

फेरो स्कैप निगम लिमिटेड / FERRO SCRAP NIGAM LIMITED

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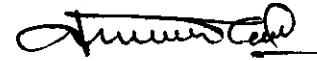
OFFICE ORDER

Sub:-Delegation of General Powers.
Ref:-Office Order no.FC/553/09 dtd.19.01.2009 &
FC/4758/12 dtd.21/22.08.2012.

In order to ensure smooth functioning of the Departments/Units/Regional Office, the General Powers delegated to the executives of FSNL vide Office Order no.FC/553/09 dtd.19.01.2009, followed by partial modification made thereon vide FC/4758/12 dtd.21/22.08.2012, have further been amended/modified, which are annexed herewith as Annexure-A (for Executives of Corporate Office & Regional Head) & Annexure-B(for Units), for information & compliance by all concerned executives.

This supersedes the Office Order No.FC/553/09 dtd.19.01.09 & FC/4758/12 dtd.21/22.08.12 on the subject.

This issues with approval of the competent authority.



(K.L.PATEL)
AGM(P&A)

Distribution:-

All Deptt.Heads-C.O.-GM(S&P)
Regional Head-Delhi
All Unit Heads
All Unit P&A Heads
All Unit F&A Heads
All Unit MM Heads
AGM(F&A)
MDS
O/L Cell
File
Serial

DELEGATION OF POWERS TO CORPORATE OFFICE/REGIONAL OFFICE

SL	JOBS	ASSTT. GENERAL MANAGER	DY. GENERAL MANAGER	GENERAL MANAGER	CHIEF GEN. MANAGER	EXECUTIVE DIRECTOR
1	PART 'A' Allotment of Company's Quarters to Executives & Non-Executives	Full Powers to HOD(P&A)				
	ESTABLISHMENT					
2	Grant of Casual Leave/Commuted Leave/Restricted holiday/half-pay Leave/ Earned Leave, as per rules (Application to be vetted by P&A Department).	Full powers to HODs for Executives & Non-Executives working under them of relevant disciplines as per Rules.				
3	Grant of Extra-ordinary leave/Maternity Leave, Quarantine Leave, Special Leave & Incentive for Vasectomy & Tubectomy operations (Applications to be vetted by P&A department).	Full powers to HODs for Executives & Non-Executives working under them of relevant disciplines as per Rules.				
4	Sanction of Annual Increments	Full powers to HODs for Non-Executives working under them of relevant disciplines as per Rules.				
5	Sanction of LTC/LLTC (Office Orders to be issued by P&A Department).	Full powers to HODs for Non-Executives working under them of relevant disciplines as per Rules.				
6	Sanction of T.A. Advance and approval of T.A. Bills	Full powers to HODs for Executives & Non-Executives working under them of relevant disciplines as per Rules.				
7	Forwarding of application for outside employment	Full Powers to HODs for Executives and Non- Executives working under them of relevant disciplines in accordance with rules, after vetting by Corporate P&A Deptt.				
8	Grant Of L.T.E. (Office orders to be issued by P&A Department).	Full powers to HODs for Non-Executives working under them of relevant disciplines as per Rules.				
9	Confirmation after satisfactory completion of probationary period.	Full power to HODs for Non-Executives working under them as per rules, after vetting by P&A department.				
10	Sanction of Medical Bills	Full Powers to HODs for Non-Executives reporting to them as per rules.				
11	To sign and issue appointment orders	Full power to HOD(P&A) at Corporate Office, after approval of M.D. for each appointment.				
12	To sign Vakalatnama, Mukhtamama, Plaints, written statements and papers in legal cases on behalf of the company	Full power to HOD(Law) after approval of M.D.				
13	To sign Agreements for Lease Hold accommodation for employees	Full power to HOD(P&A) after approval of M.D.				

