

FERRO SCRAP NIGAM LIMITED
CORPORATE OFFICE, BHILAI

OFFICE ORDER

FC/ 553 /09

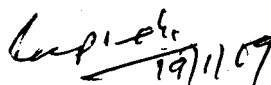
DATE : 19-01-2009

Sub:-Delegation of General Powers.

Ref:-Office Order No.FC/6706/01, dated 1-10-2001.

The Delegation of General Powers, sub-delegated to the Corporate Office executives and Unit Heads, which were circulated vide Office Order under reference, have further been amended/modified, which are annexed herewith as Annexure-A (for Executives of Corporate Office & Regional Heads) & Annexure-B(for Units), for information & compliance by all concerned Executives of Corporate Office/Regional Heads and Units, superseding the Office Order no.FC/6706/01, dated 01.10.2001.

This issues with approval of the competent authority.


(N.K.P.SINGH)
GM(P&A)

Distribution:-

All Deptt.Heads-C.O.
All Unit Heads
All Unit P&A Heads
All Unit F&A Heads
All Unit MM Heads
Dy.GM(DD&CR)/DyGM(SAP)
AGM(F&A)-SKK
AGM(F&A)-RNJ
Manager(MM)
✓JM(MDS)
File
Serial

DELEGATION OF POWERS TO CORPORATE OFFICE/REGIONAL OFFICE

SL. NO.	JOB	ASST. GENERAL MANAGER	DY. GENERAL MANAGER	GENERAL MANAGER	CHIEF GEN. MANAGER	EXECUTIVE DIRECTOR
PART 'A'						
1	Allotment of Company's Quarters to Executives & Non-Executives			Full Powers to HOD(P&A)		
ESTABLISHMENT						
2	Grant of Casual Leave/Committed Leave/Restricted holiday/Half-pay Leave/ Earned Leave, as per rules (Application to be vetted by P&A Department).	Full powers for Non-executives & Executives reporting to him.	Full powers for Non-executives & Executives reporting to him.	Full powers for Non-executives & Executives reporting to him, and Unit Heads reporting to him.	Full powers for Non-executives & Executives reporting to him, and Unit Heads reporting to him.	Full powers for Non-executives & Executives reporting to him, or all those executives reporting functionally to him.
3	Grant of Extra-ordinary leave/Maternity Leave, Quarantine Leave, Special Leave & Incentives for Vasectomy & Tubectomy operations (Applications to be vetted by P&A department).	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.
4	Sanction of Annual Increments	Full Powers for Non- Executive reporting to him as per rules	Full Powers for Non- Executive reporting to him as per rules	Full Powers for Non- Executive reporting to him as per rules	Full Powers for Non- Executive reporting to him as per rules	Full Powers for Non- Executive reporting to him as per rules
5	Sanction of LTC/LTCLTC (Office Orders to be issued by P&A Department).	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.	Full Powers for Non- Executive & Executives reporting to him as per rules.
6	Sanction of T.A. Advance and approval of T.A. Bills	Full Powers. Quarterly report must be sent to HOD / concerned E.D.	Full Powers. Quarterly report must be sent to HOD / concerned E.D.	Full Powers. Quarterly report must be sent to HOD / concerned E.D.	Full Powers. Quarterly report must be sent to HOD / concerned E.D.	Full Powers. Quarterly report must be sent to HOD / concerned E.D.
7	Forwarding of application for outside employment	NIL	NIL	Full Powers in respect of Non- Executives and Officers working under HODs of relevant disciplines in accordance with rules after vetting by Corporate P&A Deptt.	Full Powers in respect of Non- Executive and Officers working under CGM of relevant disciplines in accordance with rules after vetting by Corporate P&A Deptt.	Full Powers in respect of Non- Executives and Officers working under E.D. of relevant disciplines in accordance with rules after vetting by Corporate P&A Deptt.
8	Grant Of L.T.E. (Office orders to be issued by P&A Department).	Full Powers for Non-executive and Officers reporting to him as per rules.	Full Powers for Non-executive and Officers reporting to him as per rules.	Full Powers for Non-executive and Officers reporting to him as per rules.	Full Powers for Non-executive and Officers reporting to him as per rules.	Full Powers for Non-executive and Officers reporting to him as per rules.
9	Confirmation after satisfactory completion of probationary period.	Full power in respect of non-executives working under him as per rules after vetting by P&A department.	Full power in respect of non-executives working under him as per rules after vetting by P&A department.	Full power in respect of non-executives working under him as per rules after vetting by P&A department.	Full power in respect of non-executives working under CGMs as per rules, after vetting by P&A Department.	Full power in respect of non-executives working under E.D. as per rules, after vetting by P&A Department.
10	Sanction of Medical Bills	Full Powers for Executives & Non-Executives reporting to him as per rules.	Full Powers for Executives & Non-Executives reporting to him as per rules.	Full Powers for Executives & Non-Executives reporting to GMs as per rules.	Full Powers for Executives & Non-Executives reporting to CGMs as per rules.	Full Powers for Executives & Non-Executives reporting to E.D. as per rules.
11	To sign and issue appointment orders	Only HOD(P&A) at Corp. Office, after approval of M.D. for each appointment.	Only HOD(P&A) at Corp. Office, after approval of M.D. for each appointment.	Only HOD(P&A)	Only HOD(P&A)	Only HOD(P&A)
12	To sign Vakalatnama, Mukhtamama, Plaints, written statements and papers in legal cases on behalf of the company	HOD(P&A) on recommendation of HOD(Law) with approval of M.D.	HOD(P&A) on recommendation of HOD(Law) with approval of M.D.	HOD(P&A) on recommendation of HOD(Law) with approval of M.D.	HOD(P&A) on recommendation of HOD(Law) with approval of M.D.	HOD(P&A) on recommendation of HOD(Law) with approval of M.D.
13	To sign Agreements for Lease Hold accommodation for employees	Only HOD(P&A)	Only HOD(P&A)	Only HOD(P&A)	Only HOD(P&A)	Only HOD(P&A)

