



The Singareni Collieries Company Limited
(A Government Company)

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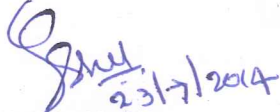
Date: 23.7.2014.

CIRCULAR

EDs/ Advisor (Forestry) &
All (C)GMs/ HoDs

Sub: Sub-delegation of financial powers to the below Board level
Executives - Reg.

1. The financial powers to the below Board level executives of Corporate & Area officers as sub-delegated by C&MD were issued on 21.7.2006 and amendments were made from time to time. C&MD has approved certain modifications to the delegation of financial powers to below Board level executives including for ED (Power Project) and other executives of STPP.
2. A consolidated circular on financial powers to below Board level executives as amended up to date and approved by C&M.D are sent herewith. The modified powers will come into force from 23.7.2014. These powers shall supersede all the financial powers sub-delegated earlier to below Board level executives. However, the other non-financial powers, which were sub-delegated earlier, shall continue to be in force.
3. The powers are to be exercised in accordance with guidelines given in preamble. The circular is available in our web site www.scclmines.com under RTI Act information.


23/7/2014
GM(C.A) &
Company Secretary

Encls: as above.

Copy to: All Directors

The Singareni Collieries Company Limited

(A Government Company)

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.



Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

Sl. No.	Description of power	Periodicity	ED(Power Project) & Area CGMs/GMs		Finance concurrence for area CGMs/GMs	Area other Executives		Finance concurrence for area Executives
			A1	A2		B1	B2	
			ED(Power Project) and CGMs/GMs of Manuguru, Yellandu, Kothagudem, Ramagundam-I, II & III, Srirampur,	CGMs/GMs of Bellampalli, Mandamarri, Bhoopalpalli, Adriyala Projects, Project Officer of Goleti		GM(E&M)(STPP), GM(Civil),STPP/ BPA & RGM Regions, DGM(F&A), STPP, M2 grade Officers holding independent charge, Agents, Area finance Incharges in M1 grade, Area E&M engineers in M1 grade & Dy.CMOs (administration), Regional incharges of Exploration dept. I/c F&A at Hyderabad I/c B-Power house, KGM	STPP HoDs reporting to GMs, Area HODs reporting to GMs, Regional incharges of Internal Audit & Forestry depts., Mine Managers,, Project Engineers of OCPs., MVTC Managers, I/cs. of Mines Rescue Service points at BPA & KGM I/cs of CHPs at OCPs, Project Officer, SMS Support Plant-RG-III, Medical Superintendents (administration)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.0	CEREMONIAL EXPENDITURE		Rs.	Rs.		Rs.	Rs.	
1.1	Opening of new district, face, section, technology and any new activity	each occasion	10,000	10,000	Area Finance Head(AFH)	--	--	--
		per annum	50,000	50,000				
1.2	Public functions/ Ceremonial VIP visits/ conferences involving the participation of outside dignitaries	each occasion	15,000	10,000	AFH	--	--	--

