

Chapter III

Delegation Of Authorities

| SL. NO | PARTICULARS | EXTENT OF POWER | AUTHORITY | REMARKS |
|--------|--|---|--|--|
| 1.0 | Delegation of Powers Any or all the powers delegated herein may be sub-delegated to subordinate officers. | Upto the extent covered by this DOA | MD based on the proposal of the Head of the SBU / Corporate Function . | Concurrence of GM (F), ED (HR) and the respective ED / Director. |
| 2.0 | CAPITAL ASSETS | | | |
| 2.1.1 | Administrative Approval of capital expenditure for items of Capital Expenditure budget approved by the Board and other specific capital expenditure proposals as approved by the Board | Amounts as approved by the Board along with excess expenditure if any as approved in terms of 2.1.2 | As per Purchase Manual | Concurrence of ED(T) on technical matters as laid down under the purchase Manual |

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|---|--|---|------------------------|--|
| 2.1.2 | Administrative approval for exceeding provision made in the Capital Expenditure Budget of the Company as approved by the Board | (i) Upto 5% (ii) Upto 10% | Dir MD | Financial concurrence of D(F) in all cases |
| 2.2 | Incurrence of expenditure (i.e., purchase / award of contract etc). | As per Purchase Manual | As per Purchase Manual | Powers/ procedures as laid down in the Purchase Manual |
| 2.3 | Impairment and obsolescence of assets | (i) For items original cost of which do not exceed Rs.1 lakh (ii) Items with original cost exceeding Rs.1 lakh | Dir MD | } Concurrence of D(F) and ED(T). |
| <p>Note: All such cases will be reported to the Board annually for information</p> | | | | |

| SL. NO | PARTICULARS | EXTENT OF POWER | AUTHORITY | REMARKS |
|--|-----------------------------------|---|-------------|-------------------------------------|
| 2.4 | Write off/ of Fixed Assets | (i) Items, for which original cost is less than Rs.10000 and total write off not exceeding Rs. 1 lakh during a year for the SBU as a whole. | SBU Head/GM | Concurrence of SBU Head of Finance. |
| | | (ii) Items, for which original cost is less than Rs.1 lakh and total write off not exceeding 0.1% during a year of the total original cost as at the end of previous financial year of all fixed assets of the Company. | MD | Concurrence of D(F). |
| Note: All such cases will be reported to the Board annually for information | | | | |

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|------------|--|---|------------------------|---|
| 2.5 | Administrative approval for disposal of Capital Assets excluding Land, Building and similar other Real Estate with a ceiling on the original cost as on 31st March preceding the date of sale (In super session of existing clause 9.4 of the Purchase Manual) | Upto Rs 15 lakhs per item | ED | } Concurrence of GM(F) |
| | | Upto Rs 30 lakhs per item | Dir | |
| | | Upto Rs 50 lakhs per item | MD | } Concurrence of D(F) |
| | | Upto Rs 100 lakhs per item | Standing Committee | |
| | | Above Rs 100 lakhs per item | Board | |
| 3.0 | OPERATIONAL EXPENDITURE | | | |
| 3.1 | Purchases of materials and services | As per Purchase Manual | As per Purchase Manual | |
| 3.1.1 | Administrative approval for Processing of payment | As per approved Company policies/ guidelines. | SBU Head | Subject to pre audit by Associate Accountant at Grade 'B' and above. Down Delegation to lower levels needs GM[F]'s approval |
| 3.1.2 | Administrative approval for incurring revenue expenditure | (i) Within budget provision | SBU Head | Subject to pre audit by Associate Accountant at Grade 'B' and above. Down Delegation to lower levels needs GM[F]'s approval |

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| | | ii) Exceeding budget provisions | | |
| | | a) Upto 5% against each item | ED | Concurrence of GM[F]. |
| | | b) Upto 10% against each item | Dir | Concurrence of D[F] |
| | | c) Upto 15% of total overheads , including for contingencies [excluding cost of materials / services] | MD | Concurrence of D[F] |
| | Note: Post facto reporting to next higher level is necessary (i.e., upto 10 %) if the excess is not due to statutory reasons/ regulatory requirements. | | | |
| 3.2 | Emergency expenses (per case) under heads not included in the budget | (i) Upto Rs. 10,000 | Unit / Branch Head | Concurrence of Unit/ Branch Head of Accounts |
| | | (ii) Upto Rs. 30,000 | SBU Head / GM | Concurrence of SBU Head of Finance |
| | | (iii) Upto Rs. 50,000 | ED | Concurrence of GM(F) |
| | | (iv) Upto Rs. 1,00,000 | Dir | } Concurrence of D(F) |
| | | (v) Above Rs. 1,00,000 | MD | |
| | Note: Post facto reporting to next higher level is necessary upto Rs.1,00,000 if the expense is not due to statutory reasons/ regulatory requirements. | | | |

