



The Singareni Collieries Company Limited
(A Government Company)

Ref.No: CRP/CS/75/ 544.

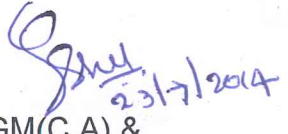
Date: 23.7.2014.

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 (Corporate Executives)

Sl. No.	Description of power	Periodicity	Corporate executives			Finance concurrence for Corporate Executives
			A1	A2	A3	
			ED(Coal Movement), Adviser (Forestry), CGM(CP&P), GM(Marketing), GM(B.D), GM(E&M) UG Mines, GM(E&M)(OCPs & CHPs), GM(M P), GM(E&M) (PHs&WSSs), CMO, GM(Civil), GM(E&M)(CWS)	GM(Safety), GM(HRD), CGM(Q.M), GM(F&A), GM(Stores), GM(R&D), GM(MS), GM(P.P), GM(I&PM), GM(I.T), GM(F&A)(IA), GM(Coordination) Chief (Power Projects), Hyd., GM(Estates), GM(Per.) (Welfare & CSR), GM(Per.) (IR & PM), GM(Per.) (EE & RC)	G.M(C.A)&CS, GM(Environment) GM(Exploration), GM(Survey), GM(Transport), GM(Security), GM(Vigilance), AGM (Law), P.M(ERP), RO/New Delhi I/c.Mines Rescue Station, RGM, GM(E&M) (Technical Services) GM(C.M)	
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.0	CEREMONIAL EXPENDITURE		Rs.	Rs.	Rs.	
1.1	Opening of new district, face, section, technology and any new activity	each occasion per annum	--	--	--	--
1.2	Public functions / ceremonial VIP visits/ conferences involving the participation of outside dignitaries (inclusive of all civil & electrical arrangements)	each occasion	5,000	5,000	GM(Environment) 5,000	DGM(F&A)
		per annum	25,000	25,000	GM(Environment) 25,000	
1.3	Inauguration of HEMM/ special mining equipment/ CSP > Rs.50 lakhs and new building / office (inclusive of all civil & electrical arrangements)	each occasion	1,000	--	--	DGM(F&A)
		per annum	10,000			
1.4	Annual Safety Week Celebrations					
(a)	In respect of mines with < 3 lakh tpa	each mine	--	--	--	--
(b)	In respect of mines with > 3 lakh tpa	each mine	--	--	--	--



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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.5	Annual Safety Week Celebrations in Workshops, Stores and CHPs	each unit	--	--	--	--
1.6	Area Tripartite Meetings	each occasion	--	Only GM(Safety) 10,000	--	--
		per annum		40,000		
1.7	Monthly production performance awards	each mine/annum	--	--	--	--
		per employee/annum				
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	--
1.9	Republic/ Independence Day celebrations (Function should be held for all staff in Corporate office by GM (Personnel)(Welfare & CSR) and Hyderabad office by ED(Coal Movement). Other office heads with independent office buildings may do so for their offices. The expenditure is inclusive of all civil & electrical arrangements.)	each occasion	2,000	1,000	1,000	--
1.10	Inter department meetings including monthly review meetings (Meetings must be pre-planned with agenda)	per head	35	35	35	--
		per annum	GM(MP)- 40,000 Others 20,000	GM(Coordination) - 40,000 GM(MS) - 20,000 Others 10,000	5,000	--
1.11.	Medical advance in case of mine accident (receipts issued by the Hospital authorities should be taken for settlement of advance).	Per employee	10,000	--	--	--
a						
b	Incidental expenses for conducting panchanama, post mortem examination etc., in case of fatal mine accidents (account to be submitted).	each case	--	--	--	--
1.12	Hiring furniture/ tent house materials/ PA system/ video/photography etc., for the purposes not covered in clauses 1.1 to 1.9.	per annum	Only GM(Civil) 5,000	--	--	--
1.13	Knowledge day/ debriefing sessions.	per head	--	Only GM(HRD) 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/C of Mines Rescue Station - 30	DGM(F&A)

