

YANTRA INDIA LIMITED

Delegation of Financial Power (01/12/2021)

UPDATED UP TO 01/12/2021

FOREWORD

The financial power delegated to Yantra India Limited (YIL) and its Units have their origin in various Government orders / letters and the orders issued by its parent organization, namely Ordnance Factory Board (OFB) over a period.

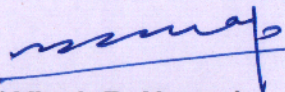
In consonance with these delegated power, the respective Competent Financial Authorities will exercise their power for procurement and other activities as defined herein. It is also to be noted that all procurement decisions will be taken at the level of TPC where Chairman of the TPC is the competent financial authority for the procurement case.

The power will be exercised subject to availability of budget. Exercise of all financial power would require financial concurrence unless otherwise specifically waived. Apart from these general stipulations, certain specific restrictions are attached to some items of delegations and have been indicated under 'Remarks' column.

While exercising the financial power, the provisions of relevant procurement manual should be complied with. In these delegated financial power, wherever 'Full Power' are indicated, the same will be limited to the ceilings imposed by DPE / Government of India as revised from time to time.

These financial power have been resolved and approved by the Board of Yantra India Limited in its Board Meeting held on 15th Nov. 2021 at YIL HQ, Amabajhari, Nagpur, and will be effective from 1st Dec. 2021.

Finance Division, YIL HQ will be the custodian of these Delegations of Financial Power (DFPs). It is possible that some doubts may arise during implementation of these power by various units under YIL. Finance Division, YIL is authorized to issue any clarification, if required. In case of any difference of opinion, the decision of BOD/YIL will be final.


(Vivek B. Umap)
Director/Finance
Date: 1st Dec 2021

ABBREVIATION

AGM	- Additional General Manager
CFA	- Competent Financial Authority
CMD	- Chairman & Managing Director, YIL
BOD	- Board Of Directors
DDP	- Department of Defence Production, Ministry of Defence
DGOF	- Director General Ordnance Factories
DDG	- Deputy Director General / Sr. Deputy Director General
DGM	- Deputy General Manager
Dir	- Director
GM	- The General Manager/ Sr. General Manager of Ordnance Factory
Jt.GM	- Joint General Manager
Jt.Dir	- Joint Director
DGM	- Deputy General Manager
WM	- Works Manager
AWM	- Assistant Works Manager
JWM	- Junior Works Manager
LTE/OTE	- Limited Tender Enquiry/ Open Tender Enquiry
LPC	- Local Purchase Committee
MMTC	- Metals & Minerals Trading Corporation
YIL	- Yantra India Limited
YIL KO	- Yantra India Limited Kolkata Office
NC	- New Capital
OFB	- Ordnance Factory Board
OFIL	- Ordnance Factory Institute of Learning
ODC	- Ordnance Development Centre
PFC	- Plant Finalization Committee
PSU	- Public Sector Unit
RCS	- Regional Controllerate of Safety
RR	- Renewal & Replacement,
STC	- The State Trading Corporation of India
IPL	- Itemized Price List

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SCHEDULE NO.1

**PROCUREMENT
OF
STORES / GOODS / SERVICES**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1	Procurement of all Stores/ Goods/Services (*) which are incidental or consequential to the supply of such Goods such as, Transportation, Insurance, Training and Maintenance as defined in Procurement Manual.	<p>Procurement will be subject to:</p> <ul style="list-style-type: none"> (i) Conformance to Procurement Manuals revised from time to time. (ii) Availability of budgetary provisions (iii) Financial power is irrespective of currency of payment (iv) In all cases which require approval of Government of India, the proposal to the government shall be forwarded through the respective Director, YIL HQ. (v) For items which hitherto were supplied by Ordnance Factories, procurement from trade will require AON from Director/Operations, YIL HQ. (vi) STORE/GOODS/SERVICES: <ul style="list-style-type: none"> a. Inputs and aids for productions such as all articles, material, commodity, livestock, furniture, fixtures, raw materials, spares, instruments, equipment, medicines, components, assemblies, sub-assemblies, tools, gauges, jigs, accessories, process materials, production consumables, indirect consumables, IT products/items, software, technology transfer, licenses, patents or other intellectual properties purchased or otherwise acquired for the use of Govt. etc. but excludes books, publications, periodicals, etc. for a library. b. Maintenance aids, including spares, tools & tackles, etc. c. (*) Services (production related) which are incidental or consequential to the supply of such goods, i.e. conversion, job-work, packing, unpacking, preservation, transportation, insurance, delivery, maintenance support, technical assessment, consultation, system study, software development, maintenance conservancy, etc. <p>Note:</p> <ol style="list-style-type: none"> 1. The term Goods/Stores/Services/Items used in this document are interchangeable and applies to all items mentioned at (vi) above. 2. Hiring of labours under category of services mentioned here are only applicable for labours engaged in production. 					

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		Authority	Authority	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1 (a)	<p>Procurement of Stores/ Goods/Services against LTE/OTE/GTE* or Rate / Running contract placed by MoD or GeM or YIL or IPL** approved by MoD for procurement of stores from Indigenous Sources/Foreign Sources or procurement of stores from PSU on Single Tender//PAC/Nomination basis or shipping transportation.</p> <p>** IPL: Itemized Price List</p>	<p>WM</p> <p>DGM/ Jt.GM</p> <p>Addl.GM</p> <p>Sr. GM/GM</p> <p>All Head of Units (other than Sr.GM/GM) only for non- production purpose</p>	<p>• 20 Lakh</p> <p>• 2 Cr</p> <p>• . 5Cr</p> <p>(for OFBH, GIF, OFDC & OFKAT)</p> <p>• 10 Cr</p> <p>(for OFAJ, OFM, MSF & OFA)</p> <p>• 75 Cr.</p> <p>• . 5 Cr</p>	<p>GM/Looking after procurement</p> <p>Director/ Operations</p> <p>CMD</p>	<p>• 5 Cr</p> <p>• 200 Cr</p> <p>Full Power</p>	<p>Fin power irrespective of Currency of payment.</p> <p>For any procurement by a unit exceeding value of • 50 Cr, AoN to be obtained from Director /Operations, YIL before issue of TE.</p> <p>Procurement from PSUs not to be construed as Single Vendor case</p> <p>(*) In case of GTE cases, relevant and latest Govt. Orders to be followed</p>	Yes

Note: Cases valuing up to • 10 Lakhs will be processed on file as Non-TPC cases.

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		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1(b)	Procurement of Stores/ Goods/Services from Indigenous and Foreign Sources (i) Proprietary Articles Certificate (PAC), (ii) Single Known Source(SKS), (iii) Against single tender from source nominated by Indentor/Design Agency/Collaborator (iv) Where resultant single acceptable offer is received against LTE/OTE and identified vendors have confirmed receipt of TE.	Addl.GM	<ul style="list-style-type: none"> • 50 lakh (for OFBH, GIF, OFDC & OFKAT) • 1 Cr (for OFAJ, OFM, MSF & OFA) 	GM/ Looking after Procurement	• 1 Cr	Fin power irrespective of currency of payment For any procurement processed through (i), (ii) and (iii) by a unit exceeding total value of • 3 Cr, AoN to be obtained from Director/Operations, YIL before issue of TE.	Yes (Fy-Finance) / Corporate Finance
	Sr.GM/GM	• 8 Cr.	Director/ Operations	• 12 Cr.			
	All Head of Units (other than Sr.GM/GM) only for non- production purpose	• 50 Lakhs	CMD	Full Power			
1(c)	Procurement of Stores/ Goods/Services against ab-initio single tender in case of urgent requirement	Sr. GM /GM	• 5 Lakhs	Director/ Operations	• 5 Cr	Only in case of urgent requirement and urgency to be explained and recorded in VSL TPC minutes.	Yes (Fy-Finance) / Corporate Finance
				CMD	Full Power		
1(c) Spl	Procurement of Stores/ Goods/Services against ab-initio single tender in case of urgent requirement	Sr.GM/GM	• 50 Lakhs	Director/ Operations	• 5 Cr	This special power may be subject to budget provision and to be exercised only in case of urgent requirement to fight COVID 19 and urgency to be explained and recorded in VSL TPC minutes.	Yes (Fy-Finance) / Corporate Finance
				CMD	Full Power		

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1(d)	Placement of Development Order for new item of input required for IR&D Project	Sr. GM /GM	• 25 Lakh	GM (Looking after R&D) Director/ Operations	• 1 Cr Full Power	For new input item of Made to Order (MTO) Category for IR & D project. This provision can be invoked using LTE/ab-initio STE; without resorting to OTE.	Yes (Fy-Finance / Corporate Finance)
1(e)	Placement of Development Order for item to be indigenized	Sr. GM /GM	• 25 Lakh	GM (Looking after Indigenization) Director/ Operations	• 1 Cr Full Power	For an item of Made to Order (MTO) Category to be indigenized. This provision can be invoked using LTE/ab-initio STE; without resorting to OTE.	Yes

Note for Sl. No. 1d and 1e: After successful development and acceptance of supply of the item, the Vendor will be considered as “**Established Vendor**” for the item.

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		Factory/Unit		Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
2	Cash purchase of all Stores/Goods/Services which are incidental or consequential to the supply of Goods such as, Transportation ,Insurance, Training and Maintenance as defined in Procurement Manual.	WM/MM	▪ 2000/-			This power may be invoked in case of stock out condition/Shelf life condition/ production hold up or urgent maintenance (Reasons to be recorded).	No
		DGM/MM	▪ 5,000/-				
		JGM/MM	▪ 10,000/-				
		Addl.GM/MM	▪ 15,000/-				
		Sr.GM/GM	▪ 25,000/-				
<p>Note for Sl. no. 1 & 2 only</p> <p>i) Addl.GM heading purchase function (Material Procurement section) as well as Jt.GM, DGM, WM working under him/her, will exercise such power.</p> <p>ii) Production and Maintenance Officers shall initiate the cash purchase, obtain necessary sanction from the Officers responsible for purchase function (Material Procurement section) and complete all associated formalities to position the material.</p> <p>iii) It is also clarified that Production as well as Maintenance officers do not have the power to approve/sanction Cash Purchase to position direct/indirect items.</p>							

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
3	Spot Payment for purchase of Stores / Goods/Services	Addl.GM Sr. GM /GM	▪ 50 Lakh ▪ 1 Cr			This should be accepted only after other modes of payments are not accepted by the firm. Payment to be made only after full acceptance and delivery of stores.	Yes
4	Purchase of all Stores/Goods/ Services which are incidental or consequential to the supply of such Goods such as Transportation, Insurance, Training and Maintenance through Local Purchase Committee (LPC) to meet requirement irrespective of urgency.	Sr.GM/GM All Heads of Units	▪ 2.5 Lakh ▪ 2.5 Lakh	GM (Looking after Procurement) Director/ Operations,	▪ 2.5 Lakh ▪ 2.5 Lakh	<p>1. It shall be ensured that procurement Qty. shall not be split for the purpose of avoiding the tendering process. However, in case of production holdup / urgency, LPC may be resorted to recording full justification.</p> <p>2. For the cases involving shelf life, the competent authority is authorized to approve procurement of restricted quantity.</p> <p>3. Hiring of man power services shall ensure compliance to all the rules/stipulations for such services.</p>	Yes, Concurrence of Head Finance Division attached to the Unit [GM(Fin), HQ for HQ cases] shall be considered as appropriate Financial Advisor for purpose of financial consultation for LPC.

