



The Singareni Collieries Company Limited
(A Government Company)

Ref:No: CRP/CS/75/ 756

Date: 21. 7. 2006.

CIRCULAR

E D (Forestry)	G M (F & A)(IA)	G M RG-IV	A G M (E&M) (Vigilance)
E D (M&M, PR & Finance)	G M (I E)	G M BPA	D G M (F&A) MNG/HYD/ RG-I/
C G M (Safety)	G M (I & P M)	G M SRP	RG-III/ IV/ MM
C G M (CP & BD)	G M (P P)	G M MM	F M RG-II/ BHPL/BPA/SRP/
C G M (IE) (Stores)	G M (R & D)	G M BHPL	KGM/YLD
C G M (Personnel)	G M (IT)	G M IK&CHNNR	I/c Mines Rescue Station
C G M (HRD)	G M (Environment)	P O Goleti	I/c Main Workshop
C G M (E & M)(OCPs)	SO to Dir (Opns.)	D G M (Purchase)	A G M (Purchase), HYD
C M S	SO to Dir (P&P)	A G M (E&M) (Purchase)	Chief Security Officer
G M (Purchase)	SO to Dir (E&M)	D G M (Survey)	O S D (L) New Delhi
G M (Q M)	SO to Dir (PA&W)	A G M (E&M) CWS	Dy. Law Mgr., KGM
G M (Civil)	SO to Dir (Fin.)	AGM(F&A) Corp, C&T /	D G M (F&A) (IA) RGM
G M (E & M) (UGM&MM)	G M YLD	RGM / SRP	F M (IA) KGM/ RKP/ BPA
G M (E & M)(PHs&WSs)	C G M MNG	SO to C&MD	FM (General Accounts) (Corp.)
G M (E&M)(TS)	C G M KGM	A G M (Transport)	Adm. Manager, HYD
G M (Estates)	G M RG-I	D G M (F&A),(C&B)	
G M (Exploration)	C G M RG-II	D G M (Civil), KGM	
G M (F & A)	C G M RG-III	D G M (Law) HYD	

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

- Ref: 1. Our Circular No. CRP/CS/75/363 dt.25.5.2005.
2. Our Circular No. CRP/CS/75/668 dt.21.9.2005.
3. Our Circular No. CRP/CS/75/72 dt.17.1.2006.
4. Our Lr No. CRP/CS/75/343 dt.27.3.2006 addressed to GM(PP).
5. Our Circular No. CRP/CS/75/587 dt.12.6.2006.

1. The revised financial powers to the below Board level executives of Corporate & Area offices as sub-delegated by C&MD were issued vide our circular 1st cited and amendments are made from time to time. C&MD has approved certain modifications to the delegation of powers to below Board level executives. The financial powers to below Board level executives as amended up to date are sent herewith. The modified powers will come into force from 1.8.2006. These powers shall supersede all the financial powers sub-delegated earlier vide references cited. However, the other non-financial powers, which were sub-delegated earlier, shall continue to be in force.
2. The modifications were approved by the C&MD on the recommendations of 'Powers Committee' on the suggestions received from various (C)GMs/Corporate HoDs. These powers are to be exercised in accordance with the guidelines given in the preamble. (C)GMs / Corporate HoDs may send suggestions if any, to the undersigned on the financial powers duly indicating the DoP number, actual expenditure incurred in the preceding 2 financial years, progressive expenditure in the current year, along with comments of concerned Finance Executive (specified for finance concurrence) for necessary further action.
3. While enclosing 10 copies of the revised financial powers, the area (C)GMs are requested to arrange to circulate the same to the concerned officers working under their control, if necessary by making additional copies. However the circular can be viewed in local intranet at **URL: <http://webcor>** by visiting the site as under;
 - i. Type **URL: <http://webcor>** in internet explorer.
 - ii. In the left side menu in home page, select **Departments --> Secretarial Department --> circulars.**The circular is also available in our web site www.scclmines.com under RTI Act information.

Sd/-
Company Secretary

Encls: as above.

The Singareni Collieries Company Limited

(A Government Company)

Sub-delegation of revised financial powers to below Board level Executives w.e.f., 1.8.2006.

