

Hindustan Copper Limited  
Corporate Office  
Kolkata

No. SCY/DELE/HO/05-06

12.10.2017

OFFICE ORDER

Sub: Delegation of Powers of Unit Heads, HCL

1. Vide Circular No. SCY /DELE/HO/05-06 dated 14.1.2006 detailed Delegation of Power (DoP) to the Unit Heads of HCL in respect of the following was issued by the Company Secretary:

- (i) Plant, Machinery & Stores/Spares
- (ii) Works Contract
- (iii) Transportation Contract
- (iv) Establishment &
- (v) Miscellaneous

2. The DoP issued to the Unit Heads was subsequently amended by issuance of following Office Order/ Circular:

- (i) Office Order No. SCY/DELE/HO/05-06 dated 7.6.2006
- (ii) Circular No. HCL/HO/ M&C/ Circular/ 10-11 dated 21.1.2011
- (iii) Circular No. HCL/HO/ M&C/ Circular/ 10-11 dated 22.2.2011

3. Gujarat Copper Project (GCP), the fifth unit of HCL, located at Bharuch, Gujarat has been commissioned on 6.10.2016.

4. In view of above development, the DoP issued to Unit Heads and subsequent amendments thereto, as mentioned above, have been consolidated and extended to Unit Head of GCP also at par with KCC, ICC and MCP.

5. The consolidated DoP is enclosed herewith and comes into force with effect from 12.10.2017 and shall supersede all previous Office Order/ Circular issued in this regard. This has the approval of the competent authority.

  
(C S Singhi)

GM (IA) & Co Secretary

Encl: As stated

Distribution:

All Unit Heads  
All HoDs at CO

PS to CMD/ D (P)/ D (M)

SCHEDULE OF POWERS OF UNIT HEADS OF KCC, ICC, MCP, GCP AND TCP (w.e.f. 12.10.2017)

Sl. No.	Nature of Power	Unit Heads of KCC, ICC, MCP & GCP	Unit Head of TCP
1	2	3	4
	<b><u>PLANT, MACHINERY &amp; STORES / SPARES</u></b>		
1	Acceptance of tenders when limited tenders are invited and when :  i) More than one valid tender is received and the lowest tender is accepted  ii) Only one tender is received and accepted	Upto Rs.2.0 lakh for individual item and Rs. 4.0 lakh for group of items.  -do-	Upto Rs.2.0 lakh for individual item and Rs. 4.0 lakh for group of items.  -do-
2.	Acceptance of tenders when open tenders (through Web Hosting with/without Press advertisement) are invited and when:  i) More than one valid tender is received and the lowest tender is accepted  ii) Only one tender is received and accepted	Upto Rs. 75 lakh, both for indigenous and imported items (FOB value basis).  Upto Rs.10 lakh, both for indigenous and imported items (FOB value basis).	Upto Rs. 20 lakh, both for indigenous and imported items (FOB value basis).  Upto Rs.10 lakh, both for indigenous and imported items (FOB value basis).
3.	i) Invite and accept single tender(other than OEM)	Upto Rs.2.5 lakh, both for indigenous and imported items (FOB value basis) (To send a consolidated report every month to HO for cases more than Rs.1.0 lakh).	Upto Rs.2.5 lakh, both for indigenous and imported items (FOB value basis) (To send a consolidated report every month to HO for cases more than Rs.1.0 lakh).

