

MANUAL-III

The procedure followed in the decision making process, including channels of supervision and accountability.

- a) The basic policies of the company are formulated at the apex level of the board of Directors which are laid down in consonance with the instructions, guidelines and policies received from the Government from time to time. In those matters where there are no guidelines or policies of the Government on any subject the company Board take its own independent decisions and formulates policies in the best interest of its functioning most efficiently.
- b) The policies and decisions taken by the Board are communicated to all concerned for information and implementation. For this purpose, various published material in the form of pamphlets on particular subject, office orders and circulars are issued in paper form, placed on the web site of the company as well as put on the Notice Boards.
- c) The three functional Directors viz. Directors(Oprs), Director (HR) and Director (Fin) oversees the formulation of the policies and their implementation through respective departmental heads i.e. General Managers. The General Managers have their own DGMs and rest of the support staff or this purpose.
- d) Different cases pertaining to different departments are handled as per the set procedure and policy and in tune with the laid down delegation of powers. The matters are processed and reached up to the respective competent authority and after the decision the same is implemented accordingly.

DELEGATION OF HR POWERS

SL. NO.	SUBJECT MATTER	EXTENT OF POWER DELEGATED	OFFICERS AUTHORIZED TO EXERCISE POWERS	REMARKS
1	2	3	4	5
1.	Creation & abolition of any posts below board level.	Full powers	Board of DTL.	Subject to policies/ guidelines issued in this regard.
2.	Framing of and any changes in policies, rules, regulations relating to all personnel matters including recruitment, training, manpower development, promotion, deputation and other terms & conditions of service and disciplinary rules and procedures, in r/ o employees of the company. This excludes those, which are routine and procedural in nature or involving expenditure or concessions to the extent of Rs.50 lakhs in a year.	Full powers	Board of DTL.	Subject to policies/ guidelines issued in this regard.
3.	Formulation of any changes in wage structure and scales of pay of employees of the company.	Full powers	Board of DTL.	Subject to policies/ guidelines issued in this regard.
4.	Policy matters relating to house rent allowance, city compensatory allowance, dearness, travelling, other allowances, bonus, amenities and fringe benefits.	Full powers	Board of DTL.	Subject to policies/ guidelines issued in this regard.
5.	Grant of compensation to other than Company employees arising from any cause, above Rs.2 lakhs in each case.	Full powers	Board of DTL.	
5.a	Grant of compensation to other than Company employees arising from any cause, upto Rs.2 lakhs in each case.	Full powers	CMD	
6.	Any grant or donation or ex-gratia payments, not arising from recognized rules relating to amenities and welfare over Rs.20,000/- in each case.	Full powers	Board of DTL	

7.	Any grant or donation or ex-gratia payments, not arising from recognized rules relating to amenities and welfare upto Rs.20,000/- in each case.	Full powers	CMD	
8.	Constitution of selection boards for sanctioned posts	Full powers.	1.CMD in r/o GMs	In consultation with the concerned functional Director.
			2.Director(HR) in r/o AMs to DGMs and category 'B' posts.	
			3.GM(A) in r/o category 'C' posts	In consultation with the concerned GM.
			4.DGM(A) in r/o category 'D' posts	
9.	To approve the recommendation of the selection panel	Full powers.	1.CMD in r/o GMs	In consultation with the concerned functional Director.
			2.Director(HR) in r/o AMs to DGMs and category 'B' posts.	
			3.GM(A) in r/o category 'C' posts	In consultation with the concerned GM.
			4.DGM(A) in r/o category 'D' posts	
10.	Appointment		1.CMD in r/o GMs	
			2.Director(HR) in r/o AMs to DGMs and category 'B' posts.	
			3.GM(A) in r/o category 'C' posts	
			4.DGM(A) in r/o category 'D' posts	
11	To approve recommendations of the DPC for promotion.	Full powers.	1.CMD in r/o GMs 2.Director(HR) in r/o AMs to DGMs and category 'B' posts. 3.GM(A) in r/o category 'C' posts 4.DGM(A) in r/o category 'D' posts	Subject to observance of policies, rules and regulations.
12 A	Acceptance of resignation	Full powers in r/o the posts for whom he/she is the appointing authority.	1.CMD in r/o GMs 2.Director(HR) in r/o AMs to DGMs and category 'B' posts. 3.GM(A) in r/o category 'C' posts 4.DGM(A) in r/o category 'D' posts	
12 B	Waiver of notice period against resignations	Full powers in r/o the posts for whom he/she is the appointing authority.	1.CMD in r/o GMs 2.Director(HR) in r/o AMs to DGMs and category 'B' posts.	

