



# The Singareni Collieries Company Limited

(A Government Company)

Kothagudem Collieries – 507 101, Bhadradi Kothagudem Dist., Telangana

CIN : U10102TG1920SGC000571

Website: scclmines.com

Phone No: 08744-242873

Fax No.08744-242393

cosecy@scclmines.com

Ref No: CRP / CS / 75 / 639

Date: 10 . 07 . 2017.

## CIRCULAR

E.D (Power Project)  
G M (F&A)  
G M (F&A)(IA)  
G M (F&A) (STPP)  
G M (F&A) (Funds), Hyd.

Sub: Sub-delegation of powers to ED (Power Project) to meet emergency situations in case of breakdown of systems in Power Plant - Reg.

- Ref: 1. Our Circular No. CRP/CS/75/544 dt.23.7.2014.  
2. Our Circular No. CRP/CS/75/592 dt.9.8.2014.  
3. Our Circular No. CRP/CS/75/695 dt.24.9.2014.  
4. Our Circular No. CRP/CS/75/62 dt.13.1.2015.  
5. Our Circular No. CRP/CS/75/937 dt.27.11.2015.  
6. Our Circular No. CRP/CS/75/723 dt.8.11.2016.  
7. Our Circular No. CRP/CS/75/509 dt.24.5.2017.

1. In continuation to the references cited, this is to inform that, C&MD has approved for sub-delegation of following financial powers to ED (Power Project) (A1 category of Area Executives) to meet emergency situations in case of breakdown of systems in Power Plant.

| DoP Clause No. | Description of power  | Periodicity  | Delegated Powers (Rs.) | Finance Concurrence  |
|----------------|---|--|------------------------|----------------------|
| 5.7 (a)        | To meet emergency situations in case of breakdown of systems in Power Plant.      |  |                        |                      |
|                | i) Procurement of proprietary spares from OEM / OPM and their authorized dealers. | Each occasion  | 20,00,000              | Finance Head at STPP |
|                | ii) Procurement of spares / consumables.  | Each occasion  | 20,00,000              |                      |
|                | iii) Services   | Each occasion  | 20,00,000              |                      |
|                |   | Per Annum limit for sub-clauses i, ii & iii above clubbed together | 2,00,00,000            |                      |

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The above delegation is subject to strict compliance with the following:

- i. The guidelines contained in the preamble to the DoPs to below Board level executives issued vide reference 1<sup>st</sup> cited shall be strictly and scrupulously followed. A copy of the same is enclosed herewith.
- ii. Due purchase procedures shall be strictly and scrupulously followed.
- iii. For exercise of powers as at DoP Clause No.5.7 (a) (ii) and (iii) above, a Committee constituted with officers each from O&M, Purchase and Finance discipline at STPP shall obtain minimum three quotations and order shall be placed on L1.
- iv. These Delegation of Powers are to be exercised strictly to meet the emergency situations only in case of breakdown of systems in Power Plant.
- v. All other extant guidelines issued from Finance and Accounts Dept. for exercising DoPs shall be scrupulously complied.

2. The circular is also available in our web site [www.scclmines.com](http://www.scclmines.com) under RTI Act information.

*Issued 10/7/17*

Chief (CA) & CS

Encl: As above

Copy to:

All Directors

GM (MP)

GM (CM)

GM (Coordination)

Chief Coordinator (Power Projects)

Chief of Vigilance

Public Information Officer

Transparency Officer (Corp) -

Please arrange to upload the circular in  
[www.scclmines.com](http://www.scclmines.com) under RTI Act information.

Sub-delegation of revised financial powers to below Board level Executives w.e.f., 23.7.2014.

P R E A M B L E

1. While exercising these powers the officers should adhere to the provisions of the Companies Act, Memorandum and Articles of Association of the Company, relevant rules, regulations, procedures and provisions of manuals of the Company.
2. The provisions of Rules and Regulations in force at the time of exercise of powers and the general policy as may be laid down by the Management from time to time and Budget approval wherever applicable shall be followed.
3. Exercise of these powers are subject to control system, rules, regulations and audit as prescribed by the Management from time to time. As such all records pertaining to the same shall be maintained.
4. Wherever the powers delegated are subject to annual limits it is the responsibility of the concerned executive to ensure that these limits are not exceeded and suitable register in respect of each of such items shall be maintained for noting details about each sanction in a chronological order along with progressive figure under each item.
5. The delegated powers shall be exercised with the concurrence of finance in all cases except for items where financial concurrence is not prescribed.
6. The officers shall observe the canons of financial propriety by enforcing strict economy at every step while exercising delegation.
7. The officers shall exercise these powers related to their respective fields of activities.
8. Powers delegated will not be exercised for sanctioning the expenditure which directly or indirectly will be advantageous to the officers sanctioning such expenditure. Where some individual advantage is unavoidable, this should be brought to the notice of the next higher authority and his approval obtained in writing.
9. Money shall not be used for the benefit of a particular person or community except where it arises out of a claim enforceable in a Court of Law or the expenditure is in pursuance of a recognised policy.
10. The responsibility and accountability of every executive delegated with financial powers to procure any item or service on Company's account is total and indivisible. Sanction shall not be split up for the purpose of avoiding the limit attached to the same.
11. To the extent possible orders should be placed on phased delivery basis, to avoid unnecessary stores inventory building and locking up of Company's funds.
12. While resorting to local purchase, the Executives shall ensure the following so that materials could be obtained by transfer from one stores to other and also by repeat order process and that regular channel of material processing could be availed of.
  - a) Non-availability of such items should be ensured not only in the stores concerned but also with reference to neighbouring Area Stores within the Region. In case of high value items their non-availability should be ensured in all the stores of the Company.
  - b) They should also ensure that no supplies are pending against orders already released by contacting the stores concerned/ Area Purchase Cell.
13. These powers shall not be sub-delegated.
14. The operation of these powers will be reviewed from time to time for any modification, alteration or addition to be made by the Management as found necessary. In order to counter inflation, 5% increase on the prescribed limits of expenditure will be allowed every year wherever felt necessary and fresh circular with such revised limits will be issued by GM(Corporate Affairs)&Company Secretary.