



झारखंड उर्जा विकास निगम लिमिटेड
JHARKHAND URJA VIKAS NIGAM LIMITED

DELEGATION OF POWERS

For

JHARKHAND URJA VIKAS NIGAM LTD.
(JUVNL)

Schedule of Delegation of Powers (DoP)

With the objective to ensure expeditious and timely execution of work with appropriate control at various levels and keeping in mind the administrative and financial empowerment for all operational aspects across the Organization, the Board of Directors of JUVNL in its _____ meeting held on _____ accorded approval to the Schedule of Delegation of Powers at various levels across the Organization subject to observance of general principles as stated in the DoP.

Cases which require payment/liability/remittance of foreign exchange will continue to require prior approval of the Chairman cum Managing Director. Financial limits as specified in this Delegation are exclusive of all taxes and duties.

For any clarification regarding DoP the matter may be referred to the General Manager (P&GA) by the Head of Department only.

In case any modification/ alteration to any Clause of this DoP is felt necessary, the matter may be referred to the Chairman -Cum- Managing Director, who is the Competent Authority to take a decision for administrative convenience, which may be subsequently placed for information to the Board.

Dr. 12/2 Ch. RT am -

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Dr. B. S. Singh

Introduction

Background

Post Electricity Act 2003, the Government of Jharkhand (GoJ) undertook reforms programme for the Power Sector to enhance the operational & commercial efficiency and financial viability of the state-owned power utilities. The GoJ has restructured the erstwhile Jharkhand State Electricity Board (JSEB) into four functionally independent state-owned companies viz. Jharkhand Urja Vikas Nigam Ltd. (Holding) (JUVNL), Jharkhand Urja Utpadan Nigam Ltd. (JUUNL), Jharkhand Urja Sancharan Nigam Ltd. (JUSNL) and Jharkhand Bijli Vitran Nigam Ltd. (JBVNL) with effect from 6.1.2014.

Purpose & Scope of this Document

This document lays down the DoP for JUVNL in relation to Procurement & related activities, HR, Administration, Legal and Finance functions for the following authorities:

1. The Board of Directors (BoD);
2. Special Purchase Committee (SPC);
3. Chairman - cum - Managing Director (CMD);
4. Functional Directors of the Company;
5. Tender Committees; and
6. Executives/ Officers of the Company

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2. Principles of Delegation of Powers

1. Concept, Intent and purpose of Delegation

1.1 The DoP has been prepared based on the following principles:

- a) The delegation shall effectively contribute to the smooth, expeditious and efficient realization of Company's laid down goals and targets, within the policy frame work set for itself;
- b) The delegation shall be commensurate with the responsibilities and status of the Executives to whom the delegation has been made;
- c) The delegates shall be accountable for their decisions taken as per the Delegation of Powers; and
- d) The delegation shall be subject to such control/ instructions as are conveyed from time to time to the delegates in general or in particular.

1.2 As the delegation is meant for smooth execution of the work, and expeditious realization of corporate goals, any constraint or impediment in this direction shall promptly be brought to the notice of the Competent Authority by the concerned officers for remedial measures.

1.3 Any interpretation placed on the delegation shall take into account the intent, purpose and concept behind the delegation, viz. to execute the work in a manner which is smooth (i.e. not causing any disturbance or dislocation in the course of execution), effective (i.e. cost effective, being the best possible alternative at least possible cost) and expeditious (i.e. ensure timely and quickest possible realization of objective without any hindrance or impediment)

1.4 The DOP shall be applicable to JUVNL and the Financial Power and administrative power shall be guided by this DOP.

1.5 In case there are any issues being faced in execution due to interpretation and applicability of any of the clause of this DOP, the CMD shall be the final authority to decide and approve.

1.6 The delegation is also based on the concept of centralized policy making and decentralized execution.

1.7 In matters of extreme urgency when the concerned authority is not available to accord approval; and in the absence of a decision/sanction/ approval the Company is likely to incur loss of revenue, disadvantage, embarrassment, including court cases, increase in expenditure directly or indirectly; the next lower level/ authority may accord approval (in their respective areas of work) after recording the fact of urgency and of non-availability of the higher authority. Wherever possible, the approving authority shall be kept duly informed of the decision being taken and the prevailing circumstances. The decision/ sanction/ approval shall however, be submitted within 15 (Fifteen) days to the concerned higher official for post-facto approval. However, this shall not apply to modification in existing terms of payment and the payment to contractor shall be limited towards the event described as extreme urgency.

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- 1.8 The authority higher than the authority competent to exercise power under this delegation shall have power to exercise these powers even if there is no specific delegation to that effect.
- 1.9 The delegation of power provided hereunder shall supersede the delegation on the subject in force at present from the date the revised delegation of power come into effect through a notification.
- 1.10 In case the nomenclature of the post to which specific power is delegated, is changed, the power delegated to the previous authority may be assigned to the incumbents of the renamed posts, through administrative order.
- 1.11 The power delegated to (Present Designations), shall also be applicable for equivalent positions (i.e. Proposed Designations) where the power are to be exercised by the concerned departments in their respective areas/ jurisdictions as per the Delegation of Power.
- 1.12 The exercise of the Delegation of Financial Power shall be subject to the concurrence of the Head of Finance attached to the respective office and subject to the provision in the approved Budget. If the respective officers are to exercise the power delegated to them on the scheduled Rate contract, no prior approval of Finance wing is necessary, considering the same is within approved budget. In case of any difference of opinion on DOP between the Executive officer and Finance, the issue shall be referred ED, Finance and decision of ED Finance shall be final.
- 1.13 The provisions laid down in Procurement Manual is to be followed by the respective offices. It is to be ensured that purchase order/ contracts are not split only for the purpose of bringing the same within the power of respective officers.
- 1.14 The CMD shall be authorized to finalize and approve the rate contract for various types of procurement of O&M material and works for a period not exceeding 2 years with a limit of 10 Crores for each item each case) while Special Purchase Committee (SPC), defined in Section 1 of Annexure B, shall have full power for the same.
- 1.15 This document shall guide the Financial power for procurement of material & works and services of capital nature/ O&M nature and Administrative powers.
- 1.16 The term "Works" used in this document refers to any activity involving construction, fabrication, repair, testing, overhauling, renovation, installation, erection, excavation, dismantling, dredging, etc. which make use of combination of labour, machinery, equipment, material and technology, IT Services / Consultancy.
- 1.17 The term "Controlling Officer" shall mean the officer In-charge as Head of Offices / Departments for the purpose of administrative control.
- 1.18 The term "HoD/ Head of Department" used in this DOP document refers to the offices who directly report to the Functional Director / CMD, as applicable.
- 1.19 The term "Prevailing Norms" used in this document refers to the approved norms, provisions, terms & conditions and Notification/circulars/ orders issued by the management from time to time and subsequent amendments thereof.
- 1.20 Prior to consideration of the approval towards commitment to expenditure, adequacy in the budget to meet the expenditure shall be a prerequisite. The concerned HoD/ Controlling Officer, as the case may be shall be responsible to provide the expenditure incurred on commitment basis and the left out balance in the budget.