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 Company Secretary.

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Sl. No.	Description of power	Periodicity	Corporate executives			Finance concurrence for Corporate Executives
			A1	A2	A3	
			ED(M&M, PR & Finance), ED(Forestry), CMS, CGM(CP&BD), GM(E&M) UG mines & MM, CGM(E&M) (OCPs) GM(Civil), GM(Purchase), GM(E&M)(PHs& WSs)	CGM(Safety), GM(P.P), GM(I&PM), GM(F&A), GM(F&A)(IA), GM(Q.M), GM(R&D), CGM(HRD), GM(Estates), CGM(Stores), GM(IE), CGM(Personnel), AGM(CWS), GM(IT), SO to C&MD	GM(Exploration), GM(Environment) GM(E&M) (Technical Services), AGM(Transport), DGM(Survey), Vigilance Officer, I/c. Mines Rescue Station, Company Secretary, DGM (Law), I/c. Main Workshop, Chief Security Officer, OSD(L)/New Delhi	
(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 per annum	5,000 25,000	5,000 25,000	-- --	DGM(F&A)
1.3	Inauguration of HEMM/ special mining equipment / CSP > Rs.50 lakhs and new building / office (inclusive of all civil & electrical arrangements)	each occasion per annum	1,000 10,000	-- --	-- --	DGM(F&A)
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	--	--	--	--
1.5	Annual Safety Week Celebrations in Workshops, Stores and CHPs	each unit	--	--	--	--
1.6	Area Tripartite Meetings	each occasion per annum	-- --	Only CGM(Safety) 10,000 40,000	-- --	-- --

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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	500	500	500	--
1.9	Republic/ Independence Day celebrations (Function should be held for all staff in Corporate office by GM (Personnel) and Hyderabad office by ED(M&M, PR and Finance). 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(Pur.)- 40,000 Others 20,000	SO to C&MD- 40,000 Others 10,000	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	--	--	--
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 CGM(HRD) 10	--	--
1.14	Refreshments for rescue trainees during refresher training.	per head/day	--	--	Only I/C of Mines Rescue Station - 10	DGM(F&A)
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	6,000	3,000	--
2.2	Technical journals / books	per annum	6,000	CGM(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	ED(M&M, PR and Finance) - 2,000 Others 1500	500	GM(E&M)(TS) 500 Others 250	DGM(F&A)
		per annum	24,000	5,000	GM(E&M)(TS) 5,000 Others 2,500	

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
3.2	At other than company's guest house	each occasion	ED(M&M, PR and Finance) - 5,000 Others 2,000	1,000	GM(E&M)(TS) 1,000 Others 500	DGM(F&A)
		per annum	ED(M&M, PR and Finance) - 1,00,000 Others 12,000	5,000	GM(E&M)(TS) 5,000 Others 2,500	
3.3	For guests visiting offices	per month	1,500	1,000	GM(E&M)(TS) 1,000 Others 750	--
		per annum	12,000	9,000	GM(E&M)(TS) 9,000 Others 6,000	--
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 SO to C&MD 10,000	--	DGM(F&A)
		per annum	--	Only SO to C&MD 90,000	--	
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	
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. ii. the delegation is for regular saleable items only.	--	--	Only CGM (Personnel)	--	DGM(F&A)
5.1.b	LPG expenditure for canteens	--	--	Only CGM (Personnel) Actuals	--	DGM(F&A)
5.2.a	Stationery & printing.	each occasion	2,500	SO to C&MD and AGM,CWS - 2,500 Others- 1,000	500	DGM(F&A)
		per annum	25,000	GM(PP) 30,000 SO to C&MD 25,000 AGM,CWS - 15,000 Others- 12,000	5,000	
b	Printing of posters, newsletters, other communications to employees etc.	each occasion	Only ED(M&M, PR and Finance) 1,00,000	--	--	DGM(F&A)
		per annum	Only ED(M&M, PR and Finance) 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)

