERS

CHAPTER-8

CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
8.2 (a)	To sanction re-appropriation of funds out of Expenditure Budget for budgeted schemes	Full Powers	Powers up to ₹2000 Lakh for AA&ES accorded by him/ her	Powers up to ₹500 Lakh for AA&ES accorded by him/ her	---	Powers up to ₹500 Lakh for AA&ES accorded by him/ her	Powers up to ₹200 Lakh for AA&ES accorded by him/ her	Powers up to ₹75 Lakh for AA&ES accorded by him/ her	Powers up to ₹25 Lakh for AA&ES accorded by him/ her	Powers up to ₹5 Lakh for AA&ES accorded by him/ her	
8.2 (b)	To sanction re-appropriation of funds out of Expenditure Budget for Non-budgeted schemes	Full Powers	Powers up to ₹1000 Lakh for AA&ES accorded by him/ her	Powers up to ₹250 Lakh for AA&ES accorded by him/ her	---	Powers up to ₹250 Lakh for AA&ES accorded by him/ her	---	---	---	---	
8.3	Administrative & Expenditure Sanction, where re-appropriation is not feasible: To sanction capital expenditure requiring urgent action over and above the approved outlay to be met out of internal resources	Powers up to ₹500 Lakh	Powers up to ₹200 Lakh	---	---	---	---	---	---	---	

DELEGATION OF POWERS

CHAPTER-8

CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
8.4 (a)	Administrative Approval & Expenditure Sanction of Deposit Works: Administrative Approval of award of Deposit Work to State/ Central Govt. Dept./ Electricity Board/ SPVs/ CPSEs/ SPSEs/ Pvt. Companies authorised by Govt.	Full Powers, however, for work more than ₹2000 Lakh, powers are to be exercised on the recommendation of WAB	Powers up to ₹1500 Lakh on the recommendation of WAC	Powers up to ₹750 Lakh on the recommendation of WASC	---	Powers up to ₹750 Lakh on the recommendation of RAC	---	---	---	---	(i) Reasons for award of work as 'Deposit Works' basis are to be recorded before the same are submitted for approval. (ii) As far as possible, an MoU to be signed specifying terms and conditions. (iii) In case of distribution of electricity, the agency must be authorised by Central/State Govt.
8.4 (b)	Administrative Approval of taking on Deposit Works assigned to AAI by Centre/ State Govt./ PSUs/ Private Organizations	Full Powers, however, for work more than ₹2000 Lakh, powers are to be exercised on the recommendation of WAB	Powers up to ₹1500 Lakh on the recommendation of WAC	Powers up to ₹750 Lakh on the recommendation of WASC	---	Powers up to ₹750 Lakh on the recommendation of RAC	---	---	---	---	(i) As far as possible, MoU to be signed specifying terms and conditions. (ii) Powers for waiver/ reduction in Departmental charges shall be with next higher authority competent to approve the taking on deposit work, however Chairperson shall have full powers.

DELEGATION OF POWERS

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CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
8.5 (a)	Appointment of PMC/ Architectural/ Engg. Consultants	Full Powers on the recommendation of WAB	Full Powers on the recommendation of WAC for Projects/ Schemes/ Deposit Works within his/ her delegated power of A/A & E/S and officers below him/ her	Full Powers in respect of Projects/ Schemes/ Deposit Works approved by Concerned Member and officers below him/ her	---	Full Powers in respect of Projects/ Schemes whose value does not exceed the delegated power of A/A & E/S and officers below him/ her	Full Powers in respect of Projects/ Schemes whose value does not exceed the delegated power of A/A & E/S and officers below him/ her, and to be linked to value of work on percentage basis as per the guidelines	---	---	---	(i) PMC/ Architects are to be appointed by call of open tenders or wherever approved panel is available, to be finalized after limited tenders by obtaining the quotes from empanelled firms. Appointment shall be subject to a maximum limit as indicated by Council of Architecture/ approved guidelines/ approved Estimated Cost. (ii) Engg. consultant is to be finalized on the basis of open quotations or wherever approved panel is available, to be finalized after limited quotations by obtaining the quotes from empanelled firms. However, engagement by nomination basis with justification can be approved by Chairperson on recommendation of WAB.

DELEGATION OF POWERS

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CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks	
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/ Principal CATC/ APD Gr. I	APD Gr.- II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM		
8.5 (b)	Appointment of Agencies/ Consultants to cover Environment clearance, Site Survey, Soil Investigation, façade consultancy or any other work preparatory in nature including DPR, etc. for a project or a scheme	Full Powers	1. Full Powers for Govt Agencies 2. Powers up to ₹200 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹100 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹30 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹100 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹30 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹30 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹15 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹10 Lakh for other than Govt. Agencies subject to codal procedure	1. Full Powers for Govt Agencies 2. Powers up to ₹5 Lakh for other than Govt. Agencies subject to codal procedure	This para also applies to the work/assignment/contract undertaken by AAI/executed by AAI on Deposit Work basis.

DELEGATION OF POWERS													
CHAPTER-8													
CAPITAL WORKS PROPOSALS													
S. No.	Nature of Power	CHQ				Other than CHQ							Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/Principal CATC/APD Gr. I	APD Gr.-II/Concerned GM	APD Gr.-III/Concerned Jt. GM	APD Gr.-IV/Concerned DGM	OIC/AGM/Concerned SM	Concerned Mgr.	Concerned AM	
8.6	Approval of Technical Specification/ Technical Sanction	Full Powers	Full Powers	Full Powers	Powers up to ₹1500 Lakh	Full Powers	Powers up to ₹1500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹100 Lakh	Powers up to ₹25 Lakh	Powers up to ₹10 Lakh	In case the actual expenditure exceeds the original Technical Sanction by more than 10%, then the Revised Technical Sanction is required to be obtained from the next higher authority.
8.7	Approval of Notice Inviting Tender (NIT)/ RFQ/ RFP/ EOI etc.	Full Powers	Full Powers	Full Powers	Powers up to ₹1500 Lakh	Full Powers	Powers up to ₹1500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹100 Lakh	Powers up to ₹25 Lakh	Powers up to ₹10 Lakh	
8.8	Acceptance of Tender:												
8.8 (a)	Acceptance of the lowest tender ('Open/' Limited')	Full Powers, however, for works more than ₹7500 Lakh, powers are to be exercised on the recommendation of Works Advisory Board (WAB)	Powers up to ₹5000 Lakh, however, for works more than ₹3500 Lakh, powers are to be exercised on the recommendation of Works Advisory Committee (WAC)	Powers up to ₹1500 Lakh, however, for works more than ₹750 Lakh, powers are to be exercised on the recommendation of Works Advisory Sub Committee (WASC)	Powers up to ₹500 Lakh	Powers up to ₹1500 Lakh, however, for works more than ₹750 Lakh, powers are to be exercised on the recommendation of RAC	Powers up to ₹500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹75 Lakh	Powers up to ₹25 Lakh	Powers up to ₹5 Lakh	Manager/AM shall exercise the powers, if no AGM/SM is posted at the station and after obtaining approval of controlling AGM/SM.
8.8 (b)	Acceptance of Single Tender	Full Powers on the recommendation of WAB	Powers up to ₹2000 Lakh on the recommendation of WAC	Powers up to ₹500 Lakh on the recommendation of WASC	Powers up to ₹300 Lakh	Powers up to ₹500 Lakh on the recommendation of RAC	Powers up to ₹300 Lakh	Powers up to ₹150 Lakh	Powers up to ₹75 Lakh	---	---	---	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Single tender may be accepted by the tender accepting authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte.

