REVISION-1

SCHEDULE OF POWERS AND THEIR DELEGATION TO COMPANY'S EXECUTIVES

Sl. NO	Nature of Powers	*Authority and Extent of Power Delegated*		
		CMD	**General Manager**	**Remarks**
1	**2**	**3**	**4**	**5**
I	**FINANCIAL**			
1.	Investment of Surplus Funds.	Full Powers.	Full Powers.	Investment is to done as per the DPE Guidelines and policy approved by the Board or any other Government Guidelines. Financial Concurrence of Financial Authority.
	CAPITAL EXPENDITURE			
2.	To undertake Capital expenditure on projects, purchase of new items or for replacement as may be required for the business of the Company subject to Government guidelines issued from time to time. To enter in to and execute contracts for the procurement of stores, spares, materials, services, plants, equipment and machinery or for other purpose. (This power also covers invitation to and acceptance / approval of tenders relating to all works approved by the	Full Powers for the amount approved for specific purpose by the Board in Capital Budget. **Note:** (i) In case of variations in approved estimates which are not more than 10% for any particular component part, the CMD will be competent to proceed with the work pending ratification of the revised estimates by the Board in due course,	Upto a limit of **Rs. 1.00 crore** for specific purpose within the allocation made in the Capital Budget.	1. As per approved Capital Budget. 2. Financial Concurrence of Financial Authority. 3. Board Approvals

	Board)	provided there is no substantial variation in the scope of the Project.		
3.	To authorize the undertaking of preliminary works of a capital nature in advance of the preparation and approval of a detailed Project Report with estimates or otherwise as individual works.	Full Powers upto Rs.25.00 lakhs.	-----	Report to be submitted to Board. Financial Concurrence of Financial Authority.
4.	To enhance contract rates/contract value, grant extension of time for good and sufficient reason(s) not attributable to contractors' faults.	Full Powers to tender approving authority subject to fulfilment of Tenders/NIT terms and conditions.	Full Powers to tender approving authority subject to fulfilment of Tenders/NIT terms and conditions, as per the authority given in point no.2.	1. As per approved Capital Budget. 2. To be informed to the Board. 3. Financial Concurrence of Financial Authority.
5.	To accept a tender other than the lowest.	The reasons for not accepting the lowest tender shall be recorded in writing in every case(s).	Upto the value where competent under point no 2 above. The reason for not accepting the lowest tender shall be recorded in writing in every case(s).	1. Report to be submitted to Board. 2. Financial Concurrence of Financial Authority.
6.	To re-appropriate funds from one proposal to other / one project to other Unit/Division to another in the Capital budget.	Upto Rs. 1 crore subject to not exceeding sanctioned project cost estimates and within the total sanctioned budget provisions.	----	1. Report to be submitted to Board. 2. Financial Concurrence of Financial Authority.
7.	To waive compensation for loss due to the failure of a contractor.	Full Power	All cases where competent to enter into contract under 2 and 4 above.	1. Financial Concurrence of Financial Authority. 2. Justification Sheet. 3. Inform to Board.

B	Revenue Expenditure			
8.	To enter in to and execute contracts for the procurement of stores, spares, materials, services, works contract, trading, etc including enhancement, extension, scope, variation, rates/values. (This power also covers invitation to and acceptance / approval of tenders and placement of order)	Full Power	Full Power, upto Rs.15.00 crore (in each case) for production/ operational related activities.	1. As per approved Revenue Budget. 2. Financial Concurrence of Financial Authority.
8(b)	Any other revenue expenditure not explicitly mentioned or delegated but essential to be carried out for day-to-day functioning and compliance of statutory requirements shall be considered as non operational expenditure.	Upto Rs. 5 Lakhs		
9.	To sanction non operational expenditure.	Upto Rs.10,00,000/- in single instance.	Upto Rs.5,00,000/- in single instance.	Monthly report to be put up to CMD. Financial Concurrence of Financial Authority.
10.	To sanction recurring grants for sports/cultural/Welfare activities.	Subject to limit of Rs.20.00 lakh per F.Y.	Subject to limit of Rs.10.00 lakh per F.Y.	Financial Concurrence of Financial Authority. Report To Board.
11.	To grant contributions/ subscription/renewals for membership of recognized associations / institutions.	Full powers.	------	Financial Concurrence of Financial Authority.
12.	To sanction non-recurring grants/ donations/ sponsorship to cultural, charitable and other institutions.	Not exceeding Rs.100,000/- in one single case subject to an overall limit of Rs.10,00,000/-	Not exceeding Rs.50,000/- in one single case subject to an overall limit of	Financial Concurrence of Financial Authority.