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	(inclusive of all civil & electrical arrangements). (The enhanced powers to (C)GM, RGI are for catering to the needs of expenditure on service buildings).	per annum	(C)GM of RG-I - 1,50,000 Others - 75,000	50,000				
1.3	Inauguration of HEMM / Special mining equipment/ CSP > Rs.50 lakhs and new building/ office / (inclusive of all civil & electrical arrangements)	each occasion	2,500	1,500	AFH	--	--	--
		per annum	25,000	12,000				
1.4	Annual Safety Week Celebrations							
(a)	In respect of mines with < 3 lakh tpa	each mine	Except ED(Power Projects) 5,000	5,000	AFH	--	--	--
(b)	In respect of mines with > 3 lakh tpa	each mine	Except ED(Power Projects) 8,000	8,000	AFH	--	--	--
1.5	Annual Safety Week Celebrations in Workshops, Stores and CHPs.	each unit	2,000	2,000	AFH	--	--	--
1.6	Area Tripartite Meetings	each occasion	5,000	5,000	--	--	--	--
		per annum	20,000	20,000				
1.7	Monthly production performance awards	each mine/ annum	10,000	5,000	AFH	--	--	--
		per employee/ annum	500	500				
1.8	Monthly Farewell function for retired employees (inclusive of shawl/ memento/ snacks) (delegation is extended in respect of VRS (Golden handshake) retirements also).	per employee	900	900	--	900	Only Med. Supdts(Admn.)-- 900	--
1.9	Republic / Independence Day celebrations (Function should be held for all staff in the area. Other independent office heads may do so for their offices. The expenditure is inclusive of all civil & electrical arrangements.)	each occasion	3,000	3,000	--	Dy.CMO(Admn.) - 1,000 Others - 500	Med. Supdts.(Admn.) 1,000 Others - 500	--
1.10	Inter department meetings including monthly review meetings (Meetings must be pre - planned with agenda). (The enhanced powers to (C)GM, RG-I are for catering to the needs of expenditure on service buildings).	per head	35	35	--	35	35	--
		per annum	(C)GM of RG-I - 80,000 Others - 50,000	50,000	--	5,000	5,000	--
1.11. a	Medical advance in case of mine accident (receipts issued by the Hospital authorities should be taken for settlement of advance).	per employee	10,000	10,000	--	--	--	--

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
b	Incidental expenses for conducting panchanama, post mortem examination etc., in case of fatal mine accidents (account to be submitted).	each case	2,000	2,000	--	--	--	--
1.12	Hiring furniture/ tent house materials/ PA system/video/photography etc., for the purposes not covered in clauses 1.1 - 1.9.	per annum	10,000	5,000	--	--	--	--
1.13	Knowledge day/ debriefing sessions	per head	10	10	--	--	--	--
1.14	Refreshments for rescue trainees during refresher training. (Wherever canteens are existing at Mines Rescue Stations cost of LPG will be reimbursed at actuals)	per head/day	--	--	--	--	Only I/Cs of Mines Rescue Service points & Mine Managers - 15	AFH
2.0	NEWSPAPERS/PERIODICALS/BOOKS (Atleast one paper / magazine dealing with commercial / financial is recommended)							
2.1	Newspapers and periodicals (Newspapers can be obtained at home). (The enhanced powers to (C)GM, RG-I are for catering to the needs of expenditure on service buildings).	per annum	(C)GM of RG-I 12,000 Others - 6,000	6,000	--	Area E&M engineer, Adriyala Project Area - 3,000 Others 3,000	2,000	--
2.2	Technical journals / books	per annum	6,000	6,000	--	3,000	2,000	--
3.0	OFFICIAL HOSPITALITY EXPENDITURE (for those connected to the business of the company only ; no alcoholic drinks to be served or billed; these shall be exclusive of lunches/ dinners hosted during seminars/ conferences etc. covered under 1.2.) Incharges of W/Shops, CSPs, Stores are delegated powers only in respect of official hospitality on par with B2 category of executives.							
3.1	At company's guest house	each occasion	ED(Power Projects) 2,250 Others 1,900	1,900	AFH	200	200	AFH
		per annum	ED(Power Projects) 54,000 Others 45,000	45,000		2,000	2,000	
3.2	At other than company's guest house	each occasion	ED(Power Projects) 3,000 Others 2,500	1,900	AFH	Only Agents 500	--	AFH
		per annum	ED(Power Projects) 36,000 Others 30,000	30,000		Only Agents 2,500		

