

(A JOINT VENTRUE OF GOVT OF INDIA & GOVT OF MAHARASHTRA)





A. PROJECT INCLUDING PD MATTER
B. O&M INCLUDING PB MATTERS

# MAHARASHTRA METRO RAIL CORPORATION LIMITED





A. PROJECT INCLUDING PD MATTER

### **PREAMBLE**

- 1. Schedule of Powers should be considered as a sacrosanct document designed to confer organizational dynamism through quick decision-making process. It should be clearly understood along with delegation of powers, there is accountability also at every level.
- 2. While exercising these powers, safeguarding the interest of the corporation is more important than simple observance of rules and procedures.
- 3. This schedule of powers covers delegation in respect of works, stores, establishment, miscellaneous and financial matters.
- 4.It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officers concerned. The sanctioning authorities shall pay due regard to the Canons of Financial Propriety. It should be clearly understood that the powers for sanctioning incurring of expenditure are distinct from the powers of the actual mode of incurring expenditure. Unless specifically mentioned to the contrary in the Schedule of powers, all acceptance letters will require to be vetted by finance before issue. Any instance of misuse of powers shall be treated as misconduct.
- 5. Concurrence with Associate Finance will be necessary wherever indicated herein against the respective items. Where there is a difference in opinion between the executive and the Associate Finance, the case should be considered at the next higher level and if the difference still persists, the case should be put up to MD.
- 6. Consultation with Associate Finance will be necessary wherever indicated herein against the respective items. As distinct from Finance Concurrence, financial advice is a recommendation to the executive. Where the executive is not able to accept the advice from Finance, he/she should record his/her reason for the same and take a decision. If the Associate Finance is not satisfied with the decision, the matter can be reported to the next higher executive who may then review the case, if necessary.
- 7. Clarifications with regard to the interpretation of the items detailed herein should be referred to the Corporate Office.
- 8. The delegation of powers has been drafted in consultation with Finance and has the approval of the Managing Director.

Vagpur	For Nagpur Metro Rail Corporation Limited
Date:	

Managing Director

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### SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS- PROJECT WING

SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
W1	ESTIMATES			-	The state of the s
(I)	To operate provision in the DPR for incurring expenditure or entering into commitments for items in the estimate that are identifiable.	Full powers upto provision.	Full powers upto provision	Nil	1
(ii)	For operating the provision in respect of utilities and rehabilitation where detailed / department wise estimate is not available.	Full powers with prior finance concurrence	Rs.1 Cr. (with prior finance concurrence). Rs.5 lacs with annual ceiling of Rs. 25 lacs (without finance concurrence)	Rs.25 lacs (with prior finance concurrence - Rs. 1 lac with annual ceiling of Rs. 5 lacs (without finance concurrence)	HODs to maintain register to watch work wise ceiling.
(iii)	To incur expenditure or enter into commitments for items of work not contemplated under DPR/not clearly identifiable in the DPR.	Rs. 1 crore with an annual ceiling of Rs. 10 crore	Rs 25 lacs with annual ceiling of Rs. 2 crores	Nil	With prior finance concurrence.

#### Note:

The estimate referred to in the approved DPR are to be updated from time to time assuming an escalation of 5% per year in the rupee cost and 2% per year in the Foreign exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under

total co	pective sub-work, the sub-wew items not covered in the ost under the sub-work is no lous record of items of expendent	of exceeded Apart from the	s for comparison. A corresponding of all such implied items should finance department and planning to his ther department.	g saving is to be identified for be kept by the executive to er ig, each department head sha	excess above sure that the all maintain a			
W2	Pre-qualification of contr	Box tan	mig to ms/her department.					
	Approval of pre-qualifica	tion of contractors Upto Rs.	200 crores Upto Rs. 50 crores U	oto Rs. 2 crore				
	Committee for pre-qualif							
	Director.  For all cases beyond Rs.	For all cases beyond Rs. 2 crore upto Rs. 50 crore - 3 Dy HODs with Dy HODs						
	3 - 3 - 3 - 3 - 3 - 3	3 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -						
		Pre-qualification of contractors  For all cases upto Rs. 2 Cr. The concerned Dy HOD along with Dy HOD of finance. In this case the file is not require approval.						
W3	Pre-qualification of car	Pre-qualification of contractors Contractors						
	Pre-qualification of Consultants	Full Powers	Rs. 50 Lacs	Nil				
	Committee for prequalification:	*						
	Committee for pre-qualif	Committee for pre-qualification:						
	Beyond Rs 50 lacs : Con	cerned HOD, one HOD of ot	her department and one HOD of i	inance department	7			



	Upto Rs.50 Lacs : Concerne	d Dy.HOD, one Dy.	HOD of other department	t and one Dy. HOD of	finance department.		
-							
V4 (a)	Powers to invite tenders	Approved works ar	e the works that appear i	n the DPR or those w.	hose incurring of expenditure ha		
(-)	for approved works other	been approved in accordance with item WI above.					
	than consultancy works.	1		10	The state of the s		
	Open tenders / tenders from pre- qualified contractors.	Full powers	Upto Rs. 5 crore	Upto Rs. 1 Crore			
	Limited Tenders	Upto Rs.50	Upto Rs.3 crores	Upto Rs. 50 lacs	Prior finance concurrence to b obtained.		
	Single Tender	Upto Rs. 5 crore	Upto Rs. 50 lacs	Nil	Prior finance concurrence to b obtained.		
W4 (b)	Powers to invite tenders						
	for consultancy works.		7 1	Nil	Prior finance concurrence to b		
(i)	Open tender/tenders from pre-qualified consultants.	Rs.5 crore	Rs.1 crore	IVII	obtained.		
(::)	Limited Tenders	Rs.2 crore	Rs.25 lacs	Nil			
(ii) (iii)	Single Tender	Rs.50 lacs	Rs.5 lacs	Nil			
		D- 05 Logs	Rs. 11-1 Lac with	Rsn. 20 lacs with	Powers to exercise sparingly on		
<b>W</b> 5	Powers to dispense with calling of tenders for works contracts and acceptance		annual ceiling of Rs. 16	annual ceiling of Rs.2 lacs	in special cases in view urgency to be recorded in each		
MARCI	of quotation(s)  DF/RRVISED/SOP/201	7435		2 Lals.	case. Prior finance concurrence to		

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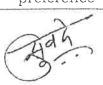
SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
	For tenders costing more than Rs 50 Cr. But upto Rs 100 Cr., the tender committee will consist SAG officers of the concerned department as convener, one officer of other department and one finance member				
(ii)	Acceptance of works tenders invited as single tenders	Rs. 5 crore	Rs.50 Lac	Nil	For tenders upto Rs. 5 cr in value, Tender Committee will be of three members at one level below the accepting officer. Convener will be from the concerned department. The other members of the committee will be one officer from another
	# F	) *			department and finance member. For tenders costing more than Rs. 5 cr but upto Rs. 50 Cr., the tender committee will consist SAG officers of the concerned department as convener with one officer of other department and one finance member and the Tender Committee minutes will



2.0

SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
					be put up to MD through the concerned Director. For tenders consisting more than Rs. 50 cr,
			-		the Tender Committee shall consist of three Directors unless a lower tender committee is nominated by MD. Tender Committee's recommendation
	6				will be put up to MD for acceptance.
W6(b)	Powers for acceptance of consultancy works.			= = =	
(i)	Open tenders / tenders from pre- qualified consultants	tenders	invitation of tenders for consultancy as per W4 (b) (i) & (ii)	Nil	For consultancy contracts upto Rs. 10 lacs, proposals to be put up with finance concurrence to the accepting authority. For contracts above Rs. 10 lacs, tender committee will consist of three members at one level below the accepting authority with one member of the executive department as convener, one
	-		=		member of other department and one finance member. Where MD is the accepting authority, the TC

I.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
^	31	a soom transition of the soom of the soon			minutes will be put up to MD through the concerned Director.
(ii)	Limited Tenders				
(iii)	Single Tenders	Rs. 50 lacs	Rs. 5 lacs	Nil	
W7	Issue of Acceptance Letter as per the orders of the tender accepting authority.	Full Powers	Upto Rs. 100 Crore	Upto Rs. 5 Cr.	All acceptance letters exceeding Rs.10 lacs in value will require to be vetted by Finance.
W8	Signing of Agreements	Full Powers	Upto Rs. 100 Crore	Upto Rs. 5 Cr.	Agreements for works above Rs. 10 lacs to be vetted by Finance. Agreements for other than routine works or any other complicated agreements may, as per decision of executive / finance have prior legal vetting also.
W9	Matters concerning contra	ot management			
w 9	Matters concerning contra				
(i)	Extension of time for completion and determination of the liquidated damages.	Full powers upto powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the
200			:		gah.



SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD		Remarks
(iii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract.  Forfeiture of earnest money deposited with tenders and security deposit for works.	Full powers upto powers of acceptance  Full powers in accordance with provisions of tenders and contracts signed by them.	Full powers upto powers of acceptance  Full powers in accordance with provisions of tenders and contracts signed by them	Full powers upto powers of acceptance  Full powers in accordance with provisions of tenders and contracts signed by them	consultati With fina termination than the in respect contract. Where MI the tender	will be worked out in son with finance.  nce concurrence if the on is on grounds other failure of the contractor of the conditions of D/Director has accepted er, the powers will be by HOD in consultation nce.
(iv)	Refund of security deposit.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers upto powers of acceptance	accepted will be	MD or Director has the tender, the powers exercised by HOD in ion with finance.



SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
v	Variation over the original	Full powers	Full powers provided	Full powers	1. Only the net variation in a
	contract value on account	provided the	the value of contract is	provided the value	proposal shall be considered
	of variation in quantities in	value of contract	still within the powers	of contract is still	for approval of the Competent
	item rate schedule of the	is still within the	of acceptance in	within the powers	Authority.
	contract and/or	powers of	accordance with the	of acceptance in	2. For contracts approved by
	introduction of new Non-	acceptance in	mode of tender	accordance with	MD/ Director, HOD care
	Schedule item(s) and	accordance with		the mode of tender	sanction variation upto 5% of
	Scheduled item(s) not	the mode of			the contract value or Rs. 3 Cr.
	covered in the contract and	tender			whichever is less. For
	/ or variation under Lump				contracts approved by MD,
	Sum schedule of the				Director can sanction
	contract.	,			variation upto 10% of the
	-		_		contract value or Rs. 15 Cr.
	= "				whichever is less
/ <del> </del>					3. For variation under Lump
		ā			Sum schedules of Contract,
		7			following procedure shall be
					followed:
7.					a. Competent Authority for
-					approving variation is
NU:			1		governed by the net variation.
	-		1 -		Therefore, the Committee to
					deal with variation in Lump
				F	sum schedule will be governed
	ľ				by the net variation.
					b. For net variation within
				4	

		Director	ED/HOD	Dy. HOD	Remarks
SI.No.	Nature of Power	Director			the powers of HOD, a
					committee of 3 Dy. HODs including one from Finance shall examine and put up the recommendations.  c. For net variation in the
	2.7 				powers of the Director, a committee of 3 HODs including one from Finance shall examine and put up the recommendations  d. For net variation requiring approval of MD, a committee of 3 HODs including one from Finance shall examine and put
					up the recommendations through the concerned Director.  e. If method of derivation of rate for increase/decrease in the Lump Sum scope of "work is provided in the contract itself, then the committee is not required for deliberating such variations and the variation shall be put up to the



		Director	ED/HOD	Dy. HOD	Remarks
SI.No.	Nature of Power	Director		Co	empetent Authority for
		M			proval after concurrence of
	- "			as	sociate finance
				1.000	Variations in item rate
					hedule of contract will not
					quire routing through the
		-		1	ommittee and will require
				To the second se	oncurrence of associate
	^ <i>=</i>				narce only if item wise
			2		ariation in item rate schedule
					ceeds 25%.
					n case of variation approved
	2 9				by MD, subsequent variation
-23	=				(s) shall be treated as fresh
					variation and dealt as per
		1			provisions of this item by considering the revised value
	A	1.3			of contract approved by MD
					as the original contract value
	=				but the financial limits of
Ĭ.				· · · · · · · · · · · · · · · · · · ·	competent authority to
Ĭ.				· ·	sanction variation shall be
f					limited to 50% of (2) above in
1					% as well as in value i.e.
				1 2	2.5% and Rs. 1.5 Cr. and 5%
				2,	and Rs. 7.5 Cr. respectively
					The state of the s



SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	
a a					for HOD and Director. The interpretation of subseque value to be the origin contract value is solely for the purpose of dealing with variation under item W9(v).
(vi)	Introduction of new Non-Schedule item(s) & Scheduled item(s) not covered in the contract.	Upto the limit of a basis as per item case.	cceptance of works tender W6 a (ii) with finance co	rs on single tender ncurrence in each	Note: •  1. Item W9 (vi) is only for the purpose of sanction of rates new item(s) not covered in the contract. Authority for sanctioning of variation cue to such item(s) solely rests under item W9 (v).
					<ol> <li>Items would be clubbe logically to be treated as 'eac case.</li> </ol>
(vii)	Introduction of new conditions / modification of Special conditions of contract.	Full powers upto p	owers of acceptance.		Finance concurrence to be obtained whether new / modifice conditions have financial
(viii)	Imposition/Waival of penalties on contractors	Full powers to 'The the contract agreer	Engineer' if penalties have nent.	e been specified in	implications or not.  Waival of penalties will require prior finance concurrence an approval of one level higher that the parth arity of the content of the parth arity of the content of
(ix)	Sanction of advance to the			- I - Wing.	the authority which imposed it.



