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THE FOLLOWING POWERS HAVE BEEN DELEGATED TO THE  
MANAGING DIRECTOR BY THE BOARD OF DIRECTORS AT THE  
NINTH MEETING OF THE BOARD HELD ON 28.8.1961

FINANCIAL  
POWERS:-

- 1: Subject to such specific restrictions as are hereinafter prescribed, power to sanction, in consultation with Financial Controller (FC), expenditure and authorise disbursements within the allocations made for specific purposes in the approved budget provided that any such item of expenditure or disbursement does not exceed Rs 5 lakhs.
- 2: Within the power to sanction expenditure delegated under para 1 and in consultation with F.C.
  - (a) Power to enter into and execute contracts, after inviting tenders, for the procurement of stores and materials ( other than plant and machinery ), or for other purposes, upto a limit of Rs 5 lakhs in each case, subject to a statement being submitted to the Board subsequently of each such individual item as exceeds one lakh rupees.
  - (b) Power to enter into and execute contracts after inviting tenders, for procurement of plant and machinery of which the cost does not exceed 1 lakh rupees for any individual item.

**NOTE:** The delegations in sub-para (b) is subject to the condition that a statement shall be submitted to the Board at the earliest opportunity of each such individual item as exceeds fifty thousand rupees.

- (c) Power to enhance contract rates upto a limit of 10% in cases where the M.D. is competent to enter into contracts under sub-para (a) and (b) above. The reason for enhancement should be recorded in writing in every case and reported to the Board.

**NOTE:** The delegation in this sub-para includes power to sanction extra items not covered by the original contract provided that the total value of such extra items does not exceed 10% of the amount of such contract or Rs 50,000/- whichever is less. This will be further subject to the condition that in cases where extra items occur in substitution of agreement items, the gross amount of the extra items ( and not the difference between the extra items and the agreement items ) will be taken into account for the purposes of the aforementioned limits.

- (d) Power to accept a tender other than the lowest in cases where the M.D. is competent to enter into contracts, provided the reasons for not accepting the lowest tender are recorded in writing.

2 (A) Power to invite limited or single tenders in cases where the invitation of such tenders is permitted under the purchase rules of the Corporation, and in absence of such Rules, under the prevalent practices in other public Sector Undertakings.

2 (B) Power to register, in consultation with the Financial Controller firms for supplies and services ( other than Civil Works ) to the Corporation on a rate contract basis, in case of supplies of materials like furniture and fittings, stationery, tents and tent equipment printing work, transportation of stores and materials etc. etc., after invitation of tenders.

3- Power to incur, with the concurrence of the F.C. expenditure in emergent circumstances:

*Amended as per endsl. on each page. N/ 4/5*

i) On objects for which there is no specific provision in the approved budget upto a limit of Rs 250/- for recurring and 5000/- for non-recurring; or

ii) In excess of allocations for specific purposes in the approved budget provided such excess does not exceed 10% of the original allocation or Rs 50,000/- whichever is less and does not involve a re-appropriation exceeding this amount.

Provided further, that as a result of the additional expenditure the total budget for the year is not exceeded. A statement of all sanctions issued under this paragraph shall be submitted to the Board at the earliest opportunity.

*4- / of such reappropriation does not exceed Rs 1,000/-*

4- Power to sanction re-appropriation of funds between Heads Subordinate to a Minor Head where the amount/and with the concurrence of F.C. upto any limit between Heads subordinate to a Major Head provided the nature of expenditure to be incurred as a result of such reappropriation is in accordance with an approved project or scheme.

5- Power to make purchases in the open market at current rates, when no response is received to a tender notice upto Rs 5,000/- in each case and beyond that upto Rs 20,000/- with the concurrence of F.C.

6- Power to make purchase, in special cases, of articles of stationery, furniture and fittings, electric equipment, typewriters, duplicating and accounting machines and other consumable articles of day to day nature from recognised dealers within or outside the State at current market rates without invitation of tenders, upto Rs 500/- in each case and Rs 10,000/- a year and beyond that with F.C.'s concurrence but only upto Rs 50,000/- a year, where the invitation of tenders is likely to cause delay or inconvenience without much advantage.

7- Power to sanction with the concurrence of F.C. actual expenses incurred on transport outside the State in the course of performance of his duties or by any member of the Company Staff.

The expenditure of this nature beyond the state will be, wherever considered necessary by the Managing Director, sanctioned by debit to contingent grant.

- 8- Lower to sanction, with the concurrence of F.C. expenditure of an extra-ordinary nature upto Rs 250/- at a time subject to a limit of Rs 5,000/- for a year.
- 9- Lower to sanction expenditure on entertainments by debit to the annual entertainment grant of the Project or Scheme concerned, provided the amount of such entertainment on any one occasion does not exceed Rs 500/- cases where the expenditure exceeds Rs 500/- should be reported to the Board.
- 10- Lower to sanction, in consultation with F.C. grants to cultural and charitable local institutions not exceeding Rs 2,000/- per year.
- 11- Lower to provide, with the concurrence of F.C and subject to a specific budget provision, for the welfare of employees of the company and / or their dependants by grants of money, provided each such grant does not exceed Rs 500/- at a time and for a specific purpose.
- 12- Lower to waive, with the concurrence of F.C. compensation for loss due to failure of a contractor in all cases where the M.D is competent to enter into contracts by virtue of the delegations made to him.

NOTE:- All individual cases where the loss written off under this delegation exceeds Rs 5,000/- would be brought to the notice of the Board.

- 13- Lower to accord, in consultation with F.C. administrative approval to works:
  - a) Other than residential buildings upto five lakhs.
  - b) Relating to residential buildings upto two lakhs.

NOTE: This delegation is subject to the condition that the construction programme in respect of category of buildings or works has been duly approved by the Board while sanctioning the projects or schemes concerned or separately.

- 14- Lower to accord technical sanction to the detailed estimates of:
  - a) Original works or parts thereof and special repairs upto Rs 2 Lakhs and beyond that with the concurrence of F.C. provided that:
    - i) There is a sanctioned project estimates.
    - ii) There is specific provision in the project estimate to cover the particular item of work; and
    - iii) The amount technically sanctioned does not exceed the amount administratively approved by the competent authority by more than 5 per cent.
  - b) Works of maintenance and repairs, provided

- budget provision exists.

- 15- Lower to sanction, in consultation with F.C. excess expenditure over the estimates in the original technical sanction upto 5 per cent provided that:
- i) The excess is to cover items not provided for in the technical sanctions to estimates;
  - ii) The said excess is not due to any material alterations in the sanctioned designs, and
  - iii) The total cost including the excess does not exceed the amount for which the work stands administratively approved, by more than 5 per cent.
- 16- Subject to budget provision and availability of funds, power to create, with the concurrence of the F.C. temporary posts in grades the maximum cases Rs 1150/- p.m. for a period posts in grades the maximum of which does not exceed Rs 850/- p.m. and in emergent cases Rs 1150/- p.m. for a period of not more than one year, and to extend the duration for further periods so as, however, not to exceed a total duration of eighteen months provided that the pay and allowances of the posts so created do not exceed the prescribed rates, if any, for corresponding class of in the regular cadre.
- NOTE: 1 Temporary posts in grades the maximum of which exceeds Rs 850/- p.m. and where the effect of such creation is to increase the total provision on establishment as a whole shall be reported to the Board for confirmation at the earliest opportunity.
- NOTE: 2 A six monthly statement of all posts created under this delegation shall be submitted to the Board.
- 16(a) Lower to grant, with concurrence of the F.C., duty allowance not exceeding Rs 25/- p.m. in any one case to employees of the Corporation the maximum of whose pay scale does not exceed Rs 500/- p.m. for specific jobs or duties, which are special and outside their ordinary duties and which necessitate regular extra hours of work."
- 17- Subject to budget provision, power to create work-charged establishment carrying a pay upto a maximum of Rs 500/- p.m. for each person employed in the execution of the work provided that:
- i- Provision for work-charged establishment exists in the sanctioned estimate of the work.
  - ii- The classes of posts to be charged to works have been determined in consultation with F.C.
  - iii- The pay and allowances of any such appointments do not exceed the prescribed scales in cases where such scales have been laid down by the competent authority for any particular class of appointments.
- 18- Lower to fix, in consultation with F.C. wage-rates of daily labourers, both skilled and un-skilled, for .....

- projects and schemes under the company where such rates have not already been specifically approved in the relevant sanctioned projects or schemes.

- 19- Subject to budget provision, power to grant rewards, upto Rs 200/- in each case, to company employees or private persons, giving information which leads to the location of useful minerals in the state or for rendering assistance in the safeguarding of the interests of the mining projects and schemes under the company-
- 20- Power to sanction, in consultation with F.C. upto Rs 500/- in each case, gratuities in favour of persons whether workmen or not, other than those in regular service of the company who sustain injuries while employed on behalf of the company as well as in favour of survivors of the persons who lose their lives in the performance of their duty during such employment.
- 21- Power to grant, in accordance with relevant rules and with the concurrence of F.C. compensation to the company employees under the workmen's compensation Act.
- 22- Power to write off, with the concurrence of F.C., irrecoverable value of stores, live stock or company money lost by fraud or negligence of individuals or other causes, upto Rs 500/- in each case subject to a limit of Rs 10,000/- in a year.
- 23- Power to declare stores as surplus or unserviceable and to order their disposal by auction or otherwise and write down the difference between the sale or auction proceeds and the original value of such stores in cases where their book values do not exceed Rs 50,000/- with the concurrence of F.C.
- 24- Power to dispose of with the concurrence of F.C. deteriorated materials (produced in different projects under the company) by auction and write off the difference between the price realised and the cost of production provided suitable action is taken against the employees due to whose negligence the materials might have not deteriorated and further that the total loss thus written off does not exceed Rs 25,000/- in a year.
- 25- Power to sell, in consultation with F.C., stores to private parties for full value plus a fair addition for handling and storage charges, if incurred and to waive or reduce in suitable cases such handling and storage charges.
- 26- Power to fix, in consultation with the F.C. hire charges of mobile equipment and machinery including vehicles, and sanction reduction or revision of such charges where necessary.
- 27- Subject to budget provision, power to sanction the purchase of books and periodicals of a technical, scientific or legal nature, where expenditure on any one book or periodical does not exceed Rs 50/- and with the concurrence of F.C. upto Rs 150/-
- 28- Power to subscribe to Newspapers and Journals in consultation with F.C.
- 29- Power to sanction allowances to sweepers and

Bhishties, provided the amount of such allowance does not exceed Rs 15/- p.m. and beyond that with the concurrence of F.C.

- 30- Subject to budget provision, power to sanction the installation of telephone connections in the offices and institutions under the company and with the concurrence of F.C. residential connections.
- 31- Subject to budget provision, power to sanction rents, rates or taxes payable under any law of the Union or a State Government or any local authority.
- 32- Subject to budget provision, power to incur expenditure on postage and telegrams.
- 33- Subject to budget provisions, power to sanction supply of liveries, belts, badges etc. in accordance with the scales and conditions prescribed in consultation with F.C.
- 34- Lower to get the printing work done at any press in emergent cases after inviting verbal quotations, provided such work on any one occasion does not cost more than Rs 2,500/-
- 35- Lower to permit his subordinate officers to remit by money order at the expenses of the company, the pay and allowances, T.A. and contingent charges of establishment serving at a distance of more than 10 miles from the place where such charges are drawn.
- 36- Lower to sanction purchase of electric fans, boats, animals, typewriters, duplicators and other Accounting machines, subject to specific budget provision and within the prescribed scales, if any.
- 37- Power to rent, accommodation for all purposes upto Rs 250/- ---/
- 37(A) Lower to incur transportation charges on the transport of stores and materials of the Corporation through approved transport agencies or at prevailing market rates.
- 38- Lower to insure and keep insured against or damage by fire or otherwise for such period and to such extent as the M.D. may think proper all or any part of the buildings, machinery goods, stores, produce and other movable property of the company either separately or conjointly; also to insure all or any portion of the goods, produce machinery and other articles imported by the company provided F.C. is consulted.
- 38(A) To sanction all other expenditure upon items not specified in detail in the sanctioned budget under 'Other Charges' and Furniture and Fittings of the major head concerned and not otherwise provided for in these delegations up to Rs 500/- for any one item non-recurring and with the concurrence of F.C. upto Rs 100/- Recurring and Rs 5,000/- Non-recurring.
- 39- In consultation with F.C., power to invest and deal with any of the money-s of the company not immediately required for the purposes thereof, upon such securities and in such manner as the M.D. may think fit and from time to time to vary or realize such investments.

---/per month  
and beyond that  
upto Rs 500/- p.m.  
in consultation with  
F.C.

40- Power to execute contracts, deeds, instruments and assurances of property and in particular,

- i) All servide agreements.
- ii) Security bonds for due performance of duties by company servants, and
- iii) Leases and purchases of houses, lands or other immovable property.

NOTE:- This power will cover power to sanction ferry ghats, trees, fishing tanks, grass gravel, weekly markets etc.

41- Power to order, in consultation with F.C. demolition of temporary structures or their sale for demolition.

42- Power to grant, in consultation with F.C. advances to staff for purchase of conveyances subject to budget provision and such rules as may be applicable from time to time.

43- Power to re-imburse, in consultation with F.C., to an employee of the company medical charge incurred by him in accordance with such rules as may be applicable in his case.

44- Power to sanction, in consultation with F.C. payment of travelling allowances in favour of exports, consultants, candidates for interview, etc. subject to any scales or rates laid down by the Board, provided such payment on any one occasion does not exceed Rs 2,000/- and the annual expenditure on this account does not exceed Rs 25,000 /-

45- In consultation with F.C. power to pay expenses in instituting or defending cases in a court of law or obtaining legal advice in cases concerning the affairs of the company.

Note:- 1. If, in respect of any powers delegated to the Managing-Director which he has to exercise in consultation with or with the concurrence of the Financial Controller, there be any difference of opinion, action may be taken in accordance with the orders of M.D who will make full report of such cases to the Board at the earliest opportunity.

NOTE: 2. The powers delegated above (from item 1 to 45) are in supersession of those delegated to the M.D under B.A. NO 8(i) dated 9.1.1961.

#### ADMINISTRATIVE POWERS.

1- Power to select and appoint, on the advice of an appropriate selection committee to be constituted by the M.D all staff against sanctioned posts of which the maximum pay does not exceed Rs 1150/- p.m.

NOTE:1 It will not be essential to constitute selection committees for recruitments of daily-rated or work charged staff whose maximum basic salary does not exceed Rs 50/- p.m.

NOTE:2 The Managing Director will, with the concurrence of F.C. be competent at the time of initial ..



Fixation of pay, to sanction advance increments upto five in case of posts whose maximum does not exceed Rs 850/- and four in case of posts whose maximum exceeds Rs 850/- but does not exceed Rs 1150/- per month respectively. A report of such sanctions will be submitted to the Board.

- 2- Power to make on the recommendations of the Departmental promotion Committee/s to be constituted by the Managing Director for the purpose, promotions to posts in regular or officiating vacancies, of which the maximum pay does not exceed Rs 1150/- p.m.
- 3- Power to transfer all officers and staff under him whose maximum pay does not exceed Rs 1400/- p.m.
- 4-
  - a- Power to grant all kinds of leave to the Company staff the maximum of whose pay scales does not exceed Rs 1150/- p.m. and privilege leave or earned leave upto one month in respect of other officers under his administrative control.
  - b- Power to commute retrospectively periods of absence without leaves into leave without allowances in respect of employees of the Company whom he is competent to appoint.
- 5- Power to decide in consultation with F.C. any question of leave to be earned by an employee while on deputation outside the State of Jammu and Kashmir in the interest of the company.
- 6- Power to settle foreign service terms with the concurrence of F.C. in respect of persons borrowed for the company for posts the maximum of which does not exceed Rs 1400/- p.m.
- 7- Power to open or abolish regional or branch officer of the company and to incur necessary expenses within his competence in connection therewith, with the concurrence of F.C.
- 8- Subject to budget provision, power to sanction, with the concurrence of F.C. honorarium or bonus to any employee of the company drawing a basic pay upto Rs 600/- only for work done which is special or outside the ordinary course of his duties provided the amount of such honorarium does not exceed Rs 150/- in any particular case and the work in the estimation of Managing Director deserves some monetary reward.
- 9- Power to permit an employee under his administrative control to accept a fee or reward from a private person or a private body independent of the Company for work done for that person or body, provided the employee has undertaken the work with the knowledge and sanction in writing of the M.D and it is certified by the M.D that the work can be carried out without detriment to his duties in the Company.
- 10- Power to suspend, reduce, remove, dismiss, or punish in any other manner permissible under the rules, any employee of the Company under his administrative control, whom he is empowered to appoint for good and sufficient reasons and on departmental proceedings. All cases of removal, dismissal or .....

reduction in rank of personnel working in grades, the maximum of which is not less than Rs 600/- p.m., shall be reported by the M.D. to the Board.