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
3.3	For guests visiting offices	per month	ED(Power Projects) 2,250 CGM,Kgm 3,000 Others 1,900	1,900	--	Area E&M engineer, Adriyala Project,Area – 750 Others 750	750	
		per annum	ED(Power Projects) 18,000 CGM,Kgm 36,000 Others 15,000	15,000	--	Area E&M engineer, Adriyala Project Area – 5000 Others 5,000	5,000	--
3.4	Board/ Board Committee meetings expenditure. (apart from hotel accommodation, travelling and transport which are to be dealt as per TA rules.)	per meeting	--	--	--	--	--	--
		per annum	--	--	--	--	--	--
4.0	SPOT CASH AWARDS							
4.1	Employees for excellence in work (reasons to be recorded in a speaking award)	per employee	500	500	--	500	500	--
		per annum	25,000	25,000	--	3,000	3,000	--
5.0	PURCHASE OF NON-PRODUCTION STORES ITEMS							
5.1.a	Canteen items inclusive of all provisions & milk and excluding LPG. ** i. a) to be correlated to employees strength @ Rs.100/- per employee per month in OC mines. b) to be correlated to employees strength @ Rs.60/- per employee per month in UG mines. c) to be correlated to employees strength @Rs.55/- per employee per month in respect of employees at other than mines. ii. the delegation is for regular saleable items only.	--	-	-	-	--	GM(E&M), STPP if independent canteen is existing, Mine Managers & Incharges of CSPs, W/Shops etc., where independent canteens are existing	AFH
5.1.b	LPG expenditure for canteens	--	Actuals	Actuals	AFH	--	--	--
5.1.c	Purchase of canteen utensils, crockery cleaning items etc.	per canteen per month	1,000	1,000	AFH	--	--	--

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(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.2.a	Stationery & printing.	each occasion	10,000	10,000	AFH	Area E&M engineer, Adriyala Project Area – 500 Others 500	500	AFH
		per annum	3,00,000	3,00,000		Area E&M engineer, Adriyala Project Area – 5000 Others 5,000	5,000	
5.2.b	Printing of posters, newsletters, other communications to employees etc.	per occasion	3,000	3,000	AFH	for conducting health education programmes		AFH
		per annum	10,000	10,000		Only Dy. CMOs(Admn.) for RG-I&II -1,000 Other areas - 500	Only Med. Supdts.(Admn.) for RG-I&II -1,000 Other areas - 500	
5.3.a	Computer spares & consumables, minor repairs etc. (upgradation of computers is not permitted)	per annum	1,00,000	1,00,000	AFH	2,000	2,000	AFH
5.3.b	Plotter inks	per annum	--	--	--	--	--	--
5.4.a	Office electronics - Telephones, calculators including peripherals etc.	each occasion	20,000	20,000	AFH	2,000	2,000	AFH
		per annum	1,00,000	1,00,000		5,000	5,000	
5.4.b	Office upkeep expenditure for purchase of broom sticks, detergents, washing of door curtains etc. (The enhanced powers to (C)GM, RG-I are for catering to the needs of expenditure on service buildings).	Per month	(C)GM RG-I - 4,000 Others - 2,000	2,000	AFH	500	500	AFH
5.5	Furniture, linen & fittings, crockery etc., for Guest houses.	per room per annum	1,000	1,000	AFH	--	--	--
		per annum	20,000	20,000		--	--	
5.6	Major Repairs / Modifications/ outside repairs to LMVs/HMVs/HEMM and other Plant & Machinery (inclusive of cost of spares) – Proposal to be processed through Area Purchase Dept.	each occasion	5,00,000	5,00,000	AFH	--	--	--
		per annum	1,00,00,000	65,00,000		--	--	