SI.No.	Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
	contractor.	- 11	. 1 1		
(a)	If provided in the contractor agreement.		ovided in the contract ag	h h	
(b)	In other cases	Nil	Nil	Nil	In exceptional circumstances when such an advance is considered essential in the exigencies of the progress of work, approval of MD with prior finance concurrence and at an interest rate of SBI PLR plus 2% against B.G. of equal amount will be required.
(x)	Recovery of damages caused to the corporation.	Full powers upto	powers of signing of agre	Amount of damage to be recovered to be vetted by finance.	
(xi)	Powers to make provisional payments.			7.	
(a)	Where the contract period is over and the extension is being processed.	Full powers upto powers of acceptance.	_	Full powers upto powers of acceptance	1 .

		Dy. HOD	Remarks
		provisi with finance payme expedi within payme makin to be	the rate is finalized. The lonal payment will be made prior concurrence of e. Such provisional nt will have to be cleared tiously and if not cleared 2 months of making nt will be made with g the payment reasons are recorded on file and final trence to be taken.
	45		

## SCHEDULE OF POWERS IN RESPECT OF PROPERTY DEVELOPMENT PROJECTS INVOLVING LISENCING/LEASING/ CONCESSION OF LAND OR BUILDINGS ETC

#### Notes:

- 1. For the purpose of SOP on PD matters, financial figures mentioned therein for assessing powers shall be considered as "Project Values" assessed as NPV of all cash flows to NMRCL on the date of submission of bids using DCF technique with discounting rate as well as escalation being considered as 10% per annum.
- 2. For awarding consultancy contracts (including Transaction / Advisory / Estate Services) for PD Projects. SOP for Project shall he

applicable

3. For works contracts for construction or execution of any works in PD areas. SOP for Project shall be applicable.

For other issues and activities viz.. Sanction of estimates. Arbitration, maintenance / repair of assets etc. suitable provisions of existing SOP for Project or O&M matters will be applicable.

S. No.	Nature of Power	Director ED/		Dy. HOD	Remarks	
PDI	Valuation of Site					
1.1	Approval of Reserve Price/Guidance Value for Property Development		Up to Rs 5 crores	Nil	To be recommended by a committee of three executives (one from PD. one from finance and one from other executive department) one level below the	
PD2	Bidding for Leasing / Licensing/ Concessioning of Land / PD Areas				approving authority.  For leasing / licensing / Concessioning of land / PD areas, transparent, fair and competitive bidding process shall normally be adopted by inviting open tenders for selection of Bidder offering Highest financial Bid subject to fulfilment of other terms and conditions etc.	
2.1	Approval of Bidding Documents / RFP / RFQ (including Lease/ Licensee / Concession agreement, commercial terms and conditions etc.)	Full Powers	Nil	Nil	1. Prior Vetting of Finance and Legal branches required for deviations from standard Bid documents or Rules framed by NMRCL in this regard.  2. The variable parts of documents entailing details pertaining to other departments viz., Architecture, E&M and	

S. No.	Nature of Power	Director	ED/ HOD	Dy. HOD	Remarks
-					Operations etc shall be prior vetted by those departments.
2.2	Approval for invitation of Open tenders/Public Auctions Tenders etc.	Upto Rs.50 Crore each.	Upto Rs.10 Crore each.	Upto Rs.2 Crore each.	
2.3	Acceptance of Bids	Up to Rs. 50 Crores.	Up to Rs. 10 Crores.	Nil	1. TC for Highest bids up to Rs. 10 crore shall consist of three Dy HODs from PD, Finance and another executive Department.
		BS.	=	t t	2. TC for Highest bids between Rs.10 to 50 Crores shall consist of three HODs from PD, Finance and another executive Department.
	5	2 *	v .d		3. TC for Highest bids above Rs.50 Crores shall be at Director's Level unless a committee at lower level is nominated by MD and TC recommendations shall be put up to MD for approval.
2.4	Powers to dispense with Open Tender and entering into Lease / License / Concession Agreement with Government / Semi Government Organizations, PSUs and autonomous Government Bodies etc on Single Tender / Nomination Basis.	Upto Rs 5 Crores	Nil	Nil	Negotiations for deciding Lease / License Rent (/ Premium) and Terms and Conditions of agreement shall be conducted by TC comprising of three HODs from PD, Finance and another executive Department and put up to Director / MD for approval.
PD3	Matters concerning Contract Management				The state of the s



S. No.	Nature of Power	Director	ED/ HOD	Dy. HOD	Remarks	
3.1	Signing of Acceptance letter	Full Powers	Upto Rs 50 Crores	upto Rs 10 Crores	1. Acceptance Letter (LOA) shall be vetted by Finance.	
	(LOA)				2. Legal Vetting shall be required if not as per standard format of LOA.	
	•			ar Si	3. In case of Director, he shall sign the agreement form and other documents shall be signed by HOD.	
3.2	Signing of Lease / Licensee Agreement, Lease Deed or Concession Agreement	Full Powers	Upto Rs 50 Crores	upto Rs 10 Crores	Lease / Licensee Agreement / Lease Deeds or Concession agreement shall be vetted by Finance department.	
8		•			2. Where MD / Directors have accepted the tender, the power shall be exercised by HOD.  1. With Finance concurrence.	
3.3	Change in terms and conditions of Contract	Full Powers provided the revised Value still lies in his powers of acceptance	Full Powers provided the revised Value still lies in his powers of acceptance		2. Damages if any, shall be worked out in consultation with Finance.	
3.4	Introduction of new conditions or modification of existing contract conditions	Upto the powers of acceptance	Upto the powers of acceptance		With Finance Concurrence  1. Before extending tenure of	
3.5	To extend tenure of Lease / Licensee or Concession Agreement with same payment and other conditions as existing in agreement.	revised Value	provided the revised Value still lies in his		agreements, possibility of renegotiating the payment and other terms & conditions of agreement may be explored as	

S. No.	Nature of Power	Director	ED/ HOD	Dy. HOD	Remarks
		acceptance	acceptance		per prevailing market conditions.  2. Prior Finance Concurrence shall be required.
3.6	Termination of the contract in accordance with the conditions of contract	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance.	1. Termination of Contract when not in accordance with conditions of contract shall be done with Finance concurrence and Legal vetting.
	H = 24				2. Termination of contract on grounds other than failure of Licensee / Lesse as per conditions of contract, shall be done with Finance concurrence and Legal vetting.
3.7	Forfeiture of Earnest Money Deposit & Security Deposit of the Licensee/Lessee/	Full powers in accordance with provisions of	Full powers in accordance with	Full powers in accordance with provisions of	Where MD has accepted the tender, the power shall be exercised by Director with finance
	Concessionaire	agreement signed by him.	provisions of agreement signed by him.	agreement signed by him.	concurrence.
3.8	Refund of Security Deposit	Full powers upto powers of acceptance	Full powers	Nil	Where MD has accepted the tender, the power shall be exercised by Director with finance concurrence.
3.9	Imposition and Waival of penalties	Upto the powers of acceptance	Upto the powers of acceptance	Nil	<ol> <li>Imposition of Penalties shall be strictly in accordance with agreement.</li> <li>Waival of Penalties imposed will rest at one level higher than</li> </ol>

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## SCHEDULE OF POWERS IN RESPECT OF STORES MATTERS

SI.	No.	Nature of Power	Director	cos	Dy. COS	SSO/ACOS	Remarks
SI	(a)	Estimates  To operate provision in the DPR for incurring expenditure or entering into	of 5%	upto provision	upto provision	Nil	
	(b)	Commitments  To incur expenditure or enter into commitments for procurement of stores not contemplated under DPR	Rs 1 Cr. per	ILOIL	l I	Nil	

of Rs.10 Lacs of Rs.5 Cr. (Note: The estimate referred to is the DPR updated from time to time assuming an escalation of 5% per year in the rupce cost and 2% per year in the Foreign Exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub-work, the sub-work cost should be the basis for comparison. A corresponding saving is to be identified for excess above DPR/ new items not covered in DPR. A meticulous record for all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. Finance concurrence should be taken to operate provisions). Pre-qualification of suppliers S2 Rs. 1 Cr. Approval to pre-qualification of Rs. 10 Cr. Rs.50 Cr. » suppliers Committee for pre-qualification Beyond Rs.50 Crores: 2 Directors and Dir (F) Rs.10 Crore to Rs.50 Crore: COS, concerned HOD and FA & CAO Rs. I Crore to Rs. 10 Crore: Dy. COS, concerned Dy. HOD and Dy. FA&CAO (ii) Upto Rs. 1 Cr. Dy. COS along with Dy. FA&CAO/SAO. In this case the file is not required to be put up to the next higher officer (iii) for approval). Invitation of tenders Goods S3Powers to invite tenders for stores approved a) goods and other stores already for procurement are the ones approved for procurement that appear in the DPR or whose those incurring expenditure has been approved in accordance with item 1 above. Upto Rs.5 Lacs Upto Rs. 1 Crore Upto Rs. Open tenders/ tenders from pre-Full Powers 25 lacs qualified contractors/ items on

SI.No.	Nature of Power	Dire	ctor	cos	Dy. COS	S SSO/ACOS	Remarks
	DGS&D rate contract						
(ii)	Limited tenders	Upto Rs. 5 Crores	Upto	Rs. 50 lacs	Upto Rs.15 lacs	Upto Rs. 5 lacs	Prior concurrence of Finance to be obtained for tenders exceeding Rs.5 lacs in value.
(iii)	Single tenders	Upto Rs. 1 Crore	Upto	Rs. 10 lacs.	Upto Rs. 1 Lac	Upto Rs.10,000 in each case	Prior concurrence of Finance to be obtained for tenders exceeding Rs.5 lacs in value.
S4	Acceptance of stores tenders	Rs.5 crores		powers for ation of tenders	Upto powers for invitation of tenders	Direct acceptance of Rs. I lac in each case.	Tender Committee of three members with the stores member as convener. The other members of the committee will be: 1 officer from user department of the same level as the convener and a finance member who

S. No.	Nature of Power	Dy. HOD	Remarks			
			N. World Inc. Manager			lower. Tende upto Rs.10 la in each ca need not
	FI C		77			considered by tender committee. DCOS cadirectly acce
						such tende upto Rs.10 lad in each cas while
						SSO/ACOS ca accept suc tenders up Rs.1 lac each cas
		24				Tender Committee not required f the items th
		at an				are available of DGS&D racontract up the powers acceptance open tenders
S5	Signing of purchase orders	Full powers	Full powers	Full powers	Upto Rs.10 lacs	P.Os over R 50,000.00 w have to vetted

S. No.		Nature of Power	Nature of Power Director		ED/ Dy. Ho		IOD Remark	
				8				Accounts before issue.
S6		Matters concerning contract management				_		
	(i)	Extension of time for completion and determination of the liquidated damages	Full powers upto of powers acceptance	Full powers powers acceptance	upto of	Full powers upto powers of acceptance	Full powers upto powers of acceptance	The damage have to be worked out in consultation with finance for contracts placed on time preference basis.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract	Full powers upto powers of acceptance	Full power powers of acc	-	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
(	(iii)	Forfeiture of earnest money deposited with tenders and security deposit	Full powers upto powers of acceptance	Full power powers of acc		Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(iv)	Refund of security deposit.	Full powers upto powers of acceptance	Full power powers of acc	_	Full powers upto powers of acceptance	Full powers upto powers of acceptance	With finance vetting of the amount to be refunded.
	(v)	Variation in quantity in each item of contract	Full powers provided the value of contract is still within the powers	Full powers the value of is still wit powers of acc	contract hin the	Full powers provided the value	Full powers provided the value of contract is still within the	Finance concurrence will be necessary i

S. No.	Nature of Power	Director	ED/ Dy. HOD			Remarks		
S. NU.	Macine of a ower		HOD					
S. No.		of acceptance	HOD		of contract is still within the powers of acceptance	powers of acceptance	quantity of individual items exceeds 25%. If the value of the contract after the variation exceeds 25% of the original value of the contract or the power of acceptance of the officer, the file will be put up with finance concurrence for sanction to the	
(vi)	Introduction of new conditions/ modification is existing conditions of contract	Full powers upto powers of acceptance	Full powers powers of accept	upto tance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	next higher authority/office r under whose power of acceptance the contract now lies.	

