

MINERAL EXPLORATION CORPORATION LIMITED
(A Government of India Enterprise)

HR DIVISION

Seminary Hills,
NAGPUR – 440 006

No: MEC/HR/IR/E-8/53/16/2642

Date: 17.05.2016

CIRCULAR


Sub:- Revised Delegation of Power (DOP)- 2016

We are pleased to inform you that the Competent Authority has approved the “Revised Delegation of Power (DOP) - 2016” of MECL.

This revised Delegation of Power (DOP) - 2016 to various key functionaries will come into operation with immediate effect and supersedes all other delegations issued earlier from time to time through various orders.

We also wish to inform you that the same has been uploaded to the MECL website, and can be retrieved at the following path: www.mecl.gov.in ----> Quick Links -----> Related Links and Others -----> Other Information-----> Delegation of Powers (First Edition 2016)

This issues with the approval of the Competent Authority.


17/05/16
Dr. Ch. Sreerama Murthy
Dy. General Manager (HR)

Encl: As Above

Copy to:

1. All HODs
2. All ZMs/ROMs
3. All Project Managers
4. All OIC CMC/RMC
5. The Secretary (EPF)
6. APS to CMD, MECL, Nagpur
7. APS to D (T), MECL, Nagpur
8. APS to D (F), MECL, Nagpur
9. AM (S.S.) to CVO, MECL, Nagpur

मिनरल एक्सप्लोरेशन कॉर्पोरेशन लिमिटेड
(भारत सरकार का उद्यम)
मानव संसाधन विभाग

सेमिनरी हिल्स,
नागपुर-440006.

सं. एमईसीएल/एचआर/आईआर/ई-8/53/16/2642

दिनांक : 17/05/2016.

परिपत्र

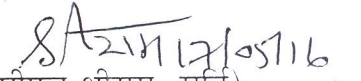
विषय : संशोधित शक्ति -प्रत्यायोजन (डीओपी), 2016.

हम आपको सहर्ष सूचित करते हैं कि सक्षम-प्राधिकारी ने एमईसीएल के “संशोधित शक्ति-प्रत्यायोजन (डीओपी), 2016” का अनुमोदन किया है ।

विभिन्न प्रमुख पदधिकारियों के लिए संशोधित शक्ति-प्रत्यायोजन (डीओपी), 2016 त्वरित प्रभाव से लागू होगा और यह पूर्व में समय-समय पर विभिन्न आदेशों के माध्यम से जारी सभी अन्य प्रत्यायोजनों का अधिक्रमण करता है ।

हम आपको यह भी सूचित करना चाहते हैं कि इसे एमईसीएल वेबसाइट पर अपलोड किया जा चुका है तथा निम्नलिखित पथ पर पुनः प्राप्त किया जा सकता है :
www.mecl.gov.in> क्विक लिंक्स> रिलेटेड लिंक्स एण्ड अदर्स
.....> अदर इनफार्मेशन> शक्तियों का प्रत्यायोजन (प्रथम संस्करण 2016)

इसे सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है ।


(डॉ. सी.एच. श्रीराम मूर्ति)
उप महाप्रबंधक (मा.सं.)

संलग्नक: यथोपरि ।

प्रतिलिपि :

1. सभी प्रभाग प्रमुख ।
2. सभी आंचलिक प्रबंधक /प्रादेशिक परिचालन प्रबंधक
3. सभी परियोजना प्रबंधक
4. सभी प्रभारी अधिकारी, सीएमसी/आरएमसी
5. सचिव (कभनि)
6. अप्रनि के सहायक वैयक्तिक सचिव, एमईसीएल, नागपुर
7. निदेशक (तक.) के सहायक वैयक्तिक सचिव, एमईसीएल, नागपुर
8. निदेशक (वित्त) के सहायक वैयक्तिक सचिव, एमईसीएल, नागपुर
9. मुख्य सतर्कता अधिकारी के सहायक प्रबंधक (सचिवालयीन सेवाएं), एमईसीएल, नागपुर

DELEGATION OF POWER

FIRST EDITION



MINERAL EXPLORATION CORPORATION LIMITED

(A GOVERNMENT OF INDIA ENTERPRISE)

A MINI RATNA and ISO 9001-2008 Certified Company

Dr. Babasaheb Ambedkar Bhavan, Seminary Hills

Nagpur - 440006

May, 2016



FOREWORD

MECL was established in the year 1972 with a share capital of Rs. 25 Cr. and in the span of 44 years of time, this has become a MiniRatna PSU with authorized share capital of Rs.125 Cr. MECL had been playing an important role in exploration and development of mineral resources of the country. It has made good strides in the last couple of years and now it has embarked upon a new journey of prosperity with implementation of new strategic plan since 1st April, 2015. The Mineral Exploration and Mining resources are valuable for industrial development and growth. Major minerals in demand are coal, lignite, iron-ore, copper, zinc, bauxite, limestone etc. and MECL is a key explorer company for these minerals as such the area of its activity finds important place. We have presence in all parts of the country in search of these minerals. Today we are a MiniRatna dividend paying national level company with our experienced manpower in exploration, drilling and developmental mining.

The growth plan envisages to double its installed capacity, turnover & profitability during the next five years. Hence, there is a need to further improve performance of a company by ensuring prompt and timely decision by key functionaries of the company. The Delegation of Powers (DOP) is a tool for empowerment to take right decision by the right man at right time.

Accordingly to achieve this objective, the existing circulars and orders regarding delegation of powers to various key functionaries have been reviewed, revised and compiled in a structured manner for the first time in MECL.

These delegations will supersede all other delegations issued from time to time through various orders. I am sure that this first edition of DOP shall further help its users in discharging their duties more effectively & efficiently.

(DR. GOPAL DHAWAN)

CHAIRMAN-CUM-MANAGING DIRECTOR

Date: 16.05.2016

CONTENTS

Sl. No.	Description	Page No.
1	Introduction	1
2	Guidelines for exercising the delegation of powers	2
3	Powers delegated to CMD by the Board of Directors	3
4	Annexure A: Policy matter requires approval of the Board of Directors	4-5
5	Guidelines for financial concurrence	6-8
6	<i>SCHEDULE -I :</i> Delegation of Power to D(T), GMs, HODs, DGM(Operation), ZMs, ROMs, PMs & OICs	9
	Part I: Delegation of power for Works and contracts	10
	A. Power for award of works/ contracts to other parties/ outsourcing:	11-12
	B. Accepting work through offers/ negotiations/tenders:	12
	C. Power for hiring of labour/ workmen through contractor:	13
	D. Power for matters related to award of works and contract:	14
	Part II: Delegation of power for Procurement	15
	A. Power for purchase of capital items:	16
	B. Power for purchase of Revenue items:	17-18
	C. Power for matters related to purchase of Capital & Revenue items:	19
	Part III: Delegation of power for Administrative matters	20
	A. Power for Administrative matters:	21-24
	B. Power for field hostel/ transit house accommodations facility in exploration projects:	25
	Part IV: Delegation of power for Human Resource Development	26
	A. Power for Human Resource Development:	27-31
7	<i>SCHEDULE -II :</i> Delegation of powers to D(F), CVO, Company Secretary & OIC at Delhi Office	32
	A. Power to D(F), CVO., Company Secretary and OIC-Delhi Office:	33-35
8	<i>SCHEDULE -III :</i> Delegation of powers for repairs and maintenance of civil works to OIC (Civil)	36
	A. Power for award of Contract/ Works for repairs and maintenance for civil works	
	B. Power for purchase of revenue items for repairs and maintenance for civil works	37-39



1. INTRODUCTION

- 1.1 The Board of Directors of MECL has delegated certain powers to the CMD by retaining the major policy matter issues with them. The CMD has further delegated the powers to the D(T), D(F), CVO, Company Secretary, GMs, HODs, DGM (Operation), ZMs, ROMs, PMs, OICs and OICs at Delhi Office (not below the level of Sr. Manager).
- 1.2 The major Delegation of Power was made in the year 1997, when powers were delegated to aforesaid authorities in parts. Subsequently, in the year 2009, the DOP was revised by the Board and as a consequence thereof, the CMD has also revised the sub-delegations of powers.
- 1.3 The Delegation of Power is required for individual authority to discharge his designated function to accomplish the target in a specified period. The delegation also demarcates the roles and responsibilities along with their limitations so that the day to day functioning is not hampered for want of powers.
- 1.4 It is important to note that delegation of powers has to match with the Budget provisions of the Company, because the provisions of the budget are attainable only with the support of the delegation of powers. The annual budgets are reflection of annual progress based on annual MoU targets and therefore utilization of budget to achieve the targets with the help of delegation of powers is a requirement, which requires to be revised as and when the need arises.
- 1.5 The performance of MECL in the last 5 years has been consistently on upward side and we further aim to achieve even higher. Accordingly, our expenditure is also increasing i.e. Rs. 13420.81 lakhs (2011-12) to 18168 lakhs (2014-15). The budget estimate for the year 2015-16 for total expenditure is Rs. 20500 lakhs. In view of increase in expenditure, the different authorities are to be delegated powers for higher amounts to match the work requirements.
- 1.6 The existing delegations of powers sub-delegated by the CMD have been compiled and reviewed with the objective to enhance the financial and administrative powers. The powers have now been enhanced in respect of Contracts & Works, Purchases, Administrative matters and personnel matters in favour of D(T), D(F), CVO, GMs, HODs, DGM (Operation), ZMs, ROMs, PMs, Company Secretary, OICs and OIC at Delhi Office. These delegations have been made with a view to empower these authorities to exercise their control on day to day functions and improve the work performance to achieve higher targets, turnover and profits with a view to streamline the system for expeditious decision in processing of proposals of contracts, purchases etc. As such, guidelines for financial concurrence have been made as a part of the delegation of powers.
- 1.7 Since, no specified instructions / systems for the up-keep and maintenance of office building, colonies, guest-houses etc. under Civil maintenance Division exists, a detailed provision for civil, electrical and mechanical maintenance under the Civil Section has been put in place and made a part of DOP.
- 1.8 Exercising the powers as per DOP shall be subject to financial concurrence according to budgetary provisions, norms, rules and regulations.



2. GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS

- 2.1 The Delegation of Powers are to be exercised subject to observance of the Companies Act, 1956 and amendments therein, Memorandum and Articles of Association of the Corporation, relevant directives of the Central Govt., Policies, Rules & Regulations of the Company, approved budget and Principles of Financial propriety.
- 2.2 The Powers are to be exercised by the authority delegated or in his/her absence by an authority next below, but not by authority below the one specified, unless specifically authorized by the Director/CMD on case to case merit basis.
- 2.3 The Financial Powers are to be exercised within the prescribed limits and subject to availability of budget provisions and financial concurrence wherever required.
- 2.4 The powers delegated to specific authority/executive cannot be further sub-delegated by the respective executives, unless & until so empowered under these delegations.
- 2.5 The financial advice/concurrence shall be given by a designated person of finance division.
- 2.6 In emergent situations, wherein immediate decision of an officer is required on a matter not delegated to his level on account of the safety and/or to prevent damages and losses to assets of the Corporation and within the ambit of operational efficiency and necessity then he can exercise the powers delegated not exceeding two levels above to him and limited to the powers upto DGM level. He shall send a report to the concerned officer for obtaining ex-post-facto approval as early as possible but not exceeding 7 days. The power may only be exercised when the senior level officers cannot be contacted and their decision cannot be obtained. This will not apply to the Powers relating to the modification in terms of contract, payment to supplier/contractor/employees, award of contract (except work orders) or similar nature which can await the decision of the concerned officer.
- 2.7 Sanction/abolition and operation of posts within approved manpower plan requires the approval of CMD.
- 2.8 Cases such as time extension / foreclosure etc. shall be approved by the authority within whose powers the award value of the works / supply contracts falls at the time of granting such approvals, irrespective of the authority that has approved the works / supply contracts.
- 2.9 Delegation of Power for Disciplinary Actions shall be as per Conduct, Discipline & Appeal Rules or as per certified Standing Orders of MECL.
- 2.10 Other powers not being delegated under this DOP will rest with the CMD and in case of such requirement, the matter / proposal is to be sent / forwarded to the CMD through proper channel for his consideration and approval.



3. POWERS DELEGATED TO CHAIRMAN-CUM-MANAGING DIRECTOR (CMD)
BY THE BOARD OF DIRECTORS

- 3.1 The Board of Directors of MECL has resolved that subject to the provisions of the Companies Act, 1956, the Memorandum and Articles of Association of the Company, the directives of the President of India under Articles of Association, directions issued by the Govt. of India and the policies laid down by the Board of Directors of the Company from time to time, the Chairman-cum-Managing Director is authorized to exercise full powers of the Board of Directors for managing the business of the Company except for items listed in the Annexure-'A', which would require approval of the Board of Directors.
- 3.2 In between the Board Meetings, the Chairman-cum-Managing Director may, for reason of operational necessity and efficiency or to meet any emergency, assume full powers of the Board of Directors provided, however, that a report is made to the Board and Ex-post-facto sanction or approval, wherever necessary is obtained.
- 3.3 In matters having substantial financial implication or concerning the financial policy of the Company, the Chairman-cum-Managing Director may exercise the powers in consultation with the Director (Finance).
- 3.4 Chairman-cum-Managing Director may sub-delegate his powers to the officers of the Company in accordance with the Articles of Association of the Company.



4. ANNEXTURE- A

POLICY MATTER REQUIRES APPROVAL OF THE BOARD OF DIRECTORS

The following matters will require approval of the Board of Directors:-

SL	SUBJECT	EXTENT OF POWERS DELEGATED TO BOARD
4.1	BUDGET	1. The annual budget estimates of the Company for capital and operational expenditure.
4.2	ACQUISITION OF COMPANIES	1. Acquiring of shares, stocks or securities in or of any Company or Undertaking.
4.3	PURCHASES	<ol style="list-style-type: none"> 1. Purchase through open / global tender including purchase involving foreign exchange from lowest tender exceeding Rs. 500 lakhs. 2. Acceptance of single tender exceeding Rs.100 lakhs when open / global tender is invited the reasons to be recorded in writing. 3. Purchase through limited tender enquiry including foreign exchange component for lowest tender exceeding Rs. 30 lakhs. 4. Acceptance of single valid tender exceeding Rs. 20 lakhs when limited tender is invited the reasons to be recorded in writing. 5. Procurement exceeding Rs. 200 lakhs in case of proprietary items, government controlled commodities and also rates fixed by Central/State Government or their representatives departments, recognized universities and colleges and reputed manufacturers. 6. Emergency purchase through committee without call of tenders above Rs. 5 lakhs. 7. Purchase in excess of 10% of original order. 8. Repeat orders beyond 6 month of original orders reckoned from the date of completion of supplies against the supply order originally awarded subject to a maximum of 50% of the original order provided there has been no down ward trend in prices. 9. Purchase of land and buildings.
4.4	AWARD OF CONTRACTS TO OTHER PARTIES/ OUTSOURCING	<ol style="list-style-type: none"> 1. Award of contracts through open/ global tender including foreign exchange component from lowest tender exceeding Rs. 500 lakhs. 2. Award of contracts against single valid tender exceeding Rs. 100 lakhs when open/ global tender is invited the reasons to be recorded in writing. 3. Award of contract through limited tender enquiry including foreign exchange component from tender exceeding Rs. 30lakhs. 4. Award of contract against single valid tender exceeding Rs. 20 lakhs when limited tenders enquiry is invited the reasons to be recorded in writing. 5. Any alteration/deviation over approved estimates as a result of which the total of estimates exceeds Rs. 500 lakhs and individual item above 10%. 6. Award of contracts without calling for tenders in emergent cases beyond Rs.5 lakhs
4.5	ACCEPTING WORK THROUGH OFFERS/ NEGOTIATIONS / TENDERS	1. Offer for contracts received from Governments (Central/ State), other PSE, private organization/ companies exceeding Rs. 10 Crores on nomination basis, competitive bidding & negotiations be brought to the notice of Board in the subsequent meeting after accepting the offer/ award of work.



4.6	PERSONNEL	<ol style="list-style-type: none"> 1. Framing of rules and regulations and changes therein relating to recruitment, promotion, deputation and other conditions of service & disciplinary action and changes therein, in respect of employees of the Company. 2. Formulation of wage structure and scales of pay of the employees of the Company and any changes therein. 3. All policy matters relating to bonus, traveling, dearness and other allowances. 4. Sanction of Manpower Plan & Creation of new posts. However, Chairman-cum-Managing Director will have full powers to make appointment to posts in any cadre to the extent of vacancies available against manpower plan sanctioned by the Board. 5. Creation of posts, appointment to which is to be made by the government under Articles of Association of the Company. 6. Foreign tour to be undertaken by Chairman-cum-Managing Director/Directors in connection with business, training and conferences.
4.7	GENERAL	<ol style="list-style-type: none"> 1. To write-off of any items of stores, equipment, Tools, plant & materials above Rs. 5 lakhs in each case. 2. To write-off any shortages in raw materials and finished & semi-finished goods more than Rs. 3 lakhs for each material in a year. 3. Write-off shortages of cash exceeding Rs. 10,000/- in each case. 4. The sale or alienation in any form of any immovable property vested in the Company except hutments and / or semi-permanent structures at the projects. 5. To write off bad debts, outstanding advances, losses due to theft / accident, etc. exceeding Rs. 5 lakhs in a year. 6. T.A. to experts, consultants, etc. except for contracts / agreements approved by the Board. 7. The appointment of Indian Consultants where the payment of consultancy fees exceeding Rs. 2 lakhs in each case and Rs. 10 lakhs per annum. 8. The grant of compensation to other than Company employees arising from any cause amounting to above Rs. 25,000/- in each case. 9. Any grants or donations or ex-gratia payment over Rs. 5,000/- in each case and Rs. 1 lakh per annum. 10. To sanction expenditure involving foreign exchange exceeding Rs. 10 lakhs in each case and Rs. 100 lakhs annually. 11. To make cash credit arrangements with nationalized banks exceeding Rs. 15 Crores.



5. GUIDELINES FOR FINANCIAL CONCURRENCE (FC)

- 5.1 The objective of these guidelines is to protect financial interest in decision making while ensuring financial propriety as a part of internal control system. The internal control is exercised through the vetting and concurrence by Finance department so that decision making is in accordance to the policies, guidelines, rules, regulations, provision of budgets, etc. and to ensure the decision is beneficial to the Company.

The financial concurrence facilitates achievement of transparency in the decision making which is subject to the scrutiny of various government agencies like audits, etc.

Any changes in above guidelines can be approved by CMD considering exigency of work, nature of transaction, need and extent of financial concurrence requirement, adequacy of internal control system, etc.

5.2 *Financial Concurrence – Procedural Aspects:*

- a. The financial concurrence shall be obtained prior to the approval by final approving authority. It will be given by designated account personnel from finance Department.
- b. All proposals requiring approval of Chairman/Board shall be concurred by Director (Finance).
- c. In case of disagreement between the views of the concurring authority and approving authority, the approving authority may overrule the advice of the concurring authority and record the reasons in writing. However, such cases shall be brought to the notice of the authority one level higher than the approving authority. The one level higher authority shall not be below the level of GM/HOD.
- d. To provide flexibility and to meet the administrative requirements at CHQ and Utilities Complex Office, the financial concurrence within the competence of HOD (Finance) may sub-delegate to the officers subordinate to him with the approval of Director (Finance).
- e. To provide flexibility and to meet the administrative requirements at Zonal Office, Regional Maintenance Centre and Projects, the financial concurrence within the competence of HOD (Finance) may sub-delegate to the finance personnel posted at the respective places.