- 11- Power to terminate the services of any employee of the Company under his administrative control in accordance with the terms of his contract.
  - 12- Power to abolish any temporary post created by M.D.
  - 13- Power to authorise delivery of charge in respect of Officers and staff of the company at a place other than their Headquarters in the interest of the Company.
  - 14- Power to extend, in consultation with F.C. the period of joining time of any member of the Company staff, who, due to circumstances beyond his control, may fail to join his new appointment within the prescribed period, in cases where the maximum of the pay scale of the employee does not exceed Rs 1150/- p.m. and the total period of joining time after such extension does not exceed 30 days.
  - 15- Power to grant, in consultation with F.C. conveyance allowances to officers and staff on such scales as may be approved by the Board.
  - 16- Power to sanction in consultation with F.C. cycle allowance not exceeding Rs 5/- p.m. to subordinate staff whose maximum pay does not exceed Rs 300/- p.m.
  - 16-A. Power to sanction, in consultation with the F.C., advances of pay, including Dearness allowances, upto one month to any employee of the Corporation the maximum of whose pay scale does not exceed Rs 500/- p.m. for medical treatment of the employee or any member of his family wholly dependent on him, subject to recovery of such advance in instalments not exceeding five, provided the employee furnishes a security, for repayment of the advance in question, of a permanent Government Servant of the Central or the Jammu & Kashmir Government and ailment is of a serious of prolonged nature to justify the advance."
- NOTE:- This power will be exercised only in cases of employees of the Corporation other than deputationists and so long only as there are no Provident Fund Rules or Medical Benefit Rules for the employees of the Corporation.
- 17- Power to permit the Officers and Staff under his administrative control to travel by air within or outside the state of Jammu & Kashmir in the interest of the Company work.
  - 18- Power to permit the Officers and staff under his administrative control to perform journeys by road between places connected by air subject to the conditions imposed by rules.
  - 19- Power to grant prolonged halts upto 30 days to any member of the company staff working in a post, the maximum of which does not exceed Rs 850/- p.m. and with the concurrence of F.C. to any member of the Company staff and upto a maximum of 60 days, subject to the conditions prescribed in the rules for the grant of such prolonged halts.

- 20- Lower to sanction, in consultation with F.C. actual expenses in lieu of travelling allowance and halage to any employee of the Company under him, when the grant of such actual expenses is permissible under rules.
- 21- Lower to sanction, in consultation with F.C. travelling expenses for joining first appointment in the Company in deserving cases to persons coming from outside the State of Jammu & Kashmir, at rates allowed to candidate called for interview, provided that such travelling expenses are given to the employee himself only and not to any other member of his family.
- 22- Lower of a controlling officer in respect of his own travelling allowance bills and the bills of all officers and staff under his administrative control.
- 23- Lower to sanction advances of travelling allowance in respect of his own tours and the tours of all officers and staff under his administrative control while proceeding on official duty.
- 24- Lower to depute, with the concurrence of F.C. in the interests of the Company, any employee of the Company to any institution or undertaking in the country for study of any systems or procedures or for attending any technical conferences and to sanction daily allowances for the same at rates higher than those ordinarily admissible at place of such studies or conferences etc.
- 25- Lower to depute, with the concurrence of F.C. persons for training in any training institutions, Government Departments or institutions, or industrial undertakings in the country, for periods not exceeding one year and to lay down the terms and conditions of any such training, provided such trainings have been approved by the Board in broad outlines and candidates are selected on the recommendation of appropriate selection committee (s) constituted by the M.D. for the purpose and the persons are to be trained for posts, the maximum pay of which does not exceed Rs 850/- p.m.
- 26- Lower to classify quarters as suitable for one or more individuals of specified ranks.
- 27- Lower to order re-appropriation of buildings, that is, the use of a group of buildings or a buildings or a portion thereof for any purpose other than that for which they/it were/was constructed. All orders of re-appropriation passed by the M.D shall be put up to the Board at the earliest opportunity.
- 28- Lower to sanction, in consultation with F.C. reduction or remission of rents ( inclusive of rents for service installations of buildings )
  - i) rendered wholly or partially unsuitable.
  - or
  - ii) occupied by charitable or religious or educational institutions.
- 29- Lower to fix, in consultation with the F.C. rates of rent for shops or business premises and rent for company quarters occupied by private individuals or contracts employed on the work of the company.

- 30- Power to refer any claim or demand not exceeding Rs 25000/- ( other than one arising out of an industrial dispute ) by or against the company to arbitration and observe and perform the award.
- 31- Power to institute, conduct, defend, compound, or abandon any legal proceedings by or against the Company or its officers or otherwise concerning the affairs of the company , and also to compound and allow time for payment of satisfaction of any debt due, or of any claims or demands by or against the company.
- 32- Power to appoint, by power of attorney, at any time and from time to time any person or persons to be the attorney or attorneys of the company for such purposes and with such powers, authorities and discretions ( not exceeding those vested in or exercisable by the Board ) and for such periods and subject to such conditions as the M.D may from time to time think fit.
- 33- Power to act on behalf of the company in all matters relating to bankrupts and insolvents.

NOTE:- 1 If in respect of any powers delegated to M.D which he has to exercise in consultation with or with the concurrence of the Financial Controller (F.C) there be any difference of opinion, action may be taken in accordance with the orders of M.D who will make full report of such cases to the Board at the earliest opportunity.

NOTE: 2 The above powers ( Item 1 to 33 ) are in supersession of those delegated vide B.R. No: 8(i) dated 9.1.1961 "

\*TIKU\*

To approve revised schedule of powers to be delegated to the Chief Mining Engineer:

ADMINISTRATIVE POWERS

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To make temporary or permanent appointments:	To make appointments to temporary or permanent posts the maximum pay of which does not exceed Rs. 350/- p.m. basic on the advice of the Selection Committee to be constituted in consultation with the M.D.
2.	To order transfer of employees:	In all posts which are inter-transferable and the maximum of whose pay scale does not exceed Rs. 500/- per month basic, provided that personnel technical to a particular line or trade is not transferred to a different line or trade in the same or any other project, factory or institution.
3.	To grant leave	Full powers in respect of all employees whom he is empowered to appoint and casual leave to all employees working under his control.
4.	To take disciplinary action:	Subject to the appellate and revisional authority of the M.D. a) suspend any employee working on a post the maximum of which does not exceed Rs. 850/- per month basic for good and sufficient reasons to be recorded in writing, simultaneous intimation of the action taken being given to the members whose post carry a maximum exceeding Rs. 500/- per month basic; b) for good and sufficient reasons and after proper departmental proceedings censure or withhold increments of members of his staff the maximum of whose basic pay scale does not exceed Rs. 500/- p.m. c) for good and sufficient reasons and proper departmental proceedings dismiss any member of his staff whom he is empowered to appoint.
	* M.D. in respect of	
5.	To accept resignations:	Full powers in respect of posts for which he is empowered to appoint subject to prior approval of the M.D.
6.	To grant permission to travel by air.	Within the State in respect of any employee working under him, not otherwise so entitled under the rules when the exigencies of work so demand.

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
7.	To grant prolonged halting allowance	Upto 20 days in respect of officers and staff under his control the maximum of whose basic pay scale does not exceed Rs. 850/- p.m. subject to the conditions prescribed for the grant of prolonged halting.
8.	To allow actual expenses in lieu of T.A.	Full powers in respect of employees the maximum of whose pay scale does not exceed Rs. 850/- p.m. basic, provided the grant of such actual expenses is permissible under the rules.
9.	To sanction tours of subordinates:	Full powers in respect of all officers and staff under him provided the tours (i) are to be undertaken in the course of normal working of the projects, factories or institutions under him, (ii) such tours are not for undergoing any training or courses of study and (iii) the tours are to be undertaken within the State or upto Pathankot.
10.	To sanction T.A. advance:	In respect of tours of all officers and staff under him while proceeding on official duty under proper authority.
11.	To exercise authority of controlling officer:	In respect of the T.A. bills of all officers and staff under him.

Note: 1. In the above delegations, M.D. stands for Managing Director and C.M.E. for Chief Mining Engineer of the Corporation, J&K Minerals Ltd.

2. The above powers ( 1 to 11) are in supersession of those delegated to the Chief Mining Engineer vide Board Resolution No: 8(1) dated 9.1.1961.

#### FINANCIAL POWERS:

1.	To sanction expenditure and authorise disbursements:	Within the allocation made for specific purposes in the approved budget in respect of the projects, factories or institutions under his control and subject to such specific restrictions or relaxations as are hereinafter prescribed provided that any such individual item of expenditure or disbursement does not exceed Rs. 50,000/- (F.C.).
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Note: The delegation is subject to the stipulation that a statement will be submitted to the M.D. fortnightly showing all items of non-recurring expenditure exceeding Rs. 10,000/- sanctioned by the Chief Mining Engineer during a fortnight.

2. To place indents for purchase of stores and materials of all kinds on the Purchases and Stores Department of the Corporation:

Full powers, provided the expenditure sanction to the purchase covered by such indents has been accorded by competent authority and budget provision exists (F.C.)

3. To sanction contracts for civil, electrical and mechanical works:

After inviting tenders, upto a limit of Rs. 50,000/- in each case, subject to the following conditions (F.C.)

a) that a quarterly statement is submitted to the M.D., of all the contracts so sanctioned;

b) in case a tender other than lowest is accepted or limited tenders only called or the contract itself negotiated after inviting tenders, the reasons for accepting a tender other than the lowest or inviting limited tenders or negotiating the contract are recorded in writing.

It is provided, however, that when the contract is below Rs. 5,000/- and the lowest tender is accepted, the concurrence of the F.C. would not be required.

4. To sanction extra items not covered in the original contract for works:

Upto 5% of the original contract provided the total value of the original contract plus extra items sanctioned does not exceed 5% of the amount of such contract or Rs. 5,000/- whichever is less. This will be further subject to the condition that in case where extra items occur in substitution of agreement items, gross amount of the extra items (and not the difference between the extra items and the agreement items) will be taken into account for the purpose of the afore-mentioned limits.

5. To sanction direct purchase of stores and materials without the intervention of the Purchases and Stores Department of the Corporation:

In unforeseen and emergent cases;

Upto Rs. 2,500/- at any one time, subject to a limit of Rs. 25,000/- a year provided that;

i) the articles are urgently required and their indenting on the purchases and Stores Department would cause undue delay to the detriment of work;

ii) the purchases are made in accordance with the rules, if any, governing purchase of such stores and materials;

iii) the expenditure on any single item does not exceed Rs. 250/-

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
6.	(a) To invite limited tenders or single tender:	(a) In respect of purchases covered by item 5 above full powers for reasons to be recorded (F.J.).
	(b) To order local purchase of small articles of stationery, furniture and other consumable articles at current market rates without calling for tenders:	(b) Upto Rs. 250/- in any one case and Rs. 5000/- a year.
7.	To sanction expenditure on entertainments:	Within the budget provision by debit to the Entertainment Grant of the project/factory or institution concerned, provided the amount of such entertainment does not exceed Rs. 500/- in a year for any one project, factory or institution and the expenditure should not exceed Rs. 100/- at one time.
8.	To waive compensation for loss due to failure of contractors:	In all cases where the CME is competent to enter into contract by virtue of the delegations made to him, provided the loss so written off does not exceed Rs. 1,000/- (F.C.).
9.	To accord administrative approval to works:	Civil including capital, electrical and mechanical works upto Rs. 50,000/- for each such work (original or maintenance or repairs), provided such works have been duly approved in the project or scheme concerned or are in pursuance of an approved programme. (F.C.).
10.	To accord technical sanction to detailed estimates:	Subject to budget provision: a) original works or parts thereof and special repairs upto Rs. 50,000/- for each work, provided that: i) there is a sanctioned project estimate; ii) there is specific provision in the project estimate to cover the particular item of work; and iii) the amount technically sanctioned does not exceed the amount as administratively approved by the competent authority. b) Works of maintenance and repairs upto Rs. 25,000/- for each work.
11.	To sanction excess over estimates in the original technical sanction:	Upto 5% provided that: i) the excess is to cover items not provided for in the original technical sanction accorded by him;



<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
		ii) the said excess is not due to any material alterations in the sanctioned estimate; and
		iii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by competent authority by more than 5% (F.C.)
12.	To create work-charged posts:	Provided: i) budget provision exists; ii) the maximum pay of the post created does not exceed Rs. 250/- p.m. iii) provision for work-charged establishment exists in the sanctioned estimate of the work; and iv) the pay and allowances of such estimate do not exceed the prescribed scales, in cases where such scales have been laid down by competent authority for any such appointments on the regular cadre (F.C.).
13.	To order commencement of works in anticipation of formal agreements:	In respect of emergent works upto Rs. 50,000/- in each case provided that: i) expenditure sanction exists and the work is administratively approved and technically sanctioned by the competent authority and a report of the action taken is made in each case to the M.D. ii) in the work order main terms and conditions of the contract are specified (F.C.).
14.	To extend time for completion of works:	Full powers in respect of contracts within his competence for reasons to be recorded provided the extension is not for a period exceeding 15 days in case of contracts upto Rs. 10,000/- and one month in cases above that limit (F.C.).
15.	To engage labour:	Skilled or unskilled, as required, rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D., and in absence of either, on rates normally prevalent in the locality concerned.
16.	To execute contracts deeds, instruments:	Full powers in respect of items within his competence and sphere of work and also those sanctioned by the M.D., in respect of the projects, factories or institutions under him.

<u>S.No:</u>	<u>Nature of power.</u>	<u>Extent and conditions</u>
17.	To accept bids regarding leases of land:	Provided the highest bid is accepted and the amount of the bid so accepted does not exceed Rs. 5,000/-.
18.	To reimburse medical charges:	In respect of the staff under him whose pay does not exceed Rs.850/-basic, and subject to the rules applicable.
19.	To sanction contingent expenditure:	Subject to budget provision and in respect of the offices, institutions and schemes under him power to sanction the following type of expenditure:  i) <u>Rents, Rates and Taxes:</u>  As required under any law of the state or any local authority. Rent for office accommodation or factory godowns etc. upto Rs. 250/- p.m. only in any one case.  ii) <u>Insurance of property:</u>  In respect of property immovable or movable authorised by the M.D., and with the authorised insurance companies.  iii) <u>Postage &amp; Telegrams:</u>  Full powers.  iv) <u>Registration, licence fees etc. and maintenance of vehicles:</u>  Full powers.  v) <u>Telephone trunk calls:</u>  Full powers provided the calls made are in the interests of the Corporation.  vi) <u>Advertisements:</u>  For invitation of any tenders for works or supplies and services or employment notices, subject to a limit of Rs. 1,000/- a year per subject.  vii) <u>Supply of liveries, belts, Badges etc. to Orderlies, Chowkidars etc.</u>  Full powers provided the supply is in accordance with the prescribed scales and conditions.  viii) <u>Fuel or coal for office stoves:</u>  Full powers provided the supply is made according to the prescribed scales and conditions.

S.No.    Nature of power

Extent and conditions

ix) Medicines:

According to the budget provision in a year in respect of each factory for First-aid and for the dispensary, required under the Factories Act for employees including labour engaged in factories.

x) Allowances to sweepers, water carriers etc.

Upto Rs. 15/- p.m. in each case provided:

- a) the allowance is not granted to any inferior servant on the regular or work-charged establishment;
- b) the allowance is purely of a contingent nature, not counting for leave, provident fund etc.
- c) the number of sweepers etc. engaged is the essential minimum required;
- d) in cases where there are already wholetime sweepers, no such allowance is granted.

xi) Printing work

In cases of urgency at the most favourable rates, with due regard the quality, after inviting Dasti quotations, provided the cost of such work on any one occasion does not exceed Rs. 500/-

xii) Books and periodicals

Purchases will be made only in accordance with the procedure prescribed by the M.D.

xiii) Typewriters, Duplicators, Accounting machines etc.

Full powers provided the number of machines has already been fixed by the M.D. in consultation with P.C. Expenditure on periodical oiling, cleaning and repairs, including purchase of spare parts for the machine not to exceed Rs. 100/- per year for a typewriter and Rs. 200/- per year for other machines.

xiv) Iron safes, fire-proof boxes and/or almirahs

Full powers subject to the order of any prescribed.

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
		xv) <u>Bicycles:</u> Full powers within the scales laid down.
		xvi) <u>Maintenance of vehicles:</u> Full powers in respect of expenditure on P.O.L. and maintenance and repairs of vehicles.
		xvii) <u>Transportation of stores and materials of the Corporation:</u> Upto Rs. 1000/- in any one case, through appointed transport agencies or at the most economical prevailing rates in times of emergency, provided it is certified that no transport of the Corporation belonging to the project or factory was available.
		xviii) Other contingent expenditure, not specifically provided for in sub-items (1) to (xvii) above upto Rs.250/- in any one case or for any one job, provided that: a) the expenditure is of a non-recurring nature; b) it is of a nature necessary for the day to day administration of the project, factory or institution concerned; c) such expenditure on any one item, if incurred, does not exceed Rs.25/-
20.	To operate on imprest accounts:	As sanctioned for him by the M.D. in consultation with F.C.
21.	To verify and certify bills:	All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the projects, factories or institutions under him whether their payment has been authorised by him or by a higher authority.
22.	To sanction imprest	Upto Rs. 500/- with AFC's concurrence
23.	To declare stores as surplus as un-serviceable and to order their disposal by auction or otherwise and write down the difference between the sale of auction proceeds and the original value.	In cases where the book value of stores does not exceed Rs. 500/- provided A.F.C's concurrence is obtained.