S. No.	Nature of Power	Director	ED/ HOD	Dy. HOD	R	emarks	
(viii)	Imposition/ Waival of penalties on contractors  Sanction of advance to the contract	Full powers upto po penalties have been or:	wers of signing	of agreements, if e contract agreement	Waival of penalties will require finance concurrence.		
a.	agreement	Full powers as pr	ovided in the co	ontract agreement	If provided in the contract	Full powers a provided in the contract agreemen	
b,	In other cases	Upto Rs.20 lacs	Upto Rs.2 la	1 1 1 1 1 1 1 1	NIL agreement	With Prior Financ	
(ix)	Recovery of damages caused to the corporation	Full powers upto	powers of sign	lacs owers of signing of agreements		Concurrence amage to be recovered by Finance.	
emarks:							
1 (1)				(1)			
(i)	Procurement of petty items can be do upto Rs. I 000.00 in each case.	one by other HODs	in the corpora	te office upto Rs. 2,50	00.00 in each o	case and by Dy. HODs	
(ii)	Wherever SSO is not posted in the fi exceeding Rs. I lac in each case will h	eld unit, the CPM c	an exercise the	e powers of SSO upto	Rs. 1 lac in ea	ach case. Procurement	
	The powers in respect of stores mattalso.						

### SCHEDULE OF POWERS IN RESPECT OF EST ABLISHMENT MATTERS

SI.	No	Nature of Power	Director	HOD Dy.	HOD	SS/JS	Remarks
E	1	Recruitment & Appointment					
	(a)	Creation of posts	Nil	Nil	Nil	Nil	Creation of posts will be done with the approval of MD.
	(b)	Open market recruitment	Nil	Nil	Nil	Nil	Approval for Direct recruitment will be granted only by MD. The Director (HR matters) will nominated a Selection Committee for below HOD level posts and for HOD and above level posts Committee will be nominated by MD.
	©	Approval and operation of panel	Nil	Nil	Nil	Nil	Only the Director (HR Matters) will exercise the powers on the basis of recommendations of a selection committee of an appropriate level duly constituted for the purpose for operation of panel. For posts of HOD level, approval of MD will be required.
	(d)	Approval of names for deputation from Govt./ Public Sector and quasi-Govt. bodies	Nil	Nil	Nil	Nil	Only with the approval of MD.
	(e)	Permanent absorption	Nil	Nil	Nil	Nil	Only with the approval of MD.
	(f)	Repatriation to parent cadre before expiry of period of deputation.	Executive Non- Executive	Nil	Nil	Nil	To be processed by HR Department with the approval of concerned Director and with the approval of MD in case of executives. For non-executives with the approval of Director (HR Matters)
*	(g)	Confirmation in regular grade after completion of period of	Non- Executive	Nil	Nil	Nil	A Committee of 3 DGM level officers with Dy.CPO as the

S.	No.	Nature of Power	Director	ED/ HOD	Dy. HO	D	Remarks
¥	22	probation.					convener to put up recommendations for non-executives and a committee of 3 HODs with one HOD of HR department to put up recommendations for executives to be nominated by Director in charge of HR matters.
	(h)	Placing in temporary status after completion of required no. of days in daily wages	TADK	Nil	Nil	Nil	Approval of Director (Finance).
E2	7/4	Promotion against regular posts/Adhoc promotion	Within Non- Executive	HOD (HR matters)	Nil	Nil	Through a departmental promotion committee where stipulated. The HR department will process the cases in accordance with approved promotion policy. For Executives with the approval of MD.
E3	(i)	Acceptance of resignation	Up to Manager	Below AM level	Nil	Nil	To be processed by HR. department in consultation with concerned department.
	(ii)	Waiver of surety bond	Nil	Nil	Nil	Nil	Only with the approval of MD.
E4	y	Approval for going on training					The second secon
	(a)	Within India	Officers upto 2 weeks below HOD level	Staff for any duration	Nil	Nil	Within the available budget for the year. HOD (For any duration) and Executives beyond 2, week with MD's approval.
	(b)	Foreign	Nil	Nil	Nil	Nil	Only with the approval of MD
E5		Tour and Travel					

S. No.	1	Nature of Power	Director	ED/ HOD	Dy. HOD		Remarks
	(a)	Within India	Full powers in respect of officers under them	respect of officers under them	Full powers in respect of staff under them	Nil.	Within the available budget for the year.
	(b)	Foreign	Nil	Nil	Nil	Nil	Tours abroad will require MD's approval
	(c)	Seminars and conferences/ workshops	All officers upto AGM	Non- Executives	Nil	Nil	HOD and above with the approval of MD
	(d)	Controlling officer for traveling / daily allowance	level Fuli powers (including self)	Full powers (including self)	Full powers for officers working under them	Full powers for staff working under them	TA/DA journal for non-executive can be countersigned by S.S. officers. In case of non-availability of S.S. officers the same can be countersigned by J.S. and above level officers for up to Gr. D and Dy HOD  Justification / Circumstances
31	(e)	Permitting air travel to non- entitled categories	Full powers upto the level of AGM and below	Nil	Nil	Nil	to be clearly recorded.
E6		Local Conveyance Allowance		Full powers in	Full	Nil	Within approved limits
	(a)	Reimbursement of Conveyance charges	Full powers in respect of officers under them	respect of	powers in respect of officers under them		entitlement to each category.
E7		No Objection Certificate for Passports	Concerned Director up to HOD level	Non- Executive (HR HOD)	Nil	Nil	Vigilance + DAR clearan should be obtained.

S. No.	T	Nature of Power	Director	ED/ HOD	Dy. HOD		Remarks	
E8		De-reservation of posts	Nil	Nil	Nil	Nil	These powers are exercised by the MD only.	to bo
E9		Allotment of quarters	(i) DF- Project (ii) Out of turn allotment, if any will require MD's approval.					grande est i
E10		Grant of Leave	1					uses to the
	(a)	Casual Leave	Full powers to the controlling officer.	For a new recruit only on proportionate basis.				
	(b)	LAP "(Also refer specific powers for O&M Division)  Less than ten days	Upto GM level officers	Up Dy HODs	Up Manager	Non- Executiv e	To be process Department	by I
	(iii)	More than ten days  Maternity and paternity leave Child Care leave	Upto GM level officers Full powers in respect of officers under them.	(Supervisors)     Non-Exe.     (Supervisors)	Non- Supv. Non- Supv.	Non- Supv. Non- Supv.		

S. No.		Nature of Power	Director	ED/ HOD	Dy. HOD			Remarks
	(iv)	Any other kind of leave	Full powers in respect of officers under them	Non-Exe. (Supervisors) Up to 30 days	Non- Supv. Up to 30 days	Non- Supv. to days	Up 30	
	(v)	Recall from leave	Full powers in respect of officers under them	Non-Exe. (Supervisors)	Gr. C&D	Nil		
	(vi)	Conversion of LWP into sanctioned Earned Leave/ Extra ordinary leave/ Leave not due	Upto Dy HOD	Non- Executive	Nil	Nil		
El 1		Penalties and Punishments	As per DAR rules of the corporation.			, ,		
E12		Annual Confidential Reports	As per guidelines issued	9				3
E13	(a)	Permissible personal advances including from PF	Upto HOD	Upto Sr. Scale	Gr. C&D	Nil	i i — — —	To be processed by HR Department
	(b)	Determination of number of installments for recovery in cases of overpayment of pay and allowances.	Full powers in respect of officers under them.	For Non- executives HOD(HR matters)	Nil	Nil		To be processed by HR Dept, with Finance concurrence.
E14		Appointment of retired persons as consultants/ advisors						
	(a)	As specialists	Nil	Nil	Nil	Nil		With the approval of MD only
	(b)	Due to working hands not being available against regular posts.	Nil	Nil	Nil	Nil		With the approval of MD only
El 5		Compensation to employees governed by Workmen's Compensation Act in all cases of personal injury sustained in an	Full powers	Full powers (HOD of HR matters)	Ni1	Nil		In consultation with Finance Department

S. No	о.	Nature of Power	Director	ED/ HOD	Dy. HOD		Remarks
		accident arising out of and in the course of official duties.					
E16		Permission to acquire property Immovable property  1. Moveable property through a reputed dealer or a person with whom no official dealings exist.  2. Moveable property otherwise than through a reputed dealer or a person with whom no official dealings exist.  3. Intimation about loan for more than 1 lakh for Non-Executive and 2 lakh for Executives.	Up to Dy HOD level	Nil	Nil'	Nil	To be processed by the Personnel Department.  For HODs and above with the approval of MD and below with the approval of Director (Finance).
E1 7	(a)	Transfers  Within the same unit  Between units (HOD level)	Full powers in respect of officers under them  Up to Dy. HOD level	Full powers in respect of officers under them  Full powers in respect of	Full powers in respect on non- executiv es under them Nil	Nil Nil	Unit is defined as the controlling unit (HOOlevel)  HODs with MD's approval.
E(1	(c) (a)	Between O&M and Project Purchase of technical books and	Nil	officers under them Nil Up to	Nil Up to	Nil Nil	Concerned Director and DO Only standard book relevant t

the power

HOD Level

S. No.	Natu	re of Power	Director	ED/ HOD	Dy. HOD		Remarks
8)	periodicals kept in Lit	s for the office (to be orary)	2	annum	Rs.30,000/ - per annum	NY	tech./literature/matters/mana gement/general reading should be purchased
E(1 9)	Purchase newspape for the si		Rs.5000/- in each case and Rs.25000/- in case of a group award up to Manager	Full powers (limited to Rs.600/- pm.)  Rs.3000/- in each case and up to Rs. 10000/- for group non- executive award up to level	in each case and Rs.5000/- for group	Nil	Annual limit for each officers will be 20 times the power for each case subject to budgetary ceiling.  For Group Award, there should a minimum of 10 (Ten) employees in the Group.

# SCHEDULE OF POWERS IN RESPECT OF ESTABILISHMENT MATTERS

				HOD	Dy. HOD	Remarks
Sr. No.		Nature of Power  Write off of losses of stores, Tools and Plants and cash	Director Upto Rs. 1 lac in each cases.	Upto Rs. 50,000.00 in each case subject to annual limit of Rs. 20,000.00 in each case when an	Nil »	With prior concurrence of finance for losses over Rs. 1,000.00 in each case if an employee is held responsible and Rs. 5,000.00 in all other cases.
M2	(a)	Purchase of technical books and periodicals for	Full powers +	25,000.00 per/	) Upto Rs. 15,000.00 per	nominated officer. The purchas
		the office.	E. (96)	annum	Nil	general policy of the company to be formulated in consultation with finance.  The purchase to be made in the purchase to be made
	(b)	Purchase of newspapers for the site office.	Full powers	Full powers		accordance with general policy the company to be formulated consultation with finance.
			Full Powers	Full powers		In the following cases no Finan- Concurrence is required:
М3		Repairs of vehicles of the corporation.	Full Fowers	through authorized service station and up to Rs.25000/- other than authorized with annua ceiling of Rs.2 lakhs	Rs.10,000/- (through authorized service stations and up t Rs.2000/- each case (other than authorized) with an annua	1. To incur expenditure as paperoved schedule rates, provide expenditure does not exceed the expenditure does not expenditure to expenditure to expenditure to expenditure to expenditure as paper and expenditure as paperoved to expenditure does not exceed to exceed to exceed to expenditure does not exceed to expenditure does not exceed to exc
- :				₩ <u>.</u> =	1.0.00,000,	2. Minor repairs up to the val

SI.No.	Nature of Power	Dir	rector COS	Dy. CO	
		1			of Rs. 2,000/- on each occasion in emergency subject to maximum limit of Rs. 10,000/per annum.
		2000 0000			3. All major repairs of vehicles and other requirements may continue to be vetted by Finance duly recommended by CS keeping in view justification in each case.
			•		4. Full records of expenditure will be kept in Log Book, Bills will be verified giving the reference of Log Book entry no. etc.
	5	*21			
M4	Repairs to plants and machinery by local firms of repute.	Full powers	Full powers upto Rs. 50,000.00 in each case.	upto Rs. 20,000.00 in each case.	Prior Concurrence of finance required for repairs exceeding Rs. 5000.00 in each case.  Overall plan to be finalized in
M5	Execution of agreement for supply of electric energy.		Full powers	Nil *	consultation with finance.
M6	Cash award for staff in Group C and D.	Rs.5000 * in each case and Rs.20,000 in case of a group	Rs. 2000 in each case and Rs.5000 for group award.	Rs. 200.00 in each case and Rs.2000 for group award.	be 20 times the power for each case sub ect to budgetary ceiling.
M7	Supply of water from outside for corporation	award. Full powers	Full powers	Full powers 1	Overall plan to be finalized in consultation with finance.

