



**MSTC LIMITED**

(A Govt. of India Enterprise)

सं. सं. / Ref. No. : P&T/01/003/05/ 657

दिनांक / Date: 31-10-2022

**कार्यालय आदेश/OFFICE ORDER**

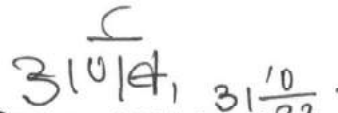
**विषय: प्रशासनिक शक्तियों का प्रत्यायोजन/**

**Subject: Delegation of Administrative Powers**

कंपनी की प्रशासनिक शक्तियों के प्रत्यायोजन को तत्काल प्रभाव से संशोधित किया गया है। अब से प्रशासनिक प्रतिनिधिमंडल को "डीओपी-पार्ट ए" के रूप में जाना जाएगा और वित्तीय प्रतिनिधिमंडल को "डीओपी-पार्ट बी" के रूप में जाना जाएगा। / The Delegation of Administrative Powers of the Company has been revised with immediate effect. Henceforth the Administrative Delegation will be known as "DOP-Part A" and Financial Delegation will be known as "DOP-Part B".

संशोधित प्रशासनिक शक्तियों का प्रत्यायोजन यहां संलग्न है और वही तत्काल प्रभाव से लागू होता है। यह इस संबंध में पहले के सभी कार्यालय आदेशों को अतिक्रमण करता है। / The revised Delegation of Administrative Powers is annexed herein and the same takes effect immediately. This supersedes all earlier office orders in this regard.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है। / This is issued with the approval of the Competent Authority.

  
अर्णब महलानबिस / Arnab Mahalanabis<sup>22</sup>

अपर महाप्रबंधक(का. और प्र.) / Addl. GM(P&A)

**वितरण/Distribution:**

1. सभी अधिकारियों / All Executives
2. निदेशक(वाणिज्यिक)/निदेशक(वित्त)/मुख्य सतर्कता अधिकारी/ Director(Coml)/Director(Fin)/CVO
3. सीजीएम(सिस्टम)/CGM(Systems)
4. जीएम(सीसी/सीपी)/जीएम(एफएंडए)/GM(CC/CP)/GM(F&A)
5. आरएम(डब्ल्यूआरओ/एनआरओ/एसआरओ)/बीएम(बैंगलोर/पटना/गुवाहाटी/वाईजैग/भुवनेश्वर/रांची/रायपुर/लखनऊ/जयपुर/भोपाल/वडोदरा/त्रिवेंद्रम/चंडीगढ़)/सीएम(हैदराबाद)/एसएम(ईआरओ)/RM(WRO/NRO/SRO/ERO)/BM(B'lore/Patna/Guwahati/Vizag/Hyderabad/Bhubaneswar/Ranchi/Raipur/Lucknow/Jaipur/Bhopal/Vadodara/Trivandrum/Chandigarh)/CM(Hyderabad)/SM(ERO)
6. एडडएल जीएम(ई-कॉम)/एडडएल जीएम(कानून)/सीएमडी-सीईएस/ सीएस/ डीजीएम(मार्केटिंग/इन्वार्ज-एफएंडए)/ डीजीएम(पीएंडए)/Addl.GM(e-Comm)/Addl.GM(Law)/CES to CMD/CS/DGM(Mktg-I/C-F&A)/DGM(P&A)
7. हिंदी सेल/सतर्कता सेल/सिस्टम/आईए सेल/Hindi Cell/Vig. Cell/Systems/IA Cell

**DELEGATION OF ADMINISTRATIVE POWERS- PART A**

I. AUTHORITY				
Sl. No.	Nature of Powers	Extent of powers and designated authority		Remarks
		Head Office	Regional / Branch Office	
1	2	3		4
<b>PERSONNEL &amp; HR</b>				
1	<b>Grant of Leave</b>			
A	CL/OH <u>For Executives / Non-Executives</u>			For sanction of leave of executives not reporting to HOD/ RM/BM/DIRECTORS/CMD beyond 7 consecutive days, approval of RM/BM /respective HOD / DIRECTORS/CMD is required  All RM/BM/HoD's proceeding on leave to keep CMD secretariat informed.
	a) for all employees except (b)	One Calender week - Reporting Officer. More than a week - HOD on routing through the Reporting Officer	One Calender week - Reporting Officer. More than a week - RM/BM on routing through the Reporting Officer	
	b) HODs/ RMs/ BMs	Respective Directors	Respective Directors	
B	Special Disability Leave, Special Casual Leave/Quarantine Leave, Leave not due of Executives & Non- executives	CMD	CMD	
C	EL/Com.L/HPL/Extra Ordinary Leave of Executives & Non-executives - i) Upto 10 days ii) Beyond 10 days & upto 3 month iii) Beyond 3 months & up to 6 months iv) Beyond 6 months v) For RM/BM / HOD	Reporting Officer HOD concerned Functional Directors / CMD CMD Functional Directors / CMD	Reporting Officer RM/BM Functional Directors / CMD CMD Functional Directors / CMD	
D	Study Leave - For Executives For Non-executives	Functional Directors / CMD HOD of Personnel Deptt with concurrence of HOD concerned.	Functional Directors / CMD HOD of Personnel Deptt with concurrence of RM/BM.	
E	Sabbatical Leave	CMD	CMD	As per Board approved policy
2.	<b>Grant of Leave Encashment</b>	Online application to be submitted by employees	Online application to be submitted by employees	After validation by P&A on the online application, disbursement by Finance

