

### **DELEGATION OF POWERS - NON-ESTABLISHMENT MATTERS**

<b>Sr. No.</b>	<b>Section of MPT Act</b>	<b>Nature of powers</b>	<b>Authority to which power is delegated.</b>	<b>Extent of Power delegated in JNPT.</b>	<b>Remarks</b>
1	8(1) ©	To grant leave of absence to the Trustees from the Board Meeting	<b>Chairman</b>	Full Powers	
2	8(1) ©	To grant leave of absence to the Trustees when Deputy Chairman presides over the meetings of the Board in the absence of the Chairman	<b>Dy. Chairman</b>	Full Powers	
3	31(1)	To grant way - leaves	<b>Chairman</b>	Full Powers	
4	31(1)	Allotment of space belonging to the Trust on licence system.	<b>Chairman</b>	Full Powers	
5	34(1)	Power to enter into contracts	<b>Board</b>	Full Powers	<p>1. FOR PLAN SCHEMES :-Upto Rs. 50 crores in case of additions / modifications / new investment and Rs. 100 crores in case of replacement / renewals of the assets.</p> <p>2. The Boards will have full powers to award contract in respect of projects in respect of which investment decision has been given by the Govt.</p> <p>3. The contract should be part of the scheme approved individually or part of collective scheme approved in the Annual plan.</p>

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5	34(1)	Power to enter into contracts	<b>Board</b>	Full Powers  Full Powers	FOR NON-PLAN (CAPITAL & REVENUE) 1. For non-plan capital works to the extent of non-plan capital budget approved by the Board. The contract should be part of the scheme / project approved individually or part of collections scheme / project approved in the Non-plan capital budget or revenue budget of the Port.
			<b>Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Rs. 5 crores in case of plan schemes and upto Rs. 2 crores in case of non-plan & revenue schemes . Upto Rs. 3 crores in case of plan schemes and upto 1 crores in case of non-plan and revenue schemes Upto Rs. 50 lakh in each case of plan schemes and upto 15 lakh in each case of non-plan and revenue works.	
6	34 & 94	Executing contracts on behalf of the Board	<b>Board Chairman</b>	Full Powers Upto Rs. 5 crores for Plan Schemes and upto to Rs. 2 crores in case of Non-Plan & Revenue Schemes.	
			<b>Dy. Chairman</b>  <b>HODs</b>	Upto Rs. 3 crores for Plan Schemes and upto to Rs. 1 crore in case of Non-Plan & Revenue Schemes. Upto Rs. 50 lakh in each case of plan schemes and upto 15 lakh in each case of non-plan and revenue works.	

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Sr. No.	Section of MPT Act	Nature of powers	Authority to which power is delegated.	Extent of Power delegated in JNPT.	Remarks
7	34	Procurement of Stores	<b>Board Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Full Powers Upto Rs. 5 crores  Upto Rs. 3 crore  1. Upto Rs. 50 lakhs in each contract in respect of controlled items i.e. the items the prices and distribution of which is controlled by any law for the time being in force.	
				2. Upto Rs. 15 lakhs in each contract of items not covered by 1 above subject to (a) without preaudit where the value of the contract does not exceed Rs. 1 lakh, (b) subject to pre-audit where the value of contract exceeds Rs. 1 lakh.	Subject to budgetary provision and Finance concurrence.
8	34 & 94	To make purchases of stores after obtaining quotations either by special limited tender or by weekly bulletin.	<b>HODs</b>	Upto Rs. 1 lakh in each case subject to an aggregate of Rs. 15 lakhs in a year.	
9	34	To accept tender or auction bid in respect of surplus unserviceable or obsolete materials and equipments.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Full Powers  Rs. 1 lakh for each lot and Rs. 10 lakhs in an aggregate for one sale  Rs. 20,000/- for each lot and Rs. 2 lakhs in an aggregate for one sale.	

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10	34(1)	To sign mortgage deeds, agreements or other instruments, deeds of reconveyance, re-assignments of insurance policies, surety bonds, etc. in respect of Port Trust employees and apprentices on behalf of the Board.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>Chief Manager (Finance)</b>	Full Powers  Full Powers  Full Powers	
11	34(1)	To sign endorements on Govt. Promissory Notes for other securities or transfer deeds for stock certificates on behalf of the Board.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>Chief Manager (Finance)</b>	Full Powers  Full Powers  Full Powers	
12	34(1)	To sign contract for hire of appliances by the Board or rendering of services to the Board duly sanctioned by the competent authority.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Full Powers  Full Powers.  Full Powers with regard to contracts pertaining to their departments.	