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- 1.21 In case, a subordinate officer is working as In-charge of an office/ department who is one level lower in designation than the sanctioned post for that office/ department, he/ she will be deemed to have been authorized to exercise full financial power delegated to the sanctioned post of In-charge for that office/ department.
- 1.22 Unless otherwise mentioned explicitly in this document or elsewhere under the direction of the BoDs, CMD will exercise the financial power for all kinds of activities, in their respective areas of control, provided these are not in contravention with the existing policies, norms, orders etc. as set out by the BoDs:

Note

- I. *CMD, will exercise the above powers with the concurrence of concerned Finance Unit only & availability of budget only.*

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Part A- FINANCIAL POWERS

Part I - Capital and Maintenance Works

Sl.	Nature of Power	Delegation concerned to that department		Remarks
1. Administrative Approval				
a) All Capital Works				
(i)	Administrative approval of all capital works	BOD	Full Power	i. Within the limit of approved capital budget by the BOD; ii. With financial concurrence
		SPC	Rs.50 Crore	
		CMD	Rs.1 Crore	
		Director	Rs.20 Lakh	
		GM(P&GA)/GM(Civil)	Rs.10 Lakh	
(ii)	Administrative Approval for excess over quantum of capital works on Estimate Sanctioned/ Approved DPR (Without any alteration in material design / supplementary item in the project)	BOD	Full Power	i. Subject to the revised estimates not exceeding the amount for which the authorities are competent to give administrative approval for, as at Sl. No. 1.a) (i) above; ii. With Finance concurrence and availability of budget
		SPC	Upto 15% of estimated amount	
		CMD	Upto 10% of estimated amount	
		GM(P&GA)/GM(Civil)	Upto 5% of estimated amount	
(iii)	Administrative approval for sanction of supplementary / additional items in the contracts	CMD	5% of the Contract Value	i. With financial concurrence. ii. In case, it exceeds the sanctioned estimate, revised estimate shall be sanctioned before allowing extra items of work.
		GM(P&GA)/GM(Civil)	2% of the Contract Value	

Delegation of Powers

Delegation of Powers

Sl.		Nature of Power		Delegation concerned to that department		Remarks	
(iv)	Administrative approval for sanction of change in quantum of works due to alteration in design	SPC	10% of the Contract Value	i. With financial concurrence. ii. Officers competent to give technical sanction shall make alterations in construction details of works during their execution, subject to the limit of own delegation beyond which approval of next higher authority to be taken indicating full justification for the alternation to be made.			
		CMD	5% of the Contract Value				
		GM(P&GA)/GM(Civil)	2% of the Contract Value				
(v)	Administrative approval for extension / addition/ renovation of existing work	SPC	Full Power	i. Within the limit of approved capital budget by the BoD; ii. With financial concurrence and availability of budget			
		CMD	Rs. 20 lakhs				
		Director	Rs.5 lakh				
		GM(P&GA)/GM(Civil)	Rs.2 lakh				
b) Maintenance Works							
(i)	Administrative approval of estimates for repair & maintenance work	GM(P&GA)/GM(Civil)	Full Power	i. Estimates should be framed and approved on the basis of schedule of rate/ approved rate. ii. To be within the limit of approved budget			
(ii)	Administrative approval for Excess over estimates related to all repair and maintenance work	GM(P&GA)/GM (Civil)	Up to 20% of sanctioned amount	i. Against originally sanctioned amount per estimate/ case ii. To be within the limit of approved budget			
c) Consultancy Services/New Initiatives/ Pilot Projects/ Other support services							
(i)	Administrative Approval for Consultancy Services/ New initiatives/Pilot projects and other support services	CMD	Full Power	i. Within the limit of approved budget by the BoD through transparent process ii. With financial concurrence.			
		Director	Up to 50 Lakhs in each case				
		ED	Up to 30 Lakhs in each case				

Jharkhand Urja Vikas Nigam Ltd.

Delegation of Powers

Jharkhand Urja Vikas Nigam Ltd.

Sl.	Nature of Power	Delegation concerned to that department		Remarks
2. Technical Approval				
a) All Capital Works				
(i)	Technical sanction for detailed estimates of works administratively approved	SPC	For work above 10 Lakhs	i. Against sanctioned provision under each head after administrative approval is obtained. Provided that whenever any modification is proposed in the details of the scheme involving any departure from the approved design or alteration of the other parts of the Scheme effecting its basic structure, approval of the authority competent to accord administrative approval for such revised capital outlay, but not below the authority which has accorded administrative approval to the Scheme may be obtained; ii. Subject to the condition that administrative approval has been accorded by the competent authority; iii. For any deviation from approved development programme, prior approval of next higher authority shall be obtained.
		GM (Civil)	For work upto 10 Lakhs	
(ii)	Technical sanction for excess over capital work's estimates, administratively approved	GM(P&GA)/GM (Civil)	Full Power	i. Subject to the condition that administrative approval has been accorded by the competent authority; ii. With financial concurrence; iii. Within the limit of approved capital budget by the BoD.

Delegation of Powers

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Nature of Power

Delegation concerned to that department

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b) Maintenance Works

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GM(P&GA)/GM (Civil)

Full Power

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i. Estimates should be framed and approved on the basis of schedule of rate/ approved rate.

(ii)

Technical approval for Excess over estimates related to all repair & maintenance works

GM(P&GA)/GM (Civil)

Full Power

i. Against originally sanctioned amount per estimate/ case

ii. To be within the limit of approved budget

iii Subject to the condition that administrative approval has been accorded by the competent authority.

iv With Financial Concurrence.

Sl.

Nature of Power

Delegation concerned to that department

Remarks

b) Maintenance Works

(i)

Technical approval of estimates for repair & maintenance works

GM(P&GA)/GM (Civil)

Full Power

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GM(P&GA)/GM (Civil)

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iv With Financial Concurrence.

Sl.

Nature of Power

Delegation concerned to that department

Remarks

b) Maintenance Works

(i)

Technical approval of estimates for repair & maintenance works

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Jharkhand Uja Vikas Nigam Ltd.

Sl.	Nature of Power	Delegation concerned to that department		Remarks
3. Tendering				
a)	To call tender for purchase of materials/ works/ services for which administrative approval has already been accorded by competent authority	GM(P&GA)/ GM(Civil)	Full Power	i. Subject to overall a. ceiling of the outlay provided in the approved budget for the year b. provision for availability of fund; ii. Value limits are inclusive of the cost of materials, labour and transportation charges payable to the agency but exclusive of value of materials to be supplied by the Company against the sanctioned scheme; iii. In case of works, the administrative approval and technical sanction/approved Detailed Project Report shall be necessary iv. In case of material, tender to be within the approved material budget
b)	Acceptance for processing of single tender for works technically sanctioned/approved DPR, where rebidding is not considered feasible for reasons recorded	One post higher than the Accepting Authority	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD; ii. Tenders are widely published including Newspaper; iii. Pre-bid meetings are held iv. At least two extension of time given for opening of the tender at the interval of at least 15 days and atleast 2 times of re-tendering.