5.3 Matters require Financial Concurrence (FC):

SL No	SUBJECT	PARTICULARS
1	BUDGET	<ul style="list-style-type: none"> Capital & Revenue Budget Re-appropriation of Capital & Revenue Budget
2	CAPITAL INVESTMENT	<ul style="list-style-type: none"> Proposal for Capital Investments in new schemes & Revised Capital Cost of the approved schemes.
3	WORKS, PURCHASE & SALES	<ul style="list-style-type: none"> Estimates for works/purchases – If financial limit exceeds against each Approving Authority as mentioned at III-A. Evaluation and acceptance of tenders including commercial terms & conditions. Issue of works/purchase orders – If financial limit exceeds against each Approving Authority as mentioned at III-A. Negotiations with renderers regarding price and/or the terms & conditions of the contract (subject to CVC guidelines/ clarifications). Variations in the standard terms & conditions of contracts. Any change in the quantity, terms and conditions and scope of the concluded contracts. Any changes in the rates of concluded contract (excludes impact of statutory changes as per contract) agreed to in the approved contract. Advance payment to contractors/suppliers with or without security. Termination of contracts.
4	CLAIMS, WRITE-OFFS & WAIVERS	<ul style="list-style-type: none"> Referring disputes for arbitration or initiating court cases. Settlement of disputed claims outside the court of law. Grant of compensation to any party (excludes statutory requirement). All write-offs of losses, bad debts, claims, recoverable and advances.
5	PERSONNEL	<ul style="list-style-type: none"> Proposals involving variations with reference to the existing wages structure, emoluments, perquisites and service rules including negotiations with Unions on such matters. Sanction of recoverable advance to employees in excess of budget provisions. Payments to employees in respect of matters not covered by specific rules including ex-gratia payment
6	GENERAL	<ul style="list-style-type: none"> Price fixation of Drilling rates/services. Expenditure on publicity schemes. Contribution to External Agencies. Fixation of rent for quarters, lands, building, etc. belonging to the Corporation Hiring of office accommodation, plant & machinery, etc. Advance payment to outsiders with or without security. Permitting credit arrangements for outside parties. Disposal of materials – Surplus or otherwise. Material arrangements. Sanction of impress and arrangements relating to handling of cash Matters relating to the change in the accounting systems.



5.4 *Matters not require Financial Concurrence (FC):*

SL No	SUBJECT	PARTICULARS
1	PERSONNEL	<ul style="list-style-type: none"> Sanction of advances, benefits and payments to employees within the rules & regulations and approved schemes of the Corporation.
2	FINANCIAL CONCURRENCE – SCOPE LIMITATIONS.	<ul style="list-style-type: none"> In order to avoid duplication of jobs, the following shall not be within the scope of financial concurrence and the concerned department/Division shall be wholly responsible for : <ol style="list-style-type: none"> Arithmetic accuracy of all calculations indicated in the proposals. Factual accuracy of technical analysis and assumptions thereof as indicated in the proposal. Factual accuracy of technical, statutory requirements and their compliance like explosive Rules, Factory act, Environmental Acts, various Safety Rules, etc.

5.5 *Financial Concurrence required above financial limit mentioned against each Approving Authority:*

CMD	D(T)	D(F)	CVO	GM	HOD/ DGM (Operation)	ZM	ROM	CS	OIC at Delhi (Above Manager level)	PM	OIC
Upto Rs. 4,000/-	Upto Rs. 4,000/-	Upto Rs. 4,000/-	Upto Rs. 4,000/-	Upto Rs. 3,000/-	Upto Rs. 3,000/-	Upto Rs. 2000/-	Upto Rs. 2000/-	Upto Rs. 1000/-	Upto Rs. 1000/-	Upto Rs. 2000/-	Upto Rs. 1000/-



SCHEDULE-I

**DELEGATION OF POWER
TO**

D(T), GMs, HODs, DGM (operation), ZMs, ROMs, PMs & OICs



PART - I

DELEGATION OF POWER FOR WORKS AND CONTRACTS



PART - I : DELEGATION OF POWER FOR WORKS AND CONTRACTS

A. POWER FOR AWARD OF WORKS/CONTRACTS TO OTHER PARTIES/ OUTSOURCING :


(including repairs, Maintenance and Annual maintenance Contract of Plant & Machinery, Office Equipment, Furniture, Roads, Hutments, Preparation of Core Samples, Analysis of Core Samples, AMC for Computers, plotters, Printers, Scanners, Software, Mechanical / Electrical & Electronic installations, etc.)

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remark
1	Power for Award of contract through Open/ global tender including foreign Exchange	Upto Rs.300 lakhs	Upto Rs. 30 lakhs	Upto Rs.25 lakhs	Upto Rs.5 lakhs	--	<ul style="list-style-type: none"> Follow laid down procedure for Open/ Global Tender
2	Power for Award of contract against single valid tender when open/ global tender is invited	Upto Rs.80 lakhs	Upto Rs. 3 lakhs	Upto Rs.2 lakhs	Upto Rs.1 lakh	--	<ul style="list-style-type: none"> Follow laid down procedure for single valid tender Reasons to be recorded for Single Tender when open/ global tender is invited
3.	Power for Award of contract through limited tender including foreign Exchange	Upto Rs. 20 lakhs	Upto Rs. 4 lakhs	Upto Rs. 3 Lakhs	Upto Rs. 1 lakh	Upto Rs. 50,000/-	<ul style="list-style-type: none"> Follow laid down procedure for limited Tender
4.	Power for Award of contract against single valid tender when limited tenders enquiry is invited	Upto Rs. 10 lakhs	Upto Rs. 1 lakh	Upto Rs. 75,000/-	Upto Rs. 20,000/-	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Follow laid down procedure for single valid Tender Reasons to be recorded for Single Tender when limited tenders enquiry is invited.
5.	Power for Award of contract on nomination basis through committee without call of tender	Upto Rs. 3 lakhs	Upto Rs. 1 lakh with report to D(T)	Upto Rs. 1 lakh with report to D(T)	Upto Rs. 20,000/- with report to D(T)	Upto Rs. 10,000/- with report to D(T)	<ul style="list-style-type: none"> Follow laid down procedure on Nomination basis Reasons to be recorded for Nomination. A committee is to be constituted comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter
6.	Power for Award of contract for emergent works through Committee	Upto Rs. 3 lakhs	Upto Rs. 40,000/-	Upto Rs. 30,000/-	Upto Rs. 20,000/-	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Follow laid down procedure for emergent works through Committee Reasons to be recorded for emergency. A committee is to be constituted comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter



Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remark
7	Power for Repair of Jeeps/LMV/Logger Van	Full Power	Upto Rs 50,000/- per Jeep/LMV/Logger Van per year	Upto Rs 40,000/- per Jeep/LMV/Logger Van per year	Upto Rs 25,000/- per Jeep/LMV/Logger Van per year	Upto Rs 25,000/- per Jeep/LMV/Logger Van per year.	<ul style="list-style-type: none"> For repairs beyond Rs. 2000/- should be carried out through Committee comprising of at least one nominee from Purchase, Finance and one from Indenter
8	Power for Repair of Trucks / Heavy Vehicles.	Full Power	Upto Rs. 60,000/- per Trucks / Heavy Vehicles per year	Upto Rs. 50,000/- per Trucks / Heavy Vehicles per year	Upto Rs. 40,000/- per Trucks / Heavy Vehicles per year	Upto Rs. 40,000/- per Trucks / Heavy Vehicles per year	<ul style="list-style-type: none"> For repairs beyond Rs. 2000/- should be carried out through Committee comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter
9	Power for Hiring of vehicles	Full power	--	--	Upto 30 vehicle days per Zonal office/RMC per year	Upto 30 vehicle days per project per year	<ul style="list-style-type: none"> Through Committee comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter Report to D(T) except, the case is approved by D(T)
10	Power for Hiring of tools, plants and Machineries	Full power	--	--	Upto Rs. 10,000/- per case limited to 1 Lakh per year.	Upto Rs. 10,000/- per case limited to 1 Lakh per year	<ul style="list-style-type: none"> Report to D(T) except, the case is approved by D(T)
11	Power for Hiring of Office accommodations	Full power	Full power	Full power	--	Full power	<ul style="list-style-type: none"> Through Committee comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter Area for Project Office - max. 1200 Sq. feet, Satellite Camp: max. 4000 Sq. feet and Satellite Office: max. 800 Sq. feet should be followed. Project Office should be within 10 km from Block else approval of D(T) is required. Report to D(T) except, the case is approved by D(T)
12	Power for Repairs of Plant & Machineries, Generators, UPS, Computers, Printers, Plotters, Scanners, etc through authorized service Centre	Full Power	Upto Rs 50,000/- for repairs of all items per year	Upto Rs 40,000/- for repairs of all items per year	Upto Rs 35,000/- for repairs of all items per year	Upto Rs 25,000/- for repairs of all items per year	<ul style="list-style-type: none"> Follow laid down procedure for repairs through authorized service Centre

B. ACCEPTING WORK THROUGH OFFERS/ NEGOTIATIONS/TENDERS:

Sl.	PARTICULARS	D(T)	Remarks
1.	Accepting Offer for contracts received from Govt. (Central/ State), other PSE, Private organization/ companies on nomination basis, competitive bidding & negotiations.	Upto Rs.200 lakhs	<ul style="list-style-type: none"> Report to CMD. 