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13	34(1)	To lease land or buildings, renew leases thereof, approve assignments or transfers or change in users or additions / alterations to structures.	<b>Chairman</b>	Full powers subject to the conditions that the lease is for a term not exceeding 30 years and the annual rental does not exceed Rs. 1 lakh in each case.	
14	34(1)	To grant extension of time in the building, period of lease holders or condone breaches of lease terms and conditions.	<b>Chairman</b>	Full Powers.	
15	36 & 94	To execute deposit works.	<b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>	Full Powers Upto Rs. 3 crores Upto Rs. 25 lakhs	Work to be undertaken only after receipt of deposit.
16	53	To exempt either wholly or partially any goods or vessels or class of goods or vessels from the payment or any rate or charge leviable under the MPT Act. Or to remit the whole or any portion of such rate or charge.	<b>Chairman</b> <b>Dy. Chairman</b>	Upto Rs. 2 lakhs in each case. Upto Rs. 1 lakhs in each case.	

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17	55	To refund over charge in bills at any time.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers. Full powers in respect of charges with which they are concerned, subject to the revisionary powers of the Chairman.	
18	56 (1)	To issue notice of payment of charges short-levied or erroneously refunded.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers. Full powers in respect of charges with which they are concerned, subject to the revisionary powers of the Chairman	
19	56(2)	To determine the amount due from persons to whom notice of payment of charges short levied or erroneously refunded has been issued.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers. Full Powers in respect fo notice issued by them subject to the revisionary powers of the Chairman.	
20	61 & 62	To sanction sale of goods by public auction or other modes specified in the MPT Act in conformity with sectio 61 & 62 of that Act and to accept bids, offers or tenders in respect thereof.	<b>Chairman</b>  <b>Dy. Chairman</b>	Full Powers  Full Powers	

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21	64(1)	To distrain or arrest a vessel and the tackle, apparel and furniture belonging thereto, and detain the same until the amount due to the Board is paid.	<b>Chairman</b>	Full Powers	
22	64(2)	To authorize the sale of a vessel or other thing distrined or arrested under 64(1) of MPT Act, 1963 in case any part of the rates or penal as or of the cost if the distrees or arrest, or of keeping of the same, remains unpaid for five days after the distress or arrest.	<b>Chairman</b>	Full Powers, subject to the sanction of the Central Govt. under the Indian Marchant Shipping Act, 1958 wherever necessary.	
23	66	Power to raise loans.  (PR-17011/1/2005 DTD. 5/12/2005)	<b>Central Government.</b>	Full Powers	
24	82(1)	To invest money in public securities or such other securities as the Central Govt. may approve.	<b>Chairman</b>  <b>Dy. Chairman</b>	Full Powers  Rs. 1 crore at one time.	
25	85	To take over draft or temporary loans.  (PR-17011/1/2005 DTD. 24/8/2005)	<b>Board</b>	Board can raise loans upto an amount equal to 20% of the approved annual budget of the Port.	
26	88	To incur expenditure on repairs and maintenance of the property belonging to or vested in the Board and to meet all expenses upon the same and all working expenses.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Rs. 200 lakhs in each case.  Rs. 100 lakhs in each case, subject to budget provision. Upto Rs.10 lakhs.	

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27	88	To authorise any officer of the Trust to hold imprest cash to make purchase / meet contingent expenditure subject to the conditions as may be prescribed by the Chairman from time to time.	<b>Chairman</b>  <b>Dy. Chairman</b>	Full Powers  Full Powers.	
28	88(g)	To accept liability for the contribution payable by the Board towards the expenses in connection with the watch and ward and other functions of the police force which the State Govt. may establish and maintain for the protection of the Port, and the docks.	<b>Chairman</b>	Full Powers	
29	88(g)	To incur expenditure on charges payable to the Commissioner of Police at the rates fixed by the Government of Maharashtra from time to time for the provision of armed police for guard and escort duty in connection with the handling of cargo.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers.  Full Powers. Full Powers.	
30	92(1)	To charge expenditure to capital (Plan & Non-plan)	<b>Board</b>  <b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>	For plan works full powers, subject to the delegated power of Rs. 50 crores for new projects and Rs. 100 crores for replacement. For Non-plan works, full powers.  Rs. 5 crores for plan works and Rs. 2 crores for non plan works Rs. 3 crores for plan works & Rs. 1 crores for non plan works Rs. 50 lakh for Plan & Non-plan works	