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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)	per annum	6,000	GM(MS) - 12,000 Others 6,000	4,000	--
2.2	Technical journals / books	per annum	6,000	GM(MS) - 12,000 GM(HRD) 10,000 Others 6,000	3,000	--
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.)					
3.1	At company's guest house	each occasion	1,900	GM(Coordination) - 2,500 Others - 650	GM(E&M)(T S) 500 Others 350	DGM(F&A)
		per annum	30,000	GM(Coordination) - 30,000 Others - 6,250	GM(E&M)(T S) 5,000 Others 3,150	
3.2	At other than company's guest house	each occasion	ED(Coal Movement) – 3,000 Others 2,500	GM(Coordination) - 6,250 Others - 1,250	GM(E&M)(T S) 1,000 Others 650	DGM(F&A)
		per annum	ED(Coal Movement) – 18,000 Others 15,000	GM(Coordination) - 1,25,000 Others - 6,250	GM(E&M)(T S) 5,000 Others 3,150	
3.3	For guests visiting offices	per month	1,900	GM(MS) - 2,500 Others 1,250	GM(E&M)(T S) 1,000 Others 950	--
		per annum	ED(Coal Movement) – 15,000 Others 15,000	GM(MS) - 22,500 Others 11,250	GM(E&M)(T S) 9,000 Others 7,500	--
3.4	Board/ Board Committee meetings expenditure (apart from hotel accommodation, travelling and transport which are to be dealt as per T.A rules)	per meeting	--	Only GM(Coordination) - 15,000	--	DGM(F&A)
		per annum	--	Only GM(Coordination) - 1,50,000	--	
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	--
		per annum	10,000	10,000	3,000	

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.0	PURCHASE OF NON-PRODUCTION STORES ITEMS					
5.1.a	Canteen items inclusive of all provisions & milk and excluding LPG.					
	i. to be correlated to employees strength @Rs.26/- per employee per month.	--	--	Only GM (Personnel) (Welfare & CSR)	--	DGM(F&A)
	ii. the delegation is for regular saleable items only.					
5.1.b	LPG expenditure for canteens	--	--	Only GM(Personnel) - Actuals	--	DGM(F&A)
5.1.c	Purchase of canteen utensils, crockery, cleaning items etc.	per canteen per month	--	Only GM(Per.) (Welfare & CSR) - 1,000	--	DGM(F&A)
5.2.a	Stationery & printing.	each occasion	2,500	GM(Coordination) - 2,500 GM(MS) - 2,000 Others- 1,000	GM(Environment) 1,000 Others 500	DGM(F&A)
		per annum	25,000	GM(PP) 30,000 GM(Coordination)- 25,000 GM(MS) - 24,000 Others- 12,000	GM(Environment) 12,000 Others 5,000	
	b Printing of posters, newsletters, other communications to employees etc.	each occasion	--	GM (Personnel) (IR&PM) & GM(Coordination) 1,00,000	--	DGM(F&A)
		per annum	--	GM (Personnel) (IR&PM) & GM(Coordination) 10,00,000	--	
5.3.a	Computer spares, consumables, minor repairs etc. (up-gradation of computers is not permitted)	per annum	50,000	GM(PP) + 35,000 Others - 25,000	6,000	DGM(F&A)
5.3.b	Plotter inks	per annum	--	Only GM(PP) - 4,000	GM(Expln.) & GM(Survey) 4,000	DGM(F&A)
5.4.a	Office electronics – Telephones, calculators including peripherals etc.	each occasion	10,000	5,000	2,500	DGM(F&A)
		per annum	50,000	25,000	12,500	
	b Office upkeep expenditure for purchase of broom sticks, detergents, washing of door curtains etc.	per month	GM(E&M)(CWS) 1,500 Others 1,000	GM(MS) - 2,000 Others 1,000	1,000	DGM(F&A)