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
5.3.b	Plotter inks	per annum	--	Only GM(PP) - 4,000	Only GM(Expln.) & DGM(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	1,000	1,000	1,000	DGM(F&A)
5.5	Furniture, linen, fittings, crockery etc. for Guest houses.	Per room per annum	Only ED(M&M, PR and Finance) 1,000	--	Only OSD(L)/ND 1,000	DGM(F&A)
		per annum	Only ED(M&M, PR and Finance) 20,000		Only OSD(L)/ND 10,000	
5.6	Major Repairs / Modifications/ outside repairs to LMVs/HMVs/HEMM and other Plant & Machinery (inclusive of cost of spares).	each occasion	3,00,000	10,000	Only GM(Exploration) 30,000	DGM(F&A)
		per annum	30,00,000	50,000	Only GM(Exploration) 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(Purchase) – 25000 Others - 10,000	1,000	DGM(Transport)-500 I/c MWS & DGM (Civil) incharge of Buildings' maintenance – 5,000	DGM(F&A)
		per annum	GM(Purchase) – 6,00,000 Others - 50,000	AGM(CWS)- 50,000 Others- 25,000	DGM(Transport) 2,00,000 I/c MWS & DGM (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 CMS –10,000	--	--	DGM(F&A)
5.10	Medicines in stock out situation (purchase procedure to be followed).	each occasion	Only CMS – 50,000	--	--	DGM(F&A)
		per annum	5,00,000			
5.11.a	Hiring (annual contracts) of HMVs (through normal tendering system).	each contract	Only GM(Purchase) 3,00,000	--	--	DGM(F&A)
		per annum	Only GM(Purchase) 30,00,000			

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
b	Hiring of LMVs as per exigencies under rate contract. GM (Purchase) shall finalise rate contracts for Corp. office for hiring of LMVs for different passenger vehicles and AGM (Transport) will be implementing authority.	Per annum	ED(M&M, PR and Finance) 12,00,000 Only EDs / CGMs of Corp. office can indent vehicles on their own		--	DGM(F&A)
5.12	Entering into AMCs. for equipment like ACs/ Computers/ UPS/ Net-working etc.	per annum	--	--	--	--
5.13	Procurement of non-production stores items (orders can be placed on nomination basis also).	per annum	Only GM(Purchase) 15,00,000	--	--	DGM(F&A) (for nomination orders - GM(F&A))
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(Purchase) 15,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. purchase dept 5,00,000	--	--	DGM(F&A)
b)	Advertised tender - order on other than lowest offer.	each occasion	Only GM(Purchase) 7,50,000	--	--	DGM(F&A)
c)	Limited tender - order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	GM(Purchase) 7,50,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. purchase dept 1,00,000	--	Only GM(Exploration) 10,000	DGM(F&A)
		per annum	--	--	Only GM(Exploration) 2,00,000	
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Only GM(Purchase) 5,00,000	--	--	DGM(F&A)
e)	Single offer against advertised/ limited tender or nomination tender.	each occasion	Only GM(Purchase) 3,00,000	--	--	GM(F&A)
		per annum	Only GM(Purchase) 25,00,000			
6.2	Revenue proprietary spares not covered in RC / Open Order.	each occasion	GM(Purchase) 20,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. purchase dept 5,00,000	--	Only GM(Exploration) 30,000	DGM(F&A)
		per annum	--	--	Only GM(Exploration) 2,50,000	
6.3	Revenue proprietary spares covered in RC / Open order.	per annum	Only GM(Purchase) 20,00,000	--	--	DGM(F&A)

