

For internal circulation only

M S T C LIMITED

***(A GOVERNMENT OF INDIA ENTERPRISE)
225-C, ACHARYA JAGADISH BOSE ROAD
KOLKATA***

DELEGATION OF ADMINISTRATIVE POWERS

(As revised w.e.f. 20.03.2006)

DELEGATION OF ADMINISTRATIVE POWERS

I. AUTHORITY :

Sl. No.	Nature of Powers	Extent of powers and designated authority			Remarks
		Head Office	Regional Office	Branch Office	
1	2	3			4
1.	<u>Grant of Leave</u>				
A	CL/OH/EL/Com.L/HPL		RM-full powers to sanction leave in respect of all employees under their control.	BM-full powers for Officers and Staff under the their control	For sanction of leave of executives of HO beyond 7 consecutive days and sanction of EL for more than 3 occasions in a year, approval of respective HOD required.
	<u>For Executives</u>				
	a) Upto Manager	Sr.Manager			
	b) Sr.Manager & AGM	DGM			
	c) DGM & above	HOD	All leaves of RM to be sanctioned by respective Controlling Officer.	All leaves of BM to be sanctioned by respective Controlling Officer.	Any case of an executive availing EL on more than 3 occasions in a year has to be reported to CMD's Sectt. By the leave sanctioning authority.
	d) HODs	CMD			
	<u>For Non-Executives</u>	Reporting Officer of any rank			

1	2	3			4
B	Special Disability Leave, Special Casual Leave, Leave not due of Executives & Non-executives	HOD of Personnel Deptt with concurrence of HOD concerned.	-	-	
C	Extra Ordinary Leave of Executives & Non-executives -				
	i) Upto 10 days	Controlling Officer	Controlling Officer	Controlling Officer	
	ii) Beyond 10 days & upto 3 months	HOD concerned	RM	BM	
	iii) Beyond 3 months	CMD	CMD	CMD	
D	Study Leave - For Executives For Non-executives	CMD HOD of Personnel Deptt with concurrence of HOD concerned.	- -	- -	
2.	Grant of Leave Encashment	Sr.M(P&A)/M(P&A)full powers	RM- full powers For RM, approval of his Controlling Officer required.	BM-full powers For BM, approval of his Controlling Officer required.	Powers to be exercised with financial concurrence

1	2	3	4
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3 **TOUR:**

A **For HODs, RMs & BMs-**

HODs will be their own self-controlling officers. However, they will have to keep CMD informed about the tour programme.

RMs will be their own self-controlling officers. However, they will have to keep their Controlling Officer informed about the tour programme.

BMs - same as RMs

B **For employees other than A above**

i) To approve tour programmes

HODs-full powers for all employees under their control.
N.B.
 CMD's approval is necessary when -
 i) travel on tour is by non-entitled higher class
 ii) tour programme exceeds 10 days' halt in the same station

RM-full powers for officers & staff under his control for tour not exceeding 10 days in the same station

BM-full powers for officers & staff under his control for tour not exceeding 7 days in the same station.

CMD to be kept informed of tour programmes of Officers in the rank of **DGM** and above.

Tour reports to be submitted by all officers unless accompanying HOD or CMD, as the case may be.

1	2	3			4
ii)	Approval & Withdrawal of Tour Advance, settlement of bills	Controlling Officer- full powers	RM - full powers	BM - full powers	
4.	To sanction withdrawal of advance for LTC/LLTC for Executives & Staff after leave has been granted by approving authority	Sr.M(P&A)/M(P&A)full powers HODs will be their own self controlling officers	RM - full powers RM will be his own self controlling officer	BM- full powers BM will be his own self controlling officer	Powers to be exercised with financial concurrence
5.	To approve reimbursement of Conveyance & other expenses - Children's Education Allowance	Controlling Officer- full powers. HODs will be their own self-controlling officers.	RM-full powers RM will be his own self controlling officer	BM-full powers BM will be his own self controlling officer	Powers to be exercised with financial concurrence. Air travel/ travel by AC first class for non-entitled persons would require CMD's approval. Such approval to be granted only in emergent cases.

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6.	To Sanction Advance of Pay, Festival, Medical etc.	Full powers to Sr.M(P&A)/M(P&A)	Full Powers to RM	Full Powers to BM For BM, approval of his Controlling Officer required	Powers to be exercised with financial concurrence.
7.	To sanction expenditure on cancellation of Rail/Air tickets in respect of Executives & Non-Executives	HODs-full power	RM - full powers	BM-full powers (Rail tickets only) For BM, approval of his Controlling Officer required.	Powers to be exercised with financial concurrence.
8.	To sanction advance for purchase of Conveyance for Executives & Non-Executives	Full powers to Sr.M(P&A)/M(P&A)	Full powers to RM	Full powers to BM	Powers to be exercised with financial concurrence within budget limits
9.	To sanction reimbursement of LTE as per rules	Full powers to Sr.M(P&A)/M(P&A)	Full powers to RM	Full powers to BM.	Powers to be exercised with financial concurrence
10.	Forwarding of application of Non-Executives for outside employment and granting permission to study	Full Powers to the Head of Personnel Dept. with the concurrence of the concerned HOD	-	-	Forwarding of application for outside employment of Executives or granting permission for Study will require CMD's approval.

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11.	To confirm or extend probationary period of Non-Executives	Full Powers to the Head of the Personnel Department with the concurrence of the concerned HOD.	-	-	For Executives, such powers will rest with CMD.
12.	Constitute DPC/Selection Committee for appointment/ Promotions within Non-Executives cadre	Full powers to the Head of the Personnel Deptt	-	-	-
13.	Appointment to Non-Executive posts	Full powers to Head of the Personnel Department	-	-	Appointment will be subject to rules and against post sanctioned and approved for operation by CMD

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14.	Posting of Non-Executives from one department to another	Full powers to the Head of the Personnel Department in consultation with the HOD concerned	Full powers to RM	Full powers to BM	All Officers and staff, on being transferred, should formally hand over charge by signing a "Handing Over Report" as prescribed and attached. HODs are to ensure that this report is submitted before the release of the employee concerned. In the prescribed format, the items A2 and E will apply only to Executives and the rest of the items are common for both Executives and non-executives.
15.	Incentive payment for Small Family Norms and other routine payments	Full powers to the Head of the Personnel Department	-	-	
16.	Grant of incentives for acquiring professional qualifications	Full powers to the Head of the Personnel Department for Executives & Non-executives	-	-	Powers to be exercised within laid down rules.

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17	To sanction Company Leased/Self Leased Accommodation for Executives	Full powers to the Head of the Admn. Department	Full powers to RM within the approved norms. Leased Accommodation for RM shall continue to be sanctioned with the approval of Admn. Deptt.	Full powers to BM within the approved norms. Leased Accommodation for BM shall continue to be sanctioned with the approval of Admn. Deptt.	Powers to be exercised with financial concurrence Approved Lease Hold Agreements may be executed by CS/M(Admn) and RMs/BMs. For deviation and/or relaxation, if any, proposal to be sent to Admn. Deptt.,H.O.
18.	Pay fixation on promotion/initial appointment etc. for Executives & Non-Executives	Full powers to Head of the Personnel Department with financial concurrence	-	-	
19.	To draw and to sanction advance for meeting Company's expenses	Full powers to HODs and Sr.M(Admn) to the extent they are competent to sanction the expenditure	Full powers to RM to the extent he is competent to sanction the expenditure	Full powers to BM to the extent he is competent to sanction the expenditure	Powers to be exercised with financial concurrence

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20.	To sanction purchase of liveries for Class-IV staff including shoes, Umbrella, Raincoat etc. (Min. 3 quotations should be obtained) as per rules/entitlement	Full powers to Sr.M(Admn)	Full powers to RM	Full powers to BM	Powers to be exercised with financial concurrence
21.	To sanction purchase of furniture and fixtures including Office-equipment excluding items specified in column 4 (Min. 3 quotations to be obtained unless a particular brand has been standardised by competent authority)	CMD - Full powers. Head of Admn - upto Rs.2,00,000/- per month and single item not exceeding Rs.50,000/- Sr.M(Admn) - upto Rs.50,000/- per month and single item not exceeding Rs.20,000/-	RM- 75 % of Head of Admn	BM- Same as Sr.M(Admn)	<p>Powers to be exercised with financial concurrence and within sanctioned budget.</p> <p>The exercise of this power shall be subject to such conditions and scales as may be prescribed by the competent authority.</p> <p>For purchase of Air-Conditioners, Refrigerators, Fax, Photo-Copiers, PCs and its accessories/ consumables/ peripherals, approval of HO required except in case of replacement.</p>

