

एच.ई.सी.



(ISO : 9001-2008 Company)

HEAVY ENGINEERING CORPORATION LTD.
(A Govt. of India Enterprise)
Ranchi

SCHEDULE OF POWERS

- Purchase Contracts
- Works & Service Contracts
- Personnel & Establishment Matters
- Miscellaneous Matters & Contingencies
- Finance Executives

w.e.f 13.08.2014

एच.ई.सी.



ISO 9001-2008 Company

Vishvajit Sahay
Chairman-cum-Managing Director

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(A Govt. of India Enterprise)
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FOREWORD

The Schedule of Powers (SOP) is always considered to be an important reference document detailing the powers delegated to various levels of executives in an organisation for facilitating the decision making process in its day-to-day functioning. It is heartening to note that an updated and revised SOP for HEC under 5 (five) different schedules viz. Purchase, Works & Service, Personnel & Establishment, Miscellaneous and Finance has finally been compiled after an year long effort and is now printed in the form of a booklet.

As I understand, this edition is based on a thorough review of the items of delegation under relevant schedules. It is undoubtedly a commendable effort on the part of all concerned including the committee which has taken extra pain to cover all possible areas of delegation encompassing flow of power & responsibilities within the organisation.

I appreciate the hard work and sincere efforts of the officers and staff who have prepared this booklet and hope that the same will streamline administrative decision making in HEC to enhance productive efficiency. There needs to be continuity in our efforts to keep the SOP up-to-date by posting all amendments on a regular basis so that its updated version is always available for ready reference.

Ranchi
Dated 13th August 2014

(Vishvajit Sahay)

**HEAVY ENGINEERING CORPORATION LIMITED
(SECRETARY'S DIVISION)**

No. Sect/Del. power/14-193

Dated, 13.08.2014

OFFICE ORDER NO. 08/SECT/14

Sub :- Schedule of Powers

Following Schedule of Powers (Delegation of Power) approved by Chairman-Cum Managing Director, Heavy Engineering Corporation Limited is enclosed herewith :

1. Purchase Contracts
2. Works & Service Contracts
3. Personnel & Establishment Matters
4. Miscellaneous Matters & Contingencies
5. Finance Executives.

This order supercedes all Office Orders issued earlier regarding the Delegation of Power.

This issues with the approval of Chairman-cum-Managing Director and comes into force with immediate effect.


13/8/14
(A. K. Kanth)
Co. Secretary

HEAVY ENGINEERING CORPORATION LIMITED

SCHEDULE OF POWERS

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SCHEDULE OF POWERS

SCHEDULE - I

PURCHASE CONTRACTS

(Supercedes Delegation of Powers for Purchase as per Circular No. Sect/ Del Power/ 71/06-176 dated 22.08.2006)

SCHEDULE OF POWERS DELEGATED IN RESPECT OF PURCHASE.

'L' stands for Lakh

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks	
1	Approval of Indents, BM/DAP, Stores Replenishment Slip (SRS) and Emergency Notification Slips (ENS)/Rush Indent													
(a)	Production items against firm orders. (Clause 2.6.2 of Purchase Manual)				HMBP : All DAPs to be approved by Head of RPD All Bill of Materials to be approved by Head of Engineering Deptt HMTTP : All DAPs/BMs to be approved by Head of RPD FFP : All indents to be raised by user shop/ deptt. and approved by GM/Chief of Plant Project Divn: Indents to be raised by Design Group Head and approved by GM/Head of Project Division. Indents exceeding 10% of Budget Estimate of a Group (Mech/Electr/Civil) to be approved by Director{Marketing}/ concerned Director.									
(b)	Non-Production items. (Clause 2.6.3 of Purchase Manual)				*Indents - may be raised by any officer. Indents of value upto Rs. 50,000/- are to be approved by the Head of Department. Indents of value above Rs.50,000/- are to be approved by Chief of the Plant/Divn.							*Financial concurrence required		
(c)	Capex items (having approval or being part of schemes having approval as per Government Guidelines, as applicable)													
i)	Plant & equipment, General & spl purpose machines/ equipment, Inspection/ Test equipment & Instruments, Vehicles(other than cars) etc.				*Indent to be raised by respective Head of Deptt. countersigned by GM/Chief of Plant and approved by Director, subject to the condition that the Scheme has approval as per Government Guidelines.							*Financial concurrence required		

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks
	ii) Computer Systems, Office equipment, Industrial & Office furniture				*Indent to be raised by respective Head of Deptt., countersigned by GM/Chief of Plant and approved by Director, subject to the condition that the item/Scheme has approval as per Government Guidelines. Indents for Computers & their peripherals to be vetted by Systems Deptt.								*Financial concurrence required
	iii) Motor Car				*To be raised by Head of Transport and approved by CMD.								*Financial concurrence required
	(d) R & D items				*To be raised by RPD (for HMBP)/ TSD (for FFP)/ R&D Cell(for HMTP), countersigned by GM/ Chief of Plant and approved by Director.								*Financial concurrence required
	(e) Stores Replenishment Slip (SRS)				*Indents/SRS for ARS items may be raised by Incharge Stores or any other Department authorised by the Chief of Plant/Divn., countersigned by Chief of MM and approved by the Chief of Plant/Divn.								*Financial concurrence required
2	Approval for Inviting Tenders												
(a)	Open tender	*Full powers	*Upto Rs. 5000 L	*Upto Rs. 2000 L	*Upto Rs.1000 L	*Upto Rs.500 L	*Upto Rs.200 L						*Financial concurrence required
(b)	Limited tender	*Full powers	*Upto Rs.500 L	*Upto Rs.200 L	*Upto Rs.50 L	*Upto Rs.30 L	*Upto Rs.10 L						*Financial concurrence required

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks
(c)	Single tenders for Proprietary products & including Customer's preferred make	Full powers	Upto Rs.100 L	Upto Rs.50 L	Upto Rs.30 L	Upto Rs.20 L	Upto Rs.10 L						No concurrence of Finance is required for tender invitation on the basis of PAC. The Proprietary Article Certificate Annex – 3 A/B of Purchase Manual should be signed by HOD of indenting department and approved duly.
(d)	Single tenders for Non-Proprietary products	*Full powers	*Upto Rs. 50 L	*Upto Rs 20 L	*Upto Rs.10 L	*Upto Rs.5 L	*Upto Rs.5 L						*Financial concurrence required
(e)	Tender of any type for Emergency purchase	Full powers	Upto Rs. 10 L	Upto Rs.5 L	Upto Rs.3 L	Upto Rs.2 L							Ref. clauses 3.8.0 and 5.11.0 of Purchase Manual
3.	Approval for Opening of Tenders:												
(a)	Normal Opening of tenders		<p>Notes:-</p> <p>(a) Tender may be opened in normal course if the number of respondents is</p> <p>(i) Three or more in case of Open tender and</p> <p>(ii) More than 50% of the firms to whom LTE was sent, subject to condition that the number of respondents is not less than 3 in case of LTE.</p> <p>(b) In case of insufficient response, tender opening date to be suitably extended informing all the prospective LTE bidders (including those who have submitted their offer). In case of Open tender, notification to be published in the same media where the tender was originally published. The bidders who already responded are also to be informed.</p> <p>(c) In case of urgency or insufficient response even after extension of bid submission, the bid to be opened with the approval of competent authority as indicated below:</p>										

