

MMTC LIMITED: CORPORATE OFFICE: NEW DELHI
PERSONNEL DIVISION
(CO-ORDINATION SECTION)

No : MMTC/COORD/95-96(P)

DECEMBER 30, 1998

ORDER NO. DOP/REVISED/1/98

**SUB: UPDATED AND REVISED DELEGATION OF POWERS TO THE
CHAIRMAN-CUM-MANAGING DIRECTOR AND DELEGATION OF
POWERS BY THE CHAIRMAN-CUM-MANAGING DIRECTOR.**

The Board of Directors in their meeting held on 28.10.1998 have approved amendments to Delegation of Powers to Chairman-cum-Managing Director. The revised Delegation of Powers to Chairman-cum-Managing Director including the latest amendments is enclosed as Part I to this order.

The Board of Directors in the meeting held on 28.10.98 also authorized the Chairman-cum-Managing Director to sub delegate powers to various levels of officials in the Company including the whole time Directors after the same has been deliberated and approved in the Committee of Directors. Accordingly, the Committee of Directors considered proposals for modifications in the Delegation of Powers by the Chairman-cum-Managing Director in the 134th meeting held on 4.12.1998. The approved, revised and up-dated Delegation of Powers by the Chairman-cum-Managing Director are enclosed as Part II of this order. Part II comprises two Schedules – Schedules ‘A’ “Trade and Business Matters” and Schedule ‘B’ “Establishment and General Matters”. The revised and up-dated “Departmental Instructions” authorizing officials for passing and drawing of bills, signing of cheques and operation of Company’s Bank Account etc. are in Part III of this order.

This order comes into force with effect from 1.1.1999.

(R. HARI)
CHIEF GENERAL MANAGER (P)

Copy to :

- 1. ES to CMD/PSs to Directors/CVO**
- 2. All CGMs/GMs/DGMs at CO**
- 3. All Zonal/Regional /Sub-Regional Heads**
- 4. All Coordination sections at CO./Systems Division**
- 5. Secy. Gen. Fedn. Of MMTCEUs, RO,Bellary.**
- 6. Secy. Gen. Fedn. Of MMTC OA, Vizag..**

7. Gen. Secy. MMTCEU, New Delhi.
8. Co. Secretary
9. Notice Board.
10. Office order file.
11. Shri J.S. Rana, Mgr (Systems) for hoisting on MMTC Intranet.

PART – I

DELEGATION OF POWERS

TO

THE CHAIRMAN – CUM - MANAGING

DIRECTOR

(AS AMENDED UPTO 30.11.2005)

PART-I

DELEGATION OF POWERS TO THE CHAIRMAN-CUM-MANAGING DIRECTOR

The Board of Directors in their meetings held on 7.1.84, 4.8.84, 11.12.86, 16.6.87 and 28.10.98 have accorded approval to the following Delegation of Powers to the Chairman: -

- (I) to exercise powers vested with the Board of Directors for conducting the day-to-day affairs of the Corporation subject to observance of the provisions of the Companies Act of 1956, Memorandum & Articles of Association of the Corporation, general financial propriety, other statutory requirements, and Government directives, except the following powers which shall be exercised in the manner indicated against each.

A RULES & REGULATIONS

To amend the existing Rules and to make new Rules, from time to time, for regulation of the business of the Corporation and service conditions of its employees, except the following, for which the powers will rest with Board of Directors:

- (1) Service Regulations, 1976
- (2) Conduct, Discipline & Appeal Rules 1975. Reviewing Authority shall be only the Board of Directors for posts at the levels of DGM and above.
- (3) Recruitment Rules 1975 (Officers') – Rule framing authority shall be the Board of Directors for post at the level of DGM and above.

B. TRADE AND BUSINESS MATTERS (SCHEDULE 'A' OF DELEGATION OF POWERS)

- | | |
|--|-----------------------------------|
| (1) To conclude Purchase/Sale contracts including Barter deals | Up to Rs. 15 crores in each case. |
|--|-----------------------------------|

(2)(i) Financial assistance to suppliers/handling agents.

(a) against security Upto Rs. 2 crore for each associate with an overall limit of Rs. 10 crore subject to BG/LC or as per orders issued by Finance from time to time.

(b) without security Upto Rs. 25 lakhs in each case.

(ii) Credit facilities to suppliers for export of non-canalized items and services-Financial assistance for all pre and post shipment credits whose proceeds are directly received by the Corporation.

(a) against security up to 80% of shipment value subject to guidelines laid down by Finance.

(b) without security Up to Rs. 50 lakhs in each case. A committee consisting of concerned CGM/GM/DGM & DGM (F&A)/Sr. Mgr. (F&A) will vet all such proposals of unsecured credit.

(3) Waiver of liquidated damages where the liquidated damage is predetermined and provided for in the contract. Upto 10% and further subject to overall limit of Rs. 1 crore.

4. Investment of short term surplus funds up to one year maturity Up to Rs.25 crores a) Decision on investment of surplus for a period over one year shall be taken by the Board.

However, if it involves investing short term surplus funds over Rs. 25 crores upto one year maturity, powers are delegated to a Committee of Directors which would include CMD and Director (Finance)/Head of Finance with automatic internal reporting to the Board at its next meeting in all cases.

- b) Investment should be in accordance with the regulations as per Company Law, Government of India instructions and any other relevant legislation and rules as applicable.
- c) Any investment not in conformity of the guidelines should not be renewed after maturity.
- d) For other investments including inter-corporate loans, the guidelines detailed in the DPE Circular No. DPE/4/6/94-FM dated 14th December, 1994, 1st November 1995 and 14th Feb., 1997 and any other guidelines issued by the Government from time to time, be followed.

**C. ESTABLISHMENT AND GENERAL MATTERS *
(SCHEDULE 'B' OF DELEGATION OF POWERS)**

- | | | |
|------------------------------|---|--|
| <p>(1) Creation of Posts</p> | <p>For posts upto and including the level of GM</p> | <p>A report to be submitted to the Board annually after the end of the Financial year.</p> |
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(2) Special disability leave and study leave Sanctions for period not exceeding two yrs. leave

(3) Powers to write off losses:

(a)	Not due to fraud, theft and negligence	{	Upto Rs. 2 lakh. Report
		{	in respect of cases in
		{	excess of Rs. 1 lakh to be
		{	submitted to the Board.
	(i) Permanent Assets	{	
(b)	Due to theft, fraud or negligence	{	
		{	
	(i) Shortage of cash	{	
	(ii) Other Assets	{	

4. Capital Expenditure

For purchase of immovable /movable assets	Upto Rs. 2 crores in each case	For acceptance of tenders award of Contract upto Rs. 5 crores in each case.
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(II) to re-delegate any of his powers at his discretion to the subordinate officers under his control and to modify any of their existing powers, in consultation with Director (Finance).

DELEGATION OF POWERS BY THE CHAIRMAN-CUM-MANAGING DIRECTOR

(Effective from 1-1-1999)

INTRODUCTION

1. Board of Directors at their meeting held on 7.1.84 and 28.10.98 have authorized Chairman-cum-Managing Director to exercise powers vested with them for conducting the day-to-day affairs of the Company as spelt out in Part – 1 of the Schedule.
2. In terms of the above powers vested with the Chairman-cum-Managing Director, from time to time, powers have been delegated by the Chairman-cum-Managing Director to various levels as per Part-II of the Schedule in order to facilitate smooth and efficient functioning of the organization.

Schedule ‘A’ - “Trade and Business Matters”

Schedule ‘B’ - “Establishment and General Matters”

These powers have been reviewed by a Committee constituted for the purpose and based on the recommendations the powers have been revised. The revised powers are effective from 1-1-1999.

3. The powers delegated herein should be read in conjunction with the rules, regulations, guidelines and procedures laid down by the Management from time to time.
4. The purpose of the Delegation of Powers is for smooth, expeditious and efficient realization of Company’s goals within the policy framework.
5. The Delegates shall effectively utilize the organizational structure for realization of the purpose set out in 4 above.