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22.	To sanction purchase of stationary including printing of forms, registers, visiting cards, greeting cards, periodicals, files, registers and binding of books etc. (minimum 3 quotations to be obtained where the cost involved is more than Rs.1000/- for each item)	<p>CMD - full powers. Head of administration Rs.1,50,000/- per month and not exceeding Rs.25,000/- in each case.</p> <p>Sr.M(Admn) - upto Rs.70,000/- per month and not exceeding Rs.15,000/- in each case.</p>	<p>RM - Same as for Sr.M(Admn)</p>	<p>BM-Full powers upto Rs.40,000/- per annum and not exceeding Rs.5000/- in each case.</p>	<p>Powers to be exercised with financial concurrence.</p>
22A.	Petty Works and Repairs including Renovation, Water & Sanitary fittings, Electrical installations in Office building and Company owned residential houses/flats of non-recurring nature.	<p>CMD - full powers. Head of Administration - Rs.30,000/- in each case subject to limit of Rs.2,00,000/- per annum</p> <p>Sr.M(Admn) - Rs.10,000/- in each case subject to limit of Rs.1,00,000/- per annum</p>	<p>RM- 75 % of Head of Admn</p>	<p>BM- Same as Sr.M(Admn)</p>	<p>Powers to be exercised subject to budget provision and with financial concurrence.</p>

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22B.	All above work including maintenance and upkeep and services of recurring nature	CMD - full powers. Head of Administration Rs.40,000/- in each case. Sr.M(Admn) - Rs.15,000/- in each case	RM-Same as Sr.M(Admn)	BM-Full powers upto Rs.8,000/- in each case	Powers to be exercised subject to budget provision and with financial concurrence.
23.	To sanction purchase of books and periodicals/ magazines(printed & CDs)	Full powers to HODs upto Rs.10,000/- per annum. However, for individual items beyond Rs.1,000/- approval of CMD will be necessary.	RMs - Same as HODs.	Full powers upto Rs.5,000/- per annum with limitation of Rs.500/- for individual item.	Powers to be exercised subject to budget provision and with financial concurrence. Register of books/periodicals purchased to be maintained by the respective Depts.
24.	To incur/sanction expenditure on entertainment	CMD- full powers. HODs upto the annual limit fixed from time to time.	RM upto the annual limit fixed from time to time.	BM upto the annual limit fixed from time to time.	
25.	To sanction payment of customs duty and Air port charges as per rules	Full powers to HODs.	Full powers to RM	Full powers to BM	

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26.	To incur/approve expenditure on Postage, Telegrams, Telephones, including admittance of Telephone bills	Full powers to Sr.M(Admn)	Full powers to RM	Full powers to BM	Powers to be exercised with financial concurrence.
26A.	To incur/approve Electric & Water charges, Municipal Taxes/Levies, Govt. duties etc.	Full Powers to Sr.M(Admn)	Full powers to RM	Full powers to BM (in terms of lease agreement)	Powers to be exercised with financial concurrence.
26B.	Shifting of P&T Telephones and correspondence with local Telephone Authority.	Head of Admn.-full powers. For signing of letters and necessary documents, permanent authorisation is given to Sr.M(Admn.)	Full powers to RM	Full powers to BM	Deviations, if any, are to be referred to CMD.

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27.	To incur expenditure on repairs, maintenance of furniture, fixture, fitting and Office equipments etc.	CMD-Full powers. Head of Admn- Rs.50,000/- in each case and not exceeding Rs.2,50,000/- per annum. Sr.M(Admn)- Rs.20,000/- in each case and not exceeding RS.1,00,000/- per annum.	RM-Same as for Sr.M(Admn)	BM-Full powers upto Rs.10,000/- in each case and not exceeding Rs.50,000/- per annum	Powers to be exercised with financial concurrence
27A	Entering into Annual Maintenance Contract	Head of Admn- upto Rs. 2,50,000/- for each contract	RM - upto Rs. 50,000/- for each contract	BM - upto Rs. 30,000/- for each contract	Powers to be exercised with financial concurrence
28.	To sanction expenditure against imprest maintained by any HOD	Full powers to HODs upto Rs.250/- per individual item	-	-	
29	Insertion of advertisement in respect of administrative matters	Head of Admn upto Rs.25,000/- per insertion	RM-Same as for Head of Admn.	BM-Full powers upto Rs.10,000/- per insertion	Powers to be exercised subject to budget provision and with financial concurrence.

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30.	Engagement of hired car	Head of Admn - full powers.	RM - full powers	BM - full powers	Powers to be exercised with financial concurrence. Cars to be hired from empanelled agencies as per procedure.
30A.	Repairs and maintenance of Company's own cars	Head of Administration - Rs. 30,000/- per car per month at a time. Sr.M(Admn)-upto Rs. 15,000/- per car per month	RM-Same as Sr.M(Admn)	-	Powers to be exercised with financial concurrence
30B.	Purchase of fuel of cars	Sr.M(Admn)-full powers	RM - full power	-	

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30C.	Electric & Water charges	Sr.M(Admn)-full powers	RM - full power	BM-full powers	Powers to be exercised with financial concurrence
30D.	Insurance coverage of Company's assets & properties	Head of Admn-full powers.	RM - full power	BM- full powers	Powers to be exercised with financial concurrence
31.	Formation of Tender Committee for purchase/ other administrative jobs	CMD full powers. Head of Admn - powers upto estimated job of Rs.1,50,000/- .	Same as Head of Admn	BM-Full powers upto estimated job of Rs.75,000/-	Powers to be exercised with financial concurrence
32.	Empanelment of Contractors -				
	a)for repair and renovation, electrical job, plumbing work, motor repairing work etc.	Head of Admn-Full powers	RM-full powers	BM-full powers	
	b)advertising agencies	Head of PR-Full powers	-do-	-do-	
	c)travel agency for booking air/rail tickets	-do-	-do-	-do-	

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33.	<p>Legal actions - appointment of lawyers</p> <p>NOTE: For initiating any legal proceeding, prior approval of CMD is necessary. However, for defending any proceeding against the Company, concerned HOD/RM/BM may take appropriate action in consultation with Law Department at HO.</p>	<p>Sr.M(Law)/ HODs concerned/Company Secretary shall sign the Indemnity/ Vakalatnama when the papers have been cleared by the concerned HOD/RM and vetted by Head of Finance.</p>	<p>RM-same power as that of Sr.M(Law) in Head Office. They will engage Lawyers in consultation with Head Office.</p> <p>BM-same power as that of Sr.M(Law) in Head Office. They will engage Lawyers in consultation with Head Office.</p>	<p>In emergency, RM/BM may appoint lawyer but the fees are to be finalized in consultation with Head Office.</p>
34.	<p>Extension of time limit for completion of construction of the house for which advance has been taken from the Company</p>	<p>Upto 6 months - House Building Committee. Beyond 6 months & upto 12 months - Head of Personnel Dept. Beyond 12 months-CMD</p>	<p>-</p>	<p>Extension of time limit may be allowed when the work is delayed due to circumstances beyond the control of the employee depending upon the merit of each case</p>

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35.	To Order premature retirement of Executives	Board - full powers for Executives of level of AGM & above. CMD full powers for Executives upto the level of Sr.Manager	- -	Any decision for termination/retirement of an Executive under these rules will be brought to the notice of Board as soon as a decision is taken by the competent authority and in any case not later than the date of premature retirement.
36.	To sanction House Building Advance on the recommendation of House Building Advance Committee.	Head of Personnel Dept. - Full powers	- -	Powers to be exercised subject to budget provision and with financial concurrence.
37.	To approve issue of "No Objection Certificate" for applying for international passport.	Full powers to Head of Personnel Dept. in consultation with HOD/RM/BM concerned.	- -	For HODs, approval of CMD required

- Note :**
- 1) All expenditure is subject to budget provision.
 - 2) Powers delegated to an Officer can be exercised by a senior officer.
 - 3) Wherever concurrence of finance is necessary and there is a difference of opinion, the matter should be referred to the next higher Officer.
 - 4) Drawing and disbursing authority will be the Designated Officer of Finance & Accounts as determined by M (F&A)/E or M(F&A).
 - 5) In absence of RMs/BMs, the just below their rank shall exercise routine administrative powers delegated to RMs/BMs relating to sanction of TA, Medical, Local Conveyance, LTC/LLTC Bills etc. and CL. In the event of both such executives, the executive in the next below rank shall exercise such powers with CFA if necessary. Such delegation of power is also subject to other conditions mentioned.
 - 6) Exercise of all powers are subject to rules, regulations, procedures, norms, administrative decisions, etc.
 - 7) These delegation of powers supercede all other orders/circulars in this respect.