		per F.Y.	Rs.5,00,000/- per F.Y.	Report To Board Quarterly.
13.	To write off losses.	Not exceeding Rs. 2,50,000/- in value in each case(s) or where an employee of the company is not at fault. Not exceeding Rs. 25,000/- in value in each case(s) or where an employee of the Company is at fault.	Not exceeding Rs. 50,000/- in value in each case(s) or where an employee of the company is not at fault. Not exceeding Rs. 10,000/- in value in each case(s) or where an employee of the Company is at fault.	Financial Concurrence of Financial Authority. Report To Board Quarterly.
14.	To waive or reduce Penalty/ LD etc. stipulated in the orders for procurement of goods, services, works contract etc.	Full Powers to Tender approving authority limited to Rs.1,00,000/-.		Financial Concurrence of Financial Authority.
C.	**Emergent Expenditure**			
15.	To incur expenditure in emergent circumstance(s): i. On object(s) for which there is no specific provision in the approved budget or ii. In excess of allocation for specific purposes in the approved budget.	Full power upto Rs.10,00,000/-.	Full power Upto Rs.5,00,000/-.	Provided that the total budget is not exceeded. A statement of such sanctions shall be submitted to the Board at the earliest opportunity. Justification if emergency Financial Concurrence of Financial Authority.
D.	**Stores/Stocks**			

16.	To declare stores as surplus or unserviceable on the advice of a duly constituted survey committee and to order their disposal.	Upto any value, if the disposal is at or above the book value and upto a book-value of Rs.10.00 lakhs, if the disposal does not exceed 75% below the book-value.	Upto any value, if the disposal is at or above the book value and upto a book-value of Rs.5.00 lakhs, if the disposal does not exceed 50% below the book-value.	1. Report to be submitted to Board. 2. Financial Concurrence of Financial Authority.
17.	To sell stores to private parties.	For full value + fair addition for handling and storage charges, if incurred. C.M.D may in suitable cases waive or reduce handling and storage charges.	To contractors for works let out to them for full value + fair addition for handling and storage charges, if incurred. Competent to waive or reduce handling and storage charges in suitable case(s) as per delegation of power point no. 02.	1. Report to be submitted to Board. 2. Financial Concurrence of Financial Authority.
18.	To approve shortages/excesses in stocks found reasonable by a duly constituted committee by the CMD of the concerned Unit/Division, both as percentages of total value and the absolute value terms and shortages upto which could be approved by write off.	5%. In case(s) where Shortage(s)/excesses(s) are found to be on the higher side by the committee the Board's specific approval to be taken.	------	To be approved by the Board in next meeting.
E	**General Financial Powers**			
19.	To order demolition of temporary structures or their sale.	Full powers	Full powers	If Book Value is zero, with Financial Concurrence.
20.	To rent residential or other accommodation.	Full powers as and when necessary.	Which are not needed by the Company.	Justification to be recorded. Inform to Board. Financial Concurrence of

				Financial Authority.
21.	To remit / reduce rent and service charges in respect of building occupied by private individuals (i.e non-employees).	Full powers	Full powers. This covers the powers reduce or remit rent for service such as water, electricity and furniture etc.	To be ratified by the Board in next meeting.
22.	To sanction reduction or remission of rent(s) of buildings: (i) Rendered wholly or partially unsuitable or (ii) Occupied by charitable or religious or educational institutions and individuals (i.e. non-employees).	Full powers This covers the power to reduce or remit rents for services such as water, electricity, furniture etc.	Full powers. This covers the power to reduce or remit rents for services such as water, electricity, furniture etc.	
23.	To reduce or remit in the case of employee of the company in suitable cases, rents and charges for services such as water, electricity, furniture, etc.	Full powers	------	
24.	To fix rates or rents for shops or business premises and rent for company quarters occupied by individuals or contractor(s) employed on the work of the company.	Full powers, subject to the condition that the rent fixed be not less than the Standard rent of the concerned building calculated in accordance with FR 45-B.	Full powers subject to the condition that the rent fixed be not less than the standard rent of the concerned building calculated in accordance with FR 45-B	With Financial Concurrence Board to be informed.
25.	To fix hire charges for mobile equipment and machinery.	Full powers.	Full powers.	Subject to the provisions in the Annual budget. Financial Concurrence of Financial Authority.
26.	To approve overhauls/repairs Plant &	Full powers. Estimates.	Full powers.	Subject to the provisions in