6. The Delegates shall be accountable for their decisions under the delegation.
7. As the delegation is meant for smooth execution of work and realization of Company's goals and targets, any constraints or impediment in this direction shall promptly be brought up by the concerned and reviewed by the competent authority to remedy the same.
8. The financial powers shall always be exercised with due observance of canons of financial propriety. Care may be taken that decisions are not split only for the purpose of bringing the decision within the powers of a delegatee.
9. In respect of items not covered in the Schedule, the powers shall be exercised by the authorities in emergent cases in the interest of the Company. However, the concerned as well as the controlling Directors may be informed soon thereafter.
10. When the officers to whom the powers are delegated are absent for more than 48 hours, such powers may, in urgent cases, be exercised by the immediate subordinate officers, recording the circumstances under which the power is being exercised by them on behalf of the Authority delegated with such powers and report to such authority on return.
11. In cases where the officers have any interest in firms or individuals with whom transactions are proposed to be conducted, such interest will have to be disclosed and matter referred to the next higher authority for decision on the proposal.
12. "Director In-charge" wherever appearing in the existing delegation of powers, shall be the Director In-charge of the concerned commodity.

PART – II ----- SCHEDULE ‘A’

DELEGATION OF POWERS

BY

**“THE CHAIRMAN-CUM-MANAGING
DIRECTOR**

“TRADE AND BUSINESS MATTERS”

Part-II

PART-II – SCHEDULE – ‘A’

TRADE AND BUSINESS MATTERS

Item No. 1 To make an offer for sale/purchase and to approve purchase/sale through open tender or by limited tender or by negotiations within the policy accepted by the Board/SPC in respect of imports, export and domestic trade.

<u>AUTHORITY</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
Director (Incharge) & Director (Fin.)	Rs. 10 crore in each case	These powers will be exercised subject to the following:-
Director (Incharge)	Rs. 5 crores in each case	a) Each offer should be supported by a back up procurement/sale arrangement. Where bid bond is to be deposited by MMTC, back to back bid bond to be obtained from associate.
CGM (Incharge) of ZO/Profit Centre)	Rs. 3 crores in each case	Provided however, Corporate indemnity in
GM(Incharge of RO /Profit Centre)	Rs. 2 crores in each case	

lieu of bid bond may be obtained with the approval of next higher authority. Any deviation in the requirements of each offer being supported by a back up procurement/sale arrangement and obtaining back to back bid bond/corporate indemnity from local associate should be approved by Sale/Purchase Committee of Directors”

DGM (Incharge of RO/Profit Centre Head) Rs. 1 crores in each case

b)Purchase/sale contracts will be finalized keeping in view the formal guidelines of sale /Purchase committee.

c) Where tenders are called for and the lowest tender is not accepted, reasons therefore shall be recorded and the approval of the next higher authority be taken.

d) In case of imported tailor-made items where purchase is made in consultation with users and with their specific written consent, with required 25% value EMD, the approval of the next higher authority will not be necessary.

e) The approval of next higher authority shall also be taken when the contract is concluded by negotiations and there is a departure from the price structure laid down by the Board/SPC when no price structure exists.

(f) For purchase for stock and sales, powers will be exercised in respect of existing lines of business only and provided inventory does not exceed approved limits. For any deviation, approval of next higher authority shall be obtained.

(g) Contract to be signed jointly by officer in the commodity division not below the level of Sr. Manager and an officer from the Finance Division.

(h) Within seven working days of signing the contract next higher authority must be informed of the same.

(i) On completion of transaction, profit statement to be submitted to the authority who approved the contract.

(j) Any deviation from the above guidelines

must be approved specifically by the next higher authority.

(k) Any sales on cash and carry basis at prices approved by the Competent Authority within the specific Board / SPC guidelines shall not require any specific separate approval provided the sales consideration is realized in full before delivery of the material on cash and carry basis.

ITEM NO. 2 Amending or altering the terms of a concluded contract not involving any additional financial liability to the Company

Director (Incharge)	Full Powers	In all cases where he is competent to conclude contracts under powers vested vide Item No. 1
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ITEM NO.3 Fixation of selling price of commodities imported or internally procured, for exports, third country trade and domestic sale.

Director (Incharge)	Full powers	<p>a) Selling price of commodities shall be based on guidelines, if any, laid down by the Sale /Purchase Committee</p> <p>b) In the absence of detailed/specific guidelines, the guideline is that the transaction must result in profit to the Company.</p> <p>c) For sale on loss basis upto Rs. 25 lakhs prior approval of Sale/Purchase Committee should be obtained. For</p>
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losses beyond Rs. 25 lakhs in each proposal, matter to be placed before the Board of Directors for approval.

Item No. 4 Appointment of stevedores, clearing and forwarding agents, handling agents, assayers, draft surveyors, sampling analysts, etc.

CGM/GM/DGM Incharge of ZO/RO/Profit Centre full powers for contract/agreement not exceeding 3 yrs.

a) These powers will be exercised in accordance with any guidelines laid down by Board / COD

b) These powers will be exercised subject to the following:-

For renewal/extension of contract upto maximum period of one year approval of Director (Incharge) to be obtained

i) The parties to be appointed will be firms of good standing in the required line. A panel of such agencies should be drawn.

ii) Tenders should be invited and wherever lowest tender is not accepted the reasons for the same should be recorded and approval of the next higher authority obtained.

iii) Agreement is to be entered into in the prescribed format provided by Corporate Office.

Item No. 5(a) Appointment of agents (for inland and export trade)

CGM Incharge of ZO/Profit Centre Full Powers

The powers will be exercised subject to the following:-

(i) Appointment should not be for a period of more than three years at a time. The agent should be of good standing and experience.

ii) Agreement to be entered into duly vetted by Law and Associate Finance.

iii) The said delegation will not include the appointment of sole selling agents which can be done only subject to the fulfillment of specific provisions in the Companies Act 1956.

iv) The agency commission payable to the agent is subject to :-

- a) Completion of transaction.
- b) Realization of full payment.
- c) Commission shall not exceed the net margin of the Company except in export trade transactions.
- d) In export transactions the payment of commission is subject to the guidelines of RBI.
- e) For any deviation from the guidelines approval of SPC must be obtained.
- f) Monthly report to be submitted to the SPC.

Item No. 5 (b) Appointment of dealers/distributors for domestic trade.

CGM/GM
Incharge of
ZO/RO/Profit
Centre

Full Powers
for contract/
agreement not
exceeding
3 years

- i) Subject to guidelines laid down by Sale / Purchase Committee for: -
- a) Appointment and terms and conditions
 - b) Payment of commission
 - c) Period of appointment
- ii) Stocks in custody of dealers and distributors should be fully secured by BG.

iii) For renewal or extension of contract upto a maximum period of one year, approval of Director (Incharge) shall be obtained.

iv) Monthly report to be submitted to Director (Incharge)

Item No. 6 Secured Credit Sales

Director
(Incharge)
Jointly with
Director(F)

Rs. 10 crores in
each case

These powers will be exercised subject to the following:-

i) BG/LC is to be obtained from the party in acceptable form only, issued by Public Sector Banks or any other bank notified for the purpose by Dir (F). Specific note to be recorded by the delegatee in consultation with associate finance that BG/LC obtained is in acceptable form.

Director (Incharge)
Rs. 5 crores
in each case

ii) Credit to be allowed for such period and at such rate of interest as laid down in Corporate office circulars/instructions.

CGM Incharge
Zo/Profit Centre
Rs. 50 lakhs in
each case

iii) Document of title to goods to be released only after BG/LC is in hand.

iv) Credit sale facility is to be extended to the parties of good standing only. Provided that the party has not defaulted in the past.

v) Outstanding amount in respect of any party not to exceed respective credit limits, at any point of time.

vi) Subject to availability of funds.

vii)Exception statement to be put up to next higher authority detailing overdue amounts, and other deviations if any, on monthly basis.

Item No. 7 Expenditure directly connected with and incidental to the trade (such as freight, LC/BG negotiation charges, Godown/plot, rent, Godown insurance, wharfage, demurrage, marine insurance etc.)