APPENDIX-1.1

ITEMS FOR CMD'S APPROVAL/INFORMATION AS PER ADMINISTRATIVE DELEGATION OF POWERS

<u>SL. NO.</u>	<u>ITEM</u>	<u>NATURE OF POWERS</u>
1.	Grant of Leave	<p>i) EL, CL, Com.L, HPL, EOL, OH of HODs and EOL beyond 3 months of all employees require CMD's approval.</p> <p>ii) Study Leave of executives also requires the approval of CMD.</p> <p>iii) Any case of an executive availing EL on more than 3 occasions in a year has to be reported to CMD's Sectt. by the leave sanctioning authority.</p>
2.	Approval of Tour Programme	<p>i) CMD to be kept informed about the tour programmes of HODs and all executives in the rank of DGM & above.</p> <p>ii) Tour reports to be submitted by all officers unless accompanying HOD or CMD, as the case may be.</p> <p>iii) For all cases of halt for more than 10 days in the same station, CMD's approval is required.</p>
3.	TA/LTC/Conveyance- Reimbursement/Children's Education all	Air/AC first class rail travel for non entitled persons in emergent cases requires CMD's approval.
4.	Purchase of furnitures/ fixtures/Office equipments	For purchase of Air-Conditioners, Refrigerators, Fax, Photo-Copiers, PCs and its accessories/ consumables/ peripherals, approval of CMD (to be processed through Admn. Deptt., HO) required except in case of replacement.
5.	Purchase of Books/Periodicals/ Magazines by HOD's	Beyond Rs.10,000/- per annum for HODs & RMs (and above Rs.1000/- for individual item) and beyond Rs. 5,000/- for BMs (and above Rs. 500/- for individual item) approval of CMD is required.

<u>SL. NO.</u>	<u>ITEM</u>	<u>NATURE OF POWERS</u>
6.	Sanction of Overtime	As determined by CMD from time to time.
7.	Forwarding application for outside employment	For Executives, CMD's approval is required.
8.	Permission for study for acquiring additional higher qualification	For Executives, CMD's approval is required
9.	Confirmation of employees after probationary period (on first appointment and on promotion)	For Executives, CMD's approval is required

ITEMS TO BE REPORTED BY REGIONAL HEADS TO HEAD OFFICE AS PER DELEGATION OF ADMINISTRATIVE POWERS

APPENDIX-1.2

<u>SL. NO.</u>	<u>ITEM</u>	<u>FREQUENCY</u>	<u>TO BE SENT TO</u>
1.	Statement of EL of all Officers taken on more than 3 occasions in a year and also leave statement of Regional Heads.	By 7 th of following month	S.O to CMD
2.	Statement of tours of all Officers of Regional Office	-do-	-do-
3.	Expenses on cancellation of Rail/Air ticket (for all employees)	-do-	-do-
4.	TA/LTC/Conveyance Reimbursement/Children Education All	-do-	-do-
5.	Advance of Pay/Festival/TA/LTC/Medical Expenses (for all employees)	-do-	-do-
6.	Purchase of Furnitures/Fixtures/Office equipments	-do-	-do-
7.	Purchase/Printing/Binding or Stationary	-do-	-do-
8.	Expenses against impress of MOD's	-do-	-do-
9.	Sanction of Overtime	-do-	-do-

<u>SL. NO.</u>	<u>ITEM</u>	<u>FREQUENCY</u>	<u>TO BE SENT TO</u>
10.	Statement of Income & Expenditure (as per prescribed format-I)	By 15th of following month	DGM(F&A)
11.	Monitoring Report on Revenue Expenditure (as per prescribed format-II)	-do-	-do-
12.	Monthly Trial Balance	-do-	-do-

Note : 1) Items 10, 11, 12 are not stipulated in the Delegation of Administrative Powers

ITEMS TO BE REPORTED BY REGIONAL HEADS TO HEAD OFFICE AS PER DELEGATION OF ADMINISTRATIVE POWERS

APPENDIX-1.2

<u>SL. NO.</u>	<u>ITEM</u>	<u>FREQUENCY</u>	<u>TO BE SENT TO</u>
1.	Statement of EL of all Officers of Regional Office and also CL and RH of Regional Heads.	By 7th of following month	S.O to CMD
2.	Statement of tours of all Officers of Regional Office	-do-	-do-
3.	Sanction of full D.A. for halts exceeding 4 days on tour	-do-	M(F&A)/E
4.	Expenses on cancellation of Rail/Air ticket (for all employees)	-do-	-do-
5.	TA/LTC/Conveyance Reimbursement/Children Education All	-do-	-do-
6.	Advance of Pay/Festival/TA/LTC/Medical Expenses (for all employees)	-do-	-do-
7.	Advance for purchase or Conveyance (for all employees)	-do-	-do-
8.	Purchase of Furnitures/Fixtures/Office equipments	-do-	-do-
9.	Purchase/Printing/Binding or Stationary	-do-	-do-
10.	Expenses against impressed of HOD's	-do-	-do-

<u>SL. NO.</u>	<u>ITEM</u>	<u>FREQUENCY</u>	<u>TO BE SENT TO</u>
11.	Sanction of Overtime	-do-	-do-
12.	Statement of Income & Expenditure (as per prescribed format-I)	By 15th of following month	DGM(F&A)
13.	Monitoring Report on Revenue Expenditure (as per prescribed format-II)	-do-	-do-
14.	Monthly Trial Balance	-do-	-do-

Note : 1) Items 12, 13 & 14 are not stipulated in the Delegation of Administrative Powers

2.0 LIST OF MONTHLY/QUARTERLY RETURNS (HEAD OFFICE)

	<u>ITEM</u>	<u>FREQUENCY</u>	<u>ISSUED TO</u>	<u>ISSUED BY</u>
<u>For CMD's Secretariate</u>				
1.	D.O. letter on monthly performance of MSTC	By 7th of following month	i) Secy.(Steel) ii) Copy to: Jt. Secy./Dir.(Fin)/Dy. Secy., DOS	CMD S.O to CMD
2.	a) Landed Cost of imported Shredded Scrap or all ports	-do-	Principal System Analyst, D.O.S.	S.O to CMD
	b) Regional Market Prices of Ferrous Scrap and related items	-do-		
3.	Physical and Financial Performance Statistics in prescribed format.	-do-	Jt. Secretary/Dir. (Fin.)/Dy. Secy., D.O.S.	S.O to CMD. as per data from DGM(F&A)
4.	Agenda Notes for Quarterly Performance Review Meeting by D.O.S.	By end of following quarter i.e. June/Sept./Dec /March.	Jt. Secretary, D.O.S	CMD
5.	Data for "Annual Report of DOS"	Annually(in Dec.)	Dy. Secretary, D.O.S.	CMD, as per data from GM(F&A)
6.	Data for "Performance Budget of DOS"	-do-	Director(Finance), D.O.S.	-do-