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.5	Furniture, linen, fittings, crockery etc. for Guest houses.	Per room per annum	--	GM(Persl.) (Welfare & CSR)& GM(Coordination) 1,000	Only RO/ND 1,000	DGM(F&A)
		per annum	--	GM(Persl.) (Welfare & CSR)& GM(Coordination) 20,000	Only RO/ND 10,000	
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 Corporate M.P Dept.	each occasion	3,00,000	10,000	Only GM(Expln.) 30,000	DGM(F&A)
		per annum	30,00,000	50,000	Only GM(Expln.) 2,00,000	
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.)	each occasion	GM(M P) – 50,000 Others – 10,000	GM(Coordination)- 10,000 Others – 1,000	GM(Transport)- 500 AGM (Civil) incharge of Buildings' maintenance – 5,000	DGM(F&A)
		per annum	GM(M P) – 6,00,000 Others – 50,000	GM(Coordination)- 2,00,000 Others- 25,000	GM(Transport)- 2,00,000 AGM (Civil) incharge of Buildings' maintenance – 50,000	
5.8	Repairs & maintenance of office equipment, furniture, fittings etc.	Per annum	50,000	30,000	10,000	DGM(F&A)
5.9	Repairs & maintenance of medical equipment.	Each occasion	Only CMO – 10,000	--	--	DGM(F&A)
5.10	Medicines in stock out situation (purchase procedure to be followed).	Each occasion	Only CMO – 50,000	--	--	DGM(F&A)
		per annum	5,00,000	--	--	
5.11.	Hiring (Annual contracts) of HMVs through normal a tendering system			Deleted		
5.11.	Hiring of LMVs as per exigencies under rate contract. b GM (M.P) shall finalise rate contracts for Corp. office for hiring of LMVs for different passenger vehicles and GM(Transport) will be implementing authority.	Per annum	GM(Coordination)- 12,00,000 Only EDs / CGMs of Corp. office can indent vehicles on their own		--	DGM(F&A)

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.12	Entering into AMCs for equipment like ACs/ Computers/ UPS/ Net-working etc.	per annum	--	--	--	--
5.13	Procurement of non-production stores items.		Deleted			
5.14	Hiring of vehicles of following types under unit rate system & guidelines issued by Corporate officer 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	--	--	--	--	--
6.0	PURCHASE OF PRODUCTION STORES ITEMS					
6.1	Revenue non-proprietary spares and other items					
a)	Advertised tender - orders on lowest offer.	each occasion	GM(M P) 1,00,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. M.P dept 5,00,000	--	--	DGM(F&A)
b)	Advertised tender – Order on other than lowest offer		Deleted			
c)	Limited tender - order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	GM(M P) 50,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. M.P dept 1,00,000	--	Only GM(Explan.) 10,000	DGM(F&A)
		per annum	--	--	Only GM(Explan.) 2,00,000	
d)	Limited tender – Order on other than lowest of 2 offers out of 5 enquiries.		Deleted			

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
e)	Single offer against advertised/ limited tender	each occasion	Only GM(M P) 10,00,000			DGM(F&A)
f)	Nomination tender.	each occasion	Only GM(M P) 10,00,000	--	--	GM(F&A)
		per annum limit for sub-clauses (e)&(f) clubbed together	Only GM(M P) 50,00,000			
6.2	Revenue proprietary spares not covered in RC / Open Order.	each occasion	GM(M P) 1,00,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. M.P dept 5,00,000	--	Only GM(Expln.) 30,000	DGM(F&A)
		per annum	--	--	Only GM(Expln.) 2,50,000	
6.3	Revenue proprietary spares covered in RC / Open order.	each occasion	Only GM(M P) 1,00,00,000	--	--	DGM(F&A)
6.4	Local purchases through Hyderabad Purchase Cell.	per occasion	AGM(Civil), Corp. 1,000			
		per annum	CGM(E&M) (PHs&WSs) 4,00,000 GM(E&M) (OCPs & CHPs) 2,00,000 GM(E&M) (CWS) 4,00,000 AGM(Civil), Corp. 3,00,000	--	--	--
6.5	Transportation of miscellaneous materials			Deleted		
6.6	Procurement of capital items as per approved Annual Plan					
a)	Advertised tender – order on lowest offer.	each occasion	GM(M P) 1,00,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. M.P dept 5,00,000	--	--	DGM(F&A)

