



ANDREW YULE & COMPANY LIMITED

(A Government of India Enterprise)

CIN: L63090WB1919GOI003229

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Delegation of Powers (DOPs) of Functional/Whole-time Directors

- a) Subject to the provisions of the Companies Act, 2013 read with the rules framed thereunder, 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, Chairman & Managing Director shall have full powers to deal with all matters except those exercisable by the Board of Directors and Committee of the Board of Directors of the Company.
- b) Director (Finance), Director (Personnel) and Director (Planning) shall have powers to deal with the items mentioned below up to the limits shown against each besides the powers as are exercisable by a lower authority under the respective directors.
- c) CMD is authorized to exercise financial powers up to 150% of existing powers of other Functional Directors. CMD is also authorized to exercise powers other than financials, which are not exclusively specified for CMD but indicated for other Functional Directors.
- d) Functional Directors are authorized to exercise powers in respect of any item mentioned below for which no separate power is mentioned for them, up to the limit as exercisable by any lower authority.

Date of Board approval: 12.04.2023

Effective Date of implementation: 01.05.2023

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
1.	a) Capital expenditure authorization (each case) subject to provision in the approved budget, activity and following the purchase procedure.				
	Delegated Power	Full Power within the approved budget and approved activities.	Up to a limit of Rs.2.00 crore in each case and also where the expenditure exceeds 10% of the capital expenditure authorization but is within the budget of the Division.		
	b) Sanction reallocation of capital expenditure within the division.				
	Delegated Power	Full powers within the budget provision for new addition/deletion of items of the division, subject to post facto information to the Board.	Full powers within the budget provision of the division jointly with Director (Planning).	--	Full powers within the budget provision of the division jointly with Director (Finance).
	c) Sanction of excess expenditure over the budget approved by the Board.				
	Delegated Power	Not exceeding 10% and subject to subsequent ratification by the Board.	--	--	--
	d) Inter-division reallocation of capital expenditure.				
Delegated Power	Full powers for reallocation across divisions/units of the company with powers for new addition/deletion of items within the overall approved budget of the company, subject to post facto information to the Board.	--	--	--	
2.	Project expenditure authorization.				
	Delegated Power	For projects approved by the Board upto Rs.50 crore.	For projects approved by the Board upto Rs.30 crore	--	For projects approved by the Board upto Rs 30 crore.

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
3.	Acceptance of orders/ agreements for sales.				
	Delegated Power	Upto Rs.100 crore in each case.	Upto Rs.60 crore in each case.	--	Upto Rs.60 crore in each case.
4.	Sale of moveable fixed assets				
	Delegated Power	Upto written down value of Rs.1 crore in each case.	Upto written down value of Rs.50 lakh in each case.		
5.	Allocation of tea to International Auction Centre				
	Delegated Power	--	Full power following laid down sales policy as approved by the Board.	--	--
6.	Sale of scrap (including tea waste)				
	Delegated Power	--	Upto Rs.2.00 crore per case.	--	Upto Rs.2.00 crore per case
7.	Disposal of obsolete/ unserviceable stores				
	Delegated Power	--	Upto book value of Rs.2.5 crore.	--	Upto book value of Rs.2.5 crore.
8.	Stock clearance/ distress sale/ of defective stock				
	Delegated Power	--	Upto Rs.25 lakh of book value per item	--	Upto Rs.25 lakh of book value per item
9.	Trade discount to dealers/customers for standard products				
	Delegated Power	--	Full power within the margin not below the production cost	--	Full power within the margin not below the production cost

