



DOP - MARCH 2009

GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS

1. The Delegation of Powers is required to be exercised with strict adherence to the provisions of the Companies Act, 1956, Memorandum and Articles of Association of the Company, relevant directives of the Central Government, policies, rules and regulations of the Company and the Budget as approved by the Corporation from time to time and the principles of financial propriety.
2. The powers delegated to an executive can be exercised by the executive above his level.
3. The powers indicated are subject to budget provisions and also provision in the Project Cost Estimate as approved by competent authorities.
4. Wherever financial limit has been prescribed, this shall mean up to and including that amount. All orders should indicate the reference of financial concurrence and approval of the competent authority.
5. The financial limits specified for purchase/ supply items are exclusive of taxes, duties, octroi, transportation etc..
6. Level of financial concurrence should be as per delegated authority in the DOP. Exception / clarifications required or difficulty faced, if any is to be relaxed with the approval of CMD.
7. "Full powers" wherever mentioned shall mean and include delegation of powers to the CMD only and shall in no case exceed the powers delegated to the CMD.
8. In exceptional circumstances, wherein an immediate decision in any matter not delegated is required on account of safety of the assets of the Corporation, or to prevent damages and losses to assets and within the ambit of operational efficiency and necessity, the Officer can exercise powers delegated not exceeding the next level above him, up to the powers delegated to ED and send a report immediately to the concerned officer for ex-post facto approval as early as possible but within 7(seven) days. The power may only be exercised when senior level officer cannot be contacted and their decision cannot be obtained. This will not apply to the powers



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relating to the modification in terms of contract, payment to supplier/contractor, award of contract (except work orders) or similar nature, which can await the decision of the concerned officer.

9. For better control, all proposals of various offices of the project are to be first cleared from the office of the HOP. Powers can then be exercised by respective subordinate officials with finance concurrence.
10. Financial Power given to HOP and other functionary groups at Project as per DOP shall be exercised after due vetting by the Head of Project (Finance) not below the level of Managers (F&A) . In Projects where Head of Finance is below the level of Manager (F&A), specific relaxation shall be given on request of the concerned HOP. It has been decided that the Financial Power given to Head of Projects (HOP) and other functionary groups at Project as per Delegation of Power (DOP), shall be exercised after due vetting by the Head of Project Finance not .below the level of Manager (F&A)