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
24	To dispose of deteriorated articles and materials by auction and write down the difference between the price realised and the cost of production.	In respect of projects and schemes under him provided suitable action is taken against the employees due to whose negligence the material might have got deteriorated and thus the loss written down does not exceed Rs. 100/- in any individual case and Rs. 500/- a year and the F.C. agrees.
25.	To sell stores to private parties	At book value plus a fair addition for handling and storage, if incurred, provided:  a) the stores are not required in any of the projects or schemes under the Corporation.  b) the sale rate are not less the market rates;  c) the value of stores sold does not exceed Rs. 10,000/- in any particular case;  d) F.C's concurrence is obtained.

- NOTE: 1. In the above delegation's CME stands for Chief Mining Engineer; F.C for Financial Controller and M.D. for Managing Director of the Corporation J&K Minerals Limited.
2. The above powers are in supersession of those delegated to the Chief Mining Engineer under B.R. No: 8(1) dated 9.1.1961.
3. The words F.C. put within brackets against different items of the delegations above, indicate that the relative power would be exercised by the C.M.E. after obtaining concurrence of the Financial Controller of the Corporation or his authorised representative.

To delegate powers to  
Superintending Engineer (Thermal).

The Chairman suggested that to preserve uniformity till the rules and regulations of the Corporation are framed, periodical statements from the Senior Officers who have been delegated powers should be obtained and submitted to the Managing Director. The statements prescribed should not be elaborate but very precise so as to contain the exact information that is required in each case. Subject to the above observation, the draft resolution was approved. The following resolution was accordingly passed:

"RESOLVED that the Superintending Engineer (Thermal) be and is hereby delegated the following powers."

ADMINISTRATIVE POWERS:

S.No.	Nature of power	Extent and conditions
1.	To make appointments:	In respect of the Projects and Offices under him including his own office: (a) Regular appointments against sanctioned permanent and temporary posts, the maximum of which does not exceed Rs. 250/- p.m., provided that all such appointments are made on the advice of the appropriate Selection Committee constituted by the M.D. in this behalf and these are further in accordance with any policy laid down by the M.D. either generally or specially in any particular case. In case of clerical posts this power is limited upto Rs. 150/- only.  (b) Officiating appointments in leave vacancies for periods not exceeding six months on posts, the maximum of which does not exceed Rs. 250/- p.m., provided all such officiating appointments are made on the recommendations of the Departmental Promotion Committee constituted by M.D.
2.	To order transfer of employees:	In all posts which are inter transferable and within his powers of appointment, provided that personnel, technical to a particular line or trade is not transferred to a different line or trade in the same or any other Project.
3.	To grant leave:	Full powers in respect of all members of his staff whom he is empowered to appoint and upto 15 days only in respect of others the maximum of whose pay scale does not exceed Rs. 400/- p.m., provided the leave is admissible under the rules.

4. To take disciplinary action: Subject to the appellate and revisional authority of the M.D.
- (a) Suspend any member of the staff working on a post the maximum of which does not exceed Rs. 400/- p.m. for good and sufficient reasons, to be recorded in writing, simultaneous intimation of the action taken being given to the M.D. in respect of members whose posts carry a maximum exceeding Rs. 250/- p.m.
- (b) For good and sufficient reasons and after holding proper departmental proceedings:
- i) withhold increments of members of his staff whom he is empowered to appoint;
  - ii) dismiss/remove or punish in any other manner any member of his staff whom he is empowered to appoint.
5. To accept resignations: Full powers in respect of posts on which he is competent to make appointments.
- Note: Intimation in respect of the orders under Items 1 to 5 above will be given to the Headquarters office of the Corporation in such form or through such returns as may be prescribed.
6. To grant permission to travel by air: Within the State in respect of any members of his staff, not otherwise so entitled under the rules, when the exigencies of work so demand.
7. To grant prolonged halting allowance: Upto 20 days in respect of officers and staff under his control, the maximum of whose pay scale does not exceed Rs. 600/- p.m. subject to the conditions prescribed for the grant of prolonged halting.
8. To sanction tours of subordinates: Full powers in respect of all officers and staff under him provided the tours (i) are to be undertaken in the course of normal working of the projects, under him;
- (ii) such tours are not for undergoing any training or courses of study; and
  - (iii) the tours are to be undertaken within the State or upto Pathankot.
9. To sanction T.A. advances: In respect of his own tours and the tours of all officers and staff under him while proceeding on official duty under proper authority.
10. To exercise authority of a controlling Officer: In respect of the T.A. bills of all officers and staff under him.

Note: In the above delegations, M.D. stands for Managing Director of the Corporation, J&K Minerals Ltd., and S.E. for Superintending Engineer (Thermal).

FINANCIAL POWERS:

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To sanction expenditure & authorise disbursements:	Within the allocations made for specific purposes in the approved budget in respect of the projects under his control and subject to such specific restrictions or relaxations as are hereinafter prescribed, provided that any such item of expenditure or disbursement does not exceed Rs. 50,000/- (F.C.)  * Note: The delegation is subject to the stipulation that a statement will be submitted to the M.D. fortnightly showing all items of non-recurring expenditure exceeding Rs. 10,000/- sanctioned by the S.E. during a fortnight.
2.	To place indents for purchase of stores and materials of all kinds on the purchase and Stores Department of the Corporation:	Full powers, provided the expenditure sanction to the purchase covered by such indents has been accorded by competent authority.
3.	To sanction contracts for civil, electrical and mechanical works:	After inviting tenders, upto a limit of Rs. 50,000/- in each case, subject to the following conditions: a) that a statement is submitted to the M.D. monthly of all the contracts so sanctioned in a month; b) in case a tender other than lowest is accepted or limited tenders only called or the contract itself negotiated after inviting tenders, the reasons for accepting a tender other than the lowest or inviting limited tenders or negotiating the contract are recorded in writing. (F.C.)
4.	To sanction extra items not covered in the original contract for works:	Upto 5% of the original contract, provided the total value of the original contract plus extra items sanctioned does not exceed 5% of the amount of such contract or Rs. 5,000/- whichever is less. This will be further subject to the condition that in case where extra items occur in substitution of agreement items, gross amount of the extra items ( and not the difference between the extra items and the agreement items) will be taken into account for the purpose of the afore-mentioned limits (F.C.)



5. To sanction direct purchase of stores & materials without the intervention of the Purchase & Stores Department of the Corporation:
- Upto Rs. 2,500/- at any one time, subject to a limit of Rs. 25,000/- a year, provided that:
- i) the articles are urgently required and their indenting on the Purchase & Stores Department would cause undue delay to the detriment of work;
  - ii) the purchases are made in accordance with the Rules, if any, governing purchases of such stores & materials;
  - iii) the expenditure on any single item does not exceed Rs. 100/-
6. (a) To invite limited tenders or single tender:
- In respect of purchases covered by Item 5 above full powers for reasons to be recorded;
- (b) To order local purchase of small articles of stationery, furniture and other consumable articles at current market rates without calling for tenders:
- Upto Rs. 250/- in any one case and Rs. 5,000/- a year.
7. To sanction expenditure on entertainments:
- Within the budget provision by debit to the entertainment grant of the project/scheme or office concerned, provided the amount of such entertainment does not exceed Rs. 100/- in a year for any one project/scheme or office.
8. To waive compensation for loss due to failure of contractors:
- In all cases where the S.E. is competent to enter into contract by virtue of the delegations made to him, provided the loss so written off does not exceed Rs. 1,000/- (F.C.)
9. To accord administrative approval to works:
- Civil, electrical & Mechanical works:
- (a) Maintenance, repair & other revenue works:
- Upto Rs. 50,000/- in each case.
- (b) Capital Works: Upto Rs. 1 lack for each work, provided such capital works have been specifically provided for in the approved project or scheme. In respect of residential buildings, this power will be limited to Rs. 25,000/- only and provided the number and type of such buildings has been definitely laid down in such approved project or scheme, or otherwise by competent authority.

- (c) Subsidiary works and operations connected with the projects like approach roads, surveys and consultations, which though complimentary are not essential parts of the main projects provided such subsidiary works etc., are already provided for in the main project and covered by a lumpsum amount: \_\_\_\_\_

Upto Rs. 50,000/- in each case. (F.C.)

10. To accord technical sanction to detailed estimates:

- (a) Original works or parts thereof and special repairs;

Upto Rs. 1 lakh and beyond that upto Rs. 5 lacs (F.C.)

- (b) Works of maintenance and repairs:

Upto Rs. 50,000/-

11. To sanction necessary alterations in the constructional details of works during their execution:

For works upto Rs. 50,000/-

12. To sanction excess over estimates in the original technical sanction:

Upto 5% provided that:

- i) the excess is to cover items not provided for in the original technical sanction accorded by him;

- ii) the said excess is not due to any material alterations in the sanctioned estimate;

- iii) the total cost including the excess does not exceed the amount for which, the work stands administratively approved by the competent authority by more than 5% (F.C.).

13. To order commencement of works in anticipation of formal agreements:

In respect of emergent works upto: Rs. 50,000/- in each case provided that:

- i) Expenditure sanction exists and the work is administratively approved and technically sanctioned by the competent authority and a report of the action taken is made in each case to the M.D.;

- ii) In the work order main terms and conditions of the contract are specified (F.C.)

14. To extend time for completion of works: Full powers in respect of contracts within his competence for reasons to be recorded provided the extension is not for a period exceeding 15 days in case of contracts upto Rs. 10,000/- and one month in cases above that limit (F.C)
15. To create workcharged posts: Provided:  
i) Budget provision exists;  
ii) The maximum pay of the post created does not exceed Rs. 150/- p.m.  
iii) Provision for work-charged establishment exists in the sanctioned estimate of the work; and  
iv) The pay and allowances of such estimate do not exceed the prescribed scales, in cases where such scales have been laid down by competent authority, any such appointments on the regular cadre. (F.C.)
16. To engage labour: Skilled or unskilled, as required, on rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D., and in absence of either, on rates normally prevalent in the locality concerned.
17. To declare stores as surplus or unserviceable and to order their disposal by auction or otherwise and to write down the difference between the sale or auction proceeds and the original value: In cases where the book value of such stores does not exceed Rs. 500/- (F.C.)
18. To dispose of deteriorated articles and materials by auction and write down the difference between the price realised and the cost of production: In respect of projects and schemes under him, provided suitable action is taken against the employees due to whose negligence the material might have got deteriorated and that the loss thus written down does not exceed Rs. 100/- in any individual case and Rs. 500/- a year (F.C.)
19. To sell stores to private parties: At book value plus a fair addition for handling and storage charges, if incurred, provided:  
i) the stores are not required in any of the projects or schemes under the Corporation;  
ii) the sale rates are not less than market rates; and  
iii) the value of stores sold does not exceed Rs. 10,000/- in any particular case. (F.C.)

20. To execute contracts, deeds, instruments:

Full powers in respect of items within his competence and sphere of work and also those sanctioned by the M.D. in respect of the project or schemes under him.

21. To accept bids regarding leases of land:

Provided the highest bid is accepted and the amount of the bid so accepted does not exceed Rs. 5,000/- (F.C.)

22. To sanction contingent expenditure:

Subject to budget provision and in respect of the offices and projects under him:

(1) Rents, Rates & Taxes:

As required under any law of the State or any local authority- Full Powers.

Rent for Office accommodation or Stores, godowns etc:

Upto Rs. 150/- per month in any one case.

(ii) Insurance of Property:

In respect of property immovable or movable and with the Insurance Companies authorised by the M.D.

(iii) Postage & Telegrams:

Full Powers.

(iv) Registration, licence Fees etc. and maintenance of vehicles:

Full powers.

(v) Telephone Trunk-calls:

Full Powers.

(vi) Advertisements:

For Offices and Projects under him. For invitation of any tenders for works or supplies and services or employment notices, subject to a limit of Rs. 500/- a year in respect of each Project or Office.

Provided the advertisement in papers outside the State of Jammu and Kashmir is restricted to two newspapers only.

(vii) Remittance by M.O's of the pay etc. of employees at the Corporation expenses:

Full powers in respect of employees serving at a distance of more than ten miles from the remitting office.

(viii) Supply of liveries, belts, badges etc. to Orderlies, Chowkidars etc.

Full powers provided the supply is in accordance with the prescribed scales and conditions.

(ix) Fuel or coal for office stoves:

Full powers provided the supply is made according to the prescribed scales and conditions.

(x) Medicines:

Upto Rs. 2,000/- in a year in respect of First-aid required for the employees including labour engaged on the projects under him, for any one project.

(xi) Allowances to Sweepers,  
Water carriers etc:

Upto Rs.12/- p.m. in each case, provided:

- i) the allowance is not granted to inferior servant on the regular work-charged establishment;
- ii) the allowance is purely of a contingent nature, not counting for leave, provident fund etc;
- iii) the number of sweepers etc. engaged is the essential minimum required; and
- iv) in cases those are already wholetime sweepers, no such allowance is given.

(xii) Printing work:

In case of urgency at the most favourable rates, with due regard to quality after inviting Dasti quotations provided the cost of such work on any occasion does not exceed Rs. 500/-

(xiii) Books & Periodicals:

Provided the books and periodicals are of a technical, scientific or legal nature and expenditure on any one book or periodical does not exceed Rs. 50/- excluding freight charges.

(xiv) Typewriters, Duplicators,  
Accounting Machines etc:

Full powers provided the type and number of machines has already been fixed by the M.O. in consultation with F.C.

Expenditure on periodical oiling, cleaning and repairs, including purchase of spare parts for the machine not to exceed Rs.100/- per year for a typewriter and Rs.200/- per year for other machines.

(xv) Iron safes, fire-proof boxes and/or almirahs:

Full powers, subject to scales, if any, prescribed.

(xvi) Bicycles:

Full powers within the scales laid down.

(xvii) Maintenance of vehicles:

Full powers in respect of expenditure on P.O.L. and maintenance and repairs of vehicles under his charge or control.

(xviii) Transportation of stores and materials of the Corporation:

Unto Rs. 500/- in any one case through approved transport agencies or at the most economical prevailing rates, provided it is certified that no Corporation vehicle belonging to the Thermal Department or Project was available.

(xix) Other contingent expenditure, not specifically provided for in items (i) to (xviii) above, upto Rs.250/- provided that:

- i) the expenditure is of a non-recurring nature;
- ii) it is of a nature necessary for the day to day administration of the project or office concerned;
- iii) such expenditure if incurred on purchases of any furniture articles or office equipments does not mean an expenditure of more than Rs.25/- on any single item.

23. To operate on imprest accounts:

As sanctioned for him by the M.D. in consultation with F.C.

24. To verify and certify bills:

All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the Projects or offices under him, whether the payment of such bills and vouchers has been authorised by him or by a higher authority.

Note: 1. In the above delegations S.E. stands for Superintending Engineer (Thermal), F.C. for Financial Controller and M.D. for Managing Director of the Corporation, J&K Minerals Ltd.

2. The letters 'F.C.' put within brackets against any item of the above delegations would indicate that the relative power has to be exercised only with the concurrence of the F.C. or his authorised representative.

(xv) Iron safes, fire-proof boxes and/or almirahs:

Full powers, subject to scales, if any, prescribed.

(xvi) Bicycles:

Full powers within the scales laid down.

(xvii) Maintenance of vehicles:

Full powers in respect of expenditure on P.O.L. and maintenance and repairs of vehicles under his charge or control.

(xviii) Transportation of stores and materials of the Corporation:

Unto Rs. 500/- in any one case through approved transport agencies or at the most economical prevailing rates, provided it is certified that no Corporation vehicle belonging to the Thermal Department or Project was available.

(xix) Other contingent expenditure, not specifically provided for in items (i) to (xviii) above, upto Rs.250/- provided that:

- i) the expenditure is of a non-recurring nature;
- ii) it is of a nature necessary for the day to day administration of the project or office concerned;
- iii) such expenditure if incurred on purchases of any furniture articles or office equipments does not mean an expenditure of more than Rs.25/- on any single item.

23. To operate on imprest accounts: As sanctioned for him by the M.D. in consultation with F.C.

24. To verify and certify bills: All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the Projects or offices under him, whether the payment of such bills and vouchers has been authorised by him or by a higher authority.

- Note: 1. In the above delegations S.E. stands for Superintending Engineer (Thermal), F.C. for Financial Controller and M.D. for Managing Director of the Corporation, J&K Minerals Ltd.
2. The letters 'F.C.' put within brackets against any item of the above delegations would indicate that the relative power has to be exercised only with the concurrence of the F.C. or his authorised representative.

14TH MEETING OF THE BOARD OF DIRECTORS  
HELD ON 24-5-1952, at SRINAGAR:

To delegate powers to the  
Chief Projects Officer(F):

The proposals were approved and the following resolution was passed:

"Resolved that the Chief Projects Officer(F) be and is hereby delegated the following powers."

"ADMINISTRATIVE POWERS"

Note: All the powers listed below will be exercised only in respect of the sanctioned Projects, Factories or Institutions under the control of the C.P.O.(F).

