

Munitions India Limited

Delegation of Financial Powers

w.e.f. 1st Oct 2021

Rev. No.1 - 10th Feb 2022

Rev. No.2 - 08th Aug 2022

FOREWORD

The financial powers for Munitions India Limited have originated from its parent organisation, namely Ordnance Factory Board (OFB).

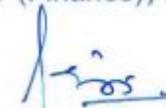
As per these delegated powers, the respective competent financial authorities will exercise their powers for procurement and other activities as defined herein. It is also to be noted that all procurement decisions will be taken at the level of TPC where Chairman of the TPC is the competent financial authority for the procurement case.

The powers will be exercised subject to availability of budget. Exercise of all financial powers 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 powers, the provisions of relevant procurement manual should be complied with. In these delegated financial powers, wherever 'Full Powers' are indicated, the same will be limited to the ceilings imposed by DPE/ Government of India as revised from time to time.

These financial powers have been resolved and approved by the Board of Munitions India Limited in its 3rd Board Meeting held on 1st Oct 2021 at Pune, and will be effective from 1st Oct 2021.

Finance Division, MIL Hq will be the custodian of these delegations of financial powers. It is possible that some doubts may arise during implementation of these powers by various units under MIL. Finance Division, MIL is authorised to issue any clarification, if required. In case of any difference of opinion, the decision of Director (Finance), MIL will be final.



(Ravi Kant)

Chairman & Managing Director

Date: 1st Oct 2021

ABBREVIATION

AGM	- Additional General Manager
CFA	- Competent Financial Authority
CMD	- Chairman & Managing Director, MIL
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 of Board of MIL
GM	- The General Manager/ Sr General Manager of Ordnance Factory
Jt GM	- Joint General Manager
Jt Dir	- Joint Director
WM	- Works Manager
LTE/OTE	- Limited Tender Enquiry / Open Tender Enquiry
LPC	- Local Purchase Committee
MBTC	- Metals & Minerals Trading Corporation
MIL	- Munitions India Limited
NADP	- National Academy of Defence Production
NC	- New Capital
OFB	- Ordnance Factory Board
OFIL	- Ordnance Factory Institute of Learning
ODC	- Ordnance Development Centre
PFC	- Plant Finalisation Committee
PSU	- Public Sector Unit
RCS	- Regional Controllerate of Safety
RR	- Renewal & Replacement,
STC	- The State Trading Corporation of India
IPL	- Itemized Price List
AWM	- Assistant Works Manager
JWM (SG)	- Junior Works Manager (Selection Grade)
COS	- Controllerate of Safety
CO	- Controlling Officer (AGM/Jt GM)
GO	- Group Officer (DGM/WM)
DO	- Divisional Officer (AWM/ JWM(SG))
OIC	- Officer in Charge (JWM(SG)/JWM)

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**PROCUREMENT
OF
STORES/ GOODS/ SERVICES**

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
1	Procurement of all Stores/ Goods and Services (*) which are incidental or consequential to the supply of such Goods such as, Transportation, Insurance, Training and Maintenance	Procurement will be subject to: <ul style="list-style-type: none"> (i) Conformance to MIL Procurement Manual as 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, MIL Hq. (v) For items which hitherto were supplied by Ordnance Factories, procurement from trade will require AON from Director/Operations, MIL Hq. (vi) STORE/GOODS: <ul style="list-style-type: none"> a. Inputs and aids for production 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, licences, 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: Hiring of labours under category of services mentioned in definition of goods under this head are only applicable for labours engaged in production.</p>					