3.	<b>TOUR</b>			
A	For HODs, RM/BMs	Approval by the concerned Director	-	Applicable for All- Tour program to be undertaken after approval of the same by the Reporting Officer online. In case of any emergency/exigency tour can be undertaken and later approved by Reporting Officer after recording of justification. CMD to be kept informed of tour for HODs/RM/BM. If any Employee(s) is accompanying RM/BM/HOD on tour, same should be shown while seeking approval for tour.
B	For employees other than A above i) To approve tour programmes	HODs-full powers for all employees under their control.	RMs/BMs-full powers for all employees under their control	Tour reports to be submitted by all employees including RM/BM/HOD and staff unless accompanying HOD/RM/BM/ Director / CMD, as the case may be.  N.B. CMD's approval is necessary when - i) travel on tour is by non-entitled higher class. Such approval should be sought only in emergency cases. ii) tour programme exceeds 10 days' halt in the same station
	ii) Approval & Withdrawal of Tour Advance, settlement of Tour Bills	HODs- full powers  HODs will be their own self-controlling officers.	RM/BM- full powers  RM/BMs will be their own self-controlling officers.	Settlement of Tour Bills should be done after submission of Tour Report.
C	To sanction withdrawal of advance for LTC/LLTC for Non-executive employees after leave has been granted by approving authority	Officer in Personnel Deptt.	RM/BM – full powers	Powers to be exercised with financial concurrence and disbursement from HO Finance Deptt.
4	For all employees : Advance and settlement of Transfer Benefits	HOD concerned- full powers	RM/BM- full powers with financial concurrence	Disbursement and settlement from HO Finance Deptt.
5.	To approve reimbursement of i) Telephone / Mobile Expenses  ii) Conveyance and other expenses  iii) Children Education Allowance for Non-executive	Officer in Admin Deptt- online process  HOD in the respective department - Full Powers Finance Officer in the Central Accounts	RFM/BFM-Full powers  RM/BM-Full powers  To be recommended by RM/BM	Mobile/ Landline no. will be validated by P&A   Processing and disbursement will be from HO Finance Deptt.
6.	<b>To Sanction :</b>			
	i) Advance of Pay	HOD in P&A	To be recommended by RM/BM to HOD in P&A	Powers to be exercised with financial concurrence. Disbursement by HO Cental Accounts
	ii) Festival Advance for Non-executive	HOD in respective Department	To be recommended by RM/BM to HO Central Accounts	Disbursement by HO Cental Accounts

iii) Medical Advance	HOD in P&A	To be recommended by RM/BM to HOD in P&A	Powers to be exercised with financial concurrence
iv) Laptop Advance	HOD in P&A	To be recommended by RM/BM to HO Central Accounts	Disbursement by HO Central Accounts
v) a. Advance for purchase of Conveyance (Vehicle) for Executives & Non- Executives	Full powers to nominated Officer in P&A Deptt	Full Powers to RM/BM	Powers to be exercised with financial concurrence within budget limits. Disbursement from HO Central Accounts
b. Reimbursement of LTE for non-executive as per LTE rules	Full powers to nominated Officer in P&A Deptt	Full Powers to RM/BM	Powers to be exercised with financial concurrence. Disbursement from HO Central Accounts
vi) <b>House Building Advance</b> a. House Building Advance on the recommendation of House Building Advance Committee.	Head of Personnel Dept. – Full powers		Powers to be exercised subject to budget provision and with financial concurrence.
b. Extension of time limit for completion of construction of the house for which advance has been taken by Employee from the Company	Upto 6 months - House Building Committee. Beyond 6 months & upto 12 months - Head of Personnel Dept. Beyond 12 months-CMD		Extension of time limit may be allowed when the work is delayed due to circumstances beyond the control of the employee depending upon the merit of each case
7. To sanction expenditure on cancellation of Rail/Air tickets in respect of Executives & Non-Executives	HODs-full power for normal cancellation.	RM/BM-full power for normal cancellation.	Powers to be exercised with financial concurrence Approval of Functional Directors required for "No Show" or 100% charges
<b>FORWARDING OF APPLICATION</b>			
8A. Non-Executives: Forwarding of application of Non- Executives for outside employment and granting permission to study	Full Powers to the Head of Personnel Dept. with the concurrence of the concerned HOD	Full Powers to the Head of Personnel Dept. with the concurrence of the RM/BM	
8B. Executives : Forwarding of application for outside employment of Executives or granting permission for Study	CMD	CMD	
<b>CONFIRMATION</b>			
9A. Non-Executives : To confirm or extend probationary period of Non-Executives	Full Powers to the Head of Personnel Dept. with the concurrence of the concerned HOD	Full Powers to the Head of Personnel Dept. with the concurrence of the RM/BM	
9B. Executives : To confirm or extend probationary period of Executives	CMD	CMD	
10. Constitute Selection Committee for appointment of Non-executive / DPC for Promotions within Non-Executives cadre	Full powers to the Head of the Personnel Deptt		Appointment will be subject to rules and against post sanctioned and approved by CMD
11. Appointment to Non- Executive posts	Full powers to the Head of the Personnel Deptt		

