



JAIPUR METRO RAIL CORPORATION LIMITED

SCHEDULE OF POWERS (SOP)

JANUARY 2014

(Amended up to 29th January 2016)



JAIPUR METRO RAIL CORPORATION LIMITED

SCHEDULE OF POWERS (SOP)

JANUARY 2014
(Amended up to 29th January 2016)





Contents

| | |
|--|----|
| PREAMBLE | 4 |
| CANONS OF FINANCIAL PROPRIETY | 6 |
| SCHEDULE - I..... | 7 |
| SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS - PROJECT..... | 7 |
| SCHEDULE - II..... | 18 |
| SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS – OPERATIONS & SYSTEMS / CORPORATE AFFAIRS..... | 18 |
| SCHEDULE - III | 28 |
| SCHEDULE OF POWERS IN RESPECT OF STORES MATTERS | 28 |
| SCHEDULE - IV | 34 |
| SCHEDULE OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS | 34 |
| SCHEDULE - V | 44 |
| SCHEDULE OF POWERS IN RESPECT OF MISCELLANEOUS MATTERS | 44 |
| SCHEDULE - VI..... | 54 |
| SCHEDULE OF POWERS IN RESPECT OF FINANCIAL MATTERS..... | 54 |
| SCHEDULE - VII..... | 55 |
| SCHEDULE OF POWERS IN RESPECT OF EARNINGS MATTERS..... | 55 |
| END OF THE DOCUMENT | 63 |



PREAMBLE

1. The Schedule of Powers should be considered a sacrosanct document designed to confer organisational dynamism through establishment of a quick decision-making process. It should be clearly understood that, along with delegation of powers, there is accountability at every level.
2. While exercising these powers, safeguarding the interest of the Corporation is more important than simple observance of rules and procedures.
3. This Schedule of Powers covers delegation in respect of works, stores, establishment, miscellaneous, financial and earnings matters.
- 3A.¹ Powers applicable in respect of Works Matters shall also be applicable for procurement of services.
- 3B.² In case of works/ goods/ services procured through open tender/ limited tender/ quotations, powers of release of payment shall be concurrent with the powers to invite tenders.
- 3C.³ The Powers defined for refund of security deposit shall be applicable for refund of Bid Security/ Earnest Money Deposit as well.
- 3D.⁴ If any specific authorisation is not available in SOP for the purpose of releasing payment, the Director concerned will approve release of payment as per agreed rates and Terms & Conditions.
4. It should be ensured that the powers mentioned herein are viewed in their correct perspective and exercised judiciously by the officers concerned. The sanctioning authorities shall pay due regard to the Canons of Financial Propriety. Any instance of misuse of powers shall be treated as misconduct. It should also be clearly understood that the powers for sanctioning incurring of expenditure are distinct from the powers of the actual mode of incurring expenditure. Unless specifically mentioned to the contrary in the Schedule of Powers, all acceptance letters will require to be vetted by Finance before issue.
5. The concurrence of Associate Finance will be necessary wherever indicated herein against the respective items. Where there is a difference in opinion between the executive and Associate Finance, the case should be considered at the next higher level and if the difference still persists, the case should be put up to MD, whose decision will be final. In respect of a sanctioning authority, Associate Finance would be the appropriate finance officer one rank below the sanctioning officer. Where a finance officer one rank below is not available, the next higher level of finance officer available would discharge the function of Associate Finance. Determination of Associate Finance Officers for particular sanctioning authorities would be done by Director (Finance).

¹ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

² Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

³ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

⁴ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015



6. Consultation with Associate Finance will be necessary wherever indicated herein against the respective items. As distinct from Finance Concurrence, financial advice is a recommendation to the executive. Where the executive is not able to accept the advice from Finance, he/she should record his/her reasons for the same and take a decision, under intimation to Finance. If Associate Finance is not satisfied with the decision, the matter can be reported to the next higher executive who may then review the case, if necessary.
7. Annual Maintenance Contract / Rate Contract for office equipment, furniture, computers etc., routine hiring of vehicles, procurement of furniture and equipments, miscellaneous service contracts etc. shall be processed by O&S and Project Directorates for their field offices/project and by Corporate Affairs Directorate for the Corporate Office.
8. Clarifications with regard to the interpretation of the items detailed herein should be referred to the Corporate Affairs Directorate.
9. Incurring of expenditure under these powers shall be subject to Budget Provisions.
10. A power which is available at more than one level shall usually be exercised at the lowest level.
11. This delegation of powers has the approval of the Board of Directors, in the following terms:
 - i- The financial, administrative and technical powers of the Board are delegated to the four functional Directors and other officers of the Company to the extent indicated in the SOP and with effect from the date the same is issued on behalf of the Board.
 - ii- All the financial, administrative and technical powers of the Board, beyond the powers so delegated to the four functional Directors and other officers of the Company, will be exercised by the Managing Director of the Company.
 - iii- No powers of the Board which the Board can exercise only in its meetings as per the provisions of the Companies Act, 1956 (as may be amended from time to time), shall be deemed to have been delegated to Managing Director, functional Directors or other officers of the Company.
12. The Board of Directors has further directed that wherever any provisions of this SOP are in conflict with the Rajasthan Transparency in Public Procurement Act, 2012 or the Rules made thereunder, the said Act and Rules shall prevail and have overriding effect.
13. This SOP shall come into effect from this day, the 1st January, 2014.

Jaipur,
Dated: 01-01-2014

By Order
Managing Director
Jaipur Metro Rail Corporation Ltd.



CANONS OF FINANCIAL PROPRIETY

Every officer incurring or authorizing expenditure from public moneys should be guided by high standards of financial propriety. Every officer should also enforce financial order and strict economy and see that all relevant financial rules and regulations are observed, by his own office and by subordinate disbursing officers. Among the principles on which emphasis is generally laid are the following:

- i. Every officer is expected to exercise the same vigilance in respect of expenditure incurred from public moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- ii. The expenditure should not be prima facie more than the occasion demands.
- iii. No authority should exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
- iv. Expenditure from public moneys should not be incurred for the benefit of a particular person or a section of the people, unless -
 - a. a claim for the amount could be enforced in a Court of Law, or
 - b. the expenditure is in pursuance of a recognized policy or custom.
- v. The amount of allowances granted to meet expenditure of a particular type should be so regulated that the allowances are not on the whole a source of profit to the recipients.