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/ Unit		MIL Corporate HQ			
		Authority	Authority	Authority	Extent		
1a	Procurement of Stores/Goods against LTE/OTE or Rate / Running contract placed by MoD or OFB or GeM or MIL or IPL** approved by MoD or procurement of stores from Indigenous Sources/ Foreign Sources or shipping transportation. ** IPL: Itemized Price List	DO	₹ 5 Lakhs to 25 Lakhs	GM/Jt GM Looking after procurement	Rs 5 Cr.	Fin powers irrespective of currency of payment. For any procurement by a unit exceeding total value of Rs 50 Cr., AoN to be obtained from respective Director, MIL before issue of TE. Procurement cases valuing up to Rs 5 Lakhs will be processed as Non TPC case and competent authority will be officer looking after MM division as notified by Sr GM/GM of the unit. All supply orders for such cases will be pre audited by Finance Division of respective unit.	Yes
		GO	₹ 25 Lakhs to 2 Cr.	Dir/Op	Rs 50 Cr.		
		CO	₹ 2 Cr. to 10 Cr.	CMD	Full Powers		
		Sr GM/GM	Above ₹ 10 Cr.				

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
1b	Procurement of Stores/ Goods from Indigenous and Foreign Sources (i) on Proprietary Articles Certificate (PAC), (ii) From 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.	CO	₹ 1 Cr.	GM/Jt GM Looking after Procurement	₹ 1 Cr.	Fin power irrespective of currency of payment	Yes
		Sr GM/GM	Full Powers	Dir/ Op	Rs 50 Cr.	For any procurement processed through (i), (ii) and (iii) by a unit exceeding total value of Rs 20 Cr., AoN to be obtained from respective Director, MIL before issue of TE.	
		Sr GM/GM (Non-production units)	₹ 1 Cr.	CMD	Full Powers		
1c	Procurement of Stores/Goods against ab-initio single tender in case of urgent requirement	Sr GM/GM	Rs 5 Lakhs	Respective Director	₹ 5 Cr.	Only in case of urgent requirement including to fight against Covid-19 and urgency to be recorded in VSL TPC minutes in defined manner.	Yes
				CMD	Full Powers		

Sl No	Nature of Power / Reference	Delegation				Remarks	Consulta- tion with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
1d	Placement of Development Order for new item of input required for IR&D Project	Sr GM /GM	₹ 25 Lakh	GM/Jt GM Looking after R&D Dir/Op	Rs 2 Cr. Full Powers	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
1e	Placement of Development Order for item to be indigenised	Sr GM /GM	₹ 25 Lakh	GM/Jt GM Looking after Indigenisation Dir/Op	Rs 2 Cr. Full Powers	For an item of Made to Order (MTO) Category to be indigenised, 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 of the item, the firm will be considered as “Established Vendor” for the item.

Sl No	Nature of Power / Reference	Delegation				Remarks	Consulation with Finance
		Factory/Unit		Corporate HQ			
		Authority	Extent	Authority	Extent		
2	Cash purchase of all Stores/Goods and Services which are incidental or consequential to the supply of such Goods such as, Transportation, Insurance, Training and Maintenance as defined in Procurement Manual.	DO	₹ 5,000/-			This power may be invoked in case of stock out condition/ production hold up or urgent maintenance (reasons to be recorded).	No
		GO	₹ 10,000/-				
		CO	₹ 15,000/-				
		Sr GM/GM	₹ 25,000/-				
<p>Note for Sl. no. 1 & 2 only</p> <p>i) CO, GO, DO looking after purchase function (Material Procurement section) will only exercise such power.</p>							

SI no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
3	Spot Payment for purchase of Stores/ Goods	CO	₹ 50 Lakh	GM/ Jt GM Looking after Procurement	Rs 5 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
		Sr GM/GM	₹ 1 Cr.	Dir/Op	Full Powers		
4	Purchase of all Stores/Goods and 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	₹ 2.5 Lakh	GM/Jt GM Looking after Procurement	₹ 2.5 Lakh	1. It shall be ensured that procurement qty shall not be splitted for the purpose of avoiding the tendering process. 2. Hiring of man power services shall ensure compliance to all the rules/ stipulations for such services.	Yes, Concurrence at the level of Head Finance Division attached to the Unit (Jt.GM/DGM/WM(Fin) HQ cases)