C. POWER FOR HIRING OF LABOUR/ WORKMEN THROUGH CONTRACTOR:

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
1.	Power for Hiring of workmen through Contractor by open tender	Upto Rs.300 lakhs	--	--	--	--	<ul style="list-style-type: none"> Follow laid down procedure for open tender Power to PM for floating open tender up to Rs. 300 Lakhs after obtaining administrative approval.
2.	Power for Hiring of workmen through Contractor against single valid tender when open tender is invited	Upto Rs.80 lakhs	--	--	--	--	<ul style="list-style-type: none"> Follow laid down procedure for single valid tender when open tender is invited. Reasons to be recorded for Single Tender
3.	Power for Hiring of workmen through Contractor by limited tender	Upto Rs. 20 lakhs	--	--	--	--	<ul style="list-style-type: none"> Follow laid down procedure for limited tender Power for floating of limited tender up to Rs. 20 lakhs after obtaining administrative approval.
4.	Power for Hiring of workmen through Contractor against single valid tender when limited tenders enquiry is invited	Upto Rs. 10 lakhs	--	--	--	--	<ul style="list-style-type: none"> Follow laid down procedure for single valid tender when limited tender is invited. Reasons to be recorded for Single Tender
5.	Power for Engagement of skilled person at drill site without call of tender	Upto Rs. 3 lakhs	--	--	--	--	<ul style="list-style-type: none"> Engagement of skilled person at drill site through committee comprising of atleast one nominee each from Purchase/ Store, Finance and one from indenter. Reasons to be recorded.
6.	Power for Engagement of unskilled/ skilled local persons for new project without call of tender	Upto 500 man/days subject to total value of work should not exceed Rs. 3 lakhs	--	--	Upto 100 man-days with report to concern GM/ HOD/ DGM (Operation)	Upto 50 man-days with report to next higher level	<ul style="list-style-type: none"> Reasons to be recorded



D. POWER FOR MATTERS RELATED TO AWARD OF WORKS/ CONTRACTS:

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
1.	<i>Power to place extra work including deviation over the original work order.</i>	Up to 10%	Up to 10%	Up to 10%	Up to 10%	Up to 10%	<ul style="list-style-type: none"> • Subject to the condition that there should be no change in the rates, terms and conditions of original Contract/Work. • The value of 10% extra order plus value of original Contract/Work should not exceed limit of power of approving authority. • In consultation with Finance with recorded reasons
2.	<i>Power to place repeat order for 50% of original order</i>	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months	<ul style="list-style-type: none"> • If there is no downward trend in prices to the extent of original tender. • Value of repeat order plus value of original Contract/Work should not exceed of power of approving authority. • In consultation with Finance with recorded reasons
3.	<i>Power for Amendment of terms & conditions of Work & Contract</i>	Full powers	Full powers	Full powers	Full powers	Full powers	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons
4.	<i>Power for Extension of time for Work & Contract</i>	Full powers	Full powers	Full powers	Full powers	Full powers	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons
5.	<i>Power for Commencement of Work & Contract without signing of agreement in emergency</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons
6.	<i>Power for Waiver of penalty & compensation</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons.
7.	<i>Power for Exemption of E.M.D</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons.
8.	<i>Power for Settlement of disputes with Contractor</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons.
9.	<i>Power for Termination of Work & Contract, imposing of penalty and compensation.</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> • In consultation with Finance with recorded reasons.



PART – II

DELEGATION OF POWER FOR PROCUREMENT



PART-II :DELEGATION OF POWER FOR PROCUREMENT

A. POWER FOR PURCHASE OF CAPITAL ITEMS: ' (

(For purchase of plant and machinery, instruments, equipment, vehicles, Computers, Furniture etc.)

SL.	PARTICULARS	D(T)	Remarks
1.	<i>Power to Purchase through Open/ Global tender including foreign exchange component</i>	Upto Rs.100 lakhs	<ul style="list-style-type: none"> Follow procedure as per Purchase Manual of MECL.
2.	<i>Power for Acceptance of single valid tender when Open/ Global tender is invited</i>	Upto Rs.30 lakhs	<ul style="list-style-type: none"> Follow procedure as per Purchase Manual of MECL. Reasons to be recorded for Single valid Tender when open/ Global tender is invited.
3.	<i>Power to Purchase through limited tender enquiry including foreign exchange component</i>	Upto Rs. 20 lakhs	<ul style="list-style-type: none"> Follow procedure as per Purchase Manual of MECL.
4.	<i>Power for Acceptance of single valid tender when limited tender is invited</i>	Upto Rs. 10 lakhs	<ul style="list-style-type: none"> Follow procedure as per Purchase Manual of MECL. Reasons to be recorded for Single valid Tender when limited tender is invited.
5.	<i>Power for Procurement in case of Proprietary item</i>	Upto Rs. 50 lakhs	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Proprietary items
6.	<i>Power for Procurement at DGS&D rate contract</i>	Upto Rs.100 lakhs	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Purchase to be made on valid DGS&D rate contract
7.	<i>Power for purchase on Nomination basis through Committee without call of tenders</i>	Upto Rs. 3 lakhs	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Nomination basis without call of tenders A committee is to be constituted comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter
8.	<i>Power for Emergency purchase through Committee</i>	Upto Rs. 3 lakhs	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons for emergency to be recorded. A committee is to be constituted comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter





B. POWER FOR PURCHASE OF REVENUE ITEMS:

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
1.	<i>Power for Purchase through Open/ Global tender including foreign exchange</i>	Upto Rs.300 lakhs	Upto Rs. 30 lakhs	Upto Rs.25 lakhs	Upto Rs.5 lakhs	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed.
2.	<i>Power for Acceptance of single valid tender when Open/ Global tender is invited</i>	Upto Rs.80 lakhs	Upto Rs. 3 lakhs	Upto Rs.2 lakhs	Upto Rs. 1 lakh	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Single valid Tender when open/ Global tender is invited.
3.	<i>Power for Purchase through limited tender including foreign exchange</i>	Upto Rs. 20 lakhs	Upto Rs. 4 lakhs	Upto Rs. 3 Lakhs	Upto Rs. 1 lakh	Upto Rs. 50,000/-	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed.
4.	<i>Power for Acceptance of single valid tender when limited tender is invited</i>	Upto Rs. 10 lakhs	Upto Rs. 1 lakh	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Single valid Tender when limited tender is invited.
5.	<i>Power for Procurement in case of proprietary items</i>	Upto Rs. 100 Lakhs	Upto Rs. 2 lakh	Upto Rs. 1 lakh	Upto Rs. 50,000/-	Upto Rs. 25,000/-	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for proprietary items.
6.	<i>Power for Procurement in case of government controlled commodities & also rates fixed by Central / State Govt. or their representatives departments, , Recognized Universities, Colleges and reputed manufacturers without call of tenders</i>	Upto Rs.100 Lakhs	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons are to be recorded.
7.	<i>Power for Procurement at DGS&D rate contract</i>	Upto Rs. 300 Lakhs	Upto Rs. 10 lakhs	Upto Rs. 8 lakhs	Upto Rs. 3 lakhs	Upto Rs. 1 lakhs	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Purchase to be made on valid DGS&D rate contract

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
8.	<i>Power for purchase on Nomination basis through Committee without call of tenders</i>	Upto Rs. 3 lakhs	Upto Rs. 1 lakh with report to D(T)	Upto Rs. 75,000/- with report to D(T)	Upto Rs. 20,000/- with report to D(T)	Upto Rs. 20,000/- with report to D(T)	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Nomination basis without call of tenders. A committee is to be constituted comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter
9	<i>Power for Emergency purchase through Committee</i>	Upto Rs. 3 lakhs	Upto Rs. 40,000/-	Upto Rs. 30,000/-	Upto Rs. 20,000/-	Upto Rs. 15,000/- per case limited to Rs. 5 lakhs per year	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons for emergency to be recorded. A committee is to be constituted comprising of at least one nominee from Purchase/ Store, Finance and one from Indenter
10.	<i>Power for Purchase of POL /HSD from PSUs without call of tenders</i>	Upto Rs. 50 Lakhs	Upto Rs. 5 lakhs	Upto Rs. 5 lakhs	Upto Rs. 3 lakhs	Upto Rs. 3 lakhs	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Purchase to be made from PSUs without call of tenders.
11.	<i>Power for Purchase of Iron & Steel from SAIL/TISCO/HIS/RIW I. from authorized suppliers at approved rates of manufacturer without call of tenders</i>	Upto Rs.50 Lakhs	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Purchase to be made from SAIL/TISCO/HIS/RIW I., from authorized suppliers at approved rates of manufacturer without call of tenders
12.	<i>Power for Purchase of Timber /Cement from PSUs / State Forest Department without call of tenders.</i>	Upto Rs.50 Lakhs	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Purchase to be made from PSUs / State Forest Department without call of tenders.
13.	<i>Power for Purchase of Explosives/ detonators from authorized suppliers at approved rates of manufacturer</i>	Upto Rs.50 Lakhs	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Purchase to be made from authorized suppliers at approved rates of manufacturer.
14.	<i>Power for Purchase of Cloth /clothes from NTC/Govt. Organization</i>	Upto Rs.50 Lakhs	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. The norms as laid down by the HR Department The procurement is ensured well before onset of different seasons Purchase to be made from NTC/Govt. Organization
15.	<i>Power for Purchase of stationary items and printing</i>	Full Powers	Upto Rs.50,000/- per year	Upto Rs.40,000/- per year	Upto Rs.30,000/- per year	Upto Rs. 30,000/- per year	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed.





C. POWER FOR MATTERS RELATED TO PURCHASE OF CAPITAL AND REVENUE ITEMS:

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
1	<i>Power for Extra purchase of original supply order</i>	Up to 10%	Up to 10%	Up to 10%	Up to 10%	Up to 10%	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Subject to the condition that there should be no change in the rates, terms and conditions of original Supply Order. The value of 10% extra order plus value of original order should not exceed limit of power of approving authority. In consultation with Finance with recorded reasons.
2	<i>Power for Repeat order up to 50% of original order</i>	Within 6 months	Within 6 months	Within 6 months	Within 6 months	Within 6 months	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reckoned from the date of completion of supplies against the supply order originally awarded subject to a max. of 50% of the original order provided there is no down ward trend in prices. The value of repeat order plus value of original order should not exceed limit of power of approving authority. In consultation with Finance with recorded reasons.
3	<i>Power for Amendment of terms & conditions of Supply Order</i>	Full powers	Full powers	Full powers	Full powers	Full powers	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. In consultation with Finance with recorded reasons.
4	<i>Power for Extension of time for supply in consultation</i>	Full powers	Full powers	Full powers	Full powers	Full powers	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. In consultation with Finance with recorded reasons.
5	<i>Power for Waiver of penalty & compensation</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. In consultation with Finance with recorded reasons.
6	<i>Power for Exemption of E.M.D</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. In consultation with Finance with recorded reasons.
7	<i>Power for Settlement of disputes with Suppliers</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. In consultation with Finance with recorded reasons.
8	<i>Power for Termination of Supply Order, imposing of penalty and compensation</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. In consultation with Finance with recorded reasons.