12.	Posting of Non- Executives from one department to another	Full powers to the Head of the Personnel Department in consultation with the HOD concerned	Full powers to RM/BM	All Officers and staff, on being transferred, should formally hand over charge by signing a "Handing Over Report" as prescribed and attached. HODs are to ensure that this report is submitted before the release of the employee concerned. In the prescribed format (Charge relinquish report), the items A2 and E will apply only to Executives and the rest of the items are common for both Executives and non-executives.
13.	Grant of incentives for acquiring professional qualifications	Full powers to the Head of the Personnel Department		Disbursement from HO Central Accounts. Powers to be exercised within laid down rules / policy.
14.	To sanction Company Leased / allotment of Company Accommodation for Executives	Full powers to the Head of P&A Deptt within the approval norms	Full powers to RM/BM within the approved norms.  Leased Accomodation for RM/BM with the approval of HOD of P&A Deptt.	Powers to be exercised with financial concurrence. Approved Lease Hold Agreements may be executed by HOD P&A and RM/BMs as applicable  For deviation and/or relaxation, if any, proposal to be sent to P&A Deptt.,H.O. for approval by CMD
15.	Pay fixation on promotion/initial appointment etc. for Executives & Non- Executives	Full powers to the Head of the Personnel Department		Powers to be exercised with financial concurrence
16.	To draw and to sanction advance for meeting Company's expenses	Full powers to HODs and Officer in Admn Deptt	Full powers to RM/BM	To the extent they are competent to sanction the expenditure. Powers to be exercised with financial concurrence.
17.	To sanction purchase of liveries for Class-D staff including shoes, Umbrella, Raincoat etc. as per rules/entitlement	Full powers to Officer in Admin Deptt	Full powers to RM/BM	Powers to be exercised with financial concurrence
18.	Empanelment of Agency and its Payment for outsourcing manpower including security service for approved numbers as per tender, Govt. portal	Head of P&A :Actuals as per minimum wages and agency commission from 5 % to 10%	RM/BM: Actuals as per minimum wages and agency commission from 5% to 10%	Powers to be exercised subject to financial concurrence. No. of manpowers to be kept from outside Agency in any office is to be approved by CMD. If procurement/hiring is not done through GeM, then in Principle approval to be taken from CMD. In case of DGR empanelled agencies, threshold of commission may be taken as specified in GeM In case of some limit for minimum service charge is specified in GeM, same can be taken.
19.	Engagement of CMA / CS Trainee/ Interns	Respective Director : Full powers through proper channel	Respective Director : Full powers through proper channel	
20.	Cost for First Aid items including medicine at Office premises and Payment to Doctors on exigencies at Office / outside for Office work	Head of P&A - full powers including Panel Doctor Fee	RM/BM - full powers	Powers to be exercised with financial concurrence
21A.	Empanelment of Hospitals	CMD -Full powers		
21B.	To approve hospitalization bills of employees and their dependants	Finance Officer handling Hospitalization Bills	Finance Officer handling Hospitalization Bills	Hospitalisation letter issued by Admin Dept. and periodic updates of in-patients as required. Bills to be settled as per approved Rates
21C.	To approve reimbursement of medical bills of employees and their dependants	Finance Officer handling Medical Bills	Finance Officer handling Medical Bills	As per policy approved

22.	Empanelment of Consultant (other than Tax Consultant) and its Fees payment	Respective HOD- UPTO Rs.1,00,000/- per case/per annum.		Powers to be exercised with financial concurrence. <b>Initial hiring will be approved by CMD.</b>
23.	To approve issue of "No Objection Certificate" for applying for international passport / Visa.	Full powers to Head of Personnel Dept. routed through HOD/RM/BM concerned. For HODs/RM/BM, approval of CMD required		
24.	Empanelment of Recruitment Agency and its payment for recruitment work	Head of P&A : Full powers for payment after empanelment.		Powers to be exercised with financial concurrence.
25.	Driver's Overtime	SO to CMD/ CES to CMD- Full Powers	RM, NRO-Full Powers	Monthly statement to be submitted to CMD sectt.
26.	To sanction / incur expenditure related to training of employees	Head of P&A : Full powers upto Rs.50,000/- each occasion.		Powers to be exercised with financial concurrence.
27.	Honorarium for Trainers (Internal / External), for External Members of DPC / Selection Committee / ICC / Hindi Rajbhasa, etc.	Head of P&A : Full powers upto Rs.10,000/- per person per session for external trainers <b>HOD(CC/CP)-For Hindi / Rajbhasa upto Rs.10,000/- for external trainers and for IEM per meeting up to Rs.15,000/- .</b> <b>For internal Trainers: (HOD-P&amp;A and HOD-CC/CP)</b> <b>A. In the grade E2/E3/E4 for a session of minimum 2 hours-Rs.2,500/-.</b> <b>B. In the grade E5/E6 for a session of minimum 2 hours-Rs.5,000/-.</b> <b>C. In the grade E7/E8 for a session of minimum 2 hours-Rs.7,500/-.</b>	RM/BM - full powers upto Rs.10,000/-per person per session for external trainers	Powers to be exercised with financial concurrence.
28.	Prize / Award Money to employees	CMD : Full powers Functional Director: Up to Rs.20,000/- per group / Rs.5,000/- per person		
29.	Gift for retiring person to be arranged by office	Head of P&A : Value up to Rs. 12,000/- per person	RM/BM-Value up to Rs. 12,000/- per person	
<b>ADMINISTRATION &amp; SYSTEMS ETC.</b>				
30.	Office Lease (both New & Renewal)	CMD	CMD	

31.	To sanction purchase of Capital Asset (a) Furniture and Fixtures, etc. (b) Computer peripherals, Server, Printer , Laptop, etc. (c) Air - Conditioners, Photo-Copiers, Office- equipments, etc.	Head of Admn: within sanctioned budget & single purchase <b>order</b> not exceeding <b>Rs.3,00,000/- (excluding Taxes)</b>  Head of System: - within sanctioned budget & single purchase order not exceeding Rs.3,00,000/-(excluding Taxes)	RM/BM - As per limit of Capex approved <b>within sanctioned budget :-</b> <b>i) Under replacement :- Single order not exceeding Rs.1,00,000/- (excluding Taxes)</b> <b>ii) For New item:- single order not exceeding Rs.50,000/-(excluding Taxes)</b>	Powers to be exercised with financial concurrence and within sanctioned budget. The items are to be procured through GeM portal , if available (or as per Govt. directive from time to time). Purchases with CMD's approval can be done outside Gem .  For any item, approval of HO required except in case of i) <b>new item up to Rs.25,000/- (excluding taxes)</b> ii) replacement after 5 years of purchase and beyond economic repair within the limits specified. In case of replacement, before 5 year use, HO approval is required. Normally for Furnitures, the useful life to be considered as 10 years and for Chairs it should be considered as 5 years.  Director Commercial: for single purchase <b>order</b> exceeding the prescribed limit but up to Rs.5,00,000/- <b>for RO/BO.</b>  Note : Approval of HO means the next higher authority in line of reporting.
32.	To incur expenditure on repairs, maintenance of furniture, fixture, fitting and Office equipments etc. i)	Head of Admn- Rs. <b>1,00,000/-</b> in each case and not exceeding Rs. <b>10,00,000/-</b> per annum.  Nominated Officer in Admn Deptt.- Rs. <b>40,000/-</b> in each case and not exceeding RS.2,00,000/- per annum.	RM/BM- Rs. <b>40,000/-</b> in each case and not exceeding RS.2,00,000/- per annum.	Powers to be exercised with financial concurrence within approved budget.
32.	Petty Works and Repairs including Renovation, Water & Sanitary fittings, Electrical installations in Office building and Company owned residential houses/flats of non-recurring nature. ii)	-do-	-do-	Powers to be exercised with financial concurrence within approved budget  Director Commercial: Up to Rs.5,00,000/- in each case <b>for RO/BO.</b>
33.	All above work including maintenance and upkeep and services of recurring nature and consumable items <b>including carriage freight</b>	CMD - full powers.  Head of Administration Rs. 1,50,000/-in each case.  Officer in Admn Deptt. - Rs.30,000/- in each case	RM/BM- Rs. 50,000/- in each case	Powers to be exercised with financial concurrence within approved budget. Director Commercial: Up to Rs.5,00,000/- in each case <b>for RO/BO.</b>
34.	Entering into Annual Maintenance Contract	Concerned HOD (Admn/ Systems)- upto Rs. 5,00,000/- for each contract CMD: Full powers	RM/BM- upto Rs. 1,00,000/- for each contract	Powers to be exercised with financial concurrence. Director Commercial- Up to Rs. 10 lakh for each contract for RO/BO
35.	Generator / Equipments Hiring	Head of P&A : Full powers	RM/BM: Full Powers	Powers to be exercised with financial concurrence