DELEGATION OF POWERS													
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CAPITAL WORKS PROPOSALS													
S. No.	Nature of Power	CHQ				Other than CHQ							Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/Principal CATC/APD Gr. I	APD Gr.-II/Concerned GM	APD Gr.-III/Concerned Jt. GM	APD Gr.-IV/Concerned DGM	OIC/AGM/Concerned SM	Concerned Mgr.	Concerned AM	
8.9	Award of Work without call of Tenders/ on nomination basis	Full Powers however, for works more than ₹1000 Lakh, powers are to be exercised on the recommendation of Works Advisory Board (WAB)	Powers up to ₹500 Lakh on the recommendation of WAC	Powers up to ₹200 Lakh on the recommendation of WASC	Powers up to ₹100 Lakh	Powers up to ₹200 Lakh on the recommendation of RAC	Powers up to ₹100 Lakh	Powers up to ₹30 Lakh	Powers up to ₹20 Lakh	Powers up to ₹10 Lakh	Powers up to ₹2 Lakh	---	<p>(i) In case of award of work on nomination basis without call of tenders, by negotiation ab-initio, full reason should be recorded by the authority by satisfying itself with the reasonability of rates, who should also guard against agencies holding out for unjustifiably higher rates.</p> <p>(ii) Cases for award of work on nomination basis without call of tenders should be infrequent, only under very special circumstances and in public interest to be recorded in writing.</p>
8.10	Deviation in quantities without change in approved scope of work: During the execution of works and subject to site conditions, the authorities mentioned may order deviation quantities to the items forming part of awarded schedule of quantities in respect of items	Full Powers	Full Powers	Full Powers	Powers up to ₹200 Lakh	Full Powers	Powers up to ₹200 Lakh	Powers up to ₹150 Lakh	Powers up to ₹100 Lakh	Powers up to ₹50 Lakh	Powers up to ₹1 Lakh	---	<p>(i) Deviations within stipulated contract variation clauses and within the permissible limit of expenditure sanction, can be accorded by the Authority competent to accord Technical Sanction.</p> <p>(ii) Overall contract deviation (deviations plus extra/substitute items) should not exceed more than 30% of the contract value. Overall contract deviation beyond 30% shall be executed with the prior approval from: (a) the concerned Whole Time Member in case of CHQ Schemes, (b) RED in case of RHQ Schemes for offices/airports under their control, and (c) APD Gr.-I/(APD Gr.-II airports using financial powers of APD Gr.-I) for RHQ Schemes in respect of respective stations.</p>

DELEGATION OF POWERS

CHAPTER-8

CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ							Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/Principal CATC/APD Gr. I	APD Gr.-II/Concerned GM	APD Gr.-III/Concerned Jt. GM	APD Gr.-IV/Concerned DGM	OIC/AGM/Concerned SM	Concerned Mgr.	Concerned AM	
8.11	Extra/ Substitute Items: During the execution of works and subject to site conditions, the authorities mentioned may order extra/ substitute items												(i) Subject to condition that such substitution or additional items are recommended due to site condition, and a certificate in this regard to be recorded in each case with full justification, within stipulated contract variation clauses and within the permissible limit of expenditure sanction, can be accorded by the Authority competent to accord Technical Sanction.
8.11 (a)	Schedule Items	Full Powers	Full Powers	Full Powers	Powers up to ₹200 Lakh	Full Powers	Powers up to ₹200 Lakh	Powers up to ₹150 Lakh	Powers up to ₹100 Lakh	Powers up to ₹50 Lakh	Powers up to ₹1 Lakh	---	(ii) Overall contract deviation (deviations plus extra/ substitute items) should not exceed more than 30% of the contract value. Overall contract deviation beyond 30% shall be executed with the prior approval from:
8.11 (b)	Non Schedule Items	Full Powers	Full Powers	Full Powers	Powers up to ₹25 Lakh	Full Powers	Powers up to ₹25 Lakh	Powers up to ₹15 Lakh	Powers up to ₹10 Lakh	Powers up to ₹5 Lakh	Powers up to ₹0.50 Lakh	---	(a) the concerned Whole Time Member in case of CHQ Schemes, (b) RED in case of RHQ Schemes for offices/ airports under their control, and (c) APD Gr.-I/(APD Gr.-II airports using financial powers of APD Gr.-I) for RHQ Schemes in respect of respective stations.

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CAPITAL WORKS PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ							Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/Principal CATC/APD Gr. I	APD Gr.-II/Concerned GM	APD Gr.-III/Concerned Jt. GM	APD Gr.-IV/Concerned DGM	OIC/AGM/Concerned SM	Concerned Mgr.	Concerned AM	
8.12 (a)	Extension of Time (with or without levy of compensation): Subject to site conditions and other reasons to be justified by concerned department.	Full Powers	Full Powers	Full powers to approve EoT for CHQ Schemes for tenders accepted by him/her or officers below him/ her	Up to 1/3rd of stipulated period of completion in respect of tenders approved by him/her or the officer below him/her	Full Powers to approve EoT for RHQ/ APD Gr.- I Schemes, for tenders accepted by him/her or officers below him/ her	Up to 1/3rd of stipulated period of completion in respect of tenders approved by him/her or the officer below him/her				---	---	<p>(i) EoT more than 1/3rd of the stipulated period of completion shall be submitted for approval to next higher authority up to a level of GM, whereas EDs/ REDs/Principal CATC/ APD Grade I (for RHQ/ APD Gr.-I Schemes) shall have full powers to approve EOT for tenders accepted by him/ her or officers below him/ her.</p> <p>(ii) EoT more than 1/3rd of the stipulated period of completion for tenders accepted beyond REDs/ EDs/ Principal CATC/ APD Grade I (for CHQ schemes) shall be submitted to Concerned Member for approval. Concerned Member is having full powers to approve EoT in respect of all tenders irrespective the period of EoT.</p> <p>(iii) EoT with or without levy does not require financial concurrence. It shall be regulated as per contractual terms and conditions on the justification recorded by the concerned Department.</p>
8.12 (b)	Waiving/ Relaxation of compensation already levied: Subject to conditions and other reasons to be justified, the officers may waive/ relax levy of compensation, where extension of time granted	Full Powers on the recommendation of WAB	Full Powers in respect of tenders approved by officers below him/ her	Full Powers in respect of tenders approved by officers below him/ her	---	---	---	---	---	---	---	---	

DELEGATION OF POWERS													
CHAPTER-8													
CAPITAL WORKS PROPOSALS													
S. No.	Nature of Power	CHQ				Other than CHQ							Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED CHQ	Concerned GM CHQ	RED/Principal CATC/APD Gr. I	APD Gr.-II/Concerned GM	APD Gr.-III/Concerned Jt. GM	APD Gr.-IV/Concerned DGM	OIC/AGM/Concerned SM	Concerned Mgr.	Concerned AM	
8.13	Signing of Contract Agreements	(i) For contracts valuing ₹300 Crore and above, the contract agreement shall be signed by concerned GM. (ii) For contracts valuing below ₹300 Crore, concerned Jt. GM/DGM shall sign the contract agreements in respect of tenders which are accepted by him/ her and above as per guidelines issued in this regard. (iii) Concerned AGM/SM/Manager/ AM shall sign the contract agreements in respect of tenders accepted by him/ her.										Subject to appropriate administrative, technical and financial approvals being available from the competent authorities and in accordance with prescribed rules and procedures, the Authority may sign contract agreements in respect of works/ supplies including turnkey contracts on behalf of the Authority after synchronising with the other areas of Project/ Scheme on Civil & Electrical works, Installation and Commissioning etc.	
8.14 (a)	Advance Payment: Mobilisation/ Secured Advance	TS authority as per terms and conditions of the approved tender subject to provisions in the Works Manual and guidelines issued from time to time											
8.14 (b)	Advance payment to the Contractors against work done but not measured against indemnity bond.	---	---	---	up to 75% of the estimated value of work done/ supplies completed	---	up to 75% of the estimated value of work done/ supplies completed	up to 70% of the estimated value of work done/ supplies completed	up to 60% of the estimated value of work done/ supplies completed	up to 50% of the estimated value of work done/ supplies completed	---	---	(i) Advance to Contractors to the extent of 75% of the assessed value of work done can be authorized by the Technical Sanctioning Authority or his authorized Project In-charge (or Engineer In-charge as applicable). The advance shall be adjusted in the next bill which shall invariably based on detailed measurements of work done and recorded. (ii) The officers authorizing the advance payments would be responsible for expeditious settlement of advances and to submit a monthly report to concerned ED for information.