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<p>I Personnel & Administration Dept. a. Postage b. Other petty expenses of Misc nature like the followings to be supported by vouchers. (i) Servicing & repair of type writers, Calculators, duplicators, photocopiers, telephone, Elec. breakdown. (ii) Servicing & repair of Motor Cycles, Mopeds/Cars/Jeep etc. (iii) Repairs of furniture & Office Eqpts. and buildings. (iv) Printing of Forms, Stationery items, Cards. (v) Payment for purchase of Cold drinks, snacks, conveyance charges & snaps taken on important occasions. (vi) Other expenses of Misc nature, not stated above.</p>	<p>Rs.2500 at a time subject to a limit of Rs. 10000/- per month to be exercised by P&A Head.</p>		
<p>II Maintenance Dept.</p>	<p>Upto Rs.3000/-at a time, subject to maximum of Rs.10,000/- per month, to provide items/services for major overhauling being done in any of the units, to be exercised by HOD(M) & a consolidated report of such expenditure be sent to GM(F&A) & concerned E.D.</p>		
<p>15 Servicing and repair of Cars/Jeeps Etc.</p>	<p>Rs.5000/- at a time for each vehicle to be exercised by HOD(P&A) and in his absence, ED/Regional Heads, supported with bills/vouchers.</p>		
<p>16 Contingencies & Misc. expenditure to be incurred in Govt. offices.</p>	<p>Nil Rs. 1000/- at a time and not exceeding Rs. 10,000/- per annum, to be supported with bills/vouchers.</p>		<p>Rs. 1000/- at a time and not exceeding Rs. 10,000/- per annum, to be supported with bills/vouchers.</p>
<p>17 Making payment for Freight</p>	<p>Rs. 2000/- at a time subject to the limit of Rs. 8000/- per month to be exercised by any E.D./Regional Head, after processing by Mails Dept.</p>		
<p>18 Sanction for- (a) Festival Advance (b) Advance of Pay</p>	<p>Full powers for Executives & Non-Executives working under him as per rules Full powers for Executives & Non-Executives working under him as per rules Full powers for Executives & Non-Executives working under him as per rules</p>		<p>Full powers for Executives & Non-Executives working under E.D. as per rules</p>
<p>19 Grant of accident/injury leave under the provisions of the rules for Non-Industrial workers/employees (IOW)</p>	<p>Full powers for Executives & Non-Executives working under him as per rules, after vetting by P&A department. Full powers for Executives & Non-Executives working under him as per rules, after vetting by P&A department. Full powers for Executives & Non-Executives working under GMS as per rules, after vetting by P&A department.</p>		<p>Full powers for Executives & Non-Executives working under CGM as per rules, after vetting by P&A department. Full powers for Executives & Non-Executives working under E.D. as per rules, after vetting by P&A department.</p>
<p>20 Entertainment expenses in connection with official guest of the company (to be supported by vouchers)</p>	<p>Rs.7,000/- per annum (in case of Non-HODs of AGM / DGM Rank, Entertainment expenses of Rs.3000/- per annum). Rs. 10,000/- per annum Rs.15,000/- per annum</p>		<p>Rs.20,000/- per annum Rs.25,000/- per annum</p>
<p>21 Expenditure on light refreshment/tea during the Inter-departmental meetings etc. (to be supported by vouchers)</p>	<p>Rs. 150/- in each case with annual limit of Rs. 1500 p.a. Rs. 150/- in each case with annual limit of Rs. 1500 p.a. Rs. 150/- in each case with annual limit of Rs. 1500 p.a.</p>		<p>Rs. 150/- in each case with annual limit of Rs. 1500 p.a.</p>
<p>22 Approval for grant of Education Subsidy</p>	<p>Nil Nil Full powers to GM(P&A) as per rules</p>		<p>Nil Nil</p>
<p>23 Payment of interest subsidy on House Building advance for cases where permission has been granted by Competent authority for availing house building loan</p>	<p>Nil Nil Full powers to GM(P&A) as per rule in consultation with GM(F&A)</p>		<p>Nil</p>