SCHEDULE - I

SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS - PROJECT

| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-----------|--|-------------|--|---|--|---|
| W1 | Estimates | | | | | |
| (i) | To operate provisions in the DPR for incurring expenditure or entering into commitments for items in the estimate that are identifiable. | Full Powers | Full Powers up to provision. | Nil | Nil | |
| (ii) | For operating provisions in respect of utilities and rehabilitation where detailed / department wise estimate is not available. | Full Powers | Full powers with prior finance concurrence. | Rs. 1 crore with prior Finance concurrence. Rs. 1 lakh with an annual ceiling of Rs. 5 lakhs without finance concurrence. | Rs. 25 lakhs with prior finance concurrence. | |
| (iii) | To incur expenditure or enter into commitments for items of work not contemplated under the DPR/not clearly identifiable in the DPR. | Full Powers | Rs. 1 crore with an annual ceiling of Rs. 10 crores. | Rs. 25 lakhs with annual ceiling of Rs. 2 crores. | Nil | With prior finance concurrence. ED nominated by Director to maintain register to watch work wise ceiling. |
| | Note : The estimates referred to as per the approved DPR are to be updated from time to time assuming an escalation of 5% per | | | | | |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|---------------|---|-------------|----------------------|---------------------|--------------------|---------|
| | year in the rupee cost and 2% per year in the foreign exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub work, the sub work cost should be the basis for comparison. A corresponding saving is to be identified for excess above the DPR/ new items not covered in the DPR. A meticulous record of all such implied items should be kept by the executive to ensure that the total cost under the sub work is not exceeded. Apart from the Finance Directorate, each Directorate shall maintain a meticulous record of the items of expenditure being incurred pertaining to it. | | | | | |
| W 2 | Pre-qualification of contractors: | | | | | |
| | Approval of pre-qualification of contractors | Full Powers | Up to Rs. 100 crores | Up to Rs. 25 crores | Nil | |
| | Committee for pre- qualification: | | | | | |
| | For values >Rs. 100 crores, the recommendation will be put up to MD through the concerned Director. | | | | | |
| | For all cases beyond Rs. 25 crores- 3 ED's with the concerned ED of the concerned Directorate as the convener along with one ED of another Directorate and one from Finance (if there is no ED in Finance, this role will be fulfilled by a GM Finance nominated by the Director Finance). | | | | | |
| | For all cases up to 25 crores – 3 GMs with the concerned GM as convener, one GM from another Directorate and one from Finance. | | | | | |
| W3 | Pre-qualification of consultants | | | | | |
| | Pre-qualification of consultants | Full Powers | Up to Rs. 50 lakhs | Nil | Nil | |
| | Committee for pre qualification: | | | | | |
| | For values beyond Rs. 50 lakhs, the recommendation will be put up to MD through the concerned Director. | | | | | |
| | The Committee shall consist of the concerned ED of the concerned Directorate, one ED of another Directorate and one ED Finance. (If there is no ED in Finance, this role will be fulfilled by a GM Finance nominated by the Director, Finance). | | | | | |
| W4 (i) | Powers to invite tenders for approved works other than consultancy works (Approved works are works that appear in the DPR or those against which incurring of expenditure has been approved in accordance with item W1 above.) | | | | | |
| (a) | Open tender | Full Powers | Full powers | Up to Rs. 5 crores. | Up to Rs. 1 crore. | |
| (b) i. | Limited tender from pre-qualified contractors | Full Powers | Up to Rs. 50 crores | Up to Rs. 3 crores | Up to Rs. 50 lakhs | |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|----------------|---|-------------|--|--|--|--|
| ii. | Limited tender from other than pre-qualified contractors (from specialized and reputed agencies, minimum 4) | Full Powers | Up to Rs. 5 crores with finance concurrence. | Up to Rs. 50 lakhs with finance concurrence. | Up to Rs. 10 lakhs with finance concurrence. | |
| (c) | Single tender | Full Powers | Nil | Nil | Nil | With finance concurrence |
| W4 (ii) | Powers to invite tenders for consultancy works | | | | | |
| (a) | Open tender/limited tender from pre-qualified consultants | Full Powers | Rs. 2 crores | Rs. 25 lakhs. | Nil | Prior finance concurrence to be obtained |
| (b) | Limited tender from other than prequalified consultants (from specialized and reputed agencies, minimum 4) | Full Powers | Rs. 50 lakhs with Finance concurrence. | Rs. 5 lakhs with Finance concurrence. | Nil | |
| (c) | Single tender | Full Powers | Nil | Nil | Nil | Such cases are to be put up to MD by the concerned Director with finance concurrence. |
| W5 | Powers to dispense with calling of tenders for works contracts and acceptance of quotation(s) | Full Powers | Rs. 25 lakhs with annual ceiling of Rs 5 crores. | Rs. 10 lakhs with annual ceiling of Rs. 1 crore. | Rs. 2 lakhs with annual ceiling of Rs. 20 lakhs. | Powers to be exercised sparingly, and only in special cases in view of urgency to be recorded in each case. Prior finance concurrence to be obtained for works valuing above Rs. 50,000. |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------------|---|-------------|--|---|---|---|
| W6 (i) (a) | Acceptance of works tenders invited as open tenders/ tenders from pre-qualified tenderers & limited tenderers. | Full Powers | Up to Rs. 50 crores for open tenders and up to power of invitation in other categories of tenders. | Up to power of invitation in the respective category of tender. | Up to power of invitation in the respective category of tender. | The tender committee shall be nominated by the accepting authority, and shall consist of three members at one level below the accepting authority. The convener will be from the concerned Department, the second member will be one officer from another Department and the third shall be a finance member. For tenders up to Rs.10 Lakhs in value, the tender committee shall consist of two members (with one from Finance) at one level below the Accepting Authority. |
| (b) | Acceptance of works tenders invited as single tenders | Full Powers | Nil | Nil | Nil | The tender committee shall consist of three Members at one level below the accepting officer. The convener will be from the concerned Directorate, the second member will be from another Directorate and the third member will be from Finance. |
| W6(ii) | Powers of acceptance of consultancy works | | | | | |
| (a) | Open tender /limited tender from pre-qualified consultants | Full Powers | Up to powers of invitation of tenders for | Up to powers of invitation of tenders for | Nil | The tender committee shall be of three members at one level below the accepting officer. |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|---|-------------|---|---|-------------------|---|
| | | | consultancy as per W4 (ii)(a)&(b) respectively. | consultancy as per W4 (ii)(a)&(b) respectively. | | The convener will be from the concerned department, the second member will be one officer from another Department and the third shall be a finance member. |
| (b) | Limited Tender from other than prequalified consultants | Full Powers | Up to power of invitation. | Up to power of invitation. | Nil | |
| (c) | Single Tender | Full Powers | Nil | Nil | Nil | The tender committee shall be of three Members at one level below the accepting officer. The convener will be from the concerned Directorate, the second member will be from another Directorate and the third member will be from Finance. |
| W7 | Issue of Acceptance Letter as per the tenders of the accepting authority | Full Powers | Full powers | Rs. 50 crores | Up to Rs. 1 crore | All acceptance letters exceeding Rs. 10 lakhs in value will require to be vetted by Finance. |
| W8 | Signing of Agreements | Full Powers | Full Powers | Rs. 50 crores | Up to Rs. 1 crore | Agreements for works above Rs. 10 lakhs to be vetted by Finance. Agreements for other than routine works or any other complicated agreements may, in accordance with decision of executive/ Finance, have prior legal vetting also. |
| W9 | Matters concerning contract management | | | | | |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------|---|-------------|--|--------------------|------------------|--|
| (i) | Extension of time for completion and determination of liquidated damages. | Full Powers | Full powers up to power of acceptance. | | | Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the damages will be worked out in consultation with Finance. |
| (ii) | Termination of the contract on account of the failure of the contractor in respect of contract conditions. | Full Powers | Full powers up to power of acceptance. | | | With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract. |
| (iii) | Forfeiture of earnest money/bid security deposited with tenders and security deposit/ performance security for works. | Full Powers | Full powers in accordance with the provisions of tenders and contracts signed by them. | | | Where MD/Director has accepted the tender, the powers will be exercised by ED in consultation with Finance. |
| (iv) (a) | Refund of security deposit/ performance security | Full Powers | Full powers up to powers of acceptance. | | | Where MD or Director has accepted the tender, the powers will be exercised by ED in consultation with finance. |
| (b) | Refund of earnest money/bid security | Full Powers | Full powers up to powers of acceptance | | | Where MD or Director has accepted the tender, the powers will be exercised by ED in consultation with finance. |
| (v) | Variation in quantity in each item of contract | Full Powers | Full powers provided the value of the contract is still within the powers of | | | Note: (1) Variation to be approved should be limited |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|---|----|-------------|--------------------|------------------|---|
| | <p>(except for lump sum contracts)</p> <p>(i) When variation in quantities of individual items is up to 25%, or when variation in minor items (costing less than 1% of original agreement value) is up to 100%, without finance concurrence).</p> <p>(ii) In all other cases, with finance concurrence.</p> | | acceptance. | | | <p>so as not to completely change the scope, character and purpose of original contract.</p> <p>(2) No claim certificate from contractor should be obtained, if the variation goes beyond -25% of total value of contract.</p> <p>(3) Ensure that the quantity reduced in any contract will not be used in the same work thereafter.</p> <p>(4) The original inter se position of the tenderer should not be affected and the tender should not be vitiated, otherwise sanction of competent authority as per single tender is to be obtained.</p> <p>(5) No such quantity variation limit shall apply for foundation items.</p> <p>(6) For contracts approved by MD, Director can sanction variation up to 10% of the contract value or Rs. 10 Crores; whichever is less.</p> <p>(7) Only net variation in</p> |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|--|-------------|---|---|------------------|---|
| | | | | | | contract (algebraic sum of positive and negative variations) shall be considered for sanction of Competent Authority. |
| (vi) | Introduction of new items not covered in the contract. | Full Powers | Without finance concurrence-Introduction of new items in contract for works (with ceiling up to Rs. 5 lakhs in a contract or 10% of original contract value whichever is less.) With finance concurrence -Introduction of new items in contract for works (with ceiling up to 10% of | Without finance concurrence - Introduction of new items in contract for works (with ceiling up to Rs. 1 lakh in a contract or 10% of original contract value whichever is less) | Nil. | Powers shall be exercised provided the value of the contract is still within the powers of acceptance. |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------|---|-------------|---|--------------------|------------------|--|
| | | | original contract value.) | | | |
| (vii) | To make minor variation in specifications/ conditions after signing the contract, including minor changes in drawing, mode of dispatch, inspection, test programme, station of delivery, dimension and workmanship. | Full Powers | Full powers up to powers of acceptance. | | | Finance concurrence to be obtained whether new /modified conditions have financial implication or not. |
| (viii) | Imposition / Waiver of penalties on contractors | | | | | |
| (a) | Imposition | Full Powers | Full powers to the Engineer if the quantum of penalty has been specified in the contract agreement, otherwise to the Accepting Authority. | | | |
| (b) | Waiver | Full Powers | Waiver of penalty will require prior finance concurrence and approval of one level higher than the authority which imposed it. However, if the MD is the Tender Accepting Authority, then the power of waiver of penalties rests with the MD. | | | |
| (ix) | Sanction of advance to the contractor: | | | | | |
| (a) | If provided in the contract agreement | Full Powers | Full powers as provided in the contract agreement. | | | |
| (b) | In other cases | Full Powers | Nil | Nil | Nil | Only in exceptional circumstances when such an advance is considered |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|---|-------------|---|--------------------|------------------|--|
| | | | | | | essential in the exigencies of the progress of work, with the approval of MD and prior finance concurrence, and at an interest rate of SBI PLR plus 2% against B. G. of equal amount. |
| (x) | Recovery of damages caused to the Corporation | Full Powers | Full powers up to powers of signing of agreement. | | | Amount of damage to be recovered to be vetted by Finance. |
| (xi) | Powers to make provisional payments: | | | | | |
| (a) | Where the contract period is over and extension is being processed | Full Powers | Full powers up to powers of acceptance. | | | For contracts accepted by MD, Directors can authorize provisional payment up to 5% of the contract value or Rs. 5 crores, whichever is less and ED/GM can authorize provisional payments up to 5% of contract value or Rs. 1 crore, whichever is less. (This power to ED is available for contracts accepted by Directors also). Payment in respect of items for which rate is not yet decided will be at a provisional rate subject to upward or downward revision when the rate is finalized. Provisional payment will be made with prior finance concurrence. Provisional |
| (b) | New items not covered in the contract where the rate is not yet decided | Full Powers | Full powers up to powers of acceptance. | | | |



| S.No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|------------------|--|-------------|---------------|------------------------------|------------------|--|
| | | | | | | payment will have to be cleared expeditiously and not later than two months from the date of payment. Reasons are to be recorded on file. |
| (xii) | Variations under Lump sum contracts | Full Powers | Rs. 10 crores | Rs. 2 crores | Nil | For variations within the powers of ED, a committee of 3 GMs, including one from Finance, shall examine the case and put up recommendations. For variations within the powers of Director, a committee of 3 EDs, including one from Finance, shall examine the case and put up recommendations. For variations requiring the approval of the MD, a committee of 3 EDs, including one from Finance, shall examine the case and put up recommendations through the concerned Director. |
| W10 ⁵ | Powers for testing of samples & expenditure thereof | Full powers | Full powers | Upto Rs. 10,000 in each case | Nil | With Financial Concurrence |