<u>ITEM</u>	<u>FREQUENCY</u>	<u>ISSUED TO</u>	<u>ISSUED BY</u>
<u>For Company Secretary</u>			
7. Share Capital Return(in prescribed proforma)	i) Quarterly (within 30 days of following quarter) ii) Annual (within 30 days of the end of financial year)	Research Officer, Company Law Board	Company Secretary
8. Annual Return of the Company	Within 60 days of AGM	Registrar of Companies, W.B.	-do-
9. Filing of Annual Accounts	Within 30 days of AGM	Registrar of Companies, W.B.	-do-
<u>For F&A Division</u>			
10. Annual Plan for MSTC	Annually (in June)	Director Finance (D.O.S.)	GM(F&A)
11. Quarterly Performance Review Statement on Physical and Financial Performance	Within 30 days of following quarter	Section Officer, D.O.S.	-do-
12. Last Day Message(LDM) by Telex-Summary of Physical Performance, Financial Performance(i.e. turnover and PBT of the month)	Last day of the month	Secy./Addl. Secy./ Jt. Secy./Director (Finance)D.O.S.	-do-
13. Monthly Plan Expenditure Statement(in prescribed format)	By 10th of following month	Director(Finance) D.O.S.	-do-

	<u>ITEM</u>	<u>FREQUENCY</u>	<u>ISSUED TO</u>	<u>ISSUED BY</u>
14.	Physical and Financial Performance Report(in prescribed format)	By 10th of following month	Director(Finance) D.O.S	GM(F&A)
15.	Cash Flow Statement	-do-	-do-	-do-
16.	Data Information on Financial Items	Annually(after closing of Accounts, around July)	ADV.(Finance), BPE	-do-
17.	Monitoring Statement on Revenue and Expenditure (on file)	20th of following month	CMD	DGM(F&A)
18.	Foreign Exchange Statement(on file)	By 7th of following month	-do-	-do-
19.	Profitability Statement	Last day of the month or, one day prior to Perf. Rev. meeting (which ever is earlier)	S.O to CMD	M(F&A)/CA
20.	Monthly Overtime Statement(on file)	By 15th of following month	CMD	M(F&A/E)

<u>ITEM</u>	<u>FREQUENCY</u>	<u>ISSUED TO</u>	<u>ISSUED BY</u>
<u>For DM Division</u>			
21. Statement of Outstanding dues receivable on last day of month for DM Division	By 10th of following month	Director(Finance) D.O.S.	GM(DM)
22. a) Physical Performance Report	Last day of the month or	S.O to CMD	-do-
b) Steel Plantwise Booking and Despatch Statement	one day prior to Perf. Rev. meeting(which-		
c) Statement on Outstanding Service Charges from Steel Plant and PSUs	ever is earlier)		
<u>For IM Division</u>			
23. a) Physical Performance Report	Last day or the month or	S.O to CMD	GM(IM)
b) Performance Report on Ships for breaking	one day prior to Perf. Rev. Meeting(which-		
c) Statement on pending shipments against imported Ferrous Melting Scrap	ever is earlier)		
d) Statement on Outstanding Receivables			
24. Import Price and Landed Cost of Ferrous Scrap for all Ports	Last day of every month	S.O to CMD	GM(IM)
<u>For MS Division</u>			
25. Regional Market Prices of Ferrous Scrap and related items	1st of every month.	S.O to CMD	DGM(MS)
	4th of every month	GM(DM/IM/F&A)	-do-

<u>ITEM</u>	<u>FREQUENCY</u>	<u>ISSUED TO</u>	<u>ISSUED BY</u>
26. Market Prices of Sale Items	7th of every month	GM(DM/F&A)/S.O to CMD	DGM(MS)
27. Price Trend of Ferrous Scrap Items, Ferro Alloys, Old Ships for scrapping, etc.	15th and last day of every month	GM(IM/F&A)/ RM(WR/N/S)	-do-
<u>For P&A Division</u>			
28. a) Annual Report on reservation for SC/STs in service (in prescribed format) b) Appreciation Report on employment position of SCs/STs	Annually (by 31st March)	Under Secy., D.O.S Copy to : i) Under Secy, Min. of Home Affairs ii) B.P.E.	AGM(P&A)
29. Report on New Schemes for employees' participation in Management of PEs	Quarterly (by 7th of the month following the quarter)	Under Secy., D.O.S.	-do-
30. Report on Communal Harmony & National Integration etc.	-do-	-do-	-do-
31. Report on Welfare of Minorities	-do-	Under Secy., Min. of Welfare(Minority Cell)	-do-
32. Report as per Employment Exchange(Compulsory Notification of Vacancy) Act, 1959 and Rules 1960	-do-	Regional Employment Exchange, Calcutta	-do-

<u>ITEM</u>	<u>FREQUENCY</u>	<u>ISSUED TO</u>	<u>ISSUED BY</u>
33. Biennial Survey of Occupational-Cum-Educational Profile of employees	Biennial (position as in September to be sent by Oct/Nov in each even year	-do-	-do-

Note:

In addition to the above, reports on top Management inventory, employment of Physically Handicapped persons etc. are submitted from time to time by P&A Division as and when asked for by the concerned authorities.

For Hindi Cell

1. Quarterly Performance Report on use of Hindi	Within 15 th days of following quarter	Asstt. Director (Hindi), D.O.S.	Hindi Officer
2. Annual Performance Report against Annual Programmes for Hindi implementation	15th April	-do-	-do-
3. Half Yearly Hindi Training Report	15th April/ 15th October	Dy. Director, Hindi Teaching Scheme, Rajbhasha Department, Dept. of Home Affairs, Calcutta	-do-

3.0

**DELEGATION OF COMMERCIAL POWERS FOR
INTERNATIONAL MARKETING DIVISION**

AUTHORITY : OFFICE ORDER NO.A&P/07/020/1832
DATED : 27/3/86 ISSUED BY MANAGER(P&A)

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
1.	Invitation of Tenders	GM-full powers	a) Action except against pending registered demand will require CMD's approval. b) Regarding nature of Tender (open or limited) frequency etc. policy decision should be taken at the beginning of each financial year with the approval of CMD. c) Negotiation with single party (Negotiated Tender) will require CMD's approval.
2.	Placement of order on lowest valid offer(without splitting) against Tenders	GM-full powers upto Rs.1 crore and having delivery period of less than 90 days from the date of placement of order	With the concurrence of the GM(F&A)

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
3.	Extension of a) Delivery period b) LC without any financial implication for the Company (LC cost)	a) Sr.Mgr-upto 15 days. b) GM-upto 30 days.	i) With concurrence of associated finance in case of (a) ii) With concurrence of GM(F&A) in case of (b)
4.	Extension of L/C having financial implication(Bank charges etc.)	First extension GM-full powers	With concurrence of GM(F&A)
5.	Change in terms of delivery of a concluded purchase contract	GM-full powers	With concurrence of GM(F&A). If the delivery change affects i(b) above, approval of CMD necessary
6.	To sanction payment of fee for licence, premium for insurance etc.	GM-full powers	With concurrence of associate finance.
7.	Settlement of claims for wrong invoices	GM-full powers	With concurrence of GM(F&A)
8.	Allotment of materials	Sr.Mgr.-full powers	In accordance with the guidelines and with full financial backlog. Any change will require approval of CMD

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
9.	Issuance of 'No Objection Certificate' for Export-Import	GM-full powers	With concurrence of associate finance
10.	Sale of India Flag Vessels a) Price clearance b) Clearance for Customs	GM-full powers	With concurrence of associate finance in case (a), and with concurrence of GM(F&A) for (b)
11.	Purchase of Foreign Flag Vessels	Ship Purchase Committee-full powers	Weekly statement of purchase to be submitted to CMD
12.	Payment of Commission for opening of L/C and such other normal charges	DM/Mgr.-full powers	With concurrence of associate finance
13.	Payment of Duties and Taxes in connection with Imports	Sr.Mgr.-full powers	With concurrence of associate finance
14.	Engagement of Inspection Agencies	GM-full powers	The Agency should be chosen from amongst the approved list. Any change of Agency, once made should be done with the concurrence of GM(F&A)
Note :	<p>1. The delegation of powers as at above will be exercised subject to the policies, rules, regulations, procedures, codes framed by the Company and the provisions of the Company's Act, 1956 and the Memorandum and the articles of association of the Company.</p> <p>2. In the event of a difference of opinion between the operations & finance, the matter will be referred to CMD for orders.</p> <p>3. All powers to be exercised subject to budget provisions</p> <p>4. All powers delegated to a lower Officer can be exercised by the higher Officer</p>		