Delegation of Powers

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4. Award of Contract

a) Without calling Tender

i.	Approval of works on approved scheduled rate (only in case of emergency)	CMD	Rs.2 Crore	i. With financial concurrence subject to rate approved by concerned committee. ii. After ascertaining the reasonability of rate; iii. From the empanelled vendors iv. The empanelment of Vendors shall be done through Open tender process
		GM(P&GA)/ GM(Civil)	Rs. 1.5 Lakh	
ii.	Approval for procurement of materials / (only in case of emergency)	BOD	Full Power	i. With financial concurrence and within the limit of approved budget by the BOD; ii. After ascertaining the reasonability of rate; iii. Full justification of emergency shall be ensured and recorded in writing.
		SPC	Rs. 50 lakh	
		CMD	Rs. 10 lakh	
		ED Concerned	Rs.2 lakh limited to Rs.15 Lakh p.a.	
iii.	For which scheduled rate does not exist (only in case of emergency)	GM(P&GA)/ GM(F&A)/GM(Civil)	Rs.1 lakh limited to Rs.10 lakh p.a.	i. With financial concurrence and within the limit of approved budget by the BOD; ii. After ascertaining the reasonability of rate; iii. Full justification of emergency shall be ensured and recorded
		CMD	Rs. 10 Lakh	

b) Approval for Award of Contract after tendering process

i.	Approval for Award of contract after completion of tendering process of estimated value of more than Rs. 1 Crore)	SPC	Full Power	<p>i. As recommended by TEC</p> <p>ii. If there is a variation in tender price vis-à-vis the estimate /approved DPR, after recommendation from TEC, the SPC may at its own discretion, refer the tender to the Rate Reasonability Committee (RRC), defined in Section 4 of Annexure B. The RRC will submit its recommendation before the SPC, which shall put the tender for the final approval by the appropriate authority defined as per DOP.</p> <p>iii. For all such proposal which require administrative approval by the BOD, the SPC shall be competent to take the decision regarding disposal of tenders as per rules, up to 10% range of the administrative approval obtained from the BOD</p> <p>iv. With Financial Concurrence and within approved budget.</p>
ii.	Approval for Award of contract after completion of tendering process of estimated value upto Rs 1 crore	Competent Authority	Full Power within the limit to accord the administrative approval.	<p>i. As recommended by TEC.</p> <p>ii. The amount of tender should not be excess of 5% of the sanctioned estimate. However such excess above 5% and upto 10% may be allowed with the approval of CMD.</p> <p>iii With Financial Concurrence and within approved budget.</p>

Delegation of Powers

5. Placing of Order and Execution of Agreements

	<p>a)</p> <p>All instruments relating to purchase, supply, erection, Works and transportation or carriage of materials, stores, machinery etc.</p>	<p>GM (F&A)/GM(Civil)/GM(P&GA)</p>	<p>Full Power</p>	<p>Provided that:</p> <p>i. The tenders have been accepted according to rules and the delegation made;</p> <p>ii. They are competent to accept tenders for such work. They may also execute the deeds for tender accepted by their higher authority;</p> <p>iii. Contracts should be executed on one or other of the standard forms, but they may be modified to suit the requirement of any particular case of work of greater magnitude after consultation with Finance and legal wing of the Company. In case, it is considered that none of the standard forms can be used with suitable modification, the contract deed should be prepared by the legal wing of the Company and with financial concurrence.</p>
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6. Closure of Project

<p>a)</p>	<p>To alter the time limit and to waive or alter the Liquidated Damages (LD) provided in all agreements or contracts</p>	<p>SPC</p>	<p>Full Power</p> <p>1. Time extension upto 25% over the original time schedule provided that extension is sought within original time limit</p> <p>2. If beyond (1), then with approval of next higher authority</p>	<p>i. With financial concurrence;</p> <p>ii. Within the limit of approved capital budget by the BOD;</p> <p>iii. The time extension should be allowed only when there is justifiable and genuine reason for missing the timeline and is attributable on the part of company and Force Majeure conditions.</p> <p>iv. The waiver of LD fully or partly should be without any extra cost to the company on account of price escalation and change in tax & duties etc.</p>
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Part II-Stocks & Stores

Sl.	Nature of Power	Delegation concerned to that department		Remarks
1. Purchase of Material/ Services				
a)	Approval of material budget for the year	CMD	Full Power	i. Subject to the overall ceiling of the outlay provided in the approved budget for the year for capital and O&M works and approval of the schemes by the Company.
b)	Approval of work program under each head/scheme includes proposed work to be undertaken during the year & left over work	CMD	Full Power	ii. With Financial Concurrence
c)	Acceptance of tender for purchase of material, execution of works through open tender	SPC CMD Concerned Director ED GM(P&GA)/GM(F&A)/GM(Civil)	Full Power Rs. 25 Crore Rs. 10 Crore Rs. 8 Crore Rs. 3 Crore	i. Provided the work is administratively approved and technically sanctioned and within approved budget; ii. With TEC recommendations only
d)	Acceptance of limited Tender from empanelled vendors for purchase of material, execution of works	SPC CMD Concerned Director ED	Rs.5 Crore in each case Rs.1 Crore in each case Rs.50 Lakh in each case Rs.20 Lakh in each case	i. Provided the work is administratively approved and technically sanctioned and within approved budget; ii. The TEC will examine technical and commercial part including technical feasibility as well as price reasonability and will submit its recommendations.

Sl.	Nature of Power	Delegation concerned to that department		Remarks
		GM(P&GA)/GM(F&A)/GM(Civil)	Rs. 4 lakh in each case	iii. Efforts should be made to purchase material through Government eMarket (Gem) iv. The empanelment of Vendors shall be done through Open Tender Process -
e)	Power for local purchase	Director	Rs.10 lakh	i. In such cases, limited quotation may be invited from not less than three reputed firms/ empanelled vendor/GM suppliers; ii. With financial concurrence and within the limit of approved budget by the BoD and through duly constituted local purchase committee. In the local purchase committee DGM (F&A) will be member where purchase is made with the approval of Director/ED and SM (F&A) will be member where purchase is made within the competency of DGM. iii. Subject to overall annual limit of Rs.50 lakh for Director/ Rs.25 lakh for ED/ Rs.15 lakh for GM; iv. Subject to overall annual limit of Rs.10 lakh for DGM
		ED	Rs.5 lakh	
		GM(P&GA)/GM(F&A)/GM(Civil)	Rs.3 lakh	
		DGM	Rs.2 lakh	
f)	Cash purchase in case of extreme urgency	GM(P&GA)/GM(F&A)/GM(Civil)	Rs.20,000 in each case, subject to maximum of Rs. 5 lakhs in a year	