⁵ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015



SCHEDULE - II

SCHEDULE OF POWERS IN RESPECT OF WORKS MATTERS – OPERATIONS & SYSTEMS / CORPORATE AFFAIRS

| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|---------------------|---|-------------|---|---|---|---|
| O&M – W1 | Estimates | | | | | |
| (i) | To operate provisions in the DPR for incurring expenditure or entering into commitments. | Full Powers | Full powers up to provision. | Full powers up to provision. | Nil | |
| (ii) | For operating provisions in respect of utilities and rehabilitation where detailed/ department wise estimate is not available. | Full Powers | Full powers with prior Finance concurrence. | Rs. 1 crore with prior finance concurrence, Rs. 1 lakh with annual ceiling of Rs. 25 Lakhs without finance concurrence. | Rs. 25 Lakhs with prior finance concurrence. | EDs to maintain register to watch work wise ceiling. |
| (iii) | To incur expenditure or enter into commitments for items of work not contemplated under DPR/ not clearly identifiable in the DPR. | Full Powers | Rs. 1 crore with an annual ceiling of Rs. 10 crore. | Rs.25 lakhs with annual ceiling of Rs. 2 crores. | Nil | With prior finance concurrence. |
| (iv) | To incur expenditure or enter into commitments for items of works to be executed in O&M | Full Powers | Works costing up to Rs. 5 crores each. | Rs. 1 crore with annual ceiling of Rs. 25 crores. | Rs. 40 Lakhs with annual ceiling of Rs. 3 Crores. | With prior finance concurrence. ED's to maintain register to watch the ceiling. This is for sanction of estimate. |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|---------------------|--|-------------|----------------------|---------------------|--------------------|---------|
| | Directorate out of O&M Budget and in Corporate Affairs Directorate out of Corporate Office Budget. | | | | | |
| | <p>Note :</p> <p>The estimates referred as per the approved DPR are to be updated from time to time assuming an escalation of 8% per year in the rupee cost and 2% per year in the foreign exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub work, the sub work cost should be the basis for comparison. A corresponding saving is to be identified for excess above the DPR/ new items not covered in the DPR. A meticulous record of all such implied items should be kept by the executive to ensure that the total cost under the sub work is not exceeded. Apart from the Finance Directorate, each directorate shall maintain a meticulous record of items of expenditure being incurred pertaining to it.</p> | | | | | |
| O&M – W2 | Pre-qualification of contractors | | | | | |
| | Approval of pre-qualification of contractors | Full Powers | Up to Rs. 25 crores. | Up to Rs. 2 crores. | Up to Rs. 1 crore. | |
| | Committee for pre-qualification: | | | | | |
| | For values >Rs. 25 crores, the recommendation will be put up to the MD through the concerned Director. | | | | | |
| | For all cases beyond Rs. 2 crores, 3 EDs with the concerned ED as convener along with one ED of another Directorate and one from Finance. (If there is no ED in Finance, this role will be fulfilled by a GM Finance nominated by Director (Finance)). | | | | | |
| | For all cases beyond Rs. 1 crore and up to Rs 2 crores, 3 GMs with the concerned GM as convener, one GM from another Directorate and one from finance. | | | | | |
| | For all cases up to Rs. 1 crore, 3 JGMs/DGMs with the concerned JGM/DGM as convener, one JGM/DGM from another Directorate and one from finance. | | | | | |
| O&M – W3 | Pre-qualification of Consultants | | | | | |
| | Pre-qualification of Consultants | Full Powers | Rs. 50 lakhs | Rs. 5 lakhs | Nil | |
| | Committee for pre-qualification: | | | | | |
| | For values >Rs. 50 lakhs, the recommendation will be put up to the MD through the concerned Director. | | | | | |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------------------------|--|-------------|---------------------|---------------------|---------------------|---|
| | Beyond Rs 5 lakhs, the concerned ED, one ED of another Directorate and one ED Finance. (If there is no ED in Finance, this role will be fulfilled by a GM Finance nominated by Director (Finance).) | | | | | |
| | Up to Rs 5 lakhs, the concerned GM, one GM of another Directorate and one GM Finance. | | | | | |
| O&M-W4 (i) | Powers to invite tenders for approved works other than consultancy works: (Approved works are the works that appear in the DPR or those against which incurring of expenditure has been approved in accordance with item W1 above.) | | | | | |
| (a) | Open tenders/tenders from pre-qualified contractors. | Full Powers | Up to Rs. 7 crores. | Up to Rs. 2 crores. | Up to Rs. 50 lakhs. | |
| (b) | Limited Tenders from other than pre-qualified contractors (from specialized and reputed agencies, minimum 4) | Full Powers | Up to Rs. 1 crore. | Up to Rs. 50 lakhs. | Up to Rs. 10 lakhs. | Prior finance concurrence to be obtained. |
| (c) | Single Tender | Full Powers | Nil | Nil | Nil | Prior finance concurrence to be obtained. Such cases are to be put up to MD by the concerned Director with finance concurrence. |
| (d) | Powers to invite tenders for CAMC from OEMs, as per maintenance policy. | Full Powers | Up to Rs. 2 crores. | Up to Rs. 50 lakhs. | Up to Rs. 5 lakhs. | 1. Prior finance concurrence to be obtained 2. Activities which can be taken up in house to be identified from time to time. |
| O&M – W4 (ii) | Powers to invite tenders for consultancy works: | | | | | |
| (a) | Open tenders/tenders from pre-qualified consultants. | Full Powers | Up to Rs. 50 lakhs | Up to Rs. 10 lakhs | Nil | Prior finance concurrence to be obtained |
| (b) | Limited Tenders | Full Powers | Up to Rs. 20 lakhs | Up to Rs. 5 lakhs | Nil | |
| (c) | Single Tender | Full | Nil | Nil | Nil | |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-----------------------|---|-------------|--|--|--|--|
| | | Powers | | | | |
| W5 | Powers to dispense with calling of tenders for works and acceptance of quotations. | Full Powers | Up to Rs. 5 lakhs per work | U to Rs. 3 lakhs per work with annual ceiling of Rs. 75 lakhs. | Up to Rs. 1 lakh with annual ceiling of Rs. 20 lakhs. | (1) Powers to be exercised sparingly and only in special cases, in view of urgency to be recorded in each case. (2) Prior finance occurrence to be obtained for works valuing above Rs. 10,000 in each case. (3) Register of works to be maintained for monitoring of Annual ceiling. |
| O&M-W6 (i) | Powers of acceptance of Works Tenders | | | | | |
| (a) | Open tenders, tenders from pre-qualified contractors & limited tenders. | Full Powers | Up to powers of invitation of open tenders, tenders from pre-qualified contractors & limited tenders as per O&M W4(1)(a)&(b) | Up to powers of invitation of open tenders, tenders from pre-qualified contractors & limited tenders as per O&M W4(1)(a)&(b) | Up to powers of invitation of open tenders, tenders from pre-qualified contractors & limited tenders as per O&M W4(1)(a)&(b) | The tender committee shall be nominated by the accepting authority, and shall consist of three members at one level below the accepting officer. The convener will be from the concerned Directorate, the second member will be one officer from another Department and the third shall be a finance member. For tenders up to 10 Lakhs in value tender committee of two members, including one finance member, at one level below the Accepting Authority. |
| (b) | Single Tenders | Full Powers | Nil | Nil | Nil | The tender committee shall be of three Members at one level |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------------------------|--|-------------|--|--|-------------------|---|
| | | | | | | below the accepting officer. The convener will be from the concerned Directorate, the second member will be from another Directorate and the third member will be from Finance. |
| O&M – W6 (ii) | Powers for acceptance of consultancy works. | | | | | |
| (a) | Open tenders/tenders from pre-qualified contractors/Limited Tenders | Full Powers | Up to powers of open tenders from the prequalified consultants(Rs. 50 lakhs) | Up to powers of open tenders from the prequalified consultants(Rs. 10 lakhs) | Nil | For consultancy contracts up to Rs.10 lakhs, proposals to be put up with finance concurrence to the accepting authority. The tender committee shall be of three members at one level below the accepting officer. The convener will be from the concerned department, the second member will be one officer from another Department and a finance member. |
| (b) | Single Tenders | Full Powers | Rs. 20 lakhs | Rs. 5 lakhs | Nil | The tender committee shall be of three Members at one level below the accepting officer. The convener will be from the concerned Directorate, the second member will be from another Directorate and the third member will be from Finance. |
| O&M-W7 | Issue of acceptance Letter as per the orders of the tender accepting authority. | Full Powers | Full Powers | Up to Rs. 5 crores | Up to Rs. 1 crore | All acceptance Letters exceeding Rs. 5 Lakhs in value will require to be vetted by finance |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------|--|-------------|--|--|---|--|
| O&M-W8 | Signing of agreements | Full Powers | Full Powers | Up to Rs. 5 crore | Up to Rs. 1 crore. | Agreement to be vetted by Finance, Agreement with foreign Companies and other complicated agreements should have prior legal vetting also. |
| O&M-W9 | Matters concerning contract management | | | | | |
| (i) | Extension of time for completion and determination of the liquidated damages | Full Powers | Full powers up to power of acceptance | | | Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on the time preference basis, the damages will be worked out in consultation with finance. |
| (ii) | Termination of contract on the failure of contractor in respect of the conditions of the contracts | Full Powers | Full powers up to power of acceptance | | | With finance concurrence if the termination is on grounds other than the failure of contractor in respect of the conditions of the contract. |
| (iii) | Forfeiture of earnest money deposited with tenders and security deposit for works. | Full Powers | Full powers in accordance with provisions of tenders and contracts signed by them. | Full powers in accordance with provisions of tenders and contracts signed by them. | Full powers up to powers of acceptance. | Where director as accepted the tender. The powers will be exercised by ED in consultation with finance. |
| (iv) | Refund of Security Deposit | Full Powers | Full powers in accordance with | Full powers in accordance with provisions of | Full powers in accordance with provisions | Where MD or Director has accepted the tender, the powers will be exercised by ED in |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|--|-------------|---|---|--|--|
| | | | provisions of tenders up to powers of acceptance. | tenders up to powers of acceptance. | of tenders and contracts signed by them. | consultation with Finance. |
| (v) | Variation in quantity in each item of contract (except for lump sum contracts) | Full Powers | Full powers provided the value of the contract is still within the powers of acceptance. | | | For contracts approved by MD/Director, ED can sanction variation in quantities up to 5% of the contract value of Rs. 10 Lakhs whichever is lowest. For contracts approved by MD, Director can sanction variation up to 10% of the contract value or Rs. 50 Lakhs, whichever is lower. Item wise variation exceeding 25% should be with finance concurrence. Only net variations in the contract (algebraic sums of positive and negative variations) shall be considered for the sanction of the competent authority |
| (vi) | Introduction of new items not covered in the contract. | Full Powers | Without finance concurrence- Introduction of new items in contract for works (Ceiling Up to Rs. 5 lakhs in a contract or 10% of | Without finance concurrence: Introduction of new items in contract for works (Ceiling Up to Rs. 1 lakh in a contract or 10% of original contract value whichever is less) | Nil. | Powers shall be exercised provided the value of the contract is still within the powers of acceptance. |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------|--|-------------|--|--------------------|------------------|---|
| | | | original contract value whichever is less) With finance concurrence -Introduction of new items in contract for works. (Ceiling up to 10% of original contract value). | | | |
| (vii) | Introduction of new conditions/ modification of special condition of contract. | Full Powers | Full powers up to powers of acceptance | | | Finance concurrence to be obtained whether new/ modified conditions have financial implications or not. |
| (viii) | Imposition/ Waiver of penalties on contractors: | | | | | |
| (a) | Imposition | Full Powers | Full powers to the Engineer if the quantum of penalty has been specified in the contract agreement; otherwise to the Accepting Authority. | | | |
| (b) | Waiver | Full Powers | Waiver of penalties will require prior finance concurrence and approval of one level higher than the authority which imposed it. However, if MD is the Tender Accepting Authority then power of Waiver of penalties rests with MD. | | | |
| (ix) | Sanction of advance to the contractor: | | | | | |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|---|-------------|---|--------------------|------------------|--|
| (a) | If provided in the contractor agreement | Full Powers | Full powers as provided in the contract agreement | | | |
| (b) | In other cases | Full Powers | Up to 1 crore | Nil | Nil | |
| (x) | Recovery of damage caused to the corporation | Full Powers | Full powers up to powers of signing of agreement | | | Amount of damage to be recovered to be vetted by finance. |
| (xi) | Powers to make provisional payments: | | | | | |
| (a) | Where the contract period is over and the extension is being processed. | Full Powers | Full powers in regard to contracts up to powers of acceptance of tenders. | | | For contracts accepted by MD, Directors can authorize provisional payment up to 5% of the contract value or Rs. 2 Cr., whichever is less and ED can authorize provisional payments up to 5% of contract value of Rs. 1 crore, whichever is less. (This power to ED is available for contracts accepted by Directors also). Payment in respect of items (scheduled/ non scheduled) for which rate is not yet decided will be on a provisional rate subject to upwards and downwards revision when the rate is finalized. The provisional payment will be made with prior concurrence of associate finance. Such provisional payment will have to be cleared expeditiously and not later than a month of making the payment. |
| (b) | New items not covered in the contract where the rate is not yet decided | Full Powers | Full powers in regard to contracts up to powers of acceptance of tenders. | | | |



| S No. | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------|-------------------------------------|-------------|--------------|--------------------|------------------|---|
| (xii) | Variations under Lump Sum Contracts | Full Powers | Rs. 2 crores | Rs. 50 lakhs | Nil | For variations within the powers of ED, a committee of 3 GMs including one from finance may be constituted. For variation in the powers of the Director, a committee of 3 EDs including one from finance may be constituted. |