SI.No	·	Nature of Power	Dir	ector COS	Dy. COS	S SSO/ACOS Remarks
		work.	D 11	Full powers	Full powers	Overall policy to be finalized in
M8	114	Sanction of bicycle to peons/messengers	Tun powers	•		consultation with finance. In consultation with finance.
M9		Provision of LPG connection in office canteen/rest house	. an power	Full powers	Nil	
M10		Repair of office equipment/furniture and other sundry repairs etc.		Full powers to nominated HOD and O&M HODs.	Upto Rs. 5,000 in each case to nominated Dy. HODs and Rs. 10000 in case of Dy HODs in O&M.	
M 1 1	-	Annual Maintenance Contract fcr office equipment including	Full powers	Upto Rs. 2 lacs p.a. to nominated HOD.	Upto Rs. 50,000 p.a. to nominated Dy. HOD.	
M12		Provision of telephone connection in office and residence.	Full powers	Full powers within the approved policy.	Nil	Overall policy to be approved by MD.
M13					77 / 00 11:-1-	To be exercised Dy nominated
ZTAA O	(i)	Hiring of vehicles for official use.	Full powers	Upto 30 vehicle days per month.	Upto 30 vehicle days per month	officer (CAO/DGM) on the basis of requisition sent by HODs.
	(ii)	Hiring of bus.	Full powers	Rs. 2000 per occasion.		Prior consultation of finance
M14	WM	Miscellaneous office expenses  LyDF/RhvishD508/4  Sanction of imprest	_	Rs. \$0,000 per month	Rs. 10,000 per month	required for expenditure exceeding Rs. 5000.00 in each case.
M15		Sanction of imprest	Upto Rs. 50,000.00 in each case.	Upto Rs.25,000 in following cases		With finance concurrence and taking care to avoid proliferation

SI.No.		Nature of Power		Director	cos	Dy. C		SSO/ACOS Rem
				made conce auth rescu fee/r WPC Telect Departments of the concentration	nent is to be to the erned orities: - Road Tax of the vehicles. Licence royalty for the compartment. Any other sutory		0	of imprests.
M16		Misc. printing of souvenirs, publications	Full Powea	s Rs.	10,000.00 in case	Nil		Prior consultation with finance fo cases beyond Rs. 1,000.00 Power for printing are also mentioned ithe SOP on Stores Matters.
3/1/7		Entertainment						Expenditure of routine natur
M17	(i)	PR Department		9	5,000/- per month			involving transport, videography photography etc. for the purpos of official gathering up Rs.2000/- each case is delegated to the HOD PR Deptt. Subject the expenditure must be with the budget allocation and proprecord be maintained by the I Deptt.  In consultation with finance.
	(ii)	Official gatherings	Rs.30,000	7	5,000/- per	Rs.5,000/-	per with	in consultation with imance.
	(11)	(including advance	(a)	occ	asion	occasion	WILII	

SI.No.	Nature of Power		Director	cos		Dy. COS	SSO/ACOS	Remarks
	payment for the same)				annual of Rs.20	ceiling ,000/-		<u></u>
(iii)	At the office	Rs.2000 p.m.	1000/- p	er month	Rs.500 month	per	On certification ba	sis.
M1 8 (i)	Release of corporate advertisement/display advertisement	Full powers	per	Rs.30,000 isement	Nil		All advertisement through ED/CC concurrence.	
(ii)	Release of the tender notice etc.	Full Powers	Full po	owers	Nil		All advertisement through ED/CC.	to be released
M19	Acceptance and payment of land acquisition award of appropriate authority subject to provision under sanctioned detailed estimate.	Full powers	Full p	owers	Nil		In consultation wi	th Finance.
M20	Payment of compensation as determined by an appropriate authority for damages to crops and other properties arising out of temporary/emergent/perm anent acquisition of land etc.	Full powers	Full p	owers	Nil		In consultation wi 1	th Finance.
M21	Licensing of NMRCL's Fixed assets to outsiders/Hiring out of NMRCL's machinery, tools, plants and other items of stores to outsiders.	Full powers		Nil	Nil		Prior concurrence be needed for lice which licencing to fixed with concurr	encing. Rates at be done to be
M22	Acceptance of estimates and payments to	Full powers	Upto I	Rs. 50 lacs	Rs. 5 la	.cs	In consultation wi	th Finance.

- 3h

SI.No.		Nature of Power		Director	cos	Dy. C	os	SSO/ACOS	Remarks
		Govt./Civic bodies/PSUs and statutory bodies for shifting power lines, telephone lines etc.							
M23		Hiring of accommodation			2717	NT:1	7.	Vith finance conc	urrance
	(a)	For office/rest house etc.	Full powers		Nil	Nil		Vithin the polic	
	(b)	Residential accommodation on lease for officers of the corporation	Full powers		Nil	Nil	I	иD.	
M24		Auction of trees, building etc. i	Full powers	Full	powers	Full powers		Reserve price to consultation with	
M25		Payment of compensation for damages to Govt./Private property in the course of work.	9						
	(')	As per the order of the court/judicial authority	Full powers	Full	powers	Nil		n consultation w	
	(ii)	Out of court settlement	Rs. 5 lacs	Rs.	2 lacs	Nil	]	n consultation w	ith finance.
M26	(11)	Legal Matters							
WIZO	(a)	Approval to contest/file suit on service and other matters	Full powers		Nil	Nil		personnel matte controlling office suits.	er for all suc
	(b)	Engaging of advocates	Full powers	Full	powers	Nil		From the appradvocates prepar concurrence. Pay on Govt./NMRCI as applicable.	ed with Finance ment to be mad
	(c)	Engagement of advocates on payment of special fees	Full powers		Nil	Nil		Nil.	
	W	Permission to file suits in	Full powers		Nil	Nil		In consultation w	ith linance

SI.No.		Nature of Power		Directo	or COS	Dy. COS	SSO/ACOS	Remarks
M27	(i) (ii)	courts against outsiders.  Sanction of expenditure on:  Procurement of furniture and office equipment  Computer, peripherals, software and Telecom	DP/DF-F powers		Nominated HOD - upto Rs. 10,000/ in each case with a ceiling of Rs. 50,000/- p.a.  ED/HOD (for IT Department) - upto Rs.	2,000/- in each	equipment etc. b per scale lad down MD will rat requipment on currence or s Nominated staff unit will maintain control the ceiling	ices, telecom eing procured as wn/approved by ire any eparate sanction of the concerned in a register to ag. Every case
		equipment			1,00,000/- in each case with a ceiling of Rs. 10 Lacs p.a.	Rs. 10,000/- in each case with a ceiling of Rs. 1,00,000/-p.a.	over and above to will require concertions.	the approved sea currence of
	(iii)	AC and other electrical office appliances	DE-Full	powers	CEE- upto Rs. 25,000/- in each case with a ceiling of Rs. 2.5 lacs p.a.	5,000/- in each case with a ceiling of Rs. 25,000/- p.a.		
	(iv)	Stationery and other office stores	DP-Full	powers	CAO Rs. 10,000/ in each case with a ceiling of Rs 50,000/-p.a.	n powers for		



#### SCHEDULE OF POWERS IN RESPECT OF FINANCIAL MATTERS

S. No.	Item	Director (F)	FA&CAO	Dy. FA&CAO	SAO/AAO	Remarks
F1	Opening of current Bank Account	Full powers	Nil	Nil	Nil	
F2	Authorization to operate Bank Account	Full powers to nominate officers of the company and to authorize them to operate the Bank Account	Nil	Nil	Nil	
F3	Authorization of payment	Full powers	Full powers	Full powers	Rs. 2 lakhs in	1
	in each case		The trade of the same of the s		each case	1
F4	Vetting of Financial proposals/Indent/ Purchase Orders etc.	Full powers	Full powers	Full powers	Rs. 2 lakhs in each case	
F5	Sanction of LC/BG limit with individual Bank	Full powers	Nil	Nil	Nil	
F6	Authorization to open/retirement and execution of documents to operate LC/BG within the Sanctioned Limit of Individual Bank.	Full powers to nominate officers of the company to open/ retirement and execution of documents to operate LC/BG within the sanctioned limit of individual Bank.	Ni1	Nil	Nil	

# MAHARASHTRA METRO RAIL CORPORATION LIMITED





**B. O&M INCLUDING PB MATTERS** 

**PREAMBLE** 

Schedule of Powers should be considered as a sacrosanct document designed to confer organizational dynamism through quick decision-making process. It should be clearly understood along with delegation of powers, there is accountability 1. While exercising these powers, safeguarding the interest of the corporation is more important than simple observance of

2.

This schedule of powers covers delegation in respect of works, stores, establishment, miscellaneous and financial 3.

It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officers concerned. The sanctioning authorities shall pay due regard to the Canons of Financial Propriety. It should be clearly understood that the powers for sanctioning incurring of expenditure are distinct from the powers of the 4. actual mode of incurring expenditure. Unless specifically mentioned to the contrary in the Schedule of powers, all acceptance letters will require to be vetted by finance before issue. Any instance of misuse of powers shall be treated as

Concurrence with Associate Finance will be necessary wherever indicated herein against the respective items. Where there is a difference in opinion between the executive and the Associate Finance, the case should be considered at the 5.

next higher level and if the difference still persists, the case should be put up to MD. Consultation with Associate Finance will be necessary wherever indicated herein against the respective items. As distinct from Finance Concurrence, financial advice is a recommendation to the executive. Where the executive is not able to accept the advice from Finance, he/she should record his/her reason for the same and take a decision. If the Associate 6. Finance is not satisfied with the decision, the matter can be reported to the next higher executive who may then review

Clarifications with regard to the interpretation of the items detailed herein should be referred to the Corporate Office.

The delegation of powers has been drafted in consultation with Finance and has the approval of the Managing Director.

Nagpue Date:.. .. For Managing Director Nagpur Metro Rail Corporation Ltd.

Sr. No.	DESCRIPTION	SOP Clause	Page No.
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### SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS

Sr. No.		Naature of Power	Director ED/HOD	Dy.HOD	Remarks	: 40 J
W1		Estimates				
	(i)	To poerate provision in the DPR for incurring expendi ture or entering into commit ments for items in the estimate that are identifiable.	Full power upto provision	Full Powers upto provision	Nil	
	(ii)	For operating the provision in respect of utilities and rehabilitation where detailed department wise estimate is not available	Full powers	Rs.1 Cr. (With prior finance concurrence). Rs. 5 lacs with annual ceiling of 25 lacs (without finance concurrence)	Rs.25 lacs (With prior finance concurrence Rs.1 lac with annual ceiling of 5 lacs (without finance concurrence)	HODs to maintain register to watch work wise ceiling
	(iii)	To incur expenditure or enter into commitments for items of work not contemplated under DPR/not clearly identifiable in the DPR.	Rs. 1 crore with an annual ceiling of Rs. 10 crore	Rs. 15 lacs with annual ceiling of Rs. 2 crores	Nil	With prior finance concurrence
	(iv)	To incur expenditure or enter into commitments for items of work to be executed in O & M department out or O & M planned Budget.	Works costing up to Rs.25 crore each.	Rs.5 crore with annual ceiling of Rs. 125 crores.	Rs. 1.5 crore with annual ceiling of	With prior finance concurrence. HODs to maintain register to watch the ceiling. This is for sanction of estimate It is from O & M planned Budget.

Note:

The estimate referred to is approved DPR are to be, updated from time to time assuming an escalation of 5% per year in the rupee.

cost and 2% per year in the Foreign exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub-work, the sub-work co't should be the basis for comparison. A corresponding saving is to be identified for excess abobe DPR/new items not covered in the DPR. A meticulous record of all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. A part from the finance department and planning, each department head shall maintain a meticulous record of items of expenditure being incurred pertaining to his / her department.

V2		contractors	Upto Rs. 50 crores	Upto Rs.10 crore	Upto Rs.1.5 crores	- Const
	-	Committee for pre-qualification				
	D	in Fo Guara 2 Directors and Ulf (1	3)			
		D- FO groves 2 HOUSANG.	$\square \cup \cup \cup \cup$			
	Rs.	1.5 crore to Rs. 10 crore - 2 Dy HODs an	d Dy FA & CAO		irod to be put up	
	Rs.	1.5 crore to Rs. 10 crore - 2 Dy HODs and to Rs. 1.5 Cr. The concerned Dy HOD at	ong with Dy FA & CAC	). In this case the file is not i	required to be par up	
	Up	to Rs. 1.5 Cr. The concerned by 120 about the next higher officer for approval.)				
		Pre-qualification of Consultants			Nil	-
N3		Pre-qualification of Consultants	Full Power	Rs.10 Lacs	INII	
		Pre-qualification of Consultants				
		Committee for pre-qualification:	1.0			
		Beyond Rs. 10 Lacs: Concerned				
		HOD. FA & CAO and HOD of		Y.		
		other department				
		Rs. 1 Lac to Rs. 10 Lac. The				
		concerned Dy. HOD, Dy FA & CAO	li.			
		and Dy HOD of other department				
		Upto Rs. 1 Lac. The concerned Dy				
		HOD along with Dy FA&CAO. The				
(		recommendations need not be put				
		to next heigher officer for acceptance		-		
		in this case				
W4 (a)		Powers to invite tenders for approved	7 05	Upto Rs.5 Crore	Upto Rs. 1.5 Crore	s
111(u)	(i)	Our tenders/ tenders from pre-	Upto Rs. 25 crore	Opto Rojo Grafa		
	(1)	qualified contractors				

....