			3.GM(A) in r/o category 'C' posts 4.DGM(A) in r/o category 'D' posts	
13	Termination of services of an employee, according to the terms of appointment	Full powers in r/o the posts for whom he/she is the appointing authority.	1.CMD in r/o GMs 2.Director(HR) in r/o AMs to DGMs and category 'B' posts. 3.GM(A) in r/o category 'C' posts 4.DGM(A) in r/o category 'D' posts	
14 A	Closure of probationary period on the basis of the recommendation of concerned Head of Department	Full powers, on the recommendations of the concerned Director.	1.CMD in r/o GMs 2.Director(HR) in r/o AMs to DGMs and category 'B' posts. 3.GM(A) in r/o category 'C' posts 4.DGM(A) in r/o category 'D' posts	
14 B	Extension of probationary period on the basis of the assessment of the concerned functional Director.	Full powers.	1.Director(HR) in r/o category 'A' & 'B' posts. 2.GM(A) in r/o category 'C' & 'D' posts.	
15	To communicate orders in r/o appointments, transfer promotion, acceptance of resignation, termination etc. after obtaining approval of the competent authority.	Full powers.	Concerned Dy.Manager(A) in r/o category 'A' & 'B' posts who will sign for and on behalf of DTL.	
		Full powers.	Concerned Asstt.Manager(A) in r/o category 'C' & 'D' posts who will sign for and on behalf of DTL.	
16	Transfer within the Division	Full Powers	CMD for all transfers upto the level of DGM. Director(HR)/Director(Opr.)/ Director(Fin.) in their respective divisions in r/o Manager/Dy.Manager.	Orders will be issued by HR Deptt.
		Full Powers	Concerned GM in their respective Divisions only in r/o AM & below.	-do-
17	Inter Divisional Transfer	Full Powers	CMD – For DGM and above Dir (HR) - Category A & B (except DGM and above) GM (A) - Category C DGM(A) - Category D	In consultation with the concerned Director.

18.	Sanction of overtime to the staff.	Extent of powers as mentioned in col. 4.	(a) Managers & equivalent – upto 40 hours p.m. (b) DGM(T) & equivalent – upto 50 hours p.m. (c) GM(T) & equivalent – upto 80 hours p.m. (d) Directors - Beyond 80 hrs p.m.		
19.	(i)	(a) Fixation of pay & allowances	Full powers	Dir(HR) - In r/o Category 'A' officials GM(A) - In r/o Category 'B' officials DGM(A) - In r/o Category 'C' & 'D'	AM(Billing) shall issue orders in consultation with AM(F) wages
		(b) Fixation of pay of deputationists	Full Powers	Dir(HR) – in consultation with Finance Division	
	(ii)	Extension of joining time	Full Powers	GM(A) - Three months	
				DGM(A) - Two months DM(A) - One month	
(iii)	Closure of offer of appointment	Full Powers	Dir(HR) - In r/o Category A officials GM(A) - In r/o Category B officials DGM(A) - In r/o Category C & D.		
20. (A)	Sanctioning tours within India; advance of TA and countersigning of TA claims.	Full Powers for sanctioning tours / advance of TA within India	1. CMD – For Directors. 2. Concerned Directors – for DGMs/ GMs. 3. Concerned GMs – for Managers/ DMs. 4. DGMs – for AMs & below.	Countersigning of TA claims shall be done by the respective sanctioning authorities.	
(B)	Sanctioning foreign tours.	Full powers - other than Directors.	CMD		
21.	To authorize staff and officers under them to travel on official tours by a class/mode, which is higher than entitlement under TA rules.	Full powers in r/o employees working under them.	Dir(HR)/ Dir (Opr.)/ Dir(Fin.)		