CGM/GM/DGM
Incharge of ZO/
RO/Profit Centre

Full powers a)
excepting hiring
of private godowns/
plot for which Director
(Incharge)'s
approval to be
obtained.

The following items will
be reported to Director
(Incharge)

- i)Marine demurrage exceeding Rs. 5 lakh per shipment
- ii)Railway demurrage exceeding Rs. 2.5 lakhs per month in any region.
- iii)Wharfage at ports exceeding Rs. 1.25 lakh per shipment.

b) CGM/GM/DGM are authorized to open deposit account with customs/port/Govt authorities for payment of charges.

Item No. 8(a) To sanction guarantees/indemnities for trade operations (in favour of Railways/Port Trust/Customs etc. for release of wagons/cargo, for non-receipt of RRs/shipping documents, for discrepant shipping documents).

DGM & above

Full Powers

i) After the guarantees / indemnities

Sr. Manager	Rs.1 crore in each case	have been sanctioned, the officers, authorized to operate upon the cash credit account will execute such Guarantees/indemnities upto the monetary limit specified in each case on behalf of the Company. Monthly report on outstanding guarantees/indemnities to be submitted to Director (F).
Manager	Rs. 50 lakhs in each case	
Dy. Manager	Rs. 10 lakhs in each case.	ii) CGM/GM/DGM Incharge of the office may authorize officer(s), to execute such documents subject to limits as at (i) above. iii) Each Indemnity/Bank guarantee is to be countersigned by associate finance and commodity Incharge jointly.

Item No. 8(b) To execute EMD, Bid Bond, PG, Indemnity Bond/Guarantees in connection with trade matters.

DGM and above	Full powers	i) As per contract already approved by the competent authority. ii) Signing authority for PG/ Bid bond etc. to be as per the cheque signing authority of the officer(s) concerned. iii) Monthly report of outstanding EMD/Bid Bond/PG etc. to be submitted to Director (F).
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Item No. 9(a) Advance payment/financial assistance to suppliers/handling agents.

AGAINST SECURITY

Director (Incharge) jointly with Dir.(F)	Upto Rs. 2 crores for each associates with an overall limit of Rs. 5 crores outstanding at any point of time.	a) Loans and advances will be granted for any purpose which directly or indirectly maintains / augments trade, particularly exports of the Company. b) Advance shall be against BG only and as per instructions issued by Corporate (Finance) from time to time. c) Monthly report to be submitted to Sale/Purchase Committee through commodity division concerned.
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Director (Incharge)	Upto Rs. 1 crore for each associate with an overall limit of Rs. 5 cores outstanding at any point of time.
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CGM Incharge ZO/Profit Centre	Upto Rs. 50 lakhs for each associate with an overall limit of Rs. 3 crores outstanding at any point of time.
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GM Incharge RO/Profit Centre	Upto Rs. 30 lakhs for each associate with an overall limit of Rs. 2 crores outstanding at any point of time.
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Item No. 9(b) Credit facilities to Suppliers for export of non-canalized items and services – Financial assistance for all pre and post shipment credits whose proceeds are directly received by the Company.

AGAINST SECURITY

Director (Incharge)	Upto 75% of shipment value in each case	Subject to formal instructions issued by Corporate (Finance) from time to time.
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Item No. 10 Payment to contractors, handling agents provisionally, pending finalization of contracts/agreements.

Director (Incharge)	95% provisional payments based on rates and quantities approved by the Competent Authority as per Item No. 1 and 4. In addition, these powers may be exercised where existing written contract/agreement is being extended for a maximum period of 3 months only.	a) Subject to general terms of contract in standardized format approved by Corporate Office being signed with provision therein that specific / detailed terms shall be finalized and signed within maximum 3 months
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CGM/GM/ DGM in charge of ZO/RO Profit Centre	a) 90% provisional payments based on rates and quantities approved by the Competent Authority as per Item No. 1 and 4. In addition these powers may be exercised where existing written contract/agreement is being extended for a maximum period of 3 months only.	b) payment may be released if note recorded that work/service have been satisfactory and as per agreed terms and conditions
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Item No. 11 Acceptance of claims of foreign buyers due to admixture of foreign materials.

CGM/GM DGM Incharge of ZO/RO/Profit Centre	Full powers	All cases exceeding Rs. 2 lakhs per shipment to be reported to SPC.
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Item No. 12 Acceptance of penalty imposed by buyers for supplies falling below specifications where scales of penalty are not provided in the contracts.

Director (Incharge)	Full Powers	All cases exceeding Rs. 50,000/ per shipment to be reported to SPC.
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Item No. 13 Waiver of liquidated damages where the liquidated damage is pre-determined and provided for in the contract.

Director (Incharge)	Upto 10% and further subject to a limit of Rs. 30 lakhs	A quarterly statement showing the cases where waiver is exercised should be submitted to the SPC.
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CGM (Incharge of Zone/Profit Centre)	Upto Rs. 1.25 lakh in each case	--- do ----
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GM (Incharge of RO/Profit Centre)	Upto Rs. 1 lakh in each case	--- do ----
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DGM (Incharge of RO/Profit Centre)	Upto Rs. 50,000 in each case	--- do ----
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Item No. 14 Acceptance of settlement of Insurance claims

Director (Incharge) with	Full powers	Quarterly report to be submitted by Corporate (Insurance Div.) to
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Director (F).

Committee of Directors.

Director
(Incharge)

Upto Rs. 5 lakhs

---- do -----

Item No. 15 Authorize corporate membership of trade, export promotion and other associations/bodies duly constituted and recognized by Govt.

Director
(Incharge)

Full Powers

Provided no foreign exchange is involved.

CGM/GM/
DGM Incharge of
ZO/RO/Profit
Centre

Upto Rs. 20,000/-
in each case

----- do -----

Item No. 16 Opening and operation of Bank Account, availing banking facilities/borrowing funds from banks.

Director(F)/
CGM (F&A)

Full powers

Subject to guidelines of Board of Directors from time to time

Item No. 17 Investment – Surplus Funds

Director (F)

Upto Rs. 10
crores for
investment of
short term surplus
funds upto one
year maturity

a) Decision of investment of surplus funds for a period over one year shall be taken by the Board.

The investments made shall be reported to Board in its next meeting in all cases.

b) Investment should be in accordance with the regulations as per Company Law, Government of India instructions and any other relevant legislation and rules as applicable.

c) Any investment not in conformity with the guidelines should not be renewed after maturity.

d) For other investments including inter-corporate loans, the other guidelines issued by the Govt. from time to time, be followed.

Item No. 18 (a) To accord approval to institute or defend legal proceedings

Director (incharge)	Full powers	Quarterly report to be submitted by Corporate (Law Division), to Committee of Directors.
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CGM/GM Incharge ZO/RO/ Profit Centre	Upto money value of Rs. 50 lakhs
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DGM/ Incharge RO/Profit Center	Upto money value of Rs. 25 lakhs
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(b) To compromise/compound or abandon legal proceedings.

Director (Incharge)	Full Powers	Quarterly statement to be submitted to CMD.
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Item No. 19 Signing and execution of legal documents and matters connected thereto including Contracts/MOUs, Hypothecation-deed, Lease-deed, Vakalatnamas/Power of attorney, pleadings in civil/criminal action such as Affidavits, Complaints, Plaints and Written statement/replies etc. on behalf of Company.

Sr. Mgr and above	Full Powers	As far as possible such documents shall be signed by an officer of Profit
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Centre concerned who is having personal knowledge of facts or as derived from records.

Item No. 20 Signing and giving effect to discharge of all securities including Govt. securities or handing over documents of title to goods (such as Bill of Lading, RRs, MTR).

CGM/GM Full Powers
Incharge of
ZO/RO Profit
Centre

i) Subject to confirmation by associate finance regarding financial arrangements made by buyers

DGM Incharge Rs. 10 crores
of RO/Profit in each case
Centre

ii) Joint custody and endorsement of documents by Profit Centre Head and Associate Finance.