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24 Sanction for Advertisement for Inviting Tenders, Tender Notices for purchases/contracts. NIL NIL NIL NIL 2 National & 2 local newspapers

25 Purchase of tender documents Rs. 1,500/- per tender Rs. 2,000/- per tender Rs. 2,500/- per tender Rs. 5,000/- per tender Rs. 7,500/- per tender
 26 Earnest money Rs. 20,000 per tender Rs. 25,000 per tender Rs. 35,000 per tender Rs. 50,000 per tender Rs. 75,000 per tender

PART 'B'
 1 Financial concurrence (To be exercised by the executives of F&A Department)
 Executives upto the rank of Manager : upto Rs. 5.00 Lakhs
 Executives in the rank of AGM & above : Above Rs. 5.00 Lakhs
 Where approving authority is CGM/ED, concurrence will be given by AGM(F&A)/DGM(F&A)
 Where approving authority is MID, concurrence will be given by GM(F&A)

Imprest for Stores & Maintenance

2 STORES DEPTT.
 Imprest for stores for demurrages loading, unloading, petty purchases to be supported by vouchers
 Rs. 2000/- at a time subject to the limit of Rs. 8000/- per month to be exercised by Incharge(Stores) Central Workshop.

PART 'C'
1 PURCHASE & WORKS (STORES & SERVICES)/ACCEPTANCE OF TENDER

(i) From lowest tender by Open tender addressed to minimum 5 approved vendors when more than one offer is received.
 Full powers for each order value of Rs. 3,00,000/-
 Full powers for each order value of Rs. 3,00,000/-
 Full powers for each order value of Rs. 5,00,000/-
 Full powers for each order value of Rs. 7,50,000/-
 Full powers for each order value of Rs. 12,50,000/-