	Machinery / Factory. etc.			the Annual budget. Financial Concurrence of Financial Authority.
27.	To fix hire charges of vehicles and sanction or remission wherever necessary.	Full powers.	Full powers.	Subject to the provisions in the Annual budget. Financial Concurrence of Financial Authority.
II.	**PERSONNEL**			
28.	To exercise powers of Head of a Department under the FRs-cum-SRs, GFRs and General Provident Fund Rules and the Contributory Fund Rules.	Full powers to the extent these rules remain applicable to the company. This is without prejudice to any of the specific delegations made by the Board/Government.	All powers to the extent these rules remain applicable to the company. This is without prejudice to any of the specific delegation made to the GM.	
29.	To appoint Experts and Consultants and sanction fees and travelling allowances, etc. to them for their services to the Company.	Full Power	Only Pay travelling allowance at suitable rates subject to an annual limit of Rs 1,00,000/- and on any item of Rs. 10,000/-.	1. As per HR Manual 2. Financial Concurrence of Financial Authority.
30.	To create, fulfil, assign, designate, modify, and make change in respectively posts on approved scales of pay within budget provision.	Full powers upto E-6 level		1. As per HR Manual 2. Report to Board
31.	To effect inter-unit transfer of post(s) and personnel.	Full powers	For officers upto the scale of E-2	
32.	To make officiating appointment against leave or other vacancies and	Full powers upto E-2 level.		

	fix officiating salaries.			
33.	To grant special pay to the employees holding, posts the creation of which is within the powers of respective authority.	Utp E-5 level, upto the limit of 10% of pay of the concerned employee or Rs. 6200/-pm whichever is less subject to the condition that duration of any special pay sanctioned will not in any case, exceed one year.		Financial Concurrence of Financial Authority.
34.	To grant charge allowance to: (i) Officers whose post(s) were created by the Board. (ii) Officers whose post(s) are within the competence of MD.	Not exceeding 20% of the pay of Officer concerned upto a period of three months. Not exceeding 20% of the pay of officer concerned even exceeding a period of 3 months under special circumstances.	Not exceeding 20% of pay or Rs. 4000/- pm whichever is less upto a period of 3 months. For a period not exceeding 6 months under special circumstances for the posts of which creation is within his competence.	Financial Concurrence of Financial Authority.
35.	To waive the training expenses to a trainee/employee on his leaving the services of the Company before the bond period.	Full powers under special and unavoidable circumstances. A statement of such waivers be submitted to the Board once a year.	……	Financial Concurrence of Financial Authority.
36.	To authorize employee of the Company to travel by air.	Full powers	Full powers for the employees under his administrative control.	1. As per HR Manual 2. Financial Concurrence of Financial Authority.
37.	To allow any officer/employee of the Company to travel by train in a higher class than that to which he is entitled.	Full powers on non-availability of ticket for travel by entitled class etc.	Full powers on non-availability of ticket for travel by entitled class for the staff	1. As per HR Manual 2. Financial Concurrence of Financial Authority.

			under his administrative control.	
38.	To grant full daily allowance to grade II and III staff on tour beyond 90 days.	Full powers.	……	
39.	To grant local travelling allowances in any individual case.	Not exceeding the limit as prescribed in the conveyance allowance rules as framed by the company and approved by the Board.	Not exceeding the limit as prescribed in the conveyance allowance rules to any individual as approved by the Board.	1. As per HR Manual 2. Financial Concurrence of Financial Authority.
40.	To grant advances to staff for purchase of conveyance.	Full powers subject to budget provision and such rules as may be applicable from time to time.	Subject to budget provision and such rules as may be applicable from time to time.	Financial Concurrence of Financial Authority.
41.	To reimburse to an employee expenses incurred by him in obtaining specialist medical help in India including his journey and such consultation fee as may be paid to a private doctor.	Full powers, with the specific approval in writing of an authorized medical officer/ medical consultant of the Company.		Financial Concurrence of Financial Authority.
42.	To grant payment of celebrating the religious functions.	Full powers upto Rs.1.00 lakh.		Financial Concurrence of Financial Authority.
43.	Tour Approval	Full powers for self and all personnel.		
44.	To act as controlling officer in respect of T.A bills on official duty.	Full powers for self and all personnel.	Full powers for self and employee upto E-6 level under his administrative control on official duty including candidates called for interview.	TA & Medical bills to be prepared by HR, than submit the same to Finance. Any other purchase related to employee is to be initiated by HR.
45.	To sanction advance of Travelling	Full powers for self and all staff	Full powers for self and all	