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks	
(b)	Opening of tenders having numbers of respondents less than three	Full powers in respect of tenders within respective power of acceptance.												
4	Tenders Acceptance & Approval for issue of P.O.					Note: Where the delivery period of vendor may lead to delay in expected delivery schedule of the product, purchase order against Stock Orders may be placed with the approval of CMD, in exceptional circumstances, e.g. in cases of regular and certain expected orders.								
(a)	Open tenders (excluding single quotation against open tenders)	*Upto Rs 10000 L	*Upto Rs.200 L	*Upto Rs.100 L	*Upto Rs25 L	*Upto Rs.20 L	*Upto Rs.10 L						*With concurrence of Associate Finance. However, accepting authority will be one rank above the Head of the respective TCC-	
(b)	Limited tenders (excluding single quotation against LTI)	*Upto Rs 10000 L	*Upto Rs.100 L	*Upto Rs.25 L	*Upto Rs.10 L	*Upto Rs.10 L	*Upto Rs.3 L						See Note 2 at end of table.	
(c)	Single Tender for proprietary products and Customer's preferred make	*Upto Rs 10000 L	*Upto Rs.100 L	*Upto Rs.25 L	*Upto Rs.10 L	*Upto Rs.10 L	*Upto Rs.3 L						Note:- In cases where the Head of Finance of respective Plant/ Division is member of the Tender Committee and has signed the proceedings and authority for Financial concurrence for that value vests with him/ her, then financial	
(d)	Single Tender for Non-proprietary products	*Upto Rs 10000 L	*Upto Rs. 50 L	*Upto Rs. 10 L	*Upto Rs.5 L	*Upto Rs.3 L	*Upto Rs.2 L							

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks
(e)	Single Offer Against open / limited tender Invitations.	*Upto Rs 10000 L	*Upto Rs.80 L	*Upto Rs.20 L	*Upto Rs.8 L	*Upto Rs.5 L	*Upto Rs.2 L						concurrence by Associate Finance of Plant/Division is not required.
(f)	Tenders/offers of any type for Emergency purchase	Upto Rs 10000 L	Upto Rs.10 L	Upto Rs.5 L	Upto Rs.3 L	Upto Rs.2 L							Ref. clauses 3.8.0 and 5.11.0 of Purchase Manual
5.	<p>Repeat orders : *Repeat orders justifying cases may be placed but the total value of repeat orders shall not exceed 100 % of the original order and not beyond 12 months from the stipulated delivery as per the original order. Authority competent to approve the original order will be the competent authority for the issue of repeat order. <u>In case of upward price trend, repeat orders may be considered even beyond 100%, upto 125% with the approval of CMD.</u></p>												*Financial concurrence required
6.	Approval for Local purchase of urgent items whose procurement cannot wait for normal procurement procedure. Urgency for local purchase to be certified by HOD of indenting deptt.	*Upto Rs. 100,000 in each case	*Upto Rs. 100,000 in each case subject to a limit of Rs.20 Lakh per annum.	*Upto Rs. 50,000 in each case subject to a limit of Rs.10 Lakh per annum.	*Upto Rs. 25,000 in each case subject to a limit of Rs.5 Lakh per annum.	*Upto Rs.15,000 in each case subject to a limit of Rs.3 Lakh per annum.	*Upto Rs.10,000 in each case subject to a limit of Rs. 2 Lakh per annum.						*Decision for local purchase in each case to be exercised with concurrence of Finance. For rules & procedure to be followed for local purchase, see note 1 given below this table.

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks
7.	Approval for Extension of time for delivery with waival of liquidated damages in full or part												
													*with concurrence of Associate Finance
(a)	Where the Company has incurred loss/ inconvenience due to delay in supply of stores	*Full powers for extension of delivery with waival/ reduction of LD	*Full powers for extension of delivery without waival/ reduction of LD in respect of supply orders placed within his power of acceptance of tenders.										Loss in this connection means loss directly or indirectly incurred due to delay in supplies. If the production. Plan is un-affected due to delay in supplies of materials required for production it will be deemed that there is no loss due to delayed supplies. For ascertaining the same, the recommendation of the PPC/ indenting Deptt. at appropriate level based on the value of the order with full justification will be necessary. In case of other items, the loss has to be assessed based on merit of each case.
(b)	Where neither actual loss has been incurred nor inconvenience felt due to delay in supply of stores	Full powers for extension of delivery with waival/ reduction of LD	*Full powers upto respective power of acceptance										*With concurrence of Associate Finance

'L' stands for Lakh

In-charge Stores	AM (Pur)	Remarks
		*with concurrence of Associate Finance
		Loss in this connection means loss directly or indirectly incurred due to delay in supplies. If the production. Plan is un-affected due to delay in supplies of materials required for production it will be deemed that there is no loss due to delayed supplies. For ascertaining the same, the recommendation of the PPC/ indenting Deptt. at appropriate level based on the value of the order with full justification will be necessary. In case of other items, the loss has to be assessed based on merit of each case.
		*With concurrence of Associate Finance

SCHEDULE OF POWERS

SCHEDULE I - PURCHASE

'L' stands for Lakh

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks	
8.	Approval for placement of order against DGS & D Rate/ Running contracts (including direct orders at DGS & D rates subject to Sl. No. 1 above)	*Upto Rs.10000 L	*Upto Rs.100 L	*Upto Rs.30 L	*Upto Rs.10 L	*Upto Rs.10 L	*Upto Rs.5 L						*With concurrence of Associate Finance. Ref .Clause 3.7.6 of Purchase Manual	
9.	Approval to Contracts for transportation of stores													
(a)	To enter into and execute contracts for Transportation of stores by open tender/LTI	*Full power	*Upto Rs.100 L	*Upto Rs.50 L	*Upto Rs.30 L	*Upto Rs.20 L	*Upto Rs.10 L						*With concurrence of Associate Finance.	
(b)	To extend period of transportation contracts	*Full power	*Full Power in respect of contract entered into within his Power											--do--
(c)	To incur petty expenditure on handling and transportation of stores	*Full power	*Upto Rs. 50,000/- in each case subject to Rs. 1.5 L per year	*Upto Rs. 10,000/- in each case, subject to Rs. 80,000 per year	*Upto Rs. 5,000/- in each case, subject to Rs. 60,000 per year	*Upto Rs. 5,000/- in each case, subject to Rs. 60,000 per year	*Upto Rs.2,000/- in each case, subject to Rs.40,000 per year				Upto Rs. 1,000/ in each case subject to Rs.25,000 /- per year		--do--	

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks	
10.	Approval for Cancellation of orders/contracts	*Full Power for orders placed within respective Power of acceptance												Subject to the condition that the cancellation does not involve the Corporation in any loss or financial commitment or legal implications. Power to be exercised with the concurrence of Finance and with Legal vetting
11	Approval for Forfeiture of EMD/SD	*Full Power	*Full Power	*Full Power	*Full Power	*Full Power	*Full Power						Subject to the condition that the forfeiture does not involve the Corporation in any loss or financial commitment or legal implications. *Power to be exercised with the concurrence of Finance and with Legal vetting	
12	Approval for writing off irrecoverable loss of stores or shortage of stores													
(a)	In cases where such loss is not due to negligence/ carelessness/ dishonesty of employee	*Upto Rs.2 L for each case	-	-	-	-	-						*With concurrence of Associate Finance	
(b)	In cases where such loss occurred in transit for which supplier or carrier cannot be held responsible	*Upto Rs.2 L for each case	-	-	-	-	-						*With concurrence of Associate Finance	

