

TO ALL OFFICERS OF THE COMPANY
DELEGATION OF FINANCIAL POWERS

The Delegation of Financial Power (abbreviated as D.O.P. - 2024) for the various levels has come in force pursuant to the decision of the Board of Directors of the company at its various points of meetings (19th, 14th, 13th, 12th, 11th & 10th B (as amendment) and resolutions etc. 19.10.2023, 13.08.2023, 06.08.2023, 27.06.2023, 15.03.2023, 18.11.2019, 11.05.2016, 23.12.2022 and 27.07.2023)

PART-II

**DELEGATION OF
FINANCIAL POWERS
2024**



(RAKESH KUMAR SINGH)
CHAIRMAN - AND - MANAGING DIRECTOR
25th June, 2024

BRIDGE AND ROOF CO. (INDIA) LIMITED

TO ALL OFFICERS OF THE COMPANY
DELEGATION OF FINANCIAL POWERS

The Delegation of Financial Power (abbreviated as D.O.P.-2024) for the various levels has come in force pursuant to the decision of the Board of Directors of the company at its various board meetings (99th, 114th, 115th, 120th, 125th & 152th & its amendment) and circulations dtd. 28.10.2010; 20.06.2011; 07.06.2012; 25.06.2013; 12.12.2013, 18.11.2014, 11.02.2016, 23.12.2023 and 31.12.2023.

This Delegation of Financial Power-2024 will supersede the provision of the previous Delegation of Power/ Manuals/ Circulars etc.

This Delegation of Financial Power-2024 is subject to amendment from time to time depending on the Company's needs and such amendments, modifications shall take effect from the dates to be stated specifically.



(RAJESH KUMAR SINGH)

CHAIRMAN - AND - MANAGING DIRECTOR

29th June, 2024

BRIDGE AND ROOF CO. (INDIA) LIMITED**DELEGATION OF POWER****I N D E X**

Sl. No.	Subject	Page No.
1.	INTRODUCTION	1
2.	DELEGATION OF POWER (RESERVED FOR THE BOARD OF DIRECTORS	- ANNEXURE - I 2-3
3.	DELEGATION OF POWER OF CHAIRMAN-AND-MANAGING DIRECTOR	- ANNEXURE - II 4-13
4.	DELEGATION OF POWER DELEGATED BY CHAIRMAN-AND-MANAGING DIRECTOR	- ANNEXURE - III 14-23
5.	GENERAL CONDITIONS	- ANNEXURE - IV 24
6.	CANNONS OF FINANCIAL PROPRIETY	- ANNEXURE - V 25

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BRIDGE AND ROOF CO. (INDIA) LIMITED

INTRODUCTION

1.	<p>(a) In terms of Articles 26 and 26A of the Articles of Association of B AND R, the control shall be vested with the Board, who shall be entitled to exercise all such power and to all such acts and things as the company is authorized to exercise and do. Except the power exclusively reserved for exercise by the Government and general body meeting, all power for the running of the business shall rest with the Board of Director.</p> <p>(b) In order to ensure that the work of the company is performed efficiently and effectively, the power are to be exercised by authorities who are responsible for the operations of the company.</p>
2.	<p>(a) Certain power is exclusively reserved for exercise by the Board of Directors and are listed in Annexure-I.</p> <p>(b) Power to be exercised by Chairman-and-Managing Director (CMD) is listed in Annexure-II.</p> <p>(c) Power to be exercised by Functional Directors, Executive Directors, Group General Managers, General Managers, Dy. General Managers, Asst. General Managers is listed in Annexure-III</p>
3.	The power to be exercised by other officers subordinate to the Functional Directors, Executive Directors, Group General Managers, General Managers, Dy. General Managers will be sub-delegated as per functional and operational need of the company by the CMD.
4.	CMD will exercise the full power, including matters involving policy and long-term implications, of the Board in-between meetings subject to reporting of such exercise of power at the next Board meeting.
5.	<p>(a) In certain matters, it has been specified that the delegatee will exercise the power subject to report to higher authority. In such cases, the delegatee will report to the prescribed authority soon after the exercise of such power.</p> <p>(b) The exercise of power by the delegatee is subject to General Conditions as given in Annexure-IV.</p> <p>(c) While exercising the power, delegatee will observe Canons of Financial Propriety as given in Annexure-V.</p>

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BRIDGE AND ROOF CO. (INDIA) LIMITED

ANNEXURE – I

DELEGATION OF FINANCIAL POWERS (RESERVED FOR THE BOARD OF DIRECTORS)

- A. Power exercisable only at the meetings of the Board as per Articles of Association and provisions of the Companies Act, 1956.
- B. All power beyond the power delegated to the CMD of the Company, not requiring approval of the Government.
- C. The following will require specific approval only at the meetings of the Board.

(i) BUDGET & ACCOUNTS

- Approval of the Annual Budget (Capital & Revenue), Annual Accounts and recommendation of declaration of dividend.

(ii) SANCTIONS

- Programme of capital nature, not requiring approval of the Government.

(iii) PERSONNEL

- Policy matters relating to service conditions, wages and salary structures including allowances, bonus, incentive schemes, retirement benefits not requiring Government's Approval.
- Approval of Cadre strength / creation of posts
- Reimbursement of medical expenses in relaxation of rules for CMD.

(iv) OTHER MATTERS

- Sale / alienation / disposal of land and buildings.
- Pledging / mortgaging of Company's property including hypothecation of company's current assets.
- Raising of loans, debentures and overdrafts with Banks.
- Investment and deal in securities not being the shares of the company.
- Sale / issue or disposal of whole, substantially the whole of the undertaking of the company.
- Agreement involving foreign collaboration.
- Sale of patented know-how and licensing.
- Grants / donations to cultural and other organizations / individuals exceeding Rs. 2 Lakh in each case.
- Gifting of discarded assets, tools / equipment and material exceeding Rs.1 Lakh in each case to recognized research and educational institutions.

BRIDGE AND ROOF CO. (INDIA) LIMITED

ANNEXURE - I

- Write-off losses exceeding Rs.20 lakhs in each case where the loss is not due to theft, fraud, negligence and exceeding Rs.5 lakhs in each case when the loss is due to theft.
- Write-off shortage of cash exceeding Rs. 1 lakh per annum.
- Write-off dues to the company such as sundry debtors, loans and advances, excess payments and other dues exceeding Rs.100 lakhs in each case.

(i) BUDGET & ACCOUNTS

(ii) SANCTIONS

(iii) PERSONNEL

(iv) OTHER MATTERS

- Approval of Annual Budget (Capital & Revenue), Annual Accounts and recommendation of declaration of dividend.
- Programme of capital raise, not requiring approval of the Government.
- Matters relating to service conditions, wages and salary structure including allowances, bonus, incentive schemes, retirement benefits not requiring Government's Approval.
- Approval of Labar strength / creation of posts.
- Reimbursement of medical expenses in relaxation of rules for CMD.
- Sale / alienation / disposal of land and buildings.
- Pledging / mortgaging of Company's property including hypothecation of company's current assets.
- Raising of loans, debentures and overdrafts with banks.
- Investment and deal in securities not being the shares of the company.
- Sale / issue or disposal of whole, substantially the whole of the undertaking of the company.
- Agreement involving foreign collaboration.
- Sale of patented know-how and licensing.

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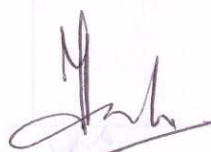
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BRIDGE AND ROOF CO. (INDIA) LIMITED**ANNEXURE – II****DELEGATION OF FINANCIAL POWERS OF
CHAIRMAN-AND-MANAGING DIRECTOR**

- He shall exercise the power as delegated by the Board / Articles of Association of the Company.
- He shall exercise full power of Board in between two Board Meetings in case of exigencies subject to report to the Board in the subsequent meeting.
- He shall preside over the meetings of the Corporate Board, AGM / EGM
- He shall also exercise the following power :-

Sl. No.	Particulars	Delegation	Remarks
A. CAPITAL SANCTIONS :-			
1.0	Purchase or otherwise acquire for the company any property, rights or privileges at such prices or for such consideration and generally on such terms and conditions as he may deem fit against items :-	Full Power	
B. CAPITAL WORKS :-			
1.0	Administrative approval to works	Full Power	
2.0	Excess over administrative approval (within the overall amount sanctioned for the work excluding savings on account of item B.1.0 above)	Upto Rs.200 Lakh in each case	
3.0	Approval to invite Open / Limited Tenders	Full Power	
4.0	Acceptance of Tenders :-		
4.1	Open Tenders where more than one valid tender is received :-		
4.1.1	Lowest	Full Power	
4.1.2	Other than lowest (reason to be recorded).	Upto Rs.200 Lakh in each case	
4.2	Limited Tender where more than one tender is received :-		
4.2.1	Lowest	Full Power	
4.2.2	Other than lowest (reason to be recorded).	Upto Rs.100 Lakh in each case	
4.3	Acceptance of single offer / single response after invitation of tenders :-	Full Power	


BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
4.4	Award of work without calling for tenders	Upto Rs.50 lakh in each case	To be reported to the Board exceeding Rs.25 lakh in each case
5.0	Extension / Termination / Cancellation of Orders	Full Power	Other than cases approved by the Board

C. PURCHASES (DOMESTIC & OVERSEAS PROJECTS IN INR & FOREIGN CURRENCY):-

1.0	Sanction to purchase (i.e. sanction of indent) :-		
1.1	All items viz. raw materials and bought-out / hardware items, spare, tools and consumables for execution, operation and maintenance including Rate Contracts etc. against Customer's Work Order.	Full Power	
1.2	All Capital Items :-	Full Power	
1.2.1	Within the lumpsum provision in Capital Budget	Full Power	
1.2.2	All items of emergent nature not provided in the Budget	Upto Rs.50 lakhs in each case	
2.0	Administrative approval for floating of NIT (Single / Limited / Open tenders) :-		
2.1	Purchase of bought-out / hardware / consumable items required for execution of work and operation and maintenance (other than Overseas Projects)	Full Power	
2.2	Purchase of bought out / hardware / consumable items required for execution of work and operation and maintenance for Overseas Projects.	Full power (Rules and practices followed in the country of project implementation to be considered including hosting of tenders in CPP Portal / Company's website / GeM, wherever is applicable)	
2.3	Purchase of Plant and Machinery (Capital items) and other items listed in the Capital Budget.	Full Power	
3.0	Acceptance of tenders for purchase [Techno Commercial Evaluation (TCE) & approval for price bid opening and Tender Committee Recommendations (TCR) & approval for LoI / Purchase Order / Work Order] :-		

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
3.1	Purchase of bought-out / hardware / consumable items required for execution of work and operation and maintenance (other than Overseas Projects)	Full Power	
3.2	Purchase of bought out / hardware / consumable items required for execution of work and operation and maintenance for Overseas Projects.	Full Power	
3.3	Purchase of Plant and Machinery (Capital items) and other items listed in the Capital Budget.	Full Power	
3.4	E-Tender / E-Sourcing through Reserve / Forward Auction (conducted by engaging Service Provider on nomination / single tender basis)	Full Power	
3.5	All controlled items	Full Power	
3.6	Items under DGS&D Rate Contract / Company Rate Contract.	Full Power	
3.7	Purchase of all items bought-out / hardware / consumables through Limited Tender (including Single response to Limited Tender) as per enlisted / approved vendors of customers and / or their consultants.	Full Power	
4.0	Repeat Orders (within 12 months of completion of original order) :-		
4.1	Open / Limited Tender where one or more than one valid tender is received.	Full Power	Not exceeding the original order value in each case and maximum one time
5.0	Purchase on Single Tender basis		
5.1	From other PSUs as per Government guidelines.	Full Power	
5.2	Petrol, Diesel, Bitumen & like items from producers / retail outlets.	Full Power	
5.3	Steel at Stockyard / Ex-works prices from main producers	Full Power	
6.0	Extension / cancellation / termination / partial de-scoping of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive Clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Contractor without waiver of LD and/or penalty	Full Power	
7.0	Enlistment / Pre-qualification of Vendors.	Full Power	
8.0	Amendment to Contract clauses / conditions.	Full Power	

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
9.0	Changes in Prequalification Criteria, Tender Clauses and Relaxation to General Conditions, Technical Specification and Responsibility Matrix in Pre-award stages and cancellation of tenders.	Full Power	
10.0	Sanction of Supplementary items and deviation from approved quantities.	Full Power	
11.0	Sanction of items not covered in the Contract & Extra Works and Supplementary Items.	Full Power	
12.0	Sanction of Part Rates out of the Contract Rates for payment in Running Bills	Full Power	
13.0	Statutory levies: Revision of rates as a result of imposition of new Statutory levies as per the contractual provision.	Full Power	
14.0	Acceptance / Amendment to the Price Variation Clause in the contract.	Full Power	
15.0	Acceptance / Payment of Overrun compensation where the delay is not attributable to supplier.	Full Power	
16.0	Escalation claim in respect of contracts where Price Variation Clause has not been provided.	Full Power	
17.0	Acceptance of late receipt of tender after specified time	Full Power	
18.0	Changes / relaxation in terms of payment.	Full Power	

D. ASSOCIATES, CONSULTANTS, CONTRACTORS, SUB-CONTRACTOR AND LABOUR CONTRACTOR INCLUDING PMC/DEPOSITORY JOBS, SERVICE CONTRACTS (INCLUDING RATE CONTRACTS & ENABLING WORKS), DISPOSAL OF CAPITALS /SCRAPS (BASED ON RESERVE PRICE), EMPANELMENT OF AGENCIES AND AGENCIES/ASSOCIATES FOR PRE/POST BID TIE -UP, JV(CONTRACTUAL) CONSORTIUM BACK TO BACK (DOMESTIC & OVERSEAS PROJECTS IN INR & FOREIGN CURRENCY):-