	(ii)	Limited Tenders	Rs.20 crores	Upto Rs. 2.5	Upto Rs. 75	Prior finance concurrence to be
1	(11)	Difficoa Torragio		Crores *	Lacs	concurrence to be obtained. In case
						estimate of tender is for 3
						years.
		Š.		71. 4- D- 50	Nil	Prior finance
	(iii)	Single Tender	Upto Rs. 1.5	Upto Rs. 50 Lacs	INII	concurrence to be
	` '	-	Crore	Lacs	1	obtained.Incase of
						Emergency or OEM.
			Rs. 4.5 crores	Upto Rs. 1.5	Rs. 20 Lacs	1. Prior finance
	(iv)	Powers to invite tenders for	Rs. 4.5 crores	crore	1(6) 20 200	concurrence to be
		CAMC / repair from OEMs		Crore		obtained
		i				2. The cost of Tender
1						document, EMD &
1		8				Performance guarantee
				3		maybe waived by
1		1		V.		accepting authority.
		1				1. In absence of PBG
						account bill may be released on holding value
						of PBG or agains
			THE RESERVE OF THE PERSON OF T			Corporate Guarantee.
						4. Approval for CAMC
					1	repair from OEM b
						HOD.
W4 (b)	5	Powers to invite tenders for				
` ′		consultancy works.	D- 50 / cor	Rs.10 Lacs	Nil	Prior finance
	(0	Open tender/tenders from pre-	Rs.50 Lacs	No.10 Baco	**	concurrence to be
		qualified consultants.			0.00 0.00 0.00 0.00 0.00	obtained.
		- 1 m 1	Rs.25 lacs	Rs.5 lacs	Nil	
	(ii)	Limited Tenders	Rs.5 lacs	Rs.1 lac	Nil	1
	(iii)	Single Tender	No.0 laco			

		Single Tender				
75		Powers to dispense with calling of tenders for works and acceptance of quotation(s)	Rs. 15 Lacs per work	Rs. <b>5</b> Lacs per work with annual ceiling of Rs. <b>1.5</b> Crore.	*Rs. 2 Lac with annual ceiling of Rs. 50 Lacs.	1. Powers to exercise sparingly only in special cases In view of urgency to be recorded in each case.
						2. Prior finance concurrence to be obtained for works valuing above Rs. 10,000/- in each case. 3. Register of works to be maintained for monitoring of Annual ceiling 4. Minimum notice period of 03 days
W6 (a)	(i)	Acceptance of works tenders /tenders from pre-qualified contractor & limited tenderers.		Up to powers of open tenders/tenders from the prequalified contractor and limited tenders.	of open	to be observed. •With the approval of HOD.  For tenders upto Rs. 10 lacs in value, tender committee of two members at one tevel below the accepting officer. The convener will be from the concerned department Tho other member will be a finance officer. For tenders
		5. 5				exceeding Rs. 10 lacs b up to Rs. 4.5 crore tende committee of three

members at one level below the accepting officer. Convener will be from the concerned department. The other two members of the committee will be one officer form another department and a finance member. For tenders costing above Rs. 4.5 core but up to Rs. 25 crore the tender comnittee will consist of SAG officers of the concerred department as convener, one officer of other depalment and HOD (Finance). In works costing more than Rs. 4.5 crore each but up to Rs. 25 crore where MD will be the accepting authority, the TC minutes will be put up to MD through the Concerned Director, For all tenders of works costing more than Rs. 25 crores, the tender committee should be at Director level unless

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W6 Powers for acceptance of consultancy works.  (b) (i) Open tenders / tenders from prequalified consultants  (b) (ii) Open tenders / tenders from prequalified consultants  (b) (iii) Open tenders / tenders from prequalified consultants  (c) (iii) Open tenders / tenders from prequalified consultants  (c) (iiii) Open tenders / tenders from prequalified consultants  (c) (iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	committee of lower level is nominated by MD. Tender Committee recommendations shall be put to MD for acceptance.  Nil  . 20 lacs i	Nil Rs. 20 lacs i	Rs. 50 Lacs Rs. 1.5 Crore	Rs. 1.5 Crore Rs. 4.5 Crores	Acceptance of works tenders invited as single tenders Acceptance of work tenders for	(ii)
consultancy works.  (b) (i) Open tenders / tenders from prequalified consultants  (b) (ii) Open tenders / tenders from prequalified consultants  (consultancy works.  Upto powers of open tenders/tenders from prequalified consultants & from prequalified consultants & limited tenders  (consultancy works.  Upto powers of open tenders/tenders from prequalified consultants & from prequalified consultants & limited tenders	# ( E ( ( ( ) ) )				CAMC / repair from OEM	lini
open tenders / tenders was propen tenders / tenders was propen tenders / ten	For consultancy	Nil	Unto powers of	of a	consultancy works.	5
	contracts upto Rs. 10 lacs, proposals to be put up with finance concurrence to the accepting authority. For contracts between 10 lacs and gbover tender committee will consist of SAG officer of the executive department as convener, SAG officer of other department and GM/Finance. Where Mf is the accepting authority, the TG minutes will be put up to MD through th concerned Director.		open tenders/tenders from prequalified consultants &	open tenders/tenders from pre-qualified consultants &	Open tenders / tenders from pre- qualified consultants	(i)

	(iii)	Single Tenders	Rs.5 lacs	Rs. 1 lacs	Nil	
W7		Issue of Acceptance Letter as per the orders of the tender accepting authority.	Full Powers	Full powers up to Rs. 25 crore	Full powers up to Rs. 5 Crore	All acceptance letters exceeding Rs.5 lacs in value will require to be vetted by Finance.
W8		Signing of Agreements	Full Powers	Full powers up to Rs. 25 Crore	Full powers up to Rs. 5 crore	Agreements to be vetted by Finance. Agreements with foreign companies and other complicated agreements should have prior legal vetting also.
W9		Matters concerning contract mana	T			
	(i)	Extension of time for completion and determination of the liquidated damages.	powers of acceptance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the damages will be proceed on the damages will be proceed to the damages with the damages with the finance.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract.	Full powers up to powers of acceptance	Full powers up to powers of acceptance	Full powers up to powers of acceptance	With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract.
	(iii)	Forfeiture of earnest money deposited with tenders and	Full powers in accordance with	Full powers in accordance with	Full powers up to powers of	Where MD or Director has accepted the tender,



	T	it length for works	provisions of	provisions of	acceptance	the powers will be
		security deposit for works.	tenders and	tenders and		exercised by HOD in
			contracts signed	contracts		consultation with
			by them.	signed by them		finance.
	ļ.,	D C 1 C with deposit	Full powers up to	Full powers up	Full powers in	Where MD or Director
	(iv)	Refund of security deposit.	powers of	to powers of	accordance with	has accepted the tender,
			acceptance	acceptance	provisions of	the powers will be
	ľ		acceptance	deceptarios	tenders and	exercised by HOD in
-					contracts signed	consultation with
					by them.	finance.
	-	TT is the image of item	Full powers	Full powers	Full powers up	For contracts approved
	(v)	Variation in quantity in each item	provided the value	provided the	to powers	by Director, HOD can
		of contract (except for lump sum	of the contract is	value of the	provided the	sanction variation in
		contracts)	still within the	contract is still	value of the	quantities up to 10% of
			powers of	within the	contract is still	the contract value or Rs.
	1		acceptance	powers of	within the	50 Lacs whichever is
		1 ×	acceptance	acceptance	powers of	lower. For contracts
	4.5			doorp issue	acceptance	approved by MD,
		1	a a *		*	Director can sanction
						variation up to 10% of
					£	the contract value or Rs.
						1.5 Crore. whichever is
						lower. Item wise variation
						exceeding 25% should be
1			1			with finance
		5				concurrence. Only net
		11			R	variations in the contract
		,	,			(algebraic sums of
						positive and negative
						variations) shall be
		₽				considered for the
						sanction of the



					competent authority
					The variations due to
				(al)	contract provisions which are statutory in
				8	nature, like tax rates, minimum wages,
		·			escalation clause etc to be operated at HOD level with Finance concurrence.
	ľ			dara on pingle	1
(vi)	Introduction of new non-schedule items & scheduled items not	Up to the limit of actender basis as per	item we a(ii) with i	inance	
4.55	covered in the contract.  Introduction of new conditions /	concurrence in each	n case. wers of acceptance	2.	Finance concurrence to be obtained whether new
(vii)	modification of Special conditions of contract.			9	/ modified conditions have financial
	y	Full powers to HOL	), if penalties have	been specified in	implications or not.  Waival of penalties will
(viii)	Imposition / Waival of penalties on contractors	the contract agreen	nent.	1	require prior finance concurrence.
	to the				
(ix)	Sanction of advance to the				1
	contractor.	Full powers as p	rovided in the cont	ract agreement	
(a)	If provided in the contractor agreement.	Upto Rs.20 lacs	Upto Rs. 2 lacs	Nil	With prior finance concurrence.
(p)	In other cases		owers of signing of	agreementr	Amount of damage to be recovered to be vetted by
(x)	Recovery of damages caused to the corporation.	, I am position			finance.
	larvisional paymi	ents.		Full warvers	For contracts accepted
(xi)	Powers to make provisional payme Where the contract period is over	Full powers upto	Full powers	Full powers	70. 00
	TITL and the COTHINE DELICULE OF CA	A			

			<u> </u>	unto novvers	MD, Directors can authorize
	and the extension is being	powers of	upto powers of	upto powers of	provisional payment upto
	processed.	acceptance.	acceptance	1	5% of the contract value or
	processed.	^ n		acceptance	Rs.2 Cr., whichever is less
	6				and HOD can authorize
	Λ				provisional payments upto
					5% of contract value of Rs.1
					Cr., whichever is less (This
1 1					power to HOD is available
					for contracts accepted by
					Directors also). Payment in
	11		h:		respect of items (schedule /
					non-schedule) for which rate
	*		1		is not yet decided will be on
					a provisional rate subject to
					upwards and downwards
					revision when the rate is
					finalized. The provisional
					payment will be made with
					prior concurrence of
			1		associate finance. Such
			1		provisional payment will
			1		have to be cleared
		<b>\</b>			expeditiously and not later
No.		* 12			than a month of making the
1	-	1			payment.
				<u> </u>	payment.
	New Non-scheduled / scheduled	Full powers upto	Full powers	Full powers	
(b)	items not covered in the contract		upto powers of	upto powers	
	where the rate is not yet decided	acceptance.	acceptance	of	147
	where the rate is not yet decided	assep		acceptance	i i i within the
	I I I I I I I I I I I I I I I I I I I	Rs.2 crores	Rs. 50	Nil	For variations within the
(xii)	Variations under Lump sum	163.2 51515	Lakhs »		powers of HOD, a committee
	contracts		<u> </u>		of 3 Dy HODs including one
					from Finance may be
	*				constituted. For variation in
	-	1			
	T .	T			the powers of the Director, a
	W.				committee of 3 HODs
				0	including one from Finance
		i i			may be constituted.
1					1

#### SCHEDULE OF POWERS IN RESPECT OF STORES MATTERS

Sr. N	0.	Nature of Power	Director	cos	Dy.		SSO/ACOS	Remarks
S1	Estim	ates				3		P-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1
	(a)	To operate provision in the DPR for incurring expenditure or entering into commitments	Costing up to Rs. 25 crore each.	Rs. 5 crore with annual ceiling of Rs. 125 crores.	Crore	1.5 with	Nil	
	(b)	To incur expenditure or enter into commitments for procurement of stores not contemplated under DPR	item with an	Rs. 2 lac per item with an annual ceiling of Rs.20 Lacs	Nil Nil	crore	Nil	. "
	(C)	To Incur expenditure or enter into commitments for items of Stores to be executed in O&M department out of O&M planned Budget.	Works costing up to	Rs. 5 crore	Crore	1.5 with of		With prior finance concurrence. HODs to maintain register to watch the ceiling. This is for sanction of estimate.
	P	(Note: The estimate referred cost and 2% per year in the estimate but is implied un corresponding saving is to be such implied items should Finance concurrence should	he Foreign Exc. der the respect e identified for e be kept by the be taken to ope	hange cost. Wh tive sub-work, excess above Dh executive to en	nere the the the sub- PR/ new issure that	item o work tems i	of expenditure : cost should be not covered in D	tion of 5% per year in the rupec is not clearly indicated in the ethe basis for comparison. A PR. A meticulous record for all the sub-work is not exceeded.
S2		Pre-qualification of supplier					11.11.00	
		Approval to pre-qualification suppliers	n of Rs.50 C	r. Rs. 10	) Cr.		Rs. 1.5 Cr.	
		Committee for pre-qualificat	ion					- L. Omer

Sr. N	0.	Nature of Power	Director	cos	Dy. COS	SSO/ACOS	Remarks	
-		Rs. 10 Crore to Rs.50 Crore: Rs. 1.5 Crore to Rs.10 Crore Upto Rs. 1.5 Cr. Dy. COS a higher officer for approval).	COS, concerne Dy. COS, conc	ed HOD an	HOD and Dv. FA	&CAO the file is not rec	quired to be pu	t up to the next
S3		Invitation of tenders						T
Ÿ	(a)	Powers to invite tenders for goods and other store already approved for procurement	S					Goods and stores approved for procurement are the ones that appear in the DPR or those whosa Incurring of expenditure has been approved In accordance with item 1
	(i)	Open tenders/ tenders from prequalified contractors items on DGS&D raticontract	/	Rs. 25 Frores	Upto Rs. 5 Crore	s Upto Rs. 1.5 Crores	Upto Rs. 10 Lacs	above.
	(ii)	Limited tenders	Upto R C	Rs. 10 Frores	Upto Rs. 1 Crore	s Upto Rs. 25 Lacs	Upto Rs. 10 lacs	Prior concurrence of Finance to be obtained for tenders exceeding