CHAPTER - 9

Powers related to Revenue Expenditure Proposals

DELEGATION OF POWERS

CHAPTER-9

REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.1	Administrative Approval & Expenditure Sanction for Revenue Expenditure	Full Powers	Powers up to ₹5000 Lakh	Powers up to ₹1500 Lakh	Powers up to ₹500 Lakh	Powers up to ₹1500 Lakh	Powers up to ₹500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹50 Lakh	<p>(i) Repairs and Maintenance works fall into two broad categories namely, ARMO and Special Repair, No Separate AA&ES is necessary for ARMO works for which "Action Plan" given work wise details be got prepared and approved by RED's/ APDs'/ Airport-in-Charge before the commencement of the year, even though no separate AA&ES (Expenditure Sanction) may be necessary for ARMO works but technical sanction will be required for the same from the competent authority. An approval in principle is necessary from RED's/ Airport in charge before undertaking the works not listed in the action plan. But in respect of special repairs, AA&ES and technical sanction is required. All repairs and maintenance work also requires finance concurrence prior to award of work. The Clause covers the Non-Engg works also.</p> <p>(ii) No separate AA&ES is required for expenses under the revenue head for planned expenditure approved once on annual basis or expenditure as per the duly approved policy of AAI, e.g. uniform items, fire safety items etc. However, AA&ES is to be obtained in case of special repair projects, import of spares under revenue schemes, new AMC contracts, unplanned expenditure of revenue nature etc.</p>
9.2	To sanction re-appropriation of funds out of Expenditure Budget	Full Powers within the overall Budget Estimate	Full Powers for reappropriation between heads of expenditure under the same major head within the overall Budget Estimate	---	---	Full Powers within the Budget Allocation at Regions/ Airports	---	---	---	---	

DELEGATION OF POWERS											
CHAPTER-9											
REVENUE EXPENDITURE PROPOSALS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.3	Approval of Technical Specification/ Technical Sanction	Full Powers	Full Powers	Full Powers	Powers up to ₹1500 Lakh	Full Powers	Powers up to ₹1500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹100 Lakh	(i) In case the actual expenditure exceeds the original Technical Sanction by more than 10%, then the Revised Technical Sanction is required to be obtained from the next higher authority. (ii) Manager (Engg.) shall have Powers up to ₹25 Lakh (iii) AM (Engg.) shall have Powers up to ₹10 Lakh
9.4	Approval of Notice Inviting Tender (NIT)/RFQ/RFP/EOI etc	Full Powers	Full Powers	Full Powers	Powers up to ₹1500 Lakh	Full Powers	Powers up to ₹1500 Lakh	Powers up to ₹300 Lakh	Powers up to ₹200 Lakh	Powers up to ₹100 Lakh	(i) Manager (Engg.) shall have Powers up to ₹25 Lakh (ii) AM (Engg.) shall have Powers up to ₹10 Lakh
9.5	Repairs & Maintenance (excluding R&M for Aircraft) including CAMC										
(a)	Acceptance of the lowest tender ('Open'/ 'Limited')	Full Powers	Full Powers	Full Powers	---	Full Powers on the recommendations of RAC	Powers up to ₹300 Lakh in each case	Powers up to ₹200 Lakh in each case	Powers up to ₹100 Lakh in each case	Powers up to ₹25 Lakh in each case	
(b)	Acceptance of Single Tender	Full Powers	Full Powers	Full Powers	---	Full Powers on the recommendations of RAC	Powers up to ₹150 Lakh in each case	Powers up to ₹100 Lakh in each case	Powers up to ₹50 Lakh in each case	Powers up to ₹15 Lakh in each case	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Single tender may be accepted by the tender accepting authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte.

DELEGATION OF POWERS

CHAPTER-9

REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(c)	Acceptance on Nomination/Single offer ab-initio negotiation basis - Proprietary	Full Powers	Full Powers	Full Powers	---	Full Powers on the recommendations of RAC	Powers up to ₹100 Lakh in each case	Powers up to ₹75 Lakh in each case	Powers up to ₹35 Lakh in each case	Powers up to ₹10 Lakh in each case	(i) Powers to be exercised as per the provisions in AAI Procurement Manual/ instructions issued from time to time, on the subject matter. (ii) In case of award of work without call of tenders, by negotiation ab-initio, full reason should be recorded by the accepting authority by satisfying itself with the reasonability of rates, who should also guard against agencies holding out for unjustifiably higher rates. (iii) Cases for award of work on nomination basis without call of tenders should be infrequent, only under very special circumstances and in public interest to be recorded in writing.
(d)	Acceptance on Nomination/Single offer ab-initio negotiation basis - Non-Proprietary	Full Powers on the recommendations of WAB/ PAB	Full Powers on the recommendations of WAC/ PAC	Full Powers on the recommendations of WASC/ PASC	---	Full Powers on the recommendations of RAC	Powers up to ₹75 Lakh in each case	Powers up to ₹50 Lakh in each case	Powers up to ₹25 Lakh in each case	Powers up to ₹5 Lakh in each case	(iv) Items being procured only from OEMs or Manufacturers having proprietary rights (or their sole authorised dealer/ stockist) against a Proprietary Article Certificate (PAC), such PAC to be issued by user/procuring department procuring such items.
9.6	Repairs and Maintenance of Aircraft and services related to Aircraft operations in FIU	Full Powers	Full Powers	ED (FIU) - Powers up to ₹100 Lakh per reference for transaction with DGCA approved agencies	---	---	---	---	---	---	On Limited Tender or Single Tender or Nomination basis.
9.7	Procurement of Spares										
(a)	Acceptance of the lowest tender ('Open'/ 'Limited')	Full Powers on the recommendations of PAB	Full Powers on the recommendations of PAC	Powers up to ₹1500 Lakh in each case	Powers up to ₹500 Lakh in each case	Powers up to ₹1500 Lakh in each case	Powers up to ₹500 Lakh in each case	Powers up to ₹300 Lakh in each case	Powers up to ₹200 Lakh in each case	Powers up to ₹75 Lakh in each case	

DELEGATION OF POWERS											
CHAPTER-9											
REVENUE EXPENDITURE PROPOSALS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	Acceptance of Single Tender	Full Powers on the recommendations of PAB	Full Powers on the recommendations of PAC	Powers up to ₹500 Lakh in each case	Powers up to ₹150 Lakh in each case	Powers up to ₹500 Lakh in each case	Powers up to ₹150 Lakh in each case	Powers up to ₹75 Lakh in each case	Powers up to ₹50 Lakh in each case	Powers up to ₹20 Lakh in each case	<p>(i) Refer Para 1.42.</p> <p>(ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders.</p> <p>(iii) Single tender may be accepted by the tender accepting authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte.</p>
(c)	Acceptance on Nomination/Single offer ab-initio negotiation basis - Proprietary Item	Full Powers on the recommendations of PAB	Full Powers on the recommendations of PAC	Powers up to ₹400 Lakh in each case	Powers up to ₹125 Lakh in each case	Powers up to ₹400 Lakh in each case	Powers up to ₹125 Lakh in each case	Powers up to ₹60 Lakh in each case	Powers up to ₹40 Lakh in each case	Powers up to ₹15 Lakh in each case	<p>(i) Powers to be exercised as per the provisions in AAI Procurement Manual/ instructions issued from time to time, on the subject matter.</p> <p>(ii) In case of award of work without call of tenders, by negotiation ab-initio, full reason should be recorded by the accepting authority by satisfying itself with the reasonability of rates, who should also guard against agencies holding out for unjustifiably higher rates.</p> <p>(iii) Cases for award of work on nomination basis without call of tenders should be infrequent, only under very special circumstances and in public interest to be recorded in writing.</p>
(d)	Acceptance on Nomination/Single offer ab-initio negotiation basis - Non-Proprietary Item	Full Powers on the recommendations of PAB	Full Powers on the recommendations of PAC	Powers up to ₹300 Lakh in each case	Powers up to ₹100 Lakh in each case	Powers up to ₹300 Lakh in each case	Powers up to ₹100 Lakh in each case	Powers up to ₹50 Lakh in each case	Powers up to ₹25 Lakh in each case	Powers up to ₹10 Lakh in each case	<p>(iv) Items being procured only from OEMs or Manufacturers having proprietary rights (or their sole authorised dealer/ stockist) against a Proprietary Article Certificate (PAC), such PAC to be issued by user/procuring department procuring such items.</p>
9.8	Operational, Safety and Security jobs:										
9.8.1	To approve award of contracts for conservancy i.e.. MESS/ ESS (Upkeeping)										