1.0	Administrative approval for floating of NIT (Single / Limited / Open tenders)		
1.1	To appoint Contractors, Sub-contractors, Labour contractors (incl PMC / Depository jobs)	Full Power	
1.2	To appoint Agency(ies) for Service Contracts (including Rate contracts and enabling works)	Full Power	
1.3	To appoint Agency(ies) for Disposal of Capital Items / Scrap (based on Reserve Price)	Full Power	
1.4	For Empanelment of agencies	Full Power	
1.5	To appoint Agencies / associates for pre/post bid tie up, JV (contractual) /Consortium & Back to Back tie	Full Power	

BRIDGE AND ROOF CO. (INDIA) LIMITED

SI. No.	Particulars	Delegation	Remarks
2.0	Acceptance of tender [Techno Commercial Evaluation (TCE) & approval for price bid opening] and Tender Committee Recommendations (TCR) & approval for LoI/Purchase Order / Work Order]:-	Full Power	
2.1	For Contractors, Sub-contractors, Labour contractors (incl PMC / Depository jobs)	Full Power	
2.2	For Service Contracts (including Rate contracts and enabling works)	Full Power	
2.3	For Disposal of Capital Items / Scrap (based on Reserve Price)	Full Power	
2.4	For Empanelment of agencies	Full Power	
2.5	For appoint Agencies / associates Agencies / associates for pre/post bid tie up, JV (contractual) / Consortium & Back to Back tie		
3.0	Repeat Order (within 12 months of completion of original Order) :-		
3.1	Open / Limited Tender where one or more than one valid tender is received	Full Power	Not exceeding the original order value in each case and Maximum One time
4.0	Award of Contract on Single Tender Basis to exclusive source (s) specified by the customer and / or their consultant.	Full Power	
5.0	Extension / cancellation / termination / partial de-scoping of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive Clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Contractor without waiver of LD and/or penalty	Full Power	Other than contracts awarded obtaining approval from the Board.
6.0	Enlistment / Pre-qualification of Contractors.	Full Power	
7.0	Amendment to Contract clauses / conditions.	Full Power	
8.0	Changes in Pre-qualification Criteria, Tender Clauses and Relaxation to General Conditions in Pre-award stages and cancellation of tenders.	Full Power	
9.0	Sanction of Supplementary items and deviation from approved quantities (reasons to be recorded).	Full Power	
10.0	Sanction of items not covered in the Contract & Extra Works and Supplementary Items.	Full Power	
11.1	Sanction of Part Rates out of the Contract Rates for payment in Running Bills	Full Power	

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
11.2	Sanction of Ad-hoc advance payment to contractor against assessed work done.	Full Power	
12.0	Statutory levies: Revision of rates as a result of imposition of new Statutory levies as per the contractual provision.	Full Power	
13.0	Amendment of the Price Variation Clause in the Contract.	Full Power	
14.0	Payment of Overrun compensation where the delay is not attributable to contractor.	Full Power	
15.0	Escalation claim in respect of contracts where Price Variation Clause has not been provided.	Full Power	
16.0	Acceptance of late receipt of tender after specified time.	Full Power	
17.0	Changes / relaxation in Terms of Payment in existing contract.	Full Power	
18.0	Waiver / relaxation of service charges to be deducted for supply of materials by the company to the contractor on chargeable basis.	Full Power	

E. SALES (COMMERCIAL) :-

1.0	Approval of all quotations / tenders to the customers and acceptance of orders including Repeat Orders (with / without escalation) including guidelines for any variations during negotiations :-		
1.1	Covering Total Cost plus Profit on Total Cost.	Full Power	
1.2	Less than total cost (reason to be recorded).	Full Power	
2.0	Acceptance of Penalty / Liquidated Damages levied by the customers as per terms of the Order	Full Power	
3.0	Acceptance of reduction or remission of payments due to the company in deviation of the terms of order and to issue credit notes for errors in calculations.	Full Power	
4.0	Approval of reduction in claims by way of settlement of claims to finalise contracts	Full Power	
5.0	Approval of consultancy fees and / or design and engineering charges, testing, survey etc. in Pre-bid and Post-bid stages.	Full Power	

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
6.0	Forming Pre-Tender Tie-ups / Consortium with design and engineering consultants, associates, contractors, vendors and other executing agencies as necessary through MOU / exchange of letters including price and terms (back-to-back basis or not), for submission of bids, participation in bid discussions and award / execution of the contract in post-bid stage, if successful in winning the contract through the said agencies based on the Pre-Tender Tie-up.	Full Power	Subject to report to the Board for value exceeding Rs.250 Crores in each case
7.0	Forming Joint Ventures (JV)(Contractual) with reasons for companies to combine and pool their respective expertise, financial and other resources, skills and knowledge of projects for a long or defined period and to execute the contract in post-bid stage (if successful in winning the contract), where applicable.	Full Power	Subject to report to the Board for value exceeding Rs.250 Crores in each case.
8.0	Appointment of Agents for Sales, Promotion, Collection of Information and details, attending meetings, follow-up with client / consultant in respect of technical and financial matters, provide logistic support, coordinating in Tender matters for Overseas Projects where required.	Full Power	Subject to report to the Board.

F. PERSONNEL :- TO BECOME PART OF HR MANUAL (EXISTING DOP REV-I, TILL REVISION OF HRM WITH DOP)

G. MISCELLANEOUS :-

1.0	Bank Account - Opening / Closing and depositing surplus funds.	Full Power	
2.0	Execution of deeds, leases, contracts and other instruments on behalf of the company, etc. for approved transactions.	Full Power	Except for such items which require Company's Common Seal under Companies Act, 1956. Such cases will be dealt as per Articles of Association of the Company.
3.0	Legal proceedings.	Full Power	Legal cases wherein financial implication more than Rs.500 Lakh in each case to be reported to Board.
4.0	Legal expenses.	Full Power	

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
5.0	Grant of compensation to company employees / other than company employees arising from any case.	Full Power	
6.0	To sanction maintenance of imprest funds and advance for imprest	Full Power	
7.0	Grants / donations of non-recurring nature to cultural and other organizations including sports (subject to approved guidelines).	Upto Rs. 2 Lakh in each case.	
8.0	Gifting of discarded assets, tools / equipment and material to recognised research and educational institutions.	Upto Rs. 1 Lakh in each case.	
9.0	Expenditure on ceremonial occasions and welfare activities including fooding expenses as per approved guidelines.	Full Power	
10.0	Expenditure on entertainment as per company's rules.	Full Power	
11.0	Expenditure on :-		
11.1	Publicity (through newspaper and other media) and exhibitions / trade fairs / seminars / workshops and other promotional expenses as per approved guidelines.	Full Power	
11.2	Other notification as per approved guidelines.	Full Power	
12.0	Printing and purchase of publications, as per approved guidelines.	Full Power	
13.0	Movement of goods / equipment by transport (reasons to be recorded if other than cheapest mode of transport / lowest bidder is not considered).	Full Power	
14.0	Repairs and Maintenance :-		
14.1	Plant and Machinery / Buildings (Leased and Owned accommodations) and Roads.	Full Power	
14.2	Plant and Machinery / Buildings (Leased and owned accommodations) and roads on single tender basis.	Full Power	
14.3	Vehicles and others.	Full Power	
15.0	Allotment of telephone including Mobile for office and residence according to company's requirement	Full Power	
16.0	Renting of accommodation :-		
16.1	Office	Full Power	
16.2	Residential, as per company's rules and approved guidelines.	Full Power	

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
17.0	To fix rent for quarters, shops, land and business premises and to classify residential quarters suitable for one or more individuals of specified ranks.	Full Power	
18.0	Other Revenue Expenses	Full Power	
19.0	Execute indemnity Bond / Corporate Guarantee / Bank Guarantee	Full Power	Except for the instrument which requires affixing of Common Seal of the Company. Such cases will be dealt as per Articles of Association of the Company.
20.0	Approval for receipt of / issue on loan :-		
20.1	Materials	Full Power	
20.2	Equipment (including Hiring of Equipment).	Full Power	
21.0	Approval of contracts for loading, unloading, handling, transport, hiring of equipment and vehicle, house-keeping, cleaning and forwarding, landscaping, maintenance, etc.	Full Power	
22.0	To take out any Insurance Policy as per approved policy and statutory requirement.	Full Power	
23.0	Other Contingent Charges.	Full Power	
24.0	Deposits with outside agencies for services.	Full Power	
25.0	Declaring Plant, Machinery & Equipment and assets other than land and building as surplus / redundant / obsolete / unserviceable / beyond economic repairs and their disposal.	Full Power	Based on recommendations of Committees constituted for identification of surplus and redundant and subject to normal tendering procedure for disposal.
26.0	Declaring and disposal of materials / tools / spares as surplus / redundant, obsolete / scrap.	Full Power	Based on recommendations of Committees constituted for identification of surplus and redundant and subject to normal tendering procedure for disposal.

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Delegation	Remarks
27.0	Write-Offs :-		
27.1	Write-off losses :-		
27.1.1	Due to theft, fraud and negligence subject to investigation.	Upto Rs.5 Lakh in each case	To be reported to the Board for cases exceeding Rs.2 Lakh in each case.
27.1.2	Not due to theft, fraud or negligence	Upto Rs.20 Lakh in each case	
27.1.3	Shortage on physical verification and other reasons subject to investigation.	Full Power	To be reported to the Board for exceeding Rs.20 Lakh per annum.
27.2	Dues of company such as sundry debtor, loans and advances, excess payments and other dues.	Upto Rs.100 Lakh in each case	
27.3	Shortage of cash subject to investigation.	Upto Rs.1 Lakh per annum	To be reported to the Board.
27.4	Sanction of claims for demurrage and wharfage.	Full Power	
28.0	Approve any emergency expenses of revenue nature	Full Power	Out of apportionment of expenditure
29.0	To make and give receipts and other discharges for money payable to the company and for claims and demands of the company	Full Power	
30.0	To approve payment of Statutory liabilities included Excise Duty, Sales Tax, Works Contract Tax, Custom Duty, Income Tax, Service Tax, Labour Welfare Cess, etc. as per procedure.	Full Power	
31.0	To grant reimbursement of membership subscriptions to professional bodies, as per company's rules and guidelines.	Full Power	
32.0	Administrative approval of construction / demolition of temporary works.	Full Power	
33.0	Authority to delegate from time to time the power and authority to any Functional Director / Officer of the company and modify and cancel such power and authority delegated at any time as he deems fit.	Full Power	Within the delegated power of CMD.

BRIDGE AND ROOF CO. (INDIA) LIMITED

ANNEXURE – III

SCHEDULE OF FINANCIAL POWER DELEGATED BY CHAIRMAN-AND-MANAGING DIRECTOR

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
A. CAPITAL SANCTIONS :-							
1.0	Purchase of otherwise acquire for the company any property, rights or privileges at such prices or for such consideration and generally on such terms and conditions as he may deem fit against items	2.0					1(a)
B. CAPITAL WORKS :-							
1.0	Administra-tive approval to works (Open / Limited / Single)	2.0					1(a)
2.0	Acceptance of Tenders :-	Tender Committee, Approving, Concurrence & Sanctioning Authority shall be followed as per Works Contract mentioned in Sl. No. D (Annexure-III)					
3.0	Open / Limited / Single Tenders :-						
C. PURCHASE (DOMESTIC & OVERSEAS PROJECTS IN INR & FOREIGN CURRENCY) :							
Sl. No.	Description	Sanctioning Authority	Purchase of Goods (including rate contracts but except Capital Items)	Purchase of Capital Items			
1.0	Sanction of Indent	a) FD b) ED(P) c) GGM/GM d) SBU Head / HOD including Overseas Projects	Upto Rs.50.00 Upto Rs.30.00 Upto Rs.20.00 Upto Rs.5.00	Upto Rs.5.00 Upto Rs 3.00 Upto Rs.2.00 Upto Rs.0.20			
2.0	Administrative approval for floating of NIT (Single / Limited / Open tenders)	a) FD b) ED(P) c) GGM/GM d) SBU Head / HOD including Overseas Projects	Upto Rs.50.00 Upto Rs.30.00 Upto Rs.20.00 Upto Rs.5.00	Upto Rs.5.00 Upto Rs 3.00 Upto Rs.2.00 Upto Rs.0.20			
3.0	Acceptance of tenders for purchase for Single / Limited / Open tender basis						
3.1	[Techno Commercial Evaluation (TCE) & approval for price bid opening and Tender Committee Recommendations (TCR) & approval for Lol / Purchase Order / Work Order] [Single / Limited / Open Tender including Overseas Projects]:-	a) FD b) ED(P) c) GGM/GM d) SBU Head / HOD	Upto Rs.50.00 Upto Rs.30.00 Upto Rs.20.00 Upto Rs.5.00	Upto Rs.5.00 Upto Rs 3.00 Upto Rs.2.00 Upto Rs.0.20			

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
3.2	E-Tender / E-Sourcing through Reverse /Forward Auction (conducted by engaging Service Provider on nomination / single tender basis) (to be reported to CMD for engagement of Service Provider at a fee / charge exceeding Rs.100 Lakh in each case	Full Power	Full Power	Full Power			1(c)
3.3	Items under DGS&D Rate Contract / Company Rate Contract	Full Power	Full Power	Full Power			1(c)
4.0	Repeat orders (within 12 months of completion of original order) :- Open / Limited Tender where one or more than one valid tender is received	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order in case of Repeat Order Value not exceeding the original order value in each case and maximum one time.					
5.1	Purchase from other PSUs as per Government guidelines	Full Power	Full Power	Full Power			
5.2	Petrol, Diesel, Bitumen and like items from producers / retail outlets	Upto Rs.50 Lakhs in each case	Upto Rs.30 Lakhs in each case	Upto Rs. 20 Lakhs in each case	Upto Rs. 15 Lakhs in each case	Upto Rs. 10 Lakhs in each case	
5.3	Steel at Stockyard /Ex-works prices from main producers.	Full Power	Full Power	Full Power			
6.0	Extension / cancellation / termination / partial de-scoping of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive Clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Contractor without waiver of LD and/or penalty.	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					
7.0	Amendment to Contract clauses / conditions	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					
8.0	Changes in Pre-qualification Criteria, Tender Clauses and Relaxation to General Conditions, Technical Specification and Responsibility Matrix in Pre-award stages and cancellation of tenders.	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					
9.0	Sanction of items not covered in the Contract & Extra Work and Supplementary Items	As per SOP for Extra Work					
10.0	Statutory levies: Revision of rates as a result of imposition of new Statutory levies as per the contractual provision.	Respective SBU Head / GGM / GM					
11.0	Extension for Date of Completion (DOC)	a) SBU Head in case of PO upto Rs.1.00 Cr. b) SBU Head with recommendations of GM (COMM) in case of PO upto & above Rs.1.00 Cr					