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|--|---|---------------------|-----------------------|-------------------------------------|
| 3.3 | Payment of Penalties/ Fines (per case) due to violation of statutory requirement not provided specifically in the budget. | (i) Upto Rs. 20,000 | SBU Head/GM | Concurrence of SBU Head of finance. |
| (ii) Upto Rs. 50,000 | | ED | Concurrence of GM(F) | |
| (iii) Upto Rs. 100,000 | | Dir | } Concurrence of D(F) | |
| (iv) Above Rs.100,000 | | MD | | |
| Note: Quarterly report will be submitted to the MD for all such cases by SBU Head/GM. | | | | |
| 3.4 | Payment of demurrage/ detention charges etc. per case not provided specifically in the budget | (i) Upto Rs. 20,000 | SBU Head/GM | Concurrence of SBU Head of finance. |
| (ii) Upto Rs. 50,000 | | ED | Concurrence of GM(F) | |
| (iii) Upto Rs. 100,000 | | Dir | } Concurrence of D(F) | |
| (iv) Above Rs.100,000 | | MD | | |
| Note: Quarterly report will be submitted to the MD for all such cases by SBU Head/GM. | | | | |

| SI. NO. | PARTICULARS | EXTENT OF POWER | AUTHORITY | REMARKS |
|---------|---|--|--|---|
| 3.5 | Appointment of charter operators (Air & Ocean) for Logistics Services business | Full Powers | Dir | Concurrence of GM(F) |
| 3.6 | Appointment of Airlines/ Shipping lines for freight movement subject to ensuring appropriate margin | (i) Upto Rs. 20 Lakhs per case (ii) Full Powers | Unit / Branch Head at a level not less than Officer in Gr D SBU Head / GM | Concurrence of Units / Branch Head of Finance. Concurrence of SBU Head of finance. |
| 3.7 | Advertising & Sales Promotion / Event Sponsorships / Engagement of Consultancy / Expert studies / Expert services (e.g., Product development) / Market Survey , Certification Agencies, IT services,etc.) | Full Powers within Budget Provisions | ED/Dir | Concurrence of SBU Head of Finance. |

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|------------|--|----------------------------------|--|-------------------------------------|
| 4.0 | FINANCE | | | |
| 4.1 | For monies payable to the Company | | | |
| 4.1.1 | To make and give receipts in normal course of business | Full Powers | Cashier or the concerned person specifically authorized for this purpose | |
| 4.1.2 | To compound or abandon any suit or allow time for payment for satisfaction of any debts due and/or any claim or demands by the Company without involving any write-off / waiver subject to applicable rules / procedures, if any, specifically circulated by the Company | Full Powers | SBU Head/ GM | |
| 4.1.3 | To make and give receipts, releases and other discharges for monies payable to the Company involving write off/waiver for settlement of any legal suit – whether out of court or with the knowledge of the Judiciary | <u>Write off/waiver per case</u> | | |
| | | (i) Upto Rs. 10,000 | SBU Head / GM | Concurrence of SBU Head of Finance. |
| | | (ii) Upto Rs. 50,000 | ED | Concurrence of Legal Head & GM(F) |
| | | (iii) Upto Rs. 100,000 | Dir | Concurrence of Legal Head & D(F) |
| | | (iv) Upto Rs. 200,000 | MD | |