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31	93	Power to sanction new works or appliances (Plan & Non-Plan).	<b>Board</b>  <b>Chairman</b> <b>Dy. Chairman</b>  <b>HODs</b>	Full Powers  Upto Rs. 5 crores for plan & Rs. 2 crores for non-plan Upto Rs. 3 crores for plan works & Rs. 1 crores for non plan  Rs. 50 lakh for Plan & Rs. 15 lakh for Non-plan	For plan scheme, subject to delegated power of Rs. 50 crores for new project and Rs. 100 crores for replacement as per annual plan approved by the Board  For Non-Plan Schemes, subject to the approved Non-Plan Capital Budget.
32	94	To direct execution of any work and to accept tender for appliance or work where there is competent sanction to incur expenditure.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Rs. 5 crores for plan scheme & Rs. 2 crores for non - plan  Upto Rs. 3 crores for plan works & Rs. 1 crores for non-plan works Rs. 50 lakh for Plan & Rs. 15 lakh for Non-plan	Subject to Finance concurrence.

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33	94	To sanction extras / Addl. and/or substituted items in the case of accepted tenders for works or appliances.	Dy. Chairman  HODs	Full powers subject to the condition that the resultant increased amount of the contract does not exceed the sanctioned amount by more than 10 %  Upto 10 % of the tendered amount in respect of the contract entered into by them and the Dy. Chairman provided that the resultant increased amount of the contract amount does not exceed the sanctioned estimate by more than 10 % and the limit upto which they can accept tenders.	
34	94	To sanction excess over quantities specified in tenders in the case of accepted tenders for works or appliances	<u>A) IN RESPECT OF TENDERS ACCEPTED BY THE CHAIRMAN / BOARD</u>  Dy. Chairman  HODs	Full Powers  Upto 10 % of each item of tender	Rs. 1 lakh whichever is less.  Provided that the resultant increased expenditure against the tender does not exceed sanctioned estimate by more than 10 %.

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34	94	To sanction excess over quantities specified in tenders in the case of accepted tenders for works or appliances	<b><u>B) IN RESPECT OF OTHER TENDERS</u></b>  <b>Dy. Chairman /HODs</b>	Full powers in respect of tenders accepted by them subject to the condition that the expenditure does not exceed-  1. The sanctioned estimate by more than 10 %. 2. The amount upto which they have been authorised to accept tenders.	
35	94	To grant extension of time for completion of works for supply and / or installation of appliances.	<b>Board</b>  <b>Chairman</b> <b>Dy. Chairman</b>  <b>HODs</b>	Full Powers  Full Powers. Full Powers in respect of contracts entered into by him and by those below him. Upto 90 days or 20 % of the completion period stipulated in the contract whichever is less in respect of contract entered into by them.	
36	94	To vary the quantity in the case of tenders for supply of stores.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers. Full Powers if the variation from the tender quantity does not exceed by more than 5 % irrespective of whether the tender is accepted by him or by an authority higher than him.	
37	95	Power to compound or compromise claims (PR-17011/1/2005 DTD. 24/8/2005)	<b>Board</b>	Rs.1 crore in each case, subject to a ceiling of Rs. 10 crores in a year.	

