

Sl. No.	Particulars	Grade of Employee (as at present and similar grades / position for future)	Processing Authority	Sanctioning Authority	Remarks
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7.0 HUMAN RESOURCE

7.1	Creation and up-gradation of posts	Clerical / Workman / Sub-staff	SBU HR Head	MD	All proposals must be routed through GM /SBU Head, Director-in – charge and ED (HR).
		MT/ET/Supervisory Trainees	CHRD&C	MD	
		Upto Grade “G”	CHRD & C	MD	
		Grade H and above	CHRD & C	Board	All proposals must be concurred to by Director-in – charge
7.2	Selection, Recruitment, Placement and confirmation in accordance with company's rules	Workmen/Clerical/ Sub-Staff	SBU HR Head	Controlling officer not below Grade F	Sanction to fill up any vacancy will need clearance of MD. Subsequent action for selection, placement and confirmation will be done as per the powers delegated herein, after complying with the company policy/rules. Selection recommendation in respect of MT/ET /ST will, however, need approval of MD.
		Supervisory Staff	SBU HR Head	GM/SBU Head	
		MT/ET /ST	CHRD & C	MD	
		Officers up to Gr. A	SBU HR Head	GM/SBU Head	
		Grades B to C Grades D to G Grade H	CHRD & C CHRD & C CHRD & C	ED/Director MD Board	

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7.3	Promotion as per company's policy and rules	Workmen/Sub-Staff/Clerical	SBU HR Head	Controlling officer not below Grade F	Promotions shall be effected as per rules and procedures(including constitution of DPC etc) of the Company.
		Supervisory Staff Officers up to Gr. A Grades B to C	SBU HR Head SBU HR Head CHRD & C	Committee of ED/Dir headed by)MD	
		Grade D to G Grade H	CHRD & C CHRD & C		
7.4	Transfer of employees/ substantive change in roles of employees. a) Within same location and SBU/Function	Workmen/Sub-Staff Clerical	SBU HR Head	Controlling Officer in Grade F and above	Concurrence of Functional Head to be obtained, applicable.
		Supervisory Staff Officers upto Gr. A Grade B to G	SBU HR Head SBU HR Head CHRD&C	GM/SBU Head GM/SBU Head ED / Dir	
		Grade H	CHRD&C	MD	
	b) Inter Location within the same SBU/Function	Supervisory Staff	SBU HR Head	GM/SBU Head	Concurrence of Functional Head to be obtained where applicable.
		Officers upto Gr.A Officer Gr.B to E Grade F to G	SBU HR Head CHRD & C CHRD&C	GM/SBU Head ED / Dir MD	
		Grade H	CHRD&C	MD	

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	c) Between SBUs/ Functions	Officers up to Grade E Grade F and above	CHRD&C CHRD & C	ED/Dir MD	} Concurrence of Functional Head and ED/Director of other concerned SBU(s), as the case may be, to be obtained
7.5	Resignation as per company's rules	Upto Grade A Grade B & C Grade D to ED	SBU HR Head CHRD & C CHRD&C	GM/SBU Head ED/Dir MD	
7.6	Premature retirement (other than on VRS) on medical / or other grounds as per company's rules	Workmen, Sub-Staff and Clerical Supervisory staff Officers up to Gr. C Grade D to F Grade G and above	SBU HR Head CHRD&C CHRD&C CHRD & C	Controlling officer in Grade H & above ED/Dir MD Board	} Concurrence of ED(HR) to be obtained
7.7	Premature retirement under VRS	As per policy as approved by Board/Government as applicable.			

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7.8	Disciplinary proceedings / award of penalty / punishment	Workmen/Sub-Staff/Clerical staff	RHRD	As provided under standing order/ conditions of service.	If no specific provision in standing order / service condition, appointing authority would be the disciplinary authority.
		Supervisory staff Grade A	SBU HR Head	SBU HR Head Controlling officer in Gr.F and above	
		Grade B to G	SBU HR Head	Controlling officer in Gr.H and above	The sanctioning authority mentioned here are in line with that provided under existing CDRR. In case of any change in CDRR, the same shall override the sanctioning authority mentioned here.
		Grade H & ED	CHRD&C	MD	
7.9	a) Sanction of Leave [other than for visit abroad] and LTA as per company's rules	Upto Grade .G	RHRD	Controlling officer in Gr.D and above	
		GM	RHRD	ED	
		ED reporting to Dir	CHRD&C	Dir	
		ED reporting to MD and Dir	CHRD&C	MD	

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	b) Sanction of leave for visit abroad	Upto Grade .G	RHRD	SBU Head not below GM	Information on all such visits will be sent to CHRD on a quarterly basis by respective RHRDs
		GM	RHRD	ED	
		ED reporting to Dir	CHRD&C	Dir	
		ED reporting to MD and Dir	CHRD &C	MD	
7.10	Carry forward of LTA as per Company rules	Upto GM	RHRD	ED	
		ED reporting to Dir	CHRD&C	Dir	
		ED reporting to MD and Dir	CHRD&C	MD	
7.11	Benefit Administration as per Company's rules (As per Appendix)	<p>a) RHRD will be responsible for administration of benefits of employees in unionized category in accordance with the terms of long-term settlement.</p> <p>b) Benefit administration in respect of supervisory staff / officers will be done in accordance with the powers / authorities given in Appendix.</p>			

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7.12	Administrative approval of travelling expenses as per company's rules	Upto Grade G	Associated Finance	Controlling officer in D & above in respect of employees reporting to them	Provided domestic and overseas travels have been approved as per policy stated under Self Sanctioning Authority (Chapter IV).
		Grade H and above	Associated Finance	Self sanctioning	
7.13	Approve working on overtime	Unionised employees	RHRD	Controlling officer in Grade D & above	
7.14	Training and Development through Seminars/ Conference / Workshops, etc. a) External :				
	(i) upto delegate fee of Rs.5000 per case	All grades	SBU HR Head	SBU Head not below GM	Within approved budget

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	(ii) upto delegate fee of Rs.10,000 per case	All Grades	SBU HR Head	ED	Within approved budget
	(iii) upto delegate fee of Rs.15,000 per case	All Grades	SBU HR Head	Dir	Within approved budget
	(iv) delegate fee in excess of Rs.15,000 per case or involving visit abroad	All Grades	CHRD&C	MD	On the recommendations of SBU/Function Head and ED/Director-in-charge
b)	In house	Workmen / Staff / Clerks & Supervisors	RHRD	SBU Head not below GM	Within approved budget and with the recommendation of the Departmental/Unit Head
		Officers upto Gr. C	CHRD&C	SBU Head not below GM	
		Officers In grade "D" and above	CHRD&C	ED/Dir	Within approved budget and with the recommendation of the SBU Head

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7.15	Processing of grievance of employees in accordance with laid down procedure	Upto Supervisory Grade Officers upto Grade C Officers Grade D and above	RHRD CHRD&C CHRD&C	Controlling officer in Grade F or above Controlling officers not below Grade H ED / Dir	
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