Item No. 21 (a) Write off of bad debts/claims

Director Upto Rs. 2 lakhs in
(Incharge) each case.
jointly with
Director (F)

Subject to :-
i) Compliance of guidelines issued on subject by C.O. from time to time.

Director Upto Rs. 1 lakh
(Incharge) in each case

ii) Quarterly report of write offs to be submitted to CMD

CGM/GM Upto Rs. 50,000/-
Incharge of in each case
ZO/RO/Profit
Centre

iii) Proposal duly recommended by Committee comprising Profit Centre Head, Associate Finance, Internal Audit and Law.

(b) Withdrawal of claims

CGM/GM/DGM Full Powers
Incharge of
ZO/RO Profit
Centre/SRO

Subject to :-

i) Withdrawal is made by the authority who had booked the claim.
ii) Guidelines issued by the Corporate Office in regard to erroneous claims.

iii) Proposal duly recommended by Committee comprising Profit Centre Head/ Associate Finance, Internal Audit and Law.

iv) Quarterly report of withdrawals to be submitted to CMD.

NOTES APPLICABLE TO SCHEDULE 'A'

1. These powers shall be exercised by the authorities concerned with the concurrence of Finance at Corporate Office and the Zonal/Regional Offices. In the event of there being any difference of opinion between the delegatee and the associate finance, the matter shall be resolved by referring to the next higher authority for a decision in consultation with his associate finance. Finally the Chairman may refer the issue to the Board or take a decision himself. In the former case, a verbatim copy of Director (Finance)'s observations will also be placed before the Board. In such cases arising at the Regional Offices, the matter will be referred in a similar manner by the Heads of Regions to the Chairman/Director with a copy to Director (Finance) for further action in consultation with the latter. Normally the Associate Finance could be one rank below the Divisional Head but should not be more than two levels lower in rank to Divisional Head.

2. CGM/GM/DGM will include all officers of equivalent ranks in charge of their respective Divisions and where the same powers have been delegated to CGM/GM/DGM, only the senior most officer will exercise such powers.

3. Powers delegated to a lower authority can be exercised by higher authority.

4. Where while exercising the powers the authority concerned seek legal opinion the same can be provided by the Law Division at Corporate Office/Law Cell at Regional Offices only. Where the authority differs with the legal opinion given, the matter will be placed before next higher authority.

5. Notes appearing in introduction to Schedule 'A' also to be kept in view.

PART – II ----- SCHEDULE ‘B’

DELEGATION OF POWERS

BY

**THE CHAIRMAN-CUM-MANAGING
DIRECTOR**

“ESTABLISHMENT AND GENERAL MATTERS”

PART – II ---- SCHEDULE ‘B’

ESTABLISHMENT AND GENERAL MATTERS

Item No. 1	Creation of posts	
<u>AUTHORITY</u>	<u>EXTENT OF POWERS</u>	<u>REMARKS</u>
Director (Personnel)	For posts up to the level of Manager and equivalent	i) Provided sanctioned budget is not exceeded ii) Annual statement of all posts created on regular basis to be submitted to Board at the end of financial year.
CGM(P)/ GM (P) at CO and CGM/GM/ DGM (Incharge of ROs)	For temporary post of Gr. I (Watchman) Gr. II (Steno/Inspectors/ Drivers) for a period not exceeding 3 months	iii) Monthly statement of all the posts created on temporary basis is to be submitted to Director (P) in the following month together with justification for creation of such posts. No temporary post in any case shall be continued beyond three months, and if a post is required for longer period, proposal with full justification to be submitted to the Competent Authority sufficiently in advance.

GM (A) For casual daily rated posts of plumbers, watchmen, carpenters etc. required for construction and maintenance work for a period not exceeding three months

ITEM NO. 2(a) Appointment/promotion/probation including the powers to extend the period of probation

Director (P) For posts upto the level of DGM and equivalent

i) In case of appointment/promotion, powers are to be exercised in accordance with the Recruitment Rules and on the recommendations of the Selection / Promotion Committee set up for the purpose.

ii) Appointment letters to be issued by the appointing authority according to the panel approved by the Selection Committee.

iii) Promotion orders to be issued according to the panel approved by the DPC.

CGM(P)/ GM (P) at CO For posts upto the level of Manager and equivalent

DGM (P) at CO For posts upto the level of OMs

CGM/GM/DGM For posts upto the level of OMs

(I/c of ZO/ROs)

ITEM NO. 2(b) Relaxation of period of experience and prescribed age for recruitment

Director (P) Full powers for the posts upto the level of DGM Quarterly statement to be furnished to the Board

ITEM No. 2(c) Officiating arrangement/appointment against leave/training vacancies

Director (P) For posts upto the level of GM i) All officiating appointments/ arrangements to be made only against vacancies of 30 days or more.

CGM(P)/GM(P) For posts upto the level of Manager for a period not exceeding six months ii) All officiating arrangements to be made subject to vigilance clearance & appraisal reports being in order.

DGM(P) at CO and CGM/GM/ DGM in RO iii) Approval of Director (P) is required to give officiating promotions/ appointments against vacancies other than leave or training vacancies. Officiating arrangements against short term vacancies of less than 30 days, if any, will require approval of Director (P)

ITEM NO. 3 Fixation of pay on initial appointment/promotion/absorption.

DGM(P) & above Full powers i) Fixation of pay to be done in consultation with Associate Finance.

ii) Fixation of pay of CGM/GM/DGM(Incharge of ZOs/ROs shall be done by the Corporate Office.

ITEM NO. 4(a) Leave (other than disability and study leave)

Director	Full Powers	
CGM Incharge of a Zone	Full power as sanctioning authority for all GMs and officers directly reporting to Zonal CGM in respective Zones.	i) These powers will be exercised subject to entitlement and on the recommendation of the supervisory officers.
CGM(P)/GM(P) at CO	For all officials upto the level of DGMs at CO	ii) In urgent cases Divisional Heads may provisionally permit an employee to proceed on leave in anticipation of formal sanction provided no substitute is required and urgent action is taken to get the leave formally sanctioned
CGM/GM/DGM Senior Manager at CO	Full powers for casual leave for officials under their control	iii) Subject to leave rules.
CGM/GM/DGM Sr. Mgr/Mgr Incharge of ZO/RO/SRO	For all officials in their respective administrative jurisdiction	iv) Leave for going abroad shall be approved by Director (Personnel) only.
DGM(P) at CO/RO	For all officials upto the level of Sr. Manager.	
Sr. Manager (P) at CO/RO	For all officials upto the level of Manager	

Manager (P) at CO/RO For all officials upto the level of Dy. Mgr.

Dy. Mgr (P) at CO/RO For all officials in the staff cadre

ITEM NO. 4(b) Special Disability Leave upto 4 months

Director (P) Full Powers All disability leave to be sanctioned only if supported by Medical Certificate from empanelled Specialist or Govt. Hospital

DGM(P) at CO and CGM/ GM/DGM (I/c of RO) For officials upto the level of OM

ITEM NO. 4 (c) Study leave/extraordinary leave for further studies

Director (P) Upto a period of two years in each case

ITEM NO. 4(d) Special Casual Leave

Director (P) Full powers Subject to :-

i) The special casual leave may be permitted to be combined with regular leave but not with casual leave.