Sl. No.	Nature of powers	CMD	Directors	GGM	Chief of Plants/ Divn in the rank of GM	Chief of Plants/ Divn in the rank of SDGM	Incharge Material Management Division	Pur.Gr. Head/ SDGM (Pur)/ Sr. Manager (Pur.)	Manager (Pur.)	D.M. (Pur.)	In-charge Stores	AM (Pur)	Remarks
(c)	In cases other than 12 (a) or 12 (b)	*Upto Rs. 50000 for each case	-	-	-								*With concurrence of Associate Finance
13	Approval for incurring expenditure in exceptional cases towards payment of bank service charges, demurrages to transport agencies, overdue interest to Banks on account of delay in retirement of document etc	*Upto Rs. 5 L in each case	*Upto Rs. 2 L in each case	*Upto Rs.10,000 in each case	*Upto Rs.5000 in each case								*With concurrence of Associate Finance
14	Signing of supply orders/ contracts after approval of competent authority							Full Power including signing of import contracts		Upto Rs.3 L excluding signing of import contracts		upto Rs. 1 L excluding signing of import contracts	i) All supply orders/ contracts of value above Rs. 10 lakhs are to be vetted by Finance. ii) In the case of rate contracts/price agreement entered into by Purchase Deptt the pre-designated Direct Demanding Officers can place supply orders to the extent to which budget provision exist.

Note :

1. Local purchase:

- a) Under individual responsibility, not below the rank of Jr. Manager: upto Rs. 15,000 ; Approving authority: GM / Chief of Plant. (cl. 3.9.6 of Purchase manual).
- b) Under Committee responsibility : not beyond value of Rs.100,000. Committee leader not below the rank of Asst. Manager other members not below the rank of Jr. Manager. One member should be from Finance department. Approving authority: Not below GM / Chief of Plant. (cl. 3.9.7 of Purchase manual and delegation as per clause 6).
- c) For all purchase above Rs.15,000 a minimum of three quotations are to be obtained.
- d) A non-availability certificate must be obtained from the stores which should not be more than 14 days old on the date of purchase.
- e) Finance will provide temporary advance for making the purchase.
- f) All local purchase concerning materials for production, maintenance and allied activities will have to be regularized by raising necessary CRVs and IVs which are to be submitted together with the cash memo to the Finance with certificate of receipt of stores recorded there on.
- g) Complete adjustment of all advances must be made within 15 days of drawal of advance, otherwise the same will be deducted from the person who has drawn the advance.

2. Constitution of Tender Committee:

- a) All tenders of value over Rs. 3 lakh will be dealt with by a Tender Committee (T.C) except in cases when orders are to be placed against running rate contracts or price agreements entered into by Plants / or by HEC centrally.
- b) TC should comprise of representatives from the Indenting / user Department, Purchase Department and Finance Department. The senior most member will act as Chairman of TC. The Chairman of the Tender Committee may co-opt executives from other department(s) if considered necessary.
- c) The Chairman of the TC should, depending on the value of tender, be at least of the following designations or equivalent:

Chairman of TC	Tender Value upto
Dy. Manager	Rs. 5 Lakh
Manager	Rs. 10 Lakh
Sr. Manager	Rs. 25 Lakh
SDGM	Rs. 100 Lakh
GM / Chief of Plant or Division	Rs. 200 Lakh
GGM	Rs. 500 Lakh
Director	Above Rs.500 Lakh

- d) Formation of TC for Tenders of value upto Rs. 100 Lakhs are to be approved by the GM of respective Plant/Division, .
Formation of TC for Tenders of value upto Rs. 200 Lakhs are to be approved by the respective GGM.
Formation of TC for Tenders of value upto Rs. 500 Lakhs are to be approved by the respective Director.
When the level of Chairman of a TC is that of Director, no separate approval of formation of Tender Committee would be required, and the tender would be put up for consideration to a Standing Tender Committee consisting of the following members:
- (i) Chairman of TC
 - Director (Production) – for Technical/Plant matters or
 - Director (Marketing) – for Projects/Marketing matters or
 - Director (Personnel) – for matters related to Personnel & Administration
 - (ii) GGM having charge of respective Plant/Division
 - (iii) GM of respective Plant/Division
 - (iv) Head of respective Indenting/User Department
 - (v) Head of respective MM Department of Plant/Division, who would be convener of the TC.
 - (vi) Head of respective Finance Department of Plant/Division
- e) Any change of name in the TC (except Standing Tender Committee) must have approval of the authority empowered to approve the formation of the TC.
- f) The Chairman of the Tender Committee or Standing Tender Committee may co-opt any other executive to the TC, if considered necessary.
- g) In case there is no Standing Tender Committee Chairman, the formation of Tender Committee would be approved by the Chairman cum Managing Director who will also nominate his representative in the TC as Chairman of the TC.
- h) An authority holding powers for recommending the tenders by virtue of his position as a member of the Tender Committee, shall not be the accepting authority also for such tenders. Acceptance shall be one level above the recommending authority.

SCHEDULE OF POWERS

SCHEDULE - II

WORKS & SERVICE CONTRACTS

(Supercedes Circular No. Sect/ Del Power/ 74-06/176 dated 16.09.2006

for Delegation of Powers for Works & Service Contracts)

Schedule - II

Schedule of Powers - Works & Service Contracts

'L' stands for Lakh

Sl. No.	Nature of Powers	CMD	Director	GGM	Chief of Plant/ Divn in the rank of		Remarks
					GM	SDGM	
1	Approval for Inviting Tender (against EPC Contracts)						
a)	Open Tender	*Full Power	*Upto Rs. 5000 L	*Upto Rs.2000 L	*Upto Rs.1000 L	*Upto Rs.500 L	*with concurrence of Associate Finance
b)	Limited Tender	*Full Power	*Upto Rs. 1000 L	*Upto Rs. 500 L	*Upto Rs. 200 L	*Upto Rs.100 L	*with concurrence of Associate Finance
c)	Single Tender	*Full Power	*Upto Rs. 100 L	*Upto Rs. 50L	*Upto Rs. 30 L	*Upto Rs.20 L	*With recorded justification & concurrence of Associate Finance
d)	Tender of any type for placement of work / service order due to urgency	Full Power	Upto Rs. 25 L	Upto Rs. 20 L	Upto Rs. 10 L	Upto Rs.5 L	Urgency due to safety, statutory or any other need as recorded. No detailed estimate and financial concurrence required. Urgency certificate by HOD
2	Approval for Inviting Tender (other than against EPC contracts)						
a)	Open Tender	*Full Power	*Upto Rs. 1000 L	*Upto Rs.100 L	*Upto Rs.50 L	*Upto Rs. 10 L	*with concurrence of Associate Finance
b)	Limited Tender	*Full Power	*Upto Rs. 200 L	*Upto Rs. 50 L	*Upto Rs.30 L	*Upto Rs. 5 L	*with concurrence of Associate Finance
c)	Single Tender	*Full Power	*Upto Rs. 50 L	*Upto Rs. 20 L	*Upto Rs.10 L	*Upto Rs.2 L	*With recorded justification & concurrence of Associate Finance
d)	Tender of any type for placement of work / service order due to urgency	Full Power	Upto Rs. 25 L	Upto Rs. 10 L	Upto Rs. 5L	Upto Rs.3 L	Urgency due to safety, statutory or any other need as recorded. No detailed estimate and financial concurrence required. Urgency certificate by HOD