SCHEDULE NO.2

**PROCUREMENT
OF
PLANT & MACHINERY**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
5	Procurement of Plant & Machinery under New Capital and Renewal & Replacement, including contract for Modification and /or Reconditioning of P&M.	<p>(I) A careful appraisal of the proposed investment should be carried out from various angles such as Prioritization of expenditure, scrutiny of demand from the relevant out turn, assurance of reasonable IRR, cost benefit analysis etc.</p> <p>(II) Govt. sanctioned projects under “New Capital” implies that YIL (erstwhile OFB) have already identified various categories of P&M, while obtaining sanction. The procurement shall be made in accordance with guidelines/procedures laid down by YIL.</p> <p>(III) Fin Power is irrespective of currency of payment.</p> <p>(i) <u>Requirement of PFC Approvals:</u></p> <p>A. In all cases of P&M Procurement/ Modification/ Reconditioning by manufacturing units exceeding • 50 Lakhs, PFC approval to be obtained by Units from YIL HQ.</p> <p>B. For Cases within • 50 Lakhs for manufacturing units–</p> <p>a) Demands to be examined and approved by Fy level PFC headed by Sr.GM/GM associating senior most officer of Engg. & User and Finance (who is Member of TPC-I) of the Unit.</p> <p>b) The power excludes passenger vehicles and air conditioners. However, for production processes requiring air conditioning, the procurement can be initiated at the factory level with the prior approval of Director/Operations through AoN.</p> <p>c) Factories shall forward the statement of such approvals to YIL HQ under appropriate proforma.</p> <p>d) No capital investment should be made in non-core area.</p> <p>e) In case where L1 value of the case (revealed on price bid opening and prior to TPC consultation) exceeds Rs. 50 Lakhs:</p> <p>(i) No fresh PFC approval will be required if the excess amount is within 15% of original PFC approved amount.</p> <p>(ii) The case will be forwarded to YIL PFC approval by Fy TPC if the excess amount is beyond 15% of the original PFC approved amount</p> <p>f) Procurement shall adhere to laid down procedures, CVC guidelines, existing provisions of Procurement Manuals, as revised from time to time.</p> <p>C. For all procurement cases of non-manufacturing units, PFC approval, irrespective of value, to be obtained from YIL HQ.</p> <p>D. For items required by YIL HQ, all PFC approvals will be accorded by Director/Operations, in consultation with Finance.</p>					

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
5(a)	Procurement, Modification and/or Re-conditioning of P&M through LTE/OTE/GTE under RR and NC	Addl.GM Sr.GM/GM	• 2 Cr. • 15 Cr. (for OFBH, GIF, OFDC & OFKAT) • 25 Cr (for OFAJ, OFM, MSF & OFA)	GM/ Looking after Modernization Director/ Operations CMD	• 15 Cr • 50 Cr Full Power	Prior PFC approval required as given in 5 above.	Yes

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

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		Factory/Unit		YIL Corporate HQ			
		Authority (III)	Extent (IV)	Authority (V)	Extent (VI)		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
5(b)	Procurement, Modification and /or Re-conditioning of P&M on Single Tender/ Resultant Single Tender/ Proprietary Items under RR and NC	Sr. GM/ GM	• 2 Cr	Director/ Operations CMD	• 10 Cr Full Power	Prior PFC approval is required as given in 5 above.	Yes

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
6	Erection & Commissioning of P&M (both under RR and NC) including installation of Services, e.g. distribution of Steam, Compressed Air, Oil etc. – Departmentally.	Addl.GM Sr. GM /GM	• 25 Lakh Full power				Yes
7	Erection & Commissioning of P & M, (both under RR and NC) including installation of Services, e.g. distribution of steam, compressed Air, Oil etc. – through Contract.	Addl.GM Sr. GM /GM	• 10 Lakh • 25 Lakh	GM/ Looking after Modernization Director/ Operations	• 1 Cr Full Power		Yes

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
8	Repair of MT vehicles including Motor Cycles, Dispensary Ambulance vehicles all Material Handling equipment – through Contract.	Jt.GM/ DGM Addl.GM Sr. GM/GM Head of OFIL	• 10,000 • 1Lakh Full Power (within limits of economical repairs) • 1Lakh	Director/ Operations	Full power (within limits of economical repairs)	To be exercised for MT vehicles belonging to capital block register of respective unit. Subject to competitive tendering, provided that cost of repair does not exceed 20% of market value/ 20% of the replacement value of the item. In all such cases an estimate would be prepared and vetted by Finance Division of Unit before issuance of Tender for conclusion of contract.	Yes [Financial Concurrence not required up to • 5000/-]
9	Scientific equipment/laboratory equipment, Test and Measuring instruments/Systems for Quality Control, Quality Assurance & Data Acquisition and Dispensary.	Sr.GM/GM	• 25 Lakh in each case			Procurement beyond • 25 Lakh to be processed through respective PFCs of P&M.	Yes

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
10	Sanction for expenditure under RR & NC in excess of amount sanctioned by respective PFC.	Sr.GM/GM	Up to 15% of sanctioned value or • 1 Cr whichever is less.	Director/ Operations	Full Power	(i) The revised value of procurement is within power of PFC approval by Unit as mentioned at Para 5 above, (ii) Requisite fund is available and (iii) The Purchase is not a Resultant Single Tender case. (iv) For cases with revised value exceeding PFC power of Unit, approval of respective PFC approving authority of the revised value to be obtained.	Yes
11	Sanction of expenditure in excess of original sanctioned amount by Govt.	--	--	CMD	Case to be referred to DDP for approval.	All such excess expenditure sanctions to be referred to YIL HQ.	Yes

SCHEDULE NO.3

**DELIVERY PERIOD, LD, SD,
ADVANCE PAYMENT & PAC**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
12	i) Extension of Delivery Period (DP) ii) Waiving off Liquidated Damages(LD) and Performance Security Deposit (PSD)	a) Extension in Delivery Period shall not be given in cases where higher rate has been paid/ contracted for earlier delivery. b) In case of LD/PSD waiver, the reasons and the circumstances in which waiver is justified to be recorded.					
		WM DGM JGM AGM Sr. GM /GM/ All Heads of Units	Full Power (As per the power of TPC which concluded the Contract)	GM Director /Operations S1	Full Power (As per the power of TPC which concluded the contract)	As per provisions of Procurement Manuals of Stores and P&M.	Yes, only in cases where LD/PSD is being waived off.
Note:- Full powers for non TPC cases also.							
13	Lodging of Security Deposits with suppliers of Gas Cylinders.	Sr. GM /GM/ Heads of all Units	Full power	Designated Officer of HQrs	Full power		Yes

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		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
14	Issue of Proprietary Article Certificate (PAC) / Single Known Source (SKS) Certificate for purchase	Sr. GM /GM/ Heads of all Units	Full power	Director/ Operations or HR or Finance as the case may be	Full power	As per provisions of Procurement Manuals of Stores and P&M.	Yes
15	Advance payment for steel items to the main producers in the Govt. establishment / Public sector like SAIL etc.	Sr. GM /GM/Head of all Units.	100% Payment within 14 Days of presentation of bill with proof of inspection and dispatch.	--	--	--	Yes
16	Advance payment to suppliers as per the contractual obligations.	Sr. GM/GM/ Heads of all Units	Not exceeding 15% of Contract value	Director/ Operations	Not exceeding 15% of Contract value	i) Subject to provisions of respective Procurement Manuals ii) Subject to receipt of Bank guarantee for 110% of the advance amount.	Yes
17	Advance payment to Private as well as PSU Oil Companies.	Sr. GM /GM/ Heads of all Units	Full power (Up to 100% of their Financial power for local purchase of Oils & Lubricants)				Yes

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		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
18	Contractual advance payment as per contracts where such advance payments are to be made to Electricity Boards and Companies, Municipalities, Public Sector Undertakings and Autonomous Bodies under Central and State Govt. and Local Bodies like Jal Nigam.	Sr.GM/GM	Full Power	GM/ Looking after Procurement	Full Power		Yes
19	Stage Payments	<p>Authority – Director/Operations</p> <p>Up to 50% of CIF Value. This is admissible on drawl of proof samples and subject to production of Bank guarantee for the amount. Where the proof samples of a lot fail in proof, interest will be charged on stage payments at the prevailing rates on Bank loans until the stage payment is recovered from Bank guarantee.</p> <p>i) This power should be exercised only in rare cases and should not be used as a matter of routine.</p> <p>ii) This power is not sub-delegated to the Units.</p> <p>iii) The exercise of this power will be subject to securing appropriate price reduction and ensuring adequate safe guards in the form of Bank guarantees etc.</p> <p>iv) The existing delegation upto 2% of CIF Value for other advance payments, earnest money and provisional payments will continue.</p>				Yes	

SCHEDULE NO.4

**ISSUE OF ITEMS
ON RETURNABLE
&
NON-RETURNABLE BASIS**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

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		Factory/Unit		YIL Corporate			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
20	Issue of capital items including vehicles for repair and overhauling to Private Firms, State Undertakings and Govt. Depts.	Sr.GM/GM	Full Power	Director/HR	Full Power	For such issues it is required to obtain Security Deposit equivalent to Book Value or Market value plus 5% on the inclusive rate. In the case of PSUs/Govt. Depts/Firms of repute, Indemnity Bond may be accepted on consideration of merit.	Yes
21	Issue of Stores and Materials from factory stock to Private Firm, Govt. Dept. and State Undertakings subject to recovery or adjustment of cost there of as computed by Finance and Accounts Section of Unit.	Sr.GM/GM	Full Power	--	--	For such issues it is required to obtain Security Deposit equivalent to Book Value or Market value plus 5% on the inclusive rate.	Yes
22	Air Lifting of Stores–Within India/ Abroad	Sr.GM/GM	<ul style="list-style-type: none"> ▪ 5 Lakh (with in India) ▪ 25 Lakh (Abroad) 	Director/ Operations	Full Power	1.Subject to the Provisions that necessary control is exercised in case of Air-lifting of stores and it should be resorted to only in case of extreme urgency. 2. Cases to be informed to Director/Operations in a requisite format.	Yes

SCHEDULE NO.5

DESPATCH OF STORES

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
23	Collection/ Dispatch of items by other than the shortest route or cheapest mode of carriage.	Addl. GM Sr.GM/GM	• 3 Lakh in each case Full Power	Director/ Operations	Full Power	Subject to Rendering a certificate that such dispatch is necessary.	Yes
24	<p>i. Issue of samples/components of items of import origin to Indian vendors as loan for indigenous development: - Sr. General Manager/General Manager of Factories can issue store/material/components as loan against Security Deposit equivalent to book value or market value, whichever is higher plus 5% over the book/market value plus another 5% on the inclusive rate. These will be returnable within six months from the date of issue. In exceptional cases, however, the Sr.GM/GM of Factories may extend this period up to one year (other than critical and perennial imported items)/one and half years (critical and perennial imported items) for reasons to be recorded in writing. If the loan is not returned within this specified time, the security deposit should be forfeited and the transaction closed.</p> <p>ii. Items in short supply may not be issued on loan. However, for critical and perennial imported items/components, samples may be issued to potential Indian vendors for a reasonable period as mentioned above, to promote Make in India.Sr.GM/GM can issue samples of critical/perennial imported items of any value duly supported by Security Deposit. Developed sample, handed over by the firms, may be tested by concerned Factory on NCNC basis. Transaction in this regard will be made strictly as per the SOP. (issued by OFB/MMvideletterNo.10/6/Del. Fin. Power/MM(P&C) dated 28.06.2017and any changes brought out by YIL HQ from time to time).</p> <p>iii. Sr.GM/GM can issue store/material to private firms as assistance towards completion of orders placed on the firms for supply to factories, against the security deposit equivalent to book value or market value, whichever is higher, plus 5% over the book/market value plus 5% on the inclusive rate. On completion of order by the firm the transaction will be adjusted as a payment issue. If any portion of the store issued to the firm is returned to the factory, as not consumed for the order, a proportionate refund of the security deposit will be afforded to the firm. In case of items of issues ex-manufacture by OFs as assistance programme, the price will be fixed by taking maximum estimated cost plus 20% of the same to cover contingencies.</p>						

iv. The Sr.GM/GM can also issue the stores/materials as assistance towards completion of orders placed on another Dept. of Central/State Govt. and State Undertaking at book value or market value, whichever is higher, plus 5% as departmental charges. On completion of the orders the transaction will be adjusted as payment issue.