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Sl.	Nature of Power	Delegation concerned to that department		Remarks
		DGM	Rs. 10,000 in each case, subject to maximum of Rs.1.20 lakhs p.a.	
		SM	Rs. 2000 in each case, subject to maximum of Rs. 24000 p.a.	
		Manager	Rs. 1000 in each case subject to maximum of Rs. 12000 p.a.	
g)	Engagement of agency for Consultancy Services/ professional services/New initiatives/Pilot projects and other support services on nomination basis	BoD	Full Power	i. Work is of emergent nature as certified by the HoD;
		CMD	Up to Rs.5 Crore	ii. With financial concurrence and within the limit of approved budget by the BoD
		Director	Upto Rs. 25 lakh	iii. Proposal will be examined by the TEC, defined in Section 2 of Annexure B
		ED	Upto Rs. 5 lakh	
h)	Procurement of material / works / services from OEMs against single quotation	SPC	Above Rs.1 Crore	i. With financial concurrence and within the limit of approved budget by the BoD;
		CMD	Upto Rs.1 Crore	ii. Concerned HoD should be able to justify that the item is actually proprietary and necessary for the execution of projects
i)	Placement of order repeat/ extension over accepted tender.	Same authority who accepted the original tender		i. With financial concurrence and within the limit of approved budget by the BoD; ii. Repeat order shall not be resorted in

Delegation of Powers

Sl.	Nature of Power	Delegation concerned to that department	Remarks
			<p>normal situation and shall not be considered as general practice;</p> <p>iii. Repeat order shall normally not be placed more than once unless otherwise specified in the Bid document.</p> <p>iv. Reason for repeat/ extension order must be recorded in writing by the users/requisitioning authority and it shall be resorted to only in case of extreme urgency;</p> <p>v. Within a period of 6 months from the date of initial order;</p> <p>vi. A certificate to this effect shall be furnished by the purchase department not below the rank of DGM that there has been no significant downward trend in the prices or that the rates are either steady or standardized;</p> <p>vii. Satisfactory Supply Performance in past should be a pre-requisite for considering the repeat/ extension order.</p> <p>viii. Repeat order can be given within the validity of the offer against original NIT/agreement.</p>

15/10/2014

Sl.	Nature of Power	Delegation concerned to that department			Remarks
2. Stores Related Matters					
a)	To Declare Stores as Surplus and Unserviceable and to fix their reserve price and to take decision for their disposal	BOD	Full Power	<div>i. For disposal of scrap materials for equal to or more than Rs.50 Crore, the BOD's approval shall be obtained after recommendation of the CSDC, as defined in Section 3 of Annexure B</div> <div>ii. For disposal of scrap materials less than Rs. 50 Crore, the CSDC shall provide approval</div> <div>iii. For calculating the amount for tender, estimated value or book value of the items whichever is available, will be considered.</div>	
		CSDC (Central Stores Disposal Committee)	Upto Rs.50 Crore through tender		
b)	To write off irrecoverable value of all classes of stores which are stolen or destroyed by negligence or fraud or for any other reasons	BOD	Full Power	<div>Subject to the following conditions:</div> <div>i. If the losses are due to defect in the system, amendment in the system should be made immediately;</div> <div>ii. If there has been any serious negligence on the part of any employee of the Company which calls for disciplinary action, such actions have been taken;</div> <div>iii. The amount of write off shall be determined after adjustment of the amount recovered, if any, from the persons at fault, in consultation with finance;</div> <div>iv. Such losses should be reported to DGM (Audit).</div>	
		CMD	Rs.1 Crore		
		Director	Rs.50 lakh		
		ED	Rs.25 lakh		
c)	Acceptance/borrowing/hiring of materials /equipment /services on rental basis from other Government departments/public sector undertakings (State and Central) and vice-versa	CMD	Full Power	<div>i. With financial concurrence and within the limit of approved budget by the BOD;</div> <div>ii. As per approved rate of the Govt. Department/ public undertaking in case of borrowing and in case of pending Company's approved rate/ PWD Schedule of rate.</div>	
		GM(P&GA)/GM(Civil)	Rs.2 lakh per item per transaction		
		DGM(HR)/DGM(Civil)	Rs.50, 000/- per item per transaction.		

Delegation of Powers

Part III-HR & Administrative

Sl.	Nature of Power	Delegation concerned to that department		Remarks
1. Purchase of Stationary				
a)	Tender for Purchase of Stationery including Computer/ Xerox /printer /Minor IT/ communication hardware/ consumables/ Pen drives/ Antivirus/ Cartridge and other such ancillary items	CMD	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD; ii. After inviting tenders/Gem portal/Quotation during emergency; iii. Through constituted Purchase Committee, as approved by CMD / Office In-Charge defined in Clause 1.17
		Director/ED	Upto Rs.25 lakh p.a.	
		GM(P&GA)/GM(F&A)/GM(Civil)	Upto Rs.10 lakh p.a.	
		ED	Rs.2 lakh subject to maximum of Rs.15 lakh p.a.	
b)	Local purchase of stationary including materials for electrical maintenance of Company's office/ guest house/ residential building, soft furnishing, crockery, sports items, office equipment, electric/electronics equipment, printer cartridge and other petty items for office use through cash	GM(P&GA)/GM(F&A)/GM(Civil)	Rs.1,00,000/- subject to maximum of Rs.10 lakh p.a.	i. With financial concurrence and within the limit of approved budget by the BoD; ii. Through constituted Purchase Committee, as approved by CMD/ Office In-Charge defined in Clause 1.17 iii. In case of purchase amount exceeding Rs.50, 000/- for one item, quotation from at least three firms should be obtained along with the financial concurrence
		DGM	Rs10,000/- subject to maximum of Rs.2,00,000/- p.a.	
		SM	Rs. 5000/-subject to maximum of 50,000/- p.a.	
		Manager	Rs.1,000/- subject to maximum of Rs.20,000/- p.a.	

