

Powers to Director (Planning)

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 (Planning) shall have powers to deal with the following matters and sanction expenditure thereon besides the powers as are exercisable by a lower authority :-

- | | |
|--|--|
| 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 Authorisation but is within the budget of the Division. |
| 2. Sanction reallocation of Capital expenditure. | Within the budget provision of the Division jointly with Director (Finance).

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

(For projects approved by the Board up to Rs. 5 crores by Chairman & Managing Director). |
| 4. Acceptance of Order / Agreement for Sale | Up to Rs. 10 crores in each case. |
| 5. Sale of scraps | Up to Rs. 10 lakhs at any one time. |
| 6. Disposal of obsolete / unserviceable stores | Up to a book value of Rs. 1 lakh per item. |
| 7. Stock clearance/ distress sale/ Sale of defective stock | Up to Rs. 1 lakh of book value at any one time. |

- | | |
|---|---|
| 8. 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 cutting, 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 procedure. |
| 9. 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. |
| 10. Repairs / maintenance and awarding contract therefore | |
| (i) Buildings, plant, machinery etc. | Up to Rs. 20 lakhs in each case |
| (ii) Motor cars, vehicles, tractors, trailers, furniture and fittings, air conditioners | Up to Rs. 1 lakh in each case |
| (iii) Company's houses / flats owned and / or hired | Up to Rs. 1.50 lakhs in each case |
| 11. 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 |
| 12. Rent of warehouse, godown, storage space etc. | Full power |
| 13. Transport contract : | |
| Rate contract/annual estimated value of rate contract (including variation of rates/terms) | Up to Rs. 20 lakhs in each case |
| 14. Sanction of demurrage, wharfage and other charges. | Full powers. |

15. Research and Development	For approved schemes of R & D – (a) Capital expenditure up to Rs. 10 lakhs per scheme. (b) Revenue expenditure as per approved scheme up to Rs. 5 lakhs per scheme.
16. Advertisement for tender, notices or other classified advertisement in souvenirs, gift items.	Full Power
17. Purchase of books, periodicals journals, magazines and other publications	Full Power
18. Sanction of inland tour, advance therefore, traveling expenses, variations from TA rules, hire of car/taxi on official business	Full Power
19. Appointment of Consultants / Architects.	Up to Rs. 50,000 in each case.
20. Sanction of normal subscriptions to Trade / industry / Associations / Chambers of Commerce / Professional bodies.	Full Power
21. Reduce / waive liquidated damages and penalty on purchase/contracts/projects/ extend time for delivery/execution.	Up to Rs. 1 lakh in each case
22. Approve write off of loses not due to theft, fraud or negligence	Up to Rs. 5,000 in each case in consultation with Director (Finance)
23. Nomination of employees to training, seminar etc.	Full Power.
24. Entertainment expenses on Company's business	Up to Rs. 7,500 in each case
25. Payment of advance for medical expenses	Up to Rs. 10,000 in each case

26. Sanction of leave, encashment of leave / L.T.C reimbursement	Full power
27. Security deposit with customers and authorities.	Up to 15% of the Order value
28. Testing fees	Up to Rs. 5 lakhs.
29. Material loan given / taken without deposit of value of material	Up to Rs. 10 lakhs
30. Operation of bank account, signing of cheques, pro notes etc.	As per Board/Committee of Board resolution.
31. Executions of instruments, deeds and leases.	Full power. Except such documents which require Common Seal of the Company as per Companies Act, 1956
32. Sanction of any other revenue expenses for business purposes	Up to Rs. 5 lakhs per case.
33. Submission of applications for Industrial Licenses.	Full power
34. Sanction of miscellaneous Expenses.	Up to Rs. 10,000 in each case.
35. 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
36. Sanction of advances for tours on official business	Full power

Note :

- (i) The proposals under Item Nos. 5,6,7 and 21 should be put up through a Committee which would be constituted and appointed by a 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.