DELEGATION OF POWERS

CHAPTER-9

REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(a)	Acceptance of the lowest tender ('Open'/ 'Limited')	Full Powers	Full Powers	Powers up to ₹1500 Lakh per reference	Powers up to ₹600 Lakh per reference	Powers up to ₹1500 Lakh per reference on the recommendation of RAC	Powers up to ₹600 Lakh per reference	Powers up to ₹400 Lakh per reference	Powers up to ₹200 Lakh per reference	Powers up to ₹50 Lakh per reference	
(b)	Acceptance of Single Tender	Full Powers	Full Powers	Powers up to ₹500 Lakh per reference	Powers up to ₹400 Lakh per reference	Powers up to ₹1000 Lakh per reference on the recommendation of RAC	Powers up to ₹400 Lakh per reference	Powers up to ₹300 Lakh per reference	Powers up to ₹150 Lakh per reference	Powers up to ₹35 Lakh per reference	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Such proposal may be accepted by the competent authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte.
9.8.2	To award contract of Security, grass/ tree cutting, pest control, bird hazards, antimalaria, anti-rodents, garbage/ FOD disposal, conservancy, Cafeteria (Canteen) Contract etc. and other related services including Dte of CRSD, DRC, FIU etc and passenger facilities related to terminal management/ passenger facilitation										
(a)	Acceptance of the lowest tender ('Open'/ 'Limited')	Full Powers	Full Powers	Powers up to ₹500 Lakh per reference	Powers up to ₹200 Lakh per reference	Powers up to ₹500 Lakh per reference on the recommendation of RAC	Powers up to ₹200 Lakh per reference	Powers up to ₹100 Lakh per reference	Powers up to ₹50 Lakh per reference	Powers up to ₹20 Lakh per reference	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.-III/ Concerned Jt. GM	APD Gr.-IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	Acceptance of Single Tender	Full Powers	Full Powers	Powers up to ₹300 Lakh per reference	Powers up to ₹120 Lakh per reference	Powers up to ₹300 Lakh per reference on the recommendation of RAC	Powers up to ₹120 Lakh per reference	Powers up to ₹60 Lakh per reference	Powers up to ₹30 Lakh per reference	Powers up to ₹10 Lakh per reference	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Such proposal may be accepted by the competent authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte.
9.9	Printing & Stationery, General Stores, Other Consumables including conservancy/ toilet stores/ photocopying/ Photography work etc.										
(a)	Acceptance of the lowest tender ('Open'/ 'Limited')	Full Powers	Full Powers	Full Powers	Powers up to ₹10 Lakh per reference	Full Powers	Powers up to ₹10 Lakh per reference	Powers up to ₹6 Lakh per reference	Powers up to ₹4 Lakh per reference	Powers up to ₹1 Lakh per reference	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	Acceptance of Single Tender	Full Powers	Full Powers	Full Powers	Powers up to ₹6 Lakh per reference	Full Powers	Powers up to ₹6 Lakh per reference	Powers up to ₹4 Lakh per reference	Powers up to ₹3 Lakh per reference	Powers up to ₹0.60 Lakh per reference	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Such proposal may be accepted by the competent authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte. (iv) For purchases/ Jobs/ Works more than ₹25000/-, powers under this para shall be exercised by a three member committee consisting at least one member from finance discipline wherever available. The committee will submit report to approving officer. (v) The items/ services available on GeM must be procured from GeM only, as per guidelines issued from time to time in this regard.
9.10	Engagement of Consultants/ Agencies/ Institutions on assignment/ retainerhip basis										
(a)	Acceptance of the lowest tender ('Open'/ 'Limited')	Full Powers	Powers up to ₹100 Lakh in each case	Powers up to ₹20 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹20 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹5 Lakh in each case	Powers up to ₹3 Lakh in each case	Powers up to ₹2 Lakh in each case	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	Acceptance of Single Tender	Full Powers	Powers up to ₹50 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹5 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹5 Lakh in each case	Powers up to ₹3 Lakh in each case	Powers up to ₹2 Lakh in each case	Powers up to ₹1 Lakh in each case	(i) Refer Para 1.42. (ii) This para covers single response/ single qualified bid after evaluation against open or limited tenders. (iii) Such proposal may be accepted by the competent authority based on justification recorded by concerned Dte for acceptance of single tender. The reasonability of the quoted rates shall be ensured by the concerned Dte. (iv) In exceptional case of engagement of consultants on nomination basis, approval of Chairman shall be required for award of the contract.
(c)	Award of work to any specialized agency listed in Appendix A on nomination basis	Full Powers	Full Powers	Powers up to ₹5 Crore in each case	Powers up to ₹2 Crore in each case	Powers up to ₹5 Crore in each case	Powers up to ₹2 Crore in each case	---	---	---	This para to be used for obtaining expert technical advice and not for routine work like surveys, preparation of DPRs etc.
9.11	Contract hiring of Pilots/ Co-Pilots, NSOP post holders etc. within the sanctioned strength	Full Powers	Full Powers	ED (FIU) - Powers up to ₹30 Lakh per annum	---	---	---	---	---	---	(i) As per Policy Guidelines issued on the subject. (ii) ED (FIU) to exercise powers only for hiring of NSOP post holders.
9.12	Approval of expenditure on engagement of Apprentices	Full Powers	Powers up to ₹100 Lakh per annum	Powers up to ₹50 Lakh per annum	Powers up to ₹10 Lakh per annum	---	---	---	---	---	As per Policy Guidelines issued on the subject
9.13	Hiring Charges:										
(a)	Hiring of Accommodation: To approve leased accommodation for employees and also hiring of accommodation for office purpose, including hiring of accommodation for CISF barracks	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	(i) To be dealt by the Directorate of HR/ Admin. (ii) As per Rules, Guidelines and instructions on the matter.