22. (A)	Reimbursement of medical expenses – countersigning of each medical bill within normal rules for all employees	1. Less than Rs.500/- in a single instance. 2. Total monthly reimbursement amounting to less than Rs.1000/-.	Dy.Manager/ Manager	The claim may be sent directly to Fin. Division.	Such claims would be subject to random checking by ACMO in the Fin. Division.
		1. Less than Rs.1000/- in a single instance. 2. Total monthly reimbursement amounting to less than Rs.2500/-	MO/Sr.MO/ ACMO of the respective dispensary	Such claim/bill could be sent by the claimant directly by dak/post to respective Sectional Head/ Medical Officer/ ACMO for countersigning.	
		1. All bills above Rs.1000/- in a single instance. 2. Total monthly reimbursement amounting to more than Rs.5000/-.	ACMO		

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<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>
B.	Sanction of medical advances, subject to reimbursement to the employee by adjustment of advance being done as per rules, and entitlement of the employee.	Full powers	GM(A) – all cases to be processed by ACMO and put up to GM(A).	This is applicable for all medical advances to employees for hospitalization in India and for diagnostic tests to be conducted in India.
C.	Reimbursement of medical expenses in relaxation of normal rules.	Full Powers, even in cases which are not covered under the provisions of CS (MA) Rules.	Director(HR)	In consultation with Finance Division.

		Relaxation under the provisions of CS (MA) Rules as per CGHS rates.		
		Full powers	GM(A)	
23.	Sanction of advance of leave salary as per rules.	Full powers in respect of employees working under them, as per rules.	GM concerned	
24.	Sanction of Local Conveyance Charges.	Full Powers as per rules	Concerned Sectional Heads i.e. Dy. Manager and above.	
25.	Sanction of LTC and advance thereof, subject to admissibility.	Full powers for employees working under them.	Concerned Sectional Head i.e. Dy. Manager & above.	Proper sanction order shall be issued in each case by Admn. division and a copy shall be recorded in the service book of the employee.

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1	2			3	4	5
26.	(i)	Sanction of loans and advances for the following				
	A.	(a)	Scooter/ Motorcycle	Full powers as per rules and guidelines and within Budget provisions and certification by Accounts (except for themselves, in which case approval of the next higher authority shall be taken)	DGM(A)	
		(b)	Car		GM(A)	
	B.	Cycle			DM(A)	
	(ii)	Sanction of festival advance		Full powers in r/o employees working under them as per rule.	Sectional Head Concerned	
27.	(i)	Sanction of leave* *Provided in separate sheet (attached)				
	(ii)	Facilities for higher studies within India				
		Grant of study leave		Full powers	Dir (HR)	As per Govt. rules
28.	(i)	To permit the undertaking of assignments outside the organization		Full powers subject to rules made thereon.	CMD	

(ii)	Delivery of lectures in seminars etc. and acceptance of honorarium without any financial liability to the Company(within office hours).	Full Powers	CMD – In r/o Directors Concerned Directors- in r/o GMs Concerned GMs – in r/o DGMs & below.
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27.	Sanction of Leave			<p align="center">Sanctioning Authority</p> <p>1. AMs and equivalent.</p> <p>2. Managers/ Dy. Managers</p> <p>3. DGM</p> <p>4. GM</p> <p>5. CMD/ Director</p>	<p>Note 1: CMD is empowered to sanction Casual leave and other kinds of leave to the Directors.</p> <p>Note 2: Cases for sanction of leave on ex-post-facto basis shall require approval of the next higher authority.</p> <p>Note 3: The cases where sanctioning authority himself/herself is on leave, sanction of the next higher authority would be required.</p> <p>Note 4: These powers are subject to prevalent Government/ Company orders issued from time to time.</p>
(A)	Within India	Casual Leave	EL/EOL/HPL/ Commuted Leave		
		Full Powers for all employees working under them.	Empowered to sanction leave upto 30 days for AG(I)/JE & below.		
		Full Powers for all employees working under them.	Empowered to sanction leave upto 45 days for AM & below.		
		Full Powers for all employees working under them.	Full powers to sanction leave for Managers/ Dy.Managers & below.		
		Full Powers for all employees working under them.	Full powers to sanction leave for DGM & below.		
		Full Powers for all employees working under them.	Full powers to sanction leave for GM & below.		