Delegation of Powers

Sl.	Nature of Power	Delegation concerned to that department		Remarks
2. Printing	CMD	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD; ii. After inviting tenders/Gem portal/Quotation during emergency; iii. In case of amount exceeding Rs.50, 000/- for one item, quotation from at least three firms should be obtained along with the financial concurrence	
	ED	Rs. 2 lakhs in each case with annual limit of Upto Rs.20 lakh p.a.		
	GM(P&GA)/GM(F&A)/GM(Civil)	Rs. 1 lakh in each case with annual limit of Rs.5 lakh p.a.		
	DGM	Rs. 15000 subject to annual limit of Rs. 50000 p.a		
3. Post and Courier	DGM and Above	Full Power on actual basis.	Through registered, speed post, courier	
4. Duties, Taxes, vehicle registration taxes, etc. as levied by appropriate authority	GM(P&GA)	Full Power	With financial concurrence	
	All DDOS	Full Power		

Sl.	Nature of Power	Delegation concerned to that department		Remarks
5.	Rent (Office building)	CMD	Full Power	i. Subject to non-availability of suitable vacant premises of the Company ii. Subject to rent fixation by Government Rent Controller.
6.	Entitlement of Reading Materials & Training			
a)	Purchase of books and periodicals for official use	CMD/ Director	Full Power	i. Stock register shall be maintained by each office for the periodicals of value. ii. The books and periodicals can be stored in Library
		ED	Rs.1,00,000 p.a.	
		GM(P&GA)/GM(F&A)/GM(Civil)/Sr. Law Advisor	Rs.50,000/- p.a.	
		DGM	Rs.30,000/- p.a.	
		SM /CS	Rs.15,000/- p.a.	
		Manager	Rs.5,000 p.a.	
		CMD/ Directors/CVO	Any number of daily newspaper & magazine	
b)	Entitlement of Newspapers & Magazines (Number)	ED/ GM(P&GA)/ GM(F&A)/ GM(Civil)/Sr. Law Advisor	Three type of daily newspaper and one type of magazine	
		DGM	Two type of daily newspaper and one type of magazine	
		SM / CS	One type of daily Newspaper	
c)	Registration/ subscription/ membership fee of online journal/periodicals/knowledge portals	Director (full time director)	Full Power	
		ED/ GM(P&GA)/GM(F&A)/GM(Civil)	Rs.50,000 p.a.	
d)	Training	CMD	Full Power	With financial concurrence and within the limit of approved

Sl.	Nature of Power	Delegation concerned to that department				Remarks
		Director	Upto Rs.50,000 in each case subject to 10 lakh p.a.			budget;
		ED/ GM(P&GA)/GM(F&A)/GM(Civil)	Rs.25,000 in each case subject to 5 lakh p.a.			
7. Telephone / Mobile / Internet Expenditure						
a)	New connections	GM and Above	Full Power			i. With financial concurrence and within the limit of approved budget by the BOD; ii. For official calls only and also in consonance to the Office Order with regard to entitlement of phone and call limits.
b)	Entitlement of Landline Telephone with Internet Data	Designation/Offices	Office Telephone	Residence Telephone		On submission of actual bills of telephone expense
		CMD/Director/CVO/ED	No limit with STD Facility	Rs. 5000 per month with STD Facility		
		GM(P&GA)/GM(F&A)/GM(Civil)	No limit with STD Facility	Rs. 3000 per month with STD Facility		
		DGM	Rs. 2000 per month with STD Facility	Rs. 2000 per month with STD Facility		
		SM/CS	Rs. 1000 per			

Delegation of Powers

Sl.	Nature of Power	Delegation concerned to that department		Remarks
		month with STD Facility		
	Control Rooms/Estate Office/Liaison office cum guest house, New Delhi, Guest House, Kusai	Rs. 2000 per month with STD Facility		
	ERP Maintenance	No Limit, as per actual		Bill verifying authority shall be determined by the office in-charge / HOD
	Maintenance of Bio-metric Systems	No Limit, as per actual		
	CMD/Director/CVO/ED	Rs. 3500 per month		
	GM(P&GA)/GM(F&A)/GM(Civil)/Sr. Law Advisor	Rs. 2000 per month		Each authority can claim against single connection only
	DGM	Rs. 1500 per month		
	SM/CS	Rs. 1200 per month		
	Manager	Rs. 1000 per month		
	Junior Manager	Rs. 700 per month		
	Head clerk	Rs. 500 per month		
8. Transport Expenditure				
		CMD	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD;
		ED	Rs.1,00,000/- in a single transaction	ii. May sanction petty transportation expenses for movement of materials in special cases subject to a maximum of ten times of the amount of single transaction in an year;
		GM(P&GA)/GM(F&A)/GM(Civil)	Rs.50,000/- in a single transaction	iii. Wherever it is not possible to engage the transport on the rates decided by the Corporate Office, this will be applicable only for local transport (upto 25 km) and not for long distances.
a)	Petty transportation charges & Freight	DGM	Rs.25,000/- in a single transaction	
c)	Re-imbursement of mobile expenditure			

Sl.	Nature of Power	Delegation concerned to that department		Remarks
b)	Conveyance reimbursement (Contingent Bills)	GM(P&GA)/GM(F&A)/GM(Civil)/ Sr. Law Advisor	Rs. 1 Lakh/- p.a.	i. Subject to any general or special orders of the Company, when a Company's employee, who is not provided with any conveyance by the Company, is dispatched on duty at some distance from his office, the conveyance charge for the distance from office to the place of duty and back or for distance actually travelled whichever is less, may be reimbursed to him and charge to contingency provided: ii. that the officer certifies the expenditure actually incurred was unavoidable and is within the scheduled scale of charges for conveyance used; iii. no conveyance hire should ordinarily be allowed unless the conveyance is engaged with the previous permission of the officer authorized to sanction payment; iv. cheapest conveyance should be availed in the light of exigency of the work; v. the particular means of conveyance used should always be stated in all claims for conveyance
		DGM	Rs. 50,000/- p.a.	
		SM/CS	RS. 24,000/- p.a	






Sl.	Nature of Power	Delegation concerned to that department		Remarks
9.	Xerox & Binding Expenditure	ED Concerned	Rs. 2,00,000/- p.a	Expenditure of account of Xerox shall be reimbursement only if there is i. No Xerox machine or ii. Xerox machine is not in order, duly certified by concerned officer iii. Size of Xerox to be made is on larger size that the available machine iv. In case of urgency, any BOQ/Agenda is to be finalized on short notice routine basis. v. In case of large volume which needs to be printed
		GM(P&GA)/GM(F&A)/GM(Civil)/Sr. Law Advisor	Rs. 50,000/- p.a	
		DGM /Liaison Officer New Delhi	Rs. 40,000/- p.a	
		SM	Rs. 30,000/- p.a	
		Manager/CS	Rs. 15,000/- p.a	
10. Office Equipment & Vehicle				
a)	Purchase of furniture and fixture (Tables, Chairs, Racks, Shelves, Fans, AC, Cooler, Room Heater, Blower, Computer, Printer, and other electrical equipment like wires, lights, switches, etc.)	GM(P&GA)/GM(F&A)/GM(Civil)	Full Power	i. Subject to observance of the prescribed rules and in consultation with finance; ii. As per the entitlements to be decided by the Company time to time.
		ED Concerned	Full Power	
b)	Repair of office furniture/equipment like computers/fax/ photocopier etc, Electrical & Electronics items etc. and other petty items	GM(P&GA)/GM(F&A)/GM(Civil)	Rs. 25000 per case, subject to Rs. 5 lakhs per annum	With financial concurrence and within the limit of approved budget by the BoD.
		DGM	RS. 10000 per case, subject to Rs.1,00,000 p.a.	