SL	JOB	ASST. GENERAL	JAGER	DY. GENERAL MANAGER	GENERAL MANAGER	CHIEF GEN. MANAGER	EXECUTIVE DIRECTOR
14	SANCTION OF IMPREST Personnel & Administration Deptt. a. Postage b. Other petty expenses of Misc nature like the followings to be supported by vouchers. (i) Servicing, repair/spares of Computers, photocopiers, telephone, Elec. Breakdown. (ii) Servicing & repair of Motor Cycles, Mopeds/Cars/Sleep etc. (iii) Repairs of furniture & Office Eqpts. and buildings. (iv) Printing of Forms, Stationery items, Cards. (v) Payment for purchase of refreshment items, conveyance charges & photographs taken on important occasions. (vi) Other expenses of Misc. nature, not stated above.						
15	15 Servicing and repair of LMV/Generator etc.	Rs. 15,000/- at a time for each occasion to be exercised by HOD(P&A), subject to annual limit of Rs. 1,00,000/- supported with bills/vouchers.					
16	16 Contingencies & Misc. expenditure to be incurred for Statutory Compliances	Rs. 1000/- each case but not exceeding Rs. 15,000/- per annum to be supported with bills/vouchers.	Rs. 2000/- at a time and not exceeding Rs. 20,000/- per annum to be supported with bills/vouchers.	Rs. 2000/- at a time and not exceeding Rs. 20,000/- per annum to be supported with bills/vouchers.	Rs. 3000/- at a time and not exceeding Rs. 30,000/- per annum, to be supported with bills/ vouchers.	Rs. 3000/- at a time and not exceeding Rs. 30,000/- per annum, to be supported with bills/vouchers.	Rs. 2500/- each case but not exceeding Rs. 30,000/- p.a.
16.A	16.A Sundry expenses not covered in Sl.No. 16 (to be supported by bills/vouchers)	Rs. 1000/- each case but not exceeding Rs. 15,000/- p.a.	Rs. 1500/- each case but not exceeding Rs. 20,000/- p.a.	Rs. 2000/- each case but not exceeding Rs. 25,000/- p.a.	Rs. 2500/- each case but not exceeding Rs. 30,000/- p.a.	Rs. 2500/- each case but not exceeding Rs. 30,000/- p.a.	Rs. 2500/- each case but not exceeding Rs. 30,000/- p.a.
17	17 Making payment for Freight.	Rs. 20,000/- at a time to be exercised by G.M/CGM/ E.D./ after processing by Mats. Deptt. with Financial Concurrence.					
18	18 Sanction for:- (a) Festival Advance (b) Advance of Pay	Full powers to HOD for Executives & Non-Executives working under him as per rules					
19	19 Grant of accident/injury leave under the provisions of the rules for Non-Industrial workers/employees (IOW)	Full powers to HOD for Executives & Non-Executives working under them as per rules, after vetting by P&A Department.					
20	20 Entertainment expenses in connection with official guest of the company to be exercised by HODs and supported by vouchers.	Rs. 7,000/- per annum	Rs. 10,000/- per annum	Rs. 15,000/- per annum	Rs. 20,000/- per annum	Rs. 25,000/- per annum	Rs. 25,000/- per annum (In case of Non-HODs of AGM / DGM Rank, Entertainment expenses of Rs. 3000/- per annum).