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
6.4	Local purchases through Hyderabad Purchase Cell.	per annum	GM(E&M) (PHs&WSs) 4,00,000 & CGM(E&M) (OCPs) 2,00,000 DGM(Civil), Corp. 1,000 per occasion 3,00,000 per annum	--	--	--
6.5	Transportation of miscellaneous materials.	per annum	Only GM(Purchase) 5,00,000	--	--	DGM(F&A)
6.6	Procurement of capital items as per approved Annual Plan					
a)	Advertised tender – order on lowest offer.	each occasion	GM(Purchase) 20,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. purchase dept 5,00,000	--	--	DGM(F&A)
b)	Advertised tender –order on other than lowest offer.	each occasion	Only GM(Purchase) 5,00,000	--	--	DGM(F&A)
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	GM(Purchase) 8,00,000 AGM/DGM & AGM(E&M)/ DGM(E&M) of Corp. purchase dept 1,50,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Only GM(Purchase) 5,00,000	--	--	DGM(F&A)
e)	Single offer against advertised/limited tender or nomination tender.	each occasion	Only GM(Purchase) 3,00,000	--	--	GM(F&A)
		per annum	Only GM(Purchase) 30,00,000	--	--	
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 G M(Civil) 15,00,000	--	--	DGM(F&A)
b)	Advertised tender -order on other than lowest offer.	each occasion	Only G M(Civil) 2,00,000	--	--	DGM(F&A)
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only G M(Civil) 3,00,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Only G M(Civil) 2,00,000	--	--	DGM(F&A)

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
e)	Single offer against advertised/limited tender or nomination tender.	each occasion	Only G M(Civil) 1,00,000	--	--	GM(F&A)
		per annum	Only G M(Civil) 10,00,000			
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 G M(Civil) 20,00,000	--	--	DGM(F&A)
b)	Advertised tender -order on other than lowest offer.	each occasion	Only G M(Civil) 5,00,000	--	--	DGM(F&A)
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only G M(Civil) 8,00,000	--	Only OSD(L)/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.	each occasion	Only G M(Civil) 5,00,000	--	--	DGM(F&A)
e)	Single offer against advertised/limited tender or nomination tender.	each occasion	Only G M(Civil) 3,00,000	--	Only OSD(L)/ND 10,000 per annum	GM(F&A)
		per annum	G M(Civil) 30,00,000 ED(M&M, PR and Finance) for maintenance of Singareni Bhawan 5,00,000			
7.3.a	Civil M&R works to quarters in case of change of occupant.	Per quarter (plinth area of 1000 SFT & above)	--	--	DGM Civil (I/c of buildings' maintenance) 5,000	DGM(F&A)
		Per quarter (plinth area less than 1000 SFT)	--	--	DGM Civil (I/c of buildings' maintenance) 2,500	
		Per annum	--	--	DGM Civil (I/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)	--	--	Only I/c. Main Work shop 1,000	DGM(F&A)
		Per quarter (plinth area less than 1000 SFT)	--	--	Only I/c. Main Work shop 500	
		Per annum	--	--	Only I/c. Main Work shop 20,000	
7.4	Capital works as per Annual Plan					
a)	Advertised tender - order on lowest offer.	each occasion	Only G M(Civil) 20,00,000	--	--	DGM(F&A)

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(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
b)	Advertised tender -order on other than lowest offer.	each occasion	Only G M(Civil) 5,00,000	--	--	DGM(F&A)
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only G M(Civil) 10,00,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Only G M(Civil) 5,00,000	--	--	DGM(F&A)
e)	Single offer against advertised/limited tender or nomination tender.	each occasion	Only G M(Civil) 5,00,000	--	--	GM(F&A)
		per annum	Only G M(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(Purchase) 25,00,000	--	--	DGM(F&A)
b)	advertised tender –order on other than lowest offer.	each occasion	Only GM(Purchase) 8,00,000	--	--	DGM(F&A)
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Only GM(Purchase) 10,00,000	--	--	DGM(F&A)
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Only GM(Purchase) 8,00,000	--	--	DGM(F&A)
e)	Single offer against advertised/limited tender or nomination tender.	each occasion	Only GM(Purchase) 8,00,000	--	--	GM(F&A)
		per annum	Only GM(Purchase) 80,00,000	--	--	
7.7	Miscellaneous revenue works other than M&R.	each occasion	Only G M(Civil) 1,00,000	--	--	DGM(F&A)
		per annum	Only G M(Civil) 5,00,000	--	--	
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)