No.	Nature of power	Extent and conditions
1.	To make temporary or permanent appointments:	To make appointments to temporary or permanent posts the maximum pay of which does not exceed Rs. 250/- p.m., basic on the advice of the Selection Committee to be constituted in consultation with the M.D.
2.	To make officiating appointments:	To make appointments in leave vacancies for periods not exceeding 3 months on posts the maximum of which does not exceed Rs. 500/- per month basic, provided all such officiating appointments are made on the recommendations of the Departmental Promotion Committee (s) constituted in consultation with the M.D.
3.	To order transfers of employees:	In all posts which are inter transferable and the maximum of whose pay scale does not exceed Rs. 500/- per month basic, provided that personnel technical to a particular line or trade is not transferred to a different line or trade in the same or any other project, Factory or Institution.
4.	To grant leave:	Full powers in respect of all employees, whom he is empowered to appoint and upto one month in respect of the employees, the maximum of whose pay does not exceed Rs. 850/- per month basic provided the leave is admissible under the rules.
5.	To take disciplinary action:	Subject to the appellate and revisional authority of the M.D. a) suspend any employee working on a post the maximum of which does not exceed Rs. 850/- per month basic for good and sufficient reasons, to be recorded in writing, simultaneous intimation of the action taken being given to the M.D. in respect of members whose post carry a maximum exceeding Rs. 500/- per month basic.



b) for good and sufficient reasons and after proper departmental proceedings censure or withhold increments of members of his staff the maximum of whose basic pay scale does not exceed Rs. 500/- per month.

c) For good and sufficient reasons and proper departmental proceedings dismiss any member of his staff whom he is empowered to appoint.

6. To accept resignation: Full powers in respect of posts the maximum of which does not exceed Rs. 850/- p.m. basic.
- Note: Intimation in respect of the orders under items 1 to 6 above will be given to the Administration Department of the Corporation at the Headquarters in such form or through such returns as may be prescribed by that Department.
7. To grant permission to travel by air: Within the State in respect of any employees working under him, not otherwise so entitled under the rules, when the exigencies of work so demand.
8. To grant prolonged halting allowance: Upto 20 days in respect of officers and staff under his control, the maximum of whose basic pay scale does not exceed Rs. 850/- p.m., subject to the conditions prescribed for the grant of prolonged halting.
9. To allow actual expenses in lieu of T.A.: Full powers in respect of employees the maximum of whose pay scale does not exceed Rs. 850/- p.m., basic, provided the grant of such actual expenses is permissible under the rules.
10. To sanction tours of subordinates: Full powers in respect of all officers and staff under him provided the tours (i) are to be undertaken in the course of normal working of the projects, factories or institutions under him, (ii) such tours are not for undergoing any training or courses of study and (iii) the tours are to be undertaken within the state or upto Pathankot.
11. To sanction T.A. advances: In respect of his own tours and the tours of all officers and staff under him while proceeding on official duty under proper authority.
12. To exercise authority of Controlling Officer: In respect of the T.A. bills of all officers and staff under him.

Note: 1. In the above delegations, M.D. stands for Managing Director and C.P.O.(F) for Chief Projects Officer (Factories) of the Corporation, J&K Minerals Ltd.

2. The above powers ( 1 to 12 ) are in supersession of those delegated to C.P.O.(F) vide Board Resolution No: 8(i) dated 9.1.1961.

3. So long as the C.P.O.(F) is in charge of the Administration at the Headquarters Office, his Administrative Powers as given in the above lists would extend to the Headquarters' Office also, except as shown below:-

Item 1. Power to appoint only for posts whose maximum pay does not exceed Rs. 150/- p.m.

Item 2. Power to appoint in leave vacancies in posts the maximum of which does not exceed Rs. 250/- p.m.

Item 3. Power to transfer only upto Rs.250/- p.m. except the Accounts staff.

Item 5. Power to suspend only on the recommendation of the Head of the Department concerned and upto Rs. 250/- p.m.

Item 7 to 10. Powers regarding T.A. etc. only in respect of the staff whose maximum pay does not exceed Rs.400/- p.m.

"FINANCIAL POWERS"

Note: All the powers listed below will be exercised only in respect of the sanctioned Projects, Factories or Institutions under the control of the C.P.O.(F) and they will not extend to the Headquarters Office of the Corporation.

S.No.	Nature of power	Extent and conditions
1.	To sanction expenditure and authorise disbursements:	Within the allocations made for specific purposes in the approved budget in respect of the projects, factories or institutions under his control and subject to such specific restrictions or relaxations as are hereinafter prescribed, provided that any such individual item of expenditure or disbursement does not exceed Rs. <u>50,000/-</u> (FC)  Note: The delegation is subject to the stipulation that a statement will be submitted to the M.D. fortnightly showing all items of non-recurring expenditure exceeding Rs.10,000/- sanctioned by the CPO(F) during a fortnight.
2.	To place indents for purchase of stores and materials of all kinds on the Purchases & Stores Department of the Corporation:	Full powers, provided the expenditure sanction to the purchase covered by such indents has been accorded by competent authority and budget provision exists (F.C.)
3.	To sanction contracts for civil, Electrical and Mechanical Works:	After inviting tenders, upto a limit of Rs. 50,000/- in each case, subject to the following conditions: (F.C) a) that a quarterly statement is submitted to the M.D., of all the contracts so sanctioned; b) in case a tender other than lowest is accepted or limited tenders only called or the contract itself negotiated after inviting tenders, the reasons for accepting a tender other than the lowest or inviting limited tenders or negotiating the contract are recorded in writing.

It is provided, however, that when the contract is below Rs. 5,000/- and the lowest tender is accepted the concurrence of the F.C. would not be required.

4. To sanction extra items not covered in the original contract for works: Upto 5% of the original contract provided the total value of the original contract plus extra items sanctioned does not exceed 5% of the amount of such contract or Rs. 5,000/- whichever is less. This will be further subject to the condition that in case where extra items occur in substitution of agreement items, gross amount of the extra items (and not the difference between the extra items and the agreement items) will be taken into account for the purpose of the afore-mentioned limits.
5. To sanction direct purchase of stores and materials without the intervention of the Purchases & Stores Department of the Corporation: Upto Rs. 2,500/- at any one time, subject to a limit of Rs. 25,000/- a year, provided that -
- (i) the articles are urgently required and their indenting on the Purchases & Stores Department would cause undue delay to the detriment of work;
  - (ii) the purchases are made in accordance with the Rules, if any, governing purchase of such stores and materials;
  - (iii) the expenditure on any single item does not exceed Rs. 250/-
- 6.(a) To invite limited tenders or single tender: (a) In respect of purchases covered by item 5 above full powers for reasons to be recorded. (F.C)
- (b) To order local purchase of small articles of stationery, furniture and other consumable articles at current market rates without calling for tenders: (b) Upto Rs. 250/- in any one case and Rs. 5,000/- a year.
7. To sanction expenditure on entertainments: Within the budget provision by debit to the Entertainment grant of the project/factory or institution concerned, provided the amount of such entertainment does not exceed Rs. 500/- in a year for any one project, factory or institution.
8. To waive compensation for loss due to failure of contractors: In all cases where the CPO(F) is competent to enter into contract by virtue of the delegations made to him, provided the loss so written off does not exceed Rs. 1,000/- (FC)

9. To accord administrative approval to works: Civil including electrical and mechanical works upto Rs. 50,000/- for each such work (original or maintenance or repairs), provided such works have been duly approved in the project or scheme concerned or are in pursuance of an approved programme. (F.C.)
- Capital works upto Rs. 1,00,000/- for each work, provided such capital works have been provided for in an approved subject or scheme. (F.C.).
10. To accord technical sanction to detailed estimates: Subject to budget provision:
- (a) Original works or parts thereof and special repairs upto Rs. 50,000/- for each work, provided that-
- (i) there is a sanctioned project estimate;
- (ii) there is specific provision in the project estimate to cover the particular item of work; and
- (iii) the amount technically sanctioned does not exceed the amount as administratively approved by the competent authority.
- (b) Works of maintenance and repairs upto Rs. 25,000/- for each work.
11. To sanction excess over estimates in the original technical sanction: Upto 5% provided that-
- (i) the excess is to cover items not provided for in the original technical sanction accorded by him;
- (ii) the said excess is not due to any material alterations in the sanctioned estimate; and
- (iii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by competent authority by more than 5% (F.C.)
12. To create workcharged posts: Provided-
- (i) budget provision exists;
- (ii) the maximum pay of the post created does not exceed Rs. 250/- p.m.
- (iii) Provision for work-charged establishment exists in the sanctioned estimate of the work; and
- (iv) the pay and allowances of such estimate do not exceed the prescribed scales, in cases where such scales have been laid down by competent authority, for any such appointments on the regular cadre. (F.C.).

13. To order commencement of works in anticipation of formal agreements:
- In respect of emergent works upto Rs.50,000/- in each case provided that-
- (i) Expenditure sanction exists and the work is administratively approved and technically sanctioned by the competent authority and a report of the action taken is made in each case to the M.D.
- (ii) in the work order main terms and conditions of the contract are specified (F.C.)
14. To extend time for completion of works:
- Full powers in respect of contracts within his competence for reasons to be recorded provided the extension is not for a period exceeding 15 days in case of contracts upto Rs.10,000/- and one month in cases above that limit (F.C.)
15. To engage labour:
- Skilled or unskilled, as required, on rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D., and in absence of either, on rates normally prevalent in the locality concerned.
16. To execute contracts deed, instruments:
- Full powers in respect of items within his competence and sphere of work and also those sanctioned by the M.D., in respect of the projects, factories or institutions under him.
17. To accept bids regarding leases of land:
- Provided the highest bid is accepted and the amount of the bid so accepted does not exceed Rs. 5,000/-
18. To reimburse medical charges:
- In respect of the staff under him whose pay does not exceed Rs. 850/- basic, and subject to the rules applicable.
19. To sanction contingent expenditure:
- Subject to budget provision and in respect of the offices, institutions and schemes under him, power to sanction the following type of expenditure:
- (i) Rents, Rates & Taxes: As required under any law of the State or any local authority. Rent for office accommodation or factory godowns etc. upto Rs. 250/- p.m., only in any one case.
- (ii) Insurance of property: In respect of property immovable or moveable authorised by the M.D., and with the authorised Insurance Companies.
- (iii) Postage & Telegrams: Full powers
- (iv) Registration, Licence Fees etc. and Maintenance of Vehicles:
- Full powers.

M.D. in consultation with F.C.  
Expenditure on periodical oiling,  
cleaning and repairs, including purchase  
of spare parts for the machine not  
to exceed Rs. 100/- per year for a  
typewriter and Rs. 200/- per year for  
other machines.

- (xiv) Iron safes, fire-proof boxes and/ or  
Almirahs:

Full powers subject to scales, if any,  
prescribed.

- (xv) Bicycles: Full powers within the  
scales laid down.

- (xvi) Maintenance of vehicles: Full powers  
in respect of expenditure on P.O.L.  
and maintenance and repairs of vehicles.

- (xvii) Transportation of stores and materials  
of the Corporation:

Upto Rs. 1000/- in any one case, through  
appointed transport agencies or at the  
most economical prevailing rates in times  
of emergency, provided it is certified  
that no transport of the Corporation  
belonging to the project or factory was  
available.

- (xviii) Other contingent expenditure, not  
specifically provided for in sub-items  
(i) to (xvii) above, upto Rs. 250/-  
in any one case or for any one job,  
provided that-

- (a) the expenditure is of a non-  
recurring nature;
- (b) it is of a nature necessary for the  
day to day administration of the  
project, factory or institution  
concerned;
- (c) Such expenditure on any one item,  
if incurred, does not exceed Rs.25/-

20. To operate on  
inprest  
accounts:

As sanctioned for him by the M.D. in  
consultation with F.C.

21. To verify and  
certify bills:

All bills and vouchers payable by the  
Corporation pertaining to any supplies made or  
services rendered to the projects, factories  
or institutions under him whether their payment  
has been authorised by him or by a higher  
authority.

Note: 1. In the above delegations CPO(F) stands for Chief Projects Officer (Factorics); FC for Financial Controller and M.D. for Managing Director of the Corporation, J&K Minerals Ltd.

2. The above powers ( item 1 to 31) are in supersession of those delegated to the CPO(F) under B.R.No: 8(1) dated 9.1.1961.
3. The words F.C. put within brackets against different items of the delegations above, indicate that the relative power would be exercised by the CPO(F) after obtaining concurrence of the Financial Controller of the Corporation or his authorised representative.
4. So long as the CPO(F) is incharge of the Administration at the Headquarters Office, his financial powers as given in the above list would extend to the Headquarters Office also.



To delegate powers to the Officer at Headquarters dealing with Administrative and Establishment matters

ADMINISTRATIVE POWERS

<u>S.no.</u> <u>1</u>	<u>Nature of power</u> <u>2</u>	<u>Extent and conditions.</u> <u>3</u>
1.	To make appointments	<p>a) Regular appointments against sanctioned permanent and temporary posts at Headquarters only, the maximum of which does not exceed Rs. 150/- p.m. on the advice of appropriate selection committee(s) and constituted by the MD in this behalf and provided that these are in accordance with any policy laid down by the M.D. either generally or specially in any particular case.</p> <p>b) Officiating appointments in leave vacancies for periods not exceeding 3 months on posts the maximum of which does not exceed Rs. 200/- p.m. provided such appointments are made from the list of candidates approved by the M.D.</p>
2.	To grant leave:	<p>Full powers in respect of employees whom he is empowered to appoint and upto 15 days in respect of others in administration and Establishment Branches whose maximum pay scale does not exceed Rs.400/-p.m.</p> <p>Subject to the approval of Heads of Departments, to issue orders communicating sanction of leave in respect of staff working in their respective Departments after obtaining the sanction of M.D. wherever necessary.</p>
3.	To take disciplinary action:	<p>Subject to the appellate and revisional authority of the M.D.</p> <p>a) Suspend any member of the staff whom he is empowered to appoint and others under his working on posts, the maximum of which does not exceed Rs. 250/- p.m., for good and sufficient reasons to be recorded in writing.</p> <p>b) For good and sufficient reasons and after proper departmental proceedings award any one or more of the following punishments to staff whom he is empowered to appoint:</p> <ol style="list-style-type: none"><li>i) Censure.</li><li>ii) Withholding of promotion/increment</li><li>iii) Recovery of pecuniary loss</li><li>iv) Reduction of rank</li><li>v) Discharge</li><li>vi) Dismissal from services</li></ol>

c) For good and sufficient reasons and after proper departmental proceedings award any one or more of the following punishments to staff in Administration and Establishment Sections the maximum of whose pay scale does not exceed Rs. 400/- p.m.

- i) Censure.
- ii) Withholding of promotion/increment.
- iii) Recovery of pecuniary loss.

4. To accept resignations: Full powers in respect of posts on which he is competent to make appointments.
5. To sign T.A. Bills in token of their countersignatures, for transmission to the Accounts Department for check and payment/adjustment. In respect of the staff under him at Headquarters whose maximum pay scale does not exceed Rs. 500/ p.m., provided the tours have been undertaken with the approval of the competent authority.
6. Sanction of tours: In respect of staff under him the maximum of whose pay scale does not exceed Rs. 250/- p.m.
7. To sanction advances. In respect of staff under him at Headquarters the maximum of whose pay scale does not exceed Rs. 400/- p.m.

S.No. Nature of power

Extent and conditions

FINANCIAL POWERS:

1. To sanction expenditure and authorise disbursement..

Out of the amounts placed at his disposal under the following heads:

  - i) Other charges (See item 4 below)

All sub-heads except "Entertainment"
  - ii) Furniture & Fittings:
    - a) General furniture and fittings.
    - b) Miscellaneous equipments provided the aforesaid items are required for office use only and further that any such item of expenditure or disbursement does not exceed Rs. 500/-.
- 2- To place indents for purchase of Stores and Materials of all kinds pertaining to Headquarters office, on the Purchase and Stores Department of the Corporation:

) In respect of indents valuing upto Rs.10,000/- provided expenditure sanction to the purchase covered by such indents has been accorded by the competent authority.
- 3- To make direct purchase of Stores and materials without the intervention of stores and Purchases Deptt. of the Corporation:

a) After inviting tenders, upto Rs. 1,000/- at any one time. In case of acceptance of a tender other than the lowest, sanction of next higher authority to be obtained in consultation with the Financial Controller.

b) Without inviting tenders, in respect of local purchases of small articles of stationery, furniture and fittings and other consumable articles at current market rates upto Rs. 100/- in any one case and Rs. 2,500/- in a year. Provided that in both (a) and (b) above sanction of the competent authority to the direct purchase has been obtained.
4. To sanction contingent expenditure.

Subject to the Budget provision, power to sanction the following type of expenditure.

  - i) Rents, rates & Taxes.

As required under any law of the state or any local authority, Rents shall be paid only in respect of buildings hired with the sanction of the competent authority.
  - ii) Postage and Telegrams

Full powers.
  - iii) Registration Licence etc. and maintenance of vehicles:

Full powers.

iv) Telephone Trunk Calls

Full powers.

v) Advertisements and Notices:

For invitation of any tenders for works or supplies and services or applications for employment, subject to a limit of Rs.1,200/- a year, provided such tenders have to be invited or notices issued under the orders of the competent authority and advertisements in papers outside the State of Jammu and Kashmir in any one case is restricted to two news papers only and that also in really important cases.

vi) Remittance by M.O's of the pay etc. of employees at the Corporation expenses:

Full powers in respect of employees serving at a distance of more than ten miles from the remitting office.

vii) Supply of liveries, belts, badges etc. to orderlies, Chowkidars etc.