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
10.	Subject to Purchase Procedure of the Company: a) Purchase of raw-materials (in each case of single purchase), b) Purchase of bought-out items and components, loose tools (in each case of single purchase), c) Purchase of consumable stores and spare parts for processing, repairs and maintenance of buildings, plant and machinery, etc., in each case of single purchase, d) Purchase of tea seeds, clonal cuttings, tea nursery plants, and e) Purchase of power, fuel, coal, petrol, diesel and furnace oil. f) Award of contract forming component of a project, g) Contract/subcontract (with or without parties' material) (in each case of individual contract).				
	Delegated Power	--	Upto a limit of Rs. 50 crore for each item in each case subject to approved Purchase Procedure.	--	Upto a limit of Rs. 50 crore for each item in each case subject to approved Purchase Procedure.
11.	Purchase (subject to Purchase Procedure of the Company) of following items through Rate Contract - a) Raw-materials, b) Bought-out items and components, loose tools, c) Consumable stores and spare parts for processing, repairs and maintenance of buildings, plant and machinery, etc., and d) Purchase of tea seeds, clonal cuttings, tea nursery plants.				
	Delegated Power	--	Upto an estimated purchase value of Rs.20 crore for each item.	--	Upto an estimated purchase value of Rs.20 crore for each item.
12.	Advance to suppliers for purchase, repairs, maintenance, etc., without bank guarantee				
	Delegated Power	--	Upto 20% of the contract value subject to a limit of Rs.10 lakh in each case.		
13.	Advance to suppliers for purchase, repairs, maintenance, etc. with bank guarantee.				
	Delegated Power	--	Full Power	Full Power	Full Power
14.	Transport Contract – rate contract/annual estimated value of rate contract (variation of rate or terms to be approved by the next higher authority).				
	Delegated Power	--	Rs.8 crore in each case	--	Rs.8 crore in each case

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
15.	Rent of (a) warehouse, (b) godown, (c) storage space, (d) houses/flats for executives, etc.				
	Delegated Power	--	Full Power except item (d)	For rent of houses/flats for executives, valuation will be as per the rate determined by the local authority for item (d) only, within the overall eligibility as per Company's Policy.	Full Power except item (d)
16.	Payments of penalty, additional liability, interest, etc., on excise duty /income tax / sales tax /customs /GST/ other duties, levies, taxes, dues, statutory fees, etc.				
	Delegated Power	--	Full Power	--	--
17.	Repair/maintenance/ renovation/addition/ alteration per contract: (i) Building, plant and machinery, etc., (ii) Motor cars, vehicles, (iii) Tractors, trailers, (iv) Furniture and fittings, air conditioners, (v) Company's houses/ Flats - owned & hired.				
	Delegated Power	--	(i) Rs.50 lakh in each case, (ii) Rs.4 lakh in each case, (iii) Rs.4 lakh in each case, (iv) Rs.20 lakh in each case, (v) Rs.10 lakh in each case.		
18.	After-sales rectifications/ modifications/ repairs/ free replacement: (i) Within guarantee period (per order), (ii) Outside guarantee period (per order)				
	Delegated Power	--	(i) 5% of contract value upto Rs.20 lakh per contract, (ii) Upto Rs.20 lakh per contract	--	(i) 5% of contract value upto Rs.20 lakh per contract, (ii) Upto Rs.20 lakh per contract
19.	Sanction of demurrage, wharfage (per case) or excess/ additional port rent				
	Delegated Power	--	Full Power	--	Full Power
20.	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 legal opinion.				
	Delegated Power	--	Full Power	Full Power	Full Power
21.	Fees for obtaining certificates from (i) auditors, (ii) chartered accountants, (iii) cost accountants, (iv) company secretaries, (v) technical and (vi) other professionals				
	Delegated Power	--	Upto Rs.10 lakh in each case for items (i) to (iv). Financial concurrence for (v) and (vi).	Upto Rs.10 lakh in each case for (v) and (vi).	