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(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.7	'Small spares / hardware - Minor spares for repairs/ Modifications/ local repairs to LMVs/HMVs etc. including P&M in emergencies (excludes gadgets, fancy fittings, curtains, AC, stereo system etc.) The contract shall be on L-1 quotation by obtaining 3 quotations. (Agents & Mine managers shall exercise the powers for purchase of small spares/ hardware duly verifying comparative rates in other areas which are being put in intranet). (delegation to area E&M incharges is for catering to the needs of workshops, stores and CHPs/ CSPs.)	each occasion	50,000	50,000	AFH	Only GM(E&M) (STPP), Agents, Area E&M I/cs. 10,000 Regnl. I/cs. of exploration 1,500	Only Mine managers – 2,000 Project Engineers of OCPs & PO,SMS support plant – 1,500	AFH
		per annum	20,00,000	20,00,000		Only GM(E&M) (STPP), Agents, Area E&M I/cs. 3,00,000 Regnl. I/cs. Of exploration 25,000	Only Mine managers, Project Engineers of OCPs & PO,SMS support plant – 25,000	
5.8	Repairs & maintenance of office equipment, furniture, fittings etc.	per annum	1,00,000	1,00,000	AFH	5,000	5,000	AFH
5.9	Repairs & maintenance of medical equipment.	Each occasion	--	--	--	Only Dy.CMOs (Admn) 3,000	Only Med. Supdts.(Admn) 2,000	AFH
5.10	Medicines in stock out situation (purchase procedure to be followed).	Each occasion	25,000	25,000	AFH	Dy.CMOs(Admn) & Med. Supdts.(Admn) operate through imprest system		--
		per annum	2,50,000	2,50,000				--
5.11. a	Hiring (Annual contracts) of HMVs through normal tendering system		Deleted		-	Deleted		-
5.11. b	Hiring of LMVs as per exigencies under rate contract. (subject to finalization of RC for hiring of vehicles by each Area).	Per annum	--	--	--	--	--	--
5.12	Entering into AMCs for equipment like ACs/ Computers/ UPS/ Net-working etc.	per annum	20,00,000	20,00,000	AFH	--	--	--
5.13	Procurement of non-production stores items.		Deleted			Deleted		-

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
5.14	Hiring of vehicles of following types under unit rate system & guidelines issued by Corporate office and subject to notes mentioned below; * i. Multi-utility vehicles (AC & non AC) ii. 2 WD Jeeps iii. 2 WD Camper Jeeps iv. 4 WD Jeeps v. 4 WD Camper Jeeps vi. 1.2 tonne Platform trucks vii. 3 tonne Platform trucks viii. Ambulances	--	Full powers	Full powers	AFH	--	--	--
6.0	PURCHASE OF PRODUCTION STORES ITEMS (not exceeding Rs.20/- per tonne of production for each area in respect of A1 GMs and Rs.15 in respect of A2 GMs)							
6.1	Revenue non-proprietary spares and other items (for 3 months' consumption in case of stock out situation)							
a)	Advertised tender – orders on lowest offer.	Each occasion	10,00,000	10,00,000	AFH	--	--	--
b)	Advertised tender – Order on other than lowest offer		Deleted			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	each occasion	6,00,000	6,00,000	AFH	--	--	--
		per annum	--	--	--		--	
d)	Limited tender – Order on other than lowest of 2 offers out of 5 enquiries.		Deleted			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	50,000	50,000	AFH	--	--	--
f)	Nomination tender	each occasion	50,000	50,000	GM(F&A)	--	--	--
		per annum limit for sub-clauses (e)&(f) clubbed together	5,00,000	4,00,000	AFH/ GM(F&A) as the case may be	--	--	--
6.2	Revenue proprietary spares not covered in RC / Open Order	each occasion	10,00,000	10,00,000	AFH	--	--	--
6.3	Revenue proprietary spares covered in RC / Open order	per annum	Any increase in the limits prescribed for ED(Power Projects) / area GMs shall require approval of competent authority		AFH	--	--	--
6.4	Local purchases through Hyderabad Purchase Cell	per area per annum	10,00,000	7,50,000	--	--	--	--
6.5	Transportation of miscellaneous materials		Deleted			Deleted		

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
6.6	Procurement of capital items as per approved Annual Plan / Capital expenditure:							
a)	Advertised tender - order on lowest offer	per annum	ED(Power Projects) 25,00,000 Others 5,00,000	5,00,000	AFH	--	--	--
b)	Advertised tender – order on other than lowest offer.		Deleted			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	per annum	Only ED(Power Projects) 12,50,000	-	STPP FH	-	-	
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			Deleted		
e)	Single offer against advertised/ limited tender	per annum	ED(Power Projects) 2,50,000	-	STPP FH	-	-	
f)	Nomination tender.		-	-		-	-	
g)	For procurement of proprietary items	per annum	ED(Power Projects) 25,00,000		STPP FH			
6.7	Repairs/ reconditioning of revenue items provided they are not beyond economic repairs.	per annum	1,00,000	1,00,000	AFH	Only designated Agents – 20,000	Only designated Mine Managers – 5,000	AFH
7.0	CIVIL & WORKS CONTRACTS							
7.1	Supply of pit materials							
a)	Advertised tender - order on lowest offer	each occasion	8,00,000	8,00,000	AFH	--	--	--
b)	Advertised tender – order on other than lowest offer.		Deleted			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	each occasion	1,50,000	2,00,000	AFH	--	--	--
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	50,000	50,000	AFH	--	--	--
f)	Nomination tender	each occasion	50,000	50,000	GM(F&A)	--	--	--
		per annum limit for sub-clauses (e)&(f) clubbed together	5,00,000	5,00,000	AFH/ GM(F&A) as the case may be	--	--	--