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
12.0	Issuance of Completion Certificates	SBU HEAD					
D. ASSOCIATES, CONSULTANTS, CONTRACTORS, SUB-CONTRACTOR AND LABOUR CONTRACTOR INCLUDING PMC/DEPOSITORY JOBS, SERVICE CONTRACTS(INCLUDING RATE CONTRACTS & ENABLING WORKS), DISPOSAL OF CAPITALS /SCRAPS (BASED ON RESERVE PRICE), EMPANELMENT OF AGENCIES AND AGENCIES/ASSOCIATES FOR PRE/POST BID TIE -UP, JV(CONTRACTUAL) CONSORTIUM BACK TO BACK (DOMESTIC & OVERSEAS PROJECTS IN INR & FOREIGN CURRENCY):- (in Rs./Cr.)							
Sl. No.	Description	Sanctioning Authority	Contractors, Sub-contractors, Labour contractors (incl PMC / Depository jobs)	Service Contracts (including rate contracts and enabling works, Hiring, Transportation ,Consultancy Services etc.)	Disposal of Capital Items/ Scrap(ba sed on Reserve Price)	Empanel ment of agencies	Agencies / associates for pre/post bid tie up, JV (contractual) / Consortium & Back to Back tie-up
1.0	Administrative approval for floating of NIT (Single / Limited / Open tenders)	a) FD	Upto Rs.300.00	Upto Rs.5.00	Upto Rs.5.00	Full Power	Full Power
		b) ED(P)	Upto Rs.200.00	Upto Rs 3.00	Upto Rs 1.00		Upto Rs.150.00
		c) GGM / GM	Upto Rs.100.00	Upto Rs.2.00	Upto Rs.0.50		Upto Rs.100.00
		d) SBU Head	Upto Rs.2.50	Upto Rs.0.20			
2.0	Acceptance of tender [Techno Commercial Evaluation (TCE) & approval for price bid opening] and Tender Committee Recommendations (TCR) & approval for Lol/Purchase Order / Work Order] (Single/ Limited/ Open Tender):-	a) FD	Upto Rs.300.00	Upto Rs.5.00	Upto Rs.5.00	Full Power	Full Power
		b) ED(P)	Upto Rs.200.00	Upto Rs 3.00	Upto Rs 1.00		Upto Rs.150.00
		c) GGM / GM	Upto Rs.100.00	Upto Rs.2.00	Upto Rs.0.50		Upto Rs.100.00
		d) SBU Head	Upto Rs.2.50	Upto Rs.0.20			(Subject to Report to Board for value exceeding value of Rs. 250.0 Cr. in eacg case after placement of LOI)
3.0	Repeat Order (within 12 months of completion of original order) :- Open/ Limited Tender where more than one valid tender is received.	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order in case of Repeat Order Value not exceeding the original order value in each case and maximum one time					
4.0	Extension / cancellation / termination / partial de-scoping of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive Clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Contractor without waiver of LD and/or penalty . (Other than contracts awarded obtaining approval from the Board).	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
5.0	Amendment to Contract clauses / conditions.	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					
6.0	Changes in Pre-qualification Criteria, Tender Clauses and Relaxation to General conditions in Pre-award stages and cancellation of tenders.	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					
7.0	Sanction of items not covered in the Contract & Extra works and Supplementary Items.	As per SOP for Extra item of Work.					
8.0	Waiver / relaxation of service charges to be deducted for supply of materials by the Company to the contractor on chargeable basis.	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same at the placing the Work Order.					
9.0	Statutory levies: Revision of rates as a result of imposition of new Statutory levies as per the contractual provision.	Respective SBU Head / GGM / GM					
10.0	Extension for Date of Completion (DOC)	c) SBU Head in case of WO upto Rs.2.50 Cr. d) SBU Head with recommendations of GM (COMM) in case of WO upto & above Rs.2.50 Cr.					
11.0	Issuance of Completion Certificates	SBU HEAD					

Note for C and D :

1	<p>Financial Concurrence concurrence shall be Officer one step below the Sanctioning Authority from Finance Department and Approving Authority shall be Officer one step below from Projects & Commercial Department.</p> <p>However in case of tenders initiated from project sites / zonal office / Howrah works and sanctioning authority is SBU Head as per (e) above, Financial Concurrence shall be accorded by Zonal Senior most Finance Officer under the concerned Zone and Finance Manager or nominated Finance member at HO in case of other SBUs wherein tenders initiated from project sites and Approving Authority shall be Officer from Project one step below the Sanctioning Authority. Monthly Statement mentioning Status of Tendering initiated from Project Sites to be sent to H.O. Finance & Commercial Department.</p>
2	<p>Member of Tender Committee shall consist of Executives (from Indenting / Project Department, Finance & Commercial Department) one step below the Approving Authority & Financial Concurrence Authority.</p> <p>However in case of tenders initiated from project sites / zonal office / Howrah works and sanctioning authority is SBU Head as per (e) above, Tender Committee shall consists of Two Senior most Officers from Project Site & One Officer from Zonal / SBU / HowrahOffice / HO.</p>
3	In case of non-existence of Sanctioning/Approving/Financial concurrence Authority as mentioned above, Officer of next higher level / grade for Sanctioning/Approving/Financial Concurrence respectively may substitute.
4	In case of non-existence of Committee Members of grade as mentioned above, Officer of next lower level / grade may substitute.
5	In case of repeat order, the above delegations powers shall be followed considering combined value of original & repeat order.
6	No Financial Concurrence required for Sanction of Indent.

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
E. SALES (COMMERCIAL) :-							
1.0	Approval of all quotations / tenders to the customers and acceptance of order including repeat Orders (with / without escalation) including guidelines for any variations during negotiations :-						
1.1	Covering Total Cost plus Profit on Total Cost	Full Power					
1.2	Less than total cost (reason to be recorded).						
2.0	Acceptance of Penalty / Liquidated Damages levied by the customers as per terms of the Order	Full Power	Full Power	Full Power	Full Power		1(a)
		Subject to report to CMD					
3.0	Acceptance of reduction or remission of payments due to the company in deviation of the terms of order and to issue credit notes for errors in calculations.	Full Power	Full Power	Full Power	Full Power		1(a)
		Subject to report to CMD					
4.0	Approval of reduction in claims by way of settlement of claims to finalise contracts.	Full Power	Full Power				1(a) above Rs.60 Lakh 1(b) upto Rs.60 Lakh 1(c) upto Rs.30 Lakh
5.0	Approval of consultancy fees and / or design and engineering charges, testing, survey etc. in Pre-bid and Post-bid stages.	100 Lakh	80 Lakh	20 Lakh			1(a) above Rs.60 Lakh 1(b) upto Rs.60 Lakh 1(c) upto Rs.40 Lakh
6.0	Forming Pre-Tender Tie-ups / Consortium with design and engineering consultants, associates contractors, vendors and other executing agencies as necessary through MOU / exchange of letters including price and terms (back-to-back basis or not), for submission of bids, participation in bid discussions and award / execution of the contract in post-bid stage, if successful in winning the contract through the said agencies based on the Pre-Tender Tie-up. (Subject to report to board for value exceeding Rs.250 Cr. in each case).	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same as per Sl. No. D of Annexure-III					
7.0	Forming Joint Ventures (JV) with reasons for companies to combine and pool their respective expertise, financial and other resources, skills and knowledge of projects for a long or defined period and to execute the contract in post bid stage (if successful in winning the contract), where	The Tender Committee including Approving, Concurrence and Sanctioning Authority shall be same as per Sl. No. D of Annexure-III					

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
	applicable. (Subject to report to board for value exceeding Rs.250 Cr. in each case)						
8.0	Appointment of Agents for Sales, Promotion, Collection of Information and details, attending meetings, follow-up with client / consultant in respect of technical and financial matters, provide logistic support, coordinating in Tender Matters for Overseas Projects where required. (Subject to report to CMD)	2.0 Cr.					1(a)
F. PERSONNEL :- TO BEOME PART OF HR MANUAL (EXISTING DOP REV-I, TILL REVISION OF HRM WITH DOP)							
G. MISCELLANEOUS :-							
1.0	Bank Accounts – Opening / Closing and depositing surplus funds	Full Power					1(a)
2.0	Execution of deeds, leases, contracts and other instru-ments on behalf of the Company, etc. for approved transactions (except for such items which require Company's Common Seal under Compa-nies Act, 1956)	Full Power	Only for execution of Contracts upto 150.00 Cr 60.00 Cr.				Legal vetting is required
3.0	Legal proceedings (Financial implications of Rs.25 Lakh and above to be reported to CMD)	Full Power	40.00 Lakh	20.00 Lakh			1(a)
4.0	Legal Expenses	Full Power	4.00 Lakh	2.00 Lakh			1(a)
4.1	Consultant / Retainership Fees	Full Power					1(a)
5.0	Grant of compensation to company employees / other than company employees arising from any case. (To be reported to CMD)	10.00L	-	-			1(a)
6.0	To sanction maintenance of Imprest funds and advance for Imprest	5.00L	4.00 Lakh	2.00 Lakh			1(a) above Rs.3.00 Lakh 1(b) upto Rs.3.00 Lakh 1(c) upto Rs.2.00 Lakh 1(d) upto Rs.1.00 Lakh
7.0	Grants / donations of non-recurring nature to cultural and other organi-zations inclu-ding sports (subject to approved guidelines).	Upto Rs. 0.30 Lakh in each case					1(a)
8.0	Gifting of discarded assets, tools / equipment and material to recognized research and educational institutions.	Upto Rs. 0.50 Lakh in each case					1(a)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
9.0	Expenditure on ceremonial occasions and welfare active-ties including fooding expenses as per approved guidelines.	Upto Rs. 0.60 Lakh in each case					1(a)
10.0	Expenditure on entertain-ment as per company's rules (subject to ceilings approved by CMD / Board / Govt.).	Full Power					1(a)
11.0	Expenditure on :-						
11.1	Publicity (through newspaper and other media) exhibitions / trade fairs / seminars / workshops and other promotional expenses as per approved guidelines.	8.00 Lakh	3.00 Lakh	1.00 Lakh		-	1(a)
11.2	Other notifica-tion as per approved guidelines (subject to budget provision).	Full Power	-	-	-	-	1(a)
12.0	Printing and purchase of publications, as per appro-ved guidelines (subject to budget provision)	Full Power	Full Power	Full Power		-	1(a)
13.0	Movement of goods / equipment by transport (reasons to be recorded if other than cheapest mode of transport / lowest bidder is not considered	Full Power	50.00 Lakh	20.00 Lakh	10.00 Lakh	4.00 Lakh	1(a) above Rs.30 Lakh 1(b) upto Rs.30 Lakh 1(c) upto Rs.20 Lakh
14.0	Repairs & Maintenance :-						
14.1	Plant and Machinery / Buildings (Leased and Owned accommodations) and Roads. (Normal Tendering procedure to be followed & subject to Company's Rules for Leased Accommoda-tion).	Full Power	50.00 Lakh	20.00 Lakh			1(a) above Rs.50 Lakh 1(b) upto Rs.50 Lakh 1(c) upto Rs.20 Lakh
			(Except buildings – leased & owned accommodation)				
14.2	Plant and Machinery / Buildings (Leased and owned accommodations) and Roads on Single Tender basis. (Subject to Company's Rules for Leased Accommoda-tion).	10.00 Lakh	5.00 Lakh	2.00 Lakh		-	1(a) above Rs.5 Lakh 1(b) upto Rs.5 Lakh 1(c) upto Rs. 2.0 Lakh
14.3	Vehicles and others	Full Power	5.00 Lakh	2.00 Lakh			1(c)
15.0	Allotment of telephone including Mobile for office according to company's requirement and for residence, strictly for operational needs.	Full Power	Full Power for Site Office	Full Power for Site Office			1(c)
		As per Company's Policies / Practices					
16.0	Renting of Accommodation :-						
16.1	Office	Full Power	Full Power for Site Office	Full Power for Site Office			1(c)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
16.2	Residential, as per company's rules and approved guidelines.	Full Power					1(a)
17.0	To fix rent for quarters, shops, land and business premises and to classify residential quarters suitable for one or more individuals of specified ranks.	Full Power					1(b)
18.0	Other Revenue Expenses	40.00 Lakh	20.00 Lakh	10.00 Lakh			1(a) above Rs.40 Lakh 1(b) upto Rs.40 Lakh 1(c) upto Rs.20 Lakh
19.0	Execute Indemnity Bond / Corporate Guarantee / Bank Guarantee (except for the instrument which requires affixing of Common Seal of the Company)	Full Power	20 Cr. (Only Indemnity Bond)	10 Cr. (Only Indemnity Bond)			Legal vetting by HR HOD
20.0	Approval for receipt of / issue on loan :-						
20.1	Materials.	Full Power	Full Power	Full Power			
20.2	Equipment (including Hiring of Equipment)	Full Power	Full Power	Full Power			
21.0	Approval of contracts for loading, unloading, handling, transport, hiring of equipment and vehicle, house-keeping, cleaning and forwarding, landscaping, maintenance, etc.	As per Service contracts mentioned in Sl. No. "D"					
22.0	To take out any Insurance Policy as per approved policy and statutory requirement	Full Power	Full Power	Full Power			-
23.0	Other Contingent Charges and charges for Auditors	Full Power	-	-	-		1(a)
24.0	Deposits with outside agencies for services	50.00 Lakh	40.00 Lakh	30.00 Lakh			1(b) Above Rs.40 Lakh 1(c) upto Rs.40 Lakh
25.0	Declaring Plant, Machinery & Equipment and assets other than land and building as surplus / redundant / obsolete / unserviceable / beyond economic repairs (based on recommendations of committee constituted for identification of surplus and redundant) and their disposal subject to normal tendering procedure.	As per Service contracts mentioned in Sl. No. "C"					
26.0	Declaring and disposal of materials / tools / spares as surplus / redundant, obsolete / scrap (based on recommendations of committee constituted for identification of surplus and redundant)						