SCHEDULE - III

SCHEDULE OF POWERS IN RESPECT OF STORES MATTERS

Note: Officers for discharging stores functions shall be nominated by DO/ DP/DC for their respective Directorates.

| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM or equivalent | Remarks |
|---|--|-------------|---|---|-----------------------------|-----------------------|---------|
| S1 | Estimates | | | | | | |
| (i) | To operate provision in the DPR for incurring expenditure or entering into commitments. | Full Powers | Full powers up to an excess of 5% | Full powers up to provision | Full powers up to provision | Nil | |
| (ii) | To incur expenditure or enter into commitments for procurement of stores not contemplated under DPR. | Full Powers | Rs. 1 Cr. Per item with an annual ceiling of Rs. 5 crores | Rs. 1 lakh per item with an annual ceiling of Rs. 10 lakhs. | Nil | Nil | |
| <p>(Note: The estimate referred to is the DPR updated from time to time assuming an escalation of 10% per year in the rupee cost and 2% per year in the Foreign Exchange cost. Where the item of expenditure is not clearly indicated in the estimate but is implied under the respective sub work, the sub work cost should be the basis for comparison. A corresponding saving is to be identified for excess above DPR/ new items not covered in DPR. A meticulous record for all such implied items should be kept by the executive to ensure that the total cost under the sub-work is not exceeded. Finance concurrence should be taken to operate provisions).</p> | | | | | | | |
| S2 | Pre-qualification of Suppliers | | | | | | |
| | Approval to pre-qualification of suppliers | Full Powers | Up to Rs. 50 crores | Up to Rs. 10 crores | Up to Rs. 1 crore | Nil | |
| Committee for pre-qualification: | | | | | | | |
| Beyond Rs. 50 Crores: 2 Directors and Dir(F) | | | | | | | |
| Rs. 10 Crores to Rs.50 Crores: Concerned ED, one ED from another Directorate and ED (Finance)/DF | | | | | | | |
| Rs. 1 Crore to Rs. 10 Crores: Concerned GM, another nominated GM & GM (Finance) | | | | | | | |
| Up to Rs. 1 Crore: Concerned GM along with GM/JGM (Finance). In this case the file is not required to be put up to the next higher officer for approval. | | | | | | | |
| S3 | Invitation of tenders | | | | | | |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM or equivalent | Remarks |
|-----------|--|-------------|-------------------|---------------------------------------|--|--|--|
| (i) | Powers to invite tenders for goods and other stores already approved for procurement | | | | | | Goods and stores approved for procurement are the ones that appear in the DPR or those whose incurring of expenditure has been approved in accordance with S1 above. |
| (a) | Open tenders/ items on DGS&D rate contract. | Full Powers | Full Powers | Up to Rs. 1 Crore. | Up to Rs. 25 lakhs | Up to Rs. 5 lakhs. | |
| (b) | Limited tenders from prequalified contractors | Full Powers | Up to Rs 5 crores | Up to Rs 50 lakhs | Up to Rs.15 lakhs | Up to Rs 5 lakhs | Prior finance concurrence to be obtained for tenders exceeding Rs. 5 Lakhs in value. |
| (c) | Limited tenders from other than pre-qualified contractors (from specialized and reputed agencies, minimum 4) | Full Powers | Up to Rs. 1 crore | Up to Rs. 30 lakhs | Up to Rs. 10 lakhs | Nil | Prior finance concurrence to be obtained for tenders exceeding Rs. 5 Lakhs in value. |
| (d) | Single tenders (as per S9 & S10 below) | Full Powers | Up to Rs. 1 crore | Up to Rs. 10 lakhs | Up to Rs. 1 lakh | Up to Rs. 10,000 , but emergency situation powers shall be as per S10(ii). | Prior finance concurrence to be obtained. |
| S4 | Acceptance of stores tenders | Full Powers | Rs. 5 crores | Up to powers of invitation of tenders | Up to powers of invitation of tenders. | Up to tenders of Rs. 1 lakh | Tender committee of three members with the concerned stores member as convener. The other members of |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM or equivalent | Remarks |
|--------------|---|-------------|---|--------------------|------------------|-----------------------|--|
| | | | | | | | the committee will be 1 officer from another department of the same level as the convener and a finance member. Tender committee is not required for the items that are available on DGS&D rate contract up to the powers of acceptance of open tenders. |
| S5 | Signing of purchase order | Full Powers | Full powers | Full powers | Full Powers | Up to Rs. 10 lakhs | P.Os over Rs. 50,000 will have to be vetted by Accounts before issue |
| S6 | Matters concerning contract management | | | | | | |
| (i) | Extension of time for completion and determination of liquidated damages. | Full Powers | Full powers up to powers of acceptance. | | | | Liquidated damages have to be worked out in consultation with finance for contracts placed on time preference basis |
| (ii) | Termination of the contract account of the failure of the contractor in respect of the conditions of contract | Full Powers | Full power up to powers of acceptance | | | | |
| (iii) | Forfeiture of earnest money deposited with tenders and security deposit | Full Powers | Full power up to powers of acceptance | | | | |
| (iv) | Refund of security deposit | Full Powers | Full power up to powers of acceptance | | | | With finance vetting of the amount to be refunded. |
| (v) | Variation in quantity each item of contract | Full Powers | Full powers provided the value of contract is still within the powers of acceptance | | | | Finance concurrence will be necessary if |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM or equivalent | Remarks |
|--------|---|-------------|--|--------------------|------------------|-----------------------|---|
| | | | | | | | quantity of individual items exceeds 25%. If the value of the contract after the variation exceeds 25% of the original value of the contract or the power of acceptance of the officer, the file will be put up with finance concurrence for sanction to the next higher authority/officer under whose power of acceptance the contract now lies. |
| (vi) | Introduction of new conditions/ modifications of existing conditions of existing conditions of contract | Full Powers | Full powers up to powers of acceptance. | | | | Finance concurrence to be obtained wherever new/ modified conditions have financial implications. |
| (vii) | Imposition/ Waiver of penalties on contractors. | | | | | | |
| (a) | Imposition | Full Powers | Full powers to the Engineer if the quantum of penalty has been specified in the contract agreement; otherwise to the Accepting Authority. | | | | |
| (b) | Waiver | Full Powers | Waiver of penalties will require prior finance concurrence and approval of one level higher than the authority which imposed it. However, if MD is the Tender Accepting Authority then power of Waiver of penalties rests with MD. | | | | |
| (viii) | Sanction of advance of the contractor | | | | | | |
| (a) | If provided in the contract agreement | Full Powers | Full powers as provided in the contract agreement | | | | |
| (b) | In other cases | Full Powers | Up to Rs. 20 lakhs. | Up to Rs.2 lakhs. | Up to Rs.1 lakh. | Nil | With prior finance concurrence. |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM or equivalent | Remarks |
|-----------|--|-------------|--|---|---|-----------------------|---|
| (ix) | Recovery of damages caused to the corporation | Full Powers | Full powers up to powers of signing of agreements. | | | | Amount of damages to be recovered to be vetted by Finance. |
| S7 | Approval of non stock indent process (per item) | Full Powers | Up to Rs. 5 lakhs without Finance vetting. Full powers above Rs. 5 lakhs with Finance vetting. | Up to Rs. 3 lakhs without Finance vetting. Up to Rs. 10 lakhs with Finance vetting. | Up to Rs. 1 lakh without Finance vetting. Up to Rs. 3 lakhs with Finance vetting. | Nil | Powers to be exercised subject to availability of budget. Normally all indents would be placed by concerned Manager. |
| S8 | Stock items | | | | | | |
| (i) | Approval of stocking application (per item) | Full Powers | Full Powers | Full Powers | Up to Rs. 5 lakhs (Rate X EAR*) | Nil | Normally all indents would be placed by concerned Manager. Above Rs. 2 lakhs with prior Finance concurrence. (*EAR= Estimated Annual Requirement) |
| (ii) | Determination of EAR (per item) | Full Powers | Full Powers | Full Powers | Up to Rs.10 lakhs (Rate X EAR*) | Nil | |
| S9 | Authority competent to sign the Proprietary Article Certificate (PAC) | | | | | | |
| (i) | Where it is possible to certify that a similar item is not manufactured or sold by any other firm, which could be used in lieu (for single item) | Full Powers | Up to Rs. 15 lakhs. | Up to Rs. 10 lakhs | Up to Rs. 1 lakh | Nil | |
| (ii) | Single tender purchases on source standardization basis, where it is not possible to certify that a similar item is not manufactured or sold by | Full Powers | Up to Rs. 10 lakhs | Up to Rs. 5 lakhs | Up to Rs. 50,000 | Nil | |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM or equivalent | Remarks |
|-------------|--|-------------|--------------------|--------------------|------------------|-----------------------|---------|
| | any other firm (for single item) | | | | | | |
| S10 | Purchase of non proprietary items on single tender basis | | | | | | |
| (i) | In normal circumstances | Full Powers | Up to Rs. 5 lakhs | Up to Rs. 2 lakhs | Up to Rs. 25,000 | Up to Rs. 5,000 | |
| (ii) | In emergency situations affecting Repairs, Maintenance Out Turn or Operations, for reasons to be recorded in writing | Full Powers | Up to Rs. 10 lakhs | Up to Rs. 5 lakhs | Up to Rs. 1 lakh | Up to Rs. 20,000 | |
| | Remarks: | | | | | | |
| (i) | Procurement of petty items can be done by other EDs in the Corporate Office up to Rs. 2,500 in each case and by GMs up to Rs. 1000 in each case. | | | | | | |
| (ii) | The powers in respect of stores matters given above are inter- alia applicable for disposal of scrap and for printing of stationery also. | | | | | | |