Sl. No.	Nature of Powers	CMD	Director	GGM	Chief of Plant/ Divn in the rank of		Remarks	
					GM	SDGM		
3	Approval for Opening of Tenders							
a)	Normal Opening of Tenders		Notes:- (a) Tender may be opened in normal course if the number of respondents is (i) Three or more in case of Open tender and (ii) More than 50% of the firms to whom LTE was sent, subject to condition that the number of respondents is not less than 3 in case of LTE. (b) In case of insufficient response, tender opening date to be suitably extended informing all the prospective LTE bidders (including those who have submitted their offer). In case of Open tender, notification to be published in the same media where the tender was originally published. The bidders who already responded are also to be informed. (c) In case of urgency or insufficient response even after extension of bid submission, the bid to be opened with the approval of competent authority as indicated below:					
b)	Opening of Open & Limited Tenders having numbers of respondents less than three	Full Power	Full powers in respect of tenders within respective power of acceptance					
4.	Tender Acceptance & Approval for issue of W.O. (against EPC Contracts)							
a)	Open tender (excluding single offer)	*Upto Rs.100 Cr	*Upto Rs. 1000 L	*Upto Rs. 500 L	*Upto Rs. 200 L	*Upto Rs.50 L	*with concurrence of Associate Finance	
b)	Limited Tender (excluding single offer)	*Upto Rs.100 Cr	*Upto Rs. 500 L	*Upto Rs. 200 L	*Upto Rs. 100 L	*Upto Rs.30 L	*with concurrence of Associate Finance	
c)	Single Tender	*Upto Rs.100 Cr	*Upto Rs. 50 L	*Upto Rs. 20 L	*Upto Rs. 10 L	*Upto Rs.5 L	*with concurrence of Associate Finance	
d)	Single offer against Open/ Limited Tender	*Upto Rs.100 Cr	*Upto Rs. 100 L	*Upto Rs. 50 L	*Upto Rs. 20 L	*Upto Rs.10 L	*with concurrence of Associate Finance	
e)	Placement of work / service order due to urgency	Upto Rs.100 Cr	Upto Rs.25 L	Upto Rs.15 L	Upto Rs. 5 L	Upto Rs.1 L		

Sl. No.	Nature of Powers	CMD	Director	GGM	Chief of Plant/ Divn in the rank of		Remarks
					GM	SDGM	
5	Tender Acceptance & Approval for issue of W.O. (other than against EPC Contracts)						
a)	Open tender (excluding single offer)	*Upto Rs.100 Cr	*Upto Rs. 100 L	*Upto Rs. 20 L	*Upto Rs. 10 L	*Upto Rs.3 L	*with concurrence of Associate Finance
b)	Limited Tender (excluding single offer)	*Upto Rs.100 Cr	*Upto Rs. 50 L	*Upto Rs. 15 L	*Upto Rs. 10 L	*Upto Rs.2 L ✓	*with concurrence of Associate Finance
c)	Single Tender	*Upto Rs.100 Cr	*Upto Rs. 20 L	*Upto Rs. 5 L	*Upto Rs. 3 L	*Upto Rs.1 L	*with concurrence of Associate Finance
d)	Single offer against Open/ Limited Tender	*Upto Rs.100 Cr	*Upto Rs. 30 L	*Upto Rs. 10 L	*Upto Rs. 5 L	*Upto Rs.1 L	*with concurrence of Associate Finance
e)	Placement of work / service order due to urgency	Upto Rs.100 Cr	Upto Rs.10 L	Upto Rs.5 L	Upto Rs. 3 L	Upto Rs.1 L	
6	Approval for Amendment in Contract						
a)	Amendment of terms & condition without any direct financial impact including extension of delivery / execution time without waiver of LD.	*Full powers	*Full powers in respect of contracts within respective power of acceptance				Vetting by Finance required for change in commercial terms & condition.
b)	Quantity increase resulting enhancement in value.	*Full powers	*upto 25% of original contract limiting to a value of Rs.50 Lakh.	*upto 20% of original contract limiting to a value of Rs. 15 Lakh.	*upto 15% of original contract limiting to a value of Rs.10 Lakh.		*with concurrence of Associate Finance. Provided original contract not on STE or other than L1 basis.
c)	Approval for extra work	*Full powers upto 10% of original contract					*with concurrence of Associate Finance.
d)	Approving authority for LD Waiver or reduction in LD.	*Full powers					*with concurrence of Associate Finance.

Note:

- (a) The Chairman of the TC, depending on the value of tender, should be at least of the following designations or equivalent:

Chairman of TC	Tenders against EPC contracts of Value upto	Tenders other than against EPC contracts of Value upto
Dy. Manager	Rs. 5 Lakh	Rs. 1 Lakh
Manager	Rs. 10 Lakh	Rs. 3 Lakh
Sr. Manager	Rs. 25 Lakh	Rs. 10 Lakh
SDGM	Rs. 50 Lakh	Rs. 20 Lakh
GM / Chief of Plant or Division	Rs.1000 Lakh	Rs. 100 Lakh
GGM	Rs. 2000 Lakh	Rs. 200 Lakh
Director	Above Rs.2000 Lakh	Above Rs.200 Lakh

- (b) Formation of TC for Tenders of value upto Rs. 50 Lakhs against EPC contracts & Rs.20 Lakhs against other than EPC contracts are to be approved by the GM of respective Plant/Division, .

Formation of TC for Tenders of value upto Rs. 1000 Lakhs against EPC contracts & Rs.100 Lakhs against other than EPC contracts are to be approved by the respective GGM.

Formation of TC for Tenders of value upto Rs. 2000 Lakhs against EPC contracts & Rs.200 Lakhs against other than EPC contracts are to be approved by the respective Director.

When the level of Chairman of a TC is that of Director, no separate approval of Tender Committee would be required, and the tender would be put up for consideration to a Standing Tender Committee consisting of the following members.

- i) Chairman of TC
 - Director (Production) – for Technical/Plant matters or
 - Director (Marketing) – for Projects/Marketing matters or
 - Director (Personnel) – for matters related to Personnel & Administration
 - ii) GGM having charge of respective plant/Division
 - iii) GM of respective Plant/Division
 - iv) Head of respective Indenting/User Department
 - v) Head of respective Executing Department, who would be convener of the TC.
 - vi) Head of respective Finance Department of Plant/Division
- (c) Any change of name in the TC (except Standing Tender Committee) must have approval of the authority empowered to approve the formation of the TC.
- (d) The Chairman of the Tender Committee or Standing Tender Committee may co-opt any other executive to the TC, if considered necessary.
- (e) In case there is no Standing Tender Committee Chairman, the formation of Tender Committee would be approved by the Chairman cum Managing Director who will also nominate his representative in the TC as Chairman of TC.
- (f) An authority holding powers for recommending the tenders by virtue of his position as a member of the Tender Committee, shall not be the accepting authority also for such tenders. Acceptance shall be one level above the recommending authority.