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
	and their disposal sub-ject to normal tendering procedure.						
27.0	Write Offs :-						
27.1.0	Write-off losses :-						
27.1.1	Due to theft, fraud and negligence subject to investigation (to be reported to CMD)	Upto Rs.2 Lakh in each case	-	-			
27.1.2	Other than due to theft, fraud or negligence (to be reported to CMD)	Upto Rs.4 Lakh in each case	-	-			
27.1.3	Shortage on physical verification and other reasons subject to investigation (to be reported to CMD).	Full Power	Full Power	Full Power			
27.2	Write-off dues of company such as sundry debtor, loans and advances, excess payments and other dues (to be reported to CMD)	Upto Rs. 40 Lakh in each case	-	-			1(a)
27.3	Write-off shortage of cash subject to investigation (to be reported to CMD)	Upto Rs. 0.50 lakh per annum	-	-			
27.4	Sanction of claims for demurrage and wharfage.	Full Power	Upto Rs.8 Lakh in each case	Upto Rs.4 Lakh in each case			1(c)
28.0	Approve any emergency expense of revenue nature.	Upto Rs.20 Lakh per annum (with post notification to CMD)					1(a)
29.0	To make and give receipts and other discharges for money payable to the company and for claims and demands of the company (to be reported to CMD).	Full Power	Full Power (with the approval of Competent Authority)				
30.0	To approve payment of Statutory liabilities including Excise Duty, Sales Tax, Works Contract Tax, Custom Duty, Income Tax, Service Tax, GST, Labour Welfare Cess, etc. as per procedure against any demand raised by respective Authority.	Full Power	Full Power	Full Power			1(c)
31.0	To grant reimbursement of membership subscriptions to professional bodies, as per company's rules and guidelines.	Full Power					
32.0	Administrative approval of construction / demolition of temporary works.	Full Power	Full Power	Full Power			1(c)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Cr.)					Financial Concurrence
		FD	ED	GGM/GM	DGM	AGM	
33.0	Authority to delegate from time to time the aforesaid power and authority in writing by positions concerned, to any subordinate officer of the company in Grade-E1 & above and modify and cancel such power and authority delegated at any time as he deems fit.	Full Power	Full Power	Full Power			
		(within the delegated power and to the extent required as per functional and operational needs of the company and approved by CMD)					

1. The Power and Authority exercisable by a position can be exercised by all higher positions also.

2. The notions used have the following meanings :-

CMD : CHAIRMAN-AND-MANAGING DIRECTOR

GGM : GROUP GENERAL MANAGER

FD : FUNCTIONAL DIRECTOR

GM : GENERAL MANAGER

D(PM) : DIRECTOR (PROJECT MANAGEMENT)

DGM : DEPUTY GENERAL MANAGER

D(F) : DIRECTOR (FINANCE)

AGM : ASSISTANT GENERAL MANAGER

ED : EXECUTIVE DIRECTOR

RM : RESIDENT MANAGER

Financial concurrence required from Finance / Accounts Department :-

1(a) – Stands for D(F)

1(b) – Stands for ED

1(c) - Stands for GGM/GM

1(d) - Stands for DGM

1(e) - Stands for AGM

1(f) - Stands for Senior Manager

3. The Delegation of Power does not take from the delegating Officer his / her responsibility in regard to the charges held by him / her.

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BRIDGE AND ROOF CO. (INDIA) LIMITED

ANNEXURE - IV

GENERAL CONDITIONS

1. The exercise of the Power by the CMD and other delegates shall be subject to compliance with the provisions of the Companies Act, the Memorandum and Article of Association of the Company, the relevant rules and regulations of the Company, the general policy laid down by the Board from time to time, the observance of Canons of Financial Propriety and the availability of funds in the sanctioned budgets.
2. Functional Directors, Executive Directors, Group General Managers, General Managers, Dy. General Managers and other delegates will exercise the Power delegated to them in respect of the Project(s) / Department(s) / Office(s) under their respective control and in respect of areas of their responsibility.
3. In the absence of CMD / Functional Directors / Executive Directors/Group General Managers / General Managers / Dy. General Managers / and other delegates, while on leave / temporary duty, he / she may authorize the officer, who is asked to look after his / her duties to exercise his / her Power.
4. The amounts mentioned in the delegation of Power relate to each case / other unless specified otherwise and are exclusive of Taxes and Duties.
5. The exercise of Power by the Delegates will be subject to Financial Concurrence, where there is a disagreement of views, the Functional Directors / Executive Directors/ Group General Managers / General Managers who is senior to the persons under disputes will take the final decision but the matter will be reported by him / her to CMD.
6. The exercise of Power to Purchase, Labour Contracting, Sub-Contracting etc. will be regulated by the procedures and guidelines laid down in the Purchase Manual as approved by the Board.
7. In case of any ambiguity between Delegation of Power and Purchase Manual, it is being clarified that apart from exercising the Powers as delegated by CMD in Annexure-III of the Delegation of Power, the Sanctioning Authority as mentioned in the Purchase Manual shall prevail in case of Purchasing, Labour Contracting, Sub-Contracting etc.

- Note :
- a) Memo dtd. 28.10.2010 [Board Resolution of the 99th Meeting of Board of Directors of Company held on 28.10.10] of Company Secretary, B AND R.
 - b) Circular No.ED(HR/CIRL/DESIGN/2011, dtd. 20.06.2011 & dtd. 24.10.2011 of ED(HR).
 - c) Circular No.BR/CMD/25 dtd. 07.06.2012 of CMD.
 - d) Circular No.BR/CMD/25 dtd. 25.06.2013 of CMD.
 - e) Memo dtd. 19.03.2014 of CVO/ B AND R and Board Resolution at the 11th Meeting of Board of Directors of Company held on 12.12.13.
 - f) Board Resolution at the 115th Meeting of Board of Directors of Company held on 14.02.14.
 - g) Circular No.BR/CMD/05 dtd. 18.11.2014 of CMD.
 - h) Board Resolution at the 120th Meeting of Board of Directors of Company held on 22.12.14.
 - i) Board Resolution at the 125th Meeting of Board of Directors of Company held on 11.02.2016
 - j) Board Resolution at the 152nd Meeting of Board of Directors of Company held on 23.12.2023 and subsequent Amendment of SOP dated 31.12.2023.

BRIDGE AND ROOF CO. (INDIA) LIMITED

ANNEXURE - V

CANNONS OF FINANCIAL PROPRIETY

Any officer incurring or authorizing expenditure from Company's funds should be guided by high standards of financial propriety.

Among the principles on which emphasis is generally laid are the following :-

1. Every officer should exercise the same vigilance in respect of expenditure incurred from company's money as a person of prudence would exercise in respect of expenditure of the own money.
2. The expenditure should not be prima-facie more than the occasion demands.
3. No authority should exercise its Power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
4. The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that an allowance is not on the whole a source of profit to the recipient.
5. Company's money should not be utilized for the benefit of a particular person or section of the community unless -
 - (i) The amount of expenditure involved is insignificant, or
 - (ii) A claim for the amount could be enforced in a Court of Law, or
 - (iii) The expenditure is in pursuance of a recognized policy or custom.

Sharma

Sharma

LC

ब्रिड्ज एण्ड रूफ कम्पनी (इण्डिया) लिमिटेड

BRIDGE AND ROOF CO. (INDIA) LIMITED



अधिकार का प्रत्याखोजन

DELEGATION OF POWER (REVISION-I)

BRIDGE AND ROOF CO. (INDIA) LIMITED

TO ALL OFFICERS OF THE COMPANY

DELEGATION OF POWER (REVISION – I)

The revised Delegation of Power (abbreviated as D.O.P.) for the various levels has come in force pursuant to the decision of the Board of Directors of the company at its various board meetings (99th, 114th, 115th & 120th) and circulations dtd. 28.10.2010 ; 20.06.2011 ; 07.06.2012 ; 25.06.2013 ; 12.12.2013 and 18.11.2014.

This Delegation of Power will supersede the provision of the previous Delegation of Power / Manuals / Circulars etc.

This Delegation of Power is subject to amendment from time to time depending on the company's needs and such amendments, modifications shall take effect from the dates to be stated specifically.



(KALLOL DATTA)

CHAIRMAN - CUM - MANAGING DIRECTOR

19th April, 2015

DELEGATION OF POWER

INDEX

Sl. No.	Subject	Page No.
1.	INTRODUCTION	1
2.	DELEGATION OF POWER (RESERVED FOR THE BOARD OF DIRECTORS)	ANNEXURE - I 2-3
3.	DELEGATION OF POWER OF CHAIRMAN-CUM-MANAGING DIRECTOR	ANNEXURE - II 4-13
4.	SCHEDULE OF POWER DELEGATED BY CHAIRMAN-CUM-MANAGING DIRECTOR	ANNEXURE - III 14-36
5.	GENERAL CONDITIONS	ANNEXURE - IV 37
6.	CANNONS OF FINANCIAL PROPRIETY	ANNEXURE - V 38

INTRODUCTION

1. (a) In terms of Articles 26 and 26A of the Articles of Association of B&R, the control shall be vested with the Board, who shall be entitled to exercise all such power and to all such acts and things as the company is authorized to exercise and do. Except the power exclusively reserved for exercise by the Government and general body meeting, all power for the running of the business shall rest with the Board of Directors.
- (b) In order to ensure that the work of the company is performed efficiently and effectively, the power are to be exercised by authorities who are responsible for the operations of the company.
2. (a) Certain power is exclusively reserved for exercise by the Board of Directors and are listed in Annexure-I.
- (b) Power to be exercised by Chairman-cum-Managing Director (CMD) is listed in Annexure-II.
- (c) Power to be exercised by Functional Directors, Chief General Managers, General Managers, Dy. General Managers, Asst. General Managers, Project Managers, Senior Resident Engineers and Resident Engineers is listed in Annexure-III.
3. The power to be exercised by other officers subordinate to the Functional Director, Chief General Managers, General Managers, Dy. General Managers, Asst. General Managers and Managers will be sub-delegated as per functional and operational need of the company by the CMD.
4. CMD will exercise the full power, including matters involving policy and long-term implications, of the Board in-between meetings subject to reporting of such exercise of power at the next Board meeting.
5. (a) In certain matters, it has been specified that the delegatee will exercise the power subject to report to higher authority. In such cases, the delegatee will report to the prescribed authority soon after the exercise of such power.
- (b) The exercise of power by the delegatee is subject to General Conditions as given in Annexure-IV.
- (c) While exercising the power, delegatee will observe Canons of Financial Propriety as given in Annexure-V.

DELEGATION OF POWER (RESERVED FOR THE BOARD OF DIRECTORS)**ANNEXURE - I**

The exercise of power by the Board as and when revised, would be with the approval of Government / General Body Meeting.

- A. Power exercisable only at the meetings of the Board as per Articles of Association and provisions of the Companies Act, 1956.
- B. All power beyond the power delegated to the CMD of the company, not requiring approval of the Government.
- C. The following will require specific approval only at the meetings of the Board.
 - (i) **BUDGET & ACCOUNTS**
 - Approval of Annual Budget (Capital & Revenue), Annual Accounts and recommendation of declaration of dividend.
 - (ii) **SANCTIONS**
 - Programmes of capital nature involving an expenditure upto Rs. 10 Crores which do not form part of sanctioned estimates, and excess of allocations made in the approved Budget of sanctioned project estimate, not requiring approval of the Government.
 - (iii) **PERSONNEL**
 - Policy matters relating to service conditions, wages and salary structures including allowances, bonus, incentive schemes, retirement benefits not requiring Government's Approval.
 - Approval of Cadre strength.
 - Reimbursement of medical expenses in relaxation of rules for CMD.
 - (iv) **OTHER MATTERS**
 - Sale / alienation / disposal of land and buildings.
 - Pledging / mortgaging of Company's property including hypothecation of company's current assets.
 - Raising of loans, debentures and overdrafts with Banks.
 - Investment and deal in securities not being the shares of the company.
 - Sale / lease or disposal of whole, substantially the whole of the undertaking of the company.

- Agreements involving foreign collaboration.
- Sale of patented know-how and licensing.
- Grant of compensation to company employees arising from any cause exceeding Rs. 25,000/= in each case.
- Grants / donations to cultural and other organizations / individuals exceeding Rs. 1 Lakh in each case.
- Gifting of discarded assets, tools / equipment and material exceeding Rs. 50,000/= in each case to recognized research and educational institutions.
- Write-off losses exceeding Rs. 20 lakhs in each case where the loss is not due to theft, fraud, negligence and exceeding Rs. 2 lakhs in each case when the loss is due to theft.
- Write-off shortage of cash exceeding Rs. 1 lakh per annum.
- Write-off dues to the company such as sundry debtors, loans and advances, excess payments and other dues exceeding Rs. 30 lakhs in each case.