SCHEDULE - IV

SCHEDULE OF POWERS IN RESPECT OF ESTABLISHMENT MATTERS

| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|---------------|--|-------------|---|--------------------|------------------|---------------------|--|
| E1 | Recruitment & Appointment | | | | | | |
| (i) | Creation of Post and approval of mode of recruitment | Full Powers | Nil | Nil | Nil | Nil | |
| (ii) | Repatriation to parent cadre before expiry of period of deputation. | Full Powers | Non-Managerial (Director Corp. Affairs) | Nil | Nil | Nil | To be processed by the Corporate Affairs Directorate on the recommendation of the concerned Director and with the approval of MD in case of Managerial Cadre, and for non-Managerial cadre, with the approval of Director (Corporate Affairs) |
| (iii) | Confirmation in regular grade after completion of period of probation. | Full Powers | Non-Managerial (Director Corp. Affairs) | Nil | Nil | Nil | A committee of 3 GM level officers with GM (HR) as the convener to put up recommendations for non-Managerial cadre and a committee of 3 ED's with ED, Corporate Affairs to put up recommendations for Managerial Cadre. Approval of MD shall be required for confirmation in Managerial Cadre. Committees to be nominated by Director (Corporate Affairs). |
| E2 (i) | Acceptance of resignation | Full Powers | Nil | Nil | Nil | Nil | To be processed by HR department of Corporate Affairs in consultation with the |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|-----------|---------------------------------------|-------------|--|---|---|---------------------|---|
| | | | | | | | concerned Directorate. |
| (ii) | Waiver of Indemnity Bond | Full Powers | Nil | | | | |
| E3 | Approval for going on training | | | | | | |
| (i) | Within India | Full Powers | a. Up to 2 weeks for Managerial Cadre below ED level, b. For Non-Managerial Cadre for duration beyond 2 weeks | Non-Managerial Cadre for up to 2 weeks | Nil | Nil | ⁶ a) In case of paid training of Probationers in Training Centres of DMRC, Indian Railways, etc., financial concurrence is to be taken. b) In case of paid training involving expenditure of Rs. 10,000 or more per officer, approval of MD and financial concurrence is to be taken. c) The training proposals are to be processed in Corporate Affairs Directorate. |
| (ii) | Foreign | Full Powers | Nil | | | | Tours abroad will require MD's approval. |
| E4 | Tour and Travel | | | | | | |
| (i) | Within India | Full Powers | Full Powers in respect of officers under them. | Full Powers in respect of officers under them | Full Powers in respect of officers under them | Nil | Within the available budget for the year. ⁷ Tours outside Rajasthan with prior permission of Director concerned. |

⁶ Remarks added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

⁷ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|------------------------|--|-------------|---|--|---|--|---|
| (ii) | Foreign | Full Powers | Nil | | | | Tours abroad will require MD's approval |
| (iii) | Seminars and conferences/ workshops | Full Powers | Managerial Cadre below ED level | Non-Managerial Cadre | Nil | Nil | ED and above with the approval of MD. |
| (iv) | Controlling officer for travelling/ daily allowance | Full Powers | Full powers (including self) | Full powers (including self) | Full Powers for staff working under them | Full Powers for staff working under them | TA/DA journal for non-Managerial Cadre can be countersigned by JGM/DGM level officers. |
| (v) | Permitting air travel to non- entitled categories | Full Powers | Full powers | Nil | Nil | Nil | Justification/ Circumstances to be clearly recorded. GM and above shall be entitled categories for air travel. |
| E5 | Local Conveyance Allowances | | | | | | |
| | Reimbursement of Conveyance charges | Full Powers | Full powers in respect of officers under them | Full powers in respect of officers under them | Full powers in respect of officers under them | Nil | Within approved limits of entitlement to each category. |
| E6 | No Objection Certificate for Passports | Full Powers | Concerned Director up to ED level of Managerial Cadre | Non-Managerial Cadre (ED, Corporate Affairs) | Nil | Nil | HR clearance should be obtained. |
| E6A⁸ | Permission for Further Study, Competitive Exam, Interview, etc. | Full Powers | Director (CA) for GM/ JGM/ DGM | ED, Corporate Affairs for Managerial cadre below | Non-managerial cadre | - | As per policy approved by MD, on recommendation of controlling officer (Minimum GM level in case of non-managerial cadre) |

⁸ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|-------------|--|-------------|---|---|---|---|--|
| | | | | DGM | | | |
| E7 | De-reservation of posts | Full Powers | Nil | | | | These powers are to be exercised by the MD only. |
| E8 | Allotment of quarters | Full Powers | In turn allotment: Director (Corporate Affairs), on the recommendations of the Quarter Allotment Committee. | Nil | Nil | Nil | Out of turn allotment: With the approval of MD. Constitution of Quarter Allotment Committees (for Managerial and Non-managerial Cadres) to be approved by MD. |
| E9 | Grant of Leave | | | | | | |
| (i) | Casual Leave | Full Powers | Full powers to the controlling officers | Full powers to the controlling officers | Full powers to the controlling officers | Full powers to the controlling officers | For a new recruit only proportionate basis. Casual Leave can be sanctioned by officers of rank of Manager and above. Managers shall sanction C.L. to all staff under them. |
| (ii) | Leave on Average Pay (LAP i.e. Privilege Leave), Leave on Half Average Pay (LHAP i.e. Medical Leave) and Extra-ordinary Leave (EOL)* | | | | | | ⁹ *EOL to probationers shall be granted by the officer authorized by the Appointing Authority in case extension of probation period is not involved, as per following: 1. Probationers of GP 3600: Director (CA) |

⁹ Remarks modified vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|--------------|---|-------------|-------------------------------------|------------------------------------|-------------------------|-------------------------|--|
| | | | | | | | <p>2. Probationers of GP 2800: ED (CA)</p> <p>3. Probationer of GP 2400: GM (Admn.)</p> <p>EOL in all other cases of probationers, shall be approved by Managing Director.</p> <p>¹⁰Leave sanction order shall be issued by HR Department after entering leave details in Service Book.</p> |
| (a) | Less than 10 days | Full Powers | To EDs & GMs | To JGMs & DGMs | To Managers | To Non-managerial Cadre | <p>To be provisionally sanctioned (subject to availability of leave) in the respective Directorates and sent to Corporate Affairs for confirmation and entry in the service book. For employees not in Directorates, to be processed in HR.</p> <p>Note: Clearance of HR required for Ex-India Leave Permission.</p> |
| (b) | More than 10 days | Full Powers | To EDs, GMs, JGMs & DGMs | To Managers | To Non-managerial Cadre | Nil | |
| (iii) | Maternity, paternity and Child care leave | Full Powers | To GMs, JGMs & DGMs | To Managers | To Non-managerial Cadre | Nil Nil | <p>¹¹Leave sanction order shall be issued by HR Department after entering leave details in Service Book.</p> |
| (iv) | Permission for foreign travel during leave period (Ex-India leave permission) | Full Powers | Non-managerial Cadre beyond 10 days | Non-managerial Cadre up to 10 days | Nil | Nil | |

¹⁰ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016

¹¹ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|-------------------|---|--|---|---|--------------------------|---------------------|--|
| (v) | Any other kind of leave | Full Powers | Full powers in respect of Managerial Cadre under them | Full powers in respect of Non-managerial Cadre under them | Nil | Nil | |
| (vi) | Recall from leave | Full Powers | Of EDs, GMs, JGMs & DGMs | Of Managers | Of Non-managerial Cadre | Nil | |
| (vii) | Conversion of LWP into sanctioned Earned Leave/ Extra ordinary leave/leave not due | Full Powers | For EDs, GMs, JGMs & DGMs | For Managers | For Non-managerial Cadre | Nil | |
| E9A ¹² | Approval of LTC (within Country) | ED & above | GMs | For managerial cadre (below GM) | For non-managerial cadre | - | As per terms of deputation/ JMRC Recruitment Rules, 2012/ policy in existence. ¹³ To be processed in HR Department. |
| E10 | Annual Confidential Reports ACR Channel shall be as under: 1.Appraisee (Employee reported upon) 2.Reporting Authority 3.Reviewing Authority 4.Accepting Authority | <p>In case Accepting, Reporting or Reviewing Authorities as specified below are not available in a given vertical, the function will be performed by the next higher authority. However, in no case shall all three functions be performed by the same authority.</p> <p>Note:</p> <p>1) In case of employees on deputation, the ACRs shall be sent to the parent department for acceptance wherever applicable as per parent department rules. The ACRs of deputationist shall be sent to the parental department for custody, while retaining one copy in HR.</p> <p>2) ACRs shall not be prepared for Maintainers and below. For them, only Working Reports will be prepared by the Supervisor/ Manager in-charge.</p> <p>ACRs and Working Reports shall be sent to HR for record.</p> | | | | | |