36.	Declaration and Sale of any item of Fixed Asset as unserviceable	Respective HOD - Sale Value up to Rs. 5 lakhs	RM- Sale Value up to Rs.1 lakh BM- Sale Value up to Rs.50,000/-.	1. Subject to the completion of useful life as per Company policy. 2. If sold below Written Down Value (WDV), then justification to be recorded in writing and approval to be taken from Director / CMD.  <b><u>For Sale below WDV and beyond above limit.</u></b> <b><u>Functional Directors-upto sale value of Rs.5 lakh</u></b> <b><u>Powers to be exercised with financial concurrence</u></b>
37.	Loss on sale / Write off assets in case of damaged not repairable having short / no value as per technical report	Functional Director: Up to Rs.5 lakhs of loss.		Powers to be exercised with financial concurrence and only after 5 years of purchase.
38	To sanction purchase of a)stationery including printing of forms, registers, visiting cards, greeting cards, periodicals, files, registers and binding of books, etc. b)Banners, Flex, Standees, Brochure, Hands outs & Bulletins including contents, etc	Concerned HOD: Rs.2,50,000/- per month and not exceeding Rs.50,000/- in each case.  Nominated Officer in Admin Deptt - upto Rs.70,000/- per month and not exceeding Rs. 20,000/- in each case.	RM/BM - upto Rs. 50,000/- per month and single item not exceeding Rs.40,000/-.	Powers to be exercised with financial concurrence within approved budget. If the items are available in the GeM , the same are to be purchased through GeM portal. Orders upto Rs.10,000/- may be procured/hired locally. Minimum 3 quotations to be obtained where the cost involved is Rs.10,000/- to Rs.20,000/- for each order for purchase made outside Govt. portal . No separate approval of CMD is required for such procurement outside GeM.
39A.	To sanction purchase of books and periodicals/ magazines (printed & CDs), Newspaper, Journal / indices for market analysis.	Full powers to HODs upto Rs. 50,000/- per annum.	Full powers to RM/BMs upto Rs.50,000/- per annum.	Powers to be exercised subject to budget provision and with financial concurrence. However, for individual items beyond Rs.5,000/- but up to Rs.25,000/- approval of respective Director will be necessary.
39B.	Postage, Couriers	Full powers to HOD(P&A) upto Rs. 2,00,000/- per annum.	Full powers to RM/BMs upto Rs.50,000/- per annum.	Powers to be exercised with financial concurrence
39C.	Bulk SMS	Full powers to HODs upto Rs. 50,000/- per annum.	Full powers to RM/BMs upto Rs.50,000/- per annum.	Powers to be exercised with financial concurrence
40.	To incur/approve Electric & Water charges, Municipal Taxes/Levies, Govt. duties etc.	Full powers to Officer in Admn Deptt.	Full Powers to RM/BM	Powers to be exercised with financial concurrence
41A.	<b><u>New Line / Shifting of P&amp;T Telephones/cost of Telephone instruments/ payment of bills</u></b>	Head of Admn.-full powers	RM/BM: Full Powers.	
41B.	<b><u>Sanction of Leased Line /Broad Band / Internet/WiFi except DC/DR Site.</u></b>	HOD-Systems: full powers	RM/BM: Full Powers except for leased line, which can be approved upto Rs.2,50,000/- p.a.	For leased line beyond Rs. 2.5 lakh and upto Rs.5 lakh p.a. - Director Commercial in respect of RO/BO.
42.	To incur/sanction expenditure on entertainment	CMD/Directors/CVO- full powers. HODs upto Rs. 8,000/- in each case. Above Rs.8,000/- Concerned Director will approve.	RM/BM up to Rs. 20,000/- per occasion	
43.	To sanction Petty expenditure	Full powers to HODs upto Rs. 20,000/- per instance	Full powers to RM/BM upto Rs. 20,000/- per instance	For Purchase above RS.10,000/-, the same is to be done as per clause 38.