DELEGATION OF POWER OF CHAIRMAN-CUM-MANAGING DIRECTOR

- He shall exercise the power as delegated by the Board / Articles of Association of the Company.
- He shall exercise full power of Board in between two Board Meetings in case of exigencies subject to report to the Board in the subsequent meeting.
- He shall preside over the meetings of the Corporate Board, AGM / EGM
- He shall also exercise the following power :-

Sl. No.	Particulars	Delegation	Remarks
A. CAPITAL SANCTIONS :-			
1.0	Purchase or otherwise acquire for the company any property, rights or privileges at such prices or for such consideration and generally on such terms and conditions as he may deem fit against items :-		
1.1	Provided in the Approved Budget.	Full Power	
1.2	Not provided in Budget for any item of emergent nature.	Upto Rs. 50 lakhs in each case	
B. CAPITAL WORKS :-			
1.0	Administrative approval to works approved in the budget / sanctioned works.	Full Power	
2.0	Excess over administrative approval. (within the overall amount sanctioned for the work excluding savings on account of item B.1.0 above).	Upto Rs. 100 lakhs in each case	
3.0	Approval to invite Limited Tenders.	Upto Rs. 200 lakhs in each case	
4.0	Acceptance of Tenders :-		
4.1	Open Tenders where more than one valid tender is received :-		
4.1.1	Lowest.	Full Power	
4.1.2	Other than lowest (reason to be recorded).	Upto Rs. 200 lakhs in each case	
4.2	Limited Tender where more than one tender is received :-		
4.2.1	Lowest.	Upto Rs. 200 lakhs in each case	
4.2.2	Other than lowest (reason to be recorded).	Upto Rs. 100 lakhs in each case	
4.3	Acceptance of single offer / single response after invitation of tenders :-		

Sl. No.	Particulars	Delegation	Remarks
4.3.1	Open Tenders.	Full Power	
4.3.2	Limited Tenders.	Upto Rs. 100 lakhs in each case	
4.4	Award of work without calling for tenders.	Upto Rs. 50 lakhs in each case	To be reported to the Board exceeding Rs.25 lakhs in each case
5.0	Extension / Termination / Cancellation of Orders.	Full Power	Other than cases approved by the Board
C. PURCHASES :-			
1.0	Sanction to purchase (i.e. sanction of indent) :-		
1.1	All items viz. raw materials and bought-out / hardware items, spare, tools and consumables for execution, operation and maintenance etc. against customer's Work Orders.	Full Power	
1.2	Capital Items :-		
1.2.1	Within the lumpsum provision in Capital Budget.	Full Power	
1.2.2	All items of emergent nature not provided in the Budget.	Upto Rs. 50 lakhs in each case	
2.0	Approval to invite Open / Limited Tender :-		
2.1	Purchase of bought-out / hardware / consumable items required for execution of work and operation and maintenance (other than Overseas Projects).	Upto Rs. 200 lakhs in each case through Limited Tender. Above Rs. 200 lakhs in each case to be purchased through Open / Public Tender and / or by pre-qualification / short listing of vendors made through Press Advertisement and Company's Website	
2.2	Purchase of bought out / hardware / consumable items required for execution of work and operation and maintenance for Overseas Projects.	Full power (Rules and practices followed in the country of project Implementation to be considered including hosting of tenders in Company's website)	
2.3	Purchase of Plant and Machinery (Capital Items) and other items listed in the Capital Budget.	Upto Rs. 200 lakhs in each case through Limited Tender. Above Rs. 200 lakhs in each case to be purchased through Open / Public Tender and / or by pre-qualification / short listing of vendors made through Press Advertisement and Company's Website	

Sl. No.	Particulars	Delegation	Remarks
3.0	Acceptance of tenders for purchase :-		
3.1	Open Tenders / Tenders invited from pre-qualified/ short listed vendors made through Press Advertisement / Company's Website :-		
3.1.1	Lowest where more than one valid tender is received.	Full Power	
3.1.2	Other than the lowest (reason to be recorded).		In case L-1 bidder backs out, there should be a re-tender.
3.1.3	Single response / single pre-qualified bidder.	Full Power	
3.2	Limited Tender where more than one valid tender is received :-		
3.2.1	Lowest.	Full Power	
3.2.2	Other than the lowest (reason to be recorded).		In case L-1 bidder backs out, there should be a re-tender.
3.3	Single response to Limited Tender.	Upto Rs. 75 lakhs in each case	
3.4	E-Tender / E-Sourcing through Reverse / Forward Auction (conducted by engaging Service Provider on nomination / single tender basis).	Full Power	To be reported to the Board for engagement of Service Provider at a fee / charge exceeding Rs. 20 lakhs in each case
3.5	All controlled items.	Full Power	
3.6	Items under DGS&D Rate Contract / Company Rate Contract.	Full Power	
3.7	Purchase of all items bought-out / hardware / consumables through Limited Tender as per enlisted / approved vendors of customers and / or their consultants.	Full Power	
4.0	Repeat Orders (within 12 months of completion of original order) :-		
4.1	Open / Limited Tender where more than one valid tenders received.	Full Power	Not exceeding the original order value in each case and maximum one time
4.2	Single response to Open / Limited Tender.	Full Power	Not exceeding the original order value in each case and maximum one time
5.0	Purchase on Single Tender basis.		
5.1	All Proprietary items.	Full Power	
5.2	Other than Proprietary items (reason to be recorded).		To be reported to the Board for value exceeding Rs. 200 lakhs in each case for Domestic Items and Rs. 500 lakhs for Overseas items.
5.2.1	For other than Overseas projects.	Upto Rs. 40 lakhs in each case	
5.2.2	For Overseas projects.	Upto Rs. 80 lakhs in each case	
5.3	From other PSUs as per Government guidelines.	Full Power	
5.4	Petrol, Diesel, Bitumen & like items from producers / retail outlets.	Full Power	

Sl. No.	Particulars	Delegation	Remarks
5.5	Steel at Stockyard / Ex-works prices from main producers.	Full Power	
6.0	Purchase on Single Tender Basis from exclusive sources specified by the customers and / or their consultants.	Full Power	
7.0	Extension / Cancellation / Termination of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Vendor with / without waiver of LD and / or penalty.	Full Power	
8.0	Enlistment / Pre-qualification of Vendors.	Full Power	
9.0	Amendment to Contract clauses / conditions.	Full Power	
10.0	Changes in Prequalification Criteria, Tender Clauses and Relaxation to General Conditions, Technical Specification and Responsibility Matrix in Pre-award stages and cancellation of tenders.	Full Power	
11.0	Sanction of Supplementary items and deviation from approved quantities.	Full Power	
12.0	Sanction of items not covered in the Contract & Extra Works.	Full Power	
13.0	Sanction of Part Rates out of the Contract Rates for payment in Running Bills.	Full Power	
14.0	Statutory levies : Revision of rates as a result of imposition of new Statutory levies as per the contractual provision.	Full Power	
15.0	Acceptance / Amendment to the Price Variation Clause in the contract.	Full Power	
16.0	Acceptance / Payment of Overrun compensation where the delay is not attributable to supplier.	Full Power	
17.0	Escalation claim in respect of contracts where Price Variation Clause has not been provided.	Full Power	
18.0	Acceptance of late receipt of tender after specified time.	Full Power	
19.0	Changes / relaxation in terms of payment.	Full Power	
D. ASSOCIATES, SUB-CONTRACTOR & LABOUR CONTRACTOR :-			
1.0	To appoint Associates, Sub-Contractors and Labour Contractors, calling for tenders through Limited / Open tenders.	Full Power	
2.0	Through Limited Tender, Labour Contract upto Rs. 150 lakhs and Sub-Contract upto Rs. 500 lakhs. Open Tendering System to be followed or tender to be invited amongst parties pre-qualified / short listed based on press advertisement and hosting the notices in B&R's website for Labour Contract above Rs. 150 lakhs and Sub-Contract above Rs. 500 Lakhs. Acceptance of tender where more than one valid offer is received through Limited / Open Tenders :-		

Sl. No.	Particulars	Delegation	Remarks
2.1	Lowest	Full Power	For Overseas Projects rules and practice followed in the country of project implementation to be considered
2.2	Other than lowest (reasons to be recorded).		In case L-1 bidder backs out, there should be a re-tender.
3.0	Single Tender / Single Response against invitation of tender:-	Full Power	
3.1	Limited Tender:-	Full Power	
3.2	Open Tender:-	Full Power	
4.0	Repeat Order (within 12 months of completion of original Order):-		
4.1	Open / Limited Tender where more than one valid tender is received.	Full Power	Not exceeding the original order value in each case and Maximum One time
4.2	Single response to Open / Limited Tender.	Full Power	Not exceeding the original order value in each case and Maximum One time
5.0	Award of Contract on Single Tender Basis to exclusive source(s) specified by the customer and / or their consultant.	Full Power	
6.0	Extension / Cancellation / Termination of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Contractor with / without waiver of LD and / or penalty.	Full Power	Other than contracts awarded obtaining approval from the Board
7.0	Enlistment / Pre-qualification of Contractors.	Full Power	
8.0	Amendment to Contract clauses / conditions.	Full Power	
9.0	Changes in Pre-qualification Criteria, Tender Clauses and Relaxation to General conditions in Pre-award stages and cancellation of tenders.	Full Power	
10.0	Sanction of Supplementary items and deviation from approved quantities (reasons to be recorded).	Full Power	
11.0	Sanction of items not covered in the Contract & Extra Works.	Full Power	
12.1	Sanction of Part Rates out of the Contract Rates for payment in Running Bills.	Full Power	
12.2	Sanction of Adhoc advance payment to contractor against assessed work done.	Full Power	
13.0	Statutory levies : Revision of rates as a result of imposition of new Statutory levies not as per the contractual provision.	Full Power	
14.0	Amendment of the Price Variation Clause in the Contract.	Full Power	
15.0	Payment of Overrun compensation where the delay is not attributable to contractor.	Full Power	

Sl. No.	Particulars	Delegation	Remarks
16.0	Escalation claim in respect of contracts where Price Variation Clause has not been provided.	Full Power	
17.0	Acceptance of late receipt of tender after specified time.	Full Power	
18.0	Changes / relaxation in Terms of Payment in existing contract.	Full Power	
19.0	Waiver / relaxation of service charges to be deducted for supply of materials by the company to the contractor on chargeable basis.	Full Power	
E. SALES (COMMERCIALS) :-			
1.0	Approval of all quotations / tenders to the customers and acceptance of orders including Repeat Orders (with / without escalation) including guidelines for any variations during negotiations :-		
1.1	Covering Total Cost plus Profit on Total Cost.	Full Power	
1.2	Less than total cost (reason to be recorded).	Full Power	
2.0	Acceptance of Penalty / Liquidated Damages levied by the customers as per terms of the Order.	Full Power	
3.0	Acceptance of reduction or remission of payments due to the company in deviation of the terms of order and to issue credit notes for errors in calculations.	Full Power	
4.0	Approval of reduction in claims by way of settlement of claims to finalize contracts.	Full Power	
5.0	Approval of consultancy fees and / or design and engineering charges, testing, survey etc. in Pre-bid and Post-bid stages.	Full Power	
6.0	Forming Pre-Tender Tie-ups / Consortium with design and engineering consultants, associates, contractors, vendors and other executing agencies as necessary through MOU / exchange of letters including price and terms (back-to-back basis or not), for submission of bids, participation in bid discussions and award / execution of the contract in post-bid stage, if successful in winning the contract through the said agencies based on the Pre-Tender Tie-up	Full Power	Subject to report to the Board for value exceeding Rs. 100 Crores in each case.
7.0	Forming Joint Ventures (JV) with reasons for companies to combine and pool their respective expertise, financial and other resources, skills and knowledge of projects for a long or defined period and to execute the contract in post-bid stage (if successful in winning the contract), where applicable.	Full Power	Subject to report to the Board for value exceeding Rs. 100 Crores in each case.
8.0	Appointment of Agents for Sales, Promotion, Collection of information and details, attending meetings, follow-up with client / consultant in respect of technical and financial matters, provide logistic support, coordinating in Tender matters for Overseas Projects where required.	Full Power	Subject to report to the Board.

(9)

Sl. No.	Particulars	Delegation	Remarks
F. PERSONNEL :-			
1.0	Create posts.	Full Power	With the approval of Competent Authority
2.0	Fill up posts by promotion / deputation / appointment, terminate, suspend, demote, to accept resignation, initiate disciplinary action and to give promotion to labour / staff / officer upto Grade E-8 against created and sanctioned post.	Full Power	
3.0	To transfer employees.	Full Power	Orders to be issued by Personnel Dept for Grade-E5 and above with specific approval of CMD
4.0	To sanction foreign tours / training outside India for all cases upto Grade E-8.	Full Power	To be reported to the Board
5.1	To appoint personnel on casual basis.	Full Power	
5.2	To appoint personnel on temporary / contract basis.	Full Power	
6.0	Grant of higher scale of pay on personal basis upto Grade-E8 Officers.	Full Power	
7.0	Grant of increments on initial appointment.	Full Power (upto 5 increments)	
8.0	Waiving notice period on resignation.	Full Power	
9.0	Release of employees from contractual bonds in relaxation of rules including waiver of Bond Money.	Full Power	
10.0	Engagement of experts / technicians / consultants on short-term / retainer basis.	Full Power	
11.0	Grant of leave :-		
11.1	Casual, Privilege, Sick / Half Pay, Maternity, as per Company's rules.	Full Power	
11.2	Extraordinary leave, as per Company's rules :-	Full Power	
11.2.1	With pay (upto 90 days).	Full Power	As per Company's rules
11.2.2	Without pay.	Full Power	As per Company's rules
12.0	Grant of advances / loans, as per Company's rules:-	Full Power	
12.1	Salary and Travelling.	Full Power	
12.2	Medical.	Full Power	
12.3	Purchase of Conveyances.	Full Power	
12.4	House Building Loans.	Full Power	
12.5	Other authorized advances, loans, misc. allowances etc.	Full Power	
12.6	Fixing number of installments for recovering of dues from employees.	Full Power	
13.0	Approval of travel inside India.	Full Power	
14.0	Sanction of Medical expenditure within company policies / practices and as specified in Manual terms and other relevant documents.	Full Power	

(10)