| SI. NO. | PARTICULARS | EXTENT OF POWER | AUTHORITY | REMARKS |
|--|---|------------------------|--------------------|--|
| 4.2 | Approval for maintenance of imprest fund with petty cashier/ any other employee as per the requirement of Unit/Branch | (i) Upto Rs. 25,000 | Unit / Branch Head | Concurrence of Unit / Branch Head of Finance |
| | | (ii) Upto Rs. 50,000 | SBU head / GM | Concurrence of SBU Head of Finance |
| | | (iii) Upto Rs. 75,000 | ED | } Concurrence of GM(F) |
| | | (iv) Upto Rs. 100,000 | Director | |
| | | (v) Above Rs. 100,000 | MD | Concurrence of D(F) |
| Note : In all cases proper insurance coverage including fidelity cover to be taken. | | | | |
| 4.3 | Advances to individuals for company's business | (i) Upto Rs. 10,000 | Unit / Branch Head | Concurrence of Unit / Branch Head of Finance |
| | | (ii) Upto Rs. 30,000 | SBU Head/ GM | Concurrence of SBU Head of Finance |
| | | (iii) Upto Rs. 100,000 | ED | } Concurrence of GM (F) |
| | | (iv) Upto Rs. 500,000 | Director | |
| | | (v) Above Rs. 500,000 | MD | Concurrence of D(F) |

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|---|---|--|---------------------------------------|---------------------------------------|-------------------------------------|-------------------------|
| 4.4 | Write-down of value of stocks to meet the requirement of Accounting Policies of the Company | (i) | Upto Rs. 1,00,000 | SBU Head/ GM | Concurrence of SBU Head of Finance. | |
| | | (ii) | Above Rs.1,00,000 | Dir | Concurrence of GM(F) | |
| 4.5 | Write off of bad debts/short payments per year (other than 4.1.3) | | <u>Per Customer per unit</u> (Rs.) | <u>Aggregate for SBU/Co.</u> (Rs.) | | |
| | | (i) | 2,000 | 20,000 | SBU Head/GM | Concurrence of SBU Head |
| | | (ii) | 5,000 | 50,000 | ED | Concurrence of GM(F). |
| | | (iii) | 10000 | 100,000 | Dir | } Concurrence of D(F). |
| (iv) | 100000 | 0.50% of previous year's PBT of the company [Incl. write-offs of advances] | MD | | | |
| <p>Note: A statement of write offs indicating the unit wise / SBU wise total amount for the year shall be put up to the Board for information.</p> | | | | | | |

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| 4.6 | Write off of irrecoverable advances per year (other than 4.1.3) | <p>Per Supplier</p> <p>(Rs.)</p> <p>(i) 2000</p> <p>(ii) 5000</p> <p>(iii) 10000</p> <p>(iv) 100000</p> | <p>Aggregate for SBU / Co.</p> <p>(Rs.)</p> <p>20,000</p> <p>50,000</p> <p>100,000</p> <p>0.50% of previous year's PBT of the Company (Incl. write offs of debts)</p> | <p>SBU Head / GM</p> <p>ED</p> <p>Dir</p> <p>MD } }</p> | <p>Concurrence of SBU Head of Finance.</p> <p>Concurrence of GM(F).</p> <p>Concurrence of D(F).</p> |
| | <p>Note: A statement of write offs indicating the unit wise / SBU wise total amount for the year shall be put up to the Board for information.</p> <p>Note : In respect of clauses 4.5 and 4.6 , the aggregate limits as set out at the levels of SBU Head / GM shall be in respect of concerned unit ; ED or Dir and MD shall be in respect of SBU and the Company (as a whole) respectively.</p> | | | | |
| 4.7 | Opening/ operation / closing of Bank accounts | As per requirement of the Company | D(F) | Cheque signing power may be sub delegated by D(F) / GM(F) to any other officer of the company on the recommendation of SBU Head routed through concerned ED or Director. | |
| 4.8 | Foreign Exchange Risk Management: | In terms of policy as specifically approved by the Board from time to time. | As per approved Policy | | |

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|------------|---|---|---|---|
| 5.0 | ADMINISTRATION | | | |
| 5.1 | Hiring of Accommodation | | | |
| 5.1.1. | Office | Full Powers | MD | Concurrence of D(F) |
| 5.1.2 | Guest House | Full Powers | MD | Concurrence of D(F) and ED(HR). |
| 5.1.3 | Godown/Technical Service Centre/Implant office | Full Powers | SBU Head / GM | Concurrence of SBU Head of Finance. |
| 5.2 | Repair/ maintenance of Company leased/ owned accommodation | As per Budget provision | Admin Head at HO and RHRD at other places | Following the procedure for selection of contractor(s) as per the Purchase Manual. |
| 5.3 | Sanction of telephone and mobile phone connections | As per Connectivity Policy | SBU Head / GM | Any exception to recommended level of connectivity would require MD's approval. |
| 5.4 | LEGAL & INSURANCE | | | |
| 5.4.1 | Sanction of legal expenses per case per year (other than Income Tax and Sales Tax / VAT) | Within cost estimate of (i) - Rs. 25,000 | SBU Head / GM | Concurrence of RHRD at level not less than Officer in Gr .D on employee related matters and the Head of Legal in all other matters. |
| | | (ii) - Rs. 50,000 | ED | Concurrence of ED(HR) on employee related matters and the Head of Legal in all other cases. |