PART – III

DELEGATION OF POWER FOR ADMINISTRATIVE MATTERS





PART-III :DELEGATION OF POWER FOR ADMINISTRATIVE MATTERS

A. POWER FOR ADMINISTRATIVE MATTERS:

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
1.	<i>Power to Write-off of any items of stores, equipment, Tools, plant & materials in each case</i>	Up to Rs. 3 Lakhs in each case	--	--	--	--	<ul style="list-style-type: none"> Subject to report by committee comprising of nominees from Purchase/ Store, Finance & technical persons After the item is written off, the information may be sent to Finance Division for adjustment. The original value/ issue rate of store price shall be considered for the purpose of write off. However Asset items will be written off at their depreciated value/ notionally derived depreciated value.
2.	<i>Power to Write-off any shortage in raw materials and finished & semi-finished goods for each material in a year</i>	Up to Rs. 2 Lakhs	--	--	--	--	<ul style="list-style-type: none"> Subject to investigation and report by a committee comprising of nominees from Purchase/ Store, Finance & technical Division. After the item is written off, the information may be sent to Finance Division for adjustment. The original value/ issue rate of store price shall be considered for the purpose of write off. However Asset items will be written off at their depreciated value/ notionally derived depreciated value.
3	<i>Power to Write-off losses in boreholes</i>	Full Powers	--	--	--	--	<ul style="list-style-type: none"> Subject to technical vetting by Drilling Division. After the item is written off, the information may be sent to Finance Division for adjustment. The original value/ issue rate of store price shall be considered for the purpose of write off. However Asset items will be written off at their depreciated value/ notionally derived of depreciated value.
4.	<i>Power to declare, approve and dispose of unserviceable/ surplus/ obsolete new & used drill rods/ casings, bits, core barrels and other revenue items</i>	Full powers	--	--	--	--	<ul style="list-style-type: none"> Subject to following the norms and procedure as laid down in Purchase Manual/any other order in vogue After declaration the items are to be disposed by laid down procedure and delete from the inventory list of stores.
5.	<i>Power to sanction Payment of rent of office building</i>	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	<ul style="list-style-type: none"> The payment of rent of office building and residential building should be paid as per agreement on time and proper record to be maintained for audit
6	<i>Power to sanction Payment of Municipal Taxes and other statutory payment</i>	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	<ul style="list-style-type: none"> The payment of Municipal Taxes and other statutory charges to any Govt. Deptt. / Autonomous- body should be paid on time and proper record to be maintained.
7	<i>Power to sanction payment of Office telephone and Internet charges</i>	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	<ul style="list-style-type: none"> The payment of office telephone and internet charges should be paid as per approved limits on time and proper record to be maintained. New connection requires approval of CMD.

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
8	Power to sanction payment of electricity, gas and water charges	Full Powers	Full power	Full power	Full power	Full power	<ul style="list-style-type: none"> The payment of electricity, gas and water charges should be paid on time and proper record to be maintained This is excluding consumption at residence of employees.
9	Power to sanction Payment on Office cleaning & sweeping	Full Powers	--	--	Up to Rs. 1000/- per establishment per month	Up to Rs. 1000/- per establishment per month	<ul style="list-style-type: none"> The payment of Office cleaning & Sweeping should be paid on time and proper record to be maintained.
10	Power to sanction Payment of insurance premium for Plant & Machinery, vehicles, cash chest, stores, office building & Transit Insurance.	Full Powers	Full Powers	Full Powers	Full powers	Full powers	<ul style="list-style-type: none"> Insurance of Plant & Machinery, vehicles and stores as per requirements Payment of insurance should be made on time to avoid any penalty. ZM, ROM, PM will report to concern GM/HOD/DGM (operation). Penalty payment require approval of D(T)
11	Power to sanction Payment of Insurance coverage to employees in sensitive posting subject to declaration of sensitive project	Full Powers	--	--	Full Powers with report to concern GM/ HOD/ DGM (Operation)	Full Powers with report to concern GM/ HOD/ DGM (Operation)	<ul style="list-style-type: none"> Insurance coverage to employees in sensitive posting subject to declaration of sensitive project and should be arranged on year to year basis/ till completion of project. Payment of insurance should be made in time to avoid any penalty.
12	Power to sanction Extra/additional fuel consumption per jeep/ LMV per month	Full power	Up to 20% more	Up to 15% more	Up to 10% more	--	<ul style="list-style-type: none"> Consumption of Fuel up to 150 litres per jeep/ LMV per month Verification of Kms. Run by the Jeep/ LMV based on Log-book entries. Justification for excess kms. run by the Jeep/LMV.
13	Power to sanction Extra/additional fuel consumption per Trucks/ Heavy Vehicles per month	Full power	Up to 20% more	Up to 15% more	Up to 10% more	--	<ul style="list-style-type: none"> Consumption of Fuel up to 350 litres per Truck/ Heavy Vehicle per month Verification of Kms. Run by the Truck/ Heavy vehicle based on Log-book entries. Justification for excess kms. run by the Truck/ Heavy Vehicle.
14	Power to sanction expenses on Freight, Octroi, Loading and unloading of materials	Full powers	Full Powers	Full Powers	Full Powers	Full Powers	<ul style="list-style-type: none"> As per requirement & subject to reasonability of rates to be certified by the Officer In-charge for the respective works.
15	Power to sanction Demurrage & Wharfage	Full powers	Upto Rs. 10,000/-	Upto Rs. 10,000/-	Upto Rs. 10,000/-	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Every efforts should be made to get the demurrage/ wharfage waive off from the railways /earners and /or recover the same from supplier /contractors where such liability have arisen due to reasons attributable to the supplier/ contractors.





Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
16	Power to sanction entertainment of Company's Guest	Full power.	Up to Rs.10,000 per year	Up to Rs.10,000 per year	Up to Rs.5,000 per case	Up to Rs.5,000 per case	• Record of these expenses is to be maintained.
17	Power to sanction expenditure on recreation, sports, national festivals & ceremonial occasions	Full power	Up to Rs.50,000/- per occasion to GM (HR)	Upto Rs. 50,000/- per occasion to HOD (HR)	Up to Rs. 5,000 per occasion per Zone/ RMC	Up to Rs. 3,000 per occasion per Project	• Record of these expenses is to be maintained.
18	Power to sanction Operational Fund for projects	Full power	--	--	--	--	• The Operational Fund requirements for projects should be allocated by the concern GM/ HOD/ DGM (Operation) Subject to financial Concurrence
19	Power to sanction Imprest / RCA in each case	Full powers	Up to Rs. 10,000/-	Up to Rs. 5,000/-	--	--	• The Imprest/ RCA to be sanctioned in favour of Executives E-1 & above • Subject to financial Concurrence
20	Power to sanction NRCA in each case	Full powers	Up to Rs. 10,000/-	Up to Rs. 5,000/-	Full powers	Full powers	• The NRCA to be sanctioned in favour of Executives E-1 & above for specific purpose. • Subject to financial Concurrence
21	Power to sanction expenditure on Newspapers, Periodicals, Technical Publications, Journals, Book, souvenirs etc.	Full power	Upto Rs.5000/- per year Plus Extra powers to GM(HR) for purchase of Books/ periodicals for Hindi & Legal matters not exceeding to Rs.10,000/- per year.	UptoRs.5000/- per year Plus Extra powers to HOD(HR) for purchase of Books/ periodicals for Hindi & Legal matters not exceeding to Rs.5,000/- per year	Upto Rs.5000/- per year.	Upto Rs.5000/- per year.	• Record of these expenses is to be maintained.
22	Power to sanction expenses on official meetings	Full power	Upto Rs.3000/- per month.	Up to Rs.2000/- per month	Up to Rs.1500/- per month	Upto Rs.1000/- per month	• Record of official meetings is to be maintained.
23	Power to sanction payment of Postage and Postal charges	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	• Record of Postal expenses is to be maintained.
24	Power to take material on loan from Govt. Agencies/ Public Sector Undertaking	Full power	Full power	Full power	Full power	Full power	• Approval Authority should insured that the material to be taken on loan is really required and is optimally utilized. • Record for this is to be maintained.
25	Power to sanction payment of Crop and Land Compensation	Full powers	Upto Rs. 20,000/- per case	Upto Rs. 10,000/- per case	Upto Rs. 5,000/- per case	Upto Rs.4,000/- per case	• To be used for operational purpose only at projects

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM	Remarks
26	Power to sanction Payment of Custom Duties, port charges.	Full powers	--	--	--	--	<ul style="list-style-type: none"> • These payments are to be made in time
27	Power to sanction Payment of Penalty on Taxes / Rates	Upto Rs. 50,000/- in each case	--	--	--	--	<ul style="list-style-type: none"> • Operational In-Charges are to take efforts to minimise payment of Penalty on Taxes/ Rates
28	Power to sanction Payment of RTO Service Charges for works for trucks, truck mounted drills, jeep, LMV and GP Logger vans etc.	Full Powers	Upto Rs. 5000/- per case limited to Rs. 25,000/- per year	Upto Rs. 4000/- per case limited to Rs. 20,000/- per year	Upto Rs. 3000/- per case limited to Rs. 20,000/- per year	Upto Rs. 2000/- per case subject to Rs.15,000/- per year	<ul style="list-style-type: none"> • Report to next higher authority except the case is sanctioned by D(T).
29	Power to sanction Payment of Contingent expenditure and/ or expenditure not covered under any other head	Upto Rs. 5000/- per case subject to 50,000/- per year	Upto Rs. 1000/- per case subject to 20,000/- per year	Upto Rs. 1000/- per case subject to 15,000/- per year	Upto Rs. 1000/- per case subject to 15,000/- per year	Upto Rs. 1000/- per case subject to 12,000/- per year	<ul style="list-style-type: none"> • Record for each expenditure should be maintained so that per year sanction for Payment should not exceed limit mentioned against each Approving Authority.
30	Power to sanction payment of Penalty on P&T/Electricity/ Water bills	Full power	Full Powers	Full Powers	Full Powers	Full Powers	<ul style="list-style-type: none"> • Operational In-Charges are to take efforts to minimise payment of Penalty on P&T/Electricity/ Water bills. • With recorded reasons
31	Power to sanction expenditure on safety of employees, plant, Machineries and Office premises etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	<ul style="list-style-type: none"> • Report to next higher Authority except the case is approved by D(T) • Report to D(T) in case of safety of employees except the case is approved by D(T).
32	Power to sanction expenditure on observance of Vigilance Awareness week	Full powers	--	--	Upto Rs. 500 per year per Zonal Office/ RMC	Upto Rs. 500 per year per Project	<ul style="list-style-type: none"> • Date and period of observance of Vigilance Awareness week at Zonal Offices, RMCs and projects shall be notified by the MECL Vigilance Office
33	Power to sanction expenditure on Advertisement and Publicity for NIT publication	Full powers	Full powers to GM(HR)	Full powers to HOD (HR) & HOD (BD&C)	--	Full powers related to project	<ul style="list-style-type: none"> • Subject to follow of norms for publication of Advertisement.