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7.2	M&R works for roads and buildings (including cost of asphalt, building electrical & civil fittings)							
a)	Advertised tender - order on lowest offer	each occasion	20,00,000	20,00,000	AFH	--	--	--
b)	Advertised tender -order on other than lowest offer.		Deleted			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	each occasion	3,00,000	3,00,000	AFH	--	--	--
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	50,000	50,000	AFH	--	--	--
f)	Nomination tender	each occasion	50,000	50,000	GM(F&A)	--	--	--
		per annum limit for sub-clauses (e)&(f) clubbed together	5,00,000	5,00,000	AFH/ GM(F&A) as the case may be	--	--	--
7.3.a	Civil M&R works to quarters in case of change of occupant.	Per quarter (plinth area of 1000 SFT & above)	--	--	--	--	GM(Civil), STPP and I/c. Civil 5,000	AFH
		Per quarter (plinth area less than 1000 SFT)	--	--	--	--	GM(Civil), STPP and I/c. Civil 2,500	
		Per annum	--	--	--	--	GM(Civil), STPP and I/c. Civil 1,00,000	
7.3.b	Internal electrical wiring M&R works to quarters in case of change of occupant.	Per quarter (plinth area of 1000 SFT & above)	--	--	--	--	GM(E&M), STPP and I/c. E&M 1,000	AFH
		Per quarter (plinth area less than 1000 SFT)	--	--	--	--	GM(E&M), STPP and I/c. E&M 500	
		Per annum	--	--	--	--	GM(E&M), STPP and I/c. E&M 20,000	

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
7.4	Capital works as per Annual Plan							
a)	Advertised tender - order on lowest offer	each occasion	15,00,000	12,00,000	AFH	--	--	--
b)	Advertised tender -order on other than lowest offer.		Deleted			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	each occasion	5,00,000	4,00,000	AFH	--	--	--
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	3,00,000	3,00,000	AFH	--	--	--
f)	Nomination tender	each occasion	3,00,000	3,00,000	GM(F&A)	--	--	--
		per annum limit for sub-clauses (e)&(f) clubbed together	30,00,000	30,00,000	AFH/ GM(F&A) as the case may be	--	--	--
7.5	Emergency capital works for production purposes on nomination basis (works which cannot be forecast in advance)	per annum	10,00,000	10,00,000	AFH	--	--	--
7.6	Other than Civil & Forestry Contracts							
a)	Advertised tender - order on lowest offer	each occasion	ED(Power Projects) 25,00,000 Others 15,00,000	10,00,000	AFH	--	--	--
b)	advertised tender -order on other than lowest offer.		Deleted			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	each occasion	ED(Power Projects) 12,50,000 Others 8,00,000	5,00,000	AFH	--	--	--
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	3,00,000	3,00,000	AFH	--	--	--
f)	Nomination tender	each occasion	3,00,000	3,00,000	GM(F&A)	--	--	--