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(b)	Hiring of Cars/ Vehicles, including hiring of vehicles for CISF	Full Powers	Powers up to ₹1500 Lakh per reference	Powers up to ₹500 Lakh per reference	Powers up to ₹200 Lakh per annum	Powers up to ₹500 Lakh per reference	Powers up to ₹200 Lakh per annum	Powers up to ₹50 Lakh per annum	Powers up to ₹25 Lakh per annum	Powers up to ₹10 Lakh per annum	Including Rate Contract
(c)	Hiring of X-Ray Baggage and other Security Equipment from other PSUs/ Govt./ Non Govt. Agencies	Full Powers	Full Powers	Powers up to ₹50 Lakh in each case	Powers up to ₹10 Lakh in each case	Powers up to ₹50 Lakh in each case	---	---	---	---	Full reasons for hiring shall be recorded for justification of proposal.
(d)	Hiring of Manpower	Full Powers	Full Powers	Powers up to ₹20 Lakh per annum	Powers up to ₹10 Lakh per annum	Powers up to ₹20 Lakh per annum	Powers up to ₹10 Lakh per annum	Powers up to ₹6 Lakh per annum	Powers up to ₹4 Lakh per annum	Powers up to ₹2 Lakh per annum	As per Policy Guidelines issued on the subject matter.
(e)	Other Hire Charges	Full Powers	Full Powers	Powers up to ₹10 Lakh per annum	Powers up to ₹5 Lakh per annum	Powers up to ₹10 Lakh per annum	Powers up to ₹5 Lakh per annum	Powers up to ₹3 Lakh per annum	Powers up to ₹2 Lakh per annum	Powers up to ₹1 Lakh per annum	Full reasons for hiring shall be recorded for justification of proposal.
9.14	Lease Financing: Lease financing/Lease of vehicles/ machinery/ equipment etc. other than normal hiring	Full Powers	Powers up to ₹3000 Lakh per reference on the recommendations of PAC	---	---	Powers up to ₹1000 Lakh per reference on the recommendation of RAC	---	---	---	---	
9.15	Purchase of Petrol, Diesel, Oil and Lubricants	Full Powers	Full Powers	Powers up to ₹100 Lakh per annum	Powers up to ₹50 Lakh per annum	Full Powers	Powers up to ₹50 Lakh per annum	Powers up to ₹30 Lakh per annum	Powers up to ₹20 Lakh per annum	Powers up to ₹15 Lakh per annum	As per Policy Guidelines.
9.16	Purchase of ATF	Full Powers	Full Powers	FIU - Full Powers as per requirement of flight	---	---	---	---	---	---	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.17	Grant of Advance for Maintenance contract/ Service contract for Specialised Equipment to the Original Equipment Manufacturers or their Authorised Dealer/ Govt. Agencies	Full Powers	Full Powers	Powers up to 50% of the contract value accepted by him/ her and officers below him/ her	---	Powers up to 50% of the contract value accepted by him/ her and officers below him/ her	Powers up to 25% of the contract value accepted by him/ her and officers below him/ her				<p>Advances to suppliers on placement of orders for award of work are to be avoided as far as possible. However, where it is unavoidable, the authorities may exercise this power against SBI Prime Lending rate at the time of advance and BG.</p> <p>Waiver of BG & Interest: (i) Waiver of BG & Interest against Advance Payment: Full Powers to Chairperson (ii) Waiver of BG & Interest against Advance Payment to Govt./ PSUs/ Local Bodies: Full Powers to Whole-Time Members (iii) Waiver of BG & Interest against Advance Payment to Govt./ PSUs/ Local Bodies: Up to 10% of the Award amount for approval by RED/ ED level officers.</p>
9.18	Grant up to 100% Advance to Agencies/ Labs for calibration of Test Equipments of CNS/ ATM systems (Without Bank Guarantee)	Full Powers	Full powers only for Govt Agencies/ Labs				---	---	---	---	
9.19	Submission of Financial Bank Guarantee/Caution money/Security etc to Govt Authority/Govt. agencies.	Full Powers	Full Powers	Full powers for contracts approved by him/ her or officers below him/ her					Subject to provisions in the Contract Agreement.		
9.20	Procurement without calling tender (Spot purchase)										

DELEGATION OF POWERS											
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REVENUE EXPENDITURE PROPOSALS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
(a)	Procurement of General Items/ Misc. Services	Full Powers	Powers up to ₹2.50 Lakh in each case	Powers up to ₹1.25 Lakh in each case	Powers up to ₹0.75 Lakh in each case	Powers up to ₹1.25 Lakh in each case	Powers up to ₹0.75 Lakh in each case	Powers up to ₹0.50 Lakh in each case	Powers up to ₹0.35 Lakh in each case	Powers up to ₹0.25 Lakh in each case	<p>Justification for resorting without call of tender is to be recorded and the officer-in-charge is to ensure that the stores/ spare parts are genuine items. A Control Register is to be maintained for the procurement of these items.</p> <p>(i) Imprest required by Engg./ Technical officers directly responsible for maintenance shall be made available to them by the HOD/ APD/ Station in Charge.</p> <p>(ii) For items under Para (b), purchases will be done only by a committee of three members including one member from Finance.</p> <p>(iii) Imprest required by Engg./ Technical DGM/ SM/ Mgr./ AM officers responsible for planning designing, drawing and tendering work, will exercise same powers, as delegated to Airport Controller/ in-charges of stations of equivalent rank.</p> <p>(iv) The Procedure for Committee is to be resorted for purchase more than ₹25000/- per reference.</p> <p>(v) No quotation is necessary for spot purchase of goods and services up to ₹25,000/-.</p> <p>(vi) The items/ services available on GeM must be procured from GeM only, as per guidelines issued from time to time in this regard.</p>
(b)	Interior decoration including required procurement for location like VIP/ Passenger Lounges	Powers up to ₹10 Lakh per reference	Powers up to ₹6 Lakh per reference	Powers up to ₹2 Lakh per reference	Powers up to ₹0.50 Lakh per reference	Powers up to ₹5 Lakh per reference	Powers up to ₹1 Lakh per reference	Powers up to ₹0.75 Lakh per reference	Powers up to ₹0.50 Lakh per reference	Powers up to ₹0.25 Lakh per reference	<p>(iv) The Procedure for Committee is to be resorted for purchase more than ₹25000/- per reference.</p> <p>(v) No quotation is necessary for spot purchase of goods and services up to ₹25,000/-.</p> <p>(vi) The items/ services available on GeM must be procured from GeM only, as per guidelines issued from time to time in this regard.</p>
9.21	Expenditure relating to Exhibition/ Publicity/ Sponsorship etc.	Full Powers including outside India	Powers up to ₹100 Lakh per annum	Powers up to ₹50 Lakh per annum	Powers up to ₹25 Lakh per annum	Powers up to ₹50 Lakh per annum	Powers up to ₹25 Lakh per annum	Powers up to ₹15 Lakh per annum	Powers up to ₹10 Lakh per annum	Powers up to ₹5 Lakh per annum	Subject to the policy on 'Corporate Communications' approved by the Chairperson.
9.22	Advertisements for Tenders/ Recruitments/ Notifications etc. as per guidelines in this regard	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Economy to be exercised to publish advertisements according to formats issued by GM (CC) as approved by the Chairperson.