B. POWER FOR FIELD HOSTEL/ TRANSIT HOUSE ACCOMMODATIONS FACILITY IN EXPLORATION PROJECTS

a. One Time Financial implication for field hostel/ Transit house facilities at each Exploration Projects (04 drill project):

Sl.	PARTICULARS	D(T)	PM	Remarks
1.	<i>Power to Purchase camp cots, mattress, pillows, plastic chairs, plastic table, water purifier and other amenities like bucket, mugs, tea cup, water jug etc</i>	Full power	Up to Rs. 1.2 Lakhs per project	<ul style="list-style-type: none"> If the financial power of PM is over, case should be routed through concern GM/HOD to D(T) for approval Rs. 1.2 Lakhs is one time total expenditure on all items mentioned in 'Particulars' column. Estimated cost of each item is given in HR CIRCULAR MEC/HR/IR/E(100)/2015/4608 dated 21.08.2015
2	<i>Construction of Toilets portable Toilets</i>	Full power	Rs. 2 Lakhs	<ul style="list-style-type: none"> If the financial power of PM exceeds his limit, case should be routed through concern GM/HOD to D(T) for approval

b. Monthly Financial implication for field hostel/ Transit house at each Exploration Projects (04 drill project):

Sl.	PARTICULARS	D(T)	PM	Remarks
1	<i>Power for rent for Field Hostel/ Transit House</i>	Full power	Up to Rs. 30,000/- per month per project	<ul style="list-style-type: none"> If the financial power of PM is over, case should be routed through concern GM/HOD to D(T) for approval.
3	<i>Power to sanction payment of electricity and water charges</i>	Full power)	Full power up to Rs. 5,000/- per month	<ul style="list-style-type: none"> If the financial power of PM is over, case should be routed through concern GM/HOD to D(T) for approval. On production of actual Bill/ receipt
	<i>Power to sanction expenditure on maintenance of Toilets</i>	Full power	Full power up to Rs. 3,000/- per month per project	<ul style="list-style-type: none"> If the financial power of PM is over, case should be routed through concern GM/HOD to D(T) for approval.
6.	<i>Power to sanction expenditure towards providing WiFi facilities</i>	Full power	Full power up to Rs. 5,000/- per month per project	<ul style="list-style-type: none"> If the financial power of PM is over, case should be routed through concern GM/HOD to D(T) for approval.

c. Power for approval of distance for Field Hostel/ Transit House from the Project:

Sl.	PARTICULARS	D(T)	PM	Remarks
2	<i>Power for approval of distance for Field Hostel/ Transit House at project from Project office or distance of Field Hostel/ Transit House for front line workers from area of operation/ exploration blocks</i>	Full power	Full power	<ul style="list-style-type: none"> Full power to PM if distance is within 10 KM from area of operation/ exploration blocks If the distance is beyond 10 KM, case should be routed through concern GM/HOD to D(T) for approval.

(This Estimate is for a standard 04 Drill projects, the estimate may vary from project to project depending upon number of drill actually deployed)

PART - IV

DELEGATION OF POWER FOR HUMAN RESOURCE DEVELOPMENT



PART-IV :DELEGATION OF POWERS FOR HUMAN RESOURCE DEVELOPMENT



A. POWER FOR HUMAN RESOURCE DEVELOPMENT:

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM/ OIC	Remarks
1	<i>Power for confirmation after completion of probation/ extension of probation</i>	Full power for employees upto E3 placed under him	Full power for Non Executives placed under him	Full power for Non Executives placed under him	--	--	<ul style="list-style-type: none"> Orders are to be issued by HR Division.
2	<i>Power for Acceptance of Resignation</i>	Full power for employees upto E3 placed under him	Full power to GM (HR) for Non-Executives	Full power to HOD (HR) for Non-Executives	--	--	<ul style="list-style-type: none"> Exit interview may be taken and submit the same along with the resignation letter to HR Division Vigilance clearance to be obtained before acceptance. Employees to clear his dues before issue of release order.
3	<i>Power for Payment of honorarium/ TA to external experts called for meeting /Interview/Lecture/ Training or any other official work</i>	Full powers	Full power to GM(HR)	Full power to HOD(HR)	--	--	<ul style="list-style-type: none"> Rates as per rules & norms of HR Division TA to experts, consultants, etc. except for contracts/ agreements approved by Board.
4	<i>Power for Payment of TA to candidates called for interview.</i>	Full power	Full powers to GM(HR)	Full powers to HOD(HR)	--	--	<ul style="list-style-type: none"> As per TA Norms
5	<i>Power for Approval of Official Tours/ Extension of Tour</i>	Power as Controlling officer for employees placed under him	Power as Controlling officer for Employees upto E3 placed under him	Power as Controlling officer for Employees upto E3 placed under him	Power as Controlling officer for employees placed under him	Power to PM as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Officials Tours and extension of tours of GMs, HODs, DGMs, ZMs, ROMs, PMs & OIC (Delhi Office) placed under D(T) shall be approved by D(T). GMs, HODs, ZM, ROM, PMs & OIC (Delhi Office) will send monthly statement of Tours sanctioned by them to D(T).
6	<i>Power for Sanction of leave including EOL & LTC (excluding special disability leave and study leaves)</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Leaves of any kind (except special leaves and study leaves) including EOL of GMs, HODs, DGMs ZMs, ROMs, PMs & OIC (Delhi Office) placed under D(T) shall be approved by D(T).
7	<i>Power for Sanction of Leave encashment and joining duty after leave.</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Leave encashment and joining duty after leave to be sanctioned by respective authority under their delegated power.

Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM/ OIC	Remarks
8.	<i>Power for Sanction special disability leave (excluding study leaves)</i>	Full powers up to E7	--	--	--	--	<ul style="list-style-type: none"> Fact finding Committee is to be constituted and based on the findings of Committee Report, special disability leave is to be sanctioned This is excluding study leave
9	<i>Power As Controlling Officer for countersigning of Medical Reimbursement Bill, LTC Bill, TA Advance & TA Bills and local travel expenses</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Countersigning of Medical Reimbursement Bill, LTC Bill, TA Advance & TA Bills and local travel expenses to be sanctioned by respective authority under their delegated power.
10	<i>Power to Accept cancellation charges on Rail/Air tickets in case of journey on Official Tour, Transfer and posting etc.</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power to PM as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Reasons to be recorded.
11	<i>Power to Accept delayed claims</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Regulation of claims as admissible under relevant rules/ policies. Limit of submission of claim as per norms.
12	<i>Power to sanction travel in one class higher than entitlement or by longer route or Tatkal except by Air.</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power to PM as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Subject to as per instructions issued from time to time.
13	<i>Power for Approval for Journey by Air in North-East Sector, originating from Kolkata onwards</i>	Full powers	Power as Controlling officer employees placed under him	Power as Controlling officer employees placed under him	Power as Controlling officer employees placed under him	Power to PM as Controlling officer for employees placed under him	<ul style="list-style-type: none"> As per norms prescribed from time to time
14	<i>Power for Approval for Annual Increment</i>	--	Full power to GM(HR)	Full power to HOD(HR)	Power as Controlling officer for employees placed under him	Power to PM as Controlling officer for employees placed under him	<ul style="list-style-type: none"> After approval of Annual increment, inform Finance Division.
15	<i>Power for Sanction of Medical Advance and special sanction</i>	Full Powers	Full power to GM(HR)	Full power to HOD(HR)	--	--	<ul style="list-style-type: none"> The admissibility and extent of advance to be as per Rules on the subject or as ascertained by the HR for indoor treatment only
16	<i>Power to Sanction permission of indoor treatment at Hospital which is not in the panel of CGHS</i>	Full Powers	Full power to GM(HR)	Full power to HOD(HR)	--	--	<ul style="list-style-type: none"> The medical bills will be passed as per CGHS schedule of rates and admissibility only.



Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM/ OIC	Remarks
17	Power for Approval for Advances of all types and its recovery excluding Medical Advance	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power to PM as Controlling officer for employees placed under him	<ul style="list-style-type: none"> The admissibility and extent of advance to be as per Rules on the subject or as ascertained by the HR.
18	Power for Sanction of expenditure on safety of employees, providing T&P items to employees and to Watch & Ward staff.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers to PM	<ul style="list-style-type: none"> Subject to norms and rules on each item and financial concurrence with report to the next higher Authority except the case is sanctioned by D(T).
19	Power to Sanction Expenditure incurred towards transportation of mortal remains of expired employee from work place to his family station.	Full power	Full power to GM(HR)	Full power to HOD (HR)	Full powers with report to D(T)	Full powers to PM with report to D(T)	<ul style="list-style-type: none"> Subject to following the provision of respective rules /norms.
20	Power to Sanction of employees terminal dues	--	Full power to GM(HR)	Full power to HOD (HR)	--	--	<ul style="list-style-type: none"> Subject to following the provision of respective rules /norms.
21	Power to Sanction of expenditure on liveries to employees	Full Powers	--	--	--	--	<ul style="list-style-type: none"> As per dress regulations from time to time
22	Power to accept fitness certificate to join duty after expiry of leave on Medical grounds	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	<ul style="list-style-type: none"> Acceptance of fitness certificate to join duty after expiry of leave on Medical grounds as per guidelines to be accepted by respective authority under their delegated power.
23	Power to Sanction of Overtime allowance for Non-Executives	--	Full power to GM(HR)	Full power to HOD (HR)	--	--	<ul style="list-style-type: none"> Subject to following the provision of respective rules /norms.
24	Power for Approval for change of Home town	Full power	Full power to GM(HR)	Full power to HOD (HR) for Non-Executives	--	--	<ul style="list-style-type: none"> Subject to following the provision of respective rules.
25	Power to Permit employees to undertake courses of studies and to appear in examination or to attend classes outside	Full powers	Full power to GM(HR)	Full power to HOD (HR)	--	--	<ul style="list-style-type: none"> Subject to following the provision of respective rules.



Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM/ OIC	Remarks
26	<i>Power to Permit delivering lectures, functioning members on selection committees, etc. in outside organization and acceptance of honorariums.</i>	Full power for employees up to E3	Full power to GM(HR) for Non-Executives	Full power to HOD(HR) for Non-Executives	--	--	• Subject to following the provision of respective rules/ norms.
27	<i>Power to accord Permission for obtaining NOCs for passport.</i>	Full power up to E3	Full power to GM(HR) for Non-Executives	Full power to HOD(HR) for Non-Executives	--	--	• Subject to compliance of procedure as laid down.
28	<i>Power to accept declaration of properties</i>	--	Full power to GM(HR)	Full power to HOD(HR)	--	--	• Subject to compliance of procedure as per rules.
29	<i>Power to Sanction Gratuity/ pension</i>	--	Full power to GM(HR)	Full power to HOD(HR)	--	--	• Subject to compliance of procedure as per rules.
30	<i>Power to forward applications for outside employment</i>	Full power up to E3	Full power to GM(HR) for Non-Executives	Full power to HOD(HR) for Non-Executives	--	--	• Subject to compliance of procedure as per rules.
31	<i>Power to sanction Payment of compensation in accordance with Employees Compensation Act</i>	Full power	Full power to GM(HR) for Non-Executives	Full power to HOD(HR) for Non-Executives	--	--	• In accordance with Employees Compensation Act
32	<i>Power for Pay Fixation</i>	--	Full power to GM(HR)	Full power to HOD(HR)	--	--	• In consultation with Finance Division
33	<i>Powers to sign Vakalatnama / Contract / Deeds/ Legal & other documents as per powers of Attorney</i>	Full powers	Full powers	Full powers	Full powers related to project work subject to power of attorney, if given	Full powers to PM for related project work subject to power of attorney, if given	• As per laid down procedure
34	<i>Power to sanction Legal Expenses</i>	Full power	Full power to GM(HR)	Full power to HOD(HR)	--	--	• Panel of Advocates and rates approved by CMD.
35	<i>Power to sanction Death-cum-Disablement Relief fund(DCDR)</i>	--	Full power to GM (HR)	Full power to HOD (HR)	--	--	• Subject to following the provision of respective rules /norms.
36	<i>Power to sanction all statutory dues.</i>	--	Full power to GM (HR)	Full power to HOD (HR)	--	--	• Subject to following the provision of respective rules /norms.



Sl.	PARTICULARS	D(T)	GM	HOD/ DGM (Operation)	ZM/ ROM	PM/ OIC	Remarks
37	<i>Power to organize and to nominate employees for in-house Training programs and sanction all related expenses.</i>	Full Power	Full Power to GM (HR) up to Rs.2,000/- per day & upto Rs. 20,000/- per year	Full Power to HOD (HR) up to Rs.1500/- per day & upto Rs. 15,000/- per year	--	--	<ul style="list-style-type: none"> • Annual Calendar to be approved by the CMD.
38	<i>Power to sanction Payment of honorarium to expert /faculty including fare for Road/Railway/ Air to impart training to MECL Employees</i>	Full Power	Full Power up to Rs.15,000/ per case to GM(HR)	Full Power up to Rs.10,000/ per case to HOD(HR)	--	--	<ul style="list-style-type: none"> • As per norms • Annual Calendar to be approved by the CMD.
39	<i>Power for Nomination of outside training courses in India and sanction related expenses</i>	Full power upto E7	--	--	--	--	<ul style="list-style-type: none"> • subject to Annual Calendar approved by CMD.
40	<i>Power to sign plaints for removal of encroachment</i>	--	Full power to GM(HR)	Full power to HOD(HR)	--	--	<ul style="list-style-type: none"> • For this Administrative approval of CMD is needed



SCHEDULE - II

**DELEGATION OF POWER
TO
D(F), CVO, COMPANY SECRETARY, OIC-DELHI OFFICE**



DELEGATION OF POWERS TO D(F), C.V.O, COMPANY SECRETARY AND OIC DELHI OFFICE



Sl.	PARTICULARS	D(F)	C.V.O.	Company Secretary	OIC-Delhi Office (above Manager level)	Remarks
1	Power to sanction Contingent expenditure and/ or expenditure not covered under any other head	Upto Rs. 5000/- per case limited to 50,000/- per year	Upto Rs. 5000/- per case limited to 50,000/- per year	Upto Rs. 500/- per case limited to 10,000/- per year	Upto Rs. 500/- per case limited to 10,000/- per year	• Record for each expenditure should be maintained so that per year sanction should not exceed limit against each Approving Authority.
2	Power to Purchase of Office Furniture, Fixture and Appliances etc.	Upto Rs. 10 lakhs	--	--	--	• Provision/ procedure as per Purchase Manual of MECL to be followed.
3	Power to sanction expenditure on Entertainment of Company's Guest	Full power	Full power	--	Full power	--
4	Power to sanction expenditure on recreation and sports	Full power	--	--	--	--
5	Power to sanction expenditure on national festivals and ceremonial occasions	Full power	--	--	Full power	--
6	Power to sanction Expenditure on insurance premium, office building rents, vehicle, Municipal rates & taxes, electricity, gas, water charges, freight, octroi, loading & unloading charges, printing of stationary and other statutory payment	Full powers	--	--	Full power	--
7	Power to Sanction of impress / RCA in each case	Full powers	Full powers	--	--	• The impress/ RCA to be sanctioned in favour of Executive E1 & above.
8	Power to sanction NRCA in each case	Full powers	Full powers	--	--	• The NRCA to be sanctioned in favour of Executives E-1 & above for specific purpose.
9	Power for Expenditure on Newspapers, Periodicals, Technical Publications, Journals, Book, souvenirs & Mementoes etc.	Full power	Full power	Full power	Upto Rs.500/- in each case limited to Rs.6000/-per year	--
10	Power to sanction Expenses on official meetings	Full power	Full power	--	Full power as per norms	--
11	Power to sanction Expenses on vehicle, telephone, internet, statutory payments, Postage, Postal charges and printing of stationary	Full power	Full power	Full Powers	Full power	• New connection requires approval of CMD.
12	Power to take material on loan from Govt. agencies/public sector undertaking	--	--	--	Full power	• Record for this is to be maintained.
13	Power to sanction expenditure on Insurance of cash chest, vehicle, plant & machinery, stores and transit insurance	Full power	--	--	--	• Insurance of Plant & Machinery, vehicles and stores as per requirements
14	Power for Confirmation after completion of probation/ extension of probation	Full power for employees up to E3 placed under him	Full power for employees up to E3 placed under him	--	--	• Orders are to be issued by HR

Sl.	PARTICULARS	D(F)	C.V.O.	Company Secretary	OIC-Delhi Office (above Manager)	Remarks
15	<i>Power for Acceptance of Resignation</i>	Full power for employees up to E3 placed under him	Full power for employees up to E3 placed under him	--	--	<ul style="list-style-type: none"> Exit interview may be taken and submit the same along with the resignation letter to HR.Division Vigilance clearance to be obtained before acceptance. Employees to clear his dues before issue of release order.
16	<i>Power to sanction Expenditure towards Advertisement & Publicity</i>	Full Powers	--	--	--	--
17	<i>Power for approval of official Tours/ Extension of Tour</i>	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	--	--	--
18	<i>Power to pay Honorarium/TA to external expert/ Consultants/ Candidates called for interview</i>	Full power	--	--	--	<ul style="list-style-type: none"> Rates as per rules & norms of HR TA to experts, consultants, etc. except for contracts/ agreements approved by Board
19	<i>Power to sanction Advances of all types and its recovery excluding Medical Advance</i>	Full powers	Full powers	Full powers for employees placed under him	Full powers for employees placed under him	<ul style="list-style-type: none"> The admissibility and extent of advance to be as per Rules.
20	<i>Power to sanction leave including EOL and LTC (excluding special disability leave and study leaves).</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	--
21	<i>Power to sanction Leave encashment, local travel expenses and joining duty after leave.</i>	Power as Controlling officer for self and employees placed under him	Power as Controlling officer for self and employees placed under him	Power as Controlling officer for employees placed under him	Power as Controlling officer for employees placed under him	--
22	<i>Power to sanction Medical Advance and special sanction</i>	For self and for the employees placed under him	--	--	--	<ul style="list-style-type: none"> The admissibility and extent of advance to be as per Rules for indoor treatment
23	<i>Power to Sanction permission of indoor treatment at Hospital which is not in the panel of CGHS</i>	Full Powers	--	--	--	<ul style="list-style-type: none"> The medical bills will be passed as per CGHS schedule of rates and admissibility only.
24	<i>Power as Controlling Officer for countersigning of Medical Reimbursement Bill, LTC Bill, TA Advance & TA Bills.</i>	Power as Controlling officer for self and employees placed under him	Power as Controlling officer for self and employees placed under him	Countersigning for employees placed under him	Countersigning for employees placed under him	<ul style="list-style-type: none"> As per delegated power.
25	<i>Power to sanction special disability leave (excluding study leaves)</i>	Full powers for employees placed under him	--		--	<ul style="list-style-type: none"> Fact finding inquiry is to be carried out and based on inquiry Report, special disability leave is to be sanctioned