Sl.	Nature of Power	Delegation concerned to that department			Remarks
c)	Hiring office furniture, and fixture/ office equipment, tents and other equipment etc.	GM (P&GA)	Full Power		With financial concurrence and within the limit of approved budget by the BoD.
		DGM HR	Rs.50,000/- p.a.		
		ED /GM (P&GA)	Full Power		
d)	Repair of vehicles	DGM(HR)	Rs 25000/-per vehicle per annum		i. On recommendation of the Committee in case of expenses beyond Rs.25,000/- p.a. per vehicle; ii. Repair of vehicle involving expenses more than Rs.10,000/- has to be done from authorized service centre(If no service centre is available in the city, then from any reputed garage); iii. With financial concurrence and within the limit of approved budget by the BoD. iv. Per annum expenditure of each vehicle to be monitored separately
e)	Purchase of Vehicle	SPC	Full Power		i. With financial concurrence and within the limit of approved budget by the BoD; ii. Purchase on the basis of DGS&D/Gem portal Rates or Govt. approved rates.
f)	Entitlement of vehicle	DGM and above	Entitled for vehicle		i. At the approved rate and approval by the CMD of the Company ii. Additional vehicle with approval of CMD only iii. As per the Vehicle Rules of the Company
g)	Admissibility of fuel	CMD/Director/CVO/ED	220 lit p.m.		In case of limit of fuel exceeds during the month Director/ED is authorize to accord approval upto 50 lit. Beyond 50 lit approval of CMD shall be obtained.
		GM(P&GA)/GM (F&A)/GM(Civil)/Sr. Law Advisor	150 lit p.m.		
		DGM	125 lit p.m.		

Sl.	Nature of Power	Delegation concerned to that department		Remarks
h)	Hiring Of Vehicle	Director/ED GM(P&GA)	Full Power	At the approved rate and the policy decided by the Nigam or through tender.
1.1. Hospitality and CSR				
a)	Re-imbursement of hospitality expenses related to conduct of business	CMD/ Director/CVO ED Concerned GM(P&GA)/GM (F&A)/GM(Civil)/Sr. Law Advisor DGM SM/Company Secretary CMD/ Director/ ED	Rs.5,00,000/- p.a. Rs.1,50,000/- p.a. Rs.50,000/- p.a. Rs.30,000/- p.a. Rs.10,000/- p.a. Full Power	Subject to the certificate that expenditure incurred is in the interest of the Company and as per entitlement.
b)	To sanction expenses relating to meetings including Board meetings/ conferences / company's Guests etc.	GM(P&GA)/GM (F&A)/GM(Civil) DGM	Rs.50,000/-p.a. Rs.30,000/-p.a.	i. Subject to the certificate that expenditure incurred is in the interest of the Company. ii. Approval of company guests by CMD/Director/ED
c)	Corporate Social Responsibility	CMD	Full Power	As per the CSR policy of the company and within the CSR budget provision.

Sl.	Nature of Power	Delegation concerned to that department		Remarks
12.	Advertisement	GM (P&GA)	Full Power	Subject to Policy of the Company
13.	Uniform & Liveries	GM (P&GA)	Full Power	i. Subject to instructions issued by the Company regarding source of supply, rates at which they are to be supplied and other conditions with regard to admissibility and its use by the workmen; ii. With financial concurrence and within the limit of approved budget by the BoD.
14.	Licenses, Registration fees & Insurance Premium	Disbursing officer	Full Power	As per instructions issued by the Company from time to time.
15.	Electric and Water charges	Disbursing officer	Full Power	To be ensured that payment is made within the last date and no penalty is to be paid
16.	Purchase of Medicines/ Medical related equipment	GM (P&GA)	Upto Rs 2 Lakh p.a.	Subject to financial concurrence and instructions issued by the Company from time to time.
17. Commission / Reward and Incentives				
a)	Charges of Banks/Financial Institution and other regulatory bodies.	Disbursing Officer	Full Power	i. This relates to the payment of commission to banks for transfer of funds from one office to another of the Company and encashment of outstation cheques received on behalf of the Company in course of routine business or any contractual obligations. In all other cases, approval of GM is necessary. ii. Such payment Should be kept to minimum.

Sl.	Nature of Power	Delegation concerned to that department			Remarks
b)	Reward/ Honorarium/ Incentive	CMD	Full Power	<div>i. As per incentive policy</div> <div>ii. Not exceeding twice in a year and Rs. 7,500/- in a particular FY in respect of one individual;</div> <div>iii. Apart from this, Directors/ED are also delegated with the power to recommend name(s) for sanction of honorarium to other workmen also posted in the Corporate Head Office to CMD explaining reasons for sanction of honorarium but honorarium to other workmen may be sanctioned by CMD only subject to a limit of Rs.5,000/- per individual.</div> <div>iv. No honorarium shall be admissible/ paid to person(s) who are not the permanent employees of the Company.</div>	
		Directors Concerned	Rs.3,00,000/- p.a		
		ED Concerned	Rs.2,00,000/- p.a.		
		GM(P&GA)/GM (F&A)/GM(Civil)	Rs.50, 000/- p.a.		
18. Advance for Expenditure					
a)	Approval of journey on official tour along with hiring of taxi for local movement.	CMD	Full Power for any place	<div>i. In accordance with TA Rules of the Company;</div> <div>ii. In special circumstances, TA Rules may be relaxed citing reasons for the same;</div> <div>iii. In accordance with TA Rules of the Company.</div> <div>iv. Reimbursement of local movement of taxi shall be made on production of voucher.</div>	
		Concerned Director/ED	Full Power within the Country		
		GM(P&GA)/GM(F&A)	Full Power within the State		
b)	Sanction of TA Advance as per company rule	Controlling Officer	Full Power	In accordance with TA Rules of the Company.	
c)	Countersigning of TA Bills	CMD	Self-Countersigning/ certification	i. Subject to the delegated amount of expenses & for the purpose of official tour	