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.23 (a)	Insurance of Cash-in-chests/ Cash-in-transit Fidelity insurance, Material-in-transit, mandatory Insurance like vehicle insurance and among other type of insurance as approved by Member as necessary	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	
9.23 (b)	Acceptance of Insurance Claims as per Terms and Conditions of the Insurance Policy	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	As per S.O.P. issued by Dte of Ops from time to time
9.23 (c)	Acceptance of Compensation towards damage of AAI Property under AAI (Management of Airports) Regulations, 2003 and as amended from time to time	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	
9.24	Reward to members of Public - For helping prevention of accident/ air crash/ explosion etc. and for the assistance given for smooth functioning of the Authority.	Powers up to ₹1 Lakh in each case	Powers up to ₹0.5 Lakh in each case	Powers up to ₹0.25 Lakh in each case	Powers up to ₹0.15 Lakh in each case	Powers up to ₹0.25 Lakh in each case	Powers up to ₹0.15 Lakh in each case	Powers up to ₹0.10 Lakh in each case	Powers up to ₹0.05 Lakh in each case	Powers up to ₹0.03 Lakh in each case	
9.25 (a)	Purchase of Books/ Acts/ Periodicals/ Manuals: To approve expenditure on purchase of books, manuals etc or on subscriptions to any publications which may be considered to be of benefit or interest to the authority including digital version	Full Powers	Full Powers	Powers up to ₹5 Lakh per annum	Powers up to ₹2 Lakh per annum	Powers up to ₹5 Lakh per annum	Powers up to ₹2 Lakh per annum	Powers up to ₹1 Lakh per annum	Powers up to ₹0.50 Lakh per annum	Powers up to ₹0.25 Lakh per annum	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.25 (b)	Purchase/ Subscription of Regulatory Documents from ICAO/ IATA/ ITU/ OEM etc. including digital version	Full Powers	Full Powers	Powers up to ₹10 Lakh per annum	Powers up to ₹5 Lakh per annum	Powers up to ₹10 Lakh per annum	Powers up to ₹5 Lakh per annum	Powers up to ₹1 Lakh per annum	Powers up to ₹0.50 Lakh per annum	Powers up to ₹0.25 Lakh per annum	
9.25 (c)	Subscriptions to Professional Bodies: To approve expenditure on subscription for securing membership of educational, professional, Aviation bodies, social institutions, etc. if such membership will be of benefit to the Authority	Full Powers	Powers up to ₹2 Lakh per reference	Powers up to ₹1 Lakh per reference	Powers up to ₹0.50 Lakh per reference	Powers up to ₹1 Lakh per reference	Powers up to ₹0.50 Lakh per reference	Powers up to ₹0.20 Lakh per reference	Powers up to ₹0.15 Lakh per reference	Powers up to ₹0.15 Lakh per reference	
9.26	Horticulture expenses: To incur expenses on horticulture/ landscaping etc. including inside of terminal/ ancillary buildings	Full Powers	Full Powers	Powers up to ₹60 Lakh per annum	Powers up to ₹30 Lakh per annum	Powers up to ₹60 Lakh per annum	Powers up to ₹30 Lakh per annum	Powers up to ₹20 Lakh per annum	Powers up to ₹15 Lakh per annum	Powers up to ₹3 Lakh per annum	Through call of Tender
9.27	Surveys : Acceptance of Lowest Tender for conducting various Surveys	Full Powers	Powers up to ₹200 Lakh per reference	Powers up to ₹100 Lakh per reference	Powers up to ₹50 Lakh per reference	Powers up to ₹100 Lakh per reference	---	---	---	---	
9.28 (a)	Facilitation of VIPs	Full Powers	Full Powers	---	---	Powers up to ₹15 Lakh per annum	Powers up to ₹5 Lakh per annum	Powers up to ₹3 Lakh per annum	Powers up to ₹2 Lakh per annum	Powers up to ₹0.50 Lakh per annum	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.28 (b)	Official meetings/ conferences/ functions/ workshops etc.	Full Powers	Full Powers	Powers up to ₹0.25 Lakh per reference	Powers up to ₹0.10 Lakh per reference	Powers up to ₹15 Lakh per reference, subject to ₹50 Lakh per annum	Powers up to ₹5 Lakh per reference, subject to ₹25 Lakh per annum	Powers up to ₹3 Lakh per reference, subject to ₹15 Lakh per annum	Powers up to ₹1.50 Lakh per reference, subject to ₹7.50 Lakh per annum	Powers up to ₹1.50 Lakh per annum	
9.29	Statutory Taxes/ Fee or any other amount like guarantee fee, property tax, etc., payable to Central Govt./ State Govt./ Local Bodies	Full Powers	Full Powers	Full Powers	Full Powers. However , for penalty and interest for delayed payment s, powers shall be restricted up to ₹5 Lakh per annum	Full Powers	Full Powers. However, for penalty and interest for delayed payments, powers shall be restricted up to ₹5 Lakh per annum	Full Powers other than penalty, interest for delayed payments	Full Powers other than penalty, interest for delayed payments	Full Powers other than penalty, interest for delayed payments	

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.30 (a)	To authorize airlifting of stores and other materials	Full Powers	Full Powers	Powers up to ₹10 Lakh per sanction	Powers up to ₹2 Lakh per sanction in r/o airlifting of CNS/ IT/ AS spares/ CFT spares/ MT spares on operational necessity and in r/o small components or where comparably air freight is cheaper/ safer than any other mode of transport	Powers up to ₹10 Lakh per sanction	Powers up to ₹2 Lakh per sanction	Powers up to ₹1 Lakh per sanction	Powers up to ₹0.50 Lakh per sanction	Powers up to ₹0.50 Lakh per sanction	SMU Incharge will have powers up to ₹0.10 Lakh per reference.
9.30 (b)	To authorize transportation of Stores and Goods by Rail/ Road etc.	Full Powers	Full Powers	Powers up to ₹50 Lakh per reference	Powers up to ₹10 Lakh per reference	Powers up to ₹5 Lakh per reference	Powers up to ₹1 Lakh per reference	Powers up to ₹0.50 Lakh per reference	Powers up to ₹0.25 Lakh per reference	Powers up to ₹0.25 Lakh per reference	
9.31	Electricity and Water charges	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	
9.32	Demurrage/ Penal Charges	Full Powers	Full Powers	Powers up to ₹1 Lakh per reference	Powers up to ₹0.75 Lakh per reference	Powers up to ₹1 Lakh per reference	Powers up to ₹0.75 Lakh per reference	Powers up to ₹0.50 Lakh per reference	---	---	Reasons for incurring demurrage are to be recorded. In case of demurrage due to negligence of the officer concerned, reason for delay to be promptly enquired and responsibility is to be fixed.

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.33	Donations to Charitable Organisations/ Professional Institutions/ Sports Organisations of national repute etc.	Powers up to ₹1 Lakh in each case	Member (HR) - Powers up to ₹0.50 Lakh in each case	---	---	---	---	---	---	---	
9.34	Exp. on office Contingency for entertainment of official guests	Full Powers	Full Powers	Powers up to ₹2.50 Lakh per annum	Powers up to ₹0.50 Lakh per annum	Powers up to ₹2.50 Lakh per annum	Powers up to ₹0.50 Lakh per annum	Powers up to ₹0.30 Lakh per annum	Powers up to ₹0.20 Lakh per annum	Powers up to ₹0.10 Lakh per annum	In cases of other than CHQ, the powers delegated to GM/ Jt. GM/ DGM/ AGM/ SM shall be exercised by the administrative head only.
9.35	Operation of Option Clause as per provisions in the AAI Procurement Manual for Goods and Services	Full Powers	Full Powers	Powers up to ₹25 Lakh in each case	The quantity proposed shall not be more than 30% of the original order					<p>(i) Under this clause, the purchaser retains the right to place orders for an additional quantity (generally 30%) in accordance with the same terms & conditions of the present contract. However, the concerned Dte to certify that there is no downward trend in prices.</p> <p>(ii) This will be applicable within the currency of contract.</p> <p>(iii) Procuring Dte has to confirm that there is no downward trend in prices.</p> <p>(iv) Original purchase should have been on competitive basis.</p> <p>(v) In case the value of the contract goes beyond the delegation of powers of the original tender accepting authority, the authority next higher should be informed. If the total amount is exceeding the AA&ES by more than 10%, then the revised AA&ES should be obtained.</p>	
9.36	Extension of Revenue Expenditure Contract: In case where proposal for fresh tender/ extension of contract is beyond the power of officer indicated here and shall be exercised only in case of exigencies	Full Powers	Full Powers	Powers up to 12 months on the same terms and conditions of the existing contracts	---	Powers up to 6 months per reference, but not to exceed 12 months	Powers up to 3 months per reference, but not to exceed 6 months			To be exercised in the cases where the contract cannot be discontinued (reasons to be recorded) and such cases shall be reported to the Authority competent to approve the contract.	