44.	Engagement of hired car	Head of Admn – full powers.	RM/BM - full powers	Tenders to be floated through GeM. For individual vehicle requirement, if <del>hired</del> –Selected vendor is not able to provide the vehicle, same can be obtained from other local agencies.
45.	Repairs and maintenance of Company's own cars	Head of Administration - Rs.50,000/- per car per month at a time.  Officer in Admn Deptt.-upto Rs.25,000/- per car per month	RM, NRO- Rs.50,000/- per car per month at a time.	Powers to be exercised with financial concurrence
46.	Purchase of fuel for cars/ generators	Officer in Admn Deptt.-full powers	RM/BM - full powers	
47.	Leased Line for DC & DR sites	CMD- Proposal to be put up by Systems dept.		
48.	Systems Expense (including RAM, LAN, HDD, Cabling, Antivirus, Domain, SSL certificate, Code signer certificate, Software Licence, misc. electrical work, repairs, system hardware, etc.)	<b><u>HOD-System- Rs.2,00,000/- per case</u></b>	<b><u>RM/BM- Rs.25,000/- per case</u></b>	Powers to be exercised with financial concurrence
49.	Expenditure on purchase / renewal of Software, DSC, Pendrive, Portable Hard Disk, etc. or part of any other Computer peripheral not included above.	HOD-System- Full powers	RM/BM- Full powers	Powers to be exercised with financial concurrence
50.	Cloud Server charges	CMD : Full powers	-	
51.	Membership fees, Annual / Periodical Fees and Statutory Levies and annual subscription of Journals and membership of some Institute/professional body	Full powers to HODs in case of renewal. For new case- CMD's approval is required	RM/BM - full powers as required	Powers to be exercised subject to budget provision and with financial concurrence.
52.	To sanction payment of customs duty and Airport charges as per rules	Full powers to HODs.	Full powers to RM/BM	Powers to be exercised with financial concurrence
53.	Insertion of advertisement / publication / publicity in respect of company matters & tenders/e-auction	HOD-CC/CP upto Rs. 1,00,000/- per insertion for Company matters.  For Tenders/e-auction-Respective HOD-upto Rs. 1,00,000/- per insertion  Concerned Directors- Rs. 5 Lakh	RM/BM upto Rs. 50,000/- per insertion for tender/e-auction.	Powers to be exercised subject to budget provision and with financial concurrence.
54.	Insurance coverage of Company's assets & properties	HOD (Admn/ Systems)– full powers.	RM/BM - full powers	Powers to be exercised with financial concurrence
55.	Formation of Tender Committee, Tender due Date, all associate actions , Extension, Opening of tenders & allied activities for purchase of goods / services	HOD – powers upto estimated job value of Rs.10,00,000/- per contract. Functional Director- Above Rs.10,00,000/- & below Rs.30,00,000/- CMD- Full Power	RM/BM – powers upto estimated job value of Rs.10,00,000/- per contract. Above Rs.10,00,000/- upto Rs.30,00,000/- DC approval is required. CMD Full Power	Powers to be exercised with financial concurrence.  For any deviation in technical bid before opening of Price Bid as per prescribed limit - Approval of respective Director required. The TC members are prescribed as given at Annexure- A  Approval of final bid / price for procuring Goods / Services coming from Tender will be done as per Power delegated in other clauses of DOP related to nature of Goods / Services.
56.	Empanelment of Contractors -			

	a)for repair and renovation, electrical job, plumbing work, motor repairing work, car hiring agency, etc. b)advertising agencies c) Travel Agency for air tickets/ rail tickets	Head of Admn-Full powers  CMD  HoD (P&A): Full Powers for Train Tickets	RM/BM - full powers  -  RM/BM - full powers for train tickets	Powers to be exercised with financial concurrence. Air Ticket Booking Agency will be finalised by HO with CMD approval. Services to be taken from GeM wherever available. The empanelment of agencies will be processed through e-tender- NOTE : For monthly Car services where the limits are given, then the concerned RM/BM is the approving authority in such cases.
57.	Filing Statutory Forms, Returns, etc. And its statutory fees	Respective HOD- full powers	RM/BM - full powers	
58.	AGM / BM and other Directors Meeting Expenses including Board approved Directors sitting fee	Company Secretary-Full Powers	To be recommended by RM/BM to Company Secretary	Powers to be exercised with financial concurrence. Irrespective of place of meeting, Accomodation and transportation will be arranged by HO, P&A/RM/BM in consultation with CS.
59.	Payment to Registrar and Share Transfer agent at approved rates	Company Secretary-Full Powers		Powers to be exercised with financial concurrence.
60.	Periodic Meeting/Events related to Raj Bhasha including external faculty	HOD-Raj Bhasha- Rs.10,000/- per instance	RM/BM- Rs.5,000/- per instance	Powers to be exercised with financial concurrence
61.	TOLIC (Town Official Language Implementation Committee) Payment	HOD-Raj Bhasha- Rs.10,000/- per annum	RM/BM- Rs.10,000/- per annum	Powers to be exercised with financial concurrence
62.	<b>RM/BM meeting, Training programmes, Get Together Functions, Other Meetings / Occasions/Farewell, etc</b>	<b>for RM/BM Meeting, HOD Concerned Up to Rs2,000/- per person per meal.</b>  <b>For Training programs / Meeting / Functions , etc. - Up to Rs.500/- per person per meal-HOD Concerned</b>  <b>For Other occassions - Up to Rs.250/- per packet per person-HOD P&amp;A.</b>  <b>Miscellaneous expenses - Rs.25,000/-: HOD Concerned</b> <b>Maximum Rs.80,000/- per occassion including Food &amp; Miscellaneous: HOD Concerned</b>	<b>For Training / Official functions / Meetings:- RM/BM-Rs.2 lac over all Limit in a Financial Year.</b>  <b>For Training programs / Meeting / Functions- Up to Rs.500/- per person per meal- RM/BM</b>  <b>For Other occassions - Up to Rs.250/- per packet per person- RM/BM.</b>  <b>Miscellaneous expenses - Rs.5,000/- : RM/BM</b> <b>Maximum Rs.20,000/- per occassion including Food &amp; Miscellaneous: RM/BM</b>	Powers to be exercised with financial concurrence.

Note : 1) All expenditure is subject to budget provision.

2) Powers delegated to an Officer can be exercised by a senior officer.

3) Wherever concurrence of finance is necessary and there is a difference of opinion, the matter should be referred by HOD/RM/BM to the next higher Authority for sanction.

4) Drawing and disbursing authority will be the Designated Officer of Finance & Accounts as determined by Head of Finance Deptt.

5) In absence of HODs/ RM/BMs, the Senior most Executive (either in operations or Finance) in the concerned in concerned Dept/Region/Branch shall exercise routine administrative powers delegated to HODs/RM/BMs. In the event of absence of such Executives, the Executive in the next below rank shall exercise such powers with concerned Associate Finance if necessary. Such delegation of power is also subject to other conditions mentioned.

6) Exercise of all powers are subject to rules, regulations, procedures, norms, administrative decisions, etc.