In cases of items of issue ex-manufacture by OFs as assistance programme, the price will be fixed by taking maximum estimated cost plus 20% of the same to cover contingencies.

v. The Sr.GM/GM can issue stores/materials to private firm for fabrication/manufacture of the product/completion of order against the security deposit equivalent to book value or market value whichever is higher, plus 5% over the book/market value, plus another 5% on the inclusive rate. In exceptional circumstances and in the case of well-established and reputed firms, Sr.GM /GM may waive security deposit if they are satisfied that the Govt. interests are adequately safeguarded.

In case of items of issue ex-manufacture by OFs as assistance programme, the price will be fixed by taking maximum estimated cost plus 20% of the same to cover contingencies.

vi. Sr.GM/GM can also issue stores/materials from the factory stock to other department of the Central/State Govt. and State Undertaking for fabrication of stores/components without security deposit for the execution of contract entered in to by them under their financial power. They will, however, ensure that such stores are used only for execution of particular contract of the Sr. GM/GM.

Sr.GM/GM can also issue instruments and machines other than capital items, to well established and reputed firms, State undertaking and Govt. Departments for repair/overhauling without any security deposit if they are satisfied that Govt. interest is adequately safe guarded.

SCHEDULE NO.6

DISPOSAL OF SURPLUS

(SERVICEABLE & UNSERVICEABLE ITEMS)

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
25	<p>a) Disposal procedure as laid down in P&MM Division Circular No.212/2/MM dated15.06.1981, Circular No. 4/4/LP/Policy/MM/Storesdated22.03.2018 or modified from time to time may be followed.</p> <p>b) The disposal shall be effected by Public Auction done through MSTC/MoD Nominated agency. Open Tender may be resorted to with the proper justification and prior approval of Director/ Operations.</p> <p>c) Rate/Running Contract may also be concluded with the prior approval of Director/ Operations.</p>						
26	Declaration of Serviceable Stores as Surplus	Sr.GM/GM	1 Cr.	BOD/YIL	Full Power	<p>1. The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee.</p> <p>2. For service-able stores, a loss statement required to be generated.</p>	Yes
27	Declaration of Unserviceable Stores-Scrap, Swarf, Obsolete and Waste Material	Sr.GM/GM	Full Power	--	--	The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee.	Yes
28	Declaration of Unserviceable Plant & Machinery beyond economic repair.	Sr.GM/GM	Full Power	--	--	Before declaring any item of P&M as unserviceable and surplus, all avenues for its cost-effective reconditioning have to be explored.	Yes

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
29	Declaration & Disposal of Surplus, Serviceable Plant & Machinery.	Sr.GM/GM	• 20 Lakhs	BOD/YIL	Full Power	Subject to the condition that normal procedure of disposal is resorted to.	Yes
30	Disposal of Serviceable/ Unserviceable Stores, Scrap, Swarf, Obsolete and Waste Material.	JGM/DGM Addl.GM Sr.GM/GM	• 50 lakh per case • 1 Cr per case Full Power	--	--	Subject to condition: 1. Declaration of serviceable /unserviceable stores. 2. Normal procedure of disposal to be followed.	Yes
31	Disposal of Unserviceable Plant & Machinery beyond economic repair.	JGM/DGM Addl.GM Sr.GM/GM	• 50 lakh per case • 1 Cr per case Full Power Where book value is less than 5% of original book value.	--	--	Subject to condition: 1. Declaration of serviceable /unserviceable stores. 2. Normal procedure of disposal to be followed.	Yes

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32	Waiving of Ground Rent	Sr.GM/GM	• 1 lakh	--	--	<p>1. The reason for waiver of ground rent will be recorded in clear terms and approved by Sr.GM/GM.</p> <p>2. Also applicable for rejected stores /P&M supplied by vendors, lying in factory premises as per respective procurement manual.</p>	Yes
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SCHEDULE NO.7

CIVIL TRADE / EXPORTS

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
33	Pricing of YIL products against Civil Trade	Sr. GM/ GM	Full power@	Approval of CMD to be obtained by Director/ Operations duly concurred in by Director/ Finance.	Power to quote Strategic* price to include DM + 50% of DL + Cost of Spl. Tools, if any, + Cost of Spl. Packing, if any, + Cost of utilities. e.g. power, water, fuel, etc, wherever such cost exceeds 8% of Direct Material + suitable provision for LD.	Yes	
34	Pricing of YIL products against Export	---	Full power@	Approval of CMD to be obtained by Director/ Operations duly concurred in by Director/ Finance	Power to quote Strategic* price to include DM + 50% of DL + 8% FOB charges + agency commission + suitable provision for LD.	Yes	
@ For quoting prime cost as per DDP letter no. 4(75)/2018/Exp Pricing Policy/OFB/DP(Plg IV) Dt. 06/03/2019 in shall be followed for civil trade as per COP + All other expenditures towards supply are recovered. *Note for SI No. 33 & 34 :- BODs/YIL shall submit proposal for Strategic pricing to DDP/ MoD for approval and the same will be notified in due course of time							
35	Rectification/ Replacement after issue to Civil Trade/ Export	Sr. GM /GM	Full power (As per contractual obligations)	Director/ Operations	Full Power for requirements beyond contractual obligations	Yes	

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
36	Issue of consumable free samples which are likely to be expended in trials.	Sr.GM/GM	Full Power			Expenditure incurred for various products under these power are to be kept in view while pricing the respective products to be exported.	Yes
37	Issue of samples of non-consumable items for trials on returnable basis.	Sr.GM/GM	Full Power				Yes
38	Expenditure for transportation of samples such as shipping costs, insurance, agency charges etc.	Sr.GM/GM	Full Power				Yes
39	Supply of free samples to customers	Sr.GM/GM	Full Power			Subject to recording of reasons	Yes
40	Incidental Expenditure towards Customers hospitality for Sales promotion	Sr.GM/GM	• 1 Lakh	GM/Looking after Export All Directors CMD	• 1 Lakh • 2 Lakh Full Power	Power are per case, within available budget.	Not Required up to • 40,000
41	Expenditure on Advertisement & Publicity	Sr.GM/GM	Full Power within the policy guidelines of DAVP in this regard.	Director/ Operations	Full Power		Not necessary up to • 5,000/- in each case.

SCHEDULE NO.8

**EXPENDITURE ON
CIVIL WORKS,
SCHEMES & PROJECTS
AND
RELATED ACTS**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
	<p>1. Till further instructions, the procedures/ SOP for Civil Works in Ordnance Factories 2019 will continue to be followed by YIL and its Units.</p> <p>2. Departmental Contract means the contracts placed by Ordnance Factory/unit as per procedure brought out at para 8.0 of SOP for Civil Works in Ordnance Factories 2019.</p> <p>3. For definition of 'Capital Works', please refer to Para 212 of Chapter –IV of MES Regulations,2007</p>						
42	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public Works department/ Other Govt. agencies and Departmental works) and placement of contract (Departmental contracts only) for capital civil works for Ammunition magazines, Production buildings. Production Buildings include buildings/installations required for support services etc. which are directly related to production activities.	<p>Addl. GM</p> <p>Sr. GM /GM</p>	<p>• 1 Cr. (for placement of departmental contract only) *</p> <p>• 5 Cr (for placement of departmental contract only)*</p>	<p>Director/ Operations</p> <p>CMD</p> <p>BOD/YIL</p>	<p>• 15 Cr</p> <p>• 25 Cr.</p> <p>Full Power</p>	<p>For Fys.</p> <p>i) In all cases, Acceptance of Necessity (AON) to be approved by concerned Director/Operations in the form of Annual Civil Plan (ACP).</p> <p>ii) Capital Civil works include new civil works & special repairs.</p> <p>iii) Admin Approval (AA) will be issued by respective Heads of Units on the basis of approved Annual Civil Plan (ACP), Board Proceedings and Detailed Estimates irrespective of financial value of the case and within approved cost as mentioned in Annual Civil Plan.</p> <p>iv) Direct contract to be finalized through competitive tendering after approval of competent authority</p> <p>v) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin Approval, within the financial power delegated under this item.</p>	Yes

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
43	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public Works department/ Other Govt. agencies and Departmental works) and placement of contract (Departmental contracts only) for capital Civil works for other than production buildings including roads but excluding residential accommodation and amenity buildings.	Sr. GM/GM	• 3 Cr. (for placement of departmental contract only) *	GM/Looking after Modernization Director/ Operations CMD	• 3 Cr • 12 Cr • 15 Cr	For Fys i) In all cases, Acceptance of Necessity (AON) to be approved by Director/ Operations in the form of Annual Civil Plan(ACP). ii) Capital Civil works include new civil works & special repairs. iii) Admin Approval (AA) will be issued by respective Head of Unit on the basis of approved Annual Civil Plan (ACP), Board Proceedings and Detailed Estimates irrespective of financial value of the case and within approved cost as mentioned in Annual Civil Plan. iv) Direct contract to be finalized through competitive tendering after approval of competent authority as mentioned in Col.III to Col.VI. v) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin Approval, within the financial power delegated under this item.	Yes

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Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
44	Issue of Acceptance of Necessity & Administrative Approval (MES and Departmental works) and placement of contract (Departmental contracts only) for capital Civil works for YIL HQ Building, at Nagpur or any extension(s) thereof at other geographical location(s)	--	--	Director/ Operation	• 15 Cr	i) Annual Civil Plan to be approved by Director/ Operations	Yes
				CMD	• 25 Cr	ii) Capital Civil works include new civil works & special repairs.	
				BOD/YIL	Full Powers	iii) Direct contract to be finalized through competitive tendering. The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin approval, within the financial power delegated under this item.	
						v) Value of HQ building at Nagpur or extension(s) thereof at different geographical locations to be endorsed in the Block Register of OFAJ.	