SCHEDULE OF POWERS

SCHEDULE - III

PERSONNEL & ESTABLISHMENT MATTERS

Schedule of Powers-Personnel & Establishment Matters

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
1	Creation of posts	Full powers for GM (E7) level posts & below										
2	Recruitment against sanctioned posts	Full powers for GM (E7) level posts & below										
3	Appointing Authority											
	(a) Appointment against regular sanctioned posts	Full powers for GM (E7) level posts & below										
	(b) Temporary Appointment of retired persons as consultants/ advisors/ retainers	Full powers for posts equivalent to GM(E7) level & below										
	(c) Temporary Appointment on contract	Full powers for posts equivalent to GM(E7) level & below										

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
4	Promotion	Full powers for GM (E7) level posts & below										
5	* Disciplinary Authority	All penalties for GM(E7) level & below. All penalties except power of removal/ dismissal from service for GGM(E8)	All penalties except power of removal/ dismissal from service for E8 level & below working under him.	All penalties except power of removal/ dismissal from service for E7 level & below working under him.	All penalties except power of removal/ dismissal from service for E5 level & below working under him	All penalties except power of removal/ dismissal from service for E3 level & below working under him	All penalties except power of removal/ dismissal from service for those below E1 level working under him	All penalties except power of removal/ dismissal from service for those below E1 level working under him	All penalties except power of removal/ dismissal from service for those below E1 level working under him	All penalties except power of removal/ dismissal from service for those below E1 level working under him	All penalties except power of removal/ dismissal from service for those below E1 level working under him	
6	Transfer & posting											
	(a) Intra-plant or intra-division transfers within the Plant or Division in Hqrs Units.	Full Powers	Full powers for those under him of E5 rank & below	Full powers for those under him of E4 rank & below	Full powers for those under him of E3 rank & below	Note: - (i) Assignments of responsibilities of Heads of Plant / Division / Shop / Department to any officer shall require approval of CMD. (ii) Transfer of any technical employee from the direct production area to indirect areas or service areas shall require approval of CMD						
	(b) Inter-Plant or Inter-Unit transfers & postings from one Plant to other Plant or transfers & postings from one division to the other division in Hqrs Units	Full Powers	Full powers to Dir(Pers) for posts in E1 scale & below			Note: - (i) Assignments of responsibilities of Heads of Plant / Division / Shop / Department to any officer shall require approval of CMD. (ii) Transfer of any technical employee from the direct production area to indirect areas or service areas shall require approval of CMD						

* CDA Rules

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks	
7	Forwarding of applications	Full powers	Full powers to Dir(Pers)	Full powers for supervisor scale & below working under them		-	-	-	-	-	-	Through Hqrs Establishment	
8	Acceptance of resignation	Full powers	Full powers to Dir(Pers) for posts in E5 scale & below	Full powers to GGM(Pers) for posts in the supervisor scale & below		-	-	-	-	-	-		
9	Sanction of Leave												
	(a) Casual Leave	Full powers	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	
	(b) Earned Leave/ HPL and all other types of leave except Casual Leave	Full powers	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him except Sr Mgr and above	Full powers for those under him except Mgr and above	Full powers for those under him except Mgr and above	Full powers for those under him except Dy Mgr and above	-	-		
10	Power to recall from leave	Full Powers	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him except Sr Mgr & above	-	-	-	-			

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
11	Acceptance of fitness certificate to join duty after leave on medical ground	Full Powers	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers in respect of whom he is competent to grant earned leave					Subject to fitness certificate from HEC doctor	
12	Permission to visit / travel abroad	Full Powers	Full powers for those under him except Heads of Department and above									Subject to Vigilance clearance
<p>Note:- Leave to Employees who wish to visit/travel abroad will be sanctioned only after they have been granted permission by competent authority to visit/travel abroad.</p>												
13	Approval of Tour Programme	Full powers	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him							
14	Permission to travel by air to below E7 rank	Full powers	-	-	-							

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
15	Controlling officer for the purpose of T.A./ L.T.A	Full powers	Full powers for those under him. He will be his own controlling officer, subject to approval of tour programme by Chairman-cum-Managing Director	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him	Full powers for those under him			
16	To allow change of Hometown declaration	Full powers	Full powers for those under him									
17	Advances											
	(a) Pay advance	Full Powers	Full powers for those under him	-	-	-	-	-	-			
	(b) T.A./D.A. advance for approved Tour Programme	Full Powers	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	-	-			

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
	(c) Festival Advance	Full Powers	Full Powers	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers to Sr Mgr in respect of employees working under him			
	(d) Medical Advance	Full Powers	Full Powers	*Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Establishment Section/Personnel Deptt/ HQ only under advice of CMO								
18	Reimbursement of Medical expenses											
a)	Local (Reference & NA cases)	Full Powers	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him						Under Advice of Medical Officer/HEC
b)	(i) Referred cases-other than Special Diseases	Full Powers	Full powers in respect of employees working under him	Full powers in respect of employees working under him	Full powers in respect of employees working under him							Under Advice of CMO/ HEC
	(ii) Referred cases-Special Diseases	Full Powers	-									Under Advice of CMO/ HEC
19	Fixation of pay on promotion	Full powers in respect of promotions within his competence		*Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Establishment Section/Personnel Deptt/ HQ only								*With concurrence of Associate Finance

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
20	Sanction of successful completion/ extension of probationary period	Full Powers	Full Powers in respect of Employees in the scale of E5 and below working under them	Full Powers in respect of Employees in the scale of E4 & below working under them	Full Powers in respect of Employees in the scale of E1 & below working under them	Full powers in respect of Employees in the scale of supervisors & below working under them						
21	Power to revert to lower post if probationer not found suitable for confirmation	Full Powers	Full Powers in respect of Employees in the scale of E5 and below working under them	Full Powers in respect of Employees in the scale of E4 & below working under them	Full Powers in respect of Employees in the scale of E2 & below working under them							
22	Extension of joining time on new appointment	Full powers	Full Powers in respect of Officers in the scale of E6 and below									
23	Grant to or acceptance by Corporation employees of											
	(a) Honorarium or Fees	Full powers upto Rs 5000/- in individual cases	Upto Rs.100,000/- in a year subject to budget provision. In individual cases, exceeding Rs.2000/-, prior approval of CMD to be obtained	-								

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
(b)	Rewards	Full powers upto Rs 5000/- in individual cases	Upto Rs 100000/- in a year subject to budget provision. In individual cases, exceeding Rs.1000/-, <u>prior approval of CMD to be obtained</u>									
24	To fix instalments for recovery of over payments of pay &/or allowances	Full powers	Full powers									
25	Ex-gratia payment in respect of injury sustained while on duty	Full powers	*Upto Rs.5000/- in each case subject to a limit of Rs.50000/- per annum and subject to budget provision									*With concurrence of associate finance
26	To sanction payment under Employee's Compensation Act	Full powers	*Full powers	* Full powers in respect of employees working under him	* Full powers in respect of employees working under him							*With concurrence of associate finance