Sl. No.	Particulars	Delegation	Remarks
15.0	Sanction of hospitalization / nursing home expenses within company policies and practices, as specified in Manual terms and other relevant documents, for all cases upto and including Functional Directors.	Full Power	To be reported to Board for value exceeding Rs. 1 lakh in each case
16.0	Grant of compensation under Workmen's Compensation Act/ESI Act applicable as per statute.	Full Power	
17.0	Honoraria acceptance by company employees.	Full Power	
18.0	Expenditure on immediate safety of employees, plant & machinery, etc. within works premises and township and at work sites.	Full Power	
19.0	Deputation of employees to / from other PSUs / Organizations as per Company's rule.	Full Power	
20.0	Sanction of conveyance running expense as per Company's policy	Full Power	
21.0	Approval of participation in seminar / training courses / conferences within India.	Full Power	
G. MISCELLANEOUS :-			
1.0	Bank Accounts - Opening / Closing and depositing surplus funds.	Full Power	
2.0	Execution of deeds, leases, contracts and other instruments on behalf of the company, etc. for approved transactions.	Full Power	Except for such items which require Company's Common Seal under Companies Act, 1956
3.0	Legal proceedings.	Full Power	Financial implication of Rs. 200 lakhs and above in each case to be reported to Board
4.0	Legal expenses.	Full Power	
5.0	Grant of compensation to company employees / other than company employees arising from any case.	Full Power	
6.0	To sanction maintenance of imprest funds and advance for imprest.	Upto Rs. 10 lakhs	
7.0	Grants / donations of non-recurring nature to cultural and other organizations including sports (subject to approved guidelines).	Upto Rs. 1 lakh in each case	
8.0	Gifting of discarded assets, tools / equipment and material to recognized research and educational institutions.	Upto Rs. 50,000/- in each case	
9.0	Expenditure on ceremonial occasions and welfare activities including footing expenses as per approved guidelines.	Full Power	
10.0	Expenditure on entertainment as per company's rules.	Full Power	
11.0	Expenditure on :-	Full Power	

Sl. No.	Particulars	Delegation	Remarks
11.1	Publicity (through newspaper and other media) and exhibitions / trade fairs / seminars / workshops and other promotional expenses as per approved guidelines.	Full Power	
11.2	Other notification as per approved guidelines.	Full Power	Subject to budget provision
12.0	Printing and purchase of publications, as per approved guidelines.	Full Power	Subject to budget provision
13.0	Movement of goods / equipment by transport (reasons to be recorded if other than cheapest mode of transport / lowest bidder is not considered).	Full Power	
14.0	Repairs and Maintenance :-		
14.1	Plant and Machinery / Buildings (Leased and Owned accommodations) and Roads.	Full Power	
14.2	Plant and Machinery / Buildings (Leased and owned accommodations) and roads on single tender basis.	Full Power	
14.3	Vehicles and others.	Full Power	
15.0	Allotment of telephone including Mobile for office and residence according to company's requirement	Full Power	
16.0	Renting of accommodation :-		
16.1	Office.	Full Power	
16.2	Residential, as per company's rules and approved guidelines.	Full Power	
17.0	To fix rent for quarters, shops, land and business premises and to classify residential quarters suitable for one or more individuals of specified ranks.	Full Power	
18.0	Other Revenue Expenses.	Full Power	Subject to budget provision
19.0	Execute Indemnity Bond / Corporate Guarantee / Bank Guarantee.	Full Power	Except for the instrument which requires stamping of Common Seal of the Company
20.0	Approval for receipt of / issue on loan :-		
20.1	Materials.	Full Power	
20.2	Equipment (including Hiring of Equipment).	Full Power	
21.0	Approval of contracts for loading, unloading, handling, transport, hiring of equipment and vehicle, house-keeping, clearing and forwarding, landscaping, maintenance, etc.	Full Power	
22.0	To take out any Insurance Policy as per approved policy and statutory requirement.	Full Power	
23.0	Other Contingent Charges.	Full Power	
24.0	Deposits with outside agencies for services.	Full Power	

Sl. No.	Particulars	Delegation	Remarks
25.0	Declaring Plant, Machinery & Equipment and assets other than land and building as surplus / redundant / obsolete / unserviceable / beyond economic repairs and their disposal.	Full Power	Based on recommendations of Committees constituted for identification of surplus and redundant and subject to normal tendering procedure for disposal
26.0	Declaring and disposal of materials / tools / spares as surplus / redundant, obsolete / scrap.	Full Power	Based on recommendations of Committee constituted for identification of surplus and redundant and subject to normal tendering procedure for disposal
27.0	Write-Offs :-		
27.1	Write-off losses :-		
27.1.1	Due to theft, fraud and negligence subject to investigation.	Upto Rs. 2 lakhs in each case	To be reported to the Board for cases exceeding Rs. 2 lakhs in each case
27.1.2	Not due to theft, fraud or negligence.	Upto Rs. 10 lakh in each case	
27.1.3	Shortage on physical verification and other reasons subject to investigation.	Full Power	To be reported to the Board for exceeding Rs. 10 lakhs per annum
27.2	Write-off dues of company such as sundry debtor, loans and advances, excess payments and other dues.	Upto Rs. 30 lakhs in each case	
27.3	Write-off shortage of cash subject to investigation.	Upto Rs. 1 lakh per annum	To be reported to the Board
27.4	Sanction of claims for demurrage and wharfage.	Full Power	
28.0	Approve any emergency expense of revenue nature under heads not included in the Budget.	Full Power	Out of apportionment of expenditure within overall budget provision for revenue expenditure
29.0	To make and give receipts and other discharges for money payable to the company and for claims and demands of the company.	Full Power	
30.0	To approve payment of Statutory liabilities including Excise Duty, Sales Tax, Works Contract Tax, Custom Duty, Income Tax, Service Tax, Labour Welfare Cess, etc. as per procedure.	Full Power	
31.0	To grant reimbursement of membership subscriptions to professional bodies, as per company's rules and guidelines.	Full Power	
32.0	Administrative approval of construction / demolition of temporary works.	Full Power	
33.0	Authority to delegate from time to time the power and authority to any Functional Director / Officer of the company and modify and cancel such power and authority delegated at any time as the deems fit.	Full Power	Within the delegated power of CMD

SCHEDULE OF POWER DELEGATED BY CHAIRMAN-CUM-MANAGING DIRECTOR

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	
A. CAPITAL SANCTIONS :-								
1.0	Purchase or otherwise acquire for the company any property, rights or privileges at such prices or for such consideration and generally on such terms and conditions as he may deem fit against items :-							
1.1	Provided in the Approved Budget.	100						1(a)
1.2	Not provided in Budget for any item of emergent nature.							
B. CAPITAL WORKS :-								
1.0	Administrative approval to works approved in the budget/sanctioned works.	50						1(a)
2.0	Excess over administrative approval. (within the overall amount sanctioned for the work excluding savings on account of item B.1.0 above).	25						1(a)
3.0	Approval to invite Limited Tenders.	50						1(a)
4.0	Acceptance of Tenders :-							
4.1	Open Tenders where more than one valid tender is received :-							
4.1.1	Lowest.	Full Power	50	40				1(a) above Rs. 50 lakhs
4.1.2	Other than lowest (in case L1 bidder backs out, there should be a re-tender).							1(b) upto Rs. 50 lakhs 1(c) upto Rs. 40 lakhs

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
4.2	Limited Tender where more than one tender is received:-								
4.2.1	Lowest	50	30	20	-	-	-	-	1(a) above Rs. 30 lakhs 1(b) upto Rs. 30 lakhs 1(c) upto Rs. 20 lakhs
4.2.2	Other than lowest (reason to be recorded) (subject to report to CMD). (In case L1 bidder backs out, there should be a re-tender).	-	-	-	-	-	-	-	-
4.3	Acceptance of single offer / single response after invitation of tenders :-	-	-	-	-	-	-	-	-
4.3.1	Open Tenders.	50	30	20	-	-	-	-	1(a)
4.3.2	Limited Tenders.	25	-	-	-	-	-	-	1(a)
4.4	Award of work without calling for tenders (to be reported to CMD).	15	-	-	-	-	-	-	1(a)
5.0	Extension / termination / cancellation of orders (other than cases approved by the Board).	100	-	-	-	-	-	-	1(a)
C. PURCHASES :-									
1.0	Sanction to purchase (i.e. sanction of indent):-								
1.1	All items viz. raw materials and bought out / hardware items, spares, tools and consumables for execution, operation and maintenance etc. against customer's Work Orders.	1000	500	500	10	5	5	-	-
1.2	Capital Items :-								
1.2.1	Within the lumpsum provision in Capital Budget.	10	5	-	-	-	-	-	-
1.2.2	All items of emergent nature not provided in the Budget, subject to report to CMD.	-	-	-	-	-	-	-	-
2.0	Approval to invite Open / Limited Tender :-								

(15)

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
2.1	Purchase of bought out / hardware / consumable items required for execution of work and operation and maintenance (other than Overseas projects) Upto Rs. 200 lakhs in each case through Limited Tender. Above Rs. 200 lakhs in each case to be purchased through Open / Public Tender and / or by pre-qualification / short listing of vendors made through Press Advertisement and Company's Website.	150	100	100	15	5	5	-	1(a) above Rs. 150 lakhs 1(b) upto Rs. 150 lakhs 1(c) upto Rs. 100 lakhs 1(d) upto Rs. 30 lakhs 1(e) upto Rs. 15 lakhs
2.2	Purchase of bought out / hardware / consumable items required for execution of work and operation and maintenance for Overseas Projects. (Rules and practices followed in the country of project implementation to be considered including hosting of tenders in Company's website).	350	250	250	35	20	20	-	1(a) above Rs. 350 lakhs 1(b) upto Rs. 350 lakhs 1(c) upto Rs. 250 lakhs 1(d) upto Rs. 75 lakhs 1(e) upto Rs. 35 lakhs
2.3	Purchase of Plant and Machinery (Capital Items) and other items listed in the Capital Budget. (Upto Rs. 200 lakhs in each case through Limited Tender. Above Rs. 200 lakhs in each case to be purchased through Open / Public Tender and / or by pre-qualification / short listing of vendors made through Press Advertisement & Company's Website).	35	25	25	-	-	-	-	1(a) above Rs. 35 lakhs 1(b) upto Rs. 35 lakhs 1(c) upto Rs. 25 lakhs
3.0	Acceptance of tenders for purchase :-								
3.1	Open Tenders / Tenders invited from pre-qualified/ short listed vendors made through Press Advertisement & Company's Website :-								

(16)

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)							Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	OFF2	
3.1.1	Lowest where more than one valid tenders received.	150	100	100	5	5	5	5	1(a) above Rs.400 lakhs 1(b) upto Rs.400 lakhs 1(c) upto Rs.200 lakhs 1(d) upto Rs.50 lakhs 1(e) upto Rs.20 lakhs
3.1.2	Other than the lowest (reason to be recorded and to be reported to CMD). (In case L1 bidder backs out, there should be a re-tender.)	-	-	-	-	-	-	-	-
3.1.3	Single response / single pre-qualified bidder.	30	15	15	-	-	-	-	1(a) above Rs.30 lakhs 1(b) upto Rs.30 lakhs 1(c) upto Rs. 15 lakhs
3.2	Limited Tender where more than one valid tenders received :-								
3.2.1	Lowest	150	100	100	8	5	5	-	1(a) above Rs.150 lakhs 1(b) upto Rs.150 lakhs 1(c) upto Rs.100 lakhs 1(d) upto Rs. 20 lakhs 1(e) upto Rs. 15 lakhs

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)							Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	OFF2	
3.2.2	Other than the lowest (reason to be recorded). (In case L1 bidder backs out, there should be a re-tender.)	-	-	-	-	-	-	-	-
3.3	Single response to Limited Tender.	15	10	10	-	-	-	-	1(a) above Rs.15 lakhs 1(b) upto Rs.15 lakhs 1(c) upto Rs. 10 lakhs
3.4	E-Tender / E-Sourcing through Reverse / Forward Auction (conducted by engaging Service Provider on nomination / single tender basis) (to be reported to CMD for engagement of Service Provider at a fee / charge exceeding Rs. 15 lakhs in each case.	-	-	-	-	-	-	-	1(a)
3.5	All controlled items.	150	100	100	5 for site	-	-	-	1(c)
3.6	Items under DGS&D Rate Contract / Company Rate Contract.	150	100	100	8	5	5	-	1(c)
3.7	Purchase of all items bought-out / hardware / consumables through Limited Tender as per enlisted / approved vendors of customers and / or their consultants.	200	100	100	10	5	5	-	As in Sl. No. C.3.2.1
4.0	Repeat orders (within 12 months of completion of original order) :-								
									Subject to reasons to be recorded for other than the lowest bidder

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
4.1	Open / Limited Tender where more than one valid tender is received.	150	100	100	—	—	—	—	1(a) above Rs.150 lakhs 1(b) upto Rs.150 lakhs 1(c) upto Rs.100 lakhs 1(d) upto Rs.30 lakhs 1(e) upto Rs. 15 lakhs
4.2	Single response to Open/ Limited Tender.	150	100	100	—	—	—	—	1(a) above Rs.30 lakhs 1(b) upto Rs.30 lakhs 1(c) upto Rs.15 lakhs
5.0	Purchase on Single Tender basis :-								
5.1	All Proprietary Items.	20	5	5	3	2	2	—	1(a) above Rs.15 lakhs 1(b) upto Rs.15 lakhs 1(c) upto Rs.10 lakhs 1(d) upto Rs.3 lakhs
5.2	Other than Proprietary Items (reason to be recorded) :-								
5.2.1	For other than Overseas Projects.	7.50	5	5	—	—	—	—	1(a)
5.2.2	For Overseas projects.	15	10	10	—	—	—	—	1(a)
5.3	From other PSUs as per Government guidelines.	75	50	50	—	—	—	—	1(c)
5.4	Petrol, Diesel, Bitumen and like items from producers / retail outlets.	Upto Rs.50 lakhs in each case	Upto Rs.30 lakhs in each case	Upto Rs.20 lakhs in each case	Upto Rs.15 lakhs in each case	Upto Rs.10 lakhs in each case	Upto Rs.7 lakhs in each case	Upto Rs.3 lakhs in each case	—