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(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
		per annum limit for sub-clauses (e)&(f) clubbed together	30,00,000	30,00,000	AFH/ STPP FH/ GM(F&A) as the case may be	--	--	--
7.7	a) Miscellaneous revenue works other than M&R; b) Procurement of small spares & items, carrying minor repairs and for meeting other miscellaneous expenses. (Expenditure limits are jointly for powers under 7.7(a)&(b).	each occasion	1,00,000	1,00,000	AFH	Only regional I/cs of Exploration – 10,000	--	AFH
		per annum	5,00,000	5,00,000		Only regional I/cs of Exploration - 3,00,000 (subject to complying with the provisions of Purchase Manual contained in clause 2.9 i.e., Emergency purchases).	--	
8.0	MISCELLANEOUS STORES / WORKS CONTRACTS							
8.1	Commence work in case of emergency , before formal approval is given by competent authority other than himself, duly recording reasons	each tender	Full powers	Full powers	AFH	--	--	--
8.2	Change in rates / acceptance of less/excess quantity in approved contract (after negotiations through tender committee; The change in rate may be downward or upward subject to non-vitiation of the contract)	each tender	upto 10%	upto 10%	AFH	--	--	--
8.3	Extension of time in all works/purchase contracts approved by themselves/below only without waiver of penalties (only after receipt of request from tenderer)	each tender	Full powers	Full powers	AFH	--	--	--
8.4	Waiver of penalties subject to tender committee recommendations on contracts approved by them/below (only after receipt of request from tenderer).	each tender	Full powers	Full powers	AFH	--	--	--
8.5	Placement of repeat orders based on Corporate purchase orders within their validity of operation (detailed justification necessary; As per normal Tender Committee procedure)		Deleted			Deleted		

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
8.6	Placement of repeat orders based on Area including other area purchase orders within 6 months of the purchase order – Once in a year per item (detailed justification necessary; As per normal Tender Committee procedure)		Deleted			Deleted		
8.7	Approval of deviations in civil contracts upto 10% of original value including contingencies (detailed justification necessary)	each occasion	Full powers	Full powers	AFH	--	--	--
8.8	Cancellation / termination of contract / purchase order and levy of penalties / compensation	each occasion	Full powers	Full powers	AFH	--	--	--
8.9	Test reports from National/ Govt. Laboratories	per annum	2,00,000	2,00,000	--	--	--	--
9.0	Statutory levies/ fees for registration, renewals etc. which are not dealt at Corporate office (Other than fines / penalties etc)	each occasion	Actuals	Actuals	AFH	--	--	--
9.1	Expenditure for any of the purposes not covered in the clauses of delegation subject to compliance with the applicable rules, guidelines, procedures etc.	per occasion	5,000	5,000	AFH	--	--	--
		per annum	1,00,000	1,00,000	AFH	--	--	--
9.2	Hiring of water / air coolers in summer	For a period of 4 months	Full powers	Full powers	AFH	--	--	--
9.3	Hiring of computers in the event of necessity.	For a period of 3 months	Full powers	Full powers	AFH	--	--	--
9.4	Courier expenditure for sending correspondence through reputed couriers.	Per occasion	--	--	--	--	--	--
		Per annum	--	--	--	--	--	--
10.0	Nursery, afforestation & horticulture works. (within the allocated budget to each area ; Estimates to be based on current Forest schedule rates for forestry works and civil SSR for civil works)							
10.1	Raising & maintenance of nurseries including procurement of seeds, polythene bags, agave, henna, vetters etc.,							
(a)	Advertised tender	each occasion	Upto Rs.6 lakhs	Upto Rs.6 lakhs	AFH	--	--	--
(b)	Limited tender – order on lowest of not less than 2 offers out of 5 enquiries (separate tender for each work)	each occasion	Upto Rs.3 lakhs	Upto Rs.3 lakhs	AFH	--	--	--
(c)	Single offer against advertised/ limited tender	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	AFH	--	--	--
(d)	Nomination tender	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	GM(F&A)	--	--	--
10.2	i) Advance operations and SMC works, ii) Raising and 1 st year maintenance of OB, Block and Avenue plantations, iii) land preparation, development and maintenance of parks/ gardens including cost of plants & inputs.							
(a)	Advertised tender	each occasion	Upto Rs.6 lakhs	Upto Rs.6 lakhs	AFH	--	--	--