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	II) Invite and accept single tender (in case of OEM)	Upto Rs. 5.0 lakh, both for indigenous and imported items (FOB value basis).	Upto Rs. 2.5 lakh, both for indigenous and imported items (FOB value basis).
4.	Place purchase orders without calling tenders in emergent cases	Upto Rs. 50,000 (Justification for not calling tenders is to be recorded in writing).	Upto Rs. 50,000 (Justification for not calling tenders is to be recorded in writing).
5.	Acceptance of single offer of PSUs	Upto Rs.100 lakh	Upto Rs.100 lakh
6.	Power to place repeat orders	Existing contract within the delegated powers of Unit Head can be extended on same terms and conditions, provided the performance against existing contract has been satisfactory and further provided that there is no downward trend in prices. Repeat order is permissible for once only normally within one year from the date of issue of order upto a maximum quantity of 50% of the original order.	Existing contract within the delegated powers of Unit Head can be extended on same terms and conditions, provided the performance against existing contract has been satisfactory and further provided that there is no downward trend in prices. Repeat order is permissible for once only normally within one year from the date of issue of order upto a maximum quantity of 50% of the original order.
7.	First time procurement	Upto Rs. 1,00,000/- (Monthly consolidated report to be sent to Director-in-charge of Materials).	Upto Rs. 50,000/- (Monthly consolidated report to be sent to Director-in-charge of Materials).
8.	To declare stores as surplus, unsaleable, obsolete or scrap as recommended by a duly constituted committee.	Upto Rs. 50,000/- in each case.	Upto Rs. 50,000/- in each case.
9.	Write off	Write off of any item of Stores, Equipment, Tools, Plant or Machinery value of which does not exceed Rs.1.0 lakh in each case.	Write off of any item of Stores, Equipment, Tools, Plant or Machinery value of which does not exceed Rs.1.0 lakh in each case.

*K. Singh*

Sl. No.	Nature of Power	Unit Heads of KCC, ICC, MCP & GCP	Unit Head of TCP
1	2	3	4
	<b><u>WORKS CONTRACT</u></b>		
1.	Acceptance of tenders when open tenders (through Web hosting and/or press advertisement) are invited and when :		
	i) More than one valid tender is received and the lowest tender is accepted.	Upto Rs. 30 lakh	Upto Rs. 20 lakh
	ii) Only one tender is received and accepted	Upto Rs. 3 lakh (To send a consolidated report every month to HO for cases more than Rs. 1.0 lakh).	Upto Rs. 2 lakh (To send a consolidated report every month to HO for cases more than Rs. 1.0 lakh).
2.	Acceptance of tenders when limited tenders are invited and when :		
	i) More than one valid tender is received and the lowest tender is accepted.	Upto Rs.20 lakh	Upto Rs.10 lakh
	ii) Only one tender is received and accepted	Upto Rs.2.5 lakh (To send a consolidated report every month to HO for cases more than Rs. 1.0 lakh).	Upto Rs.1.0 lakh (To send a consolidated report every month to HO for cases more than Rs. 50,000/-).
3.	Invite and accept single tender ( only in case of OEM)	Upto Rs.2.5 lakh	Upto Rs.2.5 lakh
4.	Acceptance of contract without calling for limited or open tenders in emergent cases, reasons to be recorded in writing.	Upto Rs.25,000/-.	Upto Rs.25,000/-.
5.	Acceptance of single offer of PSUs	Upto Rs.40 lakh.	Upto Rs.40 lakh.

*K. Singh*

Sl. No.	Nature of Power	Unit Heads of KCC, ICC, MCP & GCP	Unit Head of TCP
1	2	3	4
	<b>TRANSPORTATION CONTRACT</b> (Excepting imported cathode and concentrate, inter godown / inter unit movement of finished and semi-finished products) (within respective Budgetary Provision)		
1.	Issue and Acceptance of tenders when open tenders are invited and when :  i) More than one valid tender is received and the lowest tender is accepted  ii) Only one valid tender is received and accepted	Upto Rs. 50 lakh  Upto Rs. 10 lakh (To send a consolidated report every month to HO for cases more than Rs. 2.0 lakh).	Upto Rs. 30 lakh  Upto Rs. 5 lakh (To send a consolidated report every month to HO for cases more than Rs. 1.0 lakh).
2.	Issue and acceptance of tender when limited tenders are invited and when (Reasons for limited tender to be recorded) :  i) More than one valid tender is received and the lowest tender is accepted.  ii) Only one valid tender is received and accepted	Upto Rs. 30 lakh.  Case to be referred to HO along with reasons / justification why single tender should be accepted.	Upto Rs. 10 lakh.  Case to be referred to HO along with reasons / justification why single tender should be accepted.
3.	Engagement of Transporter without calling tenders in emergent and adhoc cases (Justification for not calling tenders are to be recorded in writing).	Upto Rs.25,000/- (with reason to be recorded, subject to annual limit of Rs.3.0 lakh).	Upto Rs.25,000/- (with reason to be recorded, subject to annual limit of Rs.3.0 lakh).