SL	JOBS	ASSTT GENERAL MANAGER	DEPUTY GENERAL MANAGER	GENERAL MANAGER	CHIEF GEN. MANAGER	EXECUTIVE DIRECTOR
21	Expenditure on light refreshments/tea during the inter-departmental meetings etc. (to be supported by vouchers).	Rs. 300/- in each case with annual limit of Rs.3000 per annum	Rs. 300/- in each case with annual limit of Rs.3000 per annum	Rs. 300/- in each case with annual limit of Rs.3000 per annum	Rs. 300/- in each case with annual limit of Rs.3000 per annum	Rs. 300/- in each case with annual limit of Rs.3000 per annum
22	Approval for grant of Education Subsidy	Full powers to HOD(P&A) as per Rules				
23	Payment of interest subsidy on House Building advance for cases where permission has been granted by Competent authority for availing house building loan	Full powers to HOD(P&A) as per rule in consultation with HOD(F&A)				
24	Sanction for Advertisement for inviting Tenders, Tender Notices for purchases/ contracts.	NIL	NIL	4 National & 1 local newspapers	4 National & 1 local newspapers	4 National & 1 local newspapers
25	Purchase of tender documents	Rs. 1,500/- per tender	Rs. 2,000/- per tender	Rs. 2,500/- per tender	Rs. 5,000/- per tender	Rs. 7,500/- per tender
26	Earnest money	Rs. 20,000 per tender	Rs. 25,000 per tender	Rs. 35,000 per tender	Rs. 50,000 per tender	Rs. 75,000 per tender
	PART 'B' Financial concurrence (To be exercised by the executives of F&A Department)	Executives upto the rank of Manager : upto Rs. 5.00 Lakhs Executives in the rank of AGM & above : Above Rs. 5.00 Lakhs Where approving authority is MD, concurrence will be given by HOD (F&A) (The TC Members and the Officer concurring the proposal, preferably, should not be the same)				
	PART 'C'					
1	PURCHASE & WORKS (STORES & SERVICES)/ACCEPTANCE OF TENDER					
(i)	From lowest tender by Open tender when more than one offer is received.	Full powers for each order value of Rs. 5,00,000/-	Full powers for each order value of Rs. 10,00,000/-	Full powers for each order value of Rs. 10,00,000/-	Full powers for each order value of Rs. 20,00,000/-	Full powers for each order value of Rs. 20,00,000/-
(ii)	From lowest tender by Limited tender addressed to minimum 5 approved vendors when more than one offer is received.	Full powers for each order value of Rs. 4,00,000/-	Full powers for each order value of Rs. 8,00,000/-	Full powers for each order value of Rs. 8,00,000/-	Full powers for each order value of Rs. 16,00,000/-	Full powers for each order value of Rs. 16,00,000/-

SL. JOBS	ASSTT. GENERAL MANAGER	DY. GENERAL MANAGER	GENERAL MANAGER	CHIEF GEN. MANAGER	EXECUTIVE DIRECTOR
(iii) By limited tender to minimum 5 approved vendors but where only one offer is received.	Full powers for each order value of Rs. 25,000/-	Full powers for each order value of Rs. 50,000/-	Full powers for each order value of Rs. 50,000/-	Full powers for each order value of Rs. 1,00,000/-	Full powers for each order value of Rs. 1,00,000/-
(iv) Proprietary purchases from original manufacturer or their duly accredited dealers.	Full powers for each order value of Rs. 5,00,000/-	Full powers for each order value of Rs. 10,00,000/-	Full powers for each order value of Rs. 10,00,000/-	Full powers for each order value of Rs. 20,00,000/-	Full powers for each order value of Rs. 20,00,000/-
(v) Engagement of Labour having F.C. and administrative approval of M.D.	Full powers for each order value of Rs. 4,00,000/-	Full powers for each order value of Rs. 8,00,000/-	Full powers for each order value of Rs. 8,00,000/-	Full powers for each order value of Rs. 16,00,000/-	Full powers for each order value of Rs. 16,00,000/-
(vi) Capital purchases having F.C. and administrative approval of M.D.	NIL	Full powers for each order value of Rs. 5,00,000/-	Full powers for each order value of Rs. 10,00,000/-	Full powers for each order value of Rs. 15,00,000/-	Full powers for each order value of Rs. 15,00,000/-
(vii) Purchase by Single Tender other than proprietary purchases from OEM sources for urgent requirement.	NIL	NIL	NIL	Full powers for each order value of Rs. 25,000/- with FC, with annual limit of Rs. 1,00,000/-	Full powers for each order value of Rs. 50,000/- with FC, with annual limit of Rs. 2,00,000/-
(viii) Emergency Purchases	Full powers of each order value of Rs. 6,000/- subject to an annual limit of Rs. 25,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Materials Deptt. and F&A Deptt.	Full powers of each order value of Rs. 9,000/- subject to an annual limit of Rs. 35,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Materials Deptt. and F&A Deptt.	Full powers of each order value of Rs. 9,000/- subject to an annual limit of Rs. 35,000/- for Maint Stores & Spares. Reason emergency purchases to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Materials Deptt. and F&A Deptt.	Full powers of each order value of Rs. 10,000/- subject to an annual limit of Rs. 75,000/- for Maint Stores & spares Reason for emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Materials Deptt. and F&A Deptt.	Full powers of each order value of Rs. 10000/- subject to an annual limit of Rs. 75,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Materials Deptt. and F&A Deptt.
1	PART 'D' To incur expenditure for : (a) Telephone bills (b) Renewal of licences (c) Payment of taxes (Income Tax, Service Tax, Sales Tax, Wealth Tax etc.) (d) Insurance (e) Fuel & Lubs for Office Vehicle (f) Company's vehicle	Full powers in accordance with rules pertaining to his area of control.	Full powers in accordance with rules pertaining to his area of control.	Full powers in accordance with rules pertaining to his area of control.	Full powers in accordance with rules pertaining to his area of control.
2	As regards the Regional Office, Delhi, the Regional Head will exercise the powers of HOD(P&A) mentioned at Sl.No. 14, 15 and for Sl.No. 16, 16-A, 20 & Part - D of Delegation of Powers of Corporate Office, as applicable in his respective post. After incurring the expenditure and as per delegation, he will forward the same to Corporate Office alongwith all original Vouchers/Cash-memos for payment/reimbursement.	Full powers to HOD(P&A) and in his absence, GM/GM/ED for sanction of advance of Rs. 10,000/- at a time to meet necessary expenses while company's vehicles are sent outside on official business and approve the expenses, to be supported with bills/vouchers.			