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Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
45	Issue of Acceptance of Necessity & Administrative Approval (MES, Central Public Works Department/Other Govt. agencies and Departmental works) and placement of contract (Departmental contracts only) for capital civil works for amenity buildings including residential and hostel accommodation, including common guest house viz. Munitions House New Delhi, & office of RMC New Delhi.	Sr. GM /GM	• 3 Cr. (for placement of departmental contract only) *	GM/Looking after Modernization Director/ Operations CMD	• 3 Cr in each case • 15 Cr in each case Full Power	For Fys i) In all cases, Acceptance of Necessity (AON) to be approved by Director/ Looking after Modernization in the form of Annual Civil Plan (ACP). ii) Capital Civil works include new civil works & special repairs. iii) Admin Approval (AA) will be issued by respective Heads of Units on the basis of approved Annual Civil Plan (ACP), Board Proceedings and Detailed Estimates irrespective of financial value of the case and within approved cost as mentioned in Annual Civil Plan. iv) Direct contract to be finalized through competitive tendering after approval of competent authority as mentioned in Col.III to Col.VI. v) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin Approval, within the financial power delegated under this item. vi) Scale of accommodation/laid down norms are to be followed.	Yes

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SI no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
46	Issue of Acceptance of Necessity & Admin Approval (MES & Departmental works) and Direct contract (Departmental works) for Revenue Civil work	Addl. GM	• 20 Lakh	Director/ Operations	• 75 Lakh	i) Direct contract to be finalized through competitive tendering.	Yes
		Sr.GM/GM	• 50 lakh	CMD	• 1 Cr	ii) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin approval, within the financial power delegated under this item.	
		All Heads of Other Units	• 25 Lakh	BOD/YIL	Full Powers		
47	Issue of Acceptance of Necessity & Admin Approval (MES & Departmental works) and Direct contract (Departmental works) for Periodical Service of buildings.	Addl. GM	• 1 Cr	Director/ Operations	Full Power	i) Direct contract to be finalized through competitive tendering.	Yes
		Sr.GM/GM	Full power			(ii)The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin approval, within the financial power delegated under this item.	
		All Heads of Other Units	Full power				

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
48	Demolition of Buildings	Sr. GM /GM	<p>• 10 Lakh in each case within the Factory/Estate through contract by open tendering.</p> <p>All Sr GM/GMs would have Full power for demolition/ disposal of condemned buildings through Public Auction.</p>	Director/ Operations	Full power to sanction sale or dismantlement of Public buildings (Other than a purely temporary structure).	Subject to conditions as laid down in extant orders on the subject.	Yes

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
49	Issuance of Admin approval for execution of Civil Works against MOD/ DDP/ YIL sanctioned projects.	All Head of Units	Full power including issuance of admin approval for Civil works sanctioned by MOD/DDP/YIL provided the works are proposed to be executed through MES/ DRDO/Public Works Organization (PWO)	--	--	(i) Completion cost of project shall be limited to sanctioned cost or re-appropriated cost for civil works. (ii) Admin Approval cost of projects can be issued to MES/DRDO/ Public Works Organization(PWO)for engagement of consultant for design activities, provided the expenditure can be met from total sanctioned including contingency.	Yes
50	Re-appropriation within a "project sanction" of amount debit able to the same "demand for grant" between plant & equipment and civil works and vice versa.	---	---	Director/ Operations	Full power Within the sanctioned cost of the project, enhanced within the original limits		Yes

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SIN o	Nature of Power / Reference	Delegation				Remarks	Consultati on with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
51	Re-appropriation of buildings entailing no alteration and no cost.	Sr. GM/ GM	Full Power	Director/ Operations	Full Power		Yes
52	Expenditure from the Estate Fund for "Direct Development" and "Upkeep of Estate". (See note below)	Sr. GM /GM	Upto• 1Lakh (for OFBH, OFKAT, OFDC, & GIF) and • 2 Lakh (for OFA, OFAJ, OFM, & MSF) in each case subject to the ceiling of total annual receipts	---	---		Yes
53	Testing of Building, Structures etc. in connection with issue of annual stability certificate to the State Authorities.	Sr. GM /GM/ Head of Other Units	Full power for testing by Govt. Depts/ PSUs and Autonomous Institutions	Director/ Operations	Full power for testing by Govt. Depts/ PSUs and Autonomous Institutions		Yes
54	Cutting of Grass Wild Growth in Factories/Estate and inside Institute & Hostel premises of OFILs through Contract.	Sr. GM /GM And Heads of Units	Full Power	Director/ HR	Full Power	Subject to contract action being based on competitive tendering	Yes

Note: The items of works which come within the scope of "Direct Development" and "Upkeep of the Estate" are as under:

- a) Provision, Upkeep and Maintenance of Gardens, Parks in the Estate.
- b) Provision, Upkeep and Maintenance of Children's Park and Play Ground.
- c) Provision, Upkeep and Maintenance of Sports Grounds/Stadium.
- d) Provision, Upkeep and Maintenance of Open Air Theatre in indoor halls.
- e) Upkeep and Maintenance of Estate.
- f) Development and Maintenance of Arbori culture.
- g) Provision and Maintenance of Stalls, market etc.

SCHEDULE NO.9

**EXPENDITURE ON
RESEARCH & DEVELOPMENT
PROJECTS**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
55	Sanction of expenditure for applied Research & Development for carrying out product & process improvement and development of New products.	Sr. GM/ GM	• 50 lakh per project within budget provision (subject to approval of R&D finalization committee)	GM/ Looking after R&D Director/ Operations CMD	• 5 Cr • 10 Cr Full power	The power is for expenditure in the areas of process and product improvement, cost reduction and product development.	Yes
56	Sanction of additional expenditure for the Sanctioned R&D Projects	Sr. GM/GM	Limited to additional 100% of the original sanction cost. Total revised Value of project (original value + additional value) should not exceed the financial power of Sr.GM/GM for sanction of expenditure of R&D.	GM/ Looking after R&D Director/ Operations	• 5 Cr Full Power	The power is for expenditure in the areas of process and product improvement, cost reduction and product development	Yes

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
57	Sanction of Extension of PDC for Sanctioned R&D Projects	Sr. GM /GM	Up to 2 yrs from the date of sanction for projects sanctioned by Sr.GM/GM	GM/ Looking after R&D Director/ Operations	1. Full power for project sanctioned by Sr.GM/GM/ Head of ODCs 2. Up to 3 years for the projects sanctioned by Director/ Operations Full Power		No
58	Approval of Closure/Short Closure of IRD Projects	-----	-----	GM/ Looking after R&D Director/ Operations CMD	• 2 Cr • 5 Cr Full Power		Yes

SCHEDULE NO.10

**REGULARISATION
OF LOSSES**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
59	Loss of Stores not due to theft, fraud or neglect.	Addl. GM Sr. GM /GM	▪ 1Lakh per case ▪ 10Lakh per case	Director/ Operations BODs	▪ 50 Lakh per case Full Power	Sr. GM/ GM to forward half yearly report to YIL, convening of BOE to investigate the loss.	Yes
60	Cash Loss not due to theft, fraud or neglect.	Sr. GM /GM	▪ 2.5 lakh per case	Director/ Operations BODs	▪ 10 lakh per case Full Power	Sr. GM /GM to forward half yearly report to YIL, convening of BOE to investigate the loss.	Yes
61	Loss of stores due to theft, fraud or neglect.	Sr. GM /GM	▪ 5 Lakh per case	Director/ Operations BODs	▪ 20 Lakh per case Full Power	Subject to convening of BOE to investigate the loss.	Yes
62	Cash Loss due to theft, fraud or neglect.	Sr. GM /GM	▪ 1 Lakh per case	Director/ Operations BODs	▪ 5 Lakh per case Full Power		Yes

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		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
63	Waiving of irrecoverable compensation or loss arising due to failure of contracts, refund claims on Customs, Railways, Port Trust, Shipping companies etc not due to negligence of staff.	Sr.GM/GM	• 5 Lakh per case	Director/ Operations BOD/YIL	• 15 lakh in each case Full Power	(a) All cases in which waiver is granted are to be reported annually with brief justification. (b) The waiver of loss will, inter-alia, take into account the specific terms & conditions, contained in the contract.	Yes
64	i) Sanction for demurrage, wharfage ii) Regularization / Settlement of demurrage (container detention charges)	Sr. GM /GM All Heads of Other Units	• 5 Lakh in each case • 1 Lakh in each case.	Director/ Operations	Full Power	Monthly report to be submitted to YIL	Yes

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SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
65	Loss due to rejection in manufacture (excluding development stage)	Sr. GM /GM	Up to an additional 50% of Unavoidable Rejection percentage catered in the standard estimates subject to:- (a) ▪ 10 Lakh where there is no negligence. (b) ▪ 2 Lakh where there is negligence.	Director/ Operations BOD/YIL	Up to an additional 100% of Unavoidable Rejection percentage provided in the standard estimates subject to:- (a) ▪ 3 Cr where there is no negligence. (b) ▪ 1 Cr where there is negligence. Full Power		Yes
<p>Note: The delegation is subject to the condition that reason for irrecoverable losses and unavoidable losses due to rejection are to be fully investigated and placed on record and that remedial action taken to prevent recurrence and to reduce unavoidable rejection in manufacture in future should also be placed on record.</p>							

SCHEDULE NO.11

CONSULTANCY

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SIN o	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
66	Contracts for engagement of consultant / specialist in specialized areas such as valuation / CA / CS / finance / legal / taxation / HR/ Energy/Quality/Cyber Security Audit through accredited Auditors / Doctors for dispensaries etc.	Sr. GM /GM and Heads of Units	• 10 Lakhs per case	Director (Operations)/ Director(HR)/ Director (Finance) as the case may be CMD	• 20 Lakhs per case Full Power	Factory to take AIP from Director/ Operation (in consultation with concerned Director) It includes areas related to incentive scheme/ cost reduction/ estimate rationalization etc.	Yes Financial concurrence not required up to • 40,000 in one contract
67	Contract for engagement of agencies/firms to render services in specialized areas such as valuation / CA / CS / finance / legal / taxation / HR/ Energy/Quality/Cyber Security Audit through accredited Auditors./Doctors for dispensaries etc.	Sr. GM /GM and Heads of Units	• 25 Lakhs per case	Director (Operations)/ Director(HR)/ Director (Finance) as the case may be CMD	• 2 Cr per case Full Power	Factory to take AIP from Director/ Operation (in consultation with concerned Director) It includes areas related to incentive scheme/ cost reduction/ estimate rationalization etc.	Yes Financial concurrence not required up to • 40,000 in one contract
68	Contract for Acquisition of Research Services (CARS) from Govt. Academic Institutions (IITs, NITs, etc), Govt. owned laboratories (CSIR, DIAT etc.) against the sanctioned in-house R&D project.	Sr. GM / GM	• 2 Cr	Director/ Operations CMD	• 5 Cr Full Power		Yes
69	Contract for Acquisition of Research Services (CARS) from Private Institutions against the sanctioned in-house R&D Project.			Director/ Operations BOD/YIL	• 50 Lakh Full Power		Yes

SCHEDULE NO.12

**CONTINGENT MISC.
&
GENERAL MATTERS**

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
70	Miscellaneous & Contingent expenditure (both recurring and non-recurring) including stationery, IT stationery, mementoes, small gifts, printing of forms, office equipment etc.	Sr.GM/GM, Heads of Units	Full Power	Director/ Operations, Director/HR, Director/ Finance	Full Power	Subject to GOI Orders on the subject issued from time to time. Subject to limits and condition in Rule 13 of DFPR etc.	Not necessary up to • 40,000/-
71	Awards for effecting economy in manufacture.	Sr. GM /GM, Heads of Units	• 10,000 per individual	GM/HR Director/HR (in consultation with Director/ Operations)	• 10,000 Full Power		Not required upto • 10,000
<p>Note:</p> <ol style="list-style-type: none"> 1. If the value of such cases exceeds • 40,000 (Rupees Forty Thousand), cases will require Financial Concurrence. 2. If case file contains a few recommendations each exceeding the upper limit of • 10,000 but within the financial power of Sr.GMs/GMs/Heads of Unit, those recommendations will only be sent to Finance for concurrence. 							
72	Cash awards or award of wrist watch for serving as well as retiring employees.	Sr.GM/GM	• 5,000 or Wrist watch valuing up to • 5,000 per individual.	Director/HR (in consultation with Director/ Operations)	Full Power		Yes
73	Award of Long Service Badges (Service Medal) after completion of 25 years of service and Gold Plated Silver medals at the time of retirement/ superannuation to be given to employees.	Sr. GM/GM/ Heads of Units	• 3000 per individual	GM/HR	• 3000 per individual	Spouse of the deceased employee who die in harness will also be posthumously awarded with Gold plated Silver Medal.	Yes