DGM(P) at CO and CGM/ GM/DGM in ZO/RO Upto 20 days in a year for officials in their respective administrative jurisdiction

ii) Corporate Office orders/ guidelines laid down for the purpose for which special casual leave to be allowed

ITEM NO. 5 Transfers

Director (P)	Full powers upto DGM	Subject to provisions of Promotion and Transfer policy.
CGM (P)	Upto the post of Senior Manager	
GM(P)	Upto the post of Manager	
CGM/GM/DGM in ROs	As per Promotion/ Transfer Policy	
ITEM NO. 6(a) Deputing an official for training/seminar or for higher studies under programmes sponsored by Government agencies, within India and count such period of deputation as duty for all purposes		
Director (P)	Full powers	
CGM (P)	Full powers upto the level of GM	To be exercised in consultation with Divisional/Zonal/Regional Heads for deputing to Training Courses upto 10 days within India.
GM(P)	Full powers to depute officials upto the level of Senior Managers	For seminars/conferences within their Region for a maximum period of 3 days. For training not more than a period of 10 days
CGM/GM/DGM (Incharge of ZO/ RO)	Full powers in respect of officials under their control	
ITEM NO. 6(b) Acceptance of candidates for training in Company and sanction of stipend.		
Director (P)	Full powers	
CGM(P)/GM(P)	Upto 10 students in a year	Within a maximum stipend of a Rs. 500/- per student per month

for a maximum period of 3 months

CGM/GM
Incharge of
ZO/RO

Upto 5 students in
year

ITEM NO. 7 T.A. Advance on tour/transfer/LTC/ALTC

Manager (A&E) Full Powers Subject to sanction of the tour/
transfer order, and admissibility
of LTC/ALTC as per rules

ITEM No. 8 Advance of pay/leave salary on transfer/during leave

Manager (A&E) Full Powers Subject to the provisions of the
rules in this regard

ITEM No. 9 Traveling within the country

Director Full powers i) Directors will keep CMD
informed before proceeding on
tour.

Heads of Division at CO/RO/ZO Full powers in respect of officials in their respective jurisdiction ii) Prior approval of Director will be taken of the tour programme of the officers of level of GM and above at CO. In respect of other employees, the Divisional Heads concerned will approve the tour.

DGMs in ROs Full powers in respect of officials under their control for tours within their respective Region. iii) a. Zonal CGM may go on tour within their Zone, keeping Director-Incharge informed. In case of tours outside their Zone, prior approval of Director incharge will be obtained.

Officers Incharge In SRO Full powers in respect of officials b) GMs/DGMs in-charge of Region will have full powers

under the control
for tours within
their Region

to go on tour within their
Region keeping Zonal Sr. GM
informed.

c) Zonal CGMs will have full
powers to approve tour in
respect of GMs/DGMs
incharge of Regions within the
respective Zones.

d) In case of tours of GMs/
DGMs incharge of a Region
outside the Zone, Directors-
incharge's prior approval will
be obtained through CGM of
the Zone.

iv) Powers to grant full DA
beyond 30 days will be
exercised by Director (P) in
respect of Managers. In respect
of staff upto the level of OM,
CGM (P) at CO and
CGM/GM/DGM/Incharge of
ZOs/ROs will exercise the
powers.

v) CGMs will have full powers
in the matter of relaxation of
mode of travel by officers/staff
working under them.

vi) In exercising these powers
instructions on economy will be
kept in view to ensure that
expenditure is kept at the
minimum.

ITEM NO. 10(a) Contingent Expenditure (Specified items)

i) Repairs to motor vehicles including spare parts

CGM(A)/GM(A)/

Full Powers

DGM(A) at CO,
CGM/GM/DGM in
ZO/RO

DGM/Sr. Mgr
at CO. Senior
Manager (A) in
RO/SRO

Rs. 5000/- per vehicle
per annum.

Manager (A) at
CO/RO/SRO

Rs. 2,000/- per vehicle
per annum

ii) Repairs to cycles and scooters etc.

DGM(A) and above
at CO, CGM/GM/DGM/
in ZO/RO

Full powers

Sr. Mgr (A) at CO/ROs

Rs. 500/- per cycle
per annum

Sr. Manager (A)/Mgr
(A) in SROs

Rs. 2000/- per scooter
per annum

iii) Supply of liveries

DGM(A) and above
at CO. CGM/GM/DGM
in RO

Full powers

As per specified scales

iv) Payment of Petty conveyance charges

Manager (A&E)

Full Powers

Within limits laid down in Rules

v) Printing and Stationery

CGM(A) at CO
CGM/GM/DGM
In charge in ZO/ROs

Full Powers

CGM/GM Incharge
at ZO/ROs

Full Powers

Senior Manager(A) at CO/RO/SRO Rs. 10,000/- in each case

vi) Repairs of typewriters/photo-copier/calculator/fax machine and other office equipment.

DGM (A) at CO/RO Full Powers

Manager (A) at RO/SRO Upto Rs. 1500/- in each case

vii) Repairs of Computer/Infotech equipments

CGM(EDP)/GM (EDP) at CO Full Powers
CGM/GM/DGM Incharge of ZO/RO/SRO

Officer in charge Computers at RO/SROs Rs.1500/- in each case.

viii) Motor oil and petrol for staff car/scooter etc.

DGM(A) at CO, Senior Manager (A) at RO/SRO Full Powers

ix) Electric & water charges on office building/staff quarters/Godown etc.

Senior Manager (A) at CO/RO/SRO Full powers

x) Statutory fee/inspection charges and other contributions payable to Regional Provident Fund Commissioner/LIC (Gratuity Insurance)

Manager (PF) Full Powers As per relevant schemes/Rules

xi) Freight charges

Sr. Manager/Mgr
ROs/Dy. Mgr –SROs

Full powers

xii) Postage including franking machines, telegrams, telephones, telex/teleprinters/fax/ e-mails/speed post.

Sr. Mgr/Mgr/Dy. Mgr
Incharge of Admn at
CO/RO/SRO

Full powers

xiii) Misc. expenses such as expenditure on attestation of affidavits/power of Attorney/indemnity bond etc., Photostat charges, purchase of court fee stamp/non-judicial stamp papers/misc. expenses for court/arbitration proceedings

GM (Law)	Upto Rs. 1000/- at a time	Subject to :- i) Budget provision ii) In case expenditure exceeds Rs. 5000/- in a year approval of Director-in charge (Law Division) at Corporate Office/Regional Head at RO must be obtained.
DGM (Law) at RO	Upto Rs. 500/- at a time	
Sr. Mgr (Law)	Upto Rs. 200/- at a time	
Mgr(Law) at RO	Upto Rs. 100/- at a time	

ITEM No. 10(b) Contingent Expenditure (items not specified)

Director (P)	Full Powers	i) Exercise of powers will be subject to budget provisions, approved scales for each item and also administrative instructions, if any.
CGM(A) at CO CGM(ZO)	Rs. 1 lakh in each case	
GM(A)/GM/DGM Incharge RO	Upto Rs. 20,00/- in each case	ii) Officials at the level of Sr. Manager and DGM in estate divn. will exercise powers in respect of repairs/maintenance of housing complex, office bldg. guest houses etc.
DGM(E)/DGM(A) at CO	Upto Rs. 10,000/- in each case	
Sr. Mgr./Sr. Mgr (E)/Mgr (Protocol) at CO Sr. Mgr(A) in RO Sr. Mgr/Mgr in SRO	Upto Rs. 10,000/- in each case	iii) Capital goods classification as allowed under provisions of Income Tax Act.
		iv) In case competent authority is not in station/on leave, the powers delegated to him could be exercised by the next junior officer nominated by name.
Manager(A) at CO	Upto Rs. 500/- in each case	
Manager (A)/Protocol Officer in RO/SRO	-- do --	

ITEM NO. 11 Grant of Overtime allowance

CGM/GM/DGM Incharge at CO/	Full Powers	Within budget and ceiling for over time
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ZO/RO

ITEM No. 12 Reimbursement of medical expenses

a)Relaxation of approved Medical Scheme/Rules

Director (P)	Full Powers	i) in case where basic structure of scheme is affected approval of Director will be necessary subject to maximum 25% increase in expenditure.
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DGM(A) & above in CO/ZO/RO/SRO	Full powers	ii) Where treatment is taken in an unrecognized/non-Empanelled Nursing Home or treatment taken from a medical officer not on MMTC panel in emergency cases but reimbursement is restricted to rates as admissible under this Scheme.
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iii) Where in emergent circumstances medical treatment is undergone by the employee during leave, tour, transfer from MBBS doctors other than those attached to Govt. Hospitals.

b)Settlement of medical claims as per approved medical scheme/Rules

Mgr (F&A)/ (A&E) Dy. Mgr (F&A)/(A&E) in CO/RO/SRO	Full Powers
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ITEM No. 13 Lease and rental of premises/office building