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(b)	Limited tender – order on lowest of not less than 2 offers out of 5 enquiries.(Separate tender for each work)	each occasion	Upto Rs.3 lakhs	Upto Rs.3 lakhs	AFH	--	--	--
c)	Single offer against advertised/ limited tender	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	AFH	--	--	--
d)	Nomination tender	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	GM(F&A)	--	--	--
10.3	i) Subsequent maintenance of plantations, parks & gardens up to 4 th year (approval of Advisor (Forestry) is required for maintenance beyond 4 th year and also for revisiting of old plantations & parks, extraction of plantations including transportation.)							
(a)	Advertised tender	each occasion	Upto Rs.6 lakhs	Upto Rs.6 lakhs	AFH	--	--	--
(b)	Limited tender - order on lowest of not less than 2 offers out of 5 enquiries (Separate tender for each work)	each occasion	Upto Rs.3 lakhs	Upto Rs.3 lakhs	AFH	--	--	--
c)	Single offer against advertised/ limited tender	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	AFH	--	--	--
d)	Nomination tender	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	GM(F&A)	--	--	--
10.4	Procurement of horticulture plants from Government/private nurseries provided procurement is done by a Committee constituted by (C)GM and/ or order is placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Upto Rs.50,000	Upto Rs.50,000	AFH	--	--	--
(a)		per annum	Rs.1 lakh	Rs.1 lakh				
10.4	Procurement of clones and grafts from Government nurseries, APFDC & ITC provided procurement is done by a Committee constituted by Advisor (Forestry) and/ or order is placed on lowest offer by obtaining minimum 3 quotations..	each occasion	--	--	--	--	--	--
(b)		per annum	--	--	--	--	--	--
10.5	Preparation of pamphlets, exhibits, implements, name boards, taking photographs etc., – Related to nursery, afforestation and horticulture works. This power can be exercised on the recommendation of a Committee constituted for this purpose by (C)GM and/ or order can be placed on lowest offer by obtaining minimum 3 quotations.	each occasion	--	--	--	--	I/Cs of Forestry 500	--
		per annum	--	--	--	--	I/Cs of Forestry 5,000	--

Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
10.6	Placement of repeat orders based on Area including other area purchase orders within 6 months of the original order for the works under 10.1.(a&b), 10.2.(a&b) , 10.3.(a&b) above if time is short for calling tenders due to any change in place & area of operation duly recording reasons (detailed justification necessary)		Deleted		-	Deleted		-
10.7	Approval of deviations of the awarded value of works under clauses 10.1, 10.2 & 10.3 awarded at area level duly recommended by Forest Officer concerned. (Vide circular No.CRP/FAD/GMF&A/200 dt.10.11.04 of Director (Fin).	per order	up to \pm 25% of awarded value provided the total value is within the delegated powers.		AFH	--	--	--
10.8	Procurement of fertilisers & pesticides. Order can be placed on lowest offer by obtaining minimum 3 quotations	each occasion	Rs.10,000	Rs.10,000	AFH	--	--	--
		per annum	Rs.1,00,000	Rs.1,00,000				
10.9	Procurement of infrastructure items like play items, benches, waste bins, lighting etc. Order can be placed on lowest offer by obtaining minimum 3 quotations	each occasion	--	--	--	--	--	--
		per annum	--	--	--	--	--	--
10.10	Unforeseen works like ceremonial planting, clearance of sites, hiring of tractors, tending works, watering by tankers in case of breakdown etc. Order can be placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Rs.25,000	Rs.25,000	AFH	--	--	--
		per annum	Rs.1,00,000	Rs.1,00,000				
11.0	Procurement / transportation of timber							
11.1	Procurement of timber / props / chocks from Govt., timber depots, by participating in auctions.	--	Full powers within the approved annual budget of area Forestry dept.		--	--	--	--
11.2	Procurement of timber / props / chocks from private parties;	--	--	--	--	--	--	--
	i) Against public tender	--	--	--	--	--	--	--
	(a) Lowest tender	--	--	--	--	--	--	--
	(b) Other than lowest tender.	--	Deleted		--	Deleted		--
	(c) Single Tender	--	--	--	--	--	--	--
	ii) Against limited tender	--	--	--	--	--	--	--
	a) Order on lowest of not less than 2 offers out of 5 enquiries	--	--	--	--	--	--	--