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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	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	--	--	DGM(F&A)
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).	each occasion	Full powers within the delegation	--	--	DGM(F&A)
8.6	Placement of repeat orders based on area including other area purchase orders within six months of the purchase order- once in a year per item (detailed justification necessary: as per normal tender committee procedure).	each occasion	--	--	--	--
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&BD), CGM(Safety) & GM(R&D) 1,00,000	--	Only G.M(Exploration) 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 SO to C&MD – 1,00,000	--	DGM(F&A)
9.2	Hiring of water/ air coolers in summer.	For a period of 3 months	--	--	--	--
9.3	Hiring of computers in the event of necessity.	For a period of 3 months	--	--	--	--
9.4	Courier expenditure for sending correspondence through reputed couriers.	Per occasion	Only CGM(CP&BD) 1,500	--	Only Company Secretary 1,500	--
		Per annum	Only CGM(CP&BD) 15,000	--	Only Company Secretary 15,000	

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
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 ED(Forestry) Upto 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 ED(Forestry) Upto Rs.5 lakhs	--	--	DGM (F&A)
(c)	Single offer against advertised/ limited tender or nomination tender.	each occasion	Only ED(Forestry) Upto Rs.1.50 lakhs	--	--	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 ED(Forestry) Upto 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 ED(Forestry) Upto Rs.5 lakhs	--	--	DGM (F&A)
(c)	Single offer against advertised/ limited tender or nomination tender.	each occasion	Only ED(Forestry) Upto Rs.1.50 lakhs	--	--	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 ED(Forestry) Upto 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 ED(Forestry) Upto Rs.5 lakhs	--	--	DGM (F&A)
(c)	Single offer against advertised/ limited tender or nomination tender.	each occasion	Only ED(Forestry) Upto Rs.1.50 lakhs	--	--	GM (F&A)
10.4	(a) Procurement of horticulture plants from Government/ private nurseries provided procurement is done by a Committee constituted by ED(Forestry) and/ or order is placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Only ED(Forestry) Upto Rs. 2 lakhs	--	--	DGM (F&A)
		per annum	Only ED(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 ED(Forestry) and/ or order is placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Only ED(Forestry) Upto Rs.10 lakhs	--	--	GM (F&A)
		per annum	Only ED(Forestry) Rs.30 lakhs			

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(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 ED(Forestry) and/ or order can be placed on lowest offer by obtaining minimum 3 quotations.	each occasion	Only ED(Forestry) Rs.10,000	--	--	DGM (F&A)
		per annum	Only ED(Forestry) Rs.75,000			
10.6	Placement of repeat orders based on area including other area purchase orders within six 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 and area of operation duly recording reasons. (detailed justification necessary).	--	Only ED(Forestry) Upto Rs.5 lakhs	--	--	GM (F&A)
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 ED(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 ED(Forestry) Rs.25,000/-	--	--	DGM (F&A)
		per annum	Only ED(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 ED(Forestry) Rs.50,000/-	--	--	DGM (F&A)
		per annum	Only ED(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 ED(Forestry) Rs.25,000/-	--	--	DGM (F&A)
		per annum	Only ED(Forestry) Rs.2 lakhs			
11.0	Procurement / transportation of timber					
11.1	Procurement of timber / props / chocks from Govt., timber depots, by participating in auctions.	--	Only ED (Forestry) Full powers subject to approved annual budget of Forestry dept.	--	--	--
11.2	Procurement of timber / props / chocks from private parties;		Only ED (Forestry)			
	i) Against public tender (a) Lowest tender.	each occasion	Rs.25 lakhs	--	--	DGM (F&A)