7) These delegation of powers supercede all other orders/circulars in this respect.

8) This Delegation of Powers are given with understanding that the same is to be exercised with due diligence. Any deviation, unless approved by the Competent Authority will be viewed very seriously.

**DELEGATION OF FINANCIAL POWERS- PART B**

<b>DELEGATION OF FINANCIAL POWERS- PART B</b>				
<b>I.</b>	<b>AUTHORITY</b>	<b>Extent of powers and designated authority</b>		<b>Remarks</b>
<b>Sl. No.</b>	<b>Nature of Powers</b>	<b>Head Office</b>	<b>Regional / Branch Office</b>	
<b>1</b>		<b>2</b>	<b>3</b>	
1	Empanelment of consultant for statutory compliances of Taxes	HOD Finance : a) Upto Rs. 5,00,000/- per consultant per year.  b) For opinion on any tax issues, up to Rs.50,000/- per opinion  Director (Finance) - Full Powers	RM/BM: a) Upto Rs. 50,000/- per consultant per year b) For opinion on any tax issues, up to Rs.10,000/- per opinion  Proposal exceeding above limit(s) - to be sent to HO Finance for approval	Powers to be exercised with financial concurrence by Finance Head at RO/BO  Any empanelment of consultant / seeking opinion from consultant at RO/BO to be intimated to HOD Finance. Administrative approval of CMD is required for any such proposal.
2	To sanction payment of tax/ interest/ penalty as per Notice of Demands arising out statutory assessments of VAT/ Service Tax/ GST / Professional Tax / Income Tax TDS	HOD Finance - Upto Rs. 10,00,000/- for each assessment/ demand order  Director (Finance) - Full Powers	RM/BM - upto Rs. 3,00,000/- for each assessment/demand order  Proposal exceeding above limit(s) - to be sent to HO Finance for approval	Powers to be exercised with financial concurrence by Finance Head at RO/BO Any case any interest/penalty is to be paid, the same is to be put upto CMD for information.
3	To sanction payment of tax/ interest/ penalty as per Notice of Demands arising out statutory assessments of Income Tax	HOD Finance - Upto Rs. 25,00,000/- for each assessment/ demand order -  Director (Finance) - Full Powers	-	
4	To sanction filing of appeal with higher authority / court including Tribunal under Tax Laws including deposit	Director (Finance) - Full Powers HOD Finance at HO up to disputes of Rs.25 lakhs	HOD Finance at HO	
5	To sanction filing of appeal with higher authority including Tribunal under VAT/ Service Tax/ GST / Professional Tax Laws including deposit	HOD Finance	RM/BM - Full powers	Powers to be exercised with financial concurrence by Finance Head at RO/BO.  Any appeal filed at RO/BO to be intimated to HOD Finance
6	To file case with High Court / Supreme Court for statutory tax matters	Director (Finance) - Full Powers	Director (Finance) - Full Powers	Advocate / Consultant opinion should be obtained in writing
7	To sanction payment of Certification / Special Work Charges payable to Chartered Accountant, etc. including Auditor	HOD Finance: Up to Rs.30,000/ per certificate / special work instance  Director (Finance) - Full Powers	RM/BM: Up to Rs.10,000/- per certificate	Powers to be exercised with financial concurrence by Finance Head at RO/BO.
8	Appointment of any other auditor as required under Direct/Indirect Tax Laws	Director (Finance) - Full Powers	-	

<b>DELEGATION OF FINANCIAL POWERS- PART B</b>				
<b>I.</b>	<b>AUTHORITY</b>	<b>Extent of powers and designated authority</b>		
<b>Sl. No.</b>	<b>Nature of Powers</b>	<b>Head Office</b>	<b>Regional / Branch Office</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>		<b>4</b>
9	To incur/sanction out of pocket expenditure on Auditors	HOD Finance	RM/BM	
10	Create / Break Fixed / Flexi Deposit of Surplus Funds-Short term upto 3 months.	HOD of Finance at HO	HOD Finance at HO	
11	Opening of LC/BG/Performance Gaurantee as per requirement and creation of fixed deposit for the same	HOD of Finance at HO	RM/BM - upto Rs. 2,00,000/- in each case Proposal exceeding above limit(s) - to be sent to HO Finance for approval	Powers to be exercised with financial concurrence by Finance Head at RO/BO.
12	Appointment of Actuary	Director (Finance) - Full Powers	-	Appointment through Tender
13	Appointment of Rating Agency	Director (Finance) - Full Powers	-	

**APPROVAL OF EXPENDITURE AND SIGNING OF PAYMENT VOUCHER W.R.T. DELEGATION OF ADMINISTRATIVE POWERS**

Sl. No.	Administrative Power Sl. No.	Nature of Powers	Financial concurrence to the proposal to be accorded by officer in below mentioned grade in Finance Cadre		Signature of payment vouchers by officer in below mentioned grade in Finance Cadre	
			Head Office	Regional/ Branch Office	Head Office	Regional/ Branch Office
1	2	3	4		5	
1	2	Disbursement after grant of Leave Encashment	Finance Officer handling Payroll function	-	Any Finance Officer	
2	3C	Payment of LTC/LLTC claims for non-executive	Finance Officer handling Payroll function	-	Any Finance Officer	-
3	4	Advance disbursement and settlement of Transfer Benefits	Finance Officer handling Payroll function	Finance Head	Any Finance Officer	-
4	6 (i)	Payment of Advance of Pay	HOD Finance	-	Any Finance Officer	-
5	6 (iii)	Payment of Medical Advance	HOD Finance	-	Any Finance Officer	-
6	6 (v) a	To sanction advance for purchase of Conveyance (Vehicle) for Executives & Non- Executives	HOD Finance Payment by HO Finance Officer handling Payroll function	Finance Head Payment by HO Finance Officer handling Payroll function	Any Finance Officer	-
7	6 (v) b	Reimbursement of LTE for non-executive as per LTE rules	Finance Officer handling Payroll function Payment by HO Finance Officer handling Payroll function	Finance Head Payment by HO Finance Officer handling Payroll function	Any Finance Officer	-
8	6 (vi) a	To sanction House Building Advance on the recommendation of House Building Advance Committee.	HOD Finance	-	Any Finance Officer	-
9	7	To sanction expenditure on cancellation of Rail/Air tickets in respect of Executives & Non-Executives	Finance Officer handling payments in Central Accounts	Finance Head	Any Finance Officer	Any Finance Officer
10	14	To sanction Company Leased / allotment of Company Accommodation for Executives	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
11	15	Pay fixation on promotion/initial appointment etc. for Executives & Non- Executives	Finance Officer handling Payroll function	-	-	-
12	16	Payment of advance for meeting Company's expenses	Finance Officer handling payments in Central Accounts	Finance Head	Any Finance Officer	Any Finance Officer
13	17	Purchase of liveries for Class-D staff including shoes, Umbrella, Raincoat etc.	Finance Officer handling payments in Central Accounts	Finance Head	Any Finance Officer	Any Finance Officer
14	18	Empanelment of Agency and its Payment for outsourcing manpower including security service for approved numbers as per tender, Govt. portal	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer

**APPROVAL OF EXPENDITURE AND SIGNING OF PAYMENT VOUCHER W.R.T. DELEGATION OF ADMINISTRATIVE POWERS**

Sl. No.	Administrative Power Sl. No.	Nature of Powers	Financial concurrence to the proposal to be accorded by officer in below mentioned grade in Finance Cadre		Signature of payment vouchers by officer in below mentioned grade in Finance Cadre	
			Head Office	Regional/ Branch Office	Head Office	Regional/ Branch Office
1	2	3	4		5	
15	20	Cost for First Aid items including medicine at Office premises and Payment to Doctors on exigencies at Office / outside for Office work	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
16	22	Empanelment of Consultant (other than Tax Consultant) and its Fees payment	HOD Finance	-	Any Finance Officer	Any Finance Officer
17	24	Payment to Recruitment Agency for recruitment work	HOD Finance	-	Any Finance Officer	-
18	25	Driver's Overtime	Payment by Finance Officer handling Payroll function	-	Any Finance Officer	-
19	26	To sanction / incur expenditure related to training of employees	HOD Finance	-	Any Finance Officer	-
20	27	Payment of Honorarium for Trainers (Internal / External), for External Members of DPC / Selection Committee / ICC / Hindi / Rajbhasa etc.	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
21	31	Purchase of Capital Asset	HOD Finance or DF as per D.O.P of Admin	Finance Head	Any Finance Officer	Any Finance Officer
22	32 (i)	To incur expenditure on repairs, maintenance of furniture, fixture, fitting and Office equipments etc.	Finance Officer handling payments in Central Accounts in case of proposal put up by Officer in Admin Deptt. HOD Finance in all other cases DF if approval to be given by CMD	Finance Head	Any Finance Officer	Any Finance Officer
23	32 (ii)	Petty Works and Repairs including Renovation, Water & Sanitary fittings, Electrical installations in Office building and Company owned residential houses/flats of non-recurring nature.	Finance Officer handling payments in Central Accounts in case of proposal put up by Officer in Admin Deptt. HOD Finance in all other cases DF if approval to be given by CMD	Finance Head	Any Finance Officer	Any Finance Officer

APPROVAL OF EXPENDITURE AND SIGNING OF PAYMENT VOUCHER W.R.T. DELEGATION OF ADMINISTRATIVE POWERS

Sl. No.	Administrative Power Sl. No.	Nature of Powers	Financial concurrence to the proposal to be accorded by officer in below mentioned grade in Finance Cadre		Signature of payment vouchers by officer in below mentioned grade in Finance Cadre	
			Head Office	Regional/ Branch Office	Head Office	Regional/ Branch Office
1	2	3	4		5	
24	33	All above work including maintenance and upkeep and services of recurring nature and consumable items including carriage freight	Finance Officer handling payments in Central Accounts in case of proposal put up by Officer in Admin Deptt. HOD Finance in all other cases DF if approval to be given by CMD	Finance Head	Any Finance Officer	Any Finance Officer
25	34	Entering into Annual Maintenance Contract	HOD Finance  Director Finance in case of approval from CMD	Finance Head	-	-
26	35	Generator / Equipments Hiring	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
27	36	Declaration and Sale of any item of Fixed Asset as unserviceable	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
28	37	Loss on sale / Write off assets in case of damaged not repairable having short / no value as per technical report	HOD Finance	-	Any Finance Officer	-
29	38	Purchase of stationery including printing of forms, registers, visiting cards, greeting cards, periodicals, files, registers and binding of books, Banners, Flex, Standees, Brochure, Handouts & Bulletins including contents, etc.	Finance Officer handling payments in Central Accounts in case of proposal put up by Officer in Admin Deptt. HOD Finance in all other cases DF if approval to be given by CMD	Finance Head	Any Finance Officer	Any Finance Officer
30	39A	<i>To sanction purchase of books and periodicals/ magazines (printed &amp; CDs), Newspaper, Journal / indices for market analysis.</i>	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
31	39B	<i>Postage, Couriers</i>	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
32	39C	<i>Bulk SMS</i>	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
33	40	To incur/approve Electric & Water charges, Municipal Taxes/Levies, Govt. duties etc.	Finance Officer handling payments in Central Accounts	Finance Head	Any Finance Officer	Any Finance Officer