(B)	Sanction of leave for going abroad	Category of Staff	Sanctioning authority	Note: These powers are subject to prevalent Government/ Company orders issued from time to time.
		Full powers to grant upto 90 days leave to all category 'B', 'C' & 'D' employees.	GM(A)	
		Full powers to grant leave to category 'A' employees.	Director(HR)	
		Full powers	CMD	

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29.	To accord permission for undertaking a course of study/ appearing in examination and attending classes outside office hours.	Full Powers	The Appointing Authority, viz. CMD/Director(HR)/GM (A) - on the recommendations of the concerned General Manager	
30.	Deputing employees on approved programme for short-term training in India, within overall policy.	1. Routine trainings of small duration (less than a week) within the National Capital Region.	Concerned Director	The training committee consists of the following, as per o. o.no. F.DTL/101/2005/HR-GM(A)/F.14/39 dt.25.4.2005 1. Director(HR) - Chairman 2. Director (Opr.) - Member 3. Director(F) - Member 4. DGM(Trg.) - Member Secy.
		2. Training for all employees upto a duration of one week.	Director(HR)	
		3. For training upto two weeks' duration, for officers upto the level of DGM.	Director(HR), on the recommendations of the Training Committee.	
		4. Training of any duration for officers above the level of DGM.	CMD	
		5. Trainings outside India	CMD - on the recommendations of the Training Committee.	
31.	Deputing trainees/Apprentices for specialized training in India as per approved training programme and sanctioning of TA/DA etc. as admissible under the rules.	Full powers.	Dir(HR)	In consultation with the concerned Director.
32.	Expenditure relating to transport, fees to faculty, course materials and hospitality to the participants in training programme.	1. Full powers	1. Dir(HR)	
		2. Rs.10,000/- at a time, subject to a limit of Rs.5 lakhs in a year.	2. GM(A)	
		3. Rs.5000/- at a time, subject to a limit of Rs.1 lakh in a year.	3. DGM(Trg.)	
33.	Forwarding of applications for outside employment as per rules	Full powers.	Concerned GM – for employees upto the level of DGM	The applications will be forwarded by the HR Division.
			CMD – for employees of the level of GM and above.	
34.	Sanction of welfare expenditure on organizing sports, cultural meets,	1. Full powers.	1. CMD	

	functions, excursions, tournaments etc. including expenditure on purchase/hire of infrastructural facilities and equipments for the above purpose.	2. Upto Rs.2 lakhs on each occasion and upto a total of Rs.15 lakhs per year, <i>subject to provision in the approved annual Budget for welfare.</i>	2. Dir(HR)	
35.	Incentives for small family norms as per rules	Full powers	AM(B)	
36.	Incentive for learning official language (Hindi scheme) as per rules.	Full powers	DM(A)	

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1	2	3	4	5
37.A	Allotment of company accommodation on the basis of applicable rules.	Full Powers	Dir(HR)	
37.B	Extension of Company accommodation and telephone facilities if provided.			
	I. Upto the end of academic session.	As per rules. Upto 8 months.	Director(HR) GM(A)	
	II. Beyond the academic session or for reasons other than education of children but not beyond the provisions of policy.	As per rules. Upto 8 months	Director(HR) GM(A)	
	III. Retention of telephone at residence.	Full powers, subject to the provision that the Bill charges are paid by the person concerned	GM(A)	
38.	Transfer of Bond in case of trainees, within approved policy.	Full powers.	CMD	
39.	Reimbursement of fees for professional bodies/ institutions as per rules/ policies.	Full Powers.	CMD	This will be decided by comprising a Committee of Technical, Finance and HR Divisions.
40.	Matters relating to HBA	For approvals beyond Rs.5 lakhs. Upto Rs.5 lakhs.	GM(A) DGM(A)	As per HBA Rules of GOI and subject to availability of funds.

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1	2	3	4	5
41 (i)	Sanction of purchases of newspapers and magazines in independent offices/ Sub-Station as per approved norms	Upto Rs.1000/- p. m. Upto Rs.500/- p.m. Upto Rs.250/- p.m. Upto Rs.150/- p.m.	GM DGM Manager/DM AM	

(ii)	Purchase of books/ Tech. Journals, periodicals for office subject to Budget provision & approved norms and subject to entry in Departmental register.	Rs.10,000/- at a time and upto Rs.50,000/- p.a.	CMD/Directors
		Rs.5,000/- at a time and upto Rs.25,000/- p.a.	GM
		Rs.2000/- at a time and upto Rs.15,000/- p.a.	DGM
		Rs.1500/- at a time and upto Rs.10,000/- p.a.	Manager & equivalent

42 (i)	Sanction of expenditure on Publicity, advt. other than for Tender Notice, recruitment etc.	Full Powers	CMD
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Note: Based on DAVP rates or otherwise well recognized approved tariff and advt. through duly empanelled agencies.