Full powers in accordance with the rules governing the supply.

viii) Printing work:

In cases of urgency at the most favourable rates, with due regard to quality, after inviting Dasti quotations, provided the cost of such work on any one occasion does not exceed Rs. 500/- and the Heads of departments for which the forms are to be printed or his representative is consulted.

ix) Books and periodicals:

As requisitioned by the Heads of the Departments provided the books and periodicals are of a technical, scientific, or legal nature and expenditure on any one book or periodical does not exceed Rs. 50/- excluding freight charges.

x) Typewriters, Duplicators Accounting Machines etc.

Expenditure on periodical oiling, cleaning and repairs including purchases or spare parts provided expenditure on a typewriter or duplicator does not exceed Rs. 100/- a year and on other machines Rs. 200/- a year.

xi) Maintenance of vehicles:

Full powers in respect of expenditure on P.O.L. and maintenance and repairs of vehicles borne on Headquarters strength in consultation wherever possible

with the Mechanical Engineer at the Headquarters in case of repairs.

xii) Transportation of stores and materials of the Corporation upto Rs. 250/- in any one case through approved transport agencies or at the most economical prevailing rates in times of emergency provided it is certified that no Corporation Vehicles pertaining to Headquarters was available.

xiii) other contingent expenditure, not specially provided for in items (i) to (xii) above, upto Rs. 100/- in any one case or for any one job, provided that:

- a) the expenditure is of a non-recurring nature.
- b) it is necessary for the day to day administration of the office; and
- c) Such expenditure on any one item, if incurred, does not exceed Rs. 10/-

5- To operate on imprest Account:

As sanctioned for him by the M.D. in consultation with F.C.

6. To verify and certify bills:

All bills and vouchers payable for the Headquarters office of the Corporation pertaining to any supplies made or services rendered to it whether their payments have been authorised by him or by a higher authority provided any such bill or voucher does not exceed Rs. 500/-

∟ Rs. 2,500/- instead of Rs 500/-

(as ammended vide B.R. No.8 of the 28th meeting)

DELEGATION OF POWERS  
TO THE SECRETARY

The Board approved the proposal and passed the following resolution:

Resolved

" that the Secretary to the Board of Directors be and is hereby delegated the following powers:

S.No.	Nature of power	Extent and conditions
1.	To sanction expenditure:	<u>Books and periodicals:</u> i) As requisitioned by the Heads of Departments and expenditure on any one book or periodical does not exceed Rs.50/- excluding freight charges.  ii) <u>Postage &amp; Telegrams:</u>  Full powers.
2.	To verify and certify bills:	i) Full powers in respect of purchases made by him under his own delegations.  ii) In absence of the Establishment Officer from Headquarter, all vouchers payable for the Headquarters office of the Corporation pertaining to any supply made or services rendered to it, whether their payments have been authorised by him or by any higher authority provided any such bill of voucher does not exceed Rs.500/- (Rupees Five Hundred).
3.	To operate an Imprest Account	As sanctioned for him by M.D. in consultation with the F.C.

TO DELEGATE POWERS TO  
THE DEPUTY CONTROLLER  
OF PURCHASES & STORES:

Subject to observation made under Item No: 3 above  
the Board passed the following resolution:

"RESOLVED that the Deputy Controller  
of Purchases & Stores be and is  
hereby delegated the following powers:

ADMINISTRATIVE POWERS

S.No.	Nature of Power	Extent and conditions
1.	To make appointments:	(a) Regular appointments against sanctioned permanent and temporary posts, the maximum of which does not exceed Rs.150/- p.m. in his office, provided that all such appointments are made on the advice of the appropriate Selection Committee(s) constituted by the M.D. in this behalf and these are further in accordance with any policy laid down by the M.D. either generally or specially in any particular case. (b) Officiating appointments in leave vacancies for periods not exceeding 3 months on posts the maximum of which does not exceed Rs. 250/- p.m. provided all such officiating appointments are made from the list of approved candidates, if any, sanctioned by the M.D. or on the recommendations of the Departmental Promotion Committee(s) constituted by the M.D.
2.	To grant leave:	Full powers in respect of all members of the staff whom he is empowered to appoint and upto 15 days only in respect of others, the maximum of whose pay scale does not exceed Rs. 400/- p.m. provided the leave is admissible under the Rules.
3.	To take disciplinary action:	Subject to the appellate and revisional authority of the M.D. (a) Suspend any member of the staff working on a post the maximum of which does not exceed Rs. 400/- p.m. for good and sufficient reasons, to be recorded in writing, simultaneous intimation of the action taken being given to the M.D. in respect of members whose posts carry a maximum exceeding Rs. 150/- (b) For good and sufficient reasons and after proper departmental proceedings: i) withhold increments of members of his staff whom he is empowered to appoint; ii) dismiss/remove or punish in any other manner any members of his staff whom he is empowered to appoint.

4. To accept resignations:

Full powers in respect of posts on which he is competent to make appointments.

Note: Intimation in respect of the orders under Item 1 to 4 above will be given to the Administration Department of the Corporation at the Headquarters in such form or through such returns as may be prescribed by that Department.

5. To grant permission to travel by air:

Within the State in respect of any members of his staff, not otherwise so entitled under the Rules, when the exigencies of work so demand.

6. To grant prolonged halting allowance:

Upto 20 days in respect of officers and staff under his control, the maximum of whose pay scale does not exceed Rs.600/- p.m. subject to the conditions prescribed for the grant of prolonged halting.

7. To sanction tours of subordinates:

Full powers in respect of the officers and staff under him, provided the tours:

- i) are to be undertaken as part of the duties of such officer or staff;
- ii) such tours are not for undergoing any training or courses of study;
- iii) the tours are to be undertaken within the State or to Pathankot Amritsar, Delhi or Bombay. In case of tours outside the State no camp establishment to be allowed in the form of clerical or inferior staff; and
- iv) tours to and beyond Pathankot are really essential for clearance and transportation of any heavy capital goods in the nature of plant and machinery of considerable size and value.

8. To sanction T.A. advances:

In respect of his own tours and the tours of all officers and staff under him while proceedings on official duty under proper authority.

9. To exercise authority of a controlling Officer:

In respect of the T.A. Bills of all officers and staff under him.

NOTE: In the above delegations 'M.D' stands for Managing Director of the Corporation, J&K Minerals Ltd.



FINANCIAL POWERS:

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To sanction expenditure and authorise disbursements:	Within the allocations made for specific purposes in the approved budget and placed at his disposal by the M.D., provided that any such items of expenditure or disbursement does not exceed Rs. 25,000/-
		NOTE: The delegation is subject to the stipulation that a statement will be submitted to the M.D. fortnightly showing all items of non-recurring expenditure exceeding Rs. 10,000/- sanctioned by the Dy. CP&S during fortnight. (F.C.)
2.	To enter into and execute contracts for procurement of stores & materials (including Plant and Machinery):	On the basis of indents received from the various indenting authorities of the Corporation: (a) Upto Rs. 50,000/- in each case- Full powers provided - i) tenders are invited and the most favourable tender accepted; ii) in case of purchases peculiar to a particular Department and involving different makes and specifications, a representative of that Department as nominated from time to time by the M.D. is associated; iii) the cost of any individual item of plant and machinery does not exceed Rs. 10,000/- iv) expenditure sanction and budget provision are certified on the indent. (b) Exceeding Rs. 50,000/- but upto Rs. 1 lakh in any case on the recommendation of a Purchase Committee set up by the M.D. for the purpose, provided tenders are invited and the most favourable tender accepted.

NOTE: Items of Plant & Machinery exceeding Rs. 10,000/- to be reported to the M.D. at the earliest opportunity.

(\*) Exceeding Rs. 1 Lakh in any case-  
Tenders to be invited and the recommendations of the Purchase Committee mentioned in (b) above to be submitted to M.D. for orders.

NOTE: Tenders include besides open tenders limited and single tenders, where such tenders can be invited under the Purchase Rules of the Corporation or in their absence under the principles generally accepted in other Public Sector undertakings in the country (P.S.)

3. To make purchases in the open market: At current market rates when no response is received to a tender notice upto Rs. 2,500/- in each case and Rs. 10,000/- a year.
4. To order local purchases of small articles of stationery, furniture and other consumable articles at current market rates without calling for tenders: Upto Rs. 250/- in any one case and Rs. 5,000/- a year.
5. To execute contracts, deeds, instruments: Full powers in respect of all purchases of stores and materials made by him or through his department.
6. To sanction contingent expenditure: Subject to budget provision, power to sanction the following type of expenditure:
  - i) Rents, Rates & Taxes:

As required under any law of the State or any local authority. Rent for office accommodation or godowns etc. upto Rs. 100/- p.m. only in any one case.
  - ii) Insurance of Property:

In respect of property immovable or moveable and with the Insurance Companies, authorised by the M.D.
  - iii) Postage & Telegrams:

Full Powers.
  - iv) Registration, Licence Fees etc. and maintenance of vehicles:

Full Powers.
  - v) Telephone Trunk-calls:

Full powers, provided the calls made are in the interests of the Corporation.
  - vi) Advertisements:

For invitation of any tenders for supplies or employment notices, subject to a limit of Rs. 6,000/- a year. Provided that advertisements in papers outside the State of Jammu & Kashmir are not issued to more than four newspapers and in doing so, regard is had to the likely value of the purchases to be covered by such advertisements.

- vii) Remittance by M.O's of the pay etc. of employees at the Corporation expenses: \_\_\_\_\_

Full powers in respect of employees serving at a distance of more than ten miles from the remitting office.

- viii) Supply of liveries, belts, badgs etc. to Orderlies, Chowkidars etc. \_\_\_\_\_

Full powers, provided the supply is in accordance with the prescribed scales and conditions.

- ix) Fuel or coal for office stoves:

Full powers, provided the supply is made according to the prescribed scales and conditions.

- x) Printing work:

In cases of urgency at the most favourable rates, with due regard to quality, after inviting Dasti quotations, provided the cost of such work on any one occasion does not exceed Rs. 500/-

- xi) Books & Periodicals:

Upto Rs. 500/- a year provided the books and periodicals are considered essential for work connected with the nature of work of Purchases & Stores in the Corporation and the cost of any one book or periodical does not exceed Rs. 25/- excluding freight charges.

- xii) Typewriters, Duplicators, Accounting Machines etc.

Full powers, provided the type and number of machines has already been fixed by the M.D. in consultation with F.C. Expenditure on periodical oiling, cleaning and repairs, including purchase of spare parts for the machine not to exceed Rs. 100/- per year for a typewriter and Rs. 200/- per year for other machines.

- xiii) Iron Safes, fire-proof boxes and/or almirahs:

Full powers subject to scales, if any, prescribed.

- xiv) Bicycles:

Full powers within the scales laid down.

xv) Maintenance of vehicles:

Full powers in respect of expenditure on P.O.L. and maintenance and repairs of vehicles.

xvi) Transportation of stores and materials of the Corporation:

Upto Rs. 1,000/- in any one case through approved transport agencies or at the most economical prevailing rates in times of emergency, provided it is certified that no Corporation vehicle was handy or available for the purpose.

xvii) Other contingent expenditure, not specifically provided for in item (i) to (xvi) above, upto Rs. 250/- in any one case or for any one job, provided that:

- a) the expenditure is of non-recurring nature;
- b) it is of a nature necessary for the day to day administration of his Department;
- c) such expenditure on any one item, if incurred, does not exceed Rs. 25/-

7. To operate on imprest account:

As sanctioned for him by the M.D. in consultation with F.C.

8. To verify and certify bills:

All bills and vouchers payable by the Corporation pertaining to any supplies or services through his department whether their payment has been authorised by him or by the M.D.

NOTE: 1. In the above delegations 'Dy. CP&S' stands for Deputy Controller of Purchases & Stores; F.C. for Financial Controller and M.D. for Managing Director, of the Corporation, J&K Minerals Limited.

2. The words 'F.C.' put within brackets against different items of the delegations above, indicate that the relative power would be exercised by the Dy. CP&S after obtaining concurrence of the Financial Controller of the Corporation or his authorised representative.

To delegate powers to the Deputy  
Controller of Purchases and Stores,  
Jammu.

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<u>S.No.</u>	<u>Nature of power</u>	<u>extent and conditions</u>
1.	Maintenance of vehicles	Full powers in respect of expenditure towards the cost of petrol, high speed oil, grease etc. for the departmental trucks and so also on the maintenance and repairs.
2.	Registration charges:	Full powers for payment of registration charges, toll-tax and insurance charges for the vehicles.
3.	Transportation of stores of the Corporation:	Up to Rs. 1,000/- in any one case of transportation of stores and material of the Corporation through approved transport agencies at the most economical rates at times of emergency provided it is certified that no Corporation vehicle was available for the purpose.
4.	Payment of loading and unloading charges:	Powers to spend and pay for the labour engaged in loading and unloading of Stores at Jammu.
5.	Payment of Railway freights & Toll taxes	To pay railway freight in respect of the consignments cleared through the Northern Railway Out Agency at Jammu or through the road transporters at Jammu and also toll tax in respect thereof.

1	2	3
6.	To accord technical sanctions to detailed estimated of work.	In respect of civil, including electrical and mechanical works etc. upto Rs. 10,000/- (original or maintenance and repairs) relating to the project under him, provided: i) such works are in respect of an approved project/scheme, or are in pursuance of an approved programme and are within the amount administratively approved by the competent authority.
7.	To sanction excess over estimates in the original technical sanctions:	Upto 5% provided that: i) the said excess is not due to any material alterations in the sanctioned estimate. ii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by j more than 5%.
8.	To extend time for completion of works:	Full powers in respect of contracts within his competence for reasons to be recorded, provided the extension is not for a period exceeding 15 days or 10% of the time stipulated in the original contract, which ever may be less.
9.	To engage labour:	Skilled or unskilled on the rates sanctioned by the competent authority and within the approved strength.
10.	To execute contracts, deeds, instruments:	Full powers in respect of contract within his competence.
11.	To issue work orders:	Full powers in case of contracts within his powers.
12.	To sanction contingent expenditure:	Subject to budget provision and in respect of projects under him: <u>i) Rates &amp; Taxes:</u> As required under any law of the State or any local authority. <u>ii) Postage &amp; Telegrams:</u> Full powers. <u>iii) Registration, Licence fees etc. of vehicles:</u> Full powers. <u>iv) Maintenance of vehicles:</u> Full powers in respect of expenditure on POL and maintenance and repairs of vehicles under his charge or contr l.

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v) Transportation of stores and materials of the Corporation:

Upto Rs. 250/- in any one case through approved transport agencies or at the most economic prevailing rates, provided it is certified that no Corporation vehicle was available,

vi) Other contingent expenditure:

Not specifically provided for in items (i) to (v) above, upto Rs. 250/- at any one time provided that:

i) the expenditure is of a non-recurring nature.

ii) it is necessary for day to day administration of the concerned project.

iii) Such expenditure, if incurred on any one item, does not exceed Rs. 10/-

13. To operate on imprest accounts:

As sanctioned for him by the Financial Controller.

14. To verify and certify bills:

All bills and vouchers payable by the Corporation pertaining to supplies made or services rendered to the project under him, whether the payment of such bills and vouchers has been authorised by him or by an higher authority.

To delegate additional powers to the  
Project Officer (Thermal), Kalakot:

The Board approved the proposal and passed the  
 following resolution:

"Resolved that the following administrative powers  
 delegated to the Project Officer Thermal vide  
 S.R. No: 5 dated 21.1.1963 be and are amended as  
 under:

<u>S.No:</u>	<u>Nature of power:</u>	<u>Extent and conditions:</u>
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ADMINISTRATIVE POWERS

For	<u>'to grant leave</u>	Upto 10 days to all members of staff the maximum of whose pay scale does not exceed Rs. 150/- p.m. provided the leave is admissible under rules.
Read	'to grant leave	Upto 10 days to all members of staff the maximum of whose pay scale does not exceed Rs. 250/- p.m. provided the leave is admissible under rules.
2) For	To sign <u>T.A. Bills</u>	In respect of T.A bills of the staff under him the maximum of whose pay scale does not exceed Rs. 150/- p.m.
Read	To sign T.A. Bills	In respect of all Officers and staff working under him.



"The Board further resolved that the Project Officer, Thermal be and is hereby delegated the following additional powers."