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38	96(2)	To sanction write off of irrecoverable losses.  (PR-17011/1/2005 DTD. 24/8/2005)	<b>Board</b>  <b>Chairman</b>   <b>Dy. Chairman</b>  <b>HODs</b>	Rs. 2 crores in each case, subject to an aggregate of Rs. 20 crores in a year.  Rs. 10 lakhs in each case subject to an aggregate of Rs. 2 crores in a year.   Rs. 50,000/- in any single case.  Rs. 10,000/- in any single case	The amount of write off will operate against the limit upto which Chairman may sanction write off under section 96(2) of MPT Act 1963 subject to audit concurrence and report to the Board.
39	100	To sanction re-appropriation of funds within the sanctioned Budget Estimates other than from one major head to another major head.	<b>Chairman / Dy. Chairman / HODs</b>	Full Powers, subject to Finance concurrence and any direction the Central Government may give in this behalf.	
40	101	Adherence to estimate except in emergency.  (PR-17011/1/2005 DTD. 24/8/2005)	<b>Chairman</b>	Rs. 1 crore in each case, subject to a ceiling of Rs. 10 crores in a respective year, to spend where such sums is not included in the estimate.	
41	101(1)	To sanction expenditure to meet an urgent need in case in which no provision exists in the budget estimate, or a case in which the budget provision is inadequate and re-appropriation is not possible.	<b>Chairman</b>  <b>Dy. Chairman</b>	Rs. 25 lakhs in each case.  Rs. 10 lakhs in each case subject to report to the Board.	

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42	116	To make an application for a Magistrates warrant for the recovery of amount of damage caused to any dock, wharf, quay, mooring, stage, jetty, pier or other work in the possession of the Board or any movable property belonging to the Board through negligence of any person having the guidance or command of any vessel or any of the mariners or persons employed on such vessel, together with the cost of such recovery.	<b>Chairman</b>	Full Powers	
43	130(1)	To cancel the allotment of any permises made to any employee of the Board	<b>Chairman</b> <b>Dy. Chairman</b>	Full Powers Full Powers	
44	130(1)	To order, by notice in writing, the allottee whose allotment has been cancelled under Sl.No 44 or any other person who may be in occupation, of the whole or any part of the premises to surrender or delvier possession thereof to the Board or a person appointed by the Board in the behalf and to specify, in the notice, the period within which such surrender or delivery of the possession of the premises should be made.	<b>Chairman</b> <b>Dy. Chairman</b>	Full Powers Full Powers	
45	130(2)	To appoint a person to whom an allottee or any other person should surrender or deliver possession of the premises in his occupation.	<b>Chairman</b> <b>Dy. Chairman</b>	Full Powers Full Powers	
46	130(2)	To authorise the making of an application on behalf of the Board to any magistrate of the first class, if any allottee or other person refuses or fails to comply with an order made under section 130(1) of MPT Act 1963.	<b>Chairman</b> <b>Dy. Chairman</b>	Full Powers Full Powers	

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47	131	To file suits for recovery of any rates, damages, expenses, costs or deficit in sale proceeds or any penalties payable to or recoverable by the Board	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers	
48	42(3)	To issue, suspend or cancel licences to stevedores	<b>Chairman</b>	Full Powers	
49	42(3)	To charge a nominal rate of Rs. 1 per diem for casual occupations for public celebration of festivals on lands under his jurisdiction.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>CM(A) &amp; Secy</b>	Full Powers  Full Powers.  Full Powers provided that - 1. Causal application is for bonafied celebration of public festivals 2. Period of occupation does not exceed 15 days and 3. A report is made to the Chairman of the sanction accorded under these powers every month.	
50	42(3)	To fix from time to time charges for supply of forms, plans engrossment of agreements, tenancy certificates, duplicate receipts, copies of documents and for inspection of conveyance, leave, agreement, of other instruments etc.	<b>Chairman</b>    <b>Dy. Chairman /</b> <b>Chief Manager</b> <b>(Finance)</b>	Full Powers    Full Powers	
51	88	To fix from time to time the amount of imprest granted to HODs and other officers.	<b>Chairman</b>  <b>Dy. Chairman</b>	Full Powers  Full Powers	

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52	88	To sanction expenditure on assistance to co-operative canteens and cooperative consumers stores run by the Port Trust employees and to fix the scale and quantum of assistance to be provided to such canteens and staff	<b>Chairman</b>	Full Powers	
53	88	To sanction expenditure on floater Fidelity Gurantee Policy for the Port Trust employees, handlings cash or stores and to fix the amount of cover and the number and categorise of posts to be converted by the Policy.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>CM(F)</b> <b>CM(O)</b>	Full Powers  Full Powers Full Powers Full Powers	
54	48	To authorise payment of fees and other charges in connection with the membership of Jawaharlal Nehru Port Trust and various associations and organisations, like Indian Railway Conference Association, Institute of Rails Transport, National Safety Council, Administrative Staff College, Hyderabad, Institute of Public Enterprises, Hyderabad, International Cargo Handling and Co-ordinating Association, International Association of Ports & Harbours, etc.	<b>Chairman</b>	Full Powers	
55	88	To sanction payment of time-barred claim for the principal and the interest, acured upto the date of redemption inrespect of a Port Trust security	<b>Chairman / Dy. Chairman</b>	Full Powers	
56	88	To fix from time to time the prices of Port Trust publications and revision slips and approve additions to / deletions from the list of persons and organisations to whom the publications and revision slips are supplied free of cost.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>CM(F)</b>	Full Powers  Full Powers Full Powers	