Director (P)	Full Powers
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<p>CGM(A)/GM(A) Upto Rs. 20,000/-p.m. DGM(E)/DGM(A) for office building at CO and CGM/ GM/DGM (Incharge ZO/RO)</p>	<p>i) Full powers for residential accommodation/dormitory/ building. ii) Subject to residential accommodation when taken on lease being within prescribed rental ceilings and any excess being borne by the employee</p>
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<p>CGM/GM/DGM Incharge ZO/RO</p>	<p>Full powers for Godown and plots other than private godown and plots</p>
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ITEM No. 14 Public Relations

<p>Director (P)</p>	<p>Full powers</p>	<p>i) Publicity/advertisement to be given in newspapers, periodicals on approved list.</p>
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<p>CGM(PR)</p>	<p>Full Powers</p>	<p>ii) For publicity in Souvenirs, House magazines etc.</p>
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<p>CGM/GM/DGM at CO and in ROs</p>	<p>Full powers (in respect of trade/ administrative advertisements)</p>	<p>iii) Printing & Production jobs iv) For publicity campaigns and national and international exhibition, trade fairs, approval in principle by the Chairman to be obtained.</p>
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ITEM No. 15 Books and periodicals

<p>Director Incharge</p>	<p>Full Powers</p>	<p>i) Subject to budget provision</p>
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<p>GM Incharge TIC Library/GM (Law) at CO</p>	<p>Full Powers</p>	<p>ii) GM (Law) will exercise powers only with regard to Law related books and periodicals</p>
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CGM/GM/DGM Incharge ZO/RO	Full Powers	iii) Library Committee at CO/ RO comprising officers from commodity/service divisions to give recommendations for such purchase to GM Incharge TIC/Library at CO and CGM/GM/DGM Incharge ZO/RO
		iv) Updated records of all books and periodicals to be maintained in Library.

ITEM No. 16 Grant of honorarium

Director (P)	Full Powers	
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ITEM No. 17(a) Grant of gratuity

Director (P)	Full Powers	Subject to the provisions of relevant rules.
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CGM(P)/ GM(P) at CO & CGM/GM/DGM in ZOs/ROs	Full Powers for officials upto the level of DGMs/Sr Manager	
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DGM (P)	Full powers in respect of officers upto level of Sr. Mgr.	
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ITEM No. 17(b) Grant of Compassionate Gratuity

DGM(P) at CO and CGM/GM/ DGM in ROs	Full Powers	Subject to the provisions of relevant rules
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ITEM No. 18 Advance for purchase of conveyance

DGM(P) at CO	Full Powers	Subject to maximum amount
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& CGM/GM/
DGM in ROs

admissible under the Rules and
budget provisions

Sr.Mgrs(P)/
Manager(P)
at CO/ROs

For bicycles only

ITEM No. 19 Grant of House Building Advance

DGM (P) at CO

Full powers in respect
of officials in his
jurisdiction in C.O.

Subject to the provisions of the
HBA Rules

CGM/GM/
DGM in ZO's/
ROs

Full powers in respect
of officials in their
respective jurisdiction

ITEM No. 20 To fix permanent advance/imprest

DGM (F&A) and
above at CO &
DGM(F&A)/Sr.
Manager (F&A)
Incharge of the ROs

Full Powers

ITEM No. 21 Gifts

Director

Full Powers

i) Powers shall be exercised
subject to Rules, if any, framed
in this behalf and restrictions/
ban imposed by Govt. as an
economic measure etc.
ii) Subject to budgetary
provisions

CGM(PR)/GM

Upto Rs. 500/- per

iii) Quarterly report to be

(PR) at CO person for Indian/ submitted to CMD.
CGM/GM/DGM Foreign delegates/
Incharge ZO/RO associates/media
Persons.

ITEM No. 22(a) Power to sanction disposal of obsolete, surplus or unserviceable stores originally charged to revenue expenditure.

CGM(A)/GM(A) Full Powers The material should be
at CO and CGM/ surveyed and declared obsolete/
GM/DGM surplus etc. by a committee
(Incharge of constituted by the authority
ZO/ROs) indicated herein consisting of
representatives from
Administration, F&A Division
and Internal Audit.

ITEM No. 22 (b) Powers to sanction disposal of obsolete, surplus or unserviceable stores originally charged to capital expenditure.

Director (P) Full Powers

CGM(A) at CO For disposal of stores
CGM ZO the original value for
which does not exceed
Rs. 1 lakh

GM (A) at CO For disposal of stores
GM/DGM the original value of which
Incharge in ROs does not exceed
Rs. 30,000/-.

ITEM No. 22 (c) Disposal of old motor vehicles

CGM(A) Full Powers Subject to the condition that the
GM(A) at CO & vehicle should have served for
CGM/GM/DGM 4 years or around 1 lakh kms
Incharge ZO/ROs whichever is earlier.

ITEM No. 23 Powers to write off losses
(a) Not due to fraud, theft or negligence

i) Shortage in respect of consumable stores etc.

Director (P)	Full Powers	i) Provided that the loss is not due to serious defects in procedure or rules, the amendment of which require the orders of higher authorities and that there has not been any serious negligence on the part of any officials of the Corporation which may call for disciplinary action by the higher authority.
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CGM(A)/GM(A)/ DGM (A) at CO CGM/GM/DGM (Incharge of ZO/ RO)	Upto Rs. 5000 in each case	ii) CGM(P)/GM(P)/DGM(A)/ CE/DGM(P) at CO and CGM/ GM/DGM (Incharge of ROs) will report cases of write off sanctioned by them to Director(Personnel).
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ii) Permanent Assets

Director (P)	Upto Rs. 1 lakh	Cases in excess of Rs. 50,000/- to be reported to the Board
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(b) Due to theft, fraud and negligence

(i) Shortage of cash

Director (P)	Upto Rs. 5,000/- in each case	i) Subject to adequate investigation ii) Subject to annual report to CMD of written off.
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(ii) Other consumable stores

Director (P)	Upto Rs. 10,000/- in each case and Rs. 20,000/- in a year	i) Subject to adequate investigation. ii) Subject to annual report to CMD
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ITEM NO. 24 (a) Capital Expenditure

Award of contracts for construction

Director Incharge	Rs. 1 crore in each Case	Subject to :- i) Purchase of immovable property like plots including structure, office premises, residential premises requires approval of CMD/Board.. ii)Capital expenditure budget iii)These powers include sanction of original works like construction of office or residential accommodation or addition/alteration to change scope of such accommodation and also purchase of furniture, fittings, electrical fittings, fans, office machines, typewriters, photocopiers etc. iv) In case the expenditure on a sanctioned project exceeds on account of addition/alteration
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and the escalation in the cost of construction and such excess is within 25% of the sanctioned amount, no revised sanction shall be required to be obtained. This shall be termed as “Permissible Excess”.

Director in charge Rs. 3 crores in each
with case
Director(F)

v) Approval of next higher authority will be taken where tenders are called and the lowest tender is not accepted or where contract is awarded by negotiations .

CGM(A)/GM(A) Rs. 20 lakhs in each
at CO and case
CGM/GM/
DGM Incharge RO

vi) The powers for release of such interim or final payment to a contractor executing work duly sanctioned by the Competent Authority shall be the same as for (ii) above i.e. equal to the power to accept the tender. The total aggregate payments will however, not exceed the sanctioned amount plus permissible excesses as mentioned above.

vii) Extension of time on the basis of the grounds given in the Contract Agreement and release of interim payments to contractors/Govt. organizations executing the work on behalf of Company shall be done with Finance concurrence.

ITEM No. 24(b) Capital expenditure (movable property)

Director Incharge Upto Rs. 5 lakh in
each case

I) Capital expenditure with finance concurrence and subject to budget

Director Incharge jointly with Director (Fin) Upto Rs. 10 lakh in each case ii) Quarterly statement to be submitted to CMD.