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Sr. N	10.	Nature of Power	Director	cos		Dy. COS	SSO/ACOS	Remarks	
									R3.5 lacs in value.
	(iii)	Single tenders	Upto R	s: 1.5	Upto	Rs.50 lacs	Upto Rs.5	Upto Rs.	Prior
	` ′		C	rores			Lacs	50,000/-	concurrence of
	-	-							Finance to be
							,		obtained for
		63							tenders
		V.						12	exceeding Rs.5
									lacs in value.
S4		Acceptance of stores tender	s Rs.25 c	rores		powers for	Upto	Acceptance of	
		i				ritation of	powers	Rs.1 lac in	Committee of
		>				enders	for	each case.	three members with
							invitatio n of		the stores
		-					tenders		member as
							tenders		convener. The
									other
									members of
			b)				i		the committee
		9. *							will be: 1
		- 7	77.1						officer from
		111							user
		-							department of
									the same level
									as the <b>c</b> onvener
	Î						1	-8	and a finance
									member who
					1				can be one
									level lower.
		e e							Tenders upto
		1							Rs.10 lacs in
		1							each case



Sr. No.	Nature of Power	Director	cos	Dy. COS	SSO/ACOS	Remarks	
				COS			need not be considered by a tender committee.  Dy. COS can directly accept such tenders upto Rs.10 lacs in each case while SSO/ACOS can accept such tenders upto Rs.1 lac
						es.	in each case. Tender Committee is not required for the items that are available on DGS&D rate contract upto the powers of acceptance of
S5	Signing of purchase order	rs Full p	oowers Fi	ıll powers	Full powers	Upto Rs.10 <sub>(</sub> lacs	open tenders. P.Os over Rs. 1,00,000.00
50						10,10/1400	will have to be vetted by Accounts before issue.

Sr. N	lo.	Nature of Power	Director cos	Dy.	SSO/ACOS	S   Remarks	
S6		Matters concerning contract management	•	,	•		
	(i)	Extension of time for completion and determination of the liquidated damages	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	The damage have to be worked out in consultation with finance for contracts placed on time preference basis.
	(ii)	Termination of the contract on account of the failure of the contractor in respect of the conditions of contract	Full powers upto powers of acceptance				
	(iii)	Forfeiture of earnest money deposited with tenders and security deposit	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(iv)	Refund of security deposit	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Full powers upto powers of acceptance	With finance vetting of the amount to be refunded.
0	(v)	Variation in quantity in each item of contract	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value of contract is still within the powers of acceptance	Full powers provided the value of contract is still within the powers of acceptance	Finance concurrence will be necessary if quantity of individual items exceeds 25%. If the value of the



Sr.	No.	Nature of Power	Director	cos		Dy. COS	SSO/ACOS	Remarks	
									contract after the variation exceeds 25% of the original value of the contract or the power of acceptance of the officer, the file will be put up with finance concurrence for sanction to the next higher authority/offic er under whose power of acceptance
							e		the contract now lics.
	(vi)	Introduction of ne conditions/ modification existing conditions contract.	Full powers of powers of of acceptance		Full popular powers		Full powers upto powers of acceptance	Full powers upto powers of acceptance <sup>1</sup>	Finance concurrence to be obtained wherever new/ modified conditions have financial implications.



	(vii)	Imposition/Waival of penalties on contractors	Full powers upto powers of signing of agreements, if penalties have been specified in the contract agrrement.	Waival of penalties will require finance concurrence.			
+	(viii)	Sanction of advance to the	111				
	(a)	If provided in the contract agreement	Full powers as provided in the contract agreement.	1		Níl	With prior
	(b)	In other cases	Upto Rs. 20 lacs	Upto Rs. 2 lacs	Upto Rs. 2 lacs	IAII	finance concurrence.
	(ix)	Recovery of damages caused to the corpontion	Full powers upto powers of signing of agreements	recovered to be vetted by Finance.	-		
	Rema	arks Procurement of petty items ca	hy other HC	ODs in the corporate	office up o Rs.2,	,500.00 in each	case and by Dy.
	(i)	HODs upto Rs. 1000.00 III ear	Totald unit the	CPM can exercise	the powers of S.	20 abro 1/2.1	ide ili edor.
	(ii)	Wherever SSO is not posted Procurement exceeding Rs.1  The powers in respect of sto	lac in each case will ha	we to be approved by ve are inter-alia app	olicable for dispo	osal of scrap ar	nd for printing of
	(iii)	stationery also.					

## SCHEDULE OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS

S.N.		Nature of Power	Director	HOD	Dy. HOD	SS/JS	Remarks
El		Recruitment & Appointment					
	(a)	Creation of posts	Nil	Nil	Nil	Nil	Creation of posts will be done with the approval of MD
	(b)	Open market recruitment	Nil	Nil	Nil	Nil	Approval for direct recruitment will be granted only by MD. The director (HR matters) will nominate a Selection Committee for below HOD level posts and for HOD and above level posts Committee will be nominated by MD
	(c)	Approval and operation of panel	Nil	Nil	Nil	Nil	Matters) will exercise the powers on the basis of recommendations of a selection committee of an appropriate level duly constituted for the purpose for operation of panel. For posts of HOD level, approval of MD will be required
	- W	- f names for	Nil	Nil	Nil *	Nil	Only with the approval of MD
	(d)	Approval of names for deputation from Govt./					

					Γ		Only with the approval of
1	T	Govt. bodies			Nil	Nil	MD HR
+	(e)	Permanent absorption	Nil	Nil	Nil		MD To be processed by HR department with the
	(1)	Repatriation to parent cadre before expiry of period of deputation.	Executive	Nil	Nil	Nil	approval of the deliberation of the deliberation and with the approval of MD in case of Executives. For non-executives with the approval of Director (HR matters).  A Committee of 3 DGM
	(g)	Confirmation in regular grade after completion of period of probation.  Placing in temporary state after completion of requirements of days in daily wages.	us TADK	Nil Nil HOD (HR	Nil	Nil	as the convener to put recommendations for non exexcutives and a committee of 3 HODs's with one HOD of HR department to put up recommendations for executives to be nominated by Director in charge of HR matters.  Approval of Director (Finance).
	E2	after completion of after completion of ages no. of days in daily wages Promotion against regulated posts/Adhoc promotion	N N N N N	matters)			where stipulated. The HR department will process the cases in accordance
				60			

. No		Nature of Power	Director	os D	y. SSC	D/ACOS   Re	
							with approved promotion policy. For Executives with the approval of MD.
3	(i)	Acceptance of resignation.	Upto Manager	Below AM level	Nil	Nil	To be processed by HE department ir consultation with concerned department.
	(ii)	Waiver of surety bond	Nil	Nil	Nil	Nil	Only with the approval o
1		Approval for going on training	ng				
	(a)	Within India	Officers upto 2 weeks below HOD level	Staff for any duration	Nil	Nil	Within the available budget for the year. HOI (For any duration) an Executives beyond 2 week with MD's approval
	(b)	Foreign	Nil	Nil	Nil	Nil	Only with the approval MD
_	-	Tour and Travel		7.1	0		2
5	(a)	Within India	Full powers in respect of officers under them	Full powers in respect officers under them	f powers in	Nil.	Within the available budget for the year.
-	(b)	Foreign	Nil	Nil	Nil	Nil	Tours abroad will requi
-	(c)	Seminars and conferences/	All officers upto	Non- Executives.	Nil	Nil	HOD and above with tapproval of MD
	(d)	workshops Controlling officer for traveling / daily allowance	Full powers (including self)	Full powers (including self	Full powers for officers working	Full powers for staffs working	TA/DA journal for no executives can countersigned by S officers. In case of n



Sr. No		Nature of Power	Director		Dy. S	SSO/ACOS	Remarks
					under them	under them	availbility of S.S. officers, the same can be countersigned by J.S and above level officers for upto Gr. D and Dy HOD.
	(e)	Permitting air travel to non- entitled categories	Full powers upto the level of AGM and below		Ni1	Nil	Justification / Circumstances to be clearly recorded.
E6		Local Conveyance Allowance					
	(a)	Reimbursement of Conveyance charges	Full powers in respect of officers under them	Full powers in respect of officers under them	powers in	Nil	Within approved limits of entitlement to each category.
E7		No Objection Certificate for Passports	Concerned Director upto	Non- Executives (HR HOD).	Nil	Ni1	Vigilanace + DAR clearance should be obtained.
E8		De-reservation of posts	Nil	Nil	Nil	Nil	These powers are to be exercised by the MD only.
E9		Allotment of quarters	Only by quarters allotment committee. 1 Ou of turn allotment, if any will require				
716			MD's approval.			1	
E10		Grant of Leave	TD -11	1.5			
	(a)	Casual Leave	Full powers to the controlling officer.	For a new recruit only on proportionate	1		



Sr. No.		Nature of Power	Director	cos		y. S	SO/ACOS	Rema	rks
				basis.					
	(b)	LAP							
	(i)	LAP (E.L) Less than ten days	Upto SAG Officers	Upto JAG Officers	3/SG	Upto S.S Level Officers	All Not Executive (Group C D).	s	
	(ii)	More than 10 days	Upto JAG/SG	Upto S.S I Officers	Level	All Non- Executives (Group C & D).	Nil		Ga. H
	(iii)	Maternity and Paternity leave i	Full powers in respect of officers under them	Upto JAC Officers	3/SG	Upto S.S Level Officers	Gr. D onl		
	(iv)	Any other kind of leave	Full powers in respect of officers under them	Upto JAC Officers	G/SG	Upto S.S Level Officers	Gr. D onl	y.	
	(v)	Recall from leave	Upto JAG/SG Officers	Upto Sr. S		Gr. C & D	Nil		
	(vi)	Conversion of LWP into sanctioned LAP/EOL/LND	Upto SG	Upto S.S Officers		Non- Executives (Group C & D).	Gr. (Upto days)	D 10	
E11		Penalties and Punishments	As per DAR rules	of the corpo	oration	1.		4	
E12		Annuai Confidential Reports	As per guidelines	issued.			.,		
E13	(a)	Permissible personal advances including from PF		Upto Sr. S	Scale	Gr. C&D	Nil	De	be processed by HR partment
	(b)	Determination of number of installments for recovery in cases of overpayment of pay and allowances.	respect of officers		Non- s (HR	Nil	Nil	De	be processed by HR ept. with Finance ncurrence.



E14	1		Director	cos	Dy.	SSO/ACOS	Remarks
DI.	-	Appointment of retired person	as consultante	/ odvisens	COS		
	(a)	As specialists	Taris Solidatiants	advisors			= 1/2
	(b)	Due to working hands not	Nil	Nil	Nil	Nil	With the approval of MI)
21)		being available against regular posts.	Nil #	Nil	Nil	Nil	only With the approval of MD
E15		Compensation to employees	Full powers	D 11			only
		Compensation Act in all cases of personal injury sustained in an accident arising out of and in the course of official duties	x x	Full powers (HOD of HF matters).		Nil	In consultation with Finance department.
E16		Permission to acquire property	7		1		
	(a)	Immovable property					
			Upto Dy. HOD level	Nil v =	Nil	Nil	To be processed by the Personnel Department. For HOD's and above with the approval of MD and below with the approval of
{	(b)	Moveable property through a	That D. Tron				Director (Finance).
		with whom no official dealings exist	Upto Dy. HOD level	Nil	Nil	Nil	Director (Pinance).
(	C)	Moveable property !!	II. D. TES				
	7	than through a reputed dealer or a person with whom no official dealings exist.	Upto Dy. HOD level	Nil	Nil	Nil	
						T I	11 TA
(0	d)   I	ntimation about loan for	Upto Dy. HOD				

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Sr. N	0.	Nature of Power	Director	cos	Dy. SS	O/ACOS	Remarks
		more than 1 lakh for Non Executives and 2 lakh fo Executives.				1	A STATE OF THE STA
E17		Transfers					
	(a)	Within the same unit	F;ull powers in respect of officers under them	Full powers in respect of officers under them	Full powers in respect on Non-Executive under them.	Nil	Unit is defined as the controlling unit (HOI) level). HOD's with MD's approval.
	(b)	Between units (HOD level).	Up to Dy. HOD level.	Full powers in respect of officers under them	Nil	Nil	
	(c)	Between O&M and Project	Nil	Nil	Nil	Nil	Concerned Director and DO.
E18	(a)	Purchase of tenchnical books and periodicals for the office (to be kept in library)	Full powers	Up to Rs. 50,000/- per annum	Up to Rs. 30,000/- per annum	Nil	Only standard books relevant to Technical/ literature/ matters/ management/ general reading should be purchased
	(b)	Purchase of newspapers/ magazine for the site office	Full powers	Full powers (limited to 600/- per month)	Nil	Nil	I
E19		Cash Award (including Training School)	Upto Rs. 10,000/- in each case and Rs. 25,000/- in case of a group award upto manager level, with an	each case and upto 10,000/- for group award upto non executive	upto 5000/- for group	Nil ,	For group award there should be a minimum of 10 employees in the group.
			annual ceiling of Rs. 5 Lacs	level with an annual ceiling of Rs. 1 Lac.	annual ceiling of Rs. 25,000/- To be exercized only by Principal / Training School		