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
74	Issue of Protective Clothing and other items of Physical Protection of Employees	Sr.GM/MM	Full Power	Director/Operations	Full Power	As per laid down scale.	Yes
75	Compensation under the Workmen's Compensation Act.	Sr. GM /GM	Full power up to the ceiling prescribed in WC Act for all employees defined as "Worker" of the Factory.	Director/HR	Full power up to the Ceiling Prescribed in Workmen's Compensation Act		Yes
76	Grant of Ex-gratia financial assistance to Employees / their families in accidents in Factory while on duty: i) In case of death - grant to family ii) In case of Serious injuries –grant to the employees	Sr. GM/GM Sr. GM/GM	• 25Lakh in each case • 1 Lakh in each case	Director/HR Director/HR	• 25 Lakh in each case. • 1 Lakh in each case.	Will exercise his discretion on the merit of each case. For Govt employees on deemed deputation, authority for Ex-gratia will be Directorate/DDP	No

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
77	Authorization of Provisional Payment	Sr. GM /GM, Heads of Unit	Full power wherever payments are prima facie clearly due	Director/ Finance	Full power wherever payments are prima facie clearly due		Yes
78	Admitting time-barred claims	Sr. GM /GM, Heads of Unit	Full Power up to 3 years	Director/ Finance	Full Power		Yes
79	Waiving of time-barred claims including those which cannot be investigated by Audit Authorities due to non- availability of records.	---	---	CMD Respective Director	6 Years Up to 5 years on Administrative matters/ Stores purchase cases/ P&M purchase cases	DDP sanction will be required, based on recommendation of YIL BOD, where a claim becomes time barred under the provisions of any law of limitation.	Yes

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
80	Power to waive over-payment of Pay & Allowances.			BOD/YIL	Full Power	GOI orders on the subject issued from time to time	Yes
81	Re-appropriation of Accommodation for School, W.W.A., Bank and other Welfare activities.	---	---	BOD/YIL	Full Power	Subject to any general orders issued by the Ministry of Defence / Army / HQrs.	Yes
82	Leasing out of Land in Ordnance Factory to Kendriya Vidyalaya Sangathan. (Subject to the conditions that it will be regulated in accordance with the General Orders issued by M of D, QMG in regard to Lease of Land)	---	---	BOD/YIL	Full power	Subject to the conditions that it will be regulated in accordance with the General Orders issued by M of D, QMG in regard to Lease of Land	Yes
83	Power of re-appropriation	---	---	BOD/YIL	Full Power	Subject to general instructions permissible re-appropriation between the Sub-Heads within Minor Heads controlled by YIL HQ.	Yes
84	Execution of lease	Sr.GM/GM	▪ 10000 per year in each case	BOD/YIL	Full Power		Yes

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
85	Hiring of Office accommodation and accommodation for amenity purposes (Mess, Guest House, Holiday Homes etc.)	--	---	Director/HR BOD/YIL	• 5.0 Cr Full Power		Yes
86	Cash purchase including Services to be booked under I&M head (for purpose other than production & maintenance) in each case.	WM DGM JT. GM Addl.GM Sr.GM/GM/ Heads of Unit	• 2,000 • 5,000 • 10,000 • 15,000 • 25,000	Addl.GM/ Jt.GM GM Directors	• 15,000 • 25,000 • 25,000	Also applicable to equivalent ranks in establishments other than the factories. In conformity with Rule 154 of GFR 2017	No
87	Uniform for Employees.	Sr.GM/GM/ Heads of Unit	Full Power	Director/ HR	Full Power	See Note below.	No
<p>Note:</p> <ol style="list-style-type: none"> Where authorized scales have been laid down. Any unauthorized item or an item for which there is no prescribed scale shall be referred to the Director/HR, HQ for approval. All purchase shall be made either against Rate Contract / GeM or on the basis of competitive tendering. 							

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
88	Provision of Utensils/ Furniture/Equipment of Canteens where proposals involve expenditure beyond • 5,000	Sr.GM/GM	Full Power	Director/HR	Full Power	1.Where authorised scales have been laid down. 2.Subject to the conditions that this would be regulated by general orders issued by Department of personnel in regard to Canteens 3.All purchase shall be made either against Rate Contract /GeM or on the basis of competitive tendering. 4. Any un-authorised item or an item for which there is no prescribed scale shall be referred to the Dir/HR for approval.	

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SI no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
89	Purchase of Book: Technical, Professional, Scientific & other categories of Books, Periodicals, Journals & e-books.	Sr.GM/GM/ Heads of Unit	Full Power	All Directors& CMD	Full Power		Not necessary up to • 5000
90	Contract for upkeep/ Maintenance of Office and Govt. property including conservancy and Kitchen & Catering Services but excluding Civil Works.	DGM/JT.GM Addl.GM Sr.GM/GM Heads of Other Units	• 50 Lakh • 1 Cr Full Power • 1 Cr	Director/ HR	Full Power	1. Procurement to be made through GeM. 2. Power at all Units to be exercised by respective officers looking after material procurement through TPC. 3. For all cases, irrespective of Value, AON approval to be taken from Sr.GM/GM/Head. 4. These powers are subject to availability of adequate budget. 5. Provisions of Contract Labour Act to be complied.	Yes
91	Manufacture of Components and Semi for stock towards anticipated services.	Sr.GM/GM/ Heads of Unit	• 50,000/-	Director/ Operations	Full Power	Not applicable to obsolescent and perishable items	Yes
92	Contracting for testing of items/sub-assemblies at Govt. Test House / NABL accredited labs	Addl. GM/QC Sr.GM/GM/ Heads of Unit	• 20,000 each case Full Power	Director/ Operations	Full Power		Yes

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SI no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance								
		Factory/Unit		YIL Corporate HQ											
		Authority	Extent	Authority	Extent										
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)								
93	Purchase of Postage Stamps for Franking Machine.	Sr.GM/GM All HODs, Head of ODCs	Full Power Full Power	Director/HR	Full Power		Yes								
94	Institution of Legal Proceedings and Defending Legal Cases in Courts and Arbitration Engagement of Legal Practitioners	Sr.GM/GM AGM Jt.GM/DGM WM	Full Power • 40,000 per case • 20,000 per case • 5,000 per case	Director/HR	Full Power	Subject to Guide Lines of Min. of Law being followed.	Not required up to • 20,000								
95	All expenses related to Recruitment Process including engagement of Recruitment Service Provider(RSP)	Sr.GM/GM OFAJ (for OFRC)	Full Power (Schedule V Rule 13 of DFPR 2005)			TPC structure. <table border="1"> <tr> <td>Sr.GM/GM</td> <td>Chairman</td> </tr> <tr> <td>AGM/Jt.GM/DGM– Heading the Finance function.</td> <td>Member/ Finance</td> </tr> <tr> <td>AGM/Jt.GM/DGM heading the procurement</td> <td>Member/ Secretary</td> </tr> <tr> <td>AGM/Jt.GM/DGM heading the HR section</td> <td>Member/User</td> </tr> </table>	Sr.GM/GM	Chairman	AGM/Jt.GM/DGM– Heading the Finance function.	Member/ Finance	AGM/Jt.GM/DGM heading the procurement	Member/ Secretary	AGM/Jt.GM/DGM heading the HR section	Member/User	Yes
Sr.GM/GM	Chairman														
AGM/Jt.GM/DGM– Heading the Finance function.	Member/ Finance														
AGM/Jt.GM/DGM heading the procurement	Member/ Secretary														
AGM/Jt.GM/DGM heading the HR section	Member/User														

SCHEDULE NO.13

HRD AND TRAINING

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
96	<p>(A) Nomination of Employees to training/ seminar:</p> <p>(i)Govt./Semi Govt. Institutes within India without course fee</p> <p>(ii)Govt./Semi Govt. Institutes within India with course fee</p> <p>(iii)Non Govt./External Institutes within India without course fee</p> <p>(iv) Non Govt./External Institutes within India with course fee</p>	<p>Sr.GM/GM/ Head of Unit</p> <p>Sr.GM/GM/ Head of Unit</p> <p>Sr.GM/GM/ Head of Unit</p> <p>Sr.GM/GM/ Head of Unit</p>	<p>Full Power</p> <p>• 80,000 Per Course</p> <p>Full Power</p> <p>• 80,000 Per Course</p>	<p>GM/HR</p> <p>a) GM/HR</p> <p>b) Director/HR</p> <p>GM/HR</p> <p>a) GM/HR</p> <p>b) Director/HR</p>	<p>Full Power</p> <p>• 80,000 Per Course</p> <p>Full Power</p> <p>Full Power</p> <p>• 80,000 Per Course</p> <p>Full Power</p>	<p>Not necessary</p> <p>Not necessary up to • 40,000</p> <p>Not necessary</p> <p>Not necessary up to • 40,000</p>	

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SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
	(v) Nomination of Officers from the Organization to long term training in reputed national Institute like, NDC, IIPA, DIAT, DSSC, IIM, MDI etc. as per the policy guidelines of erstwhile OFB.	--	--	CMD	Full Power	Group- A officers	Not necessary up to 40,000
	(vi) Any long-term/short-term training in Foreign Country	--	--	CMD	Full Power		Yes

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SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
	<p>(B) Conduction of training (Regular/Distance mode with/without campus exposure) for skill and specialized knowledge upgradation:</p> <p>(i) Design/Conduction of Product and process specific training for skill up gradation, relevant to the Factory in Factory premises with reputed Govt./National Institutes under intimation to HR/YIL</p> <p>(ii) Conduction of training at OFIL with faculty assistance from/collaboration with external Institutes.</p>	<p>Sr. GM/GM</p>	<p>• 10 lakh Per Course</p>	<p>Director/HR</p> <p>CMD</p>	<p>• 50 lakh</p> <p>Full Power</p>	<p>Not necessary up to • 40,000</p>	<p>Not necessary up to • 40,000</p>
		<p>Head of Unit</p>	<p>• 2 lakh Per Course</p>	<p>Director/HR</p> <p>CMD</p>	<p>• 10 lakh</p> <p>Full Power</p>	<p>Not necessary up to • 40,000</p>	<p>Not necessary up to • 40,000</p>

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SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
	(v) Conduction of any long term/short term training with the reputed Institutes in regular/distance mode with / without campus exposure by OFILs after in-principle approval of Director/HR. (C) Online mode of training: Nomination of Officials from the Organization to online training programmes.	Head of Unit	• 2 Lakh Per Course	Director/HR CMD	• 5 lakh Full Power		Not necessary upto • 40,000
		---	---	Director/HR	Full Power		Not necessary upto • 40,000

97	Honorarium to be paid to consultant / person of repute	---	---	Director/HR in consultation with CMD	• 10,000		Yes
				CMD	• 40,000		Yes

Note:

- For B (i) – AoN will be obtained from Dir/HR for cases beyond • 2 Lakh. Completion report and Impact Assessment report will be forwarded to Dir/HR.
- The Financial Power is to be calculated for the entire training irrespective of no. of participants for that training in that financial year.
- Sr.GM/GM/HOD may nominate Officers / Employees to external Institutes only when the same are not available at OFILs.
- The expenditure towards the training fees granted for the courses as per the delegation is to be met from the training budget of the concerned unit and is to be contained within its allocated budget.
- Short term course means any course up to 02 weeks and long term course means courses beyond 02 weeks.