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57	88	To grant permission for shooting films or taking photographs at the docks, bunders or harbours, on board a ship at the docks, bundres or harbours to fix the terms and conditions, including the fees to levied, for such shooting or taking photographs and to	<b>Chairman / Dy. Chairman</b>	Full Powers	
58	88	To grant permission for shooting films or taking photographs at the docks, bunders or on board a ship at docks or bunders	<b>Chairman / Dy. Chairman</b>	Full power subject to the condition that the grant of permission shall be in accordance with such terms and conditions as may have been laid down in this behalf by the Board of Chairman and subject further to the clearance from security angle.	
59	88	To grant permission for shooting films or taking photographs in the harbour or on board a ship in the harbour	<b>Dy. Conservator</b>	Full power subject to the grant of permission being in accordance with such terms and conditions as may have been laid down in this behalf by the Board or the Chairman and subject further to the clearance from the security angle.	
60	88	To fix from time to time charges for the use of the Port Harbour Model and to authorise its use including such use without time levy of such charges.	<b>Chairman</b> <b>Dy. Chairman</b>	Full Powers Full Powers	
61	88	To fix from time to time charges for the Port Trust Staff car for non-duty purpose by the Chairman, Deputy Chairman, and Port and Govt. Officers	<b>Chairman</b>	Full Powers	
62	88	To approve assignments or transfers or change in user or addition / alteration to structures.	<b>Chairman</b>	Full power subject to the conditions that the annual rental does not exceed Rs. 1 lakh in each case.	

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63	88 B read with 21	To make purchase of "Stationery items and petty stores".	<b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>	Full powers  Full powers Rs. 1 lakh in a year	
64	88	To incur expenditure on conveyance hire	<b>Chairman</b> <b>Dy. Chairman /</b> <b>HODs</b>	Full Powers Full Powers subject to the conditions that - A) For Officers. I) If more than one officers are required to proceed to a particular place on official duty, they should share the taxi as far as possible. ii) The officer concerned shall certify that the staff car was not available for the journey performed by him.	
				iii) The total amount of taxi hire that may be reimbursed to an officer on the basis mentioned above in any one month shall not exceed such amount as the Dy. Chairman or HOD concerned may, from time to time, fix for that officer.	

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64	88	To incur expenditure on conveyance hire		<p>2. The authorities mentioned in column (4), who are not in receipt of conveyance allowance/motor car allowance, may sanction to themselves taxi fare charges, subject to the conditions mentioned above.</p> <p>B) For Class III and Class IV employees:-</p>	
				<p>Conveyance hire may be reimbursed to a Class III and Class IV employee, who is despatched on duty to a place at some distance from his office, if no other conveyance is available to him, subject to the following conditions:-</p> <p>i) The journey should normally be undertaken by PUBLIC TRANSPORT if the place visited is at or near the stop served by the PUBLIC TRANSPORT.</p> <p>ii) A taxi may be hired only if the place of visit is not on the PUBLIC TRANSPORT route and is at a distance of not less than 1.6 kms from the nearest bus stop and only for the journey from the nearest bus stop to that place.</p>	

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	88	To incur expenditure on conveyance hire		<p>iii) A taxi may also be hired irrespective of whether the place of visit is on the route served by the PUBLIC TRANSPORT or not and/or irrespective of the distance involved, when Port Trust cash exceeding Rs. 1000/- or securities, valuable documents or important papers are required to be carried and a cash van is not available or when some material/equipment, or bulky documents, which cannot be hand-carried have to be transported from one place to another.</p> <p>iv) An employee may also be permitted to travel by suburban trains if the place of visit can be conveniently reached by train.</p>	
65	88 read with 21	<p>To incur postal and telephone charges</p> <p>1. Charges for the issue of letters, telegrams etc. and purchase of receipt court fee stamps and special adhesive stamps as well as stamp papers</p> <p>2. Telephone Charges</p>	<p><b>Chairman / Dy. Chairman / HODs</b></p> <p><b>Chairman / Dy. Chairman / HODs</b></p>	<p>Full Powers.</p> <p>Full Powers</p> <p>Full Powers subject to limits prescribed</p>	