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
22.	Appointment of Consultants and Architects.				
	Delegated Power	--	Upto Rs.20 lakh in each case.		
23.	Engage advocates/ lawyers/consultants relating to legal, labour and management consultants and sanction payment of their fees.				
	Delegated Power	--	Full Power	Full Power	Full Power
24.	Sign, seal and execute bonds, indemnity bonds, guarantees and counter-guarantees.				
	Delegated Power	--	Full Power (only for financial matters)	Full Power (only for personnel related matters)	Full Power (only for operational and technical matters)
25.	Adjustment of stock shortage/excess revealed on verification.				
	Delegated Power	--	Upto Rs.2.50 lakh per annum per item	--	Upto Rs.2.50 lakh per annum per item
26.	Write off of bad debts, claims and receivables				
	Delegated Power	--	Upto Rs.2.00 lakh per case	--	Upto Rs.2.00 lakh per case
27.	Reduce/waive liquidated damages and penalty on purchase/contracts/ projects, extend time for delivery/execution				
	Delegated Power	--	Upto Rs.2 lakh in each case	--	Upto Rs.2 lakh in each case
28.	Approve write off of losses not due to theft, fraud or negligence.				
	Delegated Power	--	Upto Rs.10000/- in each case	--	Upto Rs.10000/- in each case
29.	Material loan given/taken without deposit of value of material.				
	Delegated Power	--	Upto Rs.50 lakh in each case	--	Upto Rs.50 lakh in each case
30.	Complimentary issue of Company's products.				
	Delegated Power	Upto value of Rs.10000/- per case.	Upto value of Rs.6000/- per case.		
31.	Sanction of donation (Political parties prohibited).				
	Delegated Power	Rs.40000/- in each case	--	--	--
32.	Sales conference expense including sales conference, trade fair participation, brokers conference and promotional expenses.				
	Delegated Power	--	Full Power as Functional Director of any business vertical.		

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
33.	Advertisement for: (a) Tender/Notice in Newspaper (per insertion), (b) Gift Items, (c) Advertisement to Souvenir/Journal per insertion.				
	Delegated Power	a) Full Power, b) Full Power as per GOI Rules, c) Full Power	a) Upto Rs.0.24 lakh c) Upto Rs.0.24 lakh	a) Upto Rs.0.24 lakh c) Upto Rs.0.24 lakh	a) Upto Rs.0.16 lakh c) Upto Rs.0.16 lakh
34.	Purchase of books, periodicals, journals, magazines and other publications.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
35.	Sanction of inland tour, advances therefor travelling expenses, variation from TA rules, hire of Car/Taxi on official business for employees/official guests attending official assignment.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
36.	Grant of loans out of the Company's funds other than the approved scheme, to the employees of the Company and/or their spouses.				
	Delegated Power	Rs.1.00 Lakh in each case	Rs.50,000/- in each case	Rs.50,000/- in each case	Rs.50,000/- in each case
37.	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.				
	Delegated Power	--	Upto Rs.10 crore in each case	--	--
38.	To take decision for instituting and defending legal proceedings and to institute and defend legal proceedings – civil, criminal or revenue, including Income-tax, Sales tax and Excise and confess judgement or withdraw, compromise, compound or refer any matter or dispute to arbitration, as they or either of them may think fit.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
39.	To sign, verify and file in all or any courts and offices in India and outside, in all or any cases, whether original or appellate revision or review, plaints, complaints, written statements, affidavits, applications, review or revision petitions, statutory returns and memoranda of appeals or cross objections.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
40.	To appoint special agents or attorneys on such terms and conditions as may deem fit to safeguard / expedite / defend the Company's business interest.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
41.	To appear in all or any courts and offices to represent the Company in all proceedings and made statement on oath or otherwise for and on behalf of the Company.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
42.	To file in and receive back from any or all courts or offices documents of all kinds and to give receipts therefor.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
43.	To deposit or obtain refund of stamp duty or court fee or to repay the same.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
44.	To deposit in or withdraw from any or all courts or other offices money and give receipts therefor.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
45.	To apply for copies of documents or other records of courts or offices.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
46.	To apply for inspection in a Court of Law / Statutory Body etc. to inspect records for which inspection is allowed.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
47.	To execute decrees, receive moneys and obtain possession of properties in execution of decrees, give receipts and discharges therefor and compromise or compound any such decrees.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
48.	To realise and collect all outstanding amount and claims of the Company and to give effectual receipts and discharges.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
49.	To execute, sign, seal and where necessary to register all documents including deeds, leases, agreements, contracts, letters of appointments, powers or attorneys.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
50.	To sign, seal and execute bonds, indemnity bonds, guarantees and counter- guarantees.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
51.	To execute, endorse and negotiate Bills or Exchange, promissory notes and negotiate or otherwise deal with Government Promissory Notes or any securities of the Central or State Government or any local authority.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
52.	To acquire, buy, purchase Bonds, or sell, transfer pledge or otherwise negotiate shares and/or debentures held by the Company in other joint stock companies or statutory corporation and for that purpose to sign and execute transfer deeds or other instruments, collect dividends and bonuses falling due thereon and otherwise deal in such shares/ debentures.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
53.	To sign, discharge receipts, transfer forms and any other documents required by the Post Office in connection with the Post Office National Saving Certificates.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
54.	To sign, execute, implement any contract for the purpose legitimate business of the Company as may be required from time to time.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
55.	To do all generally such acts, deeds or things as may be necessary or proper for the purposes mentioned above as well as for running the business of the Company in compliance with applicable statutes.				
	Delegated Power	Full Power	--	--	--