SCHEDULE NO.14

MEDICAL

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
98	Grant of advance for Medical Treatment including purchase of appliances for Serious ailment in The Heart, Eyes, Lungs, Kidney, Brain and Cancer cases etc. for Critical patients under CSMA Rules.	Sr. GM /GM/ Head of Unit	Full power as per Central Services Medical Attendance Rules (CSMA)	GM/HR	Full power as per Central Services Medical Attendance Rules(CSMA)		Yes
99	Authorization for movement of Patients by higher than entitled Class of travel including Air Travel along with an attendant by same Class on recommendation of Specialist.	Sr. GM /GM/ Head of Unit	Full power as per CSMA rules except movement of patient by AC Ist Class and by Air	GM/HR	Full power as per CSMA rules except movement of patient by A/C Ist Class and by Air		Yes
100	Consultation with Specialists of all disciplines of Allopathic Systems in Factory Dispensary	Sr. GM/GM	i) • 135 to 270 (Outdoor Consultation fee) ii)• 200 (as conveyance charges) iii) Actual rates of the prevailing CGHS at the city/nearest city (as investigation charges for each consultation)	GM/HR	i) • 135 to 270 (Outdoor Consultation fee) iii) • 200 (as conveyance charges) iii) Actual rates of the prevailing CGHS at the city / nearest city(as investigation charges for each consultation)		Yes (Not Required up to • 40,000)

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
		Authority	Extent	Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
101(a)	Purchase of all items such as medicines or other items related to healthcare	Addl.GM	• 25 lakh in each case.	Director/HR	Full Power	Subject to competitive tender and budget provision	Yes
101(b)	Purchase of all items such as medicines or other items related to healthcare against ab-initio single tender	Sr. GM/GM	Full Power				
		Sr. GM/GM	• 20 lakh	Director/HR	• 20 lakh	This special power may be subject to budget provision and to be exercised only in case of urgent requirement to fight COVID 19 and urgency to be explained and recorded in VSL TPC minutes.	Yes
102	Purchase of medical stores viz. medicines and other healthcare related items up to • 2.5 lakh through LPC in each case irrespective of urgency.	Sr. GM/GM	• 2.5 Lakh	Director/HR	• 2.5 Lakh	1. It shall be ensured that procurement Qty. shall not be split for the purpose of avoiding the tendering process. 2. For the cases involving shelf life, the competent authority is authorized to approve procurement of restricted quantity. 3. Hiring of man power services	Yes Concurrence of Head of Office of associate finance attached to a Sr.GM/GM shall be considered as appropriate financial advisor for purpose of financial consultation for LPC.

YANTRA INDIA LIMITED, DELEGATION OF FINANCIAL POWER, ISSUE NO.1, DEC 2021

						shall ensure compliance to all the rules/stipulations for such services.	
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SCHEDULE NO.15

**TPC/TEC/CWC/TDC
STRUCTURES FOR
YIL HQ AND UNITS UNDER YIL**

IMPORTANT NOTE

1. The level of officers who can be Chairman/Member/Member Secretary for various TEC/TPC has been defined below.Sr.GM/GM/ Head of Unit shall constitute all TECs/TPCs based on the availability of level of officers in that area. This should be notified through a Factory/ Office Order.
2. In case officer of the defined level is not available in that area, Sr.GM/GM/Head of Unit may notify another officer as Member/ Member Secretary of TEC/TPC by recording reasons thereof. This should be notified through a Factory/Office Order.
3. In Case of YIL HQ, the above would be notified through Office Order with the approval of CMD.
4. Financial Power are irrespective of RE and FE.
5. The TPC will be the Competent Financial Authority for release and revalidation of Foreign Exchange (FE) for the cases decided by them. Accordingly, FE release as necessary may be done in the TPC meeting itself at the time of deciding the case.

SPECIAL NOTES :

- 1) PFCs will be chaired and approved by Director/ Operations. Investment summary/technology up- gradation/key modernization areas will be brought before the Board in a consolidated manner for information. PFCs for a particular year should be completed by31st December of the preceding year to ensure proper investment projection. PFCs pertaining to YIL HQ factories will be attended by AGM/ JtGM/ WM of Engg Office/YIL HQ and rep of Director/ Finance.
- 2) The secretary of respective TPC/TEC shall provide a full brief of the cases in stipulated time to the Chairman and each member. He should put up the brief only after he is fully satisfied on the above account. Important points needing special attention / consideration should be highlighted.
- 3) All extant orders will be followed.

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC)

- (i) The Financial power are irrespective of RE & FE.
- (ii) All direct purchases above Rs. 10,00,000 will be made on the basis of recommendation of relevant Tender Purchase Committee. Procurement of stores valuing upto Rs.10,00,000/- would not be required to be processed by TPC. These cases would be processed by the Officer-in-Charge of MM Division (JWM(SG)/AWM/WM/DGM/JtGM level posted in material Management section as per their delegated financial power) and the same would be submitted for pre-audit to Finance before release of Purchase Order.
- (iii) All cases required to be approved by TPC, should be sent to Finance so as to reach the Finance representative two days in advance so that, he/she can study the same before attending the meeting.
- (iv) In case of disagreement with the finance member, the CFA can overrule the finance member as per the procedure given in the relevant clause of YIL HQ Procurement Manual as amended time to time.
- (v) All cases where “Make or Buy” decision is involved, especially all IFD cases will be carefully decided by Sr.GM/GM in consultation with Director/Operations to optimize full utilization of available capacities with the YIL Factories and reasons clearly recorded if it is decided to go to trade when capacities are available in the YIL Factories based on the guidelines issued on the subject.
- (vi) Nodal agencies and procedures for procurement of bulk common materials should be decided by Director/ Operations and the performance of nodal agencies right from necessity/TE stage onwards should be carefully watched and monitored.
- (vii) Wherever GM finds it appropriate to supplement the In-house capacity at YIL with Trade action, he is authorized for same after placing on record full justification for such on action.
- (viii) Hiring of services for providing skilled man power in Clerical Staff / Accounts / Finance / CA / Valuer etc. will be decided in TPC-1.
- (ix) Sr.GM/GM to organize TPC, may release appropriate order and authorize lower level / upper level officer for respective TPC wherever designated level officer is unavailable in the factory / unit.

SCHEDULE NO.15 (I)

**TPC/TEC
STRUCTURE FOR
YIL HQ
FOR PROCUREMENT
OF STORES AND P&M**

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) for
YIL HQ for procurement of Store

1. TPC & TECLEVEL-I

CMD	- Chairman
Dir/Operations	- Member
Dir/HR(Only for HR Related Cases)	- Member
Dir/Fin	- Member
GM/AGM/Jt.GM (OPR/HR/FIN) *	- Member
GM/Addl.GM/Jt.GM (Looking after procurement)	- Member Secretary

2. TPC & TECLEVEL-II

Director (Operations)	-Chairman
Dir /Fin	-Member
Dir/HR(Only for HR Related Cases)	-Member
AGM/Jt.GM/DGM (OPR/HR/FIN) *	-Member
Addl.GM/Jt.GM/DGM/WM (Looking after procurement)	- Member Secretary

3. TPC & TEC LEVEL – III

GM/Addl.GM (Operations)	-Chairman
GM/Addl.GM(HR)(Only for HR Related Cases)	-Member
GM/Addl.GM(Fin)	- Member
Jt.GM/DGM/WM (OPR/HR/FIN) *	- Member
Jt.GM/DGM/WM (Looking after procurement)	- Member Secretary

* as the case may be and as per availability.

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) for

YIL HQ for procurement of P&M

1. TPC & TECLEVEL-I

CMD	-Chairman
Dir/Operations	-Member
Dir/HR(Only for HR Related Cases)	- Member
Dir/Fin	- Member
GM (user section)	-Member
GM/Addl.GM/Jt.GM (Looking after P&M procurement)	- Member Secretary

2 TPC & TECLEVEL-II

Director (Operations)	-Chairman
Dir /Fin	-Member
Dir/HR(Only for HR Related Cases)	-Member
GM/AGM (user section)	-Member
Addl.GM/Jt.GM/DGM/WM (Looking after P&M procurement)	- Member Secretary

3 TPC & TEC LEVEL – III

GM/Addl.GM (Operations)	-Chairman
GM/Addl.GM(HR)(Only for HR Related Cases)	-Member
GM/Addl.GM(Fin)	- Member
AGM/Jt.GM (user section)	- Member
Jt.GM/DGM/WM (Looking after P&M procurement)	-Member Secretary

* as the case may be

SCHEDULE NO.15(II)

**TPC/TEC STRUCTURE FOR
ORDNANCE FACTORIES
FOR
PROCUREMENT
OF
STORES AND P&M**

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) in
Ordnance Factories for procurement of Stores.

1. TPC & TEC LEVEL-I

For procurement of stores/components etc. under Financial Power of **Sr.GM/GM**

Sr. General Manager /General Manager/Head of Unit	- Chairman
Addl.GM/Jt.GM(MM)	-Member/MM
Addl.GM/User Section	-Member/User Section
Addl.GM/Jt.GM(QC)	-Member/QC
Addl.GM/Jt.GM(Fin)	- Finance Member
Jt.GM/DGM(MM)	-Member/Secretary

2. TPC & TEC LEVEL-II

For purchase of stores/components etc. under Financial Power of **Addl.GM**

Addl. General Manager (MM)	-Chairman
Addl.GM/Jt.GM(User Section)	-Member/User Section
Addl.GM/Jt.GM(QC)	-Member/QC
Jt.GM/DGM/WM(Fin)	- Finance Member
Jt.GM/DGM/WM(MM)	-Member/Secretary

3. TPC & TEC LEVEL-III

For purchase of stores/components etc. under Financial Power of **Jt.GM/DGM/WM**

Jt. GM / DGM /WM(MM)	-Chairman
Jt.GM/DGM/WM(User Section)	-Member/User Section
Jt.GM/DGM/WM(QC)	-Member/QC
DGM/WM(Fin)	- Finance Member
DGM/WM/AWM(MM)	- Member Secretary

4. TPC & TEC LEVEL-IV

For purchase of stores / components etc. under Financial Power of **DGM/WM**

DGM /WM(MM)	-Chairman
DGM/WM/AWM (User Section)	-Member/User Section
DGM/WM/AWM (QC)	-Member/QC
DGM/WM/AWM (Fin)	- Finance Member
WM/AWM / JWM (MM)	- Member Secretary

NOTE:

The function and responsibility of Member Secretary will be as under:-

- (i) To provide the brief of the procurement case in stipulated time to each Member and Chairman of the TPC after satisfying himself of the correctness of the brief.
- (ii) To present/highlight the salient features.
- (iii) To record the minutes of TPC meeting for implementation.
- (iv) All the members of TPC including Chairman and Member Secretary are collectively responsible for the decision of the respective TPCs.