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
b)	Advertised tender – order on other than lowest offer.			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	GM(M P) 50,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. M.P dept 1,50,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	Only GM(M P) 10,00,000			DGM(F&A)
f)	Nomination tender.	each occasion	Only GM(M P) 10,00,000	--	--	GM(F&A)
		per annum limit for sub-clauses (e)&(f) clubbed together	Only GM(M P) 60,00,000			
6.7	Repairs/ reconditioning of revenue items provided they are not beyond economic repairs.	per annum	--	--	--	--
7.0	CIVIL & WORKS CONTRACTS					
7.1	Supply of pit materials					
a)	Advertised tender - order on lowest offer.	each occasion	Only GM(Civil) 15,00,000	--	--	DGM(F&A)
b)	Advertised tender – order on other than lowest offer.			Deleted		
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only GM(Civil) 3,00,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.			Deleted		
e)	Single offer against advertised/ limited tender	each occasion	Only GM(Civil) 1,00,000			DGM(F&A)
f)	Nomination tender.	each occasion	Only GM(Civil) 1,00,000	--	--	GM(F&A)
		per annum limit for sub-clauses (e)&(f) clubbed together	Only GM(Civil) 10,00,000			

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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	Only GM(Civil) 20,00,000	--	--	DGM(F&A)
b)	Advertised tender -order on other than lowest offer.		Deleted			
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only GM(Civil) 8,00,000	--	Only RO/ND 20,000 per annum (order on lowest of not less than 3 offers)	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			
e)	Single offer against advertised/ limited tender	each occasion	Only GM(Civil) 3,00,000	GM(Coordination) for maintenance of	Only RO/ND	DGM(F&A)
f)	Nomination tender.	each occasion	Only GM(Civil) 3,00,000	Singareni Bhawan 5,00,000	10,000 per annum	GM(F&A)
		Per annum limit for sub-clauses (e)&(f) clubbed together	Only GM(Civil) 30,00,000			
7.3.a	Civil M&R works to quarters in case of change of occupant.	Per quarter (plinth area of 1000 SFT & above)	--	--	AGM(Civil) (l/c of buildings' maintenance) 5,000	DGM(F&A)
		Per quarter (plinth area less than 1000 SFT)	--	--	AGM(Civil) (l/c of buildings' maintenance) 2,500	
		Per annum	--	--	AGM(Civil) (l/c of buildings' maintenance) 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)	--	--	-	
		Per quarter (plinth area less than 1000 SFT)	--	--	-	
		Per annum	--	--	-	

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
7.4	Capital works as per Annual Plan					
a)	Advertised tender – order on lowest offer.	each occasion	Only GM(Civil) 20,00,000	--	--	DGM(F&A)
b)	Advertised tender -order on other than lowest offer.		Deleted			
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only GM(Civil) 10,00,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			
e)	Single offer against advertised/ limited tender	each occasion	Only GM(Civil) 5,00,000			DGM(F&A)
f)	Nomination tender.	each occasion	Only GM(Civil) 5,00,000			GM(F&A)
		Per annum limit for sub-clauses (e)&(f) clubbed together	Only GM(Civil) 50,00,000	--	--	
7.5	Emergency capital works for production purposes on nomination tender (works which cannot be forecast in advance).	per annum	--	--	--	--
7.6	Other than Civil & Forestry Contracts					
a)	Advertised tender - order on lowest offer.	each occasion	Only GM(M.P) 1,00,00,000 each	--	Only GM(CM) 1,00,00,000 each	DGM(F&A)
b)	advertised tender –order on other than lowest offer.		Deleted			
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only GM(M.P) 50,00,000 each	--	Only GM(CM) 50,00,000 each	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.		Deleted			
e)	Single offer against advertised/ limited tender	each occasion	Only GM(M.P) 15,00,000 each		Only GM(CM) 15,00,000 each	DGM(F&A)
f)	Nomination tender.	each occasion	Only GM(M.P) 15,00,000 each		Only GM(CM) 15,00,000 each	GM(F&A)
		Per annum limit for sub-clauses (e)&(f) clubbed together	Only GM(M P) 1,50,00,000	--	Only GM(CM) 1,50,00,000	