4.0

**DELEGATION OF COMMERCIAL POWERS FOR
DOMESTIC MARKETING DIVISION**

AUTHORITY : **OFFICE ORDER NO.A&P/07/020/86/1861 DATED : 27/3/86**
P&T/01/118/85/8964 DATED : 31/3/89
P&T/01/118/85/8965 DATED : 31/3/89
P&T/01/003/89/2199 DATED : 5/1/91

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
1.	To conclude sale contracts on behalf of principles by open tenders, limited tenders, revised bids or by negotiation or through allotment as per established policy and procedures with financial booking	GM(DM)- full powers DGM(DM/AGM(DM)-upto Rs.200 lacs in each case and not extending for a period beyond 2 years. Sr.Mgr. (DM)/Mgr. (DM) - upto Rs.100 lacs in each case and not extending for a period beyond 2 years. M(DT) - Upto RS.50 lacs in each case and not extending for a period beyond one year JM(DT) - Upto Rs.25 lacs in each case and not extending for a period beyond one year	1.i) The power is to be exercised with the concurrence of finance as noted below : a) JM(F&A)-Upto value of Rs.25 lacs b) DM(F&A)-Upto value of Rs.50 lacs c) M(F&A)/M(F&A)-Upto to value of Rs.100 lacs d) AGM(F&A)-Upto value of Rs.200 lacs e)DGM(F&A)/GM(F&A) -In case of higher value ii) In case of difference of opinion between Operation & Finance Division, approval of CMD is necessary

**SL.
NO.**

ITEM

EXTENT OF POWER

REMARKS

2. Allotment Policy/
Procedure should be
framed with the
concurrence of
GM(F&A)and approval
of CMD

3. In case of
allotment this must
be made in accordance
with the established
policy and procedure

4. The Tender
Committee shall be
constituted as
follows :

i) For value upto
Rs.25 lacs it will be
constituted of the
level of Officers of
the rank of JMs and
value upto Rs.50 lacs
Tender Committee(TC)
constituted of AMs,
consisting of dealing
Officer, one Officer
of another group of
DT and one Officer
from Finance

**SL.
NO.**

ITEM

EXTENT OF POWER

REMARKS

4.ii) For value above Rs.50 lacs but upto Rs.100 lacs it will be constituted of the level of Officers of the rank of Mgr/Sr.Mgr consisting of one Officer from the dealing group, one Officer from another group of DT and one Officer of Finance

iii) For value above Rs.100 lacs it will be constituted of the level of Officers of Sr.Mgrs./ AGMs consisting of AGM/Sr.Mgr. of another group; AGM (F&A)/ M (F&A) and AGM (MS) will be a permanent member. In his absence AGM(SPD) will substitute

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
2.	Amending or altering the terms of a concluded contract		
	a) Increasing/decreasing prices due to a general price revision	1. M/DM-full powers	1. With concurrence of Associate Finance. Sr.M(F&A)/AGM(F&A)
	b) Increase/decrease in price otherwise than due to a general price revision	1. AGM(DM)-Upto 5% of the full powers 2. GM(DM)-Upto 10% of the value-full powers	1. - do - 2. With concurrence of GM(F&A)/HOD of Finance
	c) Modifying the payment terms/rescheduling the period of payment	1. GM(DM)-Upto six months 2. AGM(DM)-Upto three months 3. Sr.M(DM)-Upto one month 4. M/DM-Upto 15 days	1. With concurrence of GM(F&A) 2. With concurrence of Finance subject to acceptance of concerned Principal in all cases

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
3.	Extending the period of lifting	1. GM(DM)-Upto six months 2. AGM(DM)-Upto three months 3. Sr.M(DM)-Upto one month 4. M/DM-Upto 15 days	1.a) With concurrence of GM(F&A)/HOD of Finance for (1) b) With concurrence of AGM(F&A)/Sr.M(F&A) of Associate Finance for (2), (3) & (4)
4.	Fixation of selling price of the commodities	GM(DM)-full powers	With the approval of the Principal and concurrence of GM(F&A)/HOD of Finance

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
5.	Expenditure on advertisement for Tender/Auctions	For Tenders & Auctions in the form of display advertisements	
	a) Where the expenditure is borne by MSTC and met out of its service charges	CMD-full powers	With concurrence of HOD of Finance
		For Tenders & Auctions in the form of classified advertisement :	
		i) GM(DT)-full powers	With concurrence of Associate Finance
		ii) RMs-Upto Rs.15,000/- in each case, subject to a limit of RS.60,000/- per month	- do -
		iii) Sr.M/AGMs in DT Division-Upto 5000/- in each case, subject to a limit of Rs.20000/- per month	- do -
	b) Where expenditure is reimbursed in full by the Principals	For Tenders & Auctions-GM(DT) & RMs-full powers	With concurrence of Associate Finance and with prior consultation with the Principals to avoid any possible dispute at a later date

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
6.	Payment of duties and taxes	Sr.M(DT)-full powers	With the concurrence of Associate Finance and on realisation of the sum from the customer
7.	Waiver of liquidated damages where the LD is pre-determined and provided for in the contract	GM(DT)-Upto Rs.10,000/-	With the concurrence of GM(F&A) and in consultation with the Principal
8.	Forfeiture of Security Deposit on vetting by Law Department	Powers to be exercised as per sl.no.1 above	With the concurrence of Associate Finance/ GM(F&A)
9.	Incidental expenses towards auction	GM(DT)-Upto Rs.5000/- in each case, subject to a limit of RS.20,000/- per month	With the concurrence of GM(F&A)/HOD of Finance
		RMs - do	With concurrence of Associate Finance
		Sr.M/AGMs-Upto Rs.1000/- in each case, subject to a limit of Rs.5000/- per month	With concurrence of Associate Finance

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
10.	Refund of EMD	<p>1) For unsuccessful tenderers powers to be exercised as per the sl.no.1 above in respect of full value of tenders</p> <p>2) All other cases- GM(DT) full powers</p>	<p>1) With the concurrence of Associate Finance/ Finance and on receipt of approval from Principal with respect to recommendation sent and after issuance of acceptance letters</p> <p>2) With the concurrence of GM(F&A)/HOD of Finance</p>
11.	Adjustment of excess EMD with material value	AGM(DT)-full powers	With the concurrence of AGM(F&A)/Sr.M(F&A) of Associate Finance and on receipt of written request from the customer
12.	Refund of Security Deposit	<p>1) To be exercised as per the item no.1 above in respect of full value of tenders</p> <p>2) All other cases - GM(DT)-full powers</p>	<p>1) On receipt of NDC from Principal. Original NDC to be sent to Associate Finance retaining a copy in operation file.</p> <p>2) With concurrence of Associate Finance</p>

<u>SL. NO.</u>	<u>ITEM</u>	<u>EXTENT OF POWER</u>	<u>REMARKS</u>
13.	Acceptance of offers with less EMD	<p>1) Tender Committee - full powers upto 10% less EMD than the stipulated EMD i.e. upto 4.5% of the total value of the lots quoted for in place of 5% of the total value of the lots quoted for</p> <p>2) Powers to be exercised as per sl.no.1 above in respect of full value of tenders and where the EMD submitted by a tenderer, though short in totality for the quotation but is sufficient at the requisite rate for the lots for which they are highest</p>	<p>2) With the concurrence of Associate Finance</p>

**SL.
NO.**

ITEM

EXTENT OF POWER

REMARKS

3) GM(DT)-full powers in cases where the total EMD is short and not recommended by MSTC but EMD deposited covers the requisite EMD for the lot(s) recommended by Principal for acceptance on the basis of price being higher

3) With the concurrence of GM(F&A)/HOD of Finance

- NOTE :** 1) The delegation of powers as at above will be exercised subject to the policies, rules, regulations, procedures, codes, framed by the Company and the provision of the Company's Act, 1956 and the memorandum and the articles of Association of the Company.
- 2) In the event of a difference of opinion between the Operation & Finance, the matter will be referred to CMD for orders.
- 3) All powers to be exercised subject to budget provisions.
- 4) All powers delegated to a lower Officer can be exercised by the higher Officer.