Sl.	PARTICULARS	D(F)	C.V.O.	Company Secretary	OIC-Delhi Office (above Manager)	Remarks
26	<i>Power to Accept cancellation charges on Rail/Air tickets in case of journey on Tour. Transfer & posting</i>	Power as Controlling officer for self and employees placed under him	Power as Controlling officer for self and employees placed under him	--	--	• Reasons to be recorded for cancellation of tickets.
27	<i>Power for Acceptance of delayed claims</i>	Power as Controlling officer for self and employees placed under him	Full powers for self and for the employees placed under him	Full powers for non-executives placed under him	Full powers for non-executives placed under him	• Subject to Regulation of claims as admissible under relevant rules/policies.
28	<i>Power to sanction travel in one class higher than entitlement/ longer route except by Air.</i>	Power as Controlling officer for self & employees placed under him	Power as Controlling officer for employees placed under him	--	--	--
29	<i>Power to approve Journey by Air in North-East Sector, originating from Kolkata onwards</i>	Full powers for employees placed under him	Full powers for employees placed under him	--	--	--
30	<i>Power to sanction Acceptance of fitness certificate to join duty after expiry of leave on Medical grounds as per guidelines</i>	Full powers for self and for employees placed under him	Full powers for self and for employees placed under him	Full powers for employees placed under him	Full powers for employees placed under him	• Acceptance of fitness certificate to join duty after expiry of leave on Medical grounds as per guidelines.
31	<i>Power for Opening of Account in any schedule Bank and Operation thereof including authorization to other employees</i>	Full Powers	--	--	--	--
32	<i>Power to sanction Audit Expenses including holding of Auditors meetings & meeting in connection with audit</i>	Full Powers	--	--	--	--
33	<i>Power for Engagement of firms of Chartered Accountants/ Company Secretary/ Advocates for Tax matters/ Company Law matters/ Physical verification of stock/ fixed assets, etc and sanction of remuneration.</i>	Full Powers	--	--	--	--
34	<i>Power to sanction Expenditure in connection with Board Meeting including TA/DA, Boarding & Lodging charges to Directors/ Share Holders of Company and Special invitees.</i>	--	--	Full powers	--	• Report to CMD
35	<i>Powers to sign Vakalatnama/ Contract / Deeds/ Legal & other documents</i>	Full power	--	--	--	--
36	<i>Power to sanction Legal Expenses subject to Panel of Advocates and rates approved by CMD</i>	Full power	--	--	--	• Subject to Panel of Advocates and rates approved by CMD.
37	<i>Power to organize & to nominate employees for in-house Training programs & sanction all related expenses</i>	Full Power	Full Power	--	--	• subject to Annual Calendar to be approved by the CMD.
38	<i>Power to sanction Payment of honorarium to expert faculty including Road/Railway/ Air fare to impart training to MECL employees</i>	Full Power	Full Power	--	--	• subject to Annual Calendar to be approved by the CMD.
39	<i>Power for Nomination of outside training courses in India and sanction related expenses</i>	Full power upto E7	Full power upto E7	--	--	• subject to Annual Calendar to be approved by CMD.

SCHEDULE - III

DELEGATION OF POWER FOR REPAIRS AND MAINTENANCE OF CIVIL WORKS TO OIC (Civil)





DELEGATION OF POWER FOR REPAIRS AND MAINTENANCE OF CIVIL WORKS TO OIC (CIVIL)

Guide lines for carrying out repair & maintenance works:

1. The renovation will be carried out as per the requirement for which detailed cost estimates and Rate analysis will be prepared by OIC (Civil) and administrative approval will be accorded by the D(T); subject to the availability of budget provision in the Annual Budget.
2. The maintenance of the civil structure or electrical installation will be carried out once in a period of 4-years as per the norms and procedure laid down in the CPWD Manual for which budget provision will be provided in the annual budget and detailed estimates are approved by the CMD.
3. For Annual maintenance Contract (AMC), the list of items and specific structure of civil/ electrical installation will be prepared by the OIC (Civil) and estimate prepared thereof. This estimate will be based on CPWD rates and will be approved by the Competent Authority to which the OIC (Civil) is reporting.
 - 3.1 On the basis of the approved estimates, the annual maintenance contracts are to be awarded.
 - 3.2 The Annual maintenance contract to the authority, supplier of the Mechanical / Electrical installation will be initially approved by the authority to whom the OIC (Civil) is reporting and there-after, the renewal of Annual Maintenance Contract (AMC) will be awarded by the OIC (Civil) subject to the condition that the renewal is not more than 10% higher of the AMC's cost of the previous year subject to concurrence of Finance Division.
 - 3.3 The estimates for annual maintenance contracts for up-keeping of Office-premises will be based on the open tender system for which the estimates will be prepared by OIC (Civil) and after the financial concurrence; the same will be approved by the Competent Authority. The terms and conditions of the tender will be as per the MECL Contract Manual.
 - 3.4 The contracts will be awarded as the financial powers of appropriate authority.
 - 3.5 If such contracts are awarded including material cost then the cost of the material and manpower cost should be segregated along with all applicable fees, taxes, etc.
 - 3.6 In case of award of contract where only manpower cost is involved, the rates of wages, as applicable, as per the notification issued by the respective State Governments will be followed strictly with other provision, as per the standard terms and conditions mentioned in contract Manual.
4. The OIC (Civil) will maintain the inventory of store items required for day to day repairs of the Civil/ Electrical/ Furniture/ Fixture items for which the list of items will be prepared by OIC (Civil) and approved by the Competent Authority as per DOP and the will be purchased by the OIC (Civil) as replacement/ replenishment.

- A. **POWER FOR AWARD OF CONTRACTS/ WORKS FOR CIVIL WORK:** (including repairs, Maintenance and Annual maintenance Contract (AMC) of Plant & Machinery, Office Equipment, Furniture, Roads, Hutments, Mechanical / Electrical & Electronic installations, Building maintenance and up keeping of Office building) as per above Guidelines for award of Contracts/ Works for carrying out repair & maintenance works

Sl.	PARTICULARS	OIC-Civil	Remark
1	Power for Award of contract/Works through limited tender	Upto Rs. 1,00,000/-	<ul style="list-style-type: none"> Follow laid down procedure for limited tender
2	Power for Award of contract / Works against single valid tender when limited tenders enquiry is invited	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Follow laid down procedure for single valid tender when limited tenders enquiry is invited Reasons to be recorded for single tender
3	Power for Award of contract / Works in case of nomination basis through committee without call of tender	Upto Rs. 10,000/- with report to D(T)	<ul style="list-style-type: none"> Follow laid down procedure for nomination basis Reasons to be recorded for Nomination basis without call of Tender Nomination basis is to be resorted to only in case of urgency / single source availability A committee is to be constituted comprising of nominees from Purchase/ Store, Finance & from Civil section.
4	Power for Award of contract/ Works for emergent works through Committee	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Follow laid down procedure Reasons for emergency to be recorded. A committee is to be constituted comprising of nominees from Purchase/store, Finance & from Civil section.
5	Power for repair of electrical equipment and machinery installed in various buildings	Upto Rs 5,000/- per item subject to 1 Lakh per year	<ul style="list-style-type: none"> Follow laid down procedure
6	Power for repairs of Plant & Machineries, etc through authorized service Centre	Upto Rs 25,000/- per year	<ul style="list-style-type: none"> Tender is to be resorted to only in case of authorized service Centre as single source availability
7	Power to place extra work including deviation over the original work order.	Up to 10%	<ul style="list-style-type: none"> Subject to the condition that there should be no change in the rates, terms and conditions of original Contract/Order. The value of 10% extra order plus value of original order should not exceed limit of OIC- (Civil) In consultation with Finance with recorded reasons
8	Power to place repeat order for 50% of original order	Within 6 months	<ul style="list-style-type: none"> If there is no downward trend in prices to the extent of original tender. The value of repeat order plus value of original order should not exceed limit of OIC -(Civil) In consultation with Finance with recorded reasons
9	Power for Amendment of terms & conditions of Work & Contract	Full powers	<ul style="list-style-type: none"> With concurrence of Finance with recorded reasons
10	Power for Extension of time for Work & Contract	Full powers	<ul style="list-style-type: none"> With concurrence of Finance with recorded reasons





B. **POWER FOR PURCHASE OF REVENUE ITEMS FOR CIVIL WORK:** (including material for repairs and Maintenance of Plant & Machinery, Office Equipment, Furniture, Roads, Hutments, Mechanical / Electrical & Electronic installations, Building maintenance and up keeping of Office building) as per above Guidelines for purchase of Revenue items for carrying out repair & maintenance works

Sl.	PARTICULARS	OIC-Civil	Remarks
1	Power for Purchase through limited tender	Upto Rs. 50,000/-	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed.
2	Power for Acceptance of single valid tender when limited tender is invited	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Single valid tender when limited tender is invited
3	Power for Procurement as proprietary items	Upto Rs. 20,000/-	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons to be recorded for Single Tender/ Proprietary basis
4	Power for Procurement on nomination basis through committee without call of tenders	Upto Rs. 10,000/- with report to D(C)	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons are to be recorded Nomination/ without call of tender is to be resorted to only in case of urgency / single source availability A committee is to be constituted comprising of nominees from Purchase/store, Finance & from Civil section.
5	Power for Emergency purchase through Committee	Upto Rs. 10,000/-	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reasons for urgency to be recorded. A committee is to be constituted comprising of nominees from Purchase/store, Finance & from Civil section.
6	Power for Extra purchase of original supply order	Up to 10%	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed Subject to the condition that there should be no change in the rates, terms and conditions of original Supply Order. The value of 10% extra order plus value of original order should not exceed limit of OIC-(Civil). In consultation with Finance with recorded reasons
7	Power for Repeat order up to 50% of original order	Within 6 months	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. Reckoned from the date of completion of supplies against the supply order originally awarded subject to a max. of 50% of the original order provided there is no down ward trend in prices The value of repeat order plus value of original order should not exceed limit of OIC-(Civil) In consultation with Finance with recorded reasons
8	Power for Amendment of terms & conditions of Supply Order	Full powers	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed With concurrence of Finance with recorded reasons
9	Power for Extension of time for supply	Full powers	<ul style="list-style-type: none"> Provision/ procedure as per Purchase Manual of MECL to be followed. With concurrence of Finance with recorded reasons