¹² Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

¹³ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/equivalent | Remarks |
|----------------|--|-------------|--|---|-------------------------------|--|--|
| (i) | Accepting Authority | Full Powers | JGM/DGM and equivalent | Managers and equivalent | Non-Managerial Cadre –GP 4200 | Non-Managerial Cadre less than GP 4200 | Accepting and Reviewing Authority for Directors shall be Chairman. Accepting Authority for ED & GM shall be MD. |
| (ii) | Reviewing Authority | Full Powers | GM and equivalent | JGM/DGM and equivalent | Managers and equivalent | Non-Managerial Cadre- GP 4200 | Reviewing Authority for EDs shall be MD. Reviewing Authority for Non-Managerial Cadre less than GP 4200 shall be Managers. |
| (iii) | Reporting Authority | Full Powers | ED | GM and equivalent | JGM/DGM and equivalent | Managers and equivalent | Reporting Authority for Directors shall be MD. Reporting Authority for Non-managerial Cadre shall be the immediate superior of the employee in the administrative vertical. |
| E11 (i) | Permissible personal advances | Full Powers | Up to ED | Up to JGM & equivalent | Non-managerial Cadre | Nil | To be processed by Corporate Affairs Directorate |
| (ii) | Determination of number of instalments for recovery in cases of overpayment of pay and allowances. | Full Powers | Full powers in respect of officers under them. | For Non-managerial Cadre ED (Corporate Affairs) | Nil | Nil | To be processed by Corporate Affairs Directorate with Finance concurrence |
| E12 | Appointment of retired persons as consultants/advisors/specialists | Full Powers | Nil | Nil | Nil | Nil | With the approval of MD only |
| E13 | Compensation to employees governed by Workmen's Compensation Act in all | Full Powers | Full powers | Nil | Nil | Nil | In consultation with finance Department |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|-----------------|--|-------------|--|---|------------------|---------------------|--|
| | cases of personal injury sustained in an accident arising out of and in the course of official duties. | | | | | | |
| E14 | Giving permission/Acknowledging intimation of acquisition of property /Acknowledging intimation of loans | | | | | | To be processed by the Corporate Affairs Directorate. |
| (i) | Acknowledging intimation of acquisition of Immovable property | Full Powers | GM and below in Managerial Cadre (Director, Corporate Affairs) | Non-Managerial Cadre (ED Corporate Affairs) | NIL | NIL | For EDs and above, with the approval of MD. Intimation shall be required to be given irrespective of cost. |
| (ii) (a) | Acknowledging intimation of acquisition of Movable property For Managerial Cadre: for amount greater than Rs.1 lakh through a reputed dealer or a person with whom the concerned employee has no official dealings. | Full Powers | GM and below in Managerial Cadre (Director, Corporate Affairs) | Nil | Nil | Nil | For EDs and above, with the approval of MD. Intimation shall not be required to be given in cases where the movable property is worth Rs. 1.00 lakh or less. |
| (b) | Acknowledging intimation of acquisition of Movable property For Non-Managerial Cadre: for amount greater than Rs.50,000 through a | Full Powers | Full powers (Director, Corporate Affairs) | Full powers (ED, Corporate Affairs) | Nil | Nil | Intimation shall not be required to be given in cases where the movable property is worth Rs. 50,000 or less. |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|------------|---|-------------|--|--|---|---------------------|--|
| | reputed dealer or a person with whom the concerned employee has no official dealings. | | | | | | |
| (iii) | Permission for acquisition of Movable property otherwise than through a reputed dealer or movable property acquired from a person with whom the concerned employee has official dealings. | Full Powers | Full powers for Non-Managerial Cadre (Director, Corporate Affairs) | Nil | Nil | Nil | Permission shall be required to be taken in every case irrespective of cost. |
| (iv) | Intimation about giving or taking loan of more than 2 lakhs for non-managerial Cadre and more than 3 lakhs for Managerial Cadre. | Full Powers | GM and below in Managerial Cadre (Director, Corporate Affairs) | Non-Managerial Cadre (ED Corporate Affairs) | NIL | NIL | For EDs and above, with the approval of MD. Intimation shall not be required to be given for loans below the amounts specified in this item, |
| E15 | Transfers | | | | | | |
| (i) | Within the same Unit | Full Powers | Full powers in respect of officers under them | Full powers in respect of officers below GM level under them | Full powers in respect of non-Managerial Cadre under them | Nil | Unit is defined as the controlling unit at ED Level. However, employees Specially Selected in accordance with JMRC Recruitment Rules, 2012 shall not be transferred out of posts they were Specially Selected for. |
| (ii) | Between Units | Full Powers | Up to GM level | Nil | Nil | Nil | |
| (iii) | Inter-Directorate, including between extra-Directorate Units and Directorates | Full Powers | Full powers for Non-managerial Cadre | Nil | Nil | Nil | |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | JGM/DGM/ equivalent | Remarks |
|----------------------|--|-------------|--|---|--------------------------|---------------------|--|
| | | | (Director, Corporate Affairs) | | | | of MD shall be required in cases of Managerial Cadre and in cases of disagreement. |
| E16 | Purchase of technical books and periodicals for the office (to be kept in Library of concerned Directorate) | Full Powers | Full powers | Up to Rs 25,000 per annum | Nil | Nil | Only standard books relevant to technology/ literature/legal matters/management/general reading should be purchased. |
| E17 | Cash Award | Full Powers | Rs. 2000 in each case and Rs.10000 in case of a group award up to manager level. | Rs. 1000 in each case & up to Rs. 5000 for group award up to Non-Managerial Level | Nil | Nil | Annual limit for each officer will be 10 times the power for each case subject to budgetary Ceiling. For group award, there should a minimum of 10(ten) employees in the group. |
| E18 ^{14 15} | Approval of allowance: Children Education, Transport, Transfer Grant, HRA, etc. | Full Powers | For managerial cadre (up to ED) | For managerial cadre (upto GM) | For non-managerial cadre | - | As per terms of deputation/ JMRC Recruitment Rules, 2012/ policy in existence. |
| E19 ¹⁶ | Approval of AGI / Pension contribution, Leave encashment, etc. | Full Powers | Full Powers | Full Powers | Full Powers | - | To be processed in Corporate Affairs Directorate |
| E20 ¹⁷ | Vigilance/ Discipline & Appeal Rules (D&AR) clearance | Full Powers | Director (CA): Full Powers except for Director (CA) | NIL | NIL | - | To be processed in CA Directorate, based on clearance of HR. |

¹⁴ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

¹⁵ Replaced vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016

¹⁶ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

¹⁷ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015



SCHEDULE - V

SCHEDULE OF POWERS IN RESPECT OF MISCELLANEOUS MATTERS

| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------------|--|-------------|---------------------------------|--|--|---|
| M1 | Write off of losses of stores, Tools and plants and cash. | Full Powers | Up to Rs. 1 lakh in each cases. | Up to Rs. 50,000 in each case subject to annual limit of Rs. 5 lakhs. However, in case an employee is held responsible for the loss, the individual limit for each case shall be Rs.10,000 only. | Nil | With prior concurrence of finance for loses over Rs. 1,000 in each case if an employee is held responsible and Rs. 5,000 in all other cases. |
| M2(i) | Purchase of technical book and periodical for the office. | Full Powers | Full Powers | Up to Rs. 15,000 Per annum. | Up to Rs. 10,000 per annum | Purchase to be made by a nominated officer of concerned Unit/Division. The purchase to be made in accordance with general policy of the company to be formulated in consultation with finance. |
| M3 | Repairs of vehicles of the Corporation | Full Powers | Full Powers | Full powers through authorized service station. Up to Rs. 15000 through other than authorized with annual ceiling of Rs. 1 lakh. | Up to Rs. 10,000 (through authorized service stations.) Up to Rs. 2000 in each case | In the following cases no Finance Concurrence is required: 1. To incur expenditure as per approved Schedule of Rates (formulated by Admn. in Corporate Affairs with vetting of Finance), provided expenditure does not exceed Rs. 10.000 per annum for each vehicle relating |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|------|-----------------|----|----------|--------------------|--|--|
| | | | | | through other than authorized with an annual ceiling of Rs. 50,000 | <p>to:</p> <p>(a) Dry-cleaning and washing of seat covers, pads etc. and scheduled replacement of vehicle seat covers and foot pads.</p> <p>(b) Replacement of other consumables such as battery etc.</p> <p>2. Minor repairs up to the value of Rs. 2000 on each occasion in emergency subject to maximum limit of Rs. 10,000 per annum.</p> <p>3.¹⁸ All major repair of vehicles (other than routine services & requiring expenditure more than Rs. 2,000) may continue to be vetted by Finance. The expenditure on repairs in case of damage due to accident (where insurance claim is required) is to be approved at Director Level with Financial Concurrence & on recommendations of concerned user/ vehicle incharge, keeping in view of justification in each case.</p> <p>Full records of expenditure will be</p> |

¹⁸ Modified vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------------|---|-------------|-------------|---|--|---|
| | | | | | | kept in log book, bills will be verified giving the reference of log book entry no etc. |
| M3A ¹⁹ | Purchase of additional accessories for Corporation vehicles | Full Powers | Full Powers | Rs. 2,000 per vehicle per time with an annual ceiling of Rs. 10,000 per vehicle | Rs. 1,000 per vehicle per time with an annual ceiling of Rs. 5,000 per vehicle | With prior financial concurrence, in case expenditure per vehicle per occasion is greater than Rs. 500. |
| M3B ²⁰ | Payment of fuel bills for JMRC vehicles | Full Powers | Full Powers | - | - | The vehicle usage should be regulated as per Vehicle Use Policy of JMRC. |
| M3C ²¹ | Sanction for replacement of accessories including tyres for corporation vehicles | Full Powers | Full Powers | Up to a limit of Rs. 20,000 in each case | Up to a limit of Rs. 5,000 in each case | To be processed by OIC (Pool) with Financial concurrence |
| M4 | Repairs to plants and machinery by local firms of repute. | Full Powers | Full Powers | Up to Rs. 25,000 in each case | Up to Rs. 10,000 in each case | Prior Concurrence of finance required for repairs exceeding Rs. 5000 in each case. |
| M5 ²² | Execution of agreement for supply of energy & payment of energy bills | Full Powers | Full Powers | Full Powers | Full Powers | Overall plan to be finalised in consultation with Finance |
| M6 ²³ | Arrangement for | Full | Full Powers | Full Powers | Full Powers | Overall plan to be finalised in |

¹⁹ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

²⁰ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

²¹ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016

²² Substituted with the new Schedule vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015

²³ Substituted with the new Schedule vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------------------|--|-------------|-------------|--------------------------------|--|--|
| | supply of water & payment of water supply bills | Powers | | | | consultation with Finance |
| M7 | Provision of LPG connection in office canteen/ Rest house | Full Powers | Full Powers | Full Powers | Full Powers | In Consultation with finance. |
| M8 | Repair of office equipment/ furniture and other sundry repairs etc. | Full Powers | Full Powers | Up to Rs. 10,000 in each case | Up to Rs. 5,000 in each case | Finance concurrence necessary if expenditure in each case exceed Rs. 5000. Note: These powers shall be exercised if no AMC is existing. |
| M9 | Annual Maintenance Contract for office equipment including computers. | Full Powers | Full Powers | Up to Rs. 2 lakhs p.a. per AMC | Up to Rs. 50,000 p.a. per AMC | With finance concurrence. AMCs: (1) O&S Field: O&S (2) Project Field: Project (3)Corporate Office: Corporate Affairs |
| M10²⁴ | Provision of Telephone, Internet, ISDN PRI, CUG Mobile etc. | | | | | |
| (i) | Sanction of telephone connection in office and residence | Full Powers | Full Powers | Nil | Nil | Overall policy to be framed by Admn. in Corporate Affairs |
| (ii) | Approval of payment of Landline telephone bills | Full Powers | Full Powers | Full Powers | Full powers: GM (S&T) for O&S Directorate & GM (Admn) for all other Directorates | |

²⁴ Substituted with the new Schedule vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/5495 dated 22.01.2015