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Corporate Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)
	(b) Other than lowest tender.	each occasion	Rs.10 lakhs	--	--	DGM (F&A)
	(c) Single Tender.	each occasion	Rs.5 lakhs	--	--	GM (F&A)
	ii) Against limited tender					
	a) Order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Rs.10 lakhs	--	--	DGM (F&A)
	b) Order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Rs.8 lakhs	--	--	DGM (F&A)
	c) Single tender.	each occasion	Rs.5 lakhs	--	--	GM (F&A)
	iii) Nomination tender.	each occasion	Rs.5 lakhs	--	--	GM (F&A)
11.3	Timber transportation contracts.		Only ED (Forestry)			
	i) Against public tender					
	(a) Lowest tender.	each occasion	Rs.20 lakhs	--	--	DGM (F&A)
	(b) Other than lowest tender.	each occasion	Rs.10 lakhs	--	--	DGM (F&A)
	(c) Single Tender.	each occasion	Rs.5 lakhs	--	--	GM (F&A)
	ii) Against limited tender					
	a) Order on lowest of not less than 2 offers out of 5 enquiries.	each occasion	Rs.10 lakhs	--	--	DGM (F&A)
	b) Order on other than lowest of 2 offers out of 5 enquiries.	each occasion	Rs.8 lakhs	--	--	DGM (F&A)
	c) Single tender.	each occasion	Rs.5 lakhs	--	--	GM (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(M&M, PR and Finance) will obtain approval of Director (Operations) wherever the financial powers delegated to him are exhausted.
3. Wherever financial concurrence is required, Dy.GM (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.
4. If expenditure anticipated for Board/ Board committee meetings is beyond the powers delegated to SO to C&MD, he should obtain approval of Director(Finance).
5. Dy.GM (Civil), Corp., Dy.GM(Purchase),Hyd, Dy.Manager (Law), Corp., are delegated with financial powers on par with area HoDs in B-2 Category of area executives. Dy.GM(Civil), Corp., & Dy.Manager (Law), Corp. should obtain finance concurrence from Dy.GM(F&A), Corporate. Dy.GM(Purchase), Hyderabad should obtain finance concurrence from Head of F&A dept. at Hyderabad.

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Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006

(Area Executives)

Sl. No.	Description of power	Periodicity	Area CGMs/GMs		Finance concurrence for area CGMs/GMs	Area other Executives		Finance concurrence for area Executives
			A1	A2		B1	B2	
			Manuguru, Yellandu, Kothagudem, Ramagundam-I, II, III & IV, Srirampur	Bellampalli, Mandamarri, Bhoopalpalli, Indaram Khani &Chennur group of mines, Project Officer of Goleti		Regional Finance incharges in M2 grade, 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.	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 RGM & BPA, I/cs of CHPs at OCPs, 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 (inclusive of all civil & electrical arrangements). (The enhanced powers to the senior most (C)GM of the three areas viz., RGI,III & IV are for catering to the needs of expenditure on service buildings).	each occasion	15,000	10,000	AFH	--	--	--
		per annum	Senior most (C)GM of RG-I,III & IV – 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				

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.4	Annual Safety Week Celebrations							
(a)	In respect of mines with < 3 lakh tpa	each mine	5,000	5,000	AFH	--	--	--
(b)	In respect of mines with > 3 lakh tpa	each mine	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	500	500	--	500	Only Med. Supdts(Admn.)-- 500	--
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 the senior most (C)GM of the three areas viz., RG-I,III & IV are for catering to the needs of expenditure on service buildings).	per head	35	35	--	35	35	--
		per annum	Senior most (C)GM of RG-I,III & IV – 80,000 Others - 40,000	40,000	--	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	--	--	--	--
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.	per head/day	--	--	--	--	Only I/Cs of Mines Rescue Service points & Mine Managers - 10	AFH
2.0	NEWSPAPERS/PERIODICALS/BOOKS (Atleast one paper / magazine dealing with commercial / financial is recommended)							

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
2.1	Newspapers and periodicals (Newspapers can be obtained at home). (The enhanced powers to the senior most (C)GM of the three areas viz., RG-I,III & IV are for catering to the needs of expenditure on service buildings).	per annum	Senior most GM of RG-I,III & IV – 12,000 Others - 6,000	6,000	--	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	1,500	1,500	AFH	200	200	AFH
		per annum	36,000	36,000		2,000	2,000	
3.2	At other than company's guest house	each occasion	2,000	1,500	AFH	Only Agents 500	--	AFH
		per annum	24,000	24,000		Only Agents 2,500	--	
3.3	For guests visiting offices	per month	GM,Kgm 3,000 Others 1,500	1,500	--	750	750	--
		per annum	GM,Kgm 36,000 Others 12,000	12,000	--	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. to be correlated to employees strength @ Rs.26/- per employee per month. ii. the delegation is for regular saleable items only.	--	10% over & above for each canteen	10% over & above for each canteen	AFH	--	Mine Managers & Incharges of CSPs, W/Shops etc., where independent canteens are existing	AFH
5.1.b	LPG expenditure for canteens	--	Actuals	Actuals	AFH	--	--	--
5.2.a	Stationery & printing.	each occasion	10,000	10,000	AFH	500	500	AFH
		per annum	3,00,000	3,00,000	AFH	5,000	5,000	AFH
b	Printing of posters, newsletters, other communications to employees etc.	per occasion	3,000	3,000	AFH	for conducting health education programmes		AFH
						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	
						Only Dy. CMOs.(Admn.) – 6,000	Only Med. Supdts.(Admn.) – 6,000	
		per annum	10,000	10,000				