AUTHORITY : OFFICE ORDER NO.MSTC/EA/11 DATED : 11/5/87 ISSUED BY M(F&A)/E

1.0 **RECEIPT OF STORES :**

- 1.1 All materials purchased from time to time should be invariably recorded in the Store Ledgers indicating the Order No., Name of the suppliers, Quantity Received, Rate, Chalan No. and Date etc.
- 1.2 Any material which may be found defective or not conforming to the specification mentioned in the orders should not be accepted and be returned to the Suppliers immediately.
- 1.3 All materials received should invariably be linked up with the purchase order reference. Any remarks of the Store Keeper on the Goods Receipt Note should be taken into account at the time of passing the Suppliers' bill in the Accounts Section. All payments against purchases should be made on receipt of the Goods Receipt Note duly signed by the Store Keeper.
- 1.4 All quality complaints/supply of materials not conforming to the order requirements should be entered into a separate Complaint Register against particular supplier and a review of the same may be made at the end of the quarter before placement of future order on such suppliers.

2.0 **ISSUE OF STORES :**

- 2.1 Issue of materials will be on the basis of fortnightly requisition duly signed by heads of department or such other Executives authorised by him and accordingly to his entitlement/eligibility of the Indentor. All stores item shall be issued first to seven on first fortnight and 15 to 20 in the second fortnight.
- 2.2 All requisitions at the time of issue should be signed by concerned departments in acknowledgement of receipt of the materials on requisition form itself on in the Register concerned.
- 2.3 Issue of all such Stores are to be clearly shown in the Stores Ledgers indicating the date of requisition and the date of supply to the concerned department.
- 2.4 A minimum stock for six weeks has to be maintained by the Store Keeper. At the end of the month The Store Keeper should give indent from Stores Items indicating all particulars regarding specification and quantity. Arrangement for purchase of materials should be made at the end of each month.

2.5 A periodical reconciliation has to be made with the issue of stores as mentioned in the Stores Ledger and the consumption record supported by the requisition slips received from time to time.

3.0 **INVENTORY CONTROL :**

3.1 The Stationery Ledger and stock to be verified at the end of the each month for assessing the need for replenishment, if any. A quarterly statement is to be prepared for the review of the position showing therein the total quantity purchased and issued during the quarter department-wise and the balance of each of the item at the end of the quarter. This statement is to be put up to CMD through GM(F&A) pointing out therein any special feature notice during the quarter under review.

3.2 Any Stationery item not included in the Purchase Order but required urgently can be purchased directly from the market without financial concurrence if the total amount involved in each case is within Rs.200/- and will financial concurrence if it is above Rs.200/- in each case after recording the justification for such purchase.

3.3 Half-yearly stock taking of Stores Item and reconciliation of the same with Store Ledger will be conducted by the Internal Auditor or departmentally.

4.0 **NORMS FOR ISSUE OF STATIONERY ITEM :**

i) **Stapler Machine :**

Not more than once in 24 months. Replacement, if any, required earlier than this will be made against a requisition counter-signed by the Head of Department indicating the specific reasons for asking such replacement. This item should be issued only upto the executive staff level and below the executive staff may be issued on the basis of recommendation by Head of Department.

ii) **Towel :**

A pair not earlier than 180 days from the date of issue of the previous one.

iii) **Dot Pen :**

One Dot Pen in not more than 120 days from the date of issue of the previous one.

iv) **Ash Tray :**

Once in three years. This item should not be issued below the Executive level.

- v) **Pen Stand** :
Once in two years for issue to Executives of the level of Manager and above.
- vi) **Plastic Jug** :
Once in two years.
- vii) **Jotter Pen** :
Only for Executives once in six months.
- viii) **Jotter Refill** :
Only for Executives once in three months.
- ix) **Dot Pen Refill (Ordinary)** :
Maximum two Refills in a month.
- x) **Punching Machine (Single/Double)** :
Not earlier than once in three years. Replacement, if any, as to come through Head of Department indicating the reasons for such replacement.
- xi) **Lead Pencil** :
Maximum once in four months. For Steno maximum one in a month.
- xii) **Waste Paper Basket** :
Once in three years.
- xiii) **Desk Calendar Stand** :
Maximum once in three years. This item is exclusively for Executives.

xiv) **Eraser (Type/Pencil) :**

Maximum one in four months.

The above list is, however, not exhaustive but only indicative. Administration Division in consultation with Finance may from time to time extend, improve and modify this list depending on the circumstances.

I. AUTHORITY :**OFFICE ORDER NO.13192 DATED : 6/4/83 ISSUED BY M(P&A)**

It is of paramount importance to weed out such records which are either unwanted or have ceased to be active source of reference and retain only such records which may be required for present or future use.

Broadly speaking, the records in our Office may be classified as under :

- a) Administrative and Establishment records of the Office.
- b) Records connected with main functions of the various other departments

Retention period for various records may be determined as :-

- i) Permanent -A
- ii) Upto 10 years -B
- iii) Upto 5 years -C
- iv) Upto 3 years -D
- v) Upto 2 years -E

The following procedure may be followed for the destruction of obsolete records :-

- 1) The Officer-in-Charge will get all his records reviewed every year with a view to ascertain whether some of the records are due for destruction according to retention schedule as given above.
- 2) Records listed out and earmarked for destruction will be subjected to further screening and verification by a Departmental Screening Committee (to be nominated by the Departmental Head consisting of three Officer of each Department.) with a view to determine whether records in question are still required to be preserved for a longer period than the one indicated in the retention schedule, due legal implication, audit implication etc.

- 3) If any document for record is involved as a reference in Court case/Enquiry, the same will be retained for two years after the case has been decided in the Court and the matter treated as closed irrespective of the retention schedule.

For the Personnel & Administration Department, the description of records which retention period may be as follows :-

RETENTION PERIOD	SL.NO.	DESCRIPTION OF RECORDS	REMARKS
A) Permanent	<u>Files</u>		
	1.	Sanction Order	Until suspended
	2.	Delegation of Powers	Until suspended
	3.	Office Order on Policy Matters	Until suspended
	4.	Ministerial and Government instruction	Until suspended
	<u>Registers</u>		
	1.	File Index Register	
	2.	Asset Register/Office Equipment/Machines/Furniture	
B) Upto 10 years	1.	Office Letters, Joining Reports	
	2.	Confirmation/Promotion/Transfer Orders	
	3.	Manpower proposals	
C) Upto 5 years	<u>Files</u>		
	1.	Parliament Question	
	2.	Minutes of meetings	
	3.	Bills for repairs and maintenance of Office Furniture, Office Equipment, Trank-Call Bill etc.	

- | | | |
|-----------------------|----|--|
| <u>Registers</u> | 1. | Stationery items |
| <u>Stock Register</u> | 2. | Printing materials |
| | 3. | Liveries |
| | 4. | Log Book for Vehicles |
| D) Upto 3 years | 1. | Audit queries and their replies |
| | 2. | LTC application |
| E) Upto 2 years | 1. | Leave Orders |
| | 2. | General correspondences,
administrative matters |
| | 3. | Despatch Register, Attendance
Register, Trank-Call Register, Peon
Book, Leave Account Register, File
Movement Register, Duty Roster
Register |

II. **AUTHORITY :**

**OFFICE ORDER NO.P&T/07/020(i)/87/6247 DATED : 25/11/87
ISSUED BY AGM(P&A)**

1.0 SENDING FILES TO RECORD ROOM :-

- 1.1 Files should be sent to Record Room not more than once a month. If there are different sections in a department and it is considered expedient to do so, files from different sections may be sent in different lots, but in one bunch from the department and not more than once a month.