	allowance.	under his administrative control.	personnel under his administrative control.	
46.	To suspend, discharge, remove, dismiss, punish, i.e warn, censure, demotion to lower post, stoppage of increments, etc., and retire under compulsory retirement scheme any employee of the company.	Full powers upto E-7 level, provided that such action was for good and sufficient reasons on departmental proceedings.	Full powers upto E-6 level To impose any punishment under his administrative control for good sufficient reasons and on departmental proceedings.	As per CDA rules, CDA Rules prevails.
47.	To terminate the service of any employee of the Company.	Full powers in accordance with the terms of his contract / appointment.		As per CDA rules
48.	To grant House Building Loan and advance against the same for purchase/construction of plot/house to employees of the Company.	Full powers.		Subject to scheme approved by the Board.
49.	To grant cash rewards to employees for any outstanding work or meritorious exceptional courage/loyalty. **Note:-** (i) Guidelines should be prepared which would form the basis for disbursal of such cash rewards to employees. Also a suitable Committee will have to be constituted at each Unit/Division to recommend within such guidelines, payment of such rewards.	Subject to a ceiling of Rs. 5000/- in an individual case.	…….	
50.	**Miscellaneous**			
	<u>Training</u>			
	Nomination of employees to attend seminars/ conference/workshops / training	Full Power	Full Power upto E-2	

	etc. in India for short term not exceeding 2 weeks.			
	To accord permission for delivering lectures/ functioning as Faculty Members/selection committees etc. in outside organizations and acceptance of fees/honoraria therefor.	Full Power	Full Power	
	Sanction of expenditure on Training Programme/Seminars & other expenditure related Matters (including Honorarium etc.)	Full Power	Upto 25000/- Per Training	
	Retirement			
	Settlement of retirement benefits Like Gratuity, Encashment etc.	Full Power	Upto E3	Financial Concurrence of Financial Authority.
	Insurance			
	a) Insurance of personnel as per approved policy and guidelines. b) Directors and Officers Liability Insurance c) Member Addition/Deletion as per policy conditions	Full Power	Full Power	
	10 lac Buffer utilization (medical Policy of regular employees)	Full Power	-	
	Hiring of Part time worker and Professional Personal as per requirement.	Full Power	Ceiling upto Rs. 5000/- Per month Per person.	
	Grant of permission for Purchasing of Law Books/official related books.	Full Power	Upto Rs. 10000/- per years	
	Transfer	Full Power	As per approved policy	
	Appoint a Legal Advisor for company related matters & approval of Legal fees etc.	Full Power	-	
	Approval for Welfare Scheme for Employees of the Company	Full Power	-	
	OPD Claim Settlement/Approval	Full Power	Full powers for self and	To be prepared by HR

	(Employees & their dependents)	(Including their own)	employees upto E-6 level under his administrative control	submit to Finance for payment.
50A	For all HR matters related to Leave (CL/ML/HPL/EL/RH etc.)/EOL without pay/Study leave/Special Leave/ Quarantine Leave/Special Casual Leave/ EL Encashment/Grant of permission for foreign personal tour/visit with leave, Probation Completion/Extension on Promotion and Recruitment, Acceptance of Resignation of employees including waiver of notice period, Annual Increment [In case extraordinary leave (EOL)], Approval for change of Home Town, Grant of Permission for Higher Education (including though Distance Learning Programme/Part Time), Nomination of Nodal Officer as desired by Ministry/ Department letter, Biometric Attendance, Declare of Public Holiday List, Recruit and Appoint of Apprentices as per Apprentices Act and fix the stipend and Issue of experience certificate to Permanent/Temporary employees, to formulate NOC policy for FAGMIL and other matters which are not covered in the policy	Chairman & Managing Director be and is hereby authorized to exercise these delegated powers and further sub delegate them to subordinate authority as deemed necessary for operational efficiency		
III	**LEGAL**			
51.	To institute, conduct, defend, compound or abandon any legal proceeding by or against the Company or its officer(s) or otherwise concerning the affairs of the company and also to	Full powers subject to:- (i) All cases by or against foreign parties be referred to the Board for prior approval. (ii) All cases of domestic	To institute any civil suits or conduct and defend any legal proceedings by or against the company or its officers in connection with	To be informed to the Board.