CGM(A)/GM(A) at CO and GM/DGM in ZO/RO Upto Rs. 3 lakh in each case

ITEM NO. 24(C) : Purchase of Computer hardware & software

Director(Systems) Upto Rs.5 lakh in each case (i) Expenditure with finance concurrence and subject to Budget

Director(Systems) jointly with Director(Finance) Upto Rs. 10 lakhs in each case (ii) Quarterly statement to be submitted to CMD

ITEM No. 25 Maintenance and repairs of capital items(including purchase of spare parts) other than motor vehicles.

GM(A) at CO & CGM/GM/DGM Incharge ZO/ROs Full Powers I) Norms to be evolved and followed for maintenance and up keep of all capital items.

DGM(E)/DGM(A) in CO and Sr. Mgr (A) in ROs Upto Rs. 5000/- in each case subject to a limit of Rs. 50000 in a year ii) Budget to be prepared for expenditure

ITEM No. 26 Expenditure on repairs, maintenance and other contingencies in respect of building including leased/purchased/rented buildings.

Director (P) Full powers i) The overall expenditure should not exceed the norms laid down for repairs and maintenance, etc. where applicable.

CGM Incharge of Zone	Upto Rs. 1 lakh in each case	ii) Where the work relating to repairs, renewals and maintenance of building is entrusted to a government agency like the CPWD, the powers can be exercised without reference to Finance.
CGM(A)/GM(A) at CO and CGM/GM/DGM Incharge ZO/RO	Upto Rs. 1 lakh in each case	iii) For works of an urgent nature, expenditure to the extent mentioned below may be incurred including engagement of labour and local purchases of materials without reference to Finance. Zonal CGM Rs. 5000/- in each case.

ITEM No. 27 Engaging/appointing advocates, solicitors or arbitrators and payment of legal expenses including professional charges/arbitrator's fee etc.

Director in charge of Law Division	Full Powers	
GM (Law) at Co	Full Powers for appointing advocates etc. within approved Schedule of fees	a) In case of Law Cells at ROs only the senior most officer shall exercise such powers. b) For engaging consultation for sales-tax/customs/shipping matters prior approval of C.O. Law Division shall be obtained
	Legal expenses/ Professional fees Upto Rs. 1 lakh In each case.	
DGM (Law) at Ro	Full Powers for appointing advocates etc. within approved Schedule of fees	c) In case legal opinion from outside legal experts is required Head of C.O. Law Division or officer In-charge of Law Cells (not below the rank of Sr. Mgr. (Law) at ROs shall be entitled

to make such references.

Legal expenses
and professional
charges upto
Rs. 0.50 lakh in
each case.

Sr Manager (Law)/
Manager (Law) at RO

Full Powers for
appointing advocates
etc. within approved
Schedule of fees

However, in case of
officer Incharge of Law
Cells at ROs is below the
rank of Sr. Mgr (Law)
then prior approval of
local Regional Head
shall be taken.

Legal expenses upto
Rs. 10 thousand in
each case

**ITEM No. 28 Appointment and nomination to the Board of
Trustees of Employees' Provident Fund, Gratuity
Fund and Superannuation Fund**

Director(P)

Full Powers

ITEM N. 29 Attestation of entries in service records.

Officers of the
level of
Manager

Full Powers

Subject to verification
by Internal Audit of
each personal file/
Service record at least once
every 3 years.

**ITEM NO. 30(a) Issue of receipts, rebates and other discharge
for money payable to the Company and for the
claims and demands of the Company**

As authorized by Director In charge

ITEM No. 30(b) Signing on the Company's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts, letters of subrogation and documents generally to negotiate

As authorized by Director Incharge.

ITEM No. 30 (c) Fixation of depreciation rates for all assets of the Corporation

Director (Fin.)	Full Powers	Depreciation subject to Income Tax Act, Company Act and other statutes, recommendations of technical experts.
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NOTES APPLICABLE TO SCHEDULE – ‘B’

1. All the powers in the Schedule shall be exercised subject to budgetary provisions, approved scales and laid down procedures. Concurrence of Finance is required in all cases except in the following:-

- i) All contingent expenses upto Rs. 5,000/- at a time subject to such purchases being made from established dealers at competitive rates in respect of quality products.
- ii) For orders placed irrespective of the value
 - a) against DGS& D rate contract
 - b) on State/Central Govt. Undertakings, Co-operative Societies and
 - c) for repeat orders from lowest tenders

subject to quality being approved by the next higher authority.

- iii) In cases where there is only one manufacturer and no equivalents or near equivalents are available from any other source and/or all the tenderers quote only the product of one manufacturer.

NOTE : In cases of unusual nature not covered herein advice and concurrence of Finance will be obtained.

1. In the event of there being any difference of opinion between Finance and the Delegatee, the matter shall be resolved by referring to the next higher authority for a decision in consultation with his associate finance. Finally the Chairman may refer the issue to the Board or take a decision himself. In the former case, a verbatim copy of Director (Finance)'s observations will be placed before the Board. In such cases arising at the

Regional Offices, the matter will be referred in a similar manner by the CGM/GM/DGM to the Chairman/Executive Director with a copy to Director (Finance) for further action in consultation with the latter.

2. Resident Managers of Foreign Offices of MMTC will exercise the same powers of an officer of equal status in the Administration Division of Corporate Office.
3. CGM/GM/DGM will include all officers of equivalent ranks in charge of their respective Divisions and where the same powers have been delegated to CGM/GM/DGM, only the senior most officer will exercise such powers. However, Directors/CGMs/GMs are authorized to re-delegate such powers to any nominated CGMs/GMs/DGMs.
4. Powers delegated to a lower authority can be exercised by higher authority.
5. Notes appearing in introduction to Schedule 'A' also to be kept in view.

PART – III

DEPARTMENTAL INSTRUCTIONS IN REGARD TO AUTHORISING PASSING AND DRAWING OF BILLS, SIGNING OF CHEQUES AND OPERATION OF CORPORATION'S BANK ACCOUNT

Part-III

DEPARTMENTAL INSTRUCTIONS IN REGARD TO AUTHORIZING PASING AND DRAWING OF BILLS, SIGNING OF CHEQUES AND OPERATION OF CORPORATION'S BANK ACCOUNT

**Nature of functions
and responsibility levels**

Extent of responsibility to be exercised

(1)

(2)

A. AT CORPORATE OFFICE

1. COMMODITY DIVISION

To examine and authorize payments to suppliers and authorize opening of letters of credit, freight payments etc.

- | | |
|--|--|
| i) DGMs & above (in their respective charge) | I) Full powers (according to the rates and other terms of relevant contracts). |
| ii) Sr. Mgr (in their respective charge) | ii) Upto Rs. 1 crore in each case (according to the rates and other terms of relevant contracts). |
| iii) Manager (in their respective charge) | iii) Upto Rs. 50 lakhs in each case (according to the rates & other terms of relevant contracts). |
| iv) Deputy Managers (in their respective charge) | iv) Upto Rs. 15 lakhs in each case (according to the rates and other terms of relevant contracts.) |

REMARKS

Exercise of the powers in the following cases will invariably be subject to concurrence of Finance and approval of CGM/GM/DGM

- a) Where the rates, terms and conditions etc. in respect of import have been agreed upon but the contract is yet to be signed by the party.
- b) In the case of freight payments if supporting documents like charter party bill of lading etc. are not available.
- c) Amendments to letters of credit not in conformity with the terms of the contract
- d) Extensions of letters of credit where charges are to be borne by the Corporation outside the terms of the contract.
- e) Acceptance of discrepant documents under letter of credit/on collection basis.
- f) Opening of letters of credit/payment of collection documents where price in the contract is not on firm basis or price is unknown.