- 1.2 To facilitate the above process the following procedure may be adopted.
- 1.2.1 The date of opening and closing of file should invariably be mentioned on the file cover for which provision already exists on the file cover.
- 1.2.2 While closing the file a decision should be taken by the department regarding the nature of the records and the period of which the records are to be preserved in accordance with the provisions of Office Order No,13192 dated 06/04/83. According to this provision files are to be divided in 5 categories as follows :

<u>Category</u>	<u>Period for which the records are to be preserved</u>
A	Permanent
B	Upto 10 years
C	Upto 5 years
D	Upto 3 years
E	Upto 2 years

While closing the files, in accordance with above, the category of the file namely A, B, C, D & E should be marked clearly on the file cover. Departments should formulate their own policies in this regard with due consultation with Associate Finance and Law. The decision two categories the files should be taken by an Officer not below the rank of Manager. The policy in this regard should be approved by the Head of the Deptt.

- 1.3 Files should be sent to Record Room for a maximum period of two years. Category "A" files should be maintained as far as possible in the department itself and in any case should not be sent to Record Room before 8 years.
- 1.4 While sending the files to the Record Room this should be neatly bundled, if necessary sectionwise and should be accompanied by Form 1 given at Annexure-I duly filled in triplicate. Such forms should be maintained for each department for a separate file. Numbering of these forms will be important and should be done in the following fashion :

Name of the Department (Old record) File No. SI.No. of the lot Year Despatch No.

Thus, the first lot send by the Department (say IM) in the year 1988 should have the number IM/01/....I/88 Despatch No.

- 1.5 The Form 1 should be filled in and signed in triplicate. After being signed by the Record Room incharge one copy should come back to the sender department, one copy to be retained by the Record Room for their file and the other copy should be passed on the top of the bundle after wrapping the bundle suitably with thick paper. Such bundle may be kept serially in the rack earmarked for that particular department in the Record Room. The bundle should be so wrapped that it may be opened without tearing Form 1 pasted on the wrapper.

2.0 **REQUISITIONING A FILE FROM THE RECORD ROOM :**

- 2.1 While requisitioning a file from the Record Room Form 2 given at Annexure-II may be used. Again this should be filled in triplicate and after being signed by the Record Room In-charge, one copy alongwith the file should come back to the requisitioning department, one copy to be kept in the Record Room file and one copy should be kept in a blank file cover to be kept the stack in place of the file taken out.
- 2.2 Once a file is taken back from the Record Room, if it has again to be sent to the Record Room, then it should be sent alongwith a frame stack of files after making necessary changes in the records of the sending department.

3.0 **DESTRUCTION OF OLD RECORDS :**

- 3.1 Twice in a year particular fortnights should be earmarked for destruction of files. Each department should nominate an Officer for this purpose who will co-ordinate with the Record Room Incharge.
- 3.2 Records should be destroyed in accordance with the instructions given in Form 1 in conformity with the categorisation. This will necessiate opening of the stacks, taking out the files earmarked for destruction, re-make the stack and score out the concerned file numbers in Form 1 already pasted with the remark 'DESTROYED' entered against them which should be initialled both by the using department official as well as the Record Room In Charge. After this, Form 1 should remain pasted on the top of the stack of the remaining files.

This procedure comes in force with effect from 25-11-87 and has the approval of the Competent Authority.

ANNEXURE-I

(FORM-1)

FILE MOVEMENT FROM DEPARTMENT TO RECORD ROOM

<u>(Number)</u>	<u>Department (say IM)</u>	<u>File No.A/87/ (O.R)</u>	<u>Sl.No. of the lot</u>	<u>Year</u>	<u>Despatch No.</u>
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To,
The Record Room In-charge,

The following files are sent herewith to be kept in the Record Room as per instruction given below :-

<u>Sl.No.</u>	<u>File No.</u>	<u>Pages</u>	<u>Date of opening</u>	<u>Date of closing</u>	<u>To be destroyed after.....</u>
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Approved by.....
(Not below the rank of Manager)

Yours faithfully,

Received in Record Room

(Record Room In-charge)

(To be filled in triplicate)

Distribution to :

1. Sender (1st copy)
2. Record Room (Old Record File)
3. Record Room (To be kept on the top of the file stack)

ANNEXURE-II

(FORM-2)

REQUISITION FORM FOR FILE FROM RECORD ROOM

No.....

Date :

To,
The Record Room In-charge,

Please arrange to send us the following files from Record Room :-

<u>Sl.No.</u>	<u>File No.</u>	<u>Sent to Record Room vide No.</u>	<u>Date</u>
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Authorised by.....
(Not below the rank of Manager)

Yours faithfully,

RECORD ROOM

File sent to requisitioning department

(Record Room In-charge)

Distribution to :

1. One copy - Requisitioning Department alongwith the file
2. One copy - Record Room File
3. One copy - On the stack enclosed with Form 1

**GUIDELINES FOR CONDUCTING LITIGATION/ARBITRATION
IN INDIA AND ABROAD FILED BY AND AGAINST MSTC**

**AUTHORITY : OFFICE ORDER NO.MSTC/LAW/GUIDELINES/8/2484
 DATED : 26/3/87 ISSUED BY GENERAL MANAGER(FT)**

The following guidelines are framed for conducting litigations/arbitrations in so far as this Company is concerned :

- i) The Operation Division for defending any of their actions in the Courts of Law and/or before any Arbitrator, or when desire to initiate legal action, against any party, will refer the matter to Law Section, in a self contained note.
- ii) Law Section will examine the case and if necessary also obtain expert legal opinion and thereafter submit through GM(P&A) to CMD, with recommendation as to whether the case should be contested/initiated or otherwise.
- iii) Where it is decided that MSTC should initiate/contest legal action, Law Section shall arrange issuance of legal notice of demands or take immediate steps to issue necessary replies to the legal notice of demands served on MSTC within the notice-period, through Solicitors/Advocate, as the case may be.
- iv) In the event of disputes with another Public Sector Undertaking or Govt. Department, matters will be decided in terms of the guidelines issued by the Government.
- v) Where it is felt, that it will not be expedient to proceed with the legal action, the Operation Division will be so advised.
- vi) **EXPERT OPINION :**

Expert opinion in regard to matters referred to Law Section, will be obtained in consultation with the Legal Adviser. Reasons for obtaining such opinion will also be duly recorded.

- vii) **EMPANELMENT OF EXPERTS/SOLICITORS/LAWYERS :**

A panel of Experts in various fields of expertise, Solicitors and Lawyers in India & abroad will be prepared keeping in view their reputation, performance and reasonableness of fees (fee charges to be also indicated) in the different areas of litigation/adjudication, and this will be reviewed periodically.

viii) **ENGAGEMENT OF SOLICITORS :**

The Solicitors from amongst the panel shall be engaged only in respect of cases coming up before the High Court and Supreme Court.

ix) **ENGAGEMENT OF SENIOR LAWYERS :**

- a) The Attorney General/Solicitor General of India/Advocate General of State, as the case may be, shall invariably be engaged in cases involving principles of law, matters having far-reaching impact on the policy decision of the Company and/or considerable money stake for the Company ; where the services of Attorney General/Solicitor General of India/Advocate General are not available, then Senior Lawyer from amongst the panel will be engaged.
- b) Senior Lawyer(s) will be engaged in cases where money stake of the Company is more than Rs.3 lacs.
- c) In all other cases, Junior Lawyer(s) will be engaged and according to necessity and judicial procedure.

x) **EMPANELMENT OF ARBITRATORS :**

A panel of Arbitrators, with their respective fees, selected from amongst retired Judges/Lawyers/Professional Managers as also retired executives of Public Sector Enterprises, having reputation and integrity in the respective discipline, will be prepared for arbitration on behalf of MSTC, in all arbitration proceeding in India.

xi) **APPOINTMENT OF ARBITRATORS :**

The actual appointment of Arbitrator from amongst the panel will be made in each case keeping in mind nature of arbitration and in the following manner :

- a) Where arbitration involves principles of law and/or financial stake exceeding Rs.3 lacs, a retired judge of High Court or Supreme Court or Lawyers with expertise in the branch of law involved in the arbitration.
- b) Where arbitration involves only matters of commercial nature and/or money stake is Rs.3 lacs or less, Executives of Public Sector Enterprise with commercial background, as available in the panel; however, there will be no bar to engaging a retired Judge/Lawyer, if the circumstances, so warrant.
- c) TA, Conveyance Allowance etc. payable to the Arbitrators will be as follows :
 - i) When arbitration sitting is held in the same station as the normal residence of Arbitrator, the actual taxi fare will be paid towards local conveyance, if no transport is provided by the Company.