	compound and allow time for payment or satisfaction of any claims or demands by or against the company.	litigation involving more than Rs. 10 lakhs shall be reported to the Board.	the affairs of the company. To execute contracts deeds, instruments an assurance of property and in particular all service agreements, security bonds for due performance of their duties by company servant's and leases of houses, lands or other immovable property.	
52.	To refer all claims or demands by or against the company to arbitration and observe and perform the awards.	As per Arbitration and Conciliation Act, 1996	As per Arbitration and Conciliation Act, 1996	To be informed to the Board.
53.	To defend employees in a court of law in litigation.	Full powers, in suitable cases where the employees are unnecessarily entangled in course of performance of their duties.		
54.	To affix the Companies common seal wherever such affixation is required by law.	Full powers.	……	
55.	(i). To engage lawyers/advocates/other professionals on case-to-case basis for opinion/representing the Company & Arbitration and incur expenses including fees. (ii). To engage senior advocates for arbitration tribunal, High Court &Supreme Court. (iii). Signing and execution of legal	Full powers.	Full Powers.	1. Report and recommendation of the committee constituted by CMD. 2. Financial Concurrence. 3. Legal opinion

	documents, plaints, vakalatnamas, written statements, pleadings etc. in all legal matters.			
56.	a. Acceptance of arbitration award/Court orders/Judgment and compliance. b. Approval to challenge/file appeal against orders of Court/Tribunal/ arbitration award/taxation order in High Court & Supreme Court.	Full powers.	Full powers only for point (b).	1. Report and recommendation of the committee constituted by CMD. 2. Financial Concurrence. 3. Legal opinion
IV	**ADMINISTRATIVE**			
57.	To provide for the Management of the affairs of the company outside Jodhpur from time to time and in particular to appoint any person be the attorney of the company upon such terms as may be deemed fit.	Full powers in such a manner as thought fit.	……	
58.	To determine who shall be entitled to sign on the company's behalf bills, notes, receipts, acceptances, endorsements, cheques, releases, contracts and documents.	Full powers.	Full powers for bills, notes, receipts, acceptances, contracts and documents with financial concurrence.	1. Financial Concurrence from Financial Authority.
59.	To make and give receipts, releases and other discharges for moneys payable to the company and for the claims and demands of the company.	Full powers.	Full powers for the Unit/ Zone concerned.	
60.	To gift fertilizers, gypsum, etc., to agricultural Universities, research organizations or such other organizations which may be considered as fit to be given such gifts.	At his discretion subject to the aggregate sanction per year should not exceed 100 tonnes i.e 50 tonnes gypsum and 50 tonnes fertilizers and other	……..	

		minerals.		
61.	To sanction cash rewards to individuals for suggestions accepted by the Management under the suggestion Scheme.	Upto Rs.5000/-in each case.	UptoRs.1000/-in each case.	
62.	To grant temporary license for the use of land, property, shops for business purposes to private parties and sanction of ferry ghats, trees, fishing tanks, grass, gravel, weekly markets etc.	Full Powers.	Full Powers.	Ratification by the Board
63.	To receive or issue of materials other than raw materials on loan to companies, firms or other parties. **Notes:-**(i) In case of raw materials loans should be given only sparingly depending on the exigencies of circumstances. All such cases should be reported to the Board for Ex-post facto approval. (ii) Whenever material/equipment given on loan to Central Government, Public Sector Undertaking, the C&MD may decide at his discretion as to whether security deposit should be obtained from such Undertakings.	Upto an aggregate value of Rs. 100 lakhs in a financial year in accordance with the guidelines issued in this matter and the period of loan shall not exceed 1 year from the date of drawl in each individual case.	……..	
64.	To approve appointment of dealers for sale and distribution of all Products either manufactured by the FAGMIL or purchased by the FAGMIL for sale.	Full powers.	As per procedure approved by the Management.	1. As per Marketing Manual. 2. Financial Concurrence. 3. Legal Opinion.

65.	To fix the price of Gypsum / other minerals.	Full Powers.	……..	As per the pricing policy. 1. Report and recommendation of the committee constituted by CMD. 2. Financial Concurrence.
66.	To fix the price of services (exploration, laboratory etc.)	Full Powers.	Full Powers.	1. Report and recommendation of the committee constituted by CMD. 2. Financial Concurrence.
67.	To approve administrative expenditure not limited to tender fees, EMD/ Bid Security and other administrative expenditure for participating in tenders related to supply of gypsum and other minerals and services.	Full Powers.	Full Powers.	
68.	To sub-delegate to subordinate officers specific delegations.	Full powers.		

Note:-Inter-Head Adjustment of Revenue Expenditure: CMD is authorized to make inter-head changes in Revenue Expenditure, as may be required for efficient day-to-day functioning of the Company, within the approved budgetary provisions and such inter-head changes in revenue expenditure, however, needs to be apprised to the Board.