(19)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
5.5	Steel at Stockyard / Ex-works purchases from main producers.	Full Power	Full Power	Full Power	300	200	100	50	—
6.0	Purchase on Single Tender Basis from exclusive source specified by the customers and / or their consultants.	150	100	100	15	15	15	—	1(c)
7.0	Extension / Cancellation / Termination of orders and all other techno-commercial / financial decision related to execution of work, acceptance of Bonus / Performance Incentive Clause for earlier completion of work, Extension of time of completion of total work or part thereof where delay is on account of the Vendor with / without waiver of LD and / or penalty.	150	100	100	5	5	5	—	As in Sl. No. C.3.2.1
8.0	Enlistment / Pre-qualification of Vendors.	Full Power	Full Power	Full Power	—	—	—	—	—
9.0	Amendment to Contract clauses / conditions.	Full Power	Full Power	Full Power	—	—	—	—	As in Sl. No. C.3.2.1
10.0	Changes in Pre-qualification Criteria, Tender Clauses and Relaxation to General Conditions, Technical Specification and Responsibility Matrix in Pre-award stages and cancellation of tenders.	Full Power	Full Power	Full Power	—	—	—	—	1(c)
11.0	Sanction of Supplementary items and deviation from approved quantities.	Full Power	Full Power	Full Power	—	—	—	—	1(c)
12.0	Sanction of items not covered in the Contract & Extra Works.	Full Power	Full Power	Upto 10% in respect of contracts awarded under the Power of lower authority	—	—	—	—	As in Sl. No. C.3.2.1
13.0	Sanction of Part Rates out of the Contract Rates for payment in Running Bills.	Full Power	Full Power	Full Power	—	—	—	—	—

(20)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
14.0	Statutory levies: Revision of rates as a result of imposition of new Statutory levies as per the contractual provision.	Full Power	Full Power	Full Power	Full Power (for work awarded by the lower authority)			As in Sl. No. C.3.2.1	
15.0	Acceptance / Amendment to the Price Variation Clause in the contract.	Full Power	Full Power	-	-	-	-	1(a)	
16.0	Acceptance / Payment of Overrun compensation where the delay is not attributable to supplier.	Upto 15% of contract value	Upto 10% of contract value	-	-	-	-	1(c)	
17.0	Escalation claim in respect of contracts where Price Variation Clause has not been provided.	Upto 10% of contract value	Upto 5% of contract value	-	-	-	-	As in Sl. No. C.3.2.1	
18.0	Acceptance of late receipt of tender after specified time.	Full Power	Full Power	Full Power (in respect of tender within the power of lower authority)	-	-	-	-	
19.0	Changes / relaxation in terms of payment.	Full Power	Full Power (for contract awarded by the lower authority)	-	-	-	-	1(c)	
D. ASSOCIATES, SUB-CONTRACTOR AND LABOUR CONTRACTOR :-									
1.0	To appoint Associates, Sub-Contractors and Labour Contractors calling for tenders through Limited / Open tenders. Through Limited Tender, Labour Contract upto Rs. 150 lakhs and Sub-Contract upto Rs. 250 lakhs. Open Tendering system to be followed or tender to be invited amongst parties pre-qualified / short listed based on press advertisement and hosting the notices in B&R's website for Labour Contract above Rs. 150 lakhs and Sub-Contract above Rs. 250 lakhs.	Full Power	100	100	25	10	-	-	For Associates, Sub-Contractor 1(a) above Rs. 400 Lakhs 1(b) upto Rs. 400 lakhs 1(c) upto Rs. 300 lakhs For Labour Contractor 1(c) above Rs. 100 lakhs 1(d) upto Rs. 100 lakhs 1(e) upto Rs. 50 lakhs

(21)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
2.0	Acceptance of tender where more than one valid offer is received through Limited / Open Tenders :-								
2.1	Lowest. (For Overseas Projects rules and practices followed in the country of project implementation to be considered).	500	300	300	20	10	-	-	For Associates, Sub-Contractor 1(a) above Rs. 400 lakhs 1(b) upto Rs. 400 lakhs 1(c) upto Rs. 300 lakhs For Labour Contractor 1(c) above Rs. 100 lakhs 1(d) upto Rs. 100 lakhs 1(e) upto Rs. 50 lakhs
2.2	Other than lowest (reasons to be recorded). (In case L1 bidder backs out, there should be a re-tender.)	-	-	-	-	-	-	-	-
3.0	Single Tender / Single Response against invitation of Tender :-								
3.1	Limited Tender.	35	25	25	-	-	-	-	1(a) above Rs. 35 lakhs 1(b) upto Rs. 35 lakhs 1(c) upto Rs. 25 lakhs 1(d) upto Rs. 10 lakhs

(22)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	
3.2	Open Tender.	50	15	15	—	—	—	1(a) above Rs.70 lakhs
			(15 for SC, 50 for LC)	(15 for SC, 50 for LC)				1(b) upto Rs.70 lakhs
								1(c) upto Rs.50 lakhs
								1(d) upto Rs.20 lakhs
4.0	Repeat Order (within 12 months of completion of original order):-							
4.1	Open / Limited Tender where more than one valid tender is received.	500	300	300	20	—	—	As per Sl. No. D.2.1
4.2	Single response to Open / Limited Tender.	500	300	300	—	—	—	As per Sl. No. D.3.1 and D.3.2
5.0	Award of contract on Single Tender Basis to exclusive source(s) specified by the customer and / or their consultant.	Full Power	100	100	20 for site	—	—	1(c)
6.0	Extension / Cancellation / Termination of orders and all other techno-commercial / financial decision related to execution of work, / Performance Incentive Clause for earlier completion of work. / Extension of time of completion of total work or part thereof where delay is on account of the Contractor with / without waiver of LD and / or penalty.	500	300	300	—	—	—	As per Sl. No. D.2.1
	(Other than contracts awarded obtaining approval from the Board).							

(23)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)								Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	OFF2		
7.0	Enlistment/Pre-qualification of Contractors.	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	—
8.0	Amendment to Contract clauses/ conditions.	Full Power	Full Power (in respect of contract awarded within their power)	—	—	—	—	—	—	As per Sl. No. D.2.1
9.0	Changes in Pre-qualification Criteria, Tender Clauses and Relaxation to General conditions in Pre-award stages and cancellation of tenders.	Full Power	Full Power (in respect of contract awarded within their power)	—	—	—	—	—	—	1(c)
10.0	Sanction of Supplementary items and deviation from approved quantities (reasons to be recorded).	Full Power	Full Power (in respect of contract awarded within their power)	—	—	—	—	—	—	1(c)
11.0	Sanction of items not covered in the Contract & Extra works.	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	As per Sl. No. D.2.1
12.1	Sanction of Part rates out of the Contract rates for payment in Running Bills.	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	—
12.2	Sanction of amount not exceeding 75% as Adhoc advance payment to contractor against assessed work done. *	—	—	—	—	—	—	—	—	—
13.0	Statutory levies: Revision of rates as a result of imposition of new Statutory levies not as per the contractual provision.	Full Power	Full Power	Full Power	—	—	—	—	—	As per Sl. No. D.2.1
14.0	Amendment of the Price Variation Clause in the contract.	Full Power	Full Power	—	—	—	—	—	—	1(a)
15.0	Payment of Overrun compensation where the delay is not attributable to contractor.	Upto 15% of contract value	Upto 10% of contract value	—	—	—	—	—	—	1(c)
16.0	Escalation claim in respect of contracts where Price Variation Clause has not been provided.	Upto 10% of contract value	Upto 5% of contract value	—	—	—	—	—	—	1(c) upto 10% of contract value
										1(d) upto 5% of contract value

* a) First Adhoc advance (not exceeding 75% of the assessed value of work) - after approval of site-in-charge with financial concurrence from site account.

b) Second Adhoc advance (not exceeding 75% of the assessed value of work) - if any, approval as a special case to be obtained from D(PM) with financial concurrence from GM(F).

(24)

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
7.0	Forming Joint Ventures (JV) with reasons for companies to combine and pool their respective expertise, financial and other resources, skills and knowledge of projects for a long or defined period and to execute the contract in post bid stage (if successful in winning the contract), where applicable. (Subject to report to CMD for value exceeding Rs. 2500 lakhs in each case).	Full Power	-	-	-	-	-	-	1(a)
8.0	Appointment of Agents for Sales, Promotion, Collection of Information and details, attending meetings, follow-up with client/consultant in respect of technical and financial matters, provide logistic support, coordinating in Tender matters for Overseas Projects where required. (Subject to report to CMD).	100	-	-	-	-	-	-	1(a)
PERSONNEL :-									
1.0	Create posts.	-	-	-	-	-	-	-	-
2.0	Fill up posts by promotion / deputation / appointment, terminate, suspend, demote, to accept resignation, initiate disciplinary action and to give promotion to labour / staff / officer upto Grade-E5 against created and sanctioned post.	Officers upto Grade-E5	Officers upto Grade-E4	Officers upto Grade-E3	Labour & Staff	-	-	-	Order to be issued by Personnel Department. To be reported to CMD for Grade-E5
3.0	To transfer employees.	Officers upto Grade-E5	Officers upto Grade-E4	Officers upto Grade-E3	-	-	-	-	Order to be issued by Personnel Department

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
4.0	To sanction foreign tours / training outside India for all cases.	-	-	-	-	-	-	-	-
5.1	To appoint personnel on casual basis.	Full Power	Full Power	Full Power	-	-	-	-	To be reported to CGM(HRD)
5.2	To appoint personnel on temporary / contract basis.	Full Power	Full Power	Full Power	-	-	-	-	1(c) Concurrence of CGM(HRD) required
6.0	Grant of higher scale of pay on personal basis.	Officers upto Grade-E5	-	-	-	-	-	-	1(a)
7.0	Grant of increments on initial appointment.	upto 3 increments	-	-	-	-	-	-	1(a)
8.0	Waiving notice period on resignation.	Officers upto Grade-E5	-	-	-	-	-	-	-
9.0	Release of employees from contractual bonds in relaxation of rules including waiver of Bond Money.	Officers upto Grade-E5	-	-	-	-	-	-	1(a)
10.0	Engagement of experts / technicians / consultants on short term / retainer basis (subject to report to CMD).	Full Power	-	-	-	-	-	-	1(a)
11.0	Grant of leave :-								
11.1	Casual, Privilege, Sick / Half Pay, Maternity, as per Company's rules.	Officers upto Grade-E8	Officers upto Grade-E7	Officers upto Grade-E6	Officers upto Grade-E3	Officers upto Grade-E2	Labour & Staff	-	Order to be issued by Personnel Dept.
11.2	Extraordinary leave, as per Company's rules :-								
11.2.1	With pay.	30 days (Officers upto Grade-E7)	-	-	-	-	-	-	1(a) Order to be issued by Personnel Dept.

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)								Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	OFF2		
11.2.2	Without pay.	Full Power (Officers upto Grade- E7)	Full Power (Officers upto Grade- E6)	30 days (Officers upto Grade- E5)	15 days (Labour & Staff)	-	-	-	-	1(b) Order to be issued by Personnel Dept.
12.0	Grant of advances / loans, as per Company's rules :-									
12.1	Salary and Travelling.	Full Power	Full Power	-	-	-	-	-	-	
12.2	Medical.	Full Power	0.25	-	-	-	-	-	-	
12.3	Purchase of Conveiances.	-	-	-	-	-	-	-	-	
12.4	House Building loans.	-	-	-	-	-	-	-	-	
12.5	Other authorized advances loans, misc. allowances etc.	-	-	-	-	-	-	-	-	
12.6	Fixing number of installments for recovery of dues from employees.	Full Power	-	-	-	-	-	-	-	
13.0	Approval of travel inside India.	Officers upto Grade- E8	Officers upto Grade- E7	Officers upto Grade- E6	Officers upto Grade- E5	Officers upto Grade- E4	Officers upto E3 & Labour, Staff	Officers upto E2 & Labour, Staff	-	
14.0	Sanction of Medical expenditure within company's policies / practices and as specified in Manual terms and other relevant documents.	Full Power	0.30	0.20	0.10	-	-	-	-	
15.0	Sanction of hospitalization / nursing home expenses within company's policies and practices, as specified in Manual terms and other relevant documents, for all cases excluding Functional Directors.	0.30	0.20	0.10	-	-	-	-	-	To be processed through Personnel Department.
16.0	Grant of compensation under Workmen's Compensation Act/ESI/Act applicable as per statute.	Full Power	Full Power	Full Power	Full Power	-	-	-	-	
17.0	Honoraria acceptance by company employees.	Full Power	-	-	-	-	-	-	-	