(ii) From lowest tender by Limited tender addressed to minimum 5 approved vendors when more than one offer is received.
 Full powers for each order value of Rs. 2,00,000/-
 Full powers for each order value of Rs. 3,00,000/-
 Full powers for each order value of Rs. 5,00,000/-
 Full powers for each order value of Rs. 8,00,000/-
 Full powers for each order value of Rs. 10,00,000/-

(iii) By Open tender to minimum 5 approved vendors where lowest tender is not recommended, reasons for overriding L1 should be recorded, as per CVC guidelines issued from time to time.
 Full powers for each order value of Rs. 35,000/-
 Full powers for each order value of Rs. 35,000/-
 Full powers for each order value of Rs. 40,000/-
 Full powers for each order value of Rs. 40,000/-
 Full powers for each order value of Rs. 1,00,000/-

(iv) By Limited tender to minimum 5 approved vendors where lowest tender is not recommended, reasons for overriding L1 should be recorded, as per CVC guidelines issued from time to time.
 Full powers for each order value of Rs. 20,000/-
 Full powers for each order value of Rs. 25,000/-
 Full powers for each order value of Rs. 30,000/-
 Full powers for each order value of Rs. 35,000/-
 Full powers for each order value of Rs. 50,000/-

(v) By limited tender to minimum 5 approved vendors but where only one offer is received.
 Full powers for each order value of Rs. 8,000/-
 Full powers for each order value of Rs. 8,000/-
 Full powers for each order value of Rs. 9,000/-
 Full powers for each order value of Rs. 10,000/-
 Full powers for each order value of Rs. 15,000/-

(vi) Proprietary purchases from original manufacturer or their duly accredited dealers.
 Full powers for each order value of Rs. 2,00,000/-
 Full powers for each order value of Rs. 3,00,000/-
 Full powers for each order value of Rs. 5,00,000/-
 Full powers for each order value of Rs. 8,00,000/-
 Full powers for each order value of Rs. 10,00,000/-

(vii) Capital purchases having F. C. and administrative approval of M.D.
 Full powers for each order value of Rs. 50,000/-
 Full powers for each order value of Rs. 50,000/-
 Full powers for each order value of Rs. 1,00,000/-
 Full powers for each order value of Rs. 1,50,000/-
 Full powers for each order value of Rs. 2,00,000/-

(viii) Capital purchases required for shop equipments & Tools which have no administrative approval of M.D.
 Full powers for each order value of Rs. 50,000/-
 Full powers for each order value of Rs. 50,000/-
 Full powers for each order value of Rs. 1,00,000/-
 Full powers for each order value of Rs. 1,50,000/-
 Full powers for each order value of Rs. 2,00,000/-

(ix) Purchase by Single Tender other than proprietary purchases from OEM sources for urgent requirement.
 NIL NIL NIL NIL Full powers for each order value of Rs. 15,000/- with F.C. with annual limit of Rs. 60,000/= Full powers for each order value of Rs. 50,000/- with F.C. with annual limit of Rs. 1,00,000/=

Length

Emergency Purchases	ASST. GENERAL MANAGER	DY. GENERAL MANAGER	GENERAL MANAGER	CHIEF GEN. MANAGER	EXECUTIVE DIRECTOR
(x) Emergency Purchases	Full powers of each order value of Rs. 4000/- subject to an annual limit of Rs. 20,000/- for Maint Stores & Spares. Reason for emergency purchases to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Dept. And Corporate Office F&A Dept.	Full powers of each order value of Rs. 6,000/- subject to an annual limit of Rs. 25,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Dept. And Corporate Office F&A Dept.	Full powers of each order value of Rs. 8,000/- subject to an annual limit of Rs. 30,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Dept. And Corporate Office F&A Dept.	Full powers of each order value of Rs. 9,000/- subject to an annual limit of Rs. 35,000/- for Maint Stores & spares Reason for emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Dept. And Corporate Office F&A Dept.	Full powers of each order value of Rs. 10000/- subject to an annual limit of Rs. 75,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Dept. And Corporate Office F&A Dept.