SCHEDULE OF ADDITIONAL POWERS TO  
THE PROJECT OFFICER (THERMAL):

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
<u>1</u>	<u>2</u>	<u>3</u>
1.	To make appointments	<p>i) On regular scales of pay against sanctioned permanent and temporary posts, the maximum of which does not exceed Rs. 150/-</p> <p>ii) Of a temporary nature in leave vacancies for periods not exceeding 3 months on posts, the maximum of which does not exceed Rs.250/- p.m. All such appointments should be made through properly constituted Selection Committee.</p>
2.	To take disciplinary action:	<p>a) Suspend any member of the staff under his administrative control for good and sufficient reasons to be recorded in writing.</p> <p>b) For good and sufficient reasons and after holding proper departmental proceedings.</p> <p>i) Withhold increments of members of his staff, the maximum of whose pay scale does not exceed Rs.150/- p.m.</p> <p>ii) Dismiss/remove or punish in any other manner any member of his staff, the maximum of whose pay scale does not exceed Rs. 150/- p.m.</p>
3.	To sanction tours of sub-ordinates:	<p>a) <u>Within the State.</u></p> <p>Full powers in respect of officers and staff under him provided:</p> <p>i) Such tours are not for undergoing any training or courses of study.</p> <p>ii) the tours are to be undertaken in the course of the normal working of the project under him.</p> <p>b) <u>Outside the State:</u></p> <p>With the previous approval of the competent authority provided conditions (i) &amp; (ii) under clause (a) above are fulfilled. Prior approval of the competent authority will not, however, be necessary.</p> <p>i) in case of emergency when obtaining of such approval would cause delay to the detriment of the work.</p> <p>ii) for journeys to Pathankot for clearance and despatch of any machinery, plant, equipment and other stores received for the project under him.</p>

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4. To sanction Advance T.A.: In respect of his own tours and the tours of all officers and staff under him, while proceeding on official duty under proper authority.

FINANCIAL POWERS

1. To order local purchases of small articles of stationery etc. Upto Rs. 250/- on any one time and Rs. 2,500/- a year provided value of any single item so purchased does not exceed Rs. 50/-
2. To accord technical sanctions to detailed estimates of works. In respect of Civil, including electrical Mechanical Works etc. upto Rs. 20,000/- (original or maintenance and repairs) relating to the project under him provided such works are in respect of an approved project/scheme, or are in pursuance of an approved programme and are within the amount administratively approved by the competent authority.
3. To sanction overtime charges. Provided the rates for such overtime payments and the class of personnel entitled to such overtime payments have been generally or specially approved by the competent authority.
4. To sanction contingent expenditure. i) Typewriters. Expenditure on periodical oiling, cleaning and repairs including purchases of spare parts of typewriters subject to a limit of Rs. 100/- per machine per year.

ii) Repairs of machinery:

Expenditure on emergent repairs of machinery on the project required to be carried out in the exigencies of works including the purchase of spare parts for such machines subject to a limit of Rs. 250/- at any one time.

iii) Advertisements.

For invitation of tenders for works within his delegations, subject to a limit of Rs. 2,000/- a year.

iv) Fuel & oil for office use:

Full powers provided the supply is made according to prescribed scales and seasons.

POWERS OF MINES MANAGERS/MANAGER WUYAN  
CEMENT FACTORY:

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To make appointments:	(a) On regular scales of pay against sanctioned permanent and temporary posts, the maximum of which does not exceed Rs.150/- per month.  (b) Of a temporary nature in leave vacancies for periods not exceeding 3 months on posts, the maximum of which does not exceed Rs. 250/- per month. All such appointments should be made through properly constituted selection Committee.
2.	To make transfers:	Within their jurisdiction in all posts under their control, for which he is the appointing authority.
3.	To grant leave:	Upto 10 days to all members of their staff, the maximum of whose pay does not exceed Rs. 250/- per month provided the leave is admissible under the Rules.
4.	To take Disciplinary action:	(a) Suspend any members of the staff under their control for good and sufficient reasons, to be recorded in writing.  (b) For good and sufficient reasons and after holding proper departmental proceedings  i) withhold increments of members of their staff, the maximum of whose pay scale does not exceed Rs.150/- per month.  ii) dismiss/remove or punish in any other manner any members of their staff, the maximum of whose pay scale does not exceed Rs. 150/- p.m..
5.	To accept resignation:	In respect of all posts on which they are competent to make appointments.  Note: All orders issued under Serial 1 to 5 above will be communicated in the form of fortnightly statements to the Chief Mining Engineer/Chief Projects Officer (F) with a copy to Administration branch of the Headquarters office of the Corporation.
6.	To engage labour:	Skilled or unskilled labour, as required, on the rates the schedule of which has been sanctioned by the competent authority and within the approved strength, if any.

7. To sanction tours of Subordinates:
- (a) Within the State: Full powers in respect of officers and staff under them, provided-
- i) the tours are to be undertaken in the course of the normal working of the mines/factories under them;
  - ii) such tours are not for undergoing any training or courses of study.
- (b) Outside the State: With the previous approval of the competent authority, provided conditions (i) and (ii) under clause (a) above are fulfilled. Prior approval of the competent authority will not, however, be necessary;
- i) In cases of emergency when obtaining of such approval would cause delay to the detriment of the work;
  - ii) For journeys to Pathankot for clearance and despatch of any machinery, plant, equipment and other stores received for the mines/factories under them.
8. To grant permission to travel by air: Within the State, in respect of any members of their staff, not otherwise so entitled under the Rules, when the exigencies of work so demand.
9. To sanction advance T.A.: In respect of their own tours and the tours of all officers and staff under them, while proceeding on official duty under proper authority.
10. To grant prolonged halting allowance: Upto 20 days in respect of staff under their control, the maximum of whose pay scale does not exceed Rs. 400/- p.m.
11. To exercise authority of a controlling Officer: In respect of T.A. bills of all officers and staff under their control.
12. To sanction contracts: After inviting quotations in respect of civil and other works, the estimated value of which does not exceed Rs. 5,000 provided the most favourable quotations is accepted. Acceptance of a quotation other than the lowest should be done after recording detailed reasons.
13. To execute contracts, deeds etc: Full powers in respect of items within their competence and sphere of work, and also those sanctioned by the Chief Mining Engineer/Chief Projects Officer(F) in respect of the mines/factories under their control, except such of the items as might require the common seal of the Corporation under the State Companies Act.

14. To accord administrative approval and technical sanction to works:
- (i) Within the sanctioned budget provision in respect of revenue works relating to working of mines/factories, under them provided the estimated value of each such work does not exceed Rs. 5,000/-
  - (ii) In respect of civil, including electrical and mechanical works, other than residential quarters, shops, canteens etc., upto Rs. 2,500/- (original or maintenance and repairs) relating to the mines/factories under them, provided such works are in respect of an approved project/scheme, or are in pursuance of an approved programme.
15. To sanction excess over estimates:
- Upto 5%, provided that:
- (i) the excess is not due to any material alternations in the sanctioned estimates;
  - (ii) the total cost including excess does not exceed-
    - a) the amount for which the work stands administratively approved by more than 5% and
    - b) the amount upto which they are competent to accord technical sanction.
16. To issue work orders: For sanctioned works costing Rs. 2,500/- or less, on approved schedule of rates, to contractors who are on the approved list.
17. To incur expenditure on emergency works: Upto Rs. 2,500/- on works required for the safety of mines/factories in an emergency to save, from damage, destruction or total loss of any section/ sections of the mines/factories under their charge. A complete report to be submitted to the Chief Mining Engineer/Chief Projects Officer (F) on such expenditures.
18. To sanction overtime charges: To mine/factory workers engaged on daily or monthly wages in the interests and the safety of the mines/factories in their charge, provided the rates for such overtime payments and the class of personnel entitled to such overtime payments have been generally or specially approved by the competent authority.
19. To sanction local purchase of stores, stationery etc. : Articles of stores, stationery, office equipment etc., at current market rates, without inviting tenders, upto Rs. 250/- a month and Rs. 2,500/- in a year, provided the budget provision exists and the cost of any individual item does not exceed Rs. 50/-. Purchases exceeding Rs. 250/- at a time but upto Rs. 500/- a month, may be made under the usual conditions for the purchase of stores after inviting quotations, the

total limit of all such purchases made in a year should, besides being within specific budget provision, not exceed Rs. 5,000 in any case.

20. To sanction contingent expenditure:

Subject to budget provision and in respect of mines/factories under them, the following-

- i) Postage & Telegrams: Full powers, provided the telegrams are issued in cases of real urgency only,
- ii) Rents, Rates & Taxes: As required under any law of the State or any local authority. Rent for office accommodation upto Rs.40/- p.m. only
- iii) Registration and licence fees etc. of vehicles:  
Full powers.
- iv) Typewriters: Expenditure on periodical oiling, cleaning and repairs including purchase of spare parts of typewriter machines, subject to a limit of Rs.100/- per machine per year.
- v) Fuel or coal for office stoves: Full powers, provided the supply is made according to the prescribed scales and seasons.
- vi) Advertisements: Expenditure on advertisements notices, tenders, employment etc. in the local newspapers subject to an yearly limit of Rs. 2,000/-
- vii) Medicines: Upto Rs. 1,000 in a year in respect of First-aid required for the employees under them including labour engaged on mines/factories if such first-aid can not be available at a short distance from the site.
- viii) Misc. charges: Petty charges on day to day requirements of the mines/factories under them (including allowances to sweepers not exceeding Rs.10/- p.m. in each case) upto a limit of Rs.1200/- a year.

21. To operate on imprest Accounts:

(i) Operate upon imprest accounts sanctioned for them and draw out of such imprest accounts such charges as have been specifically authorised by the Managing Director in consultation with Financial Controller to be drawn out of them, provided proper accounts are rendered for such imprests in accordance with the procedure prescribed therefor.

J&K MINERALS LIMITED  
(BOARD CELL)

NO:BC-7(11)/65-66/A/328-35

SRINAGAR  
MAY 16, 1967

In accordance with the powers vested in him vide B.R.No. 20 of the 45th Board Meeting, the Managing Directors has been pleased to delegate with immediate effect the following powers to the Managers, Wuyan Cement Factory, Precast Concrete Factory in respect of Maintenance ~~of~~ of Vehicles for smooth running of the factories.

Maintenance of Vehicles: 'Full powers in respect of expenditure on P.O.L. for vehicles subject to the provision in the Budget and Rs 1000/- per annum on such repairs, expenditure whereon is below Rs 100/- in each case.'

Sd/-(B.M.K. Mattoo)  
F.A. & C.A.O.  
(Secretary)

- 1- CPO(F). His proposal No.F-11(23)/67/785 dated 18-4-67 refers. He is also requested to send a draft agenda item on the subject for information of the Board as per requirement of the Board Resolution.
- 2- F.A. & C.A.O.
- 3- A.F.A.Wuyan.
- 4- Manager, WCF.
- 5- Manager, PCCF, Wuyan.
6. A.M.O.Hqrs.
- 7- APO
- 8- A.A.o. (Adm)

'True Copy'

*Sub*  
7/16/67

(ii) Operate upon Bank accounts specifically earmarked for them by the Managing Director in consultation with Financial Controller and subject to any limits and conditions prescribed therefore, provided that any amounts so drawn and disbursed have received proper sanction and where countersignatures are necessary, such countersignatures have been obtained on bills before the draws and disbursements of the amounts covered thereby.

22.

All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the mines/factories in their charge, whether their payment has been authorised by them or by a higher authority.

NOTE: In the above delegations- C.M.E. stands for Chief Mining Engineer CPO(F) for Chief Projects Officer (Factories), F.C. for Financial Controller and M.D. for Managing Director of the Corporation J&K Minerals Ltd."



To delegate powers to the Mechanical Engineer Wuyan Cement Factory, Asstt. Manager Pre-stressed Concrete Factory and Asstt. Manager, Spun Pipe Factory:

The Board approved of the proposals and passed the following resolution:

"Resolved that the Mechanical Engineer Wuyan Cement Factory Asstt. Manager, Pre-stressed Concrete Factory and Asstt. Manager, Spun Pipe Factory be and are hereby delegated the following powers."

Financial powers.

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To engage labour.	Unskilled labour on the rates sanctioned by the competent authority and within the approved strength.
2.	To sanction purchase of consumable stores.	After inviting quotations, articles of day to day requirements like bolts, nuts, baskets, metal sheets, welding electrodes, cotton waste, iron bars, channels, angle iron G.I. Pipes, Switches, bulbs, chemicals etc; subject to the budget provisions and a limit of 100/- on any one occasion and 1,000/- in a year.
3.	To sanction contingent expenditure:	<u>Medicines:</u> Upto Rs. 300/- in a year in respect of First-aid required for the employees under him including labour engaged in the factory, if such First-aid is not available at a short distance from the site.

Delegation of powers to the Asstt. Financial  
Controller/Accounts Officer posted at Jammu.

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<u>S.No.</u>	<u>Nature of power</u>	<u>Extent for financial concurrence</u>
1.	Sanctioning of expenditure and authorisation of disbursements.	Within the budget allotments made to the officers upto Rs. 5,000/- in each case, subject to the condition that necessary financial formalities have been fulfilled.
2.	Entering into contracts after inviting tenders for purchase of stores and materials including plant and machinery and other capital goods.	Upto Rs. 50,000 in each case
3.	<u>Tenders</u>	
	a) Invitation & acceptance of short-term tenders.	In respect of supplies and services upto estimated cost of Rs. 10,000/- provided: i) the notice for short-term tenders will be for a period of not less than ten days; ii) the power is exercised only occasionally and in respect of items certified to be emergent; iii) action taken is subsequently reported to the Managing Director and the Financial Controller.
4.	(a) Acceptance of tenders other than the lowest	Proposals pertaining to items 4 to 7 to be finalised only after obtaining the previous approval of the Financial Controller.
	(b) Acceptance of contracts by negotiation.	
	(c) Purchases without inviting tenders after obtaining market price.	
5.	Sale of stores to Private parties	
6.	Laying down of hire charges of mobile equipment and machinery including vehicles.	
7.	Creation of posts on regular establishment.	
8.	To exercise authority of controlling officer.	In respect of the T.A. bills of staff under him". (B.R. on Supplementary No: 1 on 15th Board meeting held on 18.7.62).

To delegate powers to  
the Civil Engineer at  
Kalakot:

Schedule of Administrative powers

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
<u>1</u>	<u>2</u>	<u>3</u>
1.	To grant leave	Upto 10 days to all members of staff the maximum of whose pay scale does not exceed Rs. 150/- per month provided the leave is admissible under the rules.
2.	To sign T.A. bills in token of their countersignatures, for transmission to the Accounts Deptt. for check and payment/adjustment.	In respect of T.A. bills of all officers and staff under them.

Schedule of Financial Powers

1.	To place indents for purchase of stores and materials of all kinds on the purchases & Stores Department of the Corporation:	Full powers provided the expenditure sanction to the purchase covered by such indents has been accorded by the competent authority.
2.	To sanction contracts for Civil works:	After inviting tenders, upto a limit of Rs. 40,000/- in each case, subject to the following conditions: a) that a statement is submitted to the M.D. monthly of all the contracts so sanctioned in a month; b) in case a tender other than the lowest is accepted or limited tenders only called or the contract, itself is negotiated after inviting tenders, the reasons for accepting a tender other than the lowest or inviting limited tenders or negotiating the contract are recorded in writing (F.C)
3.	To sanction extra items not covered in the original contract for works:	Upto 2½% of the original contract or Rs. 2,000 whichever is less provided the total value of the original contract plus extra items sanctioned does not exceed Rs. 40,000/-. This will be further subject to the condition that where extra items occur in substitution of agreement items, gross amount of the agreement items, gross amount of the extra items ( and not the difference between the extra items and the agreement items) will be taken into account for the purpose of the aforementioned limits (FC).

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| 4.    | To sanction direct purchase of stores and materials without the intervention of the purchase and Stores Department of the Corporation:             | Upto Rs. 1,000/- at any one time subject to a limit of Rs. 10,000/- a year, provided that:-<br><br>i) the articles are urgently required and their indenting on the Purchase & Stores Department would cause undue delay to the detriment of work;<br><br>ii) the purchases are made in accordance with the Rules, if any, governing purchases of such stores and materials;<br><br>iii) the expenditure on any single item does not exceed Rs. 75/- |
| 5(a). | To invite limited tenders or single tender:  | In respect of purchases covered by item 4 above, full powers for reasons to be recorded.   |
| (b)   | To order local purchase of small articles of stationery, furniture and other consumable articles at current market rates without inviting tenders. | Upto Rs. 100/- in any one case and Rs. 1,000/- a year.   |
| 6.    | To accord technical sanction to detailed estimates.  | a) Original works or parts thereof and special repairs, upto Rs. 40,000/-<br><br>b) Works of maintenance and repairs upto Rs. 7,500/-  |
| 7.    | To sanction excess over estimates in the original technical sanction;  | Upto 2½% provided that:<br><br>i) the excess is to cover items not provided for in the original technical sanction accorded by him;<br><br>ii) the said excess is not due to any material alterations in the sanctioned estimate;<br><br>iii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by the competent authority by more than 2½%.  |
| 8.    | To extend time for completion of works:  | Full powers in respect of contracts within their competence for reasons to be recorded provided the extension is not for a period exceeding 15 days in case of contracts upto Rs. 10,000/- and one month in cases above that limit (F.C).  |
| 9.    | To engage labour:  | Skilled or unskilled, as required, on rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D., and in absence of either, on rates normally prevalent in the locality concerne  |

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10. To execute contracts, deeds, instruments: Full powers in respect of civil works for which administrative approval has been given by the competent authority.
11. To sanction overtime charges: To labourers engaged on daily or monthly wages on civil works under their charge on terms and conditions approved by the competent authority.
12. To issue work orders: For sanctioned work which is Rs.40,000/- or less, on approved schedule of rates to contractors who are on the approved list.
13. To sanction expenditure on preparation of models: Upto Rs. 50/- per model.
14. To sanction contingent expenditure: Subject to Budget provision and in respect of civil works under them;
- i) Rents, Rates and Taxes  
As required under any law of the State or any local authority. Rent for office accommodation upto Rs.40/- per month.
  - ii) Postage and Telegrams:  
Full powers.
  - iii) Registration, Licence fees etc. and maintenance of vehicles:  
Full powers.
  - iv) Advertisements:  
For invitation of tenders for works or supplies and services or employment notices subject to a limit of Rs. 500/- a year, provided the advertisement in papers outside the State of Jammu and Kashmir is restricted to two newspapers only.
  - v) Books and periodicals:  
For survey field and level and log books provided expenditure on any one book does not exceed Rs. 10/- excluding freight charges.
  - vi) Maintenance of Vehicles:  
Full powers in respect of expenditure on POL and maintenance and repairs of vehicles under their charge or control.

vii) Transportation of stores and materials of the Corporation:

Upto Rs. 250/- in any one case through approved transport agencies or at the most economic prevailing rates, provided it is certified that no Corporation vehicle belonging to the construction division was available.

viii) Other contingent expenditure not specifically provided for in items (i) to (vii) above, upto Rs. 250/- provided that:

- i) the expenditure is of a non-recurring nature;
- ii) it is necessary for day to day administration of the concerned division;
- iii) such expenditure on any one item, if incurred, does not exceed Rs. 10/-.