#### SCHEDULE OF POWERS IN RESPECT OF MISCELLANEOUS MATTERS

S.		Nature of Power	Director	HOD	Dy. HOD	i
N.				-		Remarks
M1		Write off of losses of stores, Tools and Plants and cash	Upto Rs. 2.5 lacs in each cases.	Upto Rs. 1 Lac in each case subject to annual limit of Rs. 20,000/- in each case when employee is held responsible for the loss.	Upto Rs. 5,000 /- in each case subject to annual limit of Rs. 5,000 in each case when employee is held resposible for the loss.	With prior concurrence of finance for losses over Rs. 1,000.00 in each case if an employee is held responsible and Rs. 5,000.06 in all other cases.
M2	(a)	Purchase of technical books and periodicals for the office.	Full powers	Upto Rs. 25,000/- per annum	Upto Rs. 15,000/- per annum	Purchase to be made by a rominated officer. The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance.
	(b)	Purchase of newspapers for the site office.	Full powers	Full powers	Nil	The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance.
МЗ		Repairs of vehicles of the corporation including staff car, road vehicles etc.	Full Powers	Full powers through authorized service station and up to	Upto Rs.15,000/- (through authorized service stations) and	In the following cases no Finance Concurrence Is required:  1. To incur expenditure as per approved schedule rates, provided expenditure does not exceed Rs.10,000/- per annum for each



		Nature of Power	Director	HOD	Dy. HOD	i
3.		212332 0 02 2 2				Remarks
N.		VERNE WILL SEE SEE SEE SEE SEE SEE SEE SEE SEE S		Rs.40000/- other than authorized with annual ceiling of Rs.3 lakhs	up to Rs.3000/- in each case (other than authorized) with an annual ceiling	vehicle relating to: (a) dry-cleaning and washing of seat covers, pads etc. and scheduled replacement of vehicle seat covers and foot pads (b) Replacement of other consumables such as battery etc.  2. Minor repairs up to the value of Rs.3,000/- on each occasion in
				n 2 6	of Rs.75,000/-	emergency subject to maximum limit of Rs.10,000/- per annum. 3. All major repairs of vehicles and other requirements may continue to be vetted by Finance duly recommended by CS keeping in view justification in each case.
M4		Repairs to plants, machinery and equipment by:				
	0)	OEM	Full powers	Rs. 5 Lacs in each case with annual ceiling of 2 crore.	of Rs. 20 lacs.	
	(ii)	Authorised Dealer	Rs. 20 Lacs	Rs. 4 Lacs in each case with annual ceiling of Rs. 1 crore.	in each case with an annual ceiling of Rs. 20 lacs.	required for repairs exceeding Rs. 1 Lacs in each case.
12	(iii)	Local Firms	Rs. 5 Lacs	Rs. 2.5 Lacs in each case with an annual ceiling of Rs. 25	each case with an annual ceiling	

S.		Nature of Power	Director	HOD	Dy. HOD	i
N.						Remarks
	_		11	Lacs.	Lacs.	110000000000000000000000000000000000000
M5		Execution of agreement for supply of electric energy.	Full powers	Full powers	Nil	Overall plan to be finalized in consultation with finance.
M6		Cash award for:				consultation with imance.
	(a)	Training Centre & Others	Upto Rs. 10,000/- in each case and Rs. 25,000/- in case of a group award upto manager level, with an annual ceiling of Rs. 5 Lacs	10,000/- for group award upto non executive level with an	Rs. 1000/- in each case and upto 5000/- for group award upto non executive level with an annual ceiling of Rs. 25,000/ To be exercised by Principal / Training	For group award, there should be a minirrum of 10 (ten) employees in the group.
M7		Supply of water from outside for corporation work.	Full powers	Full powers	School. Full powers	Overall plan to »be finalized in
M8		Sanction of bicycle to peons/messengers	Full powers	Full powers	Full powers	Consultation with finance.  Overall policy to be finalized in consultation with finance.
M9		Provision of LPG connection in office canteen/rest house	Full powers	Full powers	Nil	In consultation with finance.
M10		Repair of office equipment/furniture and other sundry repairs not covered in AMC		, "	2	
	(i)	Equipment and other	Full powers	Full powers to Nominated HOD	Upto Rs. 20,000 in each case	Finance concurrence necessary if expenditure in each case exceed
	(ii)	Furniture:			cucii case	Rs.10000.

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	Nature of Power	Director	HOD	Dy. HOD	
-	(a) Arithania 1 ( OTT)	1		-3.1102	1
	a) Authorised / OEM	Full powers	Nominated	Nominated	Remarks
			HOD Upto	Dy. HOD Upto	
			Rs. 2 Lacs in	Rs. 50,000 in	
	b) Local	Full powers	each case	each case	
	1	run powers	Nominated	Nominated	
4		T .	HOD Upto	Dy. HOD Upto	
			Rs. 1 Lac in	Rs. 25,000 in	
v/s	Annual Maintenance Contract	Full powers	each case	each case	
	for office equipment including	Tan howers	Upto Rs. 10	Upto Rs. 5	With finance concurrence.
	computers.		lacs p.a. to	lacs p.a. to	
			nominated	nominated Dy.	1
	Provision of telephone	Full powers	HOD.	HOD.	
	connection in office and	ran powers	Full powers	Nil	Overall policy to be approved
1	residence.		within the		MD.
			approved		al s
			policy.		
(i)	Hiring of vehicles for official	Full powers	Timb. 20		»
	use.	- all powers	Upto 30	Nil	To be exercised by nominated office
			vehicle days		(CS) on the basis of requisition ser
(ii)	Hiring of bus.	Full powers	per month. Rs. 25,000		by HODs.
		- un powers		Nil	To be executed by nominated office
			per occasion, annual		(ED/S&TI) and Principal / Training
			ceiling Rs 10	i	Certre on basis of requisition ser
			Lacs	= =	by HODs
	Miscellaneous office expenses	Full powers	Rs. 20,000	D= 10.000	
		T	per month	Rs.10,000 per	Prior consultation of finance
-			ber mourn	month	required for expenditure exceeding
	Advance imprest (one time) for	Upto Rs.	Upto Rs.	Do 50,000 /	Rs. 10000.00 in each case.
	statutory payment, Road Tax	5,00,000.00 in	2,00,000 in	Rs. 50,000/-	With finance concurrence an
	/ Insurance etc.	each case.	each cases	in each case	taking care to avoid proliferation of
	7	cacii casc.			imprests



S.		Nature of Power	Director	HOD	Dy. HOD	i
N.						Remarks
			payment is to be made to the concerned authorities: (i) Road Tax of rescue vehicles. (ii) Licence fee/royalty for WPC Operating for Telecom Department. (iii) Vehicle Insurance (iv) Any other statutory			
M16		Misc. printing of souvenirs,	payment.	X		
V 100 V 100	(a)	publications Training Centre	Full Powers	Upto Rs. 1 Lacs in each case with ceiling Rs. 5 Lacs p.a.	Principal, Rs. 50000/- in each case with ceiling of Rs. 2.5 Lacs p.a.	Prior consultation with finance for cases beyond Rs. 2,000.00 Powers for printing are also mentioned in the SOP on Stores Matters.
	(b)	Other than Training Centre	Full Powers	Upto Rs. 10,000.00 in each case	Nil	
M17		Entertainment			1	
	(i)	PR Department	5_	Rs.25,000/- per month		Expenditure of routine nature irvoving transport, videography, photography etc. for the purpose of official gathering up to Rs.2000/-



						each case is delegated to the HOD PR Dep± Subject to the expenditure must be within the budget allocation and proper record be maintained by the PR Deptt.
	(a)	Official gatherings (Including advance payment for the same) for:  Training Centre	Rs. 50,000 per occasion	Rs. 15,000 per occasion  Rs. 5,000 per	Principal, Rs. 5,000 per occasion with annual ceiling of Rs. 5 Lacs Nil	In consultation with finance
	(b)	Others	Rs. 10,000 per occasion Rs.2000 p.m.	occasion Rs.1000 per	Rs.500 per month	On certification basis.
	(ii')	At the office  Release of corporate	Full powers	month Upto Rs.30,000 per	Nil	All advertisement to be released through CPRO with finance concurrence.
M18	(i)	advertisement/display advertisement Release of the tender notice	Full Powers	advertisement Full Powers	Nil	In consultation with Finance.
M19	(ii)	Acceptance and payment of	Full powers	Full powers	Nil	III Consumate
		appropriate authority to provision under sanctioned detailed estimate.	Full powers	Full powers	Nil	In consultation with Finance.
M20		Payment of compensate determined by an appropriate authority for damages to crops and other properties arising of				

S. N.		Nature of Power	Director	HOD	Dy. HOD	i
14.	+	temporomile				Remarks
		temporary/emergent/permane nt acquisition of land etc.				Tronica No
M21	1-	Licensing of NMRCL's Fixed				
		assets to outsiders/Hiring out of NMRCL's machinery, tools, plants and other items of stores to outsiders.	Full powers	Upto Rs. 5 lacs	Nil	Prior concurrence of Finance will be needed for licencing. Rates at which licencing to be done to be fixed with concurrence of finance.
M22		Acceptance of estimates and payments to Govt./Civic bodies/PSUs and statutory bodies	Full powers	Upto Rs. 50 lacs	Upto Rs. 5 lacs	In consultation with Finance.
M23		Hiring of accommodation				
	(a)	For office/rest house etc.	Full powers	Nil	7.11	•
	(b)	Residential accommodation on	Full powers	Nil	Nil	With finance concurrence.
		lease for officers of the corporation	p 616	1411	Nil	Within the policy approved by MD.
M24		Auction of trees, building etc.	Full powers	Full powers	Full powers	Reserve price to be fixed up in
M25		Payment of compensation for damages to Govt./Private property in the course of work.		* 1		consultation with finance.
	(i)	As per the order of the court/judicial authority	Full powers	Full powers	Nil	In consultation with finance.
	(ii)	Out of court settlement	Rs. 5 lacs	Rs. 2 lacs		
M26		Legal Matters		100. Z IdUS		In consultation with finance.
	(a)	Approval to contest/file suit on service and other matters	Full powers	Nil	Nil	The Director in charge of personnel matters will be the controlling
	(b)	Engaging of advocates	Full powers	Full powers	Nil	From the approved panel of advocates prepared with Finance concurrence. Payment to be made

S. N.		Nature of Power	Director	HOD	Dy. HOD	i
				<del>                                     </del>		Remarks
	(c)	Engagement of advocates on	The 11			on Govt./NMRCL approved rates a applicable.
		payment of special fees other than NMRCL approved rate, if any.	Full powers	Nil	Nil	Nil.
	(d)	Permission to file suits in courts against outsiders.	Full powers	Nil	Nil	In consultation with finance.
M27		Sanction of expenditure on:				tive and the second
M27	(i)	Procurement of:				
	(a)	Office Equipment	Full powers	•Nominated HOD - upto Rs. 10,000/ in each case with a ceiling of Rs. 50,000/- p.a.		The state of the s

S. N.		Nature of Power	Director	HOD	Dy. HOD	i
-10	-			-	- 5.1202	2
	(1-)					Remarks
	(b)	Furniture	Full powers	Nominated	Nominato	new.
		4		HOD - upto	Nominated	
	1			Rs. 50,000/	- 101	
				in each case	/ / /	
	1			with a ceiling		
	1			of Rs. 5 Lacs		**
	-			p.a.	50,000/- p.a.	
	©	Computer, peripherals,	Full powers	Nominated	Nominal 1	<u> </u>
		software and Telecom	1	HOD Rs. 3	Nominated Dr. HOD B	
	I	equipment		Lacs in each	Dy. HOD- Rs.	
	1	1		case with a	1 Lac in each case with a	
				ceiling of Rs.		
i)	(0)	100		25.0 lacs p.a.	ceiling of Rs. 10 Lacs p.a.	
1)	(a)	AC on replacement basis	Full powers	Nominated	Nominated	
			_	HOD Rs. 1	Dy. HOD- Rs.	
				Lac in each	50,000/- in	
				case with a	each case with	
				ceiling of Rs.	a ceiling of	¥
		,		20 lacs p.a.	Rs.10 Lacs	
	(b)	Other cleated at 1 cm		- a	p.a.	
	(5)	Other electrical office appliances	Full powers	Rs. 50,000/-	Rs. 25,000/-	
		appliances	<b>(</b> 6		in each case	
			Ì		with a ceiling	
- 1	- 1	: v (			of Rs. 5 Lacs	
	(iv)	Stationery and other office		p.a.	p.a.	
	` '	Stationery and other office stores	Full powers	Nominated	Nominated	
	4	0.01.00	,	HOD Rs.	Dy. HOD Rs.	
	1		**	10,000/- in	5,000/- in	
	1	2		each case	each case	
				with a ceiling	with ceiling of	
		7			Rs. 15,000/-	

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(v)	Procurement of jigs, fixtures and equipment for maintenance of plants / workshop / Depot	Full powers	S0,000/- p.a. Rs. 5 Lacs per case with annual ceiling of	p.a. Rs. 1 Lac per case with annual ceiling of Rs. 5 Lacs	Witn finance concurrence abov Rs.50 000/- in each case
(vi)	Procurement of CCTV, CCTV Hard Disk and software for plants/ workshop / Depot	Full powers	Rs.50 Lacs Rs. 1 Lacs per case with annual ceiling of Rs 10 lacs.	Rs. 10,000/- per case with annual ceiling of Rs. 1.5 lacs.	, and a state of the state of t



## SCHEDULE OF POWERS IN RESPECT OF FINANCIAL MATTERS

S.N.	Item	Director (F)	HOD (F)	Dy. HOD	AM /Manager	Remarks
F1	Opening of current Bank Account		Nil	Nil	Nil	
F2	Authorization to operate Bank Account	officers of the company and to authorize them to operate the Bank Account	Nil	Nil	Nil	
F3	Authorization of payment in each case	^	Full powers	Full powers	Rs. 2 lakhs in each case	
F4	Vetting of Financial proposals / Indent / Purchase Orders etc.	Full powers	Full powers	Full powers	Rs. 2 lakhs in each case	
F5	Sanction of LC/BG limit with individual Bank	Full powers	Nil	Nil	Nil	
	of documents to operate LC / BG within the sanctioned Limit of Individual Bank	to operate LC/BG within the sanctioned limit of individual Bank	Nil	Nil	Nil	
F7	Refund of EMD	Full Power	Full power	Full Power	Full Power	EMD of unsuccessful bidders shall be released on vetting of LOA or discharge of the Tender.