PART 'D'

- 1 To incur expenditure for :
- (a) Telephone bills) Full powers in accordance with rules pertaining to his area of control
 - (b) Renewal of licences) Full powers in accordance with rules pertaining to his area of control
 - (c) Payment of taxes) Full powers in accordance with rules pertaining to his area of control
 - (d) Insurance) Full powers in accordance with rules pertaining to his area of control
 - (e) Income-tax) Full powers in accordance with rules pertaining to his area of control
 - (f) Company's vehicle) Full powers to HOD(P&A) and in his absence, ED/Regional Head for sanction of advance of Rs. 5000/- at a time to meet out necessary expenses while company's vehicles are sent outside on official business and approve the expenses, to be supported with bills/vouchers.

W. S. S. S.

DELEGATION OF POWERS TO UNIT HEADS

SL	JOBS	MANAGER (will exercise full powers only if working as Unit Head)	ASST. GENERAL MANAGER (will exercise full powers only if working as Unit Head)	DY. GENERAL MANAGER (will exercise full powers only if working as Unit Head)	GENERAL MANAGER (will exercise full powers only if working as Unit Head)	UNIT LEVEL HOD OF FUNCTION
PART 'A'						
I	Allocation of Company's quarters to Executives & Non-Executives	Full Powers as per rules on the advise of P&A Deptt.	Full Powers as per rules on the advise of P&A Deptt.	Full Powers as per rules on the advise of P&A Deptt.	Full Powers as per rules on the advise of P&A Deptt.	NIL
II ESTABLISHMENT						
1 (a)	Grant of Casual Leave/Commutated Leave/Restricted holiday/Half-pay Leave/ Maternity Leave/Earned Leave.	Full Powers for non-executives as per rules (Maximum 3 days in case of Executives of HOD Function)	Full Powers for non-executives as per rules (Maximum 3 days in case of Executives of HOD Function)	Full Powers for non-executives as per rules (Maximum 3 days in case of Executives of HOD Function)	Full Powers for non-executives as per rules (Maximum 3 days in case of Executives of HOD Function)	Upto Maximum 3 days for Casual leave for non-executives & Officers working under him
(b)	Grant of Extra-ordinary Leave/Quarantine Leave (Application to be vetted by Corp. P&A Department).	- do -	- do -	- do -	- do -	- do -
2	Grant of Special Leave & Incentives for Vasectomy & Tubectomy operations (Applications to be vetted by P&A deptt.).	Full Powers for Non-Executive & Officers working under him in accordance with rules and laid down procedures	Full Powers for Non-Executive & Officers working under him in accordance with rules and laid down procedures	Full Powers for Non-Executive & Officers working under him in accordance with rules and laid down procedures	Full Powers for Non-Executive & Officers working under him in accordance with rules and laid down procedures	NIL
3	Sanction of Annual Increments	Full Powers in respect of Non-Executives working under him, in accordance with rules and laid down procedure.	Full Powers in respect of Non-Executives working under him, in accordance with rules and laid down procedure.	Full Powers in respect of Non-Executives working under him, in accordance with rules and laid down procedure.	Full Powers in respect of Non-Executives working under him, in accordance with rules and laid down procedure.	NIL
4	Sanction of LTC/LTTC (Office Orders to be issued by P&A Department).	Full Powers as per rules in respect of Executives & Non-Executives.				NIL
5	Sanction of T.A. Advance and approval of T.A. Bills	Full Powers. Quarterly report to be forwarded to concerned HOD/E.D. at Corporate Office.	Full Powers. Quarterly report to be forwarded to concerned HOD/E.D. at Corporate Office.	Full Powers. Quarterly report to be forwarded to concerned HOD/E.D. at Corporate Office.	Full Powers. Quarterly report to be forwarded to concerned HOD/E.D. at Corporate Office.	NIL
6	Grant O.L.T.E. (Office Orders to be issued by P&A Department).	Full Powers as per rules.	Full Powers as per rules.	Full Powers as per rules.	Full Powers as per rules.	NIL
7	Sanction of Medical Bills	Full Powers for Executives & Non-Executives as per rules.	Full Powers for Executives & Non-Executives as per rules.	Full Powers for Executives & Non-Executives as per rules.	Full Powers for Executives & Non-Executives as per rules.	NIL
8	Sanction for:- (a) Festival Advance (b) Advance of Pay	Full Powers for Executives & Non-Executives as per rules.	Full Powers for Executives & Non-Executives as per rules.	Full Powers for Executives & Non-Executives as per rules.	Full Powers for Executives & Non-Executives as per rules.	NIL NIL
9	Grant of accident/injury leave(OW) under the provisions of the rules for workmen/ employees	Full Powers for Non-executives as per rules, upto 6 days only.	Full Powers for Non-executives as per rules, upto 6 days only.	Full Powers for Non-executives as per rules, upto 6 days only.	Full Powers for Non-executives as per rules, upto 6 days only.	NIL
10	Entertainment expenses in connection with official guest of the company (to be supported by vouchers)	Rs.5,000/- per annum in case of Non-HODs of	Rs.7,000/- per annum AGM / DGM Rank, Entertainment expenses of Rs.3,000/-	Rs.10,000/- per annum	Rs.15,000/- per annum	NIL
11	Expenditure on light refreshment/tea during the inter-departmental meetings etc. (to be supported by vouchers).	Rs. 150/-in each case with annual limit of Rs. 1500 p.a.	Rs. 150/-in each case with annual limit of Rs. 1500 p.a.	Rs. 150/-in each case with annual limit of Rs. 1500 p.a.	Rs. 150/-in each case with annual limit of Rs. 1500 p.a.	NIL
12	Approval for grant of Education Subsidy	Full Powers as per rules	Full Powers as per rules	Full Powers as per rules	Full Powers as per rules	NIL