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
7.7	Miscellaneous revenue works other than M&R.	each occasion	Only GM(Civil) 1,00,000	--	--	DGM(F&A)
		per annum	Only GM(Civil) 5,00,000			
7.8	Expenditure for conducting Vendor meetings, including post tender vendor meetings.	per month	Only GM(M.P) 5,000 GM(E&M), UGM/ GM(E&M), OCPs & CHPs/ GM(E&M) (PHs&WSs) 3,000	--	--	DGM(F&A)
		per annum	Only GM(M.P) 60,000 GM(E&M), UGM/ GM(E&M), OCPs & CHPs/ GM(E&M) (PHs&WSs) 24,000	--	--	DGM(F&A)
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	--	--	DGM(F&A)
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%	--	--	DGM(F&A)
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	--	--	DGM(F&A)
8.4	Waival of penalties subject to tender committee recommendations on contracts approved by them/below (only after receipt of request from tenderer).	each tender	Full powers within the DoPs	--	--	DGM(F&A)
8.5	Placement of repeat orders based on Corporate purchase orders within the validity of operation (detailed justification necessary; As per normal Tender Committee procedure)			Deleted		

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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		
8.7	Approval of deviations in civil contracts up to 10% of original value including contingencies (detailed justification necessary).	each occasion	Full powers	--	--	DGM(F&A)
8.8	Cancellation / termination of contract/ purchase order and levy of penalties/ compensation.	each occasion	Full powers	--	--	DGM(F&A)
8.9	Test reports from National/ Govt. Laboratories.	per annum	Only CGM(CP&P), GM(Safety) & GM(R&D) 1,00,000	--	Only GM(Expln.) 2,00,000	--
9.0	Statutory levies/ fees for registration, renewals etc., which are dealt at Corporate office. (other than fines/ penalties etc.)	per occasion	Actuals	Actuals	Actuals	--
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 annum	--	Only GM(Coordination) - 1,00,000	--	DGM(F&A)
9.2	Hiring of water/ air coolers in summer.	-	--	--	--	--
9.3	Hiring of computers in the event of necessity.	-	--	--	--	--
9.4	Courier expenditure for sending correspondence through reputed couriers.	Per occasion	Only CGM(CP&P) 1,500	--	Only GM(C.A)&C.S 1,500	--
		Per annum	Only CGM(CP&P) 15,000	--	Only GM(C.A)&C.S 15,000	--
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	Only Advisor(Forestry) up to Rs.10 lakhs	--	--	DGM (F&A)
(b)	Limited tender – order on lowest of not less than 2 offers out of 5 enquiries (separate tender for each work).	each occasion	Only Advisor (Forestry) up to Rs.5 lakhs	--	--	DGM (F&A)

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
(c)	Single offer against advertised/ limited tender.	each occasion	Only Advisor (Forestry) up to Rs.1.50 lakhs	--	--	DGM (F&A)
(d)	Nomination tender.	each occasion		--	--	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	Only Advisor (Forestry) up to Rs.10 lakhs	--	--	DGM (F&A)
(b)	Limited tender – order on lowest of not less than 2 offers out of 5 enquiries. (Separate tender for each work).	each occasion	Only Advisor (Forestry) up to Rs.5 lakhs	--	--	DGM (F&A)
(c)	Single offer against advertised/ limited tender.	each occasion	Only Advisor (Forestry) up to Rs.1.50 lakhs	--	--	DGM (F&A)
(d)	Nomination tender.	each occasion		--	--	GM (F&A)
10.3	i) Subsequent maintenance of plantations, parks & gardens, ii) revisiting of old plantations & parks, iii) extraction of plantations including transportation.					
(a)	Advertised tender.	each occasion	Only Advisor (Forestry) up to Rs.10 lakhs	--	--	DGM (F&A)
(b)	Limited tender – order on lowest of not less than 2 offers out of 5 enquiries (Separate tender for each work).	each occasion	Only Advisor (Forestry) up to Rs.5 lakhs	--	--	DGM (F&A)
(c)	Single offer against advertised/ limited tender.	each occasion	Only Advisor (Forestry) up to Rs.1.50 lakhs	--	--	DGM (F&A)
(d)	Nomination tender.	each occasion		--	--	GM (F&A)
10.4	(a) Procurement of horticulture plants from Government/ private nurseries 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	Only Advisor (Forestry) up to Rs.2 lakhs	--	--	DGM (F&A)
		per annum	Only Advisor (Forestry) Rs.6 lakhs			
10.4	(b) 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	Only Advisor (Forestry) up to Rs.10 lakhs	--	--	GM (F&A)
		per annum	Only Advisor (Forestry) Rs.30 lakhs			