- ii) When such sitting is held at outstation, Arbitrator shall be entitled to :
 - a) Actual Railway fare by the highest class as available or Air fare (economy class).
 - b) Accommodation at Guest House of the Company or other Public Sector Undertakings or in Five Star Hotel as available.
 - c) No daily allowance is payable but food expense will be borne by the Company.
 - d) Actual taxi fare as local conveyance, if no transport is provided by the Company.
- iii) The appointment of Arbitrators for foreign arbitration shall be made on the advice of Solicitors/Indian Consul (Com)/Indian Embassy of the respective countries.

xii) **PAYMENTS :**

- a) Payment of advance :- On the basis of the specific request from the Solicitors/Lawyers/Arbitrators etc. as and when received, limited to 75% of the estimated expenses excluding the Court Fees, Railway/Air fare etc. which will be paid in full. Payment of advance, in all cases, will be made with the concurrence of GM(F&A). However, such advance shall be adjusted against costs within a reasonable period, at any rate not beyond six months from the date of advance.
- b) Payment of Bills :- After receipt of the Bill of Costs from the Solicitors/Lawyers/Arbitrators as the case may be, Law Section shall process the said Bills with reference to the approved terms of payment and in consultation with Finance & Accounts Division and every effort is to be made to settle the Bills within one month.

xiii) **AUTHORITY FOR INITIATING/DEFENDING CASES AND PAYMENTS :**

	<u>Nature</u>	<u>Authority</u>	<u>Extent of power</u>
i)	Initiating legal action/arbitration	CMD	Full powers with financial concurrence
ii)	Defending cases against Company	GM/DGM of the respective Operation Divisions	- do -

iii) Engagement of :

- | | | |
|---|--|--------|
| a) Attorney General/Solicitor General/Advocate General of State | CMD | - do - |
| b) Senior Lawyers with a fee of Rs.10,000/- or more for conference/appearance/hearing | CMD | - do - |
| c) Lawyers with a fee below Rs.10,000/- but above Rs.3000/- per conference/appearance/hearing | GM/DGM of the respective Operation Divisions | - do - |
| d) Lawyers with a fee below Rs.3000/- but above Rs.1000/- | - do - | - do - |
| e) Lawyers with a fee below Rs.1000/- | Manager(Law) | - do - |

**APPROVAL OF EXPENDITURE AND
SIGNING OF PAYMENT VOUCHERS**

AUTHORITY :

**OFFICE ORDER NO.P&T/01/118/85/8109
DATED : 12/10/88 ISSUED BY DEPUTY
MANAGER(P&T)**

Sl.No.	Nature of powers	Financial concurrence to the proposal to be accorded by		Signature of payment vouchers by	
		Head Office	Regional Office	Head Office	Regional Office

(1)	(2)	(3)	(4)	(5)	(6)
1.	Leave Encashment as per rules	M(F&A)E	JM(F&A) & above	JM(F&A)E & above	JM(F&A) & above
2.	Payment of TA/LTC/LLTC claims as per rules, reimbursement of conveyance and other expenses, Children's Education Allowance as per rules	- do -	- do -	- do -	- do -
3.	Advance of Pay/Festival/Medical/ TA/LTC & LLTC as per rules and any other advance against approved expenditure	- do -	- do -	- do -	- do -
4.	Payment of daily allowance at full rate for halt not exceeding the prescribed limit of 30 days	M(F&A)	- do -	- do -	- do -

(1)	(2)	(3)	(4)	(5)	(6)
5.	To incur expenditure on cancellation of rail/air tickets in respect of Executives and Non Executives under them	M(F&A)	JM(F&A) & above	JM(F&A)E & above	JM(F&A) & above
6.	Payment of advance for purchase of conveyance as per rules	M(F&A)E	- do -	- do -	- do -
7.	Reimbursement of LTE as per rules	JM(F&A)E	- do -	- do -	- do -
8.	To sanction Company Lease/Self Lease Agreement for house on rent for the executives as per rules	M(F&A)E	- do -	- do -	- do -
9.	Purchase of liveries for Class IV staff including shoes, umbrella, rain-coat etc. as per rules	- do -	- do -	- do -	- do -
10.	Purchase of furniture & fixtures including office equipment, air-conditioners, refrigerators, water coolers, etc.	- do -	- do -	- do -	- do -
11.	Purchase of stationery including printing of forms, registers, visiting cards, periodicals, files, registers & binding of books etc.	- do -	- do -	- do -	- do -

(1)	(2)	(3)	(4)	(5)	(6)
12.	Purchase of books and periodicals/magazines as per provision made in the annual Budget	M(F&A)E	Nil	- do -	Nil
13.	To incur/approve expenditure on postage, telegrams, telephones, telex & TPMS including admittance of telephone bills	- do -	- do -	- do -	- do -
14.	To incur expenditure for repairs, maintenance and renovation of cubicles, partitions, furniture, fittings, office equipment etc. in Company's Offices including entering into service contracts	- do -	- do -	- do -	- do -
15.	Insertion of advertisement in respect of administrative matters	- do -	- do -	- do -	- do -
16.	Engagement of hired car	- do -	- do -	- do -	- do -
17.	Formation of Tender Committee for purchase/other administrative job	- do -	- do -	- do -	- do -
18.	Panel of Contractors for repairs and renovation, electrical job, plumbing work, motor repairing work excepting advertising agencies	- do -	- do -	- do -	- do -

(1)	(2)	(3)	(4)	(5)	(6)
19.	To act as Drawing & disbursing Officer for payment of salary/wages, Medical/TA reimbursement and all other approved expenditure	M(F&A)E	-Do-	JM(F&A)E & above	-Do-

NOTE :

1. The above delegation of power for financial concurrence is, however, subject to following limitations :
 - i) Upto Manager - Proposal involving Rs.1 lac or less
 - ii) Sr.Manager & above but below DGM - Proposal involving Rs.10 lacs or less
 - iii) Dy General Manager - Proposal involving Rs.20 lacs or less
 - iv) Proposal involving more than Rs.20 lacs will require General Manager's approval
 - v) Proposals requiring Managing Director's approval will require concurrence of General Manager(F&A)
2. If General Manager(F&A) is on leave or on tour or for some reasons not available in the Office for a considerable time, his function will be carried out by Dy. General Manager(F&A)
3. In the event of absence of any Officer in the Establishment Acts wing, Officers belonging to the level of Junior Manager(F&A) and above in F&A Central Acts wing will be eligible to make signature in the payment vouchers.
4. In the event of absence for any reason of any specified Officer for according financial concurrence, the same, however, shall be exercised by any other Officer of equivalent or higher status of F&A Division.

M S T C LIMITED
(A.GOV.T. OF INDIA ENTERPRISE)

CHARGE RELINQUISHING REPORT
(Ref. sl.no.14 of Delegation of Administrative Powers)

In pursuance to Office Order no. _____ dated _____ transferring the undersigned, I do hereby
relinquish my charge on this ____day of _____

A) Files in my custody :

<u>File No.</u>	<u>Subject</u>	<u>Location</u>
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A1) Any other documents in my custody secret or given by me to :

<u>Description</u>	<u>Subject</u>	<u>Location</u>
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*A2) Certified that all CRs and other Performance Reports for employees under my control have been filled in and submitted.

B) I do hereby hand over my keys of my Cup Board/Filing Cabinet/Drawers to

C) Resume of important decisions to be taken immediately.

D) The important issues pending are listed below:

<u>File No. with subject</u>	<u>Brief narration of the issue</u>
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*E) A brief Situation Report on the problems faced by us and strategies adopted, decisions taken but yet to be implemented etc. is enclosed.

Signature of Relinquishing
Employee/Officer

Signature of Employee/
Officer taking over, if any

Signature of Head of the Department

* applicable only to executives