Carpet

13 IMPREST

PERSONNEL & ADMINISTRATION

A Sanction of Imprest for :-

Rs. 1000 at a time subject to a limit of Rs. 4000/- per month to be exercised by P&A Head.

- a. Postage
- b. Other petty expenses of Misc nature like the followings to be supported by vouchers.

Rs. 1,000/- at a time subject to a limit of Rs. 4,000/- per month to be exercised by Unit P&A Head

- (i) Servicing & repair of type writers Calculators, duplicators, photocopiers etc
- (ii) Servicing & repair of Motor Cycles, Mopeds/Cars/Jeep etc.
- (iii) Repairs of furnitures & Officer Eqpts., and buildings.
- (iv) Printing of Forms
- (v) Petty Purchases.

B STORES DEPTT.

To be exercised by Unit Materials Head
Imprest for stores for portorage, demurrages loading, unloading, petty purchases to be supported by vouchers

NIL

NIL

NIL

NIL

Rs. 2,000/- at a time subject to the limit of Rs. 8,000/- per month to be exercised by Head of Unit MM Dpt.

Making payment for Freight.

NIL

NIL

NIL

NIL

Rs. 2,000/- at a time subject to the limit of Rs. 8,000/- per month to be exercised by Head of Unit MM Dpt.

C MAINTENANCE DEPTT.

To be exercised by Unit Maint Head for procurement of materials or services without following codal formalities for procurement.

Rs. 3000/- at a time subject to the limit of Rs. 10,000/- per month to be exercised by Head of Unit Maint. Deptt. A monthly statement of such expenses must be sent to GM(F&A) & Maint. Head at C.O.

Rs. 3,000/- at a time subject to the limit of Rs. 10,000/- per month to be exercised by Head of Unit Maint. Deptt. (A monthly statement of such expenses must be sent to GM(F&A) and Maint. Head at C.O.).

14 PART 'B' PURCHASE & WORKS (STORES & SERVICES)ACCEPTANCE OF TENDER

- (i) From lowest tender by Open tender addressed to minimum 5 approved vendors when more than one offer is received.