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)								Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	OFF2		
18.0	Expenditure on immediate safety of employees, plant & machinery, etc. within work premises and township and at work sites.	Full Power	0.35	0.25	0.15	0.10	-	-	-	1(a) above Rs. 0.35 lakhs 1(b) upto Rs. 0.35 lakhs 1(c) upto Rs. 0.25 lakhs 1(d) upto Rs. 0.10 lakhs
19.0	Deputation of employees to / from other PSUs / Organizations, as per Company's rule.	Officers upto Grade- E4	-	-	-	-	-	-	-	
20.0	Sanction of conveyance running expense as per Company's policy.	Full Power	Officers upto Grade- E7	Officers upto Grade- E6	-	-	-	-	-	
21.0	Approval of participation in seminar / training courses / conferences within India.	Full Power	For all cases upto Officers in Grade- E6	For all cases upto Officers in Grade- E5	-	-	-	-	-	
<p>Note :- Proposal against item Sl. No. F. 5.1, 5.2, 6.0, 7.0, 8.0, 9.0, 12.2, 12.3, 12.4, 12.5, 12.6, 16.0, 17.0, 19.0, 20.0 and 21.0 to be vetted by CGM(HRD)</p>										
G. MISCELLANEOUS :-										
1.0	Bank Accounts - Opening / Closing and depositing surplus funds.	Full Power	-	-	-	-	-	-	-	1(a)
2.0	Execution of deeds, leases, contracts and other instruments on behalf of the company, etc. for approved transactions (except for such items which require Company's Common Seal under Companies Act, 1956).	Full Power	Only for execution of Contracts upto			-	-	-	-	Legal vetting is required
			Rs. 5000 lakhs	Rs. 3000 lakhs	Rs. 1500 lakhs					
3.0	Legal proceedings. (Financial Implications of Rs. 25 lakhs and above to be reported to CMD).	Full Power	15	10	-	-	-	-	-	1(a)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
4.0	Legal expenses.	Full Power	1.50	1.00	-	-	-	-	1(a)
5.0	Grant of compensation to company employees / other than company employees arising from any case. (to be reported to CMD)	5.00	-	-	-	-	-	-	1(a)
6.0	To sanction maintenance of Imprest funds and advance for Imprest.	2.50	1.50	1.00	0.50	0.25	-	-	1(a) above Rs.1.50 lakhs 1(b) upto Rs.1.50 lakhs 1(c) upto Rs.1.00 lakh 1(d) upto Rs.0.50 lakh
7.0	Grants / donations of non-recurring nature to cultural and other organizations including sports (subject to approved guidelines)	Upto Rs.0.15 lakh in each case	-	-	-	-	-	-	1(a)
8.0	Gifting of discarded assets, tools / equipment and material to recognized research and educational institutions.	Upto Rs. 0.25 lakh in each case	-	-	-	-	-	-	1(a)
9.0	Expenditure on ceremonial occasions and welfare activities including fooding expenses as per approved guidelines.	Upto Rs. 0.30 lakh in each case	-	-	-	-	-	-	1(a)
10.0	Expenditure on entertainment as per company's rules (subject to ceilings approved by CMD/ Board/Govt.).	Full Power	-	-	-	-	-	-	1(a)
11.0	Expenditure on :-								
11.1	Publicity (through newspaper and other media) exhibitions / trade fairs / seminars / workshops and other promotional expenses as per approved guidelines.	4.00	1.00	0.50	-	-	-	-	1(a)
11.2	Other notification as per approved guidelines (subject to budget provision).	Full Power	-	-	-	-	-	-	1(a)

(31)

BRIDGE AND ROOF CO. (INDIA) LIMITED

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)								Financial Concurrence
		FD	CGM	GM	DGM	AGM	OFF1	OFF2		
12.0	Printing and purchase of publications, as per approved guidelines (subject to budget provision).	Full Power	Full Power	Full Power	-	-	-	-	-	1(a)
13.0	Movement of goods / equipment by transport (reasons to be recorded if other than cheapest mode of transport / lowest bidder is not considered).	Full Power	15.00	10.00	5.00	2.00	1.00	0.50	-	1(a) above Rs.15 lakhs 1(b) upto Rs.15 lakhs 1(c) upto Rs.10 lakhs 1(d) upto Rs. 5 lakhs
14.0	Repairs & Maintenance :-									
14.1	Plant and Machinery / Buildings (Leased and Owned accommodations) and Roads. (Normal Tendering procedure to be followed & subject to Company's Rules for Leased Accommodation).	Full Power	15.00	10.00	5.00	2.00	1.00	0.50	-	1(a) above Rs.15 lakhs 1(b) upto Rs.15 lakhs 1(c) upto Rs.10 lakhs 1(d) upto Rs. 5 lakhs
14.2	Plant and Machinery / Buildings (Leased and owned accommodations) and Roads (Subject to Single Tender basis. (Subject to Company's Rules for Leased Accommodation).	0.50	0.25	0.10	-	-	-	-	-	1(c) above Rs.0.25 lakhs 1(d) upto Rs.0.25 lakhs 1(e) upto Rs.0.10 lakhs
14.3	Vehicles and others.	Full Power	2.00	1.00	0.50	0.30	0.25	0.20	-	1(c)
15.0	Allocation of telephone including Mobile for office according to company's requirement and for residence, strictly for operational needs.	Full Power	Full Power	Full Power	-	-	-	-	-	1(c)
16.0	Renting of Accommodation :-	As per Company's Policies / Practices								

(32)

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
16.1	Office.	Full Power	Full Power for Site Office	Full Power for Site Office	-	-	-	-	1(c)
16.2	Residential, as per company's rules and approved guidelines.	Full Power	-	-	-	-	-	-	1(c)
17.0	To fix rent for quarters, shops, land and business premises and to classify residential quarters suitable for one or more individuals of specified ranks.	Full Power	Full Power	Full Power	-	-	-	-	1(c) Above Rs. 0.20 lakhs in each case per month 1(d) Upto Rs. 0.20 lakhs in each case per month
18.0	Other Revenue Expenses (subject to budget provision).	20	15	10	5	-	-	-	1(a) above Rs. 20 lakhs 1(b) upto Rs. 20 lakhs 1(c) upto Rs. 15 lakhs
19.0	Execute Indemnity Bond / Corporate Guarantee / Bank Guarantee (except for the Instrument which requires affixing of Common Seal of the Company).	Full Power	750 (Only Indemnity Bond)	500 (Only Indemnity Bond)	-	-	-	-	Indemnity Bond Format to be approved by 1(c)
20.0	Approval for receipt of / issue on loan :-								
20.1	Materials.	Full Power	Full Power	Full Power	-	-	-	-	-
20.2	Equipment (including Hiring of Equipment).	Full Power	Full Power	Full Power	-	-	-	-	-
21.0	Approval of contracts for loading, unloading, handling, transport, hiring of equipment and vehicle, house-keeping, clearing and for warding, landscaping, maintenance, etc.	Full Power	35	25	10	5	3	2	1(a) above Rs. 35 lakhs 1(b) upto Rs. 35 lakhs 1(c) upto Rs. 25 lakhs 1(d) upto Rs. 10 lakhs

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
22.0	To take out any Insurance Policy as per approved policy and statutory requirement.	Full Power	Full Power	Full Power	-	-	-	-	-
23.0	Other Contingent Charges.	Full Power	-	-	-	-	-	-	1(a)
24.0	Deposits with outside agencies for services.	25	20	15	10	5	3	2	1(b) above Rs. 10 lakhs 1(c) upto Rs. 10 lakhs
25.0	Declaring Plant, Machinery & Equipment and assets other than land and building as surplus / redundant / obsolete / unserviceable / beyond economic repairs (based on recommendations of committee constituted for identification of surplus and redundant) and their disposal subject to normal tendering procedure.	For assessed value of disposal not exceeding Rs. 20 lakhs	-	-	-	-	-	-	1(a) above Rs. 15 lakhs 1(b) upto Rs. 15 lakhs 1(c) upto Rs. 10 lakhs
26.0	Declaring and disposal of materials / tools / spares as surplus / redundant, obsolete / scrap (based on recommendations of committee constituted for identification of surplus and redundant) and their disposal subject to normal tendering procedure.	Full Power	For assessed value of disposal not exceeding					For all items 1(a) above Rs. 50 lakhs 1(b) upto Rs. 50 lakhs 1(c) upto Rs. 30 lakhs	
27.0	Write-Offs :-								
27.1.0	Write-off losses :-								
27.1.1	Due to theft, fraud and negligence subject to be reported to CMD).	upto Rs. 1 lakh in each case	-	-	-	-	-	-	-
27.1.2	Not due to theft, fraud or negligence (to be reported to CMD).	upto Rs. 2 lakh in each case	-	-	-	-	-	-	-
27.1.3	Shortage on physical verification and other reasons subject to investigation (to be reported to CMD).	Full Power	Full Power	Full Power	-	-	-	-	-

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
27.2	Write-off dues of company such as sundry debtor, loans and advances, excess payments and other dues (to be reported to CMD).	upto Rs.20 lakhs in each case	-	-	-	-	-	-	-
27.3	Write-off shortage of cash subject to investigation (to be reported to CMD).	upto Rs.0.50 lakh per annum	-	-	-	-	-	-	-
27.4	Sanction of claims for demurrage and wharfage.	Full Power	upto Rs. 3 lakhs in each case	upto Rs. 2 lakhs in each case	upto Rs. 1 lakh in each case	-	-	-	1(c)
28.0	Approve any emergency expense of revenue nature under heads not included in the Budget (out of apportionment of expenditure within overall budget provision for revenue expenditure).	upto Rs.10 lakhs per annum (with post notification to CMD)	upto Rs.7.50 lakhs per annum (with post notification to FD)	upto Rs.5.00 lakhs per annum (with post notification to FD)	upto Rs.1.00 lakh per annum (with post notification to GM)	-	-	-	1(a)
29.0	To make and give receipts and other discharges for money payable to the company and for claims and demands of the company. (to be reported to CMD).	Full Power	(with the approval of Competent Authority)						-
30.0	To approve payment of Statutory liabilities including Excise Duty, Sales Tax, Works Contract Tax, Custom Duty, Income Tax, Service Tax, Labour Welfare Cess, etc. as per procedure.	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	Full Power	1(c) above Rs. 50 lakhs upto Rs. 50 lakhs
31.0	To grant reimbursement of membership subscriptions to professional bodies, as per company's rules and guidelines.	Full Power	-	-	-	-	-	-	-
32.0	Administrative approval of construction / demolition of temporary works.	Full Power	Full Power	Full Power	Full Power	Full Power	-	-	1(c)

Sl. No.	Particulars	Extent of Power Delegated (Limits specified below in Rs./Lakhs)						Financial Concurrence	
		FD	CGM	GM	DGM	AGM	OFF1		OFF2
33.0	Authority to delegate from time to time the aforesaid power and authority in writing by positions concerned to any subordinate officer of the company in Grade-E1 & above and modify and cancel such power and authority delegated at any time as he deems fit.	Full Power	Full Power	Full Power	-	-	-	-	-
	(within the delegated power and to the extent required as per functional and operational needs of the company and approved by CMD)								

- The Power and Authority exercisable by a position can be exercised by all higher positions also.
- The notations used have the following meanings :-
 - CMD : CHAIRMAN-CUM-MANAGING DIRECTOR
 - FD : FUNCTIONAL DIRECTOR
 - D(P/M) : DIRECTOR (PROJECT MANAGEMENT)
 - D(F) : DIRECTOR (FINANCE)
 - CGM : CHIEF GENERAL MANAGER
 - GM : GENERAL MANAGER
 - DGM : DEPUTY GENERAL MANAGER
 - AGM : ASSISTANT GENERAL MANAGER
 - RM : RESIDENT MANAGER
 - OFF1 : CONSTRUCTION MANAGER - CM / RESIDENT MANAGER - RM
 - OFF2 : ASST. RESIDENT MANAGER - ARM / DEPUTY RESIDENT MANAGER - DRM
- The Delegation of Power does not take from the delegating Officer his / her responsibility in regard to the charges held by him / her.

GENERAL CONDITIONS

1. The exercise of the Power by the CMD and other delegates shall be subject to compliance with the provisions of the Companies Act, the Memorandum and Articles of Association of the Company, the relevant rules and regulations of the Company, the general policy laid down by the Board from time to time, the observance of Cannons of Financial Propriety and the availability of funds in the sanctioned budgets.
 2. Functional Directors, Chief General Managers, General Managers, Dy. General Managers and other delegates will exercise the Power delegated to them only in respect of the Department(s) / Office(s) under their respective control and in respect of areas of their responsibility.
 3. In the absence of CMD / Functional Directors / Chief General Managers / General Managers / Dy. General Managers / and other delegates, while on leave / temporary duty, he / she may authorize the officer, who is asked to look after his/her duties to exercise his/her Power.
 4. The amounts mentioned in the Delegation of Power relate to each case / order unless specified otherwise and are exclusive of Taxes and Duties.
 5. The exercise of Power by the Delegates will be subject to Financial Concurrence, where there is a disagreement of views, the Functional Directors / Chief General Managers / General Managers will take the final decision but the matter will be reported by him/her to CMD.
 6. The exercise of Power to Purchase, Labour Contracting, Sub-Contracting etc. will be regulated by the procedures and guidelines laid down in the Purchase Manual as approved by the Board.
 7. In case of any ambiguity between Delegation of Power and Purchase Manual, it is being clarified that apart from exercising the Powers as delegated by CMD in Annexure-III of the Delegation of Power, the Sanctioning Authority as mentioned in the Purchase Manual shall prevail in case of Purchasing, Labour Contracting, Sub-Contracting etc.
- Note : a) Memo dtd. 28.10.2010 [Board Resolution at the 99th Meeting of Board of Directors of Company held on 28.10.10] of Company Secretary, B&R.
 b) Circular No. ED(HR)/CIR/DESIGN/2011, Dtd. 20.06.2011 & Dtd. 24.10.2011 of ED(HR)
 c) Circular No. BR/CMD/25 dtd. 07.06.2012 of CMD
 d) Circular No. BR/CMD/25 dtd. 25.06.2013 of CMD
 e) Memo dtd. 19.03.2014 of CVO / B&R and Board Resolution at the 11th Meeting of Board of Directors of Company held of 12.12.13.
 f) Board Resolution at the 115th Meeting of Board of Directors of Company held on 14.02.14.
 g) Circular No. BR/CMD/05 dtd. 18.11.2014 of CMD.
 h) Board Resolution at the 120th Meeting of Board of Directors of Company held on 22.12.14.

(37)

CANNONS OF FINANCIAL PROPRIETY

- Any officer incurring or authorizing expenditure from Company's funds should be guided by high standards of financial propriety.
- Among the principles on which emphasis is generally laid are the following :-
1. Every officer should exercise the same vigilance in respect of expenditure incurred from company's money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
 2. The expenditure should not be prima-facie more than the occasion demands.
 3. No authority should exercise its Power of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
 4. The amount of allowances, such as travelling allowances, granted to meet expenditure of a particular type, should be so regulated that an allowance is not on the whole a source of profit to the recipient.
 5. Company's money should not be utilized for the benefit of a particular person or section of the community unless
 - (i) the amount of expenditure involved is insignificant, or
 - (ii) a claim for the amount could be enforced in a Court of Law, or
 - (iii) the expenditure is in pursuance of a recognized policy or custom.

(38)

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