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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 the senior most (C)GM of the three areas viz., RG-I,III & IV are for catering to the needs of expenditure on service buildings).	Per month	Senior most (C)GM of RGI,III & IV - 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)	each occasion	3,00,000	3,00,000	AFH	--	--	--
		per annum	60,00,000	40,00,000		--	--	
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). (delegation to area E&M incharges is for catering to the needs of workshops, stores and CHPs/ CSPs.)	each occasion	25,000	25,000	AFH	Only Agents, Area E&M I/cs. 10,000 Regnl. I/cs. of exploration 1,500	Only Mine managers – 2,000 Project Engineers of OCPs – 1,500	
		per annum	8,00,000	8,00,000		Only Agents, Area E&M I/cs. 3,00,000 Regnl. I/cs. of exploration 25,000	Only Mine managers, Project Engineers of OCPs – 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)	each contract	3,00,000	2,00,000	AFH	--	--	--
		per annum	5,00,000	3,00,000				
b	Hiring of LMVs as per exigencies under rate contract. (subject to finalisation of R/c for hiring of vehicles by each area)	per annum	50,000	50,000	AFH	--	--	--
5.12	Entering into AMCs for equipment like ACs/ Computers/ UPS/ Net-working etc.	per annum	12,00,000	12,00,000	AFH	--	--	--
5.13	Procurement of non-production stores items	per annum	--	--	--	--	--	--

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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	5,00,000	5,00,000	AFH	--	--	--
b)	Advertised tender - order on other than lowest offer.	each occasion	2,50,000	2,50,000	AFH	--	--	--
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	Only for Regional I/cs of Exploration dept. 5,000 (per occsn.) 50,000 (per annum)	--	AFH
		per annum	--	--	--		--	
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries	each occasion	2,50,000	2,50,000	AFH	--	--	--
e)	Single offer against advertised/limited tender or nomination tender	each occasion	50,000	50,000	up to 5,000-AFH beyond 5,000 Regnl. Fin. I/cs in M2)	--	--	--
		per annum	5,00,000	4,00,000	up to 50,000-AFH beyond 50,000 Regnl. Fin. I/cs in M2)	--	--	--
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 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	per annum	2,00,000	2,00,000	AFH	--	--	--
6.6	Procurement of capital items as per approved Annual Plan							
a)	Advertised tender - order on lowest offer	--	--	--	--	--	--	--
b)	Advertised tender -order on other than lowest offer	--	--	--	--	--	--	--
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	--	--	--	--	--	--	--
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries	--	--	--	--	--	--	--
e)	Single offer against advertised/limited tender or nomination tender	--	--	--	--	--	--	--

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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	each occasion	1,00,000	1,50,000	AFH	--	--	--
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	each occasion	1,00,000	1,50,000	AFH	--	--	--
e)	Single offer against advertised/limited tender or nomination tender	each occasion	50,000	50,000	Regnl. Fin. l/cs in M2)	--	--	--
		per annum	5,00,000	5,00,000				
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	each occasion	2,00,000	2,00,000	AFH	--	--	--
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	each occasion	2,00,000	2,00,000	AFH	--	--	--
e)	Single offer against advertised/limited tender or nomination tender	each occasion	50,000	50,000	Regnl. Fin. l/cs in M2)	--	--	--
		per annum	5,00,000	5,00,000				
7.3.a	Civil M&R works to quarters in case of change of occupant.	Per quarter (plinth area of 1000 SFT & above)	--	--	--	--	Only I/c. Civil 5,000	AFH
		Per quarter (plinth area less than 1000 SFT)	--	--	--	--	Only I/c. Civil 2,500	
		Per annum	--	--	--	--	Only 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)	--	--	--	--	Only I/c. E&M 1,000	AFH
		Per quarter (plinth area less than 1000 SFT)	--	--	--	--	Only I/c. E&M 500	
		Per annum	--	--	--	--	Only I/c. E&M 20,000	
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	each occasion	3,00,000	3,00,000	AFH	--	--	--