SCHEDULE III - PERSONNEL & ESTABLISHMENT MATTERS

SCHEDULE OF POWERS

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
27	Sanction payment of Retiral Dues (Gratuity & Leave Salary)	Full powers	Full powers to Director (Pers) in respect of employees in ranks equivalent to GM(E7) and below	Full powers to GGM(P&A) in respect of employees in ranks equivalent to GM(E7) and below	Full powers to GM(P&A) in respect of employees in ranks equivalent to SDGM(E6) and below	Full powers to SDGM(P&A) in respect of employees in ranks equivalent to SrM(E5) and below						
28	* Acquisition or disposal of property by the employees of the Company	Full powers in respect of employees in the scale E8 and below	Full powers in respect of employees in the scale E8 and below working under them	Full powers in respect of employees in the scale E7 and below working under them	Full powers in respect of employees in the scale E5 and below working under them	Full powers in respect of employees in the scale E3 and below working under them	Full powers in respect of employees in the scales below E1 working under them	Full powers in respect of employees in the scales below E1 working under them	Full powers in respect of employees in the scales below E1 working under them	Full powers in respect of employees in the scales below E1 working under them	Full powers in respect of employees in the scales below E1 working under them	Through Hdqrs P & A Deptt
29	To sanction overtime allowance as per rules	Full powers	Full powers in respect of employees working under them subject to budget provision	Full powers in respect of employees working under them subject to budget provision								
30	Engagement of Consultants	Full Powers										

* CDA Rules

SCHEDULE OF POWERS

SCHEDULE - IV

MISCELLANEOUS MATTERS AND CONTINGENCIES

(Supersedes Schedule II of Memo No. POL/MISC/88(III)/250 dated 10.9.1988

for Delegation of Powers for Miscellaneous Matters and Contingency)

Schedule of Powers - Miscellaneous Matters and Contingencies

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	Extent of Powers					Remarks
						HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	
1	To incur expenditure on official entertainment	Full Powers	Upto Rs 50000/- per year	Upto Rs. 25000/- subject to budget provision.	Upto Rs. 25000/- subject to budget provision.	Upto Rs 5000/- per annum, need based, subject to general restrictions					
2	Repair of office equipment, furniture and fixtures	Full powers	Full powers	Full powers subject to budget provision	Full powers subject to budget provision	Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ subject to budget provision					
3.	Expenditure on postage, telephones, courier, stationery, computer stationery, computer consumables etc. for official use	Full powers	Full powers	Full powers subject to budget provision.	Full powers subject to budget provision.	Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ subject to budget provision					
4.	Liveries, protective clothings, uniforms & safety appliances at prescribed scales to staff on approved pay scales	Full powers	Full powers	Full powers subject to budget provision	Full powers subject to budget provision	Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ subject to budget provision					

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	Extent of Powers							Remarks	
						HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts			
5.	Purchase of books, periodicals, journals & newspapers	Full powers	Full powers	Full powers subject to budget provision.	Full powers subject to budget provision.	Upto Rs 1000/- per annum subject to budget provision.	Upto Rs 1000/- per annum subject to budget provision to be exercised by SDGM/ Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ							
6.	Sale of old newspapers, periodicals, journals etc.	Full powers	Full powers	Full powers	Full powers	Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ								
7.	Issue of Advertisement													
	(a) connected with publicity and passing of advertisement bills	Full powers	Full powers to Director ((Marketing))	Full powers to GGM (Marketing) subject to budget provision		Full powers to Head of Public Relations Department subject to budget provision								
	(b) not connected with publicity and passing of advertisement bills	Full powers.	Full powers subject to budget provision			Full powers to PRO subject to budget provision								

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	Extent of Powers					Remarks
						HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	
8.	Approval of expenses for site activities usually of unforeseen nature e.g. requirements of erection, commissioning, testing, trial run etc.	* Full powers.	* Upto Rs. 5 Lakh in each case subject to a limit of Rs. 50 Lakh per annum	* Upto Rs. 2 Lakh in each case subject to a limit of Rs. 20 Lakh per annum	* Upto Rs. 1 Lakh in each case subject to a limit of Rs. 10 Lakh per annum	<p>* Need based powers to be delegated by concerned Director upto a maximum of Rs. 1 Lakh in each case to site in-charges depending on the needs of project site subject to a maximum limit of Rs. 10 Lakhs per annum per site.</p> <p>Note:- In case of extreme emergency, expenses upto Rs. 10,000/= in each case, subject to a limit of Rs. 50,000/= per annum can be incurred by site-in-charge without need of financial concurrence, subject to</p> <ul style="list-style-type: none"> i) three quotations to be obtained from registered firms/vendors in each case ii) another officer/executive to get associated with spot purchase along with site-in-charge iii) site-in-charge to submit a quarterly statement of such purchases along with supporting vouchers/documents for post-facto approval of concerned GM iv) Associate Finance/ Internal Audit Agency to undertake post-audit of vouchers/ documents on being approved by concerned GM. v) Responsibility & accountability to remain at the level of site-in-charge in case of any lapse being discovered at the post-audit stage. 					* with concurrence of Associate Finance
9.	Power to sanction contingencies										
	(a) Recurring	* Upto Rs 5000/- in each case	* Upto Rs 5000/- in each case subject to budget provision	* Upto Rs 2000/- in each case subject to budget provision	* Upto Rs 2000/- in each case subject to budget provision	* Upto Rs 500/- in each case subject to budget provision to be exercised by SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ					* with concurrence of Associate Finance

Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	Extent of Powers						Remarks	
						HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts		
	(b) Non-recurring	* Full powers upto Rs 5000/- in each case	* Upto Rs 3000/- in each case subject to budget provision	* Upto Rs 1000/- in each case subject to budget provision	* Upto Rs 1000/- in each case subject to budget provision	* Upto Rs 500/- in each case subject to budget provision to be exercised by SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ.						* with concurrence of Associate Finance	
10.	Sanction of expenditure for transport of materials by other than the cheapest mode in emergency (reasons to be recorded in writing)	Full powers	Full powers	-	-	-	-	-	-	-	-	-	-
11.	Sanction expenditure on ceremonial occasions	* Full powers	* Upto Rs 10,000/- in each case	* Upto Rs 5000/- in each case subject to limit of Rs. 10000/- per year	* Upto Rs 2500/- in each case subject to limit of Rs. 10000/- per year	-	-	-	-	-	-	-	* With concurrence of associate finance
12.	Sanction of permanent advance imprest	Full powers	* To project site in-charges (need based) - upto Rs.3L at a time subject to a limit of Rs.20L per annum per site. * To others - upto Rs.25,000 at a time subject to a limit of Rs. 2 Lakh per annum in all	* Up to Rs.20,000 at a time subject to a limit of Rs. 1.5 Lakh per annum in all	* Up to Rs.15,000 at a time subject to a limit of Rs.1 Lakh per annum in all	-	-	-	-	-	-	-	* With concurrence of associate finance