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

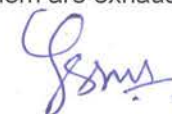
(1)	(2)	(3)	(4)	(5)	(6)	(7)
10.5	Preparation of pamphlets, exhibits, implements, name boards, taking photographs etc., – related to nursery, afforestation and horticulture works. This power can be exercised on the recommendation of a Committee constituted for this purpose by Advisor (Forestry) and/ or order can be placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Only Advisor (Forestry) Rs.10,000	--	--	DGM (F&A)
		per annum	Only Advisor (Forestry) Rs.75,000			
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		
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	Only Advisor (Forestry) more than +/- 25% of awarded value	--	--	DGM (F&A)
10.8	Procurement of fertilisers & pesticides. Order can be placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Only Advisor (Forestry) Rs.25,000/-	--	--	DGM (F&A)
		per annum	Only Advisor (Forestry) Rs.2 lakhs			
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	Only Advisor (Forestry) Rs.50,000/-	--	--	DGM (F&A)
		per annum	Only Advisor (Forestry) Rs.3 lakhs			
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	Only Advisor (Forestry) Rs.25,000/-	--	--	DGM (F&A)
		per annum	Only Advisor (Forestry) Rs.2 lakhs			

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
11.0	Procurement / transportation of timber					
11.1	Procurement of timber / props / chocks from Govt., timber depots by participating in auctions.	--	Only Advisor (Forestry) - Full powers subject to approved annual budget of Forestry dept.	--	--	--
11.2	Procurement of timber / props / chocks from private parties;		Only Advisor (Forestry)			
	i) Against public tender	each occasion	Rs.25 lakhs	--	--	DGM (F&A)
	(a) Lowest tender.			Deleted		
	(b) Other than lowest tender.			Deleted		
	(c) Single Tender.	each occasion	Rs.5 lakhs	--	--	DGM (F&A)
	ii) Against limited tender	each occasion	Rs.10 lakhs	--	--	DGM (F&A)
	a) Order on lowest of not less than 2 offers out of 5 enquiries.			Deleted		
	b) Order on other than lowest of 2 offers out of 5 enquiries			Deleted		
	c) Single tender.	each occasion	Rs.5 lakhs	--	--	DGM (F&A)
	iii) Nomination tender.	each occasion	Rs.5 lakhs	--	--	GM (F&A)
11.3	Timber transportation contracts.		Only Advisor (Forestry)			
	i) Against public tender	each occasion	Rs.20 lakhs	--	--	DGM (F&A)
	(a) Lowest tender.			Deleted		
	(b) Other than lowers offer			Deleted		
	(c) Single Tender.	each occasion	Rs.5 lakhs	--	--	DGM (F&A)
	ii) Against limited tender	each occasion	Rs.10 lakhs	--	--	DGM (F&A)
	a) Order on lowest of not less than 2 offers out of 5 enquiries.			Deleted		
	b) Order on other than lowest of 2 offers out of 5 enquiries			Deleted		
	c) Single tender.	each occasion	Rs.5 lakhs	--	--	DGM (F&A)
	iii) Nomination tender.	each occasion	Rs.5 lakhs	--	--	GM (F&A)

Clarifications:

1. 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.
2. ED(Coal Movement) and GM(Marketing) will obtain approval of Director (Operations) wherever the financial powers delegated to them are exhausted.



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

3. Wherever financial concurrence is required, DGM (F&A) of Corporate office & head of F&A dept., at Hyderabad office will give concurrence for the proposals of Corporate & Hyderabad offices respectively, apart from GM(F&A) in specific circumstances. I/c Mines Rescue Station shall obtain finance concurrence from concerned Area Finance Head.
4. If expenditure anticipated for Board/ Board committee meetings is beyond the powers delegated to GM(Coordination), he should obtain approval of Director(Finance).
5. AGM(Civil), Corp., Dy.GM(Purchase),Hyd, Manager (Law), Corp., are delegated with financial powers on par with area HoDs in B-2 Category of area executives. DGM(Civil), Corp., & Manager (Law), Corp. should obtain finance concurrence from DGM(F&A), Corporate. DGM(Purchase), Hyderabad should obtain finance concurrence from Head of F&A dept. at Hyderabad.
6. 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.