Sr. No.		Nature of Power	Director	ED/HOD	Dy. HOD	Remarks
R4 (a)		s to invite <b>tenders</b> for <b>app</b> ltancy works.	roved Earning matte	ers other than		Approved works are the works that appear in the DPR or those whose earning has been approved in accordance with item W1 above.
	(i)	Open tenders / tenders from pre- qualified contractors.	Upto Rs. 25 crore	Upto Rs.5 crore	Upto Rs.1.5 Crore	
	(ii)	Limited Tenders	Rs.20 crores	Upto Rs.2.5 crore	Upto Rs. 75 Lacs	
	(iii)	Single Tender	Upto Rs. 1.5 crore	Upto Es. 50 Lacs	Nil	
	(iv)	Power to invite tenders for CAMC / repair from OEM	Rs. 4.5 crores	Upto Rs. 1.5 crore	Rs. 20 Lacs	
R4 (b)		Powers to invite tenders for consultancy works.				
	(i)	Open tender/tenders from pre-qualified consultants.	Rs.50 Lacs	Rs.10 Lacs	Nil	Prior finance concurrence to be obtained.
	(ii)	Limited Tenders	Rs.25 lacs	Rs.5 lacs	Nil	
	(iii)	Single Tender	Rs.5 lacs	Rs.1 lac	Nil	
R5		Powers to dispense with calling of tenders for Earning matters and	Rs. 15 Lacs per case	Rs. 5 Lacs per case with annual ceiling	Rs. 2 Lacs per case with annual ceiling	1. Powers to exercise sparingly only in special cases in view of urgency

Sr. No.	Nature of Pow	er	Director	ED/HOD	Dy. HOD	Remarks
	acceptance of quotation(s)			of Rs. 1.5 crore.	of Rs. 20 Lacs.	to be recorded in each case.  2. Prior finance concurrence to be obtained for works valuing above Rs.10,000/- in each case.  Register of works to be maintained for monitoring of Annual ceiling 4.  Minimum notice period 03 days to be observed.
		oncerned !	2			ment. need not be put to next
R6 (a)	1	/tenders qualified	Up to powers of open tenders/tenders from the prequalified contractor & limited tenders	Up to powers of open tenders/tenders from the prequalified contractor and limited tenders.	of open	For tenders upto Rs.10 lacs in value, tender committee of two members at one level below the accepting officer. The convener will be from the concerned department. The other member will be a finance officer. For tenders exceeding Rs.10 lacs but up to Rs.4.5 crore, tender committee of three members at one level below the accepting officer. Convener will be

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concerned the from department. The other two members of the committee will be one officer from another department and a finance member. tenders costing above Rs. 4.5 crore but up to Rs. 25 crore the tender committee will consist of SAG officers concerned the of department as convener, other one officer of HOD department and (Finance). In works costing more than Rs. 4.5 crore each but up to Rs. 25 crore where MD will be the accepting authority, the TC minutes will be put up through the MDConcerned Director. For all tenders of works costing more than Rs. 25 tender the crores, committee should be at urless level Director committee of lower level is nominated by MD. Tender Committee recommendations shall be put to MD for acceptance.



Sr No.		Naature of Power	Director	ED/HOD Dy.HOD		Remarks
	(II)	Acceptance of tenders for earning matter invited as single tenders	Rs. 1.5 Crores	Rs. 50 Lacs	Nil	
	(III)	Acceptance of works tenders for CAMC / repair from OEM	Rs. 4.5 Crores	Rs. 1.5 Crores	Rs. 20 Lacs	
R6		Powers for acceptance of consultancy works.				
(b)	(0)	Open tenders / tenders from pre qualified consultants	Upto powers of invitation tenders for consultancy as open tenders/tenders from prequalified consultants & limited tenders	Upto powers of invitation of tenders for consultancy as open tenders/tenders from prequalified consultants & limited tenders	Nil	For consultancy of contracts upto 10 lacs, proposals to be putup with finance concurrence to the accepting authority. For contract between 10 lacs and and above-tender comittee will consist of SAG officer of the executive department as convener, SAG officer of other

Sr No.		Naature of Power	Director	ED/HOD Dy.HOD		Remarks
			*	A N		department and GM/Finance. Where MD is the accepting authority, the TC minutes will be put jp to MD through the concerned
	(III)	Single Tenders	Rs. 5 Lacs	Rs. 1 Lacs	Nil	Director.
R7		Issue of Acceptance Letter as per the orders of the tender accepting authority	Full Powers	Full Powers upto Rs.25 crore	Full Powers upto Rs.5 Crore	All acceptance letters exceeding Rs.5 lacs in value will require to be
R8		Signing of Agreements  Matters	Full Powers	Full Powers upto Rs. 25 Crore	Full Powers upto Rs.5 Crore	vetted by Finance.  Agreements to be vetted by Finance. Agreement with foreign companies and other compicated agreements should have prior legal vetting also. (Correction Slip No.14) In case of Director, he will sign the agreement form, while other documents shall be signed by HOD
		iviatters		,	Ñ.	

	Naature of Power	Director	ED/HOD Dv.HOD		Remarks
	Concerning contract management		Dyarob		
(0)	Extension of time for completion and determination of the liquidated	Full powers upto powers of accetance.	Full powers upto powers of acceptance	Full powers upto powers of acceptance	Where MD has Accepted the tender the powers will be exercised by the Director in consultation
		× .		ř	with Finance. Where the tender has been accepted on time preference basis, the damages
					will be worked out in consultation with finance. Extension of license period of existing earning contracts shall
(II)	Termination of the contract	Full powers up to powers of acce-	Full power upto:	Full powers	bedealt as SOP of Single Tender. With finance
	on account of the failure of the contractor in respect of the conditions of contract	tance.	upto powers of acceptance	upto power of acceptance	concurrence if the termi- nation is on grounds other than the failure of
				2	the contractor in respect of the conditions of contract.
(III)	Forfeitur of earnest money deposited with tenders and security	Full powers in accordance with provisions of tenders and contracts	Full powers in accordance with provisions of	Full powers upto powers acceptance	Where Director has acceted the tender, the power HOD in consultation with finance.
		Concerning contract management  (0) Extension of time for completion and determination of the liquidated  (II) Termination of the contract on account of the failure of the contractor in respect of the conditions of contract  (III) Forfeitur of earnest money deposited with tenders and security deposit for works	Concerning contract management  (0) Extension of time for completion and determination of the liquidated  (II) Termination of the contract on account of the failure of the contractor in respect of the conditions of contract  (III) Forfeitur of earnest money deposited with tenders and security  Full powers up to powers of accetance.  Full powers up to powers of accetance.	Concerning contract management  (0) Extension of time for completion and determination of the liquidated  (II) Termination of the contract on account of the failure of the contractor in respect of the conditions of contract  (III) Forfeitur of earnest money deposited with tenders and security  Full powers up to powers of accetance  Full power up to up to powers of accetance  Full power up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance  Full power up to up to powers of accetance.	Concerning contract management  (0) Extension of time for completion and determination of the liquidated  Full powers up to powers of accetance  Full powers up to powers of a

Sr No.		Naature of Power	Director	ED/HOD		Remarks
	(IV)	Refund of security deposit.	Full powers upto powers of accept-	Dy.HOD	T7 11	YAN DESCRIPTION
	16.0	rioraria orbecarrey acposit.	ance.	1 1	Full powers	Where MD or Director
	5		dicc.	powers of accept-	in accordance	has accepted the tender,
				ance	with provis-	the powers will be
			,		10ns of tender	exercised by HOD in
		· ·	<u>*</u>			consultation with
	(V)	Variation in quantity in each	Eall consequent in the second	7 11	signed by them	and a final state of the state
	( )		Full powers provided the value of	Full powers provi-		For contracts approved
	1	item of contract (except for	the contract is still within the power			by Director, HOD can
		lump sum contracts)	of acceptance	contract is still within		sanction variation in qua
				the powers of accep-		ntities upto 10% of the
				tance	contract is still	contract value or Rs. 50
					within the	lacs whichever is lower.
		-			powers of	For contracts approved
			•		acceptance	by MD, Director can
					0	sanction variation up to
						10% of the contract value
						or Rs. 1.5 Crore. whichev
						er is lower. Item wise
			2			variation exceeding 25%
	1		* *:			should be with finance
						concurrence. Only net
			>			variation in the contract
						(algebraic sums of
						positive and negative
_ 1			*			variations) shll be consid
	1					ered for the sanction of
		1				the competent authority.
		1	Y .			The variations due to
		1	1	* .	E:	contract provisions
			Į.	1.61		which are statutory
						Thereare statutory

Sr No.		Naature of Power	Director	ED/HOD Dy.HOD	n n	Remarks
	(IV)	Introduction of new non- schedule items & scheduled items not covered in the contract. Ingroduction of new condition modification of special conditi s of contract.	Up to the limit of acceptance of work tenders on single tender basis as per item W6 a (ii) with finance concurr ence in each case. Full powers upto powers of accept- ance.	Finance concurrence to be obtained whe ther new modified conditions have Financial implicatio ns.		in nature, like tax rates, minimum wages; escalation clause etc to be operated at HOD level with Finance concurrence.
	(VIII)	Imposition/Waival of penal ties on contractors	Full powers to HOD if penalties have been specified in the contract agreem ent.	will require prior		<u>.</u>
	(IX)	Sanction of advance to the contractor.		finance concurrence.		
	(a)	If provided in the contractor agreement	Full powers as provided in the contract			
	(b)		Upto Rs. 20 lacs	Upto Rs.2 lacs	Nil	With prior finance concurrence.
ā	(X)		Full powers upto of signing of agree ment	Amount of damage to be recovered to be vetted by finance.		irence.

No.	. 1		Naature of Power	Director	ED/HOD Dy.HOD		Remarks
	(X	(I)	Powers to make provisional payments.	R R	=		
	(a	1)	Where the contract period is	Full powers upto powers of accepta-	Full powers upto		For contracts accepted
	1	ž	over and the extension is being	nce.	powers of acceptance	to powers of	by MD, Directors can
			processed				authorize provisional
			Process			8	payment upto 5 % of the
		20					contract value or Rs. 1.5
	4						Cr., whichever is less
							and HOD can authorize
							provisional payments
							upto 5% of contract
							value of* Rs.50 lacs
				,	2		whichever is less (This
					.2		power to HOD is availab
							le for contract accepted
							by DIrectors also).
						-	Payment in respect of
				п -	-		items (schedule/non
			% #				schedule) for which rate
							is not yet decided will be
							on a provisional rate
4				-			subject to upwards and
				i e			downwards revision
				i ·			when the rate is
					=	1	finalized. The
			-		c c		provisional payment
	1		Ξ.		p p		will be made with prior
							concurrence of associate
							concurrence of associate

Sr No.		Naature of Power	Director	ED/HOD Dy.HOD		Remarks
						finance. Such Provisional payment will have to be cleared expenditiously and not later than a month of making the payment.
	(b)	New Non-scheduled/ scheduled items not covered in the contract where the rate is not yet decided	Full powers upto powers of acceptan	Full powers upto powers of acceptance	Full powers upto powers of acceptance	
	(xii)	Variations under Lump sum contracts	Rs. 2 crores	Rs.50 Lakhs	Nil	For variations within the powers of HOD a committee of 3 Dy HODs including one from Finance may be constituted. For variation in the powers of the Director, a committee of 3 HODs including one from Finance may be constituted.