Sub-delegation of financial powers to below Board level Executives of SCCL as on 23.7.2014

(Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	b) Order on other than lowest of 2 offers out of 5 enquiries		Deleted			Deleted		
	c) Single tender	--	--	--	--	--	--	--
	iii) Nomination tender	--	--	--	--	--	--	--
11.3	Timber transportation contracts.	--	--	--	--	--	--	--
	i) Against public tender	--	--	--	--	--	--	--
	(a) Lowest tender							
	(b) Other than lowest offer		Deleted			Deleted		
	(c) Single Tender	--	--	--	--	--	--	--
	ii) Against limited tender							
	a) Order on lowest of not less than 2 offers out of 5 enquiries	--	--	--	--	--	--	--
	b) Order on other than lowest of 2 offers out of 5 enquiries		Deleted			Deleted		
	c) Single tender	--	--	--	--	--	--	--
	iii) Nomination tender	--	--	--	--	--	--	--

Clarifications :

1. Area/STPP HoD means an officer who represents his/her corporate dept. at Area/ STPP level in his/her own capacity. He/she may be a single officer or one among many officers. The section heads in OCPs cannot exercise powers under this delegation.
2. If the expenditure for any of the purposes is not covered or is beyond the powers delegated, need based approval shall be obtained prior to incurrence of the same irrespective of the amount involved from the competent authority.
3. For administrative convenience, the regional incharges of exploration dept., Internal Audit dept. and Forestry dept. at Kothagudem will obtain financial concurrence wherever required from Dy. GM (F&A) (C).
4. Maintenance of service buildings at Ramagundam Region viz; C&MD's camp office, Directors' camp office, seminar hall and conference hall will be under the control of (Chief)General Manager of RG-I area. All the expenditure pertaining to such buildings including the meetings etc., conducted within aforesaid buildings / offices shall be sanctioned by (C)GM, RG-I. As this arrangement involves sanction of additional expenditure, (C)GM, RG-I is delegated with enhanced financial powers as indicated in DoP Nos.1.2, 1.10, 2.1 & 5.4(b).
5. For sub-delegation of financial powers, Power Project is considered as an Area. Therefore apart from ED(Power Project), GM(E&M), STPP; GM(Civil), STPP, BPA & RGM Regions and DGM(F&A), STPP will exercise B1 category of powers and HoDs reporting to GMs in STPP will exercise B2 category of Area executives powers by virtue of their positions.
6. In case of STPP, Area Finance Head means STPP Finance Head;
7. Since the delegation of powers is for facilitating smooth discharge of functions the executives under different categories continue to exercise the sub-delegated powers irrespective of their grade/ designation so long as they hold the specified positions.

- ** 5.1.a Notes:**
- a) Canteen facility shall be restricted to SCCL employees only. Outsourcing agencies workmen shall not be extended canteen facilities.
 - b) Review of canteen provisions procurement system and requirement shall be done every month by concerned in charge viz., GM,STPP/ Mine/ Project Manager etc., along with Welfare Officer to avoid misuse/ over procurement.
- * 5.14 Notes:**
- a) Enquiries for hiring of vehicles shall be initiated with the concurrence of Area / STPP IED(MS) head. He shall ensure that the number of vehicles hired in the respective area are within the strength as recommended by the Transport Committee.
 - b) Recommendations of Transport Committee regarding number of vehicles for each Area/ STPP shall be communicated by GM(Transport) to the concerned Area/ STPP IED(MS) heads.
 - c) Proposals for hiring of vehicles beyond the recommendations of Transport Committee shall come to Corporate office for prior sanction.
 - d) Enquiries for hiring of vehicles for use at Corporate office shall be processed at Kothagudem area and requisition for the same shall be sent by GM(Transport).
 - e) Enquiries for hiring of 1000 CC cars and 1400 CC cars (Sedan) shall be processed by Corporate Materials Procurement dept.
 - f) Powers under DoP No.7.6 (i.e., other than Civil & Forestry contracts) shall not be exercised for hiring of vehicles.