DELEGATION OF POWERS TO UNIT HEADS

ANNEXURE - B

SL	JOBS	UNIT HEAD	UNIT FUNCTIONAL HEAD
I	PART 'A' Allotment of Company's quarters to Executives & Non-Executives	Full Powers to Unit Head as per rules, on the advise of P&A Deptt.	NIL
II	ESTABLISHMENT		
1 (a)	Grant of Casual Leave/Commutated Leave/Restricted holiday/Half-pay Leave/ Maternity Leave/Earned Leave.	Full Powers to Unit Head for employees under him, as per rules (Maximum 4 days in case of Executives of HOD Function)	Upto Maximum 3 days for Casual leave for non-executives & Officers working under him
(b)	Grant of Extra-ordinary Leave/ Quarantine Leave (Application to be vetted by Corp. P&A Department).	Full Powers to Unit Head for employees under him, as per rules (Maximum 4 days in case of Executives of HOD Function)	Upto Maximum 3 days for Casual leave for non-executives & Officers working under him
2	Grant of Special Leave & Incentives for Vasectomy & Tubectomy operations (Applications to be vetted by P&A deptt.).	Full Powers to Unit Head for Non- Executive & Officers working under him in accordance with rules and laid down procedures	NIL
3	Sanction of Annual Increments	Full Powers to Unit Head in respect of Non-Executives working under him, in accordance with rules and laid down procedure.	NIL
4	Sanction of LTC/LLTC (Office Orders to be issued by P&A Department).	Full Powers to Unit Head as per rules in respect of Non-Executives of the Unit.	NIL
5	Sanction of T.A. Advance and approval of T.A. Bills	Full Powers to Unit Head as per Rules.	NIL
6	Grant Of L.T.E. (Office Orders to be issued by P&A Department).	Full Powers to Unit Head as per rules.	NIL
7	Sanction of Medical Bills	Full Powers to Unit Head for Non-Executives as per rules.	