(ii)	Sanction of expenditure on production, design and printing items related to PR.	Full Powers	Director(HR)
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Note: Expenditure proposals involving expense of over Rs.25,000/- at a time shall be in consultation with Finance.

(iii)	Sanction of expenditure on photographic, video coverage of Projects/ functions etc.	Full Powers	Director(HR)
		Upto Rs.5000/- at a time subject to an annual ceiling of Rs.50,000/-	GM concerned

Note: Expenditure proposals involving expense of over Rs.10,000/- at a time shall be in consultation with Finance.

(iv)	Sanction of expenditure on tours of press representatives to Sub-Stations and other areas of operation.	Full Powers	Director(HR)
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1	2	3	4	5
43	Sanction of advertisement for invitation of tenders and other matters relating to project contracts to be issued through PR.	Full Powers	Director(HR)	
44	Sanction of expenditure on official hospitality	Full Powers	CMD/Directors	

	including refreshment/ snacks etc., subject to approved norms & approved guidelines	Rs.20,000/- p.a.	GM	
		Rs.12,000/- p.a.	DGM	
		Rs.5000/- p.a.	Managers & equiv.	
45	(i) Providing official hospitality/ refreshments to members of interview Boards/Auditors/Unions/ Associations subject to approved norms and approved guidelines.	Full Powers	CMD/Directors	
		Rs.15,000/- p.a.	GM	
		Rs.5,000/- p.a.	DGM	
(ii)	Hospitality & entertainments for Board meetings/General meetings and Committee meetings/CLB meetings.	Full Powers	CMD	
		Upto Rs.20,000/- in a year.	Co.Secy.	
46	Sanction for hire of car for official purposes/ meetings/other cases etc. within the rate contract from approved parties.	Full Powers	Director Concerned.	Note: The executives as per the above delegations shall certify the distance travelled and the time of detention. However, the above certification in case of CMD/ Directors/can be done by their nominees nominated by General Manager(Admn.). The bills shall be approved by Administration for payment. Separate o.o. on this shall be issued.
		Full Powers in connection with AGM, Board meetings and other company meetings etc.	Co.Secy.	

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1	2	3	4	5
47	Maintenance, up-keep and repair of Company's vehicles from the authorized workshop, preferably of the Manufacturing Company.	Full Powers Powers not exceeding Rs.10,000/- per occasion upto a maximum of Rs.30,000/- per vehicle per year, subject to maintenance of proper records.	CMD/Director concerned DGM and above.	1. For maintenance, up-keep and repair of Company's vehicles involving an amount beyond Rs.2000/-, the work should be done preferably from the authorized service station of the Manufacturing Company. 2. For maintenance, up-keep and repair of Company's vehicles involving an

		Powers not exceeding Rs.5000/- per occasion upto a maximum of Rs.15,000/- per vehicle per year, subject to maintenance of proper records.	Manager/DM	amount upto Rs.2000/- the Controlling Officer may get the same done at any place at his discretion from the authorized workshop, preferably of the Manufacturing Company.
48	Sanction of expenditure on rates, taxes, insurance, registration fees etc. in r/o Company's vehicles	Full powers	DM and above	
(i)				
(ii)	Sanction of expenditure on Petrol as per the prescribed limits (GOI guidelines).	Full Powers	DM and above	
49	Expenditure in connection with publication of notification in newspapers and government gazette, including sanction of advance thereof.	Full Powers	Co.Secy./GM(A)	
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1	2	3	4	5
50	Institution and defence of Court/Arbitration/Tribunal matters including appeals.	Full powers	Director(HR)	In consultation with concerned Director.
51	Empanelment of counsels/Law firms for DTL.	Full Powers	Panel of counsels to be decided/reviewed periodically by a committee consisting of CMD, Dir(HR), Dir (Opr) & Dir(Fin).	
52	Assignment of counsels in Court matters.	Full Powers	GM(L)	
(a)				
(b)	Assignment of senior counsels in court matters.	Full Powers	Director(HR)	
53	Signing of Court documents in affirmation of affidavits and vakalatnamas.	Full Powers	Concerned Manager (T)/ DM(A)/DM(Fin).	