**PROCUREMENT
OF
PLANT & MACHINERY**

Munitions India Limited

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
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) In case of Govt. sanctioned projects under 'New Capital' implies that identification of has been done for various categories of P&M, while obtaining sanction. The procurement shall be made in accordance with guidelines/ procedures laid down by MIL.</p> <p>(iii) Fin Power is irrespective of currency of payment.</p> <p>(iv) <u>Requirement of PFC Approvals:</u></p> <p>A. Director (Looking after modernization) will be competent authority to approve all PFC cases requiring approval of MIL HQ, in consultation with Finance</p> <p>B. In all cases of P&M Procurement/ Modification/ Reconditioning by manufacturing units exceeding Rs 1 Cr., PFC approval to be obtained by Units from MIL Hq.</p> <p>C. For Cases within Rs 1 Cr. 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.</p> <p>c. Factories shall forward the statement of such approvals to MIL Hq under appropriate proforma.</p> <p>d. Procurement shall adhere to laid down procedures, CVC guidelines, existing provisions of MIL Manuals, as revised from time to time.</p> <p>D. For all procurement cases of non-manufacturing units, PFC approval, irrespective of value, to be obtained from MIL HQ.</p> <p>E. For items required by MIL HQ, all PFC approvals will be accorded by Dir (Looking after Modernisation), in consultation with Finance.</p>					

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
5a	Procurement, Modification and /or Re-conditioning of P&M through LTE/OTE/GTE under RR and NC	CO	₹ 5 Cr.	GM/ Jt GM Looking after Modernisation	₹ 10 Cr.	Prior PFC approval required as given in 5 above.	Yes
		Sr GM/GM	Full Powers	Dir/ Looking after Modernisation	₹ 25 Cr.		
		Sr GM/GM NADP	₹ 5 Cr.	CMD	Full Powers		

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
5b	Procurement, Modification and /or Re-conditioning of P&M on Single Tender/ Resultant Single Tender or Proprietary Items under: RR and NC	Sr GM/GM	Full powers	GM/ Jt GM Looking after Modernisation	₹ 10 Cr.	Prior PFC approval is required as given in 5 above.	Yes
				Dir/ Looking after Modernisation	₹ 25 Cr.		
		Sr GM/GM NADP	₹ 1 Cr.	CMD	Full Powers	i) Prior PFC approval is required as given in 5 above ii) Applicable for only training related P&M iii) Capital asset will remain in the charge of NADP	

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
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.	CO Sr GM/GM	₹ 25 Lakh Full power	GM/Jt GM Looking after Modernisation	Full Powers	Prior PFC approval is required as given in 5 above. To be exercised by Sr GM/GM NADP for P&M belonging to capital block register of NADP & subject to budget provision.	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.	CO Sr GM/ GM	₹ 10 Lakh Full Powers	GM/ Jt GM Looking after Modernisation	Full Powers	Prior PFC approval is required as given in 5 above.	Yes

SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
8	Repair of MT vehicles including Motor Cycles, Dispensary Ambulance vehicles all Material Handling equipment - through Contract.	GO	10,000	GM/Jt GM looking after procurement	Full power (within limits of economical repairs)	To be exercised for MT vehicles belonging to capital block register of respective unit.	Yes Financial Concurrence not required up to ₹ 40000/-]
		CO	1 Lakh				
		Sr GM/GM	Full Powers				
9	Scientific equipment/ laboratory equipment, Test and Measuring instruments /Systems for Quality Control, Quality Assurance and Data Acquisition	Sr GM/GM	₹ 25 Lakh in each case	GM/Jt GM Looking after Procurement	₹ 25 Lakh in each case	Procurement beyond ₹25 Lakh to be processed through respective PFCs of P&M.	Yes