Full powers for each order value of Rs. 2,00,000/-

Full powers for each order value of Rs. 3,00,000/-

Full powers for each order value of Rs. 3,00,000/-

Full powers for each order value of Rs. 5,00,000/-

NIL

- (ii) From lowest tender by Limited tender addressed to minimum 5 approved vendors when more than one offer is received.

Full powers for each order value of Rs. 75,000/-

Full powers for each order value of Rs. 1,00,000/-

Full powers for each order value of Rs. 2,00,000/-

Full powers for each order value of Rs. 3,00,000/-

NIL

- (iii) From lowest tender by Open/Limited tender for procurement of Diesel, Lubricants, Oxygen, D.A.

Full powers for each order value of Rs. 3,00,000/-

Full powers for each order value of Rs. 3,00,000/-

Full powers for each order value of Rs. 5,00,000/-

Full powers for each order value of Rs. 5,00,000/-

NIL

- (iv) By Open tender to minimum 5 approved vendors where lowest tender is not recommended, reasons for over-riding L1 should be recorded, as per CVC guidelines issued from time to time.

Full powers for each order value of Rs. 25,000/-

Full powers for each order value of Rs. 25,000/-

Full powers for each order value of Rs. 35,000/-

Full powers for each order value of Rs. 40,000/-

NIL

- (v) By Limited tender to minimum 5 approved vendors where lowest tender is not recommended, reasons for over-riding L1 should be recorded, as per CVC guidelines issued from time to time.

Full powers for each order value of Rs. 15,000/-

Full powers for each order value of Rs. 20,000/-

Full powers for each order value of Rs. 25,000/-

Full powers for each order value of Rs. 30,000/-

NIL

- (vi) By limited tender to minimum 5 approved vendors but where only one tender is

Full powers for each order value of Rs. 5,000/-

Full powers for each order value of Rs. 5,000/-

Full powers for each order value of Rs. 8,000/-

Full powers for each order value of Rs. 8,000/-

NIL

Chait

SL	JOBS	MANAGER	ASST. GENERAL MANAGER	DY. GENERAL MANAGER	GENERAL MANAGER	UNIT LEVEL	HOD OF FUNCTION
(vii)	Proprietary purchases from original manufacturer or their duly accredited dealers.	Full powers for each order value of Rs. 2,00,000/-	Full powers for each order value of Rs. 2,00,000/-	Full powers for each order value of Rs. 3,00,000/-	Full powers for each order value of Rs. 5,00,000/-		NIL
(viii)	Emergency Purchases	Full powers of each order value of Rs. 4000/- subject to an annual limit of Rs. 20,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Deptt. And Corporate Office F&A Deptt.	Full powers of each order value of Rs. 4000/- subject to an annual limit of Rs. 25,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Deptt. And Corporate Office F&A Deptt.	Full powers of each order value of Rs. 6000/- subject to an annual limit of Rs. 40,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Deptt. And Corporate Office F&A Deptt.	Full powers of each order value of Rs. 8000/- subject to an annual limit of Rs. 50,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Office Materials Deptt. And Corporate Office F&A Deptt.		NIL
(ix)	Emergency Expenditure (i) Repairs of Vehicles stranded on Roads through Roadside Garages, (to be supported with bills/vouchers).	Rs. 1000/- per case subject to Rs. 5,000/- per month A monthly statement of such expenditure, vehiclewise, to be sent to HOD(F&A) & HOD(P&A) at C.O.	Rs. 1500/- per case subject to Rs. 6,000/- per month	Rs. 2000/- per case subject to Rs. 7,500/- per month	Rs. 2500/- per case subject to Rs. 10,000/- per month		NIL NIL
1	PART 'C' To incur expenditure for a) Telephone bills b) Renewal of Licences c) Payment of taxes d) Insurance e) Medical reimbursement f) LTC/LLTC g) Income-tax	Full powers in accordance with rules pertaining to his area of control	Full powers in accordance with rules pertaining to his area of control	Full powers in accordance with rules pertaining to his area of control	Full powers in accordance with rules pertaining to his area of control		NIL

See T-4