2. FINANCE AND ACCOUNTS DIVISION

- a) To examine, pass for payment and endorse pay orders on suppliers, freight and other bills duly authorized by Commodity Division.
 - i) Sr. Mgr (F&A) and above i) Full powers subject to terms of the contract otherwise as approved by DGM/GM/CGM with concurrence of Finance.
 - ii) Manager (F&A) in-charge of respective Commodity Section ii) Upto Rs. 1 crore in each case subject to terms of the contract. In absence of contract, as per terms

- | | |
|---|--|
| | approved by DGM/GM/CGM with concurrence of Finance |
| iii) Dy. Manager (F&A) in-charge of respective Commodity Section | iii) Upto Rs. 20 lakhs in each case, subject to terms of the contract. In absence of contract as per the terms approved by DGM/GM/CGM with concurrence of Finance. |
| b) To draw bills, issue debit/credit notes on customers and others against supplies, services rendered. | |
| Dy. Manager (F&A) & above (in respective charge) | Full powers (according to the rates and other terms of relevant sanctions, contracts etc). |

3. (A) To draw, examine, pass for payment and endorse pay orders, all establishment and contingent bills, trade and capital expenditure bills and all advances to employees including for departmental purposes

- | | |
|--------------------------------|---|
| i) Sr. Manager (F&A) and above | i) Full Powers |
| ii) Manager (A&E) | ii) Full powers excepting TA bills involving tour out of India and contingent bills exceeding Rs. 50,000/ within Budget provision. |
| iii) Dy. Manager (A&E) | iii) Full powers excepting TA bills involving tour out of India and contingent bills exceeding Rs. 20,000/- each within budget provision. |

REMARKS

- a) Subject to the condition that the posts are sanctioned by the competent authority and the rates are according to service rules, prescribed scale of pay etc.

- b) Subject to the availability of proper sanction under the schedule of Delegation of Powers.

3(B) Reimbursement of medical expenses under CS(MA) Rules and payment & reimbursement of medical expenses under MMTC CO Employees Medical Scheme (1976)

- | | | |
|-----|--------------------------------------|-------------------------------------|
| i) | Sr. Manager (F&A) | Full powers |
| ii) | Manager (F&A) (in charge and above). | Full powers within budget provision |

REMARKS

Subject to the availability of proper sanction under the schedule of Delegation of powers.

4. To pass Journal entries

- | | |
|--|--|
| i) Sr. Manager (F&A) and above | i) Full powers |
| ii) Manager (F&A)/Dy. Manager (F&A) (Incharge of the Sections) | ii) a) Full powers
Relating to transfer from one Head of A/c to another and rectification of error not involving acceptance of liability.

b) Involving acceptance of liability upto the limits prescribed for passing the bills subject to the availability of powers sanction under the schedule of Delegation of Powers. |

B) AT REGIONAL OFFICES

ADMINISTRATIVE WING

To Draw

(a) Pay bills, TA Bills, LTC/ALTC bills, medical reimbursement bills and other establishment bills of officers and staff

- | | | | |
|-----|--|-----|---|
| i) | CGM/GM/DGM | i) | Full powers |
| ii) | Sr. Manager/Manager/Dy. Manager (in their respective charge) | ii) | Full powers within budget provision other than for TA bills involving tour out of India |

REMARKS

a) Subject to the condition that the posts are sanctioned by the competent authority and the rates are according to the service Rules, prescribed scale of pay etc.

b) All contingent bills, trade and capital expenditure bills and advances

- | | | | |
|-----|---------------------------------|-----|--------------------------------------|
| i) | CGM/GM/DGM | i) | Full powers |
| ii) | Sr. Manager/Manager/Dy. Manager | ii) | Full powers within budget provisions |

REMARKS

Subject to the availability of proper sanction under the Schedule of Delegation of Powers

2. COMMODITY WING

a) To examine and authorize payment of suppliers' bills including bills for clearing and handling charges and to sign invoices for supplies pertaining to imports and exports.

- | | | | |
|-----|-----------------|-----|---|
| i) | CGM/GM/DGM | i) | Full powers (according to the rates and other terms of the relevant contracts). |
| ii) | Sr. Manager (in | ii) | Upto Rs. 1 crore in each case |

respective charge)

(according to the usual conditions and terms of the relevant contracts).

iii) Manager (in respective charge)

iii) Upto Rs. 50 lakhs in each case (according to the usual conditions and terms of the relevant contracts).

iv) Dy. Manager (in respective charge)

iv) Upto Rs. 5 lakhs in each case (according to the usual conditions and terms of the relevant contracts).

b) Railway freight, customs duties, port charges and sales tax

i) Dy. Manager and above (in respective charge)

i) Full powers (according to the prescribed rates).

3. ACCOUNTING WING

a) To examine, pass for payment, endorse pay orders* and draw pay, TA/LTC/ALTC/medical bills and other establishment bills of officers and staff, contingent bills, lease and rental bills and maintenance and repairs bills duly authorized by the Competent Authority.

i) DGM (F&A)/Sr. Mgr (F&A)

i) Full Powers

ii) Manager (F&A) in respective charge)

ii) Full powers excepting TA bills involving tours out of India and contingent bills exceeding Rs. 50,000/- each within budget provision

iii) Dy. Manager (F&A) (in respective charge)

iii) Full powers excepting TA bills involving tours out of India and contingent bills exceeding Rs 20,000/- each within Budget provisions.

REMARKS

- i) Subject to the condition that the posts are sanctioned by the competent authority and the rates are according to the service rules prescribed scales of pay etc.
- ii) Subject to the availability of proper sanction, under the schedule of Delegation of Powers.
- iii) Other establishment bills include payments such as loans/advances, retirement benefits and other payments of similar nature to officers and staff, subject to availability of proper sanction under the schedule of Delegation of Powers..

* NOTE :- An office where the drawl of the Establishment & Officers bills and contingent bills is also the responsibility of Accounts Wing, the responsibility fixed for officers in the Accounts Wing will be exercised at each level both for drawl and payment of bills

3(b) To examine, pass for payment suppliers bills including bills for clearing and handling charges and endorse pay orders thereon.

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|--|--|
| i) DGM(F&A)/Sr. Manager (F&A) | i) Full powers (according to the rates and other terms of the relevant contracts) |
| ii) Manager (F&A) (in respective charge) | ii) Upto Rs. 20 lakh in each case (according to the rates and other terms of the relevant contracts). |
| iii) Dy. Manager (F&A) in respective charge) | iii) Upto Rs. 5 lakhs in each case (according to the rates and other terms of the relevant contracts). |

3© Railway freight, customs duties, port charges and sales tax

- | | |
|--|---|
| Dy. Manager (F&A) & above (in respective charge) | Full powers (according to the prescribed rates). |
|--|---|

3(d) To sign invoices for supplies pertaining to imports/exports

Dy. Manager (F&A) & above (in respective charge) Full powers (according to the prescribed rates, contracts etc.)

C) OPERATING OF CO's BANK ACCOUNTS AT CORPORATE OFFICE

a) Authorization to Banks for

- i) Opening of L/C - Jointly with commodity
- ii) Acceptance of bills on collection basis - Jointly with commodity
- iii) Ocean freight payments, and
- iv) Signing of cheques

Jointly by two officers in the F&A Division

- i) Any two Sr. Managers (F&A) & above Full powers
- ii) Any two Managers (F&A) upto Rs. 1 crore
- iii) Any two Dy. Managers (F&A) upto Rs. 50 lakhs
- iv) Any Manager (F&A) or Dy. Manager (F&A) upto Rs. 10,000/-
single signatory

REGIONAL OFFICES :

- i) DGM (F&A)/ Sr. Manager (F&A) jointly with GM/DGM/Sr. Manager. Full powers
- ii) Manager jointly with Manager/Sr. Manager DGM/GM Upto Rs. 1 crore
- iii) Any two officers in the Accounts Wing of the level of Dy. Managers (F&A) & above Upto Rs. 10 lakhs

SUB-REGIONAL OFFICES

- i) Dy. Manager (F&A)/Manager (F&A) jointly with Manager/Sr. Manager and above Upto Rs. 10 lakhs

ii) Dy. Manager (F&A)/Manager(F&A) Upto Rs. 5,000/-
or Manager as a single signatory

D) I) Issue of receipts, rebates and other discharges for moneys payable to the Company and for the claims and demands of the Company.

ii) Signing on the Company's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts, letter of subrogation and documents generally to negotiate

Dy. Manager (F&A) & above

Full Powers