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| | | (iii) - Rs.1,00,000 | Dir | Concurrence of ED(HR) on employee related matters and the Head of Legal in all other cases. |
| | | (iv) Above Rs. 100,000 | MD | Concurrence of ED(HR) on employee related matters and the Head of Legal in all other cases. |
| | | | | Note: Financial concurrence as in 5.4.2 |
| 5.4.2 | Sanction of legal expenses per case per year – Sales Tax / VAT. | Within cost estimate of | | |
| | | (i) Rs. 25, 000 | SBU head / GM | Concurrence of SBU Head of Finance |
| | | (ii) Rs. 50, 000 | ED | Concurrence of GM[F] and Head of Income Tax / Sales Tax / VAT at Corporate Office |
| | | (iii) Rs. 1,00,000 | Dir | |
| | | (iv) Above Rs.1,00,000 | MD | Concurrence of D(F) . |
| 5.4.3 | Sanction of Legal expenses per case per year – Income Tax | Within cost estimate of | | |
| | | (i) Rs. 25,000 | Head of Income Tax at Corporate Office | Concurrence of Accountant at Corporate Office not below Gr.'F'. |
| | | (ii) Rs.1,00,000 | Director (Finance) | Concurrence of GM[F] |
| | | (iii) Above Rs.1,00,000 | MD | Concurrence of D(F) |

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| 5.5 | Execution of instruments, deeds, leases, contracts etc (other than for commercial contracts executed in the normal course of business for sale / purchase of goods and services) | Full Powers | ED / Dir | Concurrence of GM(F) and Head of Legal/CS |
| 5.6 | To employ lawyers on behalf of the company, sign Vakalatnamas etc and sign and verify plaints, written statements, affidavits and other papers and documents in connection with legal proceedings. | Full Powers | As per Powers of Attorney issued by the company | Concurrence of CS/ Head of Legal |
| 5.7 | To execute documents, deeds, bonds and other papers relating to Customs, Excise, Cenvat, Service Tax, Sales Tax/VAT and for any other statutory bodies as and when required | Full Powers | GM | |
| 5.8 | Insurance coverage | As per Policy and Procedure approved by MD from time to time. GM[F] is the nodal agency to initiate necessary action through Director [F] for MD's approval | | |

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| 6.0 | SALES | | | |
| 6.1.1 | Pricing policy (to be developed by each SBU) | Approval of pricing policy for each SBU including provisions for incentives, discounts and rebates | ED/Dir | Concurrence of SBU Head of Finance. |
| 6.1.2 | Fixation of selling price /quotations. | Full Powers | As per the approved Policy. | |
| 6.2 | To authorise return of goods and to issue credit notes not involving write off | (i) - Within 6 months (ii) - Within 6 to 12 months (iii) - After 12 months | Unit/Branch Head of Marketing SBU Head/ GM ED/Dir | Concurrence of Unit/Branch, Head of Finance Concurrence of SBU Head of Finance. |
| 6.3 | To issue credit notes for other reasons like authorized discounts, errors of calculation etc. not involving any write offs | Full Powers | Unit/Branch Head of Marketing | Concurrence of Unit/ Branch Head of Finance. |
| 6.4 | Appointment of Dealers/ Agents/ stockist | a) Approval of policy b) Appointments | ED/Dir As per Policy | Concurrence of SBU Head of Finance and Head of Legal |
| 6.5 | Granting of credit facilities to customers | As per policy developed by SBU | | Credit Policy to be developed following credit control manual. |

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| 6.6 | Appointment of Associates and / or Agents for Domestic as well as Overseas for (a) Logistics Services business (b) Inbound/Outbound tours. | Full Powers | Dir | Concurrence of SBU Head of Finance |
| 6.7 | Sourcing of products and necessary services from Domestic or Overseas parties for marketing by the Company either as trading or through the process of blending. | In principle approval of source and policy for payment, inventory, branding and marketing. | ED/Dir | Concurrence of SBU Head of Finance. |
| | | Procurement as per the above stated policy. | GM | Concurrence of SBU Head of Finance. |