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------------------|--|-------------|--------------------------------|---|---|---|
| (iii) | Sanction of CUG Mobile, ISDN PRI, Internet lease line | Full Powers | Full Powers | Full powers for CUG mobile as per policy | Full powers for CUG mobile as per policy | To be processed by IT Cell of Corporate Affairs Directorate |
| (iv) ²⁵ | Approval of Payment of CUG Mobile, ISDN PRI, Internet leased line, etc. | Full Powers | Full Powers | Up to Rs. 50,000 per month (in each case) | Up to a limit of Rs.10,000 per month (in each case) | With Financial Concurrence. |
| M11 | Hiring of Vehicles | | | | | |
| (i) | Hiring of vehicles for official use. | Full Powers | Full Powers | Up to 15 vehicles days per month. | Up to 5 vehicles days per month. | For routine or previously planned usage, hiring shall be centralized under Admn. in Corporate Affairs. However, Sanctioning Authorities under this item may exercise the given powers in situations of emergency for reasons to be recorded in writing. |
| (ii) | Hiring of Bus | Full Powers | Full Powers | Rs. 10000 Per Occasion | Rs. 5000 Per Occasion | |
| M12 | Miscellaneous office expenses | Full Powers | Full Powers | Up to Rs. 10,000 PM | Up to Rs.5,000 Per Month | |
| M13²⁶ | Sanction of Misc. Advance to JMRC employees for meeting emergent expenses | Full Powers | Up to Rs.2,00,000 in each case | Up to Rs. 50,000 in each case | Up to Rs.10,000 in each case | Account of the Miscellaneous Advance shall be maintained as a suspense item in the Misc. Advance Register in Accounts Dept, the item being shown against |

²⁵ Replaced vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016

²⁶ Replaced vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|--------------------------|--|-------------|----------------------|---|---|---|
| | | | | | | the employee's name. Vouchers and return of unused amount should be done within one month to clear the suspense register. |
| M14²⁷ | Sanction of imprest | Full Powers | Full Powers | Up to Rs.5,000 in each case | Nil | With finance concurrence and taking care to avoid proliferation of imprests. |
| M14A²⁸ | Payment of statutory charges, taxes, licence fee, etc. | Full Powers | Full Powers | Up to a limit of Rs.50,000 in each case | Up to a limit of Rs.25,000 in each case | With Financial concurrence, for payment of road taxes, licence fees, royalty to WPC, etc. |
| M15 | Misc. printing of souvenir, publications, ²⁹etc. | Full Powers | Full Powers | Up to Rs.5,000 in each case | Nil | Prior consultation with finance for cases beyond Rs. 1000. Powers for printing are also mentioned in the SOP on store matters. |
| M16 | Entertainment | | | | | |
| (i) | PR Branch | Full Powers | Full Powers | Up to Rs. 25,000 per month | | Expenditure of routine nature involving transport, videography, photography etc. For the purpose of official gathering up to Rs. 2000 each case is delegated to the nominated Director PR Dept. Subject to the expenditure must be within the budget allocation and proper record be maintained by the PR Dept. |
| (ii)³⁰ | Official gatherings/ Meetings | Full Powers | Up to Rs. 10,000 per | Up to Rs. 5,000 per occasion | Up to Rs.2,000 | In consultation with finance in case expenditure is more than Rs. 1000 |

²⁷ Replaced vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016

²⁸ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016

²⁹ Modified vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

³⁰ Replaced vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|----------------|---|-------------|----------------------------|------------------------------------|---------------------------|---|
| | | | occasion | | per occasion | per occasion. |
| (iii) | At the office | Full Powers | Up to Rs. 10,000 per month | Up to Rs. 5,000 per month | Up to Rs. 2,000 per month | On certification basis |
| M17 (i) | Release of corporate advertisement/ display advertisement | Full Powers | Full Powers | Up to Rs. 30,000 per advertisement | Nil | All advertisements to be released through PRO with finance concurrence. |
| (ii) | Release of the tender notice etc. | Full Powers | Full Powers | Full Powers | Nil | |
| M18 | Acceptance and payment of land acquisition award of appropriate authority subject to provision under sanctioned detailed estimate | Full Powers | Upto Rs. 1 Crore | Nil | Nil | In consultation with finance. |
| M19 | Payment of compensation as determined by an appropriate authority for damages to crops and other properties arising out of temporary/ emergent/ permanent acquisition of land etc. | Full Powers | Upto Rs.2 lakhs | Nil | Nil | In consultation with finance. |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------------------|--|-------------|---------------------------------|--------------------|------------------|--|
| M20 | Licensing of JMRC's fixed assets to outsiders/hiring out of JMRC's machinery, tools, plants and other items of stores to outsiders. | Full Powers | Full Powers | Nil | Nil | Prior concurrence of finance will be needed for licensing. Rates at which licensing to be done to be fixed with concurrence of finance. |
| M21 | Acceptance of estimates and payment to government / civic bodies/ PSU's and statutory bodies for shifting power lines, telephone lines and other utilities etc. | Full Powers | Full Powers | Up to Rs. 20 lakhs | Nil | In consultation with finance. |
| M22 | Hiring of accommodation | | | | | |
| (i) | For office/rest house etc. | Full Powers | Full Powers (Corporate Affairs) | Nil | Nil | With finance concurrence. |
| (ii) | Residential accommodation on lease for officers of the corporation | Full Powers | Full Powers (Corporate Affairs) | Nil | Nil | Within the policy approved by MD. |
| M23³¹ | Auction of trees, scrap, unserviceable/ outlived/ obsolete material, etc. | Full Powers | Full Powers | Nil | Nil | Survey & Auction Committee will consist of one JGM / DGM from concerned department, one JGM/ DGM (Stores) and one Sr. EO/EO (Accounts). |
| M24 | Payment of compensation for damages to Govt./ Private property in the course of work. | | | | | |

³¹ Replaced vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|------------|---|-------------|---------------------------------|---|---|---|
| (i) | As per the order of the court/ judicial authority. | Full Powers | Full Powers | Full Powers | Nil | In Consultation with finance. |
| (ii) | Out of court settlement | Full Powers | Rs. 5 Lakhs | Nil | Nil | In Consultation with finance. |
| M25 | Legal Matters | | | | | |
| (i) | Approval to contest/ file suit on service and other matters | Full Powers | Full Powers (Corporate Affairs) | Nil | Nil | The Director (Corporate Affairs) will be the controlling for all such suits |
| (ii) | Engaging of empaneled advocates (i) For Court cases | Full Powers | Full Powers | Nil | Nil | Payment to be made on Govt./JMRC approved rates as applicable. |
| | (ii) For other than Court cases | Full Powers | Full Powers | Nil | Nil | In consultation with Legal Cell. |
| (iii) | Engaging of non empaneled Advocates | Full Powers | Nil | Nil | Nil | |
| (iv) | Engagement of advocates on payment of special fees | Full Powers | Full Powers (Corporate Affairs) | Nil | Nil | Nil |
| (v) | Permission to file suits in courts against outsiders | Full Powers | Full Powers (Corporate Affairs) | Nil | Nil | In Consultation with finance. |
| M26 | Sanction of Expenditure on: | | | | | |
| (i) | Procurement of furniture and office equipment. | Full Powers | Full Powers | Up to Rs. 10000 in each case with the ceiling of Rs. 50000 per annum. | Up to Rs. 2000 in each case with the ceiling of Rs 10000 per annum. | Office equipment, computers, electrical appliances, telecom equipment etc. being procured as per scale laid down/ approved by MD will not require any concurrence or separate sanction. Nominated Staff of the concerned unit will maintain a register to |
| (ii) | Computer, | Full | Full Powers | Nominated ED in | Up to Rs. | |



| S.No | Nature of Power | MD | Director | Executive Director | GM or equivalent | Remarks |
|-------------------|---|-------------|-------------|--|--|--|
| | Peripherals, software and telecom equipment | Powers | | charge of IT Cell: Up to Rs. 25000 in each case with a ceiling of Rs. 2.5 lakhs P.a. | 5000 in each case with a ceiling of Rs. 25000 P.a. | control the ceiling. Every case over and above the approved scale will require concurrence of finance. ³² Note: For electrical/electronic items, technical concurrence of qualified electrical/electronic engineer is to be taken. |
| (iii) | AC and other electrical office appliances | Full Powers | Full Powers | Nominated ED upto Rs. 25000 in each case with a ceiling of Rs 2.5 lakhs p.a. | Nominated GM- up to Rs. 5000 in each case with a ceiling of Rs. 25000 p.a. | |
| (iv) | Procurement of jigs, fixtures and equipment for maintenance | Full Powers | Full Powers | Rs. 50,000 per case with annual ceiling of Rs. 10 lakhs | Rs. 25,000 per case with annual ceiling of Rs. 1 lakh | With finance concurrence above Rs. 5,000 in each case. |
| M27 ³³ | Release of payment for the expenditure sanctioned in this schedule V | Full Powers | Full Powers | Upto Rs. 1,00,000 in each case or upto the power of sanction of expenditure, whichever is higher | Upto Rs. 50,000 in each case or upto the power of sanction of expenditure, whichever is higher | In consultation with Finance, as per approved rates |

³² Modified vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014

³³ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/6007 dated 29.01.2016



SCHEDULE - VI

SCHEDULE OF POWERS IN RESPECT OF FINANCIAL MATTERS

| S. No. | Item | MD | Director (F) | Executive Director | GM | JGM/DGM | Remarks |
|------------------|---|-------------|--------------|--------------------|-------------|---------|--|
| F1 | Opening and closing of Bank Accounts including Term Deposit Accounts | Full Powers | Full Powers | Nil | Nil | Nil | |
| F2 | Authorisation to operate Bank Account | Full Powers | Full Powers | Nil | Nil | Nil | Subject to BoD Resolution specially authorising MD/ Director (Finance) in this behalf. |
| F3 ³⁴ | Powers to make establishment related payments and reimbursement | Full Powers | Full Powers | Full Powers | Full Powers | - | As per policy approved by MD |

³⁴ Added vide notification no. F-1(32)/JMRC/DCA/HR/SOP/2013-14/2282 dated 30.07.2014