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4.	Powers to place repeat orders (Reasons to recorded in writing).	Existing contract within the delegated powers of Unit Head can be extended on same terms and conditions, provided the performance against existing contract has been satisfactory and further provided that there is no downward trend in prices. Repeat order is permissible for once only upto a maximum quantity of 50% of the original order.	Existing contract within the delegated powers of Unit Head can be extended on same terms and conditions, provided the performance against existing contract has been satisfactory and further provided that there is no downward trend in prices. Repeat order is permissible for once only upto a maximum quantity of 50% of the original order.
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Sl. No.	Nature of Power	Unit Heads of KCC, ICC, MCP, GCP & TCP
1	2	3
	<b><u>ESTABLISHMENT</u></b>	
1.	Appointment	Full powers up to Class II level subject to prior administrative Approval.
2.	Promotion	Full powers below Class II level and for Class II level subject to prior Administrative approval.
3.	Transfer of Officers & Staff (within the unit)	Full powers up to Class II level.
4.	Termination of Service	-do-
5.	Acceptance of resignation	-do-
6.	Disciplinary powers	Full powers in respect of E-1 and E-2 level employees and below.
7.	Appellate authority	Project Head will be the Appellate Authority in all cases where the controlling authority is the disciplinary authority. This will, however, not apply to those cases (of Class I Officers) where he himself is the disciplinary authority.

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8.	Fixation of initial pay	Full powers up to Class II level.
9.	Extension of joining time	Full powers up to 30 days, up to Class II level.
10.	Clearance of probation	Full powers up to E-II level employees.
11.	Fixation of pay on promotion	Full powers (intimation to be set to HO Personnel Department in respect of Class I Officers).
12.	Grant of leave as per rules	Full powers for officers and staff under his control.
13.(a)	All matters relating to TA & LTC	Full powers as per rules.
(b)	Grant of TA to candidates called for interview or joining duty on initial appointment	-do-
(c)	To allow employee to travel higher class of accommodation/by Air	Full powers as per rules (Report to HO).
14.	Grant of conveyance allowance to officers & staff	Full powers subject to guidelines issued by HO and budgetary provision.
15.	Reimbursement of legal expenses incurred by employees for Company's work	Full powers, when proceedings have arisen out of the affairs of the Company.
16.	Reimbursement of medical expenses as per rules including his own claim	Full powers as per rules.
17.	Grant of ex-gratia payment to employees	Full powers up to Rs. 500/- in each case subject to an annual limit of Rs.5000/-.
18.	Payment to employees arising out of statutory enactments and rules, regulations etc. there under.	Full powers.
19.	Sanction of permanent advance (Imprest)	Full powers up to Rs.2,000/- in any individual case.

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20.	To fix installments for recovery of over-payment of pay and allowance	Full powers.
21.	Payment of Gratuity	Full powers.
22.	To engage casual/budly worker on daily wages basis against leave vacancy	Full powers at approved rates.
23.	Forwarding of applications	Full powers up to E-II level employees.
24.	Investigation of arrear claim	Full powers.
25.	To decide the headquarters and sphere of duty of all staff under his control	Full powers.
26.	Permission to handover charge away from headquarters	-do-
27.	To decide the point of termination/ commencement of journey.	-do-

Sl. No.	Nature of Power	Unit Heads of KCC, ICC, MCP, GCP & TCP
1	2	3
	<b><u>MISCELLANEOUS</u></b>	
1.	Constitution of Tender opening/Evaluation Committee	Full powers within the delegated financial powers for respective cases as applicable.
2.	To sanction write-off of losses not due to theft, fraud or negligence ( with financial concurrence)	Full powers up to Rs. 5,000/- in each case provided loss is not caused by carelessness, dishonesty of employees.
3.	To sanction write-off of losses due to theft or negligence subject to enquiry (with financial concurrence)	Full powers up to Rs. 2,500/- in each case where it is not possible to affect recovery.