Sl.	Nature of Power	Delegation concerned to that department			Remarks
		ED/Director Concerned	Self-Countersigning/ certification	Self-Countersigning/ certification	
		GM(P&GA)/GM (F&A)/GM(Civil)	Self-Countersigning/ certification		ii. Adjustment of general advances should be made within one month from the date of releasing the same; otherwise the same should be deducted from the salary of the concerned employee in one lump sum amount.
		DGM and officer below the rank of DGM	One Rank above.		
		In case of workmen	Manager		
		CMD	Full Power		
		Director	Rs 50,000, upto Rs 3 Lakh p.a.		
d)	Sanction of General Advances for local purchase of stationary and petty items for official use as also for repair of vehicle etc.	ED	Rs 40,000, upto Rs 2.5 Lakh p.a.		i. Subject to the delegated amount of expenses; ii. Adjustment of general advances should be made within one month from the date of releasing the same; otherwise the same should be deducted from the salary of the concerned employee in one lump sum amount. iii. Register of purchase must be maintained
		GM(P&GA)/GM (F&A)/GM(Civil)	Rs 30,000, upto Rs 2 Lakh p.a.		
		DGM(HR)/DGM(P)/DGM(PR)/DG M(Civil)/(DGM(F&A)/	Rs 25,000, upto Rs 1.5 Lakh p.a.		
		SM	Rs 15,000, upto Rs 50,000 p.a.		
e)	Sanction of House Building Advance	GM(P&GA)	Full Power		i. On recommendation of the Committee and financial concurrence; ii. Subject to legal vetting and budget provision.
f)	Sanction of transfer TA Advance and Pay Advance	HOD	Full Power		
g)	Sanction of Car/ Motor Cycle	GM(P&GA)	Full Power		i. On the recommendation of the controlling officer;

Delegation of Powers

Sl.	Nature of Power	Delegation concerned to that department			Remarks
	Advance				ii. With legal vetting and within budget provision.
h)	Permanent imprest advance / Revolving Fund	Director	Full power		i. With financial concurrence
		ED	Upto Rs. 50,000 in each case with annual limit of 5 Lakhs		ii. In no case more than one imprest should run in one office. Every imprest should be settled on last working day of each quarter
		GM (F&A)/GM(Civil)/GM(P&GA)	Upto Rs. 25,000 in each case with annual limit of 2 Lakhs		
		DGM	Upto Rs. 10,000 in each case with annual limit of 1 Lakh		
i)	Sanction of medical advance	GM(P&GA)	Full power		As per prevailing norms
j)	Medical bill and settlement thereof	GM (F&A)	Above Rs.40,000 in each case for officers & staff posted at HQ		i. As per prevailing norms
		DGM (F&A)	Upto Rs. 40,000 in each case for officers & staff posted at HQ		ii. Except the case of hospitalization within the state/outside state where approval of medical sub-committee as per medical attendant rule is required.

Sl.	Nature of Power	Delegation concerned to that department		Remarks
19. Payment of dues of deceased employee		Disbursing Officer	Full Power	After such enquiry into the rights and titles of the claimant, as may be deemed sufficient has been done.
20. Grant of funeral expenses		GM(P&GA)	Full Power	Rs 10000/-in each case.
21. Sanction payment of Claims				
a)	Claims not preferred by personnel within a year of their becoming dues but within 3 years	ED (Finance)	Full Power	
b)	To sanction payment of claims preferred by personnel beyond three years	Director	Full Power	

Sl.	Nature of Power	Delegation concerned to that department			Remarks
22. GPF / CPF Advance		GM(P&GA) in case of NR/R advance only	Full Power (in consultation with GM(F&A))		Non-refundable(NR) GPF/ CPF advance of officer and staff of Company
23. Engagement of private security/home-guard/ part-time sweepers/ man-days, etc.		CMD	Full Power		i. After inviting tender or through empanelled agency. ii. With financial concurrence and within the limit of approved budget by the BOD iii. As per norms and procedure prescribed by company. iv. After full justification and interest of Company
24. Employees terminal benefits					
a)	Sanction of group saving scheme of officers and workmen posted at Corporate Office	DGM HR	Full Power		
b)	Sanction of leave encashment of unutilized leave of officers and staff of the corporate office.	GM(P&GA)	Full Power		In consultation with Finance Deptt.
c)	Sanction of pension, gratuity and commutation of pension of all officers of the Company	GM(P&GA)	Full Power		
d)	Sanction of pension, gratuity & commutation of pension to the staff posted in Company.	DGM (HR)	Full Power		

Delegation of Powers

Sl.	Nature of Power	Delegation concerned to that department		Remarks
e)	Regularization of period either spent as waiting for posting or final posting after reinstatement either posted in Company HQs or in the field offices with regard to Central cadre	GM(P&GA)	Full Power	In case waiting for post exceeds 30 days, CMD approval must be appraised of reasons for delay

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Part IV-Legal & Secretarial

Sl.	Nature of Power	Delegation concerned to that department	Remarks	
1. Legal Expenses				
a)	Determination of rates and engagement of Standing Counsel/ Sr. Standing Counsel/ Sr. Advocate on Panel/Chief Legal Advisor	CMD	Full Power	In consultation with ED/ GM(P&GA)/ HOD(Legal)/Sr. Law Advisor and Director
b)	Special engagement of Advocate	CMD	Full Power	In consultation with ED/ GM(P&GA)/ HOD(Legal)/Sr. Law Advisor and Director
c)	Rates of Panel Advocates and engagement thereof	CMD	Full Power	In consultation with ED/ GM(P&GA)/HOD(Legal)/Sr. Law Advisor and Director
d)	Misc. Expenses related to court cases	ED/ GM(P&GA)/ HOD Legal/Sr. Law Advisor	Full Power	On the basis of guidelines issued by the Legal Department
e)	Advocate's legal bills	ED/ GM(P&GA)/ HOD Legal/Sr. Law Advisor	Full Power	At Company's approved rate/ Company's approved panel/engagement.
f)	To file ROC & other statutory charges / fees	Company Secretary	Full Power	As per the Statutory requirements
g)	Professional fee/ legal charges	Company Secretary	Rs.25,000/- each case subject to maximum of Rs. 100,000 p.a.	Exceeding Rs. 25,000/- approval of CMD shall be obtained.

Sl.	Nature of Power	Delegation concerned to that department			Remarks
2.	Purchase of court fee stamp / stamp paper / non judicial paper / Roc and company affair fees.	ED/GM(P&GA)/Sr. Law Advisor/ CS/ HOD Legal	Full Power		
3.	Miscellaneous. Expenditure	ED/ GM(P&GA)/Sr. Law Advisor/ HOD Legal	Full Power	Expenditure related to summoning of witness, attestation, affidavits, power of attorney, obtaining copies of court order, typing, photo state, and preparation of case papers or any other legal expenses.	
4.	Sanction of Journey / Taxi Fare / Hotel / Accommodation for attending Legal matters / Court case etc.	Sr. Standing Council	Will avail the facility equivalent to GM	Outside journey shall be approved on the recommendation of Senior Law Advisor / Concerned GM. In case no conversant officer is available there, standing council representing Jharkhand High Court will have to visit in order to safeguard the legal interest of company.	
		Standing Council	Will avail the facility equivalent to-DGM		
		Council / Advocate	Will avail the facility equivalent to SM		