SL	JOB	UNIT HEAD	UNIT FUNCTIONAL HEAD
8	Sanction for:- (a) Festival Advance (b) Advance of Pay	Full Powers to Unit Head for Executives & Non-Executives as per rules.	NIL
9	Grant of accident/injury leave(IOW) under the provisions of the rules for workmen/ employees	Full Powers to Unit Head for Non-executives as per rules, upto 6 days only.	NIL
10	Entertainment expenses in connection with official guest of the company (to be supported by vouchers)	Rs. 8,000/- per annum	Rs. 3000/- per annum
11	Expenditure on light refreshment/ tea during the Inter-departmental meetings etc. (to be supported by vouchers).	Rs. 200/-in each case with annual limit of Rs. 2000 per annum	NIL
12	Approval for grant of Education Subsidy	Full Powers to Unit Head as per rules	NIL
13	IMPREST PERSONNEL & ADMINISTRATION A. Sanction of Imprest for :- a. Postage b. Other petty expenses of Misc nature like the followings to be supported by vouchers. (i) Servicing , repair/spares of Computers, photocopiers etc. (ii) Servicing & repair of Motor Cycles, Mopeds/Cars/Jeep etc. (iii) Repairs of furnitures & Office Eqpts. and buildings. (iv) Printing of Forms (v) Petty Purchases.	Rs. 2500 at a time subject to a limit of Rs. 10,000/- per month to be exercised by Unit P&A Head, as per rules	
A.1	Contingency/Sundry Expenses not covered under A (to be supported by Bills/Vouchers)	Rs. 1500/- each case not exceeding Rs. 20,000/- per annum	NIL

SL	JOBS	UNIT HEAD	UNIT FUNCTIONAL HEAD
B	STORES DEPTT. To be exercised by Unit Materials Head Imprest for stores for portorage, demurrages loading, unloading, petty purchases to be supported by vouchers <u>Making payment for Freight.</u>	NIL	Maximum Rs. 1500/- for each time subject to the limit of Rs 6,000/- per month, as per rules. However, reimbursement shall be given with concurrence of Finance and approval of Unit Head.
C	MAINTENANCE DEPTT. To be exercised by Unit Maint Head for procurement of materials or services without following codal formalities for procurement.	NIL	Rs. 10,000/- at a time subject to the limit of Rs. 1,50,000/- per annum, as per rules. Payment/reimbursement to be made with concurrence of Finance and approval of Unit Head. Rs. 5,000/- at a time subject to the limit of Rs. 20,000/- per month to be exercised by Head of Unit Maint. Deptt., as per rules. Payment/ reimbursement to be made with concurrence of Finance and approval of Unit Head.
14	PART 'B' PURCHASE & WORKS (STORES & SERVICES)/ACCEPTANCE OF TENDERS (For proposals more than Rs.1,00,000/- (Rupees One Lakh) administrative approval from Maintenance Head, C.O. to be obtained).		
(i)	From lowest tender by Open tender when more than one offer is received.	Full powers for each order value of Rs. 5,00,000/-	NIL
(ii)	From lowest tender by Limited tender addressed to minimum 5 approved vendors when more than one offer is received.	Full powers for each order value of Rs. 5,00,000/-	NIL
(iii)	From lowest tender by Open/ Limited tender for procurement of Diesel, Lubricants, Oxygen, D.A.	Full powers for each order value of Rs. 5,00,000/-	NIL
(iv)	By limited tender to minimum 5 approved vendors but where only one tender is received.	Full powers for each order value of Rs. 15,000/-	NIL
(v)	Proprietary purchases from original manufacturer or their duly accredited dealers.	Full powers for each order value of Rs. 5,00,000/-	NIL

SL	JOBS	UNIT HEAD	UNIT FUNCTIONAL HEAD
(vi)	Emergency Purchases as per rules.	Full powers of each order value of Rs. 8000/- subject to an annual limit of Rs. 50,000/- for Maint Stores & Spares. Reason emergency purchase to be recorded (Detailed monthly statement of emergency purchases made stating justification to be submitted to Corporate Materials Deptt.	NIL
(vii)	Emergency Expenditure (i) Repairs of LMV stranded on Roads through Roadside Garages (to be supported with bills/vouchers).	Rs. 5000/- per case subject to Rs. 10,000/- per month.	NIL
15	PART 'C' To incur expenditure for :- a) Telephone bills b) Renewal of Licences c) Payment of taxes (Income Tax, Service Tax, Sales Tax, Wealth Tax, Vehicle Tax etc.) d) Insurance	Full powers in accordance with rules pertaining to his area of control.	NIL