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4.	Write off shortage of articles of dead stock, loses of stores, tools and plant	Full powers up to Rs. 5,000/- for each case provided the write off is not occasioned by negligence, carelessness or dishonesty of employees (Cases over Rs. 2,000/- to be reported to HO).
5.	To sanction and incur capital expenditure subject to budget allocation	Project Head can sanction and incur capital expenditure, other than on township, up to Rs.5,000/- (expenditure not to exceed Rs.1.0 lakh in a year).
6.	To incur entertainment expenses	Full powers as per allocation given by HO.
7.	Expenditure on ceremonial occasions	As authorized by CMD.
8.	To sanction residential telephones	Full powers.
9.	Advertisement & Publicity charges	-do-
10.	Disposal of miscellaneous properties such as, temporary structure etc. subject to write off action	-do-
11.	To institute, conduct and defend any legal proceedings by or against company on its officers in connection with the affairs of the Company	-do-
12.	Contribution for staff welfare	Up to Rs. 2,000/- in each case subject to an annual limit of Rs.10,000/-.
13.	Execution of contracts & deeds	Full powers
14.	To sub-delegate powers to subordinate officers	Full powers
15.	Purchase of books and periodicals etc.	Full powers subject to budgetary limits.

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16.	Maintenance/repair of vehicles, office equipment, furniture, electrical appliances, fittings etc.	Full powers
17.	Liveries and clothing	Full powers subject to rules of the Company.
18.(a)	Hiring of vehicles for official use (subject to budget approval)	Full powers.
(b)	To send Company's vehicle outside the headquarters for official purpose	Full powers.
19.	Hot and Cold weather amenities	Full powers.
20.	Rents, Rates and Taxes (for official work)	-do-
21.	Telephones, Electricity and water charges (for official work)	- do -
22.	Postage and telegrams (for official work)	- do -
23.	Conveyance charges (for official work)	- do -
24.	To arrange sale/disposal of surplus and obsolete stores	Full powers at book value or market value whichever is higher.
25.	To dispose of any other movable property which is obsolete in nature subject to write off action	Full powers written-down value

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NOTE :

1. All tender enquiries to be floated for regular items on annual requirement basis with phased delivery schedule.
2. All enquiries/tender for procurement/sale/outsourcing services etc. by units shall henceforth necessarily have to be done by putting the tender document/enquiry etc. on HCL's website after stipulating bidder pre-qualification criteria and specification of items in unambiguous terms in the tender documents/enquiry/NIT except in the following :
  - a) Where the annual consumption value/requirement of individual item is up to Rs. 1.0 lakh.
  - b) Where the annual consumption value/requirement of a number of items together is up to Rs. 2.0 lakh.

The Unit Heads shall be required to approve the pre-qualification criteria of the bidders and material specification/scope of work to be stipulated in the tender enquiry within their delegated powers.

3. The Unit Heads to send a consolidated month-wise list of tender enquires approved at the Unit level for value exceeding Rs.1.0 lakh for single tender and Rs.5.0 lakh for open tender to the concerned functional Directors indicating description, quantity, unit value, last awarded value, party's name etc.
4. Proposals beyond the delegated powers of Unit Heads should be forwarded to the concerned department in the corporate office for scrutiny, financial concurrence and approval to the concerned functional Directors.

Further all proposals referred to HO should be accompanied by a Fact Sheet inter alia highlighting the following:

- a) Brief description of proposal;
- b) Justification for the proposal along with basis of estimates of the indent/proposal;
- c) The original cost of the equipment in case of procurement of Spares/Repair of equipment;
- d) Last ordered rate and reasonability of current rate;
- e) When the material is likely to be put to use;
- f) Quantity consumed during last one year/average consumption per month (basis for the recommended quantity should have linkage with approved specific consumption norms and for spares where specific consumption is not available it should be based on actual consumption in previous years;
- g) Quantity proposed to be procured, No. of months consumption and current stock position;

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- h) Value of proposal;
5. Excepting the items where specifically prescribed otherwise, the delegated powers shall be exercised with concurrence of the Finance Department of the Project for all matters having financial bearing exceeding Rs.5000/- (Rupees five thousand only) in each case.
  6. Further, all powers shall be exercised within the approved budget limits wherever applicable.
  7. All powers shall be exercised within the relevant provisions of Acts/Laws/Rules of the Country/State and the Policies/Procedures prevalent in the Company and within the frame work/guidelines of CMD/Board.

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