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Sr. No.	Section of MPT Act	Nature of powers	Authority to which power is delegated.	Extent of Power delegated in JNPT.	Remarks
65	88 read with 21	3. Commission on money orders, bank charges, etc.	<b>Chairman</b>	Full Powers	
65	88 read with 21	To incur postal and telephone charges	<b>Dy. Chairman / CM(F)</b>	<p>Full Powers subject to restrictions set out as under:- Charges for remittance of money by postal in payment of Port Trust dues shall ordinarily be done by the payee and not by the Port Trust. Cases in which and the conditions under which the cost of such remittances may be borne by the Port Trust are indicated below:-</p> <p>Money due to contractor, suppliers, etc. may be remitted by money order at Port Trusts expenses if such remittance is unavoidable and also if the amount of the remittance involved in any case does not exceed Rs. 100/-</p>	
66	88 read with 21	To sanction acquisition of office furniture, fixtures and equipment etc.	<b>Chairman</b>	Full Powers	
			<b>Dy. Chairman HODs</b>	Full powers Upto Rs. 2 lakhs in each case subject to Rs. 15 lakh per year	
67	88	To incur expenditure on maintenance and upkeep of and repairs to furniture / office equipment etc.	<b>Chairman</b>	Full Powers	
			<b>Dy. Chairman HODs</b>	Full Powers Upto the budget provision under head "Sundry Expenses (R&M)" of the respective department or Rs. 1 lakh whichever is less in a year.	
68	88 read with 21	To hire office machines / equipment	<b>Chairman</b>	Full Powers	
			<b>Dy. Chairman</b>	Full Powers	

### **DELEGATION OF POWERS - NON-ESTABLISHMENT MATTERS**

<b>Sr. No.</b>	<b>Section of MPT Act</b>	<b>Nature of powers</b>	<b>Authority to which power is delegated.</b>	<b>Extent of Power delegated in JNPT.</b>	<b>Remarks</b>
68	88 read with 21	To hire office machines / equipment	<b>HODs</b>	Rs. 1000/- in each case and Rs. 1,00,000/- in the aggregate in a year, subject to the budget provision.	
69	88 read with 21	To incur expenditure on printing & stationery	<b>Chairman</b> <b>Dy. Chairman</b> <b>HODs.</b>	Full Powers Upto Rs. 5 lakh in a year. Rs. 20,000/- in each case & Rs. 1 lakh per annum.	
70	88 read with 21	To incur expenditure on binding	<b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>	Full Powers Full Powers Upto Rs. 30000/- subject to budget provision in an year.	
71	88 read with 21	To purchase books and publications 1. Official publications  2. Non-official publications	<b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>  <b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>	Full Powers Full Powers Upto Rs. 1000/- in each subject to Rs. 10000/- per annum.  Full Powers Upto Rs. 20000/- in a year Rs. 500/- in each case subject to a maximum of Rs. 5000/- per annum.	
72	88 read with 21	To sanction installation of telephone in an office or at residence of Port Trust employee and to fix the extent of Port Trust liability for the expenditure on the telephone provided at the residence of a Port Trust employee	<b>Chairman</b> <b>Dy. Chairman</b>	Full Powers Full Powers.	
73	88 read with 21	To incur expenditure on shifting of telephone repairs in case of breakage / addl. Entry in the directory	<b>Chairman</b> <b>Dy. Chairman</b> <b>CM(A) &amp; Secy</b>	Full Powers Full Powers Full Powers.	
74	88 read with 21	To incur expenditure on publicity and advertising (other than advertisements specified below Sr. No 75)	<b>Chairman</b>	Full Powers	

