

Bd. Mtg. Date:
7/6/1991

Powers of Director (Personnel)

Subject to the provisions of Companies Act, 1956, Memorandum and Articles of Association of the Company, guidelines framed by the Central Government, codes, rules, regulations and policies prescribed by the Board of Directors/Committee of the Board of Directors of the Company from time to time and subject to the budget provisions, Director (Personnel) shall have powers to deal with the following matters and sanction expenditure thereon :-

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| 1. Formulate corporate personnel and industrial relation policies covering manpower planning, recruitment, placement, training, performance and potential evaluation, etc. and advise implementation thereof. | Subject to Board's approval. |
| 2. Selection, recruitment, appointment, extension of date of joining and confirmation of (i) Workmen/Staff/Supervisors/Assistants (in consultation with the Department/Chief Executive concerned) and (ii) Executives upto Grade C2 (in consultation with Chief Executive concerned) against vacancies either by open recruitment or by promotion. | In respect of posts existing in the Organisation Chart up to the Grade 'C2'. |
| 3. (i) Termination of services, acceptance of resignation. | Full power in respect of the posts for whom he is the appointing authority. |
| (ii) Suspension, taking disciplinary action and/or imposition of punishment including dismissal. | For Workmen/Staff/Supervisor/Assistants/Executives in accordance with 'Conduct, Discipline & Appeal Rules' as amended from time to time. |
| 4. Waiver of notice period or pay in lieu of notice period. | In respect of the posts for which he is the appointing authority as per rules of the Company. |

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| 5. Promotion of (i) Workmen/Staff/ Supervisors/Assistants (in consultation with the Department/Chief Executive concerned) and (ii) Executive (in consultation with Chief Executive concerned). | In respect of the posts for which he is the appointing authority and in accordance with the rules of the Company. |
| 6. Transfer within inter-Unit/ Division of (i) Staff/Supervisors/Assistants (in consultation with the Department/ Chief Executive concerned) and (ii) Executives (in consultation with the Chief Executive concerned). | In respect of the posts for which he is the appointing authority. |
| 7. Appointment of casual labour and staff. | Full power. |
| 8. Negotiation of Charter of Demands and settlement thereof. | Subject to approval of the Board and Central Government. |
| 9. Manpower Development and training of employees at different levels. | Subject to Company's budget and approved training programme. |
| 10. Depute employees to attend outside seminar/conference/ training programmes in India. | Full power. |
| 11. Additions/Alterations/Renovation/Repairs/Maintenance and awarding contract therefor -
i) Office Buildings, Canteen and other services.
ii) Motor cars, vehicles, furnitures and fittings and air conditioners.
iii) Office/Flats owned and/ or hired by the Company. | Upto Rs. 2 lakhs in each case.
Upto Rs. 1.00 lakh in each case.
Upto Rs. 1.50 lakhs in each case. |
| 12. Sanction of telephone connections for office and residence of Executives on operational needs. | Full power. |

13. Sanction of advertisement expenses for appointments.

Full power.

14. Sanction of entertainment expenses.

Rs.7,500/- in each case.

15. Sanction of office postage, telephones, telex, electricity canteen and tiffin room expenses and printing expenses.

Full power.

16. Sanction of subscriptions to professional bodies, journals, magazines, etc.

Upto a limit of Rs. 10,000 in each case.

17. Sanction of miscellaneous expenses.

Upto a limit of Rs.10,000 in each case.

18. Approval of Overtime payments.

As per rules of the Company.

19. Grant of Special Leave in consultation with Chief Executive concerned.

Full power.

20. Sanction of advance to employees for purchase of bicycle, motorcycle, scooter, motor car, refrigerators and other furnishing equipment.

As per Rules/Schemes of the Company.

21. Sanction of liveries to the sub-staff under the rules in force from time to time and expenditure therefor.

Full power.

22. Sanction of financial assistance/grant-in-aid to Canteen, Recreation Club, etc. as per rules.

Full power.