15. To operate on imprest accounts:

As sanctioned for him by the M.D in consultation with F.C.

16. To verify and certify bills:

All bills and vouchers payable by the Corporation pertaining to supplies made or services rendered to the Civil construction works under them, whether the payment of such bills and vouchers has been authorised by them or by a higher authority.

NOTE:

1. In the above delegations, C.E. stands for Civil Engineer, F.C. for Financial Controller and M.D. for Managing Director of the Corporation, J&K Minerals Ltd.
2. The letters 'FC' put within brackets against any item of the above delegations would indicate that the relative power has to be exercised only with the concurrence of the F.C. or his authorised representative.

To delegate powers to Civil  
Engineer at Headquarters:

The proposal was approved and the Board passed the following resolution:

"Resolved that the Civil Engineer at Headquarters be and is hereby delegated the following powers."

Schedule of Administrative powers

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
<u>1</u>	<u>2</u>	<u>3</u>
1.	To grant leave:	Upto 10 days to all members of staff the maximum of whose pay scale does not exceed Rs. 150/- per month provided the leave is admissible under rules.
2.	To sign T.A. bills in token of their countersignatures, for transmission to the Accounts Department for check and payment/adjustment.	In respect of T.A. Bills of all officers and staff under them.

Schedule of Financial powers

1. To place indents for purchase of stores and materials of all kinds on the purchase & Stores Department of the Corporation: Full powers provided the expenditure sanction to the purchase covered by such indents has been accorded by the competent authority.
2. To sanction contracts for Civil works: After inviting tenders, upto a limit of Rs. 40,000/- in each case, subject to the following conditions:
  - a) that a statement is submitted to the M.D. monthly of all the contracts so sanctioned in a month;
  - b) in case a tender other than the lowest is accepted or limited tenders only called or the contract itself is negotiated after inviting tenders, the reasons for accepting a tender other than the lowest or inviting limited tenders or negotiating the contract are recorded in writing (F.C).
3. To sanction extra items not covered in the original contract for works: Upto 2½% of the original contract or Rs. 2,000/- whichever is less provided the total value of the original contract plus extra items sanctioned does not exceed Rs. 40,000/-. This will be further subject to the condition that where extra items occur in substitution for agreement items, gross amount of the extra items (and not the difference between the extra items and the agreement items) will be taken into account for the purpose of the aforementioned limits (F.C).

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4. To sanction direct purchase of stores and materials without the intervention of the Purchases & Stores Department of the Corporation.

Upto Rs. 1,000/- at any one time subject to a limit of Rs. 10,000/- a year, provided that:

i) the articles are urgently required and their indenting on the purchases & Stores Department would cause undue delay to the detriment of work;

ii) the purchases are made in accordance with the Rules, if any, governing purchases of such stores and materials;

iii) the expenditure on any single item does not exceed Rs. 75/-

5. a. To invite limited tenders or single tender:

In respect of purchases covered by item 4 above, full powers for reasons to be recorded.

b. To order local purchases of small articles of stationery, furniture and other consumable articles at current market rates without inviting tenders.

Upto Rs. 100/- in any one case and Rs. 1,000/- a year.

6. To accord technical sanction to detailed estimates.

a) original works or parts thereof and special repairs, upto Rs. 40,000/-

b) Works of maintenance and repairs upto Rs. 7,500/-

7. To sanction excess over estimates in the original technical sanction;

Upto 2½% provided that:

i) the excess is to cover items not provided for in the original technical sanction accorded by him;

ii) the said excess is not due to any material alterations in the sanctioned estimate;

iii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by the competent authority by more than 2½%.

8. To extend time for completion of works:

Full powers in respect of contracts within their competence for reasons to be recorded provided the extension is not for a period exceeding 15 days in case of contracts upto Rs. 10,000/- and one month in case above that limit (F.C).

9. To engage labour:

Skilled or unskilled, as required on rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D. and in absence of either, on rates normally prevalent in the locality concerned.



<u>1</u>	<u>2</u>	<u>3</u>
10.	To execute contracts, deeds, instruments:	Full powers in respect of Civil works for which administrative approval has been given by the competent authority.
11.	To sanction overtime charges:	To labourers engaged on daily or monthly wages on civil works under their charge on terms and conditions approved by the competent authority.
12.	To issue work orders:	For sanctioned work which is Rs.40,000/- or less on approved schedule of rates to contractors who are on the approved list.
13.	To sanction expenditure on preparation of models:	Upto Rs. 50/- per model.
14.	To sanction contingent expenditure:	Subject to Budget provision and in respect of civil works under them: <u>i) Rents rates and Taxes:</u> As required under any law of the State or any local authority. Rent for office accommodation upto Rs. 40/- per month. <u>ii) Postage and telegrams:</u> Full powers. <u>iii) Registration, licence fees etc. and maintenance of vehicles:</u> Full powers. <u>iv) Advertisements:</u> For invitation of tenders for Works or supplies and services or employment notices subject to a limit of Rs. 500/- a year, provided the advertisement in papers outside the State of Jammu and Kashmir is restricted to two news papers only. <u>v) Books and periodicals:</u> For survey field and level and log books provided expenditure on any one book does not exceed Rs. 10/- excluding freight charges. <u>vi) Maintenance of vehicles:</u> Full powers in respect of expenditure on POL and maintenance and repairs of vehicles under their charge or control.

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vii) Transportation of stores and materials of the Corporation:

Upto Rs. 250/- in any one case through approved transport agencies or at the most economic prevailing rates, provided it is certified that no Corporation vehicle belonging to the construction division was available.

viii) Other contingent expenditure not specifically provided for in items (i) to (vii) above, upto Rs. 250/- provided that:

- i) the expenditure is of a non-recurring nature;
- ii) it is necessary for day to day administration of the concerned division;
- iii) such expenditure on any one item, if incurred, does not exceed Rs. 10/-.

15. To operate on imprest accounts:

As sanctioned for him by the M.D. in consultation with F.C.

16. To verify and certify bills:

All bills and vouchers payable by the Corporation pertaining to supplies made or services rendered to the Civil construction works under them, whether the payment of such bills and vouchers has been authorised by them or by a higher authority.

Note: In the above delegations, C.E. stands for Civil Engineer, FC for Financial Controller and MD for Managing Director of the Corporation, J&K Minerals Ltd.

The letters 'FC' put within brackets against any item of the above delegations would indicate that the relative power has to be exercised only with the concurrence of the FC or his authorised representative.

To delegate powers to  
Medical Officer at Kalakot:

Approved. The Board passed the following resolution:

"Resolved that the Medical Officer at Kalakot  
be and is hereby delegated the following powers:

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1-	To grant leave:	Casual leave upto 10 days to all members of staff the maximum of whose pay scale does not exceed Rs. 150/- p.m. provided the leave is admissible under rules.
2.	To sign T.A. Bills in token of their countersignature for transfer to Finance Department for check/adjustment:	In respect of T.A. bills of all members of staff under Medical Officer.

FINANCIAL POWERS

1.	To sanction grant purchase of store, stationery etc. for the Medical Unit:	Upto a maximum of Rs. 100/- in each case after inviting Dasti quotations, the cost of any individual item not exceeding Rs. 25/- and Rs. 3,000/- for the whole year.
2.	To operate on Imprest:	Can operate upon Imprest accounts upto an amount of Rs. 1,000/- and draw out of such imprest accounts such charges as have been approved and sanctioned by the competent authority provided proper accounts are rendered for such imprest in accordance with the procedure prescribed therefor.

To delegate powers to the Mines  
Manager, Nichahom:

The Board approved the proposal and passed the  
following resolution:

"Resolved that the Mines Manager, Nichahom be and  
is hereby delegated the following administrative  
and Financial powers."

POWERS OF THE MINES MANAGER,  
NICHAHOM LIGNITE MINING PROJECT:

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
<u>1</u>	<u>2</u>	<u>3</u>
1.	To make appointments:	(a) On regular scales of pay against sanctioned permanent and temporary posts, the maximum of which does not exceed Rs.150/- per month.  (b) Of a temporary nature in leave vacancies for periods not exceeding 3 months on posts, the maximum of which does not exceed Rs.250/- per month.
	N.B.	All such appointments should be made through properly constituted Selection Committee.
2.	To make transfers:	Within his jurisdiction in all posts under his control, for which he is the appointing authority.
3.	To grant leave:	Up to 10 days to all members of his staff, the maximum of whose pay does not exceed Rs.250/- per month provided the leave is admissible under the rules.
4.	To take disciplinary action:	(a) Suspend any member of the staff under his control for good and sufficient reasons, to be recorded in writing.  (b) For good and sufficient reasons and after holding proper departmental proceedings.  i) Withhold increments of members of his staff, the maximum of whose pay scale does not exceed Rs. 150/- per month  ii) dismiss/remove or punish in any other manner any member of his staff, the maximum of whose pay scale does not exceed Rs.150/- p.m.
5.	To accept resignations:	In respect of all posts on which he is competent to make appointments.

Note: All orders issued under Serial 1 to 5 above will be communicated in the form of fortnightly statements to the Chief Mining Engineer with a copy to Administration branch of the Headquarters' office of the Corporation.

- | <u>1</u> | <u>2</u>   | <u>3</u>  |
|----------|--|---|
| 6.       | To engage labour:  | Skilled or unskilled labour, as required on the rates the schedule of which has been sanctioned by the competent authority and within the approved strength, if any   |
| 7.       | To sanction tours of sub-ordinates:                                | (a) <u>Within the State</u> : Full powers in respect of officers and staff under him provided:<br><br>I. the tours are to be undertaken in the course of the normal working of the mines under him;<br><br>ii. such tours are not for undergoing any training or courses of study.  |
| 8.       | To sanction advance T.A.:  | In respect of his own tours and the tours of all officers and staff under him, while proceeding on official duty under proper authority.  |
| 9.       | To exercise authority of a controlling officer:                    | In respect of T.A. bills of all officer and staff under his control.  |
| 10.      | To sanction contracts:   | After inviting quotations in respect of civil and other works, the estimated value of which does not exceed Rs. 5,000 provided the most favourable quotation is accepted. Acceptance of a quotation other than the lowest should be done after recording detailed reason.   |
| 11.      | To execute contracts, deeds etc.:                                  | Full powers in respect of items within his competence and sphere of work, and also those sanctioned by the Chief Mining Engineer in respect of the mines under his control, except such of the items as might require the common seal of the Corporation under the State Companies Act.   |
| 12.      | To accord administrative approval and technical sanction to works: | (i) Within the sanctioned budget provision in respect of revenue works relating to working of mines under him provided the estimated value of each such work does not exceed Rs. 5,000/-<br><br>ii) In respect of civil, including electrical and mechanical works, other than residential quarters, shops, canteens etc., upto Rs. 2,500/- (original or maintenance and repairs) relating to the mine under him provided such works are in respect of an approved project/ scheme, or are in pursuance of an approved programme. |
| 13.      | To sanction excess over estimates:                                 | Upto 5%, provided that<br><br>(i) the excess is not due to any material alternations in the sanctioned estimates;<br><br>(ii) the total cost including excess does not exceed -   |

- a) the amount for which the work stands administratively approved by more than 5% and
- b) the amount upto which he is competent to accord technical sanction.

14. To issue work orders:

For sanctioned works costing Rs. 2,500/- or less, on approved schedule of rates, to contractors who are on the approved list.

15. To incur expenditure on emergency works:

Upto Rs. 2,500/- on works required for the safety of mines in an emergency to save, from damage, destruction or total loss of any section/sections of the mines under his charge. A complete report to be submitted to the Chief Mining Engineer on such expenditures.

16. To sanction overtime charges:

To mine workers engaged on daily or monthly wages in the interests and the safety of the mines in his charge, provided the rates for such overtime payments and the class of personnel entitled to such overtime payments have been generally or specially approved by the competent authority.

17. To sanction local purchase of stores, stationery etc.

Articles of stores, stationery office equipment etc., at current market rates, without inviting tenders, upto Rs. 250/- a month and Rs. 2,500/- in a year, provided the budget provision exists and the cost of any individual item does not exceed Rs. 50/-. Purchases exceeding Rs. 250/- at a time but upto Rs. 500/- a month may be made under the usual conditions for the purchase of stores after inviting quotations, the total limit of all such purchases made in a year should, besides being within specific budget provision, not exceed Rs. 5,000/- in any case.

18. To sanction contingent expenditure:

Subject to budget provision and in respect of mines under him the following -

i) Postage & Telegrams: Full powers, provided the telegrams are issued in cases of real urgency only.

ii) Rents, Rates and Taxes:

As required under any law of the State or any local authority. Rent for office accommodation upto Rs. 40/- p.m.

iii) Registration and licence fees etc. of vehicles:

Full powers.

iv) Typewriters: Expenditure on periodical oiling, cleaning and repairs including purchase of spare parts of typewriter machines, subject to a limit of Rs. 100/- per machine per year.

v) Fuel or coal for office stoves:

Full powers, provided the supply is made according to the prescribed scales and seasons.

vi) Advertisements:

Expenditure on advertisements notices, tenders, employment etc. in the local newspapers subject to an yearly limit of Rs. 2,000/-

vii) Medicines:

Upto Rs. 1,000/- in a year in respect of First-aid required for the employees under him including labour engaged on mines if such first-aid can not be available at a short distance from the site.

viii) Misc. Charges:

Petty charges on day to day requirements of the mines under him (including allowances to sweepers not exceeding Rs.10/- p.m. in each case) upto a limit of Rs. 1200/- a year.

19. To operate on imprest accounts:

i) Operate upon imprest accounts sanctioned for him and draw out of such imprest accounts such charges as have been specifically authorised by the Managing Director in consultation with Financial Controller to be drawn out of them, provided proper accounts are rendered for such imprests in accordance with the procedure prescribed there-for.

ii) Operate upon Bank accounts specifically earmarked for him by the Managing Director in consultation with Financial Controller and subject to any limits and conditions prescribed therefor, provided that any amounts so drawn and disbursed have received proper sanction and where countersignatures are necessary, such countersignatures have been obtained on bills before the drawls and disbursements of the amounts covered thereby.

20.

All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the mines in his charge, whether their payments have been authorised by him or by a higher authority.

Note: In the above delegations, C.M.E. stands for Chief Mining Engineer, F.C. for Financial Controller and M.D. for Managing Director of the Corporation, J&K Minerals Ltd.

DELEGATION OF POWERS TO THE OFFICER-IN-CHARGE/PROJECT  
ENGINEER NUCLEUS ORGANISATION, LADAKH

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<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To make appointments:	In respect of the projects, schemes and offices under him including his own office of a temporary nature in leave vacancies for periods not exceeding 3 months on posts, the maximum of which does not exceed Rs. 250/- p.m.
2.	To order transfers of employees.	Within his jurisdiction in all posts under his administrative control of which the maximum does not exceed Rs. 250/-
3.	To grant leave:	Full powers in respect of all members of the staff other than officers upto one month, provided the leave is admissible under the rules.
4.	To take disciplinary action:	a) Suspend any member of the staff other than officers under his control for good and sufficient reasons, to be recorded, in writing.
5.	To sanction tours of subordinates:	a) <u>Within the State:</u> Full powers in respect of officers and staff under him, provided: i) the tours are undertaken in the course of the normal work connected with mineral survey or project under him. ii) such tours are not for undergoing any training or courses of study.
6.	To grant permission to travel by air.	<u>Within the State:</u> In respect of any member of the staff, not otherwise so entitled under rules, when the exigencies of work so demand, subject to confirmation by the competent authority.
7.	To sanction T.A. advance:	In respect of his own tours and the tours of all the officers and staff under him while proceeding on official duty or leave as per the rules applicable to persons posted in Ladakh, under proper authority.
8.	To exercise authority of a controlling officer:	In respect of T.A. bills of all officers and staff under his control.
9.	To grant prolonged haltage allowance:	Upto 20 days in respect of officers and staff under him.