**DELEGATION OF POWERS - NON-ESTABLISHMENT MATTERS**

Sr. No.	Section of MPT Act	Nature of powers	Authority to which power is delegated.	Extent of Power delegated in JNPT.	Remarks
74	88 read with 21		<b>Dy. Chairman</b>	Upto Rs. 5,000/- in each case subject to an aggregate of Rs. 50,000/- in an year	
75	88 read with 21	To incur expenditure on advertisement for tenders works, supplied etc. and advertisement appointment sales of goods etc.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers.  Full Powers. Full Powers provided there is approval for the scheme.	
76	88 read with 21	To incur expenditure on taking photographs on ceremonial or special occasion, including photographs required on account of break-downs, accidents etc.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Rs. 10,000/- in each case subject to Rs.1 lakh in a year Rs. 2000/- in each case subject to Rs. 25,000/- in a year.	
77	88 read with 21	To hire persons to be paid from contingencies.	<b>Chairman</b> <b>Dy. Chairman</b> <b>HODs</b>	Full Powers Upto Rs. 1 lakh in a year. Upto Rs. 3000/- on each occasion & Rs. 30,000/- in a year.	
78	88 read with 21	To incur expenditure on official entertainment.	<b>Chairman</b>  <b>Dy.Chairman</b> <b>HODs</b>	Full Powers  Rs. 3000/- in each case Rs. 2000/- in each case subject to maximum of Rs. 20000/- per annum.	
79	88 read with 21	To incur expenditure on carriage of stores, insurance, freight handling charges, Custom Duty, Octroi.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers. Full Powers where there is no element of penalty.	
80	88 read with 21	To incur expenditure on Air / Railway freight charges / demurrage wharfage charges	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers Full Powers	

## DELEGATION OF POWERS - NON-ESTABLISHMENT MATTERS

Sr. No.	Section of MPT Act	Nature of powers	Authority to which power is delegated.	Extent of Power delegated in JNPT.	Remarks
81	88 read with 21	To incur expenditure on petty miscellaneous items of contingencies not covered by individual item referred to above.	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers Rs. 5000/- in each case.	
82	88 read with 21	To grant reward to an employee who, in Chairman's opinion has done outstanding good work or he rendered service far beyond the call of duty	<b>Chairman</b>	Upto Rs. 2500/- per employee	
83	88 read with 21	To sanction in special cases waiver of charges for occupancy of rooms JNPT Guest House and any other charges in connection therewith	<b>Chairman</b>	Full Powers	
84	88 read with 21	To sanction in special cases waiver of charges for the use of the Conference Hall and other premises.	<b>Chairman</b>	Full Powers	
85	88 read with 21	To sanction expenditure on registration and other fees in connection with seminar, conferences, etc. in which the Chairman, Dy. Chairman or any employee takes part. 1. In India 2. Out of India	<b>Chairman</b> <b>Chairman</b>	Full Powers Full Powers subject to the approval of the Central Govt.	
86	88 read with 21	To sanction sale of surplus unservicable and obsolete materials and equipments	<b>Chairman</b>	Full Powers	
87	88 read with 21	To fix or revise charges for water or electricity supplied to employees, lessees, contractors and tenants.	<b>Chairman</b>	Full Powers	
88	88 read with 21	Hiring of accommodation for use as residence / office / depot / workshop etc.	<b>Chairman</b>	Full Powers	
89	88 read with 21	Incurring of expenditure on repairs to motor vehicles	<b>Chairman</b>  <b>Dy. Chairman</b> <b>HODs</b>	Full Powers  Full Powers Full Powers in respect of vehicles allotted to them/their departments.	

**DELEGATION OF POWERS - NON-ESTABLISHMENT MATTERS**

<b>Sr. No.</b>	<b>Section of MPT Act</b>	<b>Nature of powers</b>	<b>Authority to which power is delegated.</b>	<b>Extent of Power delegated in JNPT.</b>	<b>Remarks</b>
90	88 read with 21	To incur legal expenditure	<b>Chairman</b> <b>Dy. Chairman</b>  <b>HODs</b>	Full Powers Rs. 10 lakhs in each case subject to budget provision  Rs. 1 lakh in each case subject to budget provision.	Provided approval of the Competent Authority for filing the suit has been obtained in advance.
91	88 read with 21	To sanction hire of vehicles.	<b>Chairman</b>  <b>Dy. Chairman</b>  <b>HODs</b>	Full powers subject to expenditure not exceeding Rs. 2 crores per annum Full Powers subject to expenditure not exceeding Rs. 1 crore per annum Upto 6 months as a substitute vehicle in case of breakdown of departmental vehicle.	