

Approved vide  
Board Meeting - 7.6.97  
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Powers to Director (Planning).

Subject to the provisions of the 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 (Planning) shall have powers to deal with the following matters and sanction expenditure thereon besides the powers as are exercisable by a lower authority :-

1. Capital expenditure authorisation. Up to a limit of Rs.25 lakhs in each case and also where the expenditure exceeds 10% of the Capital Expenditure Authorisation but is within the budget of the Division.
2. Sanction reallocation of capital expenditure. Within the budget provision of the Division jointly with Director (Finance).  
  
(Inter-Divisional reallocation within the overall budget of the Company by Chairman & Managing Director).
3. Project Expenditure Authorisation. For projects approved by the Board up to Rs.2.5 crores jointly with Director (Finance).  
  
(For projects approved by the Board up to Rs.5 crores by Chairman & Managing Director).
4. Acceptance of Order/ Agreement for Sales. Up to Rs.10 crores in each case.
5. Sale of scraps. Up to Rs.10 lakhs at any one time.
6. Disposal of obsolete/ unserviceable stores. Up to a book value of Rs.1 lakh per item.
7. Stock clearance/ distress sale/Sale of defective stock. Up to Rs.1 lakh of book value at any one time.

8. Purchase of raw materials, bought out items, components loose tools, consumable stores and spares, tea seeds, plant and machinery, award of contract forming a component of a project, clonal cutting, tea nursery plant, power and fuel, contract and sub-contract, etc. Upto a limit of Rs.1 crore for each item in each case subject to approved purchase procedure.
9. Advance to suppliers for purchase, repairs, maintenance, etc. without bank guarantee. Upto 20% of the value subject to a limit of Rs.10 lakhs in each case.
10. Repairs/maintenance and awarding contract therefor
- (i) Buildings, plant, machinery etc. Upto Rs.20 lakhs in each case.
  - (ii) Motor cars, vehicles, tractors, trailers, furniture and fittings, air conditioners; Upto Rs.1 lakh in each case.
  - (iii) Company's houses/flats owned and/or hired. Upto Rs.1.50 lakhs in each case.
11. After sales rectifications modifications/repairs/free replacement
- (i) Within guarantee period Upto Rs.3 lakhs per contract.
  - (ii) Outside guarantee period Upto Rs.1 lakh per contract.
12. Rent of warehouse, godown, storage space, etc. Full power.
13. Transport contract :  
Rate contract/annual estimated value of rate contract (including variation of rates/terms). Upto Rs.20 lakhs in each case.
14. Sanction of demurrage, wharfage and other charges. Full powers.

15. Research & Development. For approved schemes of R & D -  
(a) Capital expenditure upto Rs.10 lakhs per scheme.  
(b) Revenue expenditure as per approved scheme upto Rs.5 lakhs per scheme.
16. Advertisement for tender, notices or other classified advertisement in souvenirs, gift items. Full Power.
17. Purchase of books, periodicals, journals, magazines and other publications. Full Power.
18. Sanction of inland tour, advance therefor, travelling expenses, variations from TA Rules, hire of car/taxi on official business. Full Power.
19. Appointment of Consultants/ Architects. Upto Rs.50,000 in each case.
20. Sanction of normal subscriptions to Trade/Industry/Associations/Chambers of Commerce/Professional bodies. Full Power.
21. Reduce/waive liquidated damages and penalty on purchase/contracts/projects/extend time for delivery/execution. Upto Rs.1 lakh in each case.
22. Approve write off of losses not due to theft, fraud or negligence. Upto Rs.5,000 in each case in consultation with Director (Finance).
23. Nomination of employees to training, seminar, etc. Full Power.
24. Entertainment expenses on Company's business. Upto Rs.7,500 in each case.
25. Payment of advance for medical expenses. Upto Rs.10,000 in each case.



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| 26. Sanction of leave, encashment of leave/ L.T.C. reimbursement.   | Full power.  |
| 27. Security deposit with customers and authorities.  | Upto 15% of the order value.   |
| 28. Testing fees.   | Upto Rs.5 lakhs.   |
| 29. Material loan given/ taken without deposit of value of material.  | Upto Rs.10 lakhs.  |
| 30. Operation of bank account, signing of cheques, pro notes, etc.  | As per Board/Committee of Board resolution.  |
| 31. Execution of instruments, deeds and leases.   | Full power. Except such documents which require Common Seal of the Company as per Companies Act, 1956. |
| 32. Sanction of any other revenue expenses for business purposes.   | Upto Rs.5 lakhs per case.  |
| 33. Submission of applications for Industrial Licenses.   | Full power.  |
| 34. Sanction of miscellaneous expenses.   | Upto Rs.10,000 in each case.   |
| 35. Sanction/permission to travel on Company's business by a class or mode of journey higher than provided in the rules of the Company. | Full power.  |
| 36. Sanction of advances for tours on official business.  | Full power.  |

Note: (i) The proposals under Item Nos. 5, 6, 7 and 21 should be put up through a Committee which would be constituted and appointed by a functional Director.

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

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