FINANCIAL POWERS:

<u>S.No:</u>	<u>Nature of power</u>	<u>Extent and conditions:</u>
1.	To place indent for purchase of stores and materials of all kinds as per MD's standing orders No: 12 dated 8.7.64	Full powers, provided the expenditure sanctioned to the purchase covered by such indents has been accorded by competent authority.
2.	To sanction contracts for civil, electrical and mechanical works :	After inviting tenders, upto a limit of Rs. 10,000/- in each case, subject to the following conditions:  i) that a statement is submitted to the M.D. monthly of all the contracts so sanctioned in a month  ii) In case a tender other than lowest is accepted or limited tenders only called or the contract itself negotiated after inviting tenders, the reasons for accepting a tender other than the lowest or inviting limited tenders or negotiating the contract are recorded in writing (F.C.)
3.	To sanction extra items not covered in the original contract for works.	Upto 5% of the original contract provided the total value of the original contract plus extra items sanctioned does not exceed 5% of the amount of such contract or Rs. 500/- whichever is less. This will further be subject to the conditions that in case when extra items occur in substitutions of agreement items, gross amount of the extra items (and not the difference between the extra items) will be taken into account for the purpose of the afore-mentioned limits (F.C.).
4.	To sanction expenditure on entertainments.	Within the budget provision by debit to the entertainment grant or miscellaneous expenditure of the project/scheme of office concerned provided the amount or such entertainment does not exceed Rs. 100/- in a year.
5.	To sanction excess over estimates in the original technical sanction.	Upto 5% provided that:-  i) the excess is to cover items not provided for in the original technical sanction accorded by him.  ii) the said excess is not due to any material alterations in the sanctioned estimates;  iii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by competent authority by more than 5% (F.C.).

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
6.	To order commencement of work in anticipation of formal agreements.	In respect of emergent works upto Rs. 5,000/- in each case provided that:- i) Expenditure sanction exists and is administratively approved and technically sanctioned by the competent authority and a report of the action taken is made in each case to the M.D. ii) In the work order, main terms, conditions and rates should have been approved by the competent authority.
7.	To issue work order:	For sanctioned works costing Rs. 10,000/- or less, on approved schedule or rates, to contractors who are on the approved list.
8.	To create work charge posts:	i) Provided Budget provision exists: ii) The maximum pay of the posts created does not exceed Rs. 150/- p.m. iii) Provision for work charge establishment exists in the sanctioned estimate of the work and iv) the pay and allowances in such estimates do not exceed the prescribed scales, in cases where such scales have been laid down by the competent authority any such appointments on the regular cadre(F.C.).
10.	To engage labour:	Skilled or unskilled, as required, on rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D. and in absence of either, on rates normally prevalent in the locality concerned.
11.	To engage ponies/ yaks or any other means of transport obtainable in Ladakh:	Full powers in respect of the work connected with the projects and schemes under him.
12.	To execute contracts deeds, instruments:	Full powers in respect of items within his competence and sphere of work and also those sanctioned by the M.D. in respect of the Projects or schemes under him.
13.	To incur expenditure on emergency works:	Upto Rs. 500/- on works required for the safety or interest of projects or schemes in an emergency to save from damage, destruction or total loss of any work connected with the Project or schemes under him.  A complete report to be submitted to the M.D. on such expenditure.
14.	To sanction contingent expenditure:	Subject to budget provision and in respect of the offices and projects under him. i) <u>Rents, Rates &amp; Taxes:</u> As required any law of the State or any local authority. Full powers.

ii) Insurance of property:

In respect of property immovable or movable and with the insurance companies authorised by the M.D.

iii) Postage and Telegrams:

Full powers.

iv) Registration, licence fee etc., and maintenance of vehicles:

Full powers.

v) Remittance by M.O's/T.M.O's of the pay etc. of employees at the Corporation expenses:

Full powers in respect of employees serving at a distance of more than 16 KM from the remitting office.

vi) Supply of liveries, belts, badges etc., to orderlies, Chowkidars etc.

Full powers, provided the supply is in accordance with the prescribed scales and conditions:

vii) Medicines:

Full powers in respect of firstaid required for the employees including labour engaged on the projects or schemes under him.

ix) Allowance to Sweeper, Water carriers etc.

Upto Rs. 50/- p.m. in each case, provided:

i) the allowance is not granted to inferior servants on the regular work charged establishment.

ii) the allowance is purely of a contingent nature, not counting for leave, provident fund.

iii) the number of sweepers etc. engaged is the essential minimum required; and

iv) in cases those are already wholetime sweepers, no such allowance is given.

x) Maintenance of Tents and camp equipments:

Full powers in respect of maintenance and repairs of tents and camp equipment under his charge or control.

xi) Lamps and Heaters.

Full powers in respect of maintenance and repairs of lamps, heaters etc. under his charge or control.

xii) Photography:

Full powers in respect of developing, printing and enlargements of films under his charge or control.

xiii) Transportation of stores and materials of Corporation:

Full powers in any one case through approved transport agencies or the most economical prevailing rates, provided it is certified that no corporation, vehicle belonging to the Nucleus Organisation or Project was available, or in case such as remote regions, not connected with roads, where a vehicle could not be used even if available.

As sanctioned for him by the F.C.

15. To operate on imprest accounts:

16. To verify and certify bills:

All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the projects schemes or office under him, whether the payment of such bills and vouchers has been authorised by him or by a higher authority.

Note: In the above delegation, M.D. stands for the Managing Director, F.C. for the Financial Controller and Corporation for the J&K Minerals Ltd.

The letters F.C. put within the brackets against any items of the above delegations would indicate that the relative power has to be exercised only with the concurrence of the F.C. or his authorised representative.

DELEGATION OF POWERS TO THE GEOLOGIST  
IN CHARGE OF EXPEDITION TO PADDAR  
SAPPHIRE MINES:

Administrative powers

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
1.	To grant leave	Casual leave upto 10 days to members of the staff working under him provided the leave is admissible under rules.
2.	To take disciplinary action:	Subject to the appellate authority of the C.M.E. and revisional authority of the M.D. suspend any member of the staff working under him for good and sufficient reasons to be recorded in writing.
3.	To sign TA bills in token of their countersignature for transfer to accounts department for check/adjustment:	In respect of TA bills of all members of staff working under him.
<u>Financial:</u>		
1.	To engage labour:	Skilled or unskilled, as required on rates prevalent in the locality concerned subject to budget provision.
2.	To sanction contingent expenditure:	i- Postage and telegrams as required. ii- Transportation of stores and material of the Corporation upto Rs. 250/- in any one case through approved transport agency or in times of emergency at the prevalent market rates, provided it is certified that no vehicle of the Corporation was available for the purpose. iii- Other contingent expenditure not provided for in items (i) & (ii) above, upto Rs.50/- in any case and for any one job, provided; a/the expenditure is of non-recurring nature b/it is of a nature necessary for the day to day administration of the project under him.
3.	To verify and certify bills:	All bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the project under him subject to countersignature of C.M.E.

To delegate powers to the  
Resident Engineer (Thermal)/  
Power House Superintendent

ADMINISTRATIVE POWERS:

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions.</u>
1.	To make temporary or permanent appointments:	To make appointments to temporary or permanent posts the maximum pay of which does not exceed Rs. 150/- p.m. basic on the advice of the Selection Committee to be constituted in consultation with the M.D.
2.	To grant leave:	Full powers in respect of all employees, whom he is empowered to appoint and casual leave to all employees working under his control provided the leave is admissible under the rules.
3.	To take disciplinary action:	Subject to the appellate and revisional authority of the S.E. (Thermal) and the M.D.  a) Suspend any employee working on a post the maximum of which does not exceed Rs. 500/- per month basic for good and sufficient reasons, to be recorded in writing simultaneous intimation of the action taken being given to the S.E. (Thermal) in respect of members whose pay scale exceeds Rs. 150/-.  b) for good and sufficient reasons and after proper departmental proceedings censure or with-hold increments of members of his staff the maximum of whose basic pay scale does not exceed Rs. 150/- per month.  c) for good and sufficient reasons and proper departmental proceedings dismiss any member of his staff whom he is empowered to appoint.  d) to dismiss the labour and/or officers who have been found to be responsible for the sabotage of the plant and equipment.

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
4.	To accept resignations:	Full powers in respect of posts for which he is empowered to appoint subject to the prior approval of the competent authority.
5.	To grant prolonged halting allowance:	Upto 20 days in respect of officers and staff under his control, the maximum of whose basic pay scale does not exceed Rs. 850/- p.m.  Subject to the conditions prescribed for the grant of prolonged halting and approval of S.E. (Thermal).
6.	To sanction tours of subordinates:	Full powers in respect of all officers and staff under him provided the tours (i) are to be undertaken in the course of normal working of the project; (ii) such tours are not for undergoing any training or courses of study and (iii) the tours are to be undertaken within the state or upto Pathankot.
7.	To sanction T.A. advance:	In respect of the tours of all officers and staff under him while proceeding on official duty under proper authority.
8.	To exercise authority of controlling officer:	In respect of the T.A. bills of all officers and staff under him.

Note: In the above delegation, M.D. stands for Managing Director; P.H. Superintendent for Power House Superintendent and S.E. (Thermal) for Superintending Engineer (Thermal) of the Corporation, J&K Minerals Ltd., Kalakot Thermal Power Project.

S.No.    Nature of power

Extent and conditions

FINANCIAL POWERS:

1.        To sanction expenditure and authorise disbursements:

Within the allocation made for specific purposes in the approved budget in respect of the project under his control and subject to such specific restrictions or relaxations as are hereinafter prescribed provided that any such individual item of expenditure or disbursement does not exceed Rs. 50,000/- (F.C.).

Note: The delegation is subject to the stipulation that a statement will be submitted to S.E.(Thermal) fortnightly showing all items of non-recurring expenditure exceeding Rs. 10,000/- sanctioned by P.H. Superintendent during fortnight.

2.        To place indents for purchase of stores and materials of all kinds on the Purchases and Stores Department of the Corporation:

Full powers, provided the expenditure sanction to the purchase covered by such indents has been accorded by competent authority and budget provision exists.

3.        To sanction direct purchase of stores and materials without the intervention of Purchases & Stores Department of the Corporation:

Upto Rs. 2,500/- at any one time subject to a limit of Rs.25,000/- a year, provided that:

- i) the articles are urgently required and their indenting on the Purchase and Stores Department would cause undue delay to the detriment of work.



<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
		ii) the purchases are made in accordance with the rules, if any, governing purchase of such stores and materials.
		iii) the expenditure on any single item should not exceed Rs.100/-.
4.a)	to invite limited tenders or single tenders.	a) In respect of purchases covered by item (3) above, full powers for reasons to be recorded (F.C)
b)	to order local purchases of small articles of stationery furniture and other consumable articles at current market rates without calling for tenders:	b) Upto Rs. 250/- in any one case and Rs. 5,000/- a year.
5.	To sanction expenditure on entertainment:	Within the budget provision by debit to the Entertainment grant of the amount of such, entertainment does not exceed Rs. 100/- in a year and the expenditure should not exceed Rs. 20/- at one time.
6.	To accord administrative approval to works:	Civil including electrical and mechanical works upto Rs. 50,000/- for each such work (original or maintenance or repairs), provided such works have been duly approved in the project or schemes concerned or are in pursuance of an approved programme (F.C.).
7.	To accord technical sanction to detailed estimates:	Subject to budget provisions: a) original works or parts thereof and special repairs upto Rs. 50,000/- for each work provided that: i) there is a sanctioned project estimate; ii) there is a specific provision in the project estimate to cover the particular item of work and iii) the amount technically sanctioned does not exceed the amount as administratively approved by the competent authority.

S.No.    Nature of power

Extent and conditions

- b) Works of maintenance and repairs upto Rs. 25,000/- and upto Rs. 1 lakh in case of Boilers.

Note:

Maintenance of the Boilers shall be heavy and the cost of the refractories lagging, cleaning of the tubes and also the replacement of other consumable material shall invariably amount to Rs. 1 lakh.

8. To sanction excess over estimates in the original technical sanction:

Upto 5% provided that:

- i) the excess is to cover items not provided for in the original technical sanction accorded by him;
- ii) the said excess is not due to any material alterations in the sanctioned estimate; and
- iii) the total cost including the excess does not exceed the amount for which the work stands administratively approved by competent authority by more than 5% (F.C.).

9. To create work charged posts:

Provided:

- i) Budget provision exists;
- ii) the maximum pay of the post created does not exceed Rs.250/- p.m.
- iii) provision for work-charged establishment exists in the sanctioned estimate of the work; and
- iv) the pay and allowances of such estimate do not exceed the prescribed scales in cases where such scales have been laid down by competent authority for any such appointments on the regular cadre (F.C).

10. To engage labour:

Skilled or unskilled as required on rates provided in the relevant sanctioned projects or schemes or as laid down by the M.D. and in absence of either on rates normally prevalent in the locality concerned.

11. To accept bids regarding leases of land:

Provided the highest bid is accepted and the amount of the bid so accepted does not exceed Rs. 5,000/- (F.C.).

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
12.	To sanction contingent expenditure:	<p>Subject to budget provision and in respect of the offices, institutions and schemes under him to sanction the following type of expenditure:</p> <p>i) <u>Insurance of property:</u></p> <p>In respect of property immovable or movable authorised by the M.D. and with the authorised Insurance Companies (F.C.).</p> <p>ii) <u>Postage and telegrams:</u></p> <p>Full powers.</p> <p>iii) <u>Registration, licence fees etc. and maintenance of vehicles:</u></p> <p>Full powers.</p> <p>iv) <u>Telephone trunk calls:</u></p> <p>Full powers provided the calls are in the interest of the Corporation;</p> <p>v) <u>Advertisements:</u></p> <p>For invitation of any tenders for works or supplies and services or employment notices, subject to a limit of Rs. 1,000/- a year.</p> <p>vi) <u>Supply of liveries, belts, Badges etc. to Orderlies, Chowkidars:</u></p> <p>Full powers provided the supply is in accordance with the prescribed scales and conditions.</p> <p>vii) <u>Fuel or coal for office stoves:</u></p> <p>Full powers provided the supply is in accordance with the prescribed scales and conditions.</p> <p>viii) <u>Medicines:</u></p> <p>According to the budget provision in a year for First-aid and for the dispensary required under the factories Act for employees including labour.</p> <p>ix) <u>Allowances to Sweepers, Water Carriers etc.</u></p> <p>Upto Rs. 15/- p.m. in each case provided;</p>

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
		a) the allowance is not granted to any inferior servant on the regular or work-charged establishment;
		b) the allowance is purely of a contingent nature not counting for leave, provident fund etc.
		c) the number of sweepers etc. engaged is the essential minimum required.
		d) in cases where there are already wholetime sweepers no such allowance is granted.
		x) <u>Printing work:</u> In cases of urgency at the most favourable rates with due regard to quality after inviting Dasti quotations, provided the cost of such work on any one occasion does not exceed Rs.500/-.
		xi) <u>Books and periodicals:</u> Purchases will be made only in accordance with the procedure prescribed by the M.D.
		xii) <u>Typewriters, duplicators, accounting machines etc.</u> Full powers provided the number of machines has already been fixed by the M.D. in consultation with F.C. Expenditure on periodical oiling, cleaning and repairs, including purchase of spare parts for the machine not to exceed Rs.100/- per year for a typewriter and Rs. 200/- per year for other machines.
		xiii) <u>Iron safes, fire-proof boxes and/or almirahs:</u> Full powers subject to scales, if any, prescribed.
		xiv) <u>Bicycles:</u> Full powers within the scales laid down.
		xv) <u>Maintenance of vehicles:</u> Full powers in respect of expenditure on P.O.L. and maintenance and repairs of vehicles.

<u>S.No.</u>	<u>Nature of power</u>	<u>Extent and conditions</u>
		(xvi) <u>Transportation of stores and materials of the Corporation:</u>  Upto Rs. 1,000/- in any one case, through appointed transport agencies or at the most economical prevailing rates in times of emergency provided it is certified that no transport of the Corporation was available.
		xvii) Other contingent expenditure not specifically provided for in sub-items (i) to (xvi) above upto Rs. 250/- in any one case or for any one job provided that:  a) the expenditure is of a non-recurring nature;  b) it is of a nature necessary for the day to day administration of the project, factory or institution concerned;  c) such expenditure on any one item if incurred, does not exceed Rs. 25/-
13.	To operate on imprest accounts:	As sanctioned for him by the M.D. in consultation with F.C.
14.	To verify and certify bills:	All Bills and vouchers payable by the Corporation pertaining to any supplies made or services rendered to the project or institutions under him whether their payment has been authorised by him or by a higher authority.
15.	To declare stores as surplus as unserviceable and to order their disposal by auction or otherwise and write down the difference between the sale of auction proceeds and the original value.	In cases where the book value of such stores does not exceed Rs. 500/- provided F.C.'s concurrence is obtained.
16.	To dispose of deteriorated articles and materials by auction and write down difference between the price realised and the cost of production:	In respect of projects and schemes under him provided suitable action is taken against the employees due to whose negligence the material might have deteriorated and the loss written down does not exceed Rs.100/- in any individual case and Rs.500/- a year (F.C.).