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
56.	To delegate any of the authorities mentioned above in favour of any other officer of the Company including a Functional Director, as may be required from time to time.				
	Delegated Power	Full Power	--	--	--
57.	Sanction: Subscription to Trade/ Industry/Associations/ Chambers of Commerce/ Professional bodies/ Journals/Magazine etc.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
58.	Sanction of any other miscellaneous/revenue expenses for business purpose.				
	Delegated Power	--	Upto Rs.10 lakh per case	Upto Rs.10 lakh per case	Upto Rs.10 lakh per case
59.	Issue of credit Notes.				
	Delegated Power	--	Full Power	--	Full Power
60.	Adjustment of Stock shortage of foodstuff at Tea Gardens				
	Delegated Power	--	Upto 5% per item	--	Upto 5% per item
61.	Provision for bad / doubtful debts, liquidated damages				
	Delegated Power	--	Full Power as per Accounting Policy of the Company	--	--
62.	Write back of Provisions/Liability for Liquidated damages against Trade Receivables / other liabilities & Provisions No longer Req'd.				
	Delegated Power	--	Full Power as per Accounting Policy of the Company	--	--
63.	Adjustment of Difference between manufactured and saleable tea				
	Delegated Power	--	Up to 5%	--	Upto 5%
64.	Nomination of employee for conference, training, seminar, etc. course fee in each case (to be routed through personnel and administration section; in case of staff and workers, to be routed through Corporate Personnel Dept.				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
65.	Entertainment expenses on Company's business.				
	Delegated Power	Full Power	Rs 30,000/- in each case	Rs 30,000/- in each case	Rs 30,000/- in each case
66.	Sanction of leave, encashment of leave/ L.T.C reimbursement				
	Delegated Power	Full Power as per rules of the Company			
67.	Deposit with customers and authorities including security Deposit				
	Delegated Power	--	Full Power	--	Full Power