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S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.37 (a)	Grant of Honorarium to employees for lectures/ enquiry proceedings etc.	Full Powers	Powers as per HR Policy/ Circular	Powers as per HR Policy/ Circular	---	Powers as per HR Policy/ Circular	---	---	---	---	
9.37 (b)	Grant of Honorarium for obtaining expert services like IEMs (Independent External Monitors) etc.	Full Powers	Powers as per AAI Policy/ Circular	Powers as per AAI Policy/ Circular		Powers as per AAI Policy/ Circular					
9.38 (a)	Grant of Honorarium/ Cash Reward to Employees for exemplary courage, loyalty and devotion to duty	Powers up to ₹50000 per reference per person	Powers up to ₹25000 per reference per person	Powers up to ₹15000 per reference per person	---	Powers up to ₹15000 per reference per person	---	---	---	---	
9.38 (b)	Grant of Honorarium for obtaining expert services on Selection Committee	Full Powers	Powers up to ₹10000 per day per expert	Powers up to ₹5000 per day per expert	---	Powers up to ₹5000 per day per expert	---	---	---	---	As per guidelines issued by Hqrs. on the subject. The number of outside experts be stipulated by HR Dte. with the approval of Chairperson for each Committee.
9.39 (a)	Honorarium for setting of Question paper for departmental written test/ examination & evaluation of answer sheets	Full Powers	Powers up to ₹1 Lakh in each case	Powers up to ₹0.50 Lakh in each case	---	Powers up to ₹0.50 Lakh in respect of appointment/ promotion as covered under Para 2.3(a)	---	---	---	---	As per guidelines issued by Hqrs. on the subject.
9.39 (b)	Sanction of Fee/ Honorarium to In-house training faculty	Full Powers	Powers up to ₹10,000 per day per expert, subject to ₹5 Lakh per annum	Powers up to ₹5,000 per day per expert, subject to ₹2.50 Lakh per annum	---	Powers up to ₹5,000 per day per expert, subject to ₹2.50 Lakh per annum	---	---	---	---	As per guidelines issued by Hqrs. on the subject.
9.40 (a)	Guest Training Faculty	Full Powers	Powers up to ₹10,000 per day per expert, subject to ₹5 Lakh per annum	Powers up to ₹5,000 per day per expert, subject to ₹2.50 Lakh per annum	---	Powers up to ₹5,000 per day per expert, subject to ₹2.50 Lakh per annum	---	---	---	---	As per guidelines issued by Hqrs. on the subject.

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REVENUE EXPENDITURE PROPOSALS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.40 (b)	Expenditure on Training/ Participation Fee to Outside Training Institutes/ Agencies	Full Powers	Full Powers (except Foreign Exchange payment)	Powers up to ₹1 Lakh per reference	---	Powers up to ₹1 Lakh per reference	---	---	---	---	Subject to approval under Para 2.10(a) & (b) of DoP.
9.40 (c)	Expenditure to meet Regulatory trainings of FIU Crew in Compliance to DGCA CAR and Mandatory Medical test for currency of licenses.	Full Powers	Full Powers (except Foreign Exchange payment)	ED (FIU) - Powers up to ₹30 Lakh per reference (except Foreign Exchange payment)	---	---	---	---	---	---	
9.41	Expenditure on Data Lines/ Speech Circuit/ Internet to Service Providers and other Statutory charges to DOT/WPC/ DGFT etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	To be restricted as per entitlement for permissible limits defined in telephone policy wherever applicable. In case of access beyond permissible limit, approval of concerned Member to be obtained.
9.42	राजभाषा संबंधी गतिविधियाँ एवं प्रोत्साहन आदि Expenditure on Rajbhasha related activities	पूर्ण शक्तियाँ Full Powers	पूर्ण शक्तियाँ Full Powers	प्रति संदर्भ ₹5 लाख तक की शक्तियाँ Powers up to ₹5 Lakh per reference	प्रति संदर्भ ₹3 लाख तक की शक्तियाँ Powers up to ₹3 Lakh per reference	प्रति संदर्भ ₹5 लाख तक की शक्तियाँ Powers up to ₹5 Lakh per reference	प्रति वर्ष ₹5 लाख तक की शक्तियाँ Powers up to ₹5 Lakh per annum	प्रति वर्ष ₹4 लाख तक की शक्तियाँ Powers up to ₹4 Lakh per annum	प्रति वर्ष ₹3 लाख तक की शक्तियाँ Powers up to ₹3 Lakh per annum	प्रति वर्ष ₹2.50 लाख तक की शक्तियाँ Powers up to ₹2.50 Lakh per annum	निगमित मुख्यालय द्वारा समय समय पर जारी निर्देशानुसार । As per instructions/guidelines issued by CHQ from time to time.
9.43	Other Office Expenditure	Full Powers	Full Powers	Powers up to ₹0.25 Lakh per reference	Powers up to ₹0.15 Lakh per reference	Powers up to ₹0.25 Lakh per reference	Powers up to ₹0.15 Lakh per reference	Powers up to ₹0.10 Lakh per reference	Powers up to ₹0.07 Lakh per reference	Powers up to ₹0.05 Lakh per reference	
9.44 (a)	Write-off of loss of cash due to theft, fraud or negligence or any other reasons	Powers up to ₹1 Lakh in each case	Powers up to ₹0.50 Lakh in each case	---	---	---	---	---	---	---	For losses more than ₹1 Lakh per case, the same is to be submitted to AAI Board for write-off.

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
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9.44 (b)	Loss due to theft, fraud or negligence or any other reasons (Other than Cash)	Powers up to ₹10 Lakh in each case	Powers up to ₹5 Lakh in each case	---	---	Powers up to ₹0.50 Lakh in each case	---	---	---	---	
9.45	Write-off of Irrecoverable Loans, Advances, Debts and other dues from employees or other outside parties including Airlines and Concessionaires etc.	Powers up to ₹25 Lakh per contract	Powers up to ₹10 Lakh per contract	Powers up to ₹5 Lakh per contract	---	Powers up to ₹5 Lakh per contract	Powers up to ₹0.50 Lakh per contract	Powers up to ₹0.10 Lakh per contract	Powers up to ₹0.10 Lakh per contract	---	<p>(i) These powers are subject to such rules and procedures as may be prescribed from time to time in this behalf.</p> <p>(ii) The irrecoverable loans, advances, debts and other dues from the employees will be done in consultation with Dte. of HR. ED (HR) and Member (HR) may exercise the power.</p> <p>(iii) This para covers the following cases: I. Where the amounts due are considered irrecoverable; or II. Where the expenditure likely to be involved in recovery is dis-proportionate to the amount of dues involved; III. Where the legal proceedings are not considered desirable</p>

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S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.-III/ Concerned Jt. GM	APD Gr.-IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.46 (a)	Scrapping/ Write-off of capital assets which due to normal wear and tear have become unserviceable or are considered beyond economical repairs (as per limits indicated, which is 5% of acquisition cost or book value whichever is higher)	(i) Powers up to ₹100 Lakh for each individual asset wherever write-off norms are followed. (ii) Powers up to ₹50 Lakh for each individual asset wherever norms are not followed.	(i) Powers up to ₹50 Lakh for each individual asset wherever write-off norms are followed. (ii) Powers up to ₹25 Lakh for each individual asset wherever norms are not followed.	Powers up to ₹25 Lakh for each individual asset wherever write-off norms are followed.	---	Powers up to ₹25 Lakh for each individual asset wherever write-off norms are followed.	Powers up to ₹15 Lakh for each individual asset wherever write-off norms are followed.	Powers up to ₹5 Lakh for each individual asset wherever write-off norms are followed.	Powers up to ₹2 Lakh for each individual asset wherever write-off norms are followed.	Powers up to ₹1 Lakh for each individual asset wherever write-off norms are followed.	(i) Subject to the guidelines for condemnation of capital assets beyond the prescribed life of the assets as per Survey Policy and/ or beyond economical repair In case neither the acquisition cost nor the Book Value is available, the 'Value' of capital asset will be assessed by a committee constituted, comprising of officials of Engg., Finance and concerned discipline. The case will be processed for writing off capital assets treating the 'Value' as acquisition cost and disposed off accordingly. (ii) Concerned ED at CHQ/ RED/ Airport Director Grade I Airports, as the case may be, shall be the authority to declare the surplus or unserviceable capital assets. These officers shall nominate a committee to fix reserve price for the items declared surplus/ unserviceable. The committee shall work out the reserve price as per new Works Manual Para 12.5.3 for Building/ Structures. For Equipment/ Stores, the reserve price is to be fixed as per the guidelines laid down by Dte of MM/ Market Survey. The reserve price so fixed shall be got approved from concerned ED at CHQ/ RED/ Airport Director Grade I Airports, and wherever the concerned ED is not posted, the reserved price is to be approved by the next higher authority. Similarly, in case of stations below APD Gr.-I, the Station In-Charge shall nominate a committee to work out the reserve price as stated above and concerned RED shall be the approving authority for fixation of reserve price on the recommendations of Station In-Charge.

