

Powers of Director (Finance)

Subject to the provisions of the Companies Act, 1956, Memorandum and Articles of Association of the Company, guidelines framed by the Central Government, codes, rules, regulations and policies prescribed by the Board of Directors / Committee of the Board of Directors of the Company from time to time and subject to the budget provisions, Director (Finance) shall have powers to deal with the following matters and sanction expenditure there on besides the powers as are exercisable by a lower Authority :-

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| 1. Capital expenditure authorization. | Up to a limit of Rs.25 lakhs in each case and also where the expenditure exceeds 10% of the Capital Expenditure Authorization but is within the budget of the Division. |
| 2. Sanction reallocation of capital expenditure. | Within the budget provision of the Division jointly with Director (Planning)

(Inter-Divisional reallocation within the overall budget of the Company by Chairman & Managing Director). |
| 3. Project Expenditure | For projects approved by the Board Authorization crores jointly with up to Rs.2.5 Director (Planning)

(For projects approved by the Board up to Rs.5 crores by Chairman & managing Director) |
| 4. Sale of Fixed Assets | Up to written down value of Rs. 1 lakh in each case |
| 5. Acceptance of Order / Agreement for sales. | Up to Rs. 10 crores in each case |
| 6. Private sale of Tea | Up to 10% of saleable production per contract per garden. |
| 7. Allocation to international tea auction centers | Full Powers |
| 8. Sale of scrap | Up to Rs. 10 lakhs at any one time. |
| 9. Disposal of obsolete / item unserviceable stores. | Up to a book value of Rs 1 lakh per |

10. Stock clearance / distress sale one time of defective stock	Up to Rs. 1 lakh of book value at any
11. Trade Discount to Dealers/ Customers for standard Products.	Full Power
12. Purchase of Raw Materials, bought out items, components Loose tools, consumable Stores and spares, tea seeds, plant and machinery, award of contract forming a component of a project, clonel outing, tea nursery plant, power and fuel, contract and sub-contract etc.	Up to a limit of Rs. 1 Crore for each item in each case subject to approved purchase products.
13. Advance to suppliers for purchase, repairs, maintenance etc. without bank gurantee.	Up to 20% of the value subject to a limit of Rs. 10 lakhs in each case.
14. Repair / Maintenance and awarding contract there for :	
(i) Buildings, Plant, Machinery etc.	Up to Rs. 20 lakhs in each case.
(ii) Motor cars, vehicles, tractors, trailers, furniture and fittings, airconditioners ;	Up to Rs. 1.00 lakh in each case
(iii) Company's house / flats owned and/or hired	Up to Rs. 1.50 lakh in each case
15. After sales rectifications / modifications / repairs / free replacement	
(i) Within gurantee period	Up to Rs. 3 lakhs per contract
(ii) Outside gurantee period	Up to Rs. 1 lakh per contract
16. Rent of warehouse, godown, storage space etc.	Full Powers
17. Transport contract : Rate Contract / annual estimated value Of rate contract (including variation of Rates / terms)	Up to Rs. 20 lakhs in each case.
18. Sanction of demurrage, wharfage and other charges.	Full Power

19. Institute, conduct, defend any suit or other proceedings by or against the Company or its Officers or otherwise concerning the affairs of the Company and sanction legal expenses including obtaining legal opinion.	Full Power
20. Penalty, additional liability, interest, etc. on Excise Duty / Income Tax / Sales Tax / Customs / other duties, Levies, taxes, dues, statutory fees, etc.	Full Power
21. Advertisement for tender, notices or other Classified advertisement in souvenirs, gift Items.	Full Power.
22. Purchase of books, periodicals, journals, magazine and other publications.	Full Power.
23. Sanction of inland tour, advance therefore, traveling expenses, variation from TA rules, hire of car/taxi on official business.	Full Power
24. Fees for obtaining certificates from Auditors Chartered Accountants, Cost Accountants, practicing Company Secretaries, technical and other professionals.	Up to Rs. 25,000 each case.
25. Appointment of Consultants / Architects.	Up to Rs. 50,000 in each case.
26. Sanction :	
(i) Subscription to Trade/ Industry / Associations / Chambers of Commerce / Professional bodies.	Full power
(ii) Special Subscriptions.	Up to Rs. 10,000 in each case.
27. Sanction of any other revenue expenses for business purpose	Up to Rs. 5 lakhs per case.
28. Issue of Credit Notes.	Up to Rs. 5 lakhs.
29. Adjustment of stock shortage / excess revealed on verification	Up to Rs. 20,000 per annum per item.
30. Stock shortage of foodstuff at Tea Gardens	Up to 5%
31. Write off of bad debts, claims and receivables.	Up to Rs. 10,000/- per annum per case.

32. (a) Provision for bad / doubtful debts, liquidated damages.	Full Power. As per Accounting Policy of the Company..
(b) Write back of provision / liability for liquidated damages against sundry debtors.	- do -
33. Reduce / waive liquidated damages and penalty on purchase / contracts / projects / extend time for delivery / execution.	Liquidated damages amounting upto Rs. 1 lakh in each case.
34. Write back of liabilities and provisions no longer required.	Full power as per Accounting Policy
35. Short-term deposit with banks and other Deposits with post offices, in Government Securities, Unit Trust of India, other financial institutions and banks including renewals thereof.	Up to Rs. 50 lakhs in each case.
36. Adjustment of difference between manufactured and saleable tea.	Up to 5 %
37. Approve write off of losses not due to theft, fraud or negligence.	Up to Rs. 5,000 in each case.
38. Nomination of employees to training, seminar etc.	Full powers.
39. Entertainment expenses on Company's business	Up to Rs. 7,500 in each case.
40. Payment of advance for medical expenses	Up to Rs. 10,000 in each case.
41. Sanction of leave, encashment of leave / L.T.C reimbursement	Full Powers
42. Deposit with customers and authorities.	Full powers
43. Testing fees	Up to Rs. 5 lakhs in each case jointly with Director (Planning)
44. Material loan given / taken without deposit of value of material.	Up to Rs. 10 lakhs per case.
45. Sanction for maintenance of imprest fund for Units / Branches.	Full Powers.
46. Operation of bank account, signing of cheques , pro notes etc	As per Board/Committee of Board resolution

47. Execution of instruments, deeds and leases etc.	Full Powers. Except such documents which require Common Seal of the Company as per Companies Act, 1956.
48. Refer any claim or demand by or against the Company to arbitration.	Up to a limit of Rs. 1 crore in each Case.
49. Complimentary issue of Company's products.	Up to the value of Rs. 1000 per case
50. Acquisition of assets on lease and hire-purchase terms. (This should be treated as capital expenditure and as per approved budget)	Up to Rs 25 lakhs in each case.
51. Determine the basis of Common Expenses recovery and to authorize actual recovery.	Full Power
52. Review and finalise Internal Financing Policy	Full Power
53. Grant inter-unit loans	Rs. 20 lakhs at any one time.
54. Sanction of miscellaneous expenses	Up to Rs. 10,000 in each case.
55. Sanction/permission to travel on Company's business by a class or mode of journey higher than provided in the rules of the Company.	Full power
56. Sanction of advances for tours on official business	Full Power

Note :

- i) The proposals under Item Nos.8,9,10 and 33 should be put up through a Committee which would be constituted and appointed by any functional Director.
- ii) Capital expenditure authorization formalities should be complied with in regard to every capital expenditure.
- iii) The purchase procedure, as approved, should be adhered to wherever applicable.