Part V-Revenue

Sl.	Nature of Power	Delegation concerned to that department	Remarks
1. Approval of Payments to Agencies/ Employees etc. at corporate office			
a)	Authority to approve payment to suppliers/ contractors bills/Billing Agencies/ consultant/power generating company/power trading company/ O&M head/ Capital Head and others	<div>Director Finance / ED (F&A)</div> <div>Full Power</div>	<p>i. Before releasing the amount, it would be the duty of the approving authority to satisfy himself that necessary budget provision exists and payment is well within the amount available for the purpose</p> <p>ii. The monetary limits prescribed above are with reference to the total value of an order and not with reference to the amount included in a particular part bill submitted for payment. In other words, if the total billed value in each case of a particular supply/ work exceeds Rs.2.00 Crore, but submitted a part bill relating to that supply for payment of an amount, not exceeding Rs.2.00 Crore, it would not be within the competency of GM to sanction payment of that amount notwithstanding the fact that the amount is less than Rs.2.00 Crore and the necessary claim will have to be submitted to next higher authority for approval.</p>
b)	Authority to approve payment on account of Adm. Head/ Transfer of Fund to subsidiary	<div>Director/ED Concerned/ GM (Finance and Accounts)</div> <div>Full Power</div>	<p>i. If amount exceeds than the permissible amount and if part is being transferred due to non-availability of fund, it would not be</p>

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Sl.	Nature of Power	Delegation concerned to that department			Remarks
	company.	DGM(Finance &Accounts)	Upto Rs. 50 lakh		treated to be within competency of officer and approval of next higher authority is essential. ii. In case of Director/ED Concerned is not posted power vested to Director/ED Concerned will be exercised by GM (F&A)
		SM (Finance & Accounts)	Upto Rs. 5 lakh		
		Manager (Accounts)	Upto Rs. 25000/-		
c)	Authority to approve payment on account of Employee cost	DDO	Full power		
2. Land Acquisition		CMD	Full Power Payment as per Land Acquisition Act		With financial concurrence and within the limit of approved budget by the BoD

Part B-Administrative Powers

Sl.	Nature of Power	Delegation concerned to that department	Remarks
a.	Suspension of all categories of workmen	GM(P&GA)	Full power
b.	Calling for explanation from all categories of workmen	DGM(HR)	Full power
c.	Suspension of all categories of workmen & awarding minor punishment.	GM(P&GA)	Full power
d.	Power to call for explanation from all officers	CMD	Full power
e.	Power to suspend & initiate departmental proceeding against all officers.	CMD	Full power
f.	Appellate Authority of all workmen & Officers	CMD	Full power
g.	Communication of adverse remarks in the A.C.R. of the workmen.	DGM(HR)	Full power
h.	Communication of adverse remarks in the A.C.R. of officers	GM(P&GA)	Full power
i.	Deputation for training seminar, workshop etc. of workmen within the state/outside state.	DGM(HR)	Full power
j.	Deputation for training, seminar/workshop etc. of officers within the state	GM(P&GA)	Full power
k.	Deputation for training, seminar/workshop etc. of officers outside the state	CMD/Concerned Director	Full power
l.	Deputation for training/Seminar/workshop etc. of officers outside the country.	CMD	Full power
m.	Permission for higher studies to workmen within state	DGM(HR)	Full power

Delegation of Powers

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Annexure B: Committee Structure & Responsibility

1. Special Purchase Committee (SPC)

The committee will be responsible for the activities as defined in this DOP. The committee shall be constituted consisting of the following members:

1. Chairman –cum- Managing Director: Chairman*
2. Functional Director(s): Members
3. ED (Fin): Member*
4. ED Concerned: Member
5. Concerned GM: Convener
6. Chief Vigilance Officer

Note

- I. *Atleast 4 members of the committee should be present at any time and the committee should meet atleast once in a month. The "*" marked members should be mandatorily present during any meeting.*
- II. *In case, there is any Director/ED not holding the post, the person holding the next below level post, with the approval of the Chairman –cum- Managing Director of the Company, may be nominated as the Member of the SPC.*
- III. *The powers are of cascading nature and the proposals should have been cleared by the concerned authority below.*
- IV. **The Power vested to SPC/BOD shall be deemed joint responsibility of each and every members of SPC/BOD and all of them shall exercise their powers with due diligence and financial prudence**

2. Tender Evaluation Committee (TEC)

TEC in respect of various departments/ areas shall recommend on the matter related to procurement of material, works, services, etc. The key responsibilities of the TEC shall include:

- Evaluation of tender document vis-à-vis requirements under the Request for Proposal / Qualification (RFP/ RFQ) for recommendation on responsive/ non-responsive bidder
- To carry out technical evaluation of bids received, including techno-commercial evaluation and marking
- Evaluation of price bid and recommendation for the winning bidder(s) based on the terms of RFP
- Recommendation for price reasonability

The committee shall be constituted consisting of the following members:

- a) TEC shall consist of the following officials where approving Authority is ED and above:
 1. Concerned GM
 2. Another GM of the Company, as recommended by the Competent Authority
 3. DGM (F&A)
 4. Concerned DGM
 5. Representative of vigilance department
- b) TEC shall consist of the following officials where approving Authority is GM:
 1. DGM of the concerned Department.
 2. Another DGM of the Company
 3. DGM (F&A)/SM (F&A)
- c) TEC for engagement of agency for consultancy services, etc. shall consist of the following officials:
 1. Concerned GM
 2. DGM (F&A)
 3. DGM (P)/(HR)/(Civil)

Note

- I. All members of TEC shall be present during any meeting conducted at HQ.
- II. In case of absence of any member, the person holding the next below level post, with the approval of the Chairman-Cum-Managing Director of the Company, may be nominated as the Member of the TEC.
- III. The Power vested to TEC shall be deemed to be joint responsibility of each and every members of TEC and all of them shall exercise their powers with due diligence and financial prudence

3. Central Scrap Disposal Committee

The **Central Scrap Disposal Committee (CSDC)** will be the final authority for disposal of scrap upto value of Rs. 50 Crore. The committee will consist of following members:-

- o Chairman-Cum-Managing Director – Chairman*
- o ED Finance/GM (F)- Member*
- o GM (O&M) or equivalent - Member
- o GM (S&P) or equivalent - Member Secretary*
- o Chief Vigilance Officer

Note:

- I. Atleast 4 members of the committee should be present at any time at corporate level. The "*" marked members should be mandatorily present during any meeting.
- II. In case, there is any member not holding the post, the person holding the next below level post, with the approval of the Chairman-Cum-Managing Director of the Company, may be nominated as the Member of the committee.

- III. For disposal of materials for more than Rs.50 Crore, the BoD's approval shall be obtained after recommendation of the CSDC.

4. Rate Reasonability Committee

This committee will be responsible for evaluating the reasonability of rates of the tenders referred to it.

This committee will consist of following members:

- o GM(P&GA) – Chairman
- o GM(F&A)- Member
- o GM (Civil) – Member
- o Concern DGM- convener

Note

- I. All the members of the committee should be present at any time during the meeting.

In case, there is any member not holding the post, the person holding the next below level post, with the approval of the Chairman –cum- Managing Director of the Company, may be nominated as the Member of the committee.