54	Litigation expenses e.g. Stamp Paper, Court expenses for copies and such misc. issues including execution of decree.	Full Powers	CMD
		Upto Rs.5 lakhs	Dir(HR)
		Upto Rs.1 lakh	GM(L)
55	Payment of counsel fees for Court matters, opinion and conferences.	Full Powers	CMD
		Bills above Rs.25,000/- and upto Rs.2 lakhs.	Director(HR)
		Bills upto Rs.25,000/-	GM(L)
56	Books, Journals and library expenses of Legal Deptt.	Full Powers as per Budget.	GM(L)

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57A.	Contingent expenditure and office equipment other than stationary and furniture.	Annual Ceiling	At a time		
		Full Powers		(i) CMD/Directors	
		Rs.50,000/-	Rs.5,000/-	(ii) GMs	
		Rs.25,000/-	Rs.5,000/-	(iii) DGMs	
		Rs.15,000/-	Rs.2,500/-	(iv) Manager/DM	
		Rs.5,000/-	Rs.500/-	(v) Asstt.Manager & equivalent	
B.	Stationery (subject to non-availability certificate from stores). In respect of purchase from Super Bazar & Kendriya Bhandar no NAC is required.	Annual Ceiling	At a time		
		Rs.50,000/-	Rs.5,000/-	(i) CMD/Directors	
		Rs.25,000/-	Rs.3,000/-	(ii) GMs	
		Rs.25,000/-	Rs.3,000/-	(iii) DGMs	
		Rs.10,000/-	Rs.1,500/-	(iv) Manager/DM	
		Rs.5,000/-	Rs.500/-	(v) Asstt.Manager & equivalent	
E.	Re-caning of chairs at the finalized rate contract.	Full Powers		AM	1. Re-caning of same chair is not permissible more than twice in the same year. 2. In case the rate contract has not been awarded or the same cannot be operated upon due to unavoidable circumstances, re-caning/ repair of chair may be got done locally by following procedure of calling of quotations.
F.	Maintenance of Office, including sweeping and cleaning.	Full powers subject to annual ceiling of Rs.3500/- p.m.		Manager & equivalent	

G.	Purchase of medicines, first-aid/emergency requirements for dispensaries.	Upto Rs.5000/- at one time subject to annual ceiling of Rs.1 lakh.	(i) ACMO	Medicines, first-aid and emergency requirements should preferably be purchased from the empanelled chemists. In an emergency, the same can be purchased from any chemist.
		Upto Rs.2500/- at one time subject to annual ceiling of Rs.25,000/-.	(ii) MO/SR.MO	
58	Emergency purchase of Labour Welfare expenses.	Upto Rs.1000/- in a month and upto Rs.10,000/- annual ceiling per office.	Manager & equivalent	
		Upto Rs.500/- in a month and upto Rs.6000/- annual ceiling per office.	AM/LWO & equivalent	

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59	To sanction rewards for meritorious performance/acts	Full powers	(i) CMD	
		Upto Rs.50,000/- at a time and subject to a limit of Rs.1,00,000/- per year	(ii) Directors	
60	To incur expenditure on conduct of examination/trade tests/trials etc.	Upto Rs.5 lakhs	(i) GM(A)	
		Upto Rs.1 lakh	(ii) DGM(A)/DGM (Trg.)	
		Upto Rs.50,000/-	(iii) Manager(A)	
61	Sanction of expenditure in r/o funds under budget head 'Labour Welfare/ Sports' etc.	Rs.20,000/- at a time subject to a maximum of Rs.5 lakhs during whole financial year.	(i) GM(A)	
		Rs.10,000/- at a time subject to a maximum of Rs.2 lakhs during the whole financial year.	(ii) DGM(A)	
		Rs.5,000/- at a time subject to a maximum of Rs.1 lakh during the financial year.	(iii) LWO	
62	Benevolent Fund (a) Widow Fund	Full Powers - subject to Company's policy.	GM(A)	
	(b) Children's education allowance	Full Powers - subject to Company's policy.	GM(A)	
	(c) Retirees function - Purchase of shawl, memento and other expenses	Full Powers - subject to Company's policy.	GM(A)	
63	Insurance payment under Public Liability Act, 1991. (Liabilities arising out of DTL's functioning)	Full Powers	Director(HR)	
64	Payments under Workmen's Compensation Act.	Full Powers	GM(A)	
65	Misc. expenditure for running schools.	Beyond Rs.20,000/- and upto Rs.50,000/- per year.	GM(A)	
		Upto Rs.20,000/- per year.	DGM(A)	