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
68.	Sanction for maintenance of imprest account for units/ branches				
	Delegated Power	--	Full Power	--	--
69.	Operation of bank account, signing of cheques, Drafts etc.				
	Delegated Power	--	As per Board/Committee of Board Resolution		
70.	Acquisition of assets on Lease and Hire purchase Terms (This should be treated as capital expenditure as per approved Budget.)				
	Delegated Power	--	Upto Rs.25 lakh in each case	--	--
71.	Determine basis of common expenses recovery and to authorise actual recovery				
	Delegated Power	--	Full Power	--	--
72.	Review and finalise internal financing policy				
	Delegated Power	--	Full Power with concurrence of CMD	--	--
73.	Grant inter unit Loan				
	Delegated Power	Full Power	Upto Rs.5 crore at any one time	--	--
74.	Testing fees				
	Delegated Power	--	Upto Rs.50 lakh per case	--	Upto Rs.50 lakh per case
75.	Research & Development				
	Delegated Power	--	For approved schemes of R&D, (a) Capital Expenditure up to Rs.10 lakh per scheme, (b) Revenue expenditure as per approved scheme up to Rs.10 lakh per scheme	--	For approved schemes of R&D, (a) Capital Expenditure up to Rs.10 lakh per scheme, (b) Revenue expenditure as per approved scheme up to Rs.10 lakh per scheme
76.	Payment of Advance for Medical Expenses				
	Delegated Power	--	Upto 30 Days salary to be adjusted from Salary/ Domiciliary bills in each case.		
77.	Submission of applications for Industrial License				
	Delegated Power	--	Full Power	--	Full Power

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
78.	Sanction/ permission of travel on Company's business by a class or mode of journey higher than provided in the rules of the Company				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
79.	Sanction of advances for tours on official business				
	Delegated Power	Full Power	Rs.40,000/- in each case	Full Power	Rs.40,000/- in each case
80.	Formulate corporate personnel and industrial relation policies covering manpower planning, recruitment, placement, training, performance and potential evaluation etc. and advise implementation thereof				
	Delegated Power	Full Power subject to Board's approval	--	Full Power subject to CMD's approval and subsequent approval of the Board.	--
81.	Selection, recruitment, appointment extension of date of joining and confirmation of (i) Workmen /Staff/ Supervisors / Assistants (in Consultation with the Department/Chief Executive concerned) and (ii) Executives up to Grade E7 (in consultation with Chief Executive concerned) against vacancies either by open recruitment or by promotion.				
	Delegated Power	--	--	In respect of Existing posts in the organization upto Grade E7	--
82.	Termination of Services, acceptance of resignation.				
	Delegated Power	Full Power on recommendation from the Functional Directors and DP.	--	Shall be recommended by the concerned Functional Director and approved by DP in consultation with CMD.	--
83.	Suspension, taking disciplinary action and / or imposition of punishment including dismissal				
	Delegated Power	--	For workmen/staff/ supervisor /assistants/Executives in accordance with "Conduct, Discipline & Appeal Rules" as amended from time to time.		
84.	Waiver of notice period or pay in lieu of notice period				
	Delegated Power	--	--	As per current Recruitment & Promotion Policy for Officers and assistants.	--

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
85.	Promotion of (i) Workmen/Staff/ supervisors/ Assistants (in consultation with the Department/Chief Executive concerned) and (ii) Executive (in consultation with Chief Executive concerned).				
	Delegated Power	--	--	As per the current Recruitment & Promotion Policy for Officers and Assistants.	--
86.	Transfer within inter-Unit/Division of (i) Staff/Supervisors/NuS (in consultation with the Department/ Business Head/ ED concerned) and (ii) Executive (in consultation with the Business Head/ED concerned)				
	Delegated Power	--	As per the current Recruitment & Promotion Policy for Officers and Assistants.		
87.	Appointment of casual labour and staff				
	Delegated Power	--	--	Full Power	--
88.	Negotiation of Charter of Demands and settlement thereof				
	Delegated Power	--	--	Full power subject to post-facto information to the Board.	--
89.	Manpower Development and training of employees at different levels				
	Delegated Power	--	--	Full Power subject to Company's Budget	--
90.	Sanction of telephone connections for office and residence of Executives on operational needs				
	Delegated Power	--	Full Power	Full Power	Full Power
91.	Sanction of office postage, telephones, internet, electricity, canteen and tiffin room expenses and printing expenses.				
	Delegated Power	--	Full Power	Full Power	Full Power
92.	Approval of Overtime payments				
	Delegated Power	--	Full Power as per rules of the Company	Full Power as per rules of the Company	Full Power as per rules of the Company
93.	Grant of Special Leave in consultation with ED/GM /Divisional Head concerned.				
	Delegated Power	--	--	Full Power	--