Extent of Powers												
Sl. No.	Nature of Powers	CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts	Asst Manager & eqv posts	Remarks
13.	Payment of fees for various enactments	Full powers	Full powers	Full powers	Full powers	Full Powers to SDGM/Sr Mgr/Mgr/Dy Mgr in-charge of Personnel Deptt of Plant/HQ	Full powers to Company Secretary for payment of fees under Companies Act 1956 according to the prescribed schedule of fees					
14.	Insurance Coverage for Plants, Buildings, stores, Goods in transit etc	Full powers	Full powers	Full powers	Full powers	Full power to I/C Transport for Insurance & registration of vehicles subject to budget provision						
15.	Expenditure for training outside HEC	* Full powers	* Upto Rs.30,000 per Employee per Training Programme to Director (Pers)	* Upto Rs.20,000 per Employee per Training Programme to GGM (P&A)	* Upto Rs.20,000 per Employee per Training Programme to GM (P&A) & GM (HRD)	* Upto Rs.10,000 per Employee per Training Programme to SDGM (HRD)						*With concurrence of associate finance, subject to a overall limit of 75% of the income generated by HRD in the immediately preceding financial year
Legal Matters												
16.	Execution of Instruments, deeds, leases, contracts etc.	Full powers	Full powers in their respective areas, except items requiring common seal of the Company under Indian Companies Act 1956 including Section 48(i), 50(2), 84 and 114									
17.	Acceptance of Service Bond	Full powers	Full powers	Full powers	Full Powers to GM/ SDGM/ Sr Mgr/ Mgr/ Dy Mgr in-charge of Personnel Deptt of Plant/HQ							

Sl. No.	Nature of Powers	Extent of Powers							Remarks		
		CMD	Director	GGM	Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts		Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts
18.	Incur expenditure on legal cases brought against or by the Company including payment of fee to Advocates, Govt. Pleaders, Solicitors, Govt. Advocates etc.	Full powers	Full powers according to the prescribed schedule of fees.	Full powers according to the prescribed schedule of fees.	Full powers in the rank of GM and eqv posts	Full powers in the Rank of Sr Manager & eqv posts	Full powers in the Rank of SDGM & eqv posts	Full powers in the Rank of Sr Manager/ Manager & eqv posts	Full powers in the Rank of Dy Manager & eqv posts	Full powers in the Rank of Asst Manager & eqv posts	
19.	Engagement of Counsel, Govt. Pleaders etc	Full powers	Full powers	Full powers according to the prescribed schedule of fees.	Full powers in the rank of GM and eqv posts	Full powers in the Rank of Sr Manager & eqv posts	Full powers in the Rank of SDGM & eqv posts	Full powers in the Rank of Sr Manager/ Manager & eqv posts	Full powers in the Rank of Dy Manager & eqv posts	Full powers in the Rank of Asst Manager & eqv posts	
20.	Sign and execute powers of attorney, sign Vakalatnama and verify and sign plaints, written statements and all other documents and papers in connection with suits and cases in Law Courts by and on behalf of the Company	Full powers	Full powers	Full powers	Full powers in the rank of GM and eqv posts	Full powers in the Rank of Sr Manager & eqv posts	Full powers in the Rank of SDGM & eqv posts	Full powers in the Rank of Sr Manager/ Manager & eqv posts	Full powers in the Rank of Dy Manager & eqv posts	Full powers in the Rank of Asst Manager & eqv posts	

Sl. No.	Nature of Powers	CMD	Director	GGM	Extent of Powers						Remarks		
					Plant/ Division Heads in the rank of GM and eqv posts	HODs in the Rank of SDGM & eqv posts	HODs in the Rank of Sr Manager & eqv posts	SDGM & eqv posts	Sr Manager/ Manager & eqv posts	Dy Manager & eqv posts		Asst Manager & eqv posts	
21.	Execute Indemnity Bonds on behalf of the Company	Full powers	Full powers	Full powers	Full powers upto Rs. 1 lakh to Company Secretary in consultation with I/c Finance, as and when necessity arises.								
Write offs													
22.	Power to condemn and write off unserviceable office equipment, furnitures & fixtures	*Full powers	*Full powers on recommendation of Survey Committee	-	-	-	-	-	-	-	-	-	*With concurrence of associate finance
23.	Power to sanction write-off of loss – other than stores												
(a)	Not due to theft, fraud or negligence	*Full powers upto Rs 2 lakhs	*Upto Rs. 50,000/- in each case	*Upto Rs. 20,000/- in each case	-	-	-	-	-	-	-	-	*With concurrence of associate finance & recommendation of survey committee.
(b)	Due to theft, fraud or negligence	*Full powers upto Rs 2 lakhs	*Upto Rs. 10,000/- in each case	*Upto Rs. 5000/- in each case	-	-	-	-	-	-	-	-	*With concurrence of associate finance & recommendation of survey committee.
(c)	Amount due to the Company, such as rents, hospital dues etc. becoming irrecoverable	*Full powers upto Rs 2 lakhs	*Upto Rs. 10,000/- in each case	*Upto Rs. 5000/- in each case	-	-	-	-	-	-	-	-	*With concurrence of associate finance

SCHEDULE OF POWERS

SCHEDULE - V

FINANCE EXECUTIVES

**(Supersedes O.O. No. 3/2006(Fin) issued vide Memo No. SDGM(Fin)/ HQ/ DOP/06 dated 25.01.2006
for Delegation of Powers for Finance Executives)**

Schedule - V

Schedule of Powers - Finance Executives

Sl. No.	Nature of powers	Director (Finance)	GGM (Finance)	GM (Finance)	SDGM (Finance)	Sr Mgr (Finance)	Mgr (Finance)	DM (Finance)	AM (Finance)	JM (Finance)	Remarks
1	Financial Concurrence to Tender Inquiry										
a	Open Tender Inquiry - Works Contract-EPC	Above Rs. 5000 L	Upto Rs. 5000 L	Upto Rs. 2000 L	Upto Rs. 1000 L	Upto Rs. 500 L	Upto Rs. 200 L	Upto Rs. 100 L	Upto Rs. 50 L	Upto Rs. 25 L	
	Works Contract LTI/ STI -EPC	Above Rs. 1000 L	Upto Rs. 1000 L	Upto Rs. 500 L	Upto Rs. 200 L	Upto Rs. 100 L	Upto Rs. 50 L	Upto Rs. 25 L	Upto Rs. 10 L	Upto Rs. 5 L	
c	Open Tender Inquiry - Works Contract-other than EPC	Above Rs. 1000 L	Upto Rs. 1000 L	Upto Rs. 100 L	Upto Rs. 50 L	Upto Rs. 30 L	Upto Rs. 20 L	Upto Rs. 20 L	Upto Rs. 15 L	Upto Rs. 10 L	
	Works Contract LTI/ STI - other than EPC	Above Rs. 200 L	Upto Rs. 200 L	Upto Rs. 50 L	Upto Rs. 30 L	Upto Rs. 20 L	Upto Rs. 15 L	Upto Rs. 15 L	Upto Rs. 10 L	Upto Rs. 5 L	
e	Purchase Open Tender Inquiry	Above Rs. 5000 L	Upto Rs. 5000 L	Upto Rs. 2000 L	Upto Rs. 1000 L	Upto Rs. 500 L	Upto Rs. 200 L	Upto Rs. 100 L	Upto Rs. 50 L	Upto Rs. 25 L	
	Purchase LTI	Above Rs. 500 L	Upto Rs. 500 L	Upto Rs. 200 L	Upto Rs. 50 L	Upto Rs. 30 L	Upto Rs. 20 L	Upto Rs. 15 L	Upto Rs. 10 L	Upto Rs. 5 L	
g	Purchase STI	Above Rs. 100 L	Upto Rs. 100 L	Upto Rs. 50 L	Upto Rs. 30 L	Upto Rs. 20 L	Upto Rs. 10 L	Upto Rs. 7 L	Upto Rs. 5 L	Upto Rs. 3 L	
	2 Financial Concurrence to W/O./P.O. Proposal										
a	Works Contract -Open Tender – EPC (excluding single offer against OT)	Above Rs. 1000 L	Upto Rs. 1000 L	Upto Rs. 500 L	Upto Rs. 200 L	Upto Rs. 50 L	Upto Rs. 25 L	Upto Rs. 15 L	Upto Rs. 10 L	Upto Rs. 5 L	
	Works Contract- LTI/ STI – EPC (excluding single offer against LT)	Above Rs. 500 L	Upto Rs. 500 L	Upto Rs. 200 L	Upto Rs. 100 L	Upto Rs. 50 L	Upto Rs. 25 L	Upto Rs. 10 L			
c	Works Contract-Open Tender Inquiry - other than EPC (excluding single offer against OT)	Above Rs. 100 L	Upto Rs. 100 L	Upto Rs. 20 L	Upto Rs. 10 L	Upto Rs. 7 L	Upto Rs. 5 L	Upto Rs. 3 L	Upto Rs. 2 L	Upto Rs. 1 L	