**APPROVAL OF EXPENDITURE AND SIGNING OF PAYMENT VOUCHER W.R.T. DELEGATION OF ADMINISTRATIVE POWERS**

Sl. No.	Administrative Power Sl. No.	Nature of Powers	Financial concurrence to the proposal to be accorded by officer in below mentioned grade in Finance Cadre		Signature of payment vouchers by officer in below mentioned grade in Finance Cadre	
			Head Office	Regional/ Branch Office	Head Office	Regional/ Branch Office
1	2	3	4		5	
34	45	Payment of Repairs and maintenance of Company's own cars	HOD Finance in case of approval by HOD Admin. Finance Officer handling payments in Central Accounts in case of proposal put up by any other Officer in Admin Deptt.	Finance Head	Any Finance Officer	Any Finance Officer
35	48	Systems Expense (including RAM, LAN, HDD, Cabling, Antivirus, Domain, SSL certificate, Code signer certificate, Software Licence, misc. electrical work, repairs, system hardware etc.)	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
36	49	Expenditure on purchase / renewal of Software, DSC, Pendrive, Portable Hard Disk, etc. or part of any other Computer peripheral not included above.	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
37	51	Membership fees, Annual / Periodical Fees and Statutory Levies and annual subscription of Journals and membership of some Institute/professional body	HOD Finance Director Finance in case of approval from CMD	Finance Head	Any Finance Officer	Any Finance Officer
38	52	Payment of customs duty and Airport charges as per rules	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
39	53	Insertion and payment of advertisement / publication / publicity in respect of company matters & tenders/e-auction	HOD Finance Director Finance in case of approval from CMD	Finance Head	Any Finance Officer	Any Finance Officer
40	54	Insurance coverage of Company's assets & properties	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
41	55	Formation of Tender Committee, Tender due Date, all associate actions, Extension, Opening of tenders & allied activities for purchase of goods / services	HOD Finance Director Finance in case of approval from CMD	Finance Head	-	-
42	56 (a)	Empanelment of Contractors for repair and renovation, electrical job, plumbing work, motor repairing work, car hiring agency, etc.	HOD Finance	Finance Head	-	-
43	56 (b)	Empanelment of advertising agencies	Director Finance	-	-	-
44	56 (c)	Empanelment of Contractors for Travel Agency for air tickets/ rail tickets	HOD Finance	Finance Head in case of Train tickets	-	-

**APPROVAL OF EXPENDITURE AND SIGNING OF PAYMENT VOUCHER W.R.T. DELEGATION OF ADMINISTRATIVE POWERS**

Sl. No.	Administrative Power Sl. No.	Nature of Powers	Financial concurrence to the proposal to be accorded by officer in below mentioned grade in Finance Cadre		Signature of payment vouchers by officer in below mentioned grade in Finance Cadre	
			Head Office	Regional/ Branch Office	Head Office	Regional/ Branch Office
1	2	3	4		5	
45	58	Payment of AGM / BM and other Directors Meeting Expenses including Board approved Directors sitting fee	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
46	59	Payment to Registrar and Share Transfer agent at approved rates	HOD Finance	-	Any Finance Officer	
47	60	Periodic Meeting/Events related to Raj Bhasha including external faculty	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
48	61	TOLIC (Town Official Language Implementation Committee) Payment	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
49	62	RM/BM meeting, Training programmes, Get Together Functions, Other Meetings / Occasions/ Farewell, etc	HOD Finance	Finance Head	Any Finance Officer	Any Finance Officer
50		To act as Drawing & disbursing Officer for payment of salary/wages of employees, CMA / CS Trainees	Finance Officer handling Payroll function	Head of Finance-for Trainees	Any Finance Officer	Any Finance Officer-for Trainees
51		To act as Drawing & disbursing Officer for Tour Advance / Expense Claims, Transfer Benefits, Medical, Telephone / Mobile, Conveyance, Children Education Allowance and other expense reimbursement, Festival Advance, PLI / PRP Advance, Laptop Advance, Incentives for acquiring professional qualifications, Purchase of fuel of cars, hospitalization bills of employees, Office Rent, Audit fees for Internal Auditor/Statutory Auditor, Certification / special work Fees to Statutory / Internal Auditors, Actuary Fees, Rating Agency Fee and all other approved expenditure, etc.	Finance Officer handling payments in Central Accounts as per approved policy, notes, letters, etc.	Any Finance Officer as per approved policy, notes, letters, etc.  Some Payments are centralized as mentioned in Administrative powers which are to be made from HO Central Accounts Deptt. Only and not by RO / BO	Any Finance Officer	Any Finance Officer
52		Payment of daily allowance at full rate for halt not exceeding the prescribed limit of 30 days subject to approval by CMD for halt exceeding 10 days at same station	Finance Officer handling Payroll function	Any Finance Officer	Any Finance Officer	Any Finance Officer

**Note :**

- 1 Proposal involving financial matters requiring RM / BM/HOD's approval will require concurrence of respective Finance Head.
- 2 In the event of absence for any reason of any specified Officer for according financial concurrence, the same, however, shall be exercised by any other Officer just below their rank in F&A Division.
- 3 Powers delegated to an Officer can be exercised by a senior officer.

**TC MEMBERS CONSTITUTION**

Annexure-A

Refer Sr. No.59 of Delegation of Administrative Powers

**I. Order upto Rs.10,000/- without quotation**

**II. Order from Rs.10,000 to Rs.20000/- with minimum 3 quotations**

**III. Order above Rs.20,000/- and upto Rs.2,00,000/- through committee of Three members if purchase is not feasible through GeM.**

**IV. For Purchase from Govt. Emporiums/outlets, Committee/Quotations is not mandatory in case of Point no. I, II & III.**

**V. The values specified in the Table below should be taken as total tender value.**

**FOR HEAD OFFICE**

SL. NO.	Value of the tender	TC MEMBERS	Approving Authority
1	Upto Rs. 10 lakh	i.Executive of the concerned Dept. below HOD ii. Executive of F&A iii. Executive of other Dept	HOD

2	above Rs. 10 lakh & Rs. 30 Lakh	HOD of the concerned Dept HOD of the F&A Dept HOD of the other Dept	<i>Functional Director</i>
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3	above Rs.30 Lakh	HOD of the concerned Dept HOD of the F&A Dept HOD of the other Dept	CMD
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**FOR RO/BO**

1	Upto Rs. 10 lakh	i.Concerned Executive ii. Executive of F&A iii. Executive below the RM/ BM	RM/BM
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2	above Rs. 10 lakh & Rs. 30 Lakh	RM/ BM Finance Head Concerned Officer	D-C
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3	above Rs. 30 Lakh	RM/ BM Finance Head Concerned Officer	CMD
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Note : TC to be constituted as detailed above and fresh approval is not required for TC constitution.