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
94.	Sanction of advance to employees for purchase of bicycle, motorcycle, scooter, motor car, refrigerators and other furnishing equipment.				
	Delegated Power	--	Full Power as per rules/schemes of the Company		
95.	Sanction of liveries to the sub-staff under the rules in force from time to time and expenditure therefore.				
	Delegated Power	--	Full Power	Full Power	Full Power
96.	Sanction of financial assistance/ grant-in-aid to canteen, Recreation Club, etc. as per rules				
	Delegated Power	--	Full Power	Full Power	Full Power
97.	Sanction of traveling allowance, daily allowance. Leave travel concession, Leave Encashment etc.				
	Delegated Power	--	Full Power as per rules of the Company		
98.	Sanction of payment/ reimbursement of taxi fare, conveyance charges, travelling expenses etc.				
	Delegated Power	--	As per Travelling and Daily Allowances Rules of the Company		
99.	Sanction of entitlement to and reimbursement of motorcar expenses.				
	Delegated Power	--	--	Full Power as per rules of the Company	--
100.	Sanction of payment/ reimbursement and/or part reimbursement of medical expenses involving prolonged sickness/treatment within domiciliary entitlement				
	Delegated Power	--	--	Full Power	--
101.	Authorize admission of employees on duty for treatment within India to (i) Government and other recognized hospitals, and (ii) private hospitals/ nursing homes and to specialists.				
	Delegated Power	--	Financial concurrence	Full Power	--
102.	Authorize purchase of medicines, drugs, etc, for the employees				
	Delegated Power	--	--	Full Power as per rules of the Company	--
103.	Advise compliance on all legal matters and handling thereof.				
	Delegated Power	--	--	Full Power	--
104.	Administration of Conduct, Discipline & Appeal Rules (CDA) of the Company.				
	Delegated Power	--	As per latest CDA Rules	As per latest CDA Rules	As per latest CDA Rules

Sl. No.	Description	Chairman & Managing Director	Director (Finance)	Director (Personnel)	Director (Planning)
105.	Sanction of legal expenses				
	Delegated Power	Full Power	Financial concurrence	Full Power	Full Power
106.	Authorize expenditure on court fees, stamps, obtaining certified copies of document(s)/ judgement(s), etc.				
	Delegated Power	Full Power	Financial concurrence	Full Power	Full Power
107.	Sanction expenditure on printing and stationery				
	Delegated Power	--	--	Full Power	--
108.	Grant of Leave in respect of Staffs working under him				
	Delegated Power	Full Power	Full Power	Full Power	Full Power
109.	Purchase of vehicles, air-conditioners, office equipment, furniture, office furnishings etc. for the Company				
	Delegated Power	--	Financial concurrence	Full power within approved budget	--
110.	Sanction of salary advance to employees				
	Delegated Power	--	Financial concurrence	Full Power	--
111.	Hiring of houses/flats on rental basis for employees				
	Delegated Power	--	Financial concurrence	Full Power	--
112.	Incurring of expenses for guest houses				
	Delegated Power	--	Financial concurrence	Full Power	--
113.	To decide upon rate of recovery of guest house expenses				
	Delegated Power	--	Financial concurrence	Full Power	--
114.	Sanction of Special allowances to employees for a particular job/ assignment on temporary basis				
	Delegated Power	--	Financial concurrence	Upto Rs 5000/- per month per employee	--
115.	Allotment of Floor Space in any premises of the Company, Works, Godowns in any form				
	Delegated Power	--	Financial concurrence	Full Power	--
116.	Sanction of expenses for implementation of Labour Laws and employee welfare.				
	Delegated Power	--	Financial concurrence	Full Power	--

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