Sl. No.	Nature of powers	Director (Finance)	GGM (Finance)	GM (Finance)	SDGM (Finance)	Sr Mgr (Finance)	Mgr (Finance)	DM (Finance)	AM (Finance)	JM (Finance)	Remarks
d	Works Contract -LTI/ STI - other than EPC (excluding single offer against LT)	Above Rs.50 L	Upto Rs.50 L	Upto Rs.15 L	Upto Rs.10 L	Upto Rs.5 L	Upto Rs.3 L	Upto Rs.2 L			
e	Purchase -Open Tender (excluding single offer against OT)	Above Rs.200 L	Upto Rs.200 L	Upto Rs.100 L	Upto Rs.25 L	Upto Rs.15 L	Upto Rs.10 L	Upto Rs.5 L	Upto Rs.3 L	Upto Rs.2 L	
f	Purchase -LTI (excluding single offer against LT)	Above Rs.100 L	Upto Rs.100 L	Upto Rs.25 L	Upto Rs.15 L	Upto Rs.10 L	Upto Rs.5 L	Upto Rs.3 L	Upto Rs.2 L	Upto Rs.1 L	
g	Purchase –STI	Above Rs.80 L	Upto Rs.80 L	Upto Rs.20 L	Upto Rs.8 L	Upto Rs.5 L	Upto Rs.2 L				
<p>Note: In cases where the Head of Finance of respective Plant/ Division is member of the Tender Committee and has signed the proceedings, financial concurrence by Associate Finance of Plant/Division is not required.</p>											
3	Financial Concurrence –other matters										
a	Indents for Purchase of Capital Items (with budgetory provision)	Above Rs.1000 L	Upto Rs.1000 L	Upto Rs.750 L	Upto Rs.500 L	Upto Rs.200 L	Upto Rs.150 L	Upto Rs.80 L	Upto Rs.25 L	Upto Rs.10 L	
b	Indents for Purchase of Non-capital Items	Above Rs.1500 L	Upto Rs.1500 L	Upto Rs.1000 L	Upto Rs.750 L	Upto Rs.500 L	Upto Rs.300 L	Upto Rs.200 L	Upto Rs.50 L	Upto Rs.20 L	
c	Estimates for Works & Service Contract	Above Rs.1000 L	Upto Rs.1000 L	Upto Rs.750 L	Upto Rs.500 L	Upto Rs.300 L	Upto Rs.100 L	Upto Rs.50 L	Upto Rs.25 L	Upto Rs.10 L	
d	Recommendation of the Disposal Committee	Above Rs.500 L	Upto Rs.500 L	Upto Rs.250 L	Upto Rs.100 L	Upto Rs.50 L	Upto Rs.25 L	Upto Rs.25 L	Upto Rs.10 L	Upto Rs.5 L	
e	Disposal of empties, containers etc. (para-3 of O.O. no. 30/79 dtd 15.9.79)									Full powers to resp. JM(F) of Central Store / Central Garage/ Medical Divn	

Sl. No.	Nature of powers	Director (Finance)	GGM (Finance)	GM (Finance)	SDGM (Finance)	Sr Mgr (Finance)	Mgr (Finance)	DM (Finance)	AM (Finance)	JM (Finance)	Remarks
f	Disposal of raisings from workshops, including used tyres, tubes & scrap(para-1 of O.O. no. 30/79 dtd 15.9.79)									Full powers to JM(F) of Central Garage	
g	Disposal without TC (para-4 of O.O. no. 30/79 dtd 15.9.79)									Upto Rs 50,000 to JM(Stores Finance)	
4	Finance Member of Survey Committee for Disposal										
a	Central Stores (para-1 of O.O. no. 30/79 dtd 15.9.79)									Full powers to JM(F) of Central Store	
b	Central Garage (para-1 of O.O. no. 30/79 dtd 15.9.79)									Full powers JM(F) of Central Garage	

Sl. No.	Nature of powers	Director (Finance)	GGM (Finance)	GM (Finance)	SDGM (Finance)	Sr Mgr (Finance)	Mgr (Finance)	DM (Finance)	AM (Finance)	JM (Finance)	Remarks
5	Finance member of Tender Committee										
a	Works Contract, tender procedure		Above Rs.2000 L	Upto Rs. 2000 L	Upto Rs 1000 L	Upto Rs 200 L	Upto Rs.50 L	Upto Rs.25 L	Upto Rs.15 L	Upto Rs.10 L	The Head of respective Plant/ Division Finance will be Finance Member of Standing Tender Committee (Sub-clause 5.1.3f of Works Manual and Sub-clause 4.3.3f of Purchase Manual) irrespective of the delegation under these Sub-clauses 5(a) & 5 (b)
b	Purchase Tender		Above Rs. 500 L	Upto Rs.500 L	Upto Rs. 200 L	Upto Rs 100 L	Upto Rs.25 L	Upto Rs.20 L	Upto Rs.10 L	Upto Rs.5 L	
6	Finance member of Disposal Committee (para-5 of O.O. no. 30/79 dtd 15.9.79)	Above Rs. 500 L	Upto Rs.500 L	Upto Rs.250 L	Upto Rs.100 L	Upto Rs.50 L	Upto Rs.25 L	Upto Rs.25 L	Upto Rs.15 L	Upto Rs.10 L	
7	Vetting of letter of Acceptance/Agreement – Works/ Purchase/ Disposal										Full powers to JM (Finance) with reference to approval accorded by Competent Authority

Note 1:- When any post(s) is lying vacant, the powers associated with that post will be exercised by an Officer next in line below , with the approval of Director(Finance)/ GGM(Finance).