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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	each occasion	3,00,000	3,00,000	AFH	--	--	--
e)	Single offer against advertised/limited tender or nomination tender	each occasion	3,00,000	3,00,000	Regnl. Fin. l/cs in M2)	--	--	--
		per annum	30,00,000	30,00,000				
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	15,00,000	10,00,000	AFH	--	--	--
b)	advertised tender -order on other than lowest offer	each occasion	5,00,000	3,00,000	AFH	--	--	--
c)	Limited tender- order on lowest of not less than 2 offers out of 5 enquiries	each occasion	8,00,000	5,00,000	AFH	--	--	--
d)	Limited tender- order on other than lowest of 2 offers out of 5 enquiries	each occasion	5,00,000	3,00,000	AFH	--	--	--
e)	Single offer against advertised/limited tender or nomination tender	each occasion	3,00,000	3,00,000	Regnl. Fin. l/cs in M2)	--	--	--
		per annum	30,00,000	30,00,000				
7.7	Miscellaneous revenue works other than M&R	each occasion	1,00,000	1,00,000	AFH	Only regional l/cs of Exploration - 5,000	--	AFH
		per annum	5,00,000	5,00,000				
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	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	Full powers	AFH	--	--	--

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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)	each occasion	1,00,000 or value equivalent of 3 months' consumption whichever is less	1,00,000 or value equivalent of 3 months' consumption whichever is less	AFH	--	--	--
8.6	Placement of repeat orders based on area including other area purchase orders within six months of the purchase order- once in a year per item (detailed justification necessary: as per normal tender committee procedure)	each occasion	50,000 or value equivalent of 3 months' consumption whichever is less	50,000 or value equivalent of 3 months' consumption whichever is less	AFH	--	--	--
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 3 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, vettivers 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 or nomination tender.	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	Regional Finance Incharge in M2	--	--	--

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
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	--	--	--
(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 or nomination tender.	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	Regional Finance Incharge in M2	--	--	--
10.3	i) Subsequent maintenance of plantations, parks & gardens up to 4 th year (approval of ED(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 or nomination tender.	each occasion	Upto Rs.1 lakh	Upto Rs.1 lakh	Regional Finance Incharge in M2	--	--	--
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 ED(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	--
10.6	Placement of repeat orders based on area including other area purchase orders within six 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 and area of operation duly recording reasons. (detailed justification necessary)	each occasion						
		per annum	--	--	--	--	--	--

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

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

Sub-delegation of revised financial powers to below Board level Executives of SCCL w.e.f., 1.8.2006 (Area Executives)

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	b) Order on other than lowest of 2 offers out of 5 enquiries	--	--	--	--	--	--	--
	c) Single tender	--	--	--	--	--	--	--
	iii) Nomination tender	--	--	--	--	--	--	--

Clarifications :

1. Area HoD means an officer who represents his/her corporate dept. at area 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. All the area proposals which are to be approved by various authorities at Corporate level shall be routed through Regional Finance Incharges in M2 grade before they are recommended by respective area (C) GMs.
5. 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 senior most (Chief)General Manager of RG-I, III & IV areas. The PRA is also placed under the administrative control of senior most (C)GM of the said areas and all the expenditure pertaining to such buildings including the meetings etc., conducted within aforesaid buildings / offices shall be sanctioned by the said (C)GM. The Gautami guest house and NIM will be under the control GM RG.II area. As this arrangement involves sanction of additional expenditure, senior most (C)GM of all the three areas viz; RG-I, III & IV is delegated with enhanced financial powers as indicated in DoP Nos.1.2, 1.10, 2.1 & 5.4(b).

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