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) for procurement of Plant & Machinery in Ordnance Factories

1. TPC & TEC LEVEL-I

For procurement of P&M under Financial Power of **Sr.GM/GM**

Sr. General Manager /General Manager/OIC	Chairman
Addl.GM/JGM(Engg)	Member/MM
Addl.GM/User Section	Member/User Section
Addl.GM/Jt.GM(Fin)	Finance Member
Jt.GM/DGM/Engg	Member/Secretary

2. TPC & TEC LEVEL-II

For purchase of P&M under Financial Power of **Addl GM**

Addl. General Manager (Engg)	Chairman
Addl.GM/Jt.GM(User Section)	Member/User Section
Jt.GM/DGM/WM(Fin)	Finance Member
Jt.GM/DGM/WM(Engg)	Member/Secretary

NOTE :

The function and responsibility of Member Secretary will be as under:-

- (i) To provide the brief of the procurement case in stipulated time to each Member and Chairman of the TPC after satisfying himself of the correctness of the brief.
- (ii) To present / highlight the salient features.
- (iii) To record the minutes of TPC meeting for implementation.
- (iv) All TPC members including Chairman and Member Secretary of the TPC shall be responsible for decision taken collectively by the TPC.
- (v) Financial Power are irrespective of RE and FE.
- (vi) The TPC will be the Competent Financial Authority for release and revalidation of Foreign Exchange (FE) for the cases decided by them. Accordingly, FE release as necessary may be done in the TPC meeting itself at the time of deciding the case.
- (vii) Technical CST shall be authenticated by Jt. General Manager/ Dy. General Manager/ Works Manager of the Engg. Office and the User section.
- (viii) Financial CST/ Ranking statement shall be authenticated by Jt. General Manager/ Dy. General Manager/Works Manager of Engg. Office and Finance Div.

SCHEDULE NO.15(III)

**CIVIL WORKS COMMITTEE
FOR
YIL HQ AND
ORDNANCE FACTORIES**

COMPOSITION OF CIVIL WORKS COMMITTEE (CWC) FOR CIVIL WORKS FOR YIL HQ

CWC Level –I

1.	CMD	Chairman
2.	Dir/Finance	Finance Member
3.	Dir/Operation	Member
4.	Dir/HR (For HR Related Cases)	Member
5.	GM (user section)	Member
6.	GM/ Addl.GM/Jt GM (Looking after Civil Works)	Member Secretary

CWC Level –II

1.	Dir/Operations	Chairman
2.	Dir/Finance	Finance Member
3.	Dir/HR (For HR Related Cases)	Member
4.	GM/Addl. GM (User Section)	Member
5.	Addl.GM/Jt.GM/DGM (Looking after Civil Works)	Member Secretary

CWC Level –III

1.	GM/ Looking after Civil Works	Chairman
2.	GM/ Addl.GM/ Jt. GM(Finance)	Finance Member
3.	GM/Addl.GM (HR) (For HR Related Cases)	Member
4.	GM/Addl. GM (User Section)	Member
5.	Jt.GM/DGM/WM (Looking after Civil Works)	Member Secretary

COMPOSITION OF CIVIL WORKS COMMITTEE FOR CIVIL WORKS
FOR ORDNANCE FACTORIES

Factory Level CWC-I

1.	Sr.GM/ GM/ Head of Unit	Chairman
2.	Addl.GM/ JGM [EO (Civil)]	Member
3.	Addl.GM/ JGM of User Sec	Member
4.	Addl.GM/Jt.GM (Fin)	Finance Member
5.	JGM/DGM/WM of EO(Civil)	Member Secretary

Factory Level CWC-II

1.	Addl.GM [EO (Civil)]	Chairman
2.	Addl.GM/ JGM of User Sec	Member
3.	Jt.GM/DGM/WM(Fin)	Finance Member
4.	JGM/DGM/WM/AWM of EO(Civil)	Member Secretary

SCHEDULE NO.15(IV)

**TECHNICAL DISPOSAL COMMITTEE
(TDC)
STRUCTURE FOR
YIL ORDNANCE FACTORIES**

1. Tender Disposal Committee (TDC) –Level-I

Sr. General Manager/General Manager/Head of Unit	- Chairman
Addl.GM/Jt.GM(Looking after disposal)	-Member
Addl. GM/Jt.GM(QC)	- Member
Addl.GM/Jt.GM(Fin)	- Finance Member
Jt.GM/DGM/WM/Stores	-Member/Secretary

2. Tender Disposal Committee (TDC) – Level-II

Addl.GM/(Looking After Disposal)	-Chairman
Jt.GM/DGM/WM Stores	-Member
Jt.GM/DGM/WM/QC	-Member
Jt.GM/DGM/WM (Fin)	-Finance Member
WM/AWM/Stores	-Member/Secretary

3. Tender Disposal Committee (TDC) – Level-III

Jt.GM/DGM/ (Looking After Disposal)	-Chairman
WM/AWM/QC	-Member
Jt.GM/DGM/WM (Fin)	-Finance Member
WM/AWM/Stores	-Member/Secretary

SCHEDULE NO.16

**DECLARATION OF HEAD OF DEPARTMENT
(HOD) & COMPETENT AUTHORITY**

Sl. No.	Establishments / Offices	Specified Post
1.	Ordnance Factories: (GIF, MSF, OFBH, OFDC, OFM, OFAJ, OFKAT, OFA)	Sr.GM/GM
2.	OFRC, Ambajhari	SR.GM/GM/HOD
3.	Ordnance Factory Institute of Learning, Ambajhari	SR.GM/GM/HOD
4.	Regional Controllerates of Safety: RCS(CR)	Sr. GM/GM/HOD
5	YIL Kolkata Office	GM/HOD

SCHEDULE NO.17

**AUTHORISATION TO DIRECTORS OF YIL HQ
TO EXERCISE POWER OF YIL HQ**

AUTHORISATION TO DIRECTORS OF YIL TO EXERCISE POWER OF YIL HQ

- a) The Power of the YIL HQ can be exercised by the Directors concerned, so far as they are relevant to the functioning of their area subject to the condition that where financial implications are involved, the concurrence of Director/Finance would be required.
- b) The above exercise of power would however be subject to: -
 - i) The purchase of materials by the YIL HQ would be based on the decision of the Tender Purchase Committees, which have been constituted by the YIL HQ.
 - ii) All new capital schemes and all matters which require the approval of the Ministry will be put up to the YIL HQ.
 - iii) All proposals for availing of consultancy or for the sale of consultancy by the factories would be put up to the YIL HQ.
 - iv) On all issues, considered major by the Directors concerned, the papers would be shown to the Chairman before issue of executive orders so that necessary coordination and uniformity could be taken care of.

Major Head 2079

Minor Head	Particulars	Details of Various Heads
001	Direction & Administration	This head consists of the following expenses related to Hqrs. a. Pay & Allowances of officers and staff, including LTC, leave encashment on availing of LTC, Medical re-imburement, Overtime allowance, etc. b. Movement of Personnel - i) Travelling and daily Allowances for temporary/permanent move including foreign travel. ii) Hired Transport Charges c. Energy, Communication, Training Course Fees etc., Building Maintenance etc. d. Other Miscellaneous expenditure - which includes Advertisement, Trade Fairs, Taxes & Duties, Consultancy, Furniture, Printing and Stationary, Contract Labour, Exhibitions, Annual Maintenance Contract (AMC) of office equipment and Other Miscellaneous expenditure, etc. e. Information & Technology includes Hardware, Software, Maintenance and Training.
004	Research & Development	Under this head the following expenditure are incurred. a) All expenditure of Ordnance Development Centers are as follows:- i. Pay and Allowances ii. Travelling Expenses iii. IT Expenses iv. Other Miscellaneous Expenses etc. b) Manufacturing expense of In-house R&D Projects.
053	Maintenance & M&E – Machinery & Equipment	The expenses of preventive & breakdown maintenance including Annual Maintenance Contract through trade for Plant & Machineries categorized as Capital Assets.
054	Manufacture	This head comprises of Pay and Allowances of all Factories and allied Establishments etc. as follows :- a. Pay & Allowances of officers and staff including LTC, Leave encashment on availing of LTC, Medical re-imburement, Overtime allowance, etc. b. Contract Labour for production job.

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Minor Head	Particulars	Details of Various Heads
105	Transportation	This Head includes the following expenditure :- a) Movement of Personnel i. Travelling and daily Allowances for temporary/permanent move including foreign travel. ii. Hiring Transport Charges b) Movement of Stores i. by Rail ii. by Road iii. by Sea and Air.
106	Renewal & Replacement	This Head is for procurement of P&M against replacement funded from Renewal & Reserve Fund.
110	Stores	This Head includes the procurement of direct and indirect materials required for production, etc. It also includes expenditure on Information & Technology.
111	Works	It is revenue expenditure on account of maintenance / minor works related to Buildings, Lands, Roads within the Factory premises, Estates, etc.
797	Transfer to Renewal Reserve Fund, Ordnance Factories – Inter Account Transfer.	Under this head, the approximate amount of Depreciation is transferred to RR Fund for Renewal & Replacement of Plant & Machinery.
810	Other Expenditure	The following expenditure are included in the Other Expenditure :-
81001		a. Electricity
81002		b. Water
81003		c. Communication
81004		d. Training (within India and abroad)- including Course Fees and related expenditure
81005		e. Office Equipment
81006		f. Hospital & Laboratory Equipment - Equipment required for hospitals and factories Lab not of capital nature.
Minor Head	Particulars	Details of Various Heads
81007		g. Consumables - This includes expenditure for medicines through trade, AFMSD supplies, milk, lemon, etc. required for Industrial employees, Hospital, Ration, Hygiene, Chemicals etc.

81008		h. Contract Labour –required for services of indirect nature
81009		i. Departmental Canteens :- pay and allowance of canteen employees
81011		j. Transfer of Technology – This is for expenditure of procurement of documents for transfer of technology.
81012		<p>k. Other miscellaneous expenditure, which includes:</p> <ul style="list-style-type: none"> i. Payment under Workmen Compensation Act. ii. Expenditure on account of participation in International Trade Fairs. iii. Expenditure on account of participation in International Trade Fairs within India. iv. Expenditure in connection with publicity of articles manufactured in Ordnance Factories for civilians. v. Classification advertisements through DAVP & directly by units vi. Excise Duty & Sales Tax – other than catered under Stores vii. Consultancies – both Indian & Foreign viii. Office Furniture ix. Printing & Stationary x. Govt. Official Vehicle (Staff Cars & Others) xi. Hospitality xii. Exhibition related Expenditure xiii. ISO Certification etc xiv. Expenditure on Foreign Specialists xv. Expenses related translation of Documents xvi. Payment to visiting Doctors xvii. Rent & Rates xviii. Royalty xix. Insurance xx. Trade Charges xxi. Recruitment Related Expenditure xxii. Seminar Conferences Rajbhasha etc xxiii. Other Misc Expenditure xxiv. Grant in AID to School – Salaries, Capital Assets, other Expenditure etc.