SCHEDULE - VII

SCHEDULE OF POWERS IN RESPECT OF EARNINGS MATTERS

| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|--------|--|-------------|--------------------------|--|--|--|
| R1 | To enter into commitment for earnings from Kiosk, short term promotion shops, advertisement, parking etc in Corporate Affairs and co-branding cards etc. in O&S Directorate | Full Powers | Up to Rs. 25 crores each | Up to Rs. 3 Crores with annual ceiling of Rs.60 crores | Up to Rs. 75 lakhs with annual ceiling of Rs.10 crores | With prior finance concurrence. ED/GM to maintain register to watch the ceiling. This is for sanction of estimate. |
| R2 | Pre-qualification of contractors | | | | | |
| | Approval of pre-qualification of contractors | Full Powers | Up to Rs. 25 crores | Up to Rs. 5 crores | Up to Rs. 1 crore | |
| | Committee for pre-qualification | | | | | |
| | For values >Rs. 25 crores, the recommendation will be put up to MD through concerned Director. | | | | | |
| | For all cases beyond Rs. 5 crores 3 ED's with concerned ED as convener along with one ED of another Department and one from Finance {if there is no ED in Finance, this role will be fulfilled by GM Finance nominated by Director (Finance)}. | | | | | |
| | For all cases beyond Rs. 1 crore and up to Rs 5 crores – 3 GMs with concerned GM as convener, one GM from another Department and one from Finance. | | | | | |
| | For all cases up to Rs. 1 crore- 3 JGMs/DGMs with concerned JGM/DGM as convener, one JGM/DGM from another Department and one from Finance. | | | | | |
| R3 | Pre-qualification of Consultants | Full Powers | Full Powers | Rs.10 lakhs | Nil | |
| | Committee for pre-qualification | | | | | |
| | Beyond Rs.10 lacs: concerned ED, one ED of another department and one ED from Finance Directorate (if there is no ED in Finance, this role will be fulfilled by a GM (Finance) nominated by Director (Finance)). | | | | | |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|----------------------------|---|-------------|---------------------|--|---|--|
| | Up to Rs. 10 lacs: The concerned GM from Corporate Affairs, one GM of another Directorate and one GM Finance | | | | | |
| R4(i) | Powers to invite tenders for approved Earnings matters other than consultancy works: (Approved works are the works that appear in the DPR or those against which earning has been approved in accordance with item R1 above.) | | | | | |
| (a) | Open tenders/ tenders from pre-qualified contractors | Full Powers | Up to Rs.25 crores | Up to Rs.3 crores | Up to Rs.50 lakhs | |
| (b) | Limited Tender | Full Powers | Rs.5 crores | Up to Rs.50 lakhs | Up to Rs.10 lakhs | Prior finance concurrence to be obtained. |
| (c) | Single Tender | Full Powers | Nil | Nil | Nil | In consultation with Finance |
| R4(ii) | Powers to invite tenders for consultancy works: | | | | | |
| (a) | Open tenders/ tenders from pre-qualified contractors | Full Powers | Up to Rs.50 lakhs | Up to Rs.10 lakhs | Nil | Prior finance concurrence to be obtained. |
| (b) | Limited Tender | Full Powers | Rs.20 lakhs | Up to Rs.5 lakhs | Nil | |
| (c) | Single Tender | Full Powers | Nil | Nil | Nil | In consultation with Finance |
| R5 | Powers to dispense with calling of tenders for Earning matters and acceptance of quotation(s) | Full Powers | Rs.5 lakhs per work | Rs. 3 lakhs per work with annual ceiling of Rs. 75 lakhs | Rs. 1 lakh with annual ceiling of Rs.20 lakhs | 1. Power to be exercised sparingly only in special cases, in view of urgency to be recorded in each case. 2. Prior finance concurrence to be obtained for works valuing above Rs.15,000 in each case. 3. Register of Works to be maintained for monitoring of Annual ceiling |
| R6(i) (a) | Acceptance of open tenders, tenders from | Full Powers | Up to powers of | Up to powers of invitation of open | Up to powers of | The tender committee shall be nominated by the accepting |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|---------------|--|-------------|--|--|---|---|
| | pre-qualified contractors & limited tenders. | | invitation of open tenders, tenders from prequalified contractors & limited tenders as per R4 (a) | tenders, tenders from prequalified contractors & limited tenders as per R4(a) | invitation of open tenders, tenders from prequalified contractors & limited tenders as per R4 (a) | authority and shall consist of three members at one level below the accepting officer. The convener will be from the concerned Department, the second member will be one officer from another Department (from another Directorate in case of single tenders) and the third shall be a Finance member. For tenders up to 10 Lakhs in value tender committee of two members at one level below the Accepting Authority. |
| (b) | Acceptance of tenders for earning matter invited as single tenders | Full Powers | Nil | Nil | Nil | |
| R6(ii) | Powers for acceptance of consultancy works: | | | | | |
| (a) | Open tenders /tenders from pre-qualified consultants | Full Powers | Up to powers of invitation of tenders for consultancy as open tenders/tenders from pre-qualified consultants & limited tenders | Up to powers of invitation of tenders for consultancy as open tenders/tenders from pre-qualified consultants & limited tenders | Nil | For Consultancy contracts up to Rs.10 lakhs, proposals to be put up with finance concurrence to the accepting authority. The tender committee shall be nominated by the accepting authority and shall consist of three members at one level below the accepting officer. The convener will be from the concerned Department, the second member will be one officer from another Department (from another Directorate in case of single tenders) and the third shall be a Finance member. For tenders up to 10 lakhs in |
| (b) | Limited Tender | Full Powers | | | | |
| (c) | Single Tender | Full Powers | Nil | Nil | Nil | |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|--------------|--|-------------|--|--|--|--|
| | | | | | | value tender committee of two members at one level below the Accepting Authority. |
| R7 | Issue of Acceptance Letter as per the orders of the tender accepting authority. | Full Powers | Full powers | Up to Rs.25 crores | Up to Rs.3 crores | All acceptance letters exceeding Rs.5 lakhs in value will require to be vetted by Finance |
| R8 | Signing of Agreements | Full Powers | Full powers | Up to Rs.25 crores | Up to Rs.3 crores | Agreements to be vetted by Finance. Agreements with foreign companies and other complicated agreements should have prior legal vetting also |
| R9 | Matters concerning contract management | | | | | |
| (i) | Extension of time for completion and determination of the liquidated damages/ penalty | Full Powers | Up to powers of acceptance | Up to powers of acceptance | Up to powers of acceptance | Where MD has accepted the tender, the powers will be exercised by the Director in consultation with Finance. Where the tender has been accepted on time preference basis, the damages will be worked out in consultation with finance. |
| (ii) | Termination of the contract | Full Powers | Up to powers of acceptance | Up to powers of acceptance | Up to powers of acceptance | With finance concurrence if the termination is on grounds other than the failure of the contractor in respect of the conditions of contract. |
| (iii) | Forfeiture of earnest money deposited with tenders and security deposit /performance guarantee | Full Powers | Full powers up to powers of acceptance in accordance | Full powers up to powers of acceptance in accordance with the provisions of the tender / | Full powers up to powers of acceptance in accordance | Where Director has accepted the tender the powers will be exercised by ED in consultation with finance. |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|--------|--|-------------|--|--|--|--|
| | | | with the provisions of the tender / contract. | contract. | with the provisions of the tender / contract. | |
| (iv) | Refund of security deposit | Full Powers | Full powers up to powers of acceptance in accordance with the provisions of the tender / contract. | Full powers up to powers of acceptance in accordance with the provisions of the tender / contract. | Full powers up to powers of acceptance in accordance with the provisions of the tender / contract. | Where MD or Director has accepted the tender the powers will be exercised by ED in consultation with finance. |
| (v) | Variation in quantity in each item of contract (except for lump sum contracts) | Full Powers | Full powers provided the value of the contract is still within the powers of acceptance. | Full powers provided the value of the contract is still within the powers of acceptance. | Full powers provided the value of the contract is still within the powers of acceptance. | For contracts approved by MD/Director, ED can sanction variation in quantities up to 5% of the contract value or Rs.20 lakhs whichever is lower. For contracts approved by MD, Director can sanction variation up to 10% of the contract value or Rs.50 lakhs, whichever is lower. Item wise variation exceeding 25% should be with finance concurrence. Only net variations in the contract (algebraic sums of positive and negative variations) shall be considered for the sanction of the competent authority. |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|--------|---|-------------|---|--------------------|-----|--|
| (vi) | Introduction of new non-scheduled items & scheduled items not covered in the contract | Full Powers | Up to Rs. 5 lakhs | Up to Rs. 1 lakh | Nil | With finance concurrence. |
| (vii) | Introduction of new conditions/ modification of Special conditions of contract | Full Powers | Full powers up to powers of acceptance | | | Finance concurrence to be obtained whether new/modified conditions have financial implications or not |
| (viii) | Imposition/Waiver of penalties on contractors: | | | | | |
| (a) | Imposition | Full Powers | Full powers to the Engineer if quantum of penalties have been specified in the contract agreement; otherwise to the Accepting Authority. | | | |
| (b) | Waiver | Full Powers | Waiver of penalties will require prior finance concurrence and approval of one level higher than the authority which imposed it. However, if MD is the Tender Accepting Authority then power of Waiver of penalties rest with MD. | | | |
| (ix) | Sanction of advance to the Contractor: | | | | | |
| (a) | If provided in the contract agreement | Full Powers | Full powers as provided in the contract agreement. | | | |
| (b) | In other cases | Full Powers | Nil | Nil | Nil | In exceptional circumstances when such an advance is considered essential in the exigencies of the progress of work, approval of MD with prior finance concurrence and at an interest rate of SBI PLR plus 2% against B. G. of equal amount. |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|--------|---|-------------|---|--|--|---|
| (x) | Recovery of damages caused to the corporation | Full Powers | Full powers up to powers of signing of agreement. | | | Amount of damages to be recovered to be vetted by finance. |
| (xi) | Powers to make provisional payments | | | | | |
| (a) | Where the contract period is over and the extension is being processed | Full Powers | Full powers up to powers of acceptance | Full powers up to powers of acceptance | Full powers up to powers of acceptance | For contracts accepted by MD, Directors can authorize provisional payment up to 5% of the contract value or Rs.2 crores whichever is less and ED can authorize provisional payments up to 5% of contract value or Rs.1 crore, whichever is lower (This power to ED is available for contracts accepted by Directors also). Payment in respect of items (Scheduled/non-scheduled) for which rate is not yet decided will be on a provisional rate subject to upward or downward revision when the rate is finalized. The provisional payment will be made with prior concurrence of associate finance. Such provisional payment will have to be cleared expeditiously and not later than within a month of making the payment. |
| (b) | New Non-scheduled/scheduled items not covered in the contract where the rate is not yet decided | Full Powers | Full powers up to powers of acceptance | Full powers up to powers of acceptance | Full powers up to powers of acceptance | |
| (xii) | Variations under Lump sum contracts | Full Powers | Rs.2 crores | Rs. 30 lakhs | Nil | For variation within the powers of ED, a committee of 3 GMs including one from Finance may |



| S. No. | Item | MD | Director | Executive Director | GM | Remarks |
|--------|------|----|----------|--------------------|----|---|
| | | | | | | be constituted. For variation in the powers of the Director, a committee of 3 EDs including one from Finance (or nominated GM from Finance, if ED is not available) may be constituted. |



END OF THE DOCUMENT

The contents of this document are proprietary and confidential to Jaipur Metro Rail Corporation Limited and may not be disclosed in whole or in part at any time, to any third party without the prior written consent of Jaipur Metro Rail Corporation Limited.

All rights reserved. Copyright in the whole and any part of this document belongs to Jaipur Metro Rail Corporation Limited. This work may not be used, sold, transferred, adapted, abridged, copied or reproduced in whole or in part, in any manner or form, or in any media, without the prior written consent of Jaipur Metro Rail Corporation Limited.