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S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.46 (b)	Scrapping/ Write-off of capital assets due to Obsolescence (as per limits indicated which is 5% of acquisition cost or book value whichever is higher)	Powers up to ₹100 Lakh for each individual asset	Powers up to ₹50 Lakh for each individual asset	Powers up to ₹25 Lakh for each individual asset	---	Powers up to ₹25 Lakh for each individual asset following the norms	Powers up to ₹15 Lakh for each individual asset following the norms	Powers up to ₹5 Lakh for each individual asset following the norms	---	---	<p>(i) Subject to such rules and procedure as may be prescribed in this behalf, the authority may order disposal of capital assets that may have become obsolete due to change in design or as a result of any order issued by Competent Authorities or specific recommendations of the manufacturer or due to expiry of self life making asset un-economical in storage, to the extent indicated.</p> <p>(ii) Concerned ED at CHQ/ RED/ Airport Director Grade I Airports, as the case may be, shall be the authority to declare the obsolescence of capital assets. These officers shall nominate a committee to fix reserve price for the items declared surplus/ unserviceable. The committee shall work out the reserve price as per new Works Manual Para 12.5.3 for Building/ Structures. For Equipment/ Stores, the reserve price is to be fixed as per the guidelines laid down by Dte of MM/ Market Survey. The reserve price so fixed shall be got approved from concerned ED at CHQ/ RED/ Airport Director Grade I Airports, and wherever the concerned ED is not posted, the reserved price is to be approved by the next higher authority. Similarly, in case of stations below APD Gr.-I, the Station In-Charge shall nominate a committee to work out the reserve price as stated above and concerned RED shall be the approving authority for fixation of reserve price on the recommendations of Station In-Charge.</p>

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REVENUE EXPENDITURE PROPOSALS

S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concern ed GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.47	Power to write-off of unserviceable/ obsolete stores (as per limits indicated which is 5% of acquisition cost or book value whichever is higher)	(i) Powers up to ₹100 Lakh for each lot wherever write-off norms are followed. (ii) Powers up to ₹50 Lakh for each lot wherever norms are not followed.	Powers up to ₹50 Lakh for each lot	Powers up to ₹25 Lakh for each lot	Powers up to ₹15 Lakh for each lot	Powers up to ₹25 Lakh for each lot	Powers up to ₹15 Lakh for each lot	Powers up to ₹5 Lakh for each lot	---	---	(i) A Committee consisting of one technical person from the concerned Department, one technical person from outside department will identify the items to be written-off periodically at 6 monthly intervals. Inclusion of finance representative is essential. (ii) Concerned ED at CHQ/ RED/ Airport Director Grade I Airports, as the case may be, shall be the authority to declare the store surplus or unserviceable. These officers shall nominate a committee to fix reserve price for the items declared surplus/ unserviceable. The committee shall work out the reserve price as per new Works Manual Para 12.5.3 for Building/ Structures. For Equipment/ Stores, the reserve price is to be fixed as per the guidelines laid down by Dte of MM/ Market Survey. The reserve price so fixed shall be got approved from concerned ED at CHQ/ RED/ Airport Director Grade I Airports, and wherever the concerned ED is not posted, the reserved price is to be approved by the next higher authority. Similarly, in case of stations below APD Gr.-I, the Station In-Charge shall nominate a committee to work out the reserve price as stated above and concerned RED shall be the approving authority for fixation of reserve price on the recommendations of Station In-Charge.
9.48 (a)	Acceptance of highest tender through open/ limited tenders for scrapping/ sale of Capital Items	Full Powers	Full Powers	Powers up to ₹500 Lakh per reference	Powers up to ₹200 Lakh per reference	Powers up to ₹500 Lakh per reference	Powers up to ₹200 Lakh per reference	Powers up to ₹150 Lakh per reference	Powers up to ₹100 Lakh per reference	Powers up to ₹30 Lakh per reference	(i) In case where bid value is below reserve price, the acceptance decision shall be exercised by the next higher authority to one mentioned herein. However, Chairperson shall exercise full powers even in such cases on the recommendation of WAB. (ii) Further, in respect of structure costing over ₹70 Lakh, Chairperson shall accept the bids/tenders below reserve price in consultation with WAB.

DELEGATION OF POWERS											
CHAPTER-9											
REVENUE EXPENDITURE PROPOSALS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.48 (b)	Acceptance of single tender through open/ limited tenders for scrapping/ sale of Capital Items	Full Powers on the recommendation of WAB	Powers up to ₹150 Lakh on the recommendation of WAC	Powers up to ₹100 Lakh per reference	Powers up to ₹70 Lakh per reference	Powers up to ₹100 Lakh per reference	Powers up to ₹70 Lakh per reference	Powers up to ₹50 Lakh per reference	Powers up to ₹30 Lakh per reference	Powers up to ₹2 Lakh per reference	<p>(i) Against advertised/ limited tender cases, AAI sometimes may not receive a sufficient number of bids and/ or after analysing the bids, ends up with only one responsive bid - a situation referred to as 'Single Offer'. Such situation of Single Offer is to be treated as Single Tender. The contract may be placed on the 'Single Tender' bidder provided the quoted price is reasonable.</p> <p>(ii) In case where bid value is below reserve price, the acceptance decision shall be exercised by the next higher authority to one mentioned herein. However, Chairperson shall exercise full powers even in such cases on the recommendation of WAB. Further, in respect of structure costing over ₹70 Lakh, Chairperson shall accept the bids/ tenders below reserve price in consultation with WAB.</p>
9.49 (a)	Acceptance of tender above reserve price for disposal of stores declared surplus or unserviceable where purchase value is known	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	---	<p>(i) The decision to accept bids or tenders below reserve price shall be exercised by the authority next higher to one mentioned above.</p> <p>(ii) In respect of surplus stores costing over ₹15 Lakh, if purchase value estimated is not known, Chairperson in consultation with WAB; and in case of known purchase value, concerned ED shall accept the bids/ tenders below reserve price.</p>

DELEGATION OF POWERS											
CHAPTER-9											
REVENUE EXPENDITURE PROPOSALS											
S. No.	Nature of Power	CHQ				Other than CHQ					Remarks
		Chairperson	Concerned Whole Time Member	Concerned ED	Concerned GM	RED/ Principal CATC/ APD Gr.-I	APD Gr.-II/ Concerned GM	APD Gr.- III/ Concerned Jt. GM	APD Gr.- IV/ Concerned DGM	OIC/ AGM/ Concerned SM	
9.49 (b)	Acceptance of tender above reserve price for disposal of stores declared surplus or unserviceable where the original purchase value of articles being estimated, if not known	Full Powers	Powers up to ₹30 Lakh	Powers up to ₹10 Lakh	Powers up to ₹2 Lakh	Powers up to ₹10 Lakh	Powers up to ₹2 Lakh	Powers up to ₹1.50 Lakh	Powers up to ₹1 Lakh	Powers up to ₹0.20 Lakh	(i) The decision to accept bids or tenders below reserve price shall be exercised by the authority next higher to one mentioned above. (ii) In respect of surplus stores costing over ₹15 Lakh, if purchase value estimated is not known, Chairperson in consultation with WAB; and in case of known purchase value, concerned ED shall accept the bids/ tenders below reserve price.
9.50	Signing of Contract Agreements	(i) For contracts valuing ₹300 Crore and above, the contract agreement shall be signed by concerned GM. (ii) For contracts valuing below ₹300 Crore, concerned Jt. GM/DGM shall sign the contract agreements in respect of tenders which are accepted by him/ her and above as per guidelines issued in this regard. (iii) Concerned AGM/SM/Manager/ AM shall sign the contract agreements in respect of tenders accepted by him/ her.									
9.51	Sanction of Imprest/ Departmental Advance	Full Powers									(i) As per guidelines issued by Dte of Finance from time to time. (ii) The amount of imprest to be sanctioned on the basis of average expenditure of the unit per month in the previous year in consultation with Dte of Finance.

Appendix A

Refer DoP Para 9.10 (c) – **List of Specialized Agencies**

List being circulated separately.