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| 23. | Sanction of tours for inland in consultation with the Chief Executive concerned. | As per rules of the Company. |
| 24. | Sanction of travelling allowance, daily allowance, leave travel concession, etc. | As per rules of the Company. |
| 25. | Sanction/permission to travel by a class or mode of journey higher than provided in the rules of the Company. | Full power. |
| 26. | Sanction of encashment of Leave and Leave Travel Concession. | As per rules of the Company. |
| 27. | Sanction of payment/reimbursement of taxi fare, conveyance charges, travelling expenses etc. | Full power. |
| 28. | Sanction of entitlement to and reimbursement of motor car expenses. | As per rules of the Company. |
| 29. | Sanction of payment/reimbursement and/or part reimbursement of medical expenses involving prolonged sickness/treatment | Full power. |
| 30. | Authorise admission of employees for treatment within India to (i) Government and other recognised hospitals, and (ii) private hospitals/nursing homes and to specialists. | As per Medical benefit scheme of the Company. |
| 31. | Authorise purchase of medicines, drugs, etc. for the employees. | As per rules of the Company. |
| 32. | Advise compliance on all legal matters and handling thereof. | Full power. |
| 33. | Represent before various courts, tribunals, State/Central Governments and other allied authorities. | Full power. |

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| 34. Institute, conduct, defend any suits or other proceedings by or against the Company or its Officers or otherwise concerning the affairs of the Company. | Full power. |
| 35. Execution of instruments, deeds and leases, etc. | Except such documents which require Company's Common Seal under the Companies Act, 1956. |
| 36. Administration of 'Conduct, Discipline & Appeal Rules' of the Company. | In consultation with the Chief Vigilance Officer. |
| 37. Sanction of legal expenses. | Full power. |
| 38. Engage advocates/lawyers/consultants relating to legal, labour and management consultants and sanction payment of their fees. | Full power. |
| 39. Authorise expenditure on court fees, stamps, obtaining certified copies of document(s)/judgement(s), etc. | Full power. |
| 40. Operation of bank accounts. | As per resolutions of Board/Committee of the Board of Directors. |
| 41. Authorise purchase of books and periodicals and other publications necessary for Departments under his control. | Full power. |
| 42. Sanction expenditure on printing and stationery. | Full power. |
| 43. Signing of cheques, Bank Drafts, Pro-notes, etc. | As per resolution of the Board/Committee of the Board of Directors. |
| 44. Sanction of advances for tours on official business. | Full power. |

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| 45. Grant of leave in respect of staff working under him. | As per rules of the Company. |
| 46. Purchase of motor cars, Company vehicles, air-conditioners, office equipment, furniture, office furnishings etc. | Full powers within the approved budget. |
| 47. Advance to suppliers for purchase, repair & maintenance etc. without Bank guarantee. | Upto 20% of the value of order subject to monetary limit of Rs.1 lakh in each case. |
| 48. Advance to suppliers for purchase repair & maintenance etc. with Bank Guarantee. | Full power. |
| 49. Sanction of salary advance to employees. | Full power. |
| 50. Hiring of houses/flats on rental basis for employees. | Full power. |
| 51. Incurring of expenses for Guest Houses. | Full power. |
| 52. To decide upon rate of recovery of guest house expenses. | Full power. |
| 53. Sanction of special allowance to employees for a particular job/assignment on temporary basis. | Upto Rs.100/- per month per employee. |
| 54. Allotment of floor space in any premises of the Company, Works, godowns in any form. | Full power. |
| 55. Sanction of expenses for implementation of Labour Laws and employee welfare. | Full power. |

Note: (i) Capital expenditure authorisation formalities should be complied with in regard to every capital expenditure.

(ii) The purchase procedure, as approved, should be adhered to wherever applicable.

(iii) For civil contracts/constructions the guidelines as laid down, should be followed.