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Minor Head	Particulars	Details of Various Heads
81014		l. Warranty Expenses
81015		m. Legal expenses.
Recoveries of supplies made to		
901	Army	Refers to the supplies made to Army.
902	Navy	Refers to the supplies made to Navy.
903	Air Force	Refers to the supplies made to Air Force.
904	Other Departments	Issues to Other Defence Departments (DGQA, DRDO, MES, NCC etc)

Major Head 0079

Minor Head	Particulars	Details of Various He ads
101	Sale of Surplus and Obsolete	(i) Proceeds from sale of surplus and obsolete (ii) Value of work done for Non-Military Departments, Other Govt. and private bodies
800	Other Receipts	A – Director General Ordnance Factories/ Ordnance Factories Board i) Miscellaneous Receipts ii) Receipts from disposal of surplus lands, Buildings etc. B - Ordnance (including Ordnance Equipment) Factories, Miscellaneous Receipts These receipts include: Rent/Electricity Recovery, Liquidated damages, Lapsed/Forfeiture of Earnest Money/Security Deposits, Input Tax Credits, Fees for Capacity Verification, Misc Hospital Receipts, Other Misc Receipts

*****XXXXXXXX*****

For

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/ Unit		YIL Corporate HQ	Extent		
		Authority	Authority				
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1 (a)	Procurement of Stores/ Goods/Services against LTE/OTE/GTE* or Rate / Running contract placed by MoD or GeM or YIL or IPL.** approved by MoD for procurement of stores from Indigenous Sources/Foreign Sources or procurement of stores from PSU on Single Tender//PAC/Nomination basis or shipping transportation.	W/M DGW/ Jt.GM Addl.GM	20 Lakh 2 Cr 5Cr (for OFBH, GIF, OFDC & OFKAT) 10 Cr (for OFAJ, OFM, MSF & OFA)	GM/Looking after Procurement Director/ Operations	5 Cr 200 Cr	Fin power irrespective of Currency of payment. For any procurement by a unit exceeding value of - 50 Cr. AoN to be obtained from Director /Operations, YIL before issue of TE. Procurement from PSUs not to be construed as Single Vendor case	Yes
	** IPL: Itemized Price List	All Head of Units (other than Sr.GM/GM) only for non- production purpose	5 Cr	CMD	Full Power	(*) In case of GTE cases, relevant and latest Govt. Orders to be followed	

AMMENDMENT

Read

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/ Unit	Authority	YIL Corporate HQ	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1 (a)	Procurement of Stores/ Goods/Services against LTE/OTE/GTE* or Rate / Running contract placed by MoD or GeM or YIL or IPL** approved by MoD for procurement of stores from Indigenous Sources/Foreign Sources or procurement of stores from PSU on Single Tender//PAC/Nomination basis or shipping transportation. ** IPL: Itemized Price List	WM DGM/ Jt.GM Addl.GM	20 Lakh 2 Cr 5Cr (for OFBH, GIF, OFDC & OFKAT) 10 Cr (for OFAJ, OFM, MSF & OFA)	GM/Looking after Procurement Director/ Operations	5 Cr 200 Cr Full Power	Fin power irrespective of Currency of payment. For any procurement by a unit exceeding value of - 50 Cr, AoN to be obtained from Director /Operations, YIL before issue of TE. Procurement from PSUs not to be construed as Single Vendor case	Yes
		Sr. GM/GM All Head of Units (other than Sr.GM/GM) only for non-production purpose	Full Power 5 Cr	CMD	Full Power	(* In case of GTE cases, relevant and latest Govt. Orders to be followed	

Read

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit Authority	Extent	YIL Corporate HQ Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
1(b)	Procurement of Stores/ Goods/Services from Indigenous and Foreign Sources (i) Proprietary Articles Certificate (PAC), (ii) Single Known Source(SKS), (iii) Against single tender from source nominated by Indentor/Design Agency/Collaborator (iv) Where resultant single acceptable offer is received against LTE/OTE and identified vendors have confirmed receipt of TE.	Addl.GM Sr.GM/GM All Head of Units (other than Sr.GM/GM) only for non- production purpose	50 lakh (for OFBH, GIF, OFDC & OFKAT) 1 Cr (for OFAJ, OFM, MSF & OFA) Full Power 50 Lakhs	GM/ Looking after Procurement Director/ Operation CMD	1 Cr 12 Cr. Full Power	Fin power irrespective of currency of payment For any procurement processed through (i), (ii) and (iii) by a unit exceeding total value of -3 Cr, AoN to be obtained from Director/Operations, YIL before issue of TE.	Yes (Fy- Finance) / Corporate Finance

For

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
(I)	(II)	Authority (III)	Extent (IV)	Authority (V)	Extent (VI)	(VII)	(VIII)
4	Purchase of all Stores/Goods/ Services which are incidental or consequential to the supply of such Goods such as Transportation, Insurance, Training and Maintenance through Local Purchase Committee (LPC) to meet requirement irrespective of urgency.	Sr.GM/GM All Heads of Units	2.5 Lakh 2.5 Lakh	GM (Looking after Procurement) Director/ Operations,	2.5 Lakh 2.5 Lakh	1. It shall be ensured that procurement Qty. shall not be split for the purpose of avoiding the tendering process. However, in case of production holdup / urgency, LPC may be resorted to recording full justification. 2. For the cases involving shelf life, the competent authority is authorized to approve procurement of restricted quantity. 3. Hiring of man power services shall ensure compliance to all the rules/stipulations for such services.	Yes, Concurrence of Head Finance Division attached to the Unit [GM(Fin), HQ for HQ cases] shall be considered as appropriate Financial Advisor for purpose of financial consultation for LPC.

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		YIL Corporate HQ			
(I)	(II)	Authority	Extent	Authority	Extent	(VII)	(VIII)
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
4	Purchase of all Stores/Goods/ Services which are incidental or consequential to the supply of such Goods such as Transportation, Insurance, Training and Maintenance through Local Purchase Committee (LPC) to meet requirement irrespective of urgency.	Sr.GM/GM All Heads of Units	2.5 Lakh 2.5 Lakh	GM (Looking after Procurement) Director/ Operations, Director/ HR, Director/ Finance	2.5 Lakh 2.5 Lakh	1. It shall be ensured that procurement Qty. shall not be split for the purpose of avoiding the tendering process. However, in case of production holdup / urgency, LPC may be resorted to recording full justification. 2. For the cases involving shelf life, the competent authority is authorized to approve procurement of restricted quantity. 3. Hiring of man power services shall ensure compliance to all the rules/stipulations for such services.	Yes, Concurrence of Head Finance Division attached to the Unit [GM(Fin), HQ for HQ cases] shall be considered as appropriate Financial Advisor for purpose of financial consultation for LPC.

SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit Authority (III)	Extent (IV)	YIL Corporate HQ Authority (V)	Ext (VI)		
33	Pricing of YIL products against Civil Trade	Sr. GM/ GM	Full power@	Approval of CMD to be obtained by Director/ Operations duly concurred in by Director/ Finance.	Power to quote Strategic* price to include DM + 50% of DL + Cost of Spl. Tools, if any, + Cost of Spl. Packing, if any, + Cost of utilities. e.g. power, water, fuel, etc, wherever such cost exceeds 8% of Direct Material + suitable provision for LD.	Yes	
34	Pricing of YIL products against Export	---	Full power@	Approval of CMD to be obtained by Director/ Operations duly concurred in by Director/ Finance	Power to quote Strategic* price to include DM + 50% of DL + 8% FOB charges + agency commission + suitable provision for LD.	Yes	
<p>@ For quoting prime cost as per DDP letter no. 4(75)/2018/Exp Pricing Policy/OFB/DP(Plg IV) Dt. 06/03/2019 in shall be followed for civil trade as per COP + All other expenditures towards supply are recovered.</p> <p>*Note for SI No. 33 & 34 :- BODS/YIL shall submit proposal for Strategic pricing to DDP/ MOD for approval and the same will be notified in due course of time</p>							
35	Rectification/ Replacement after issue to Civil Trade/ Export	Sr. GM/ GM	Full power (As per contractual obligations)	Director/ Operations	Full Power for requirements beyond contractual obligations	Yes	

Read

Sl No	Nature of Power/ Reference	Delegation			Remarks	Consultation with Finance	
		Factory/Unit	YIL Corporate HQ				
(I)	(II)	Authority (III)	Extent (IV)	Authority (V)	Extent (VI)	(VII)	(VIII)
33	Pricing of YIL products against Civil Trade	Sr. GM/ GM	Full Material Cost + Full Labour Cost + Tool Cost + Special Packing + 100% VOH + 100% FOH	Dir/Operation CMD	Direct material, Direct labour, Tooling cost and VOH + 50% of FOH Direct material, Direct labour, Tooling cost and VOH + below 50% of FOH	Yes	Yes
34	Pricing of YIL products against Export	Sr. GM/ GM	Full Material Cost + Full Labour Cost + Tool Cost + Special Packing + 100% VOH + 100% FOH	Dir/Operation CMD	Direct material, Direct labour, Tooling cost and VOH + 50% of FOH Direct material, Direct labour, Tooling cost and VOH + below 50% of FOH	Yes	Yes
35	Rectification/ Replacement after issue to Civil Trade/ Export	Sr. GM/ GM	Full power (As per contractual obligations)	Director/ Operations	Full Power for requirements beyond contractual obligations	Yes	Yes

For

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit Authority	Extent	YIL Corporate HQ Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
67	Contract for engagement of agencies/firms to render services in specialized areas such as valuation / CA / CS / finance / legal / taxation / HR/ Energy/Quality/Cyber Security Audit through accredited Auditors / Doctors for dispensaries etc.	Sr. GM/GM and Heads of Units	25 Lakhs (per case)	Director (Operations)/ Director(HR)/ Director (Finance) as the case may be	2 Cr per case	Factory to take AIP from Director/ Operation (in consultation with concerned Director) It includes areas related to incentive scheme/ cost reduction/ estimate rationalization etc.	Financial concurrence not required up to • 40,000 in one contract

Read

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit Authority	Extent	YIL Corporate HQ Authority	Extent		
(I)	(II)	(III)	(IV)	(V)	(VI)	(VII)	(VIII)
67	Contract for engagement of agencies/firms to render services in specialized areas such as valuation / CA / CS / finance / legal / taxation / HR/ Energy/Quality/Cyber Security Audit through accredited Auditors / Doctors for dispensaries etc.	Sr. GM/GM and Heads of Units	50 Lakhs (per case)	Director (Operations)/ Director(HR)/ Director (Finance) as the case may be	2 Cr per case	Factory to take AIP from Director/ Operation (in consultation with concerned Director) It includes areas related to incentive scheme/ cost reduction/ estimate rationalization etc.	Financial concurrence not required up to • 40,000 in one contract

Annexure-A

TPC & TEC LEVEL - II for YIL HQ for procurement of Stores

FOR		READ	
Director (Operations)	-Chairman	Director (Operations)	-Chairman
Dir /Fin	-Member	GM/Jt.GM/DGM/Fin	-Member
Dir/HR(Only for HR Related Cases)	-Member	GM/Jt.GM/DGM/WM/HR (Only for HR Related Cases)	-Member
AGM/Jt.GM/DGM (OPR/HR/FIN) *	-Member	AGM/Jt.GM/DGM (OPR/HR/FIN) *	-Member
Addl.GM/Jt.GM/DGM/WM (Looking after procurement)	- Member Secretary	Addl.GM/Jt.GM/DGM/WM (Looking after procurement)	- Member Secretary

* Will act as Member/User as the case may be

Annexure-B

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		YIL Corporate HQ					
		For		Read			
		Authority	Extent	Authority	Extent		
(I) 70	(II) Miscellaneous & Contingent expenditure (both recurring and non-recurring) including stationery, IT stationery, mementoes, small gifts, printing of forms, office equipment etc.	(V) Director/ Operations, Director/HR, Director/ Finance	(VI) Full Power	(V) Director/ Operations, Director/HR, Director/ Finance GM Jr.GM DGM WM	(VI) Full Power 20,000 15,000 10,000 5,000	(VII) Subject to GOI Orders on the subject issued from time to time. Subject to limits and condition in Rule 13 of DFPR etc.	(VIII) Not necessary up to 40,000/-

Annexure-B

Sl No	Nature of Power / Reference	Delegation					Remarks	Consultation with Finance
		YIL Corporate HQ						
		For		Read				
		Authority (V)	Extent (VI)	Authority (V)	Extent (VI)	Extent (VI)		
86	(II) Cash purchase including Services to be booked under I&M head (for purpose other than production & maintenance) in each case.	Addl.GM/ Jt.GM	15,000	WM/(HR& Finance)	5,000	Also applicable to equivalent ranks in establishments other than the factories. In conformity with Rule 154 of GFR 2017	No	
		GM	25,000	DGM/(HR &Finance)	10,000			
		Directors	25,000	Addl.GM/ Jt.GM	15,000			
				GM	25,000			
				Directors	25,000			