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
10	Sanction for expenditure under RR & NC in excess of amount sanctioned by respective PFC.	Sr GM/GM	Full Powers	GM/Jt GM Looking after Modernisation	Full Powers	(i) The revised value of procurement is within powers 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 powers 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.	Sr GM/GM	Up to 15% of sanctioned value or ₹ 2 Cr., whichever is less	Dir/ Looking after Modernisation	Full Powers	All such excess expenditure sanctions to be informed by Units to MIL Hq in the requisite format.	Yes

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

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
12	Extension of Delivery Period and Waiving off Liquidated Damages (LD)	Extension in Delivery Period shall not be given in cases where higher rate has been paid/ contracted for earlier delivery.					
		GO CO DO SR GM/GM/ All Units	Full Powers (As per the power of TPC which concluded the contract)	GM/Jt GM Dir CMD	Full Powers (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 is being waived off.
13	Waiving off Performance Security Deposit (PSD)	GO CO DO SR GM/GM/ All Units	Full Powers (As per the power of TPC which concluded the contract)	GM/Jt GM Dir CMD	Full Powers (As per the power of TPC which concluded the contract)	As per provisions of Procurement Manuals of Stores and P&M.	Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
14	Lodging of Security Deposits with suppliers of Gas Cylinders.	Sr GM /GM All Units	Full power	Designated Officer of HQrs	Full power		Yes
15	Issue of Proprietary Article Certificate (PAC)/ Single Known Source (SKS) Certificate for purchase	Sr GM /GM All Units	Full power	Designated Officer of HQrs	Full power	As per provisions of Procurement Manuals of Stores and P&M.	Yes
16	Advance payment to suppliers.	Sr GM /GM All Units	Not exceeding 15% of Contract value	GM/ Jt GM Looking after Procurement	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 All Units	Full power (Up to 100% of their Financial powers for local purchase of Oils & Lubricants)	GM/ Jt GM Looking after Procurement	Full power (Up to 100% of their Financial powers for local purchase of Oils & Lubricants)		Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
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 and space hired for office accommodation.	Sr GM/GM	Full Powers	GM/ Jt GM Looking after Procurement	Full Powers		Yes
19	Stage Payments	<p>Authority - Dir (Ops), MIL</p> <p>Upto 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 up to 2% of CIF Value for other advance payments, earnest money and provisional payments will continue.</p>					Yes

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

Munitions India Limited

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
20	Issue of capital items including vehicles for repair and overhauling to Private Firms, State Undertakings and Govt. Depts.	Sr GM/GM	Full Powers	GM/ Jt GM Looking after Procurement	Full Powers	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 thereof as computed by Finance and Accounts Section of Unit.	Sr GM/GM	Full Power	GM/ Jt GM Looking after Procurement	Full Powers	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	Full power	GM/ Jt GM Looking after Procurement	Full Powers	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.	Yes

Munitions India Limited

DESPATCH OF STORES

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
23	Collection/ Despatch of items by other than the shortest route or cheapest mode of carriage.	CO Sr GM/GM	₹ 3 Lakh in each case Full Powers	GM/ Jt.GM Looking after Procurement	Full Powers	Subject to rendering a certificate that such dispatch is necessary to maintain continuity of production.	Yes
24	<p>i. Issue of samples/components of items of import origin to Indian vendors as loan for indigenous development:- Sr GM/GM 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/MM vide letter No.10/6/Del.Fin.Power/MM(P&C) dated 28.06.2017 and any changes brought out by MIL 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.</p> <p>iv. 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> <p>v. 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</p>						

charges. On completion of the orders the transaction will be adjusted as payment issue.

- vi. 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.
- vii. 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.
- viii. 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.
- ix. 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 into by them under their financial powers. They will, however, ensure that such stores are used only for execution of particular contract of the Sr GM /GM.
- x. 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 safeguarded.

Munitions India Limited

DISPOSAL
(SERVICEABLE & UNSERVICEABLE ITEMS)

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
	<p>a) Disposal procedure as laid down in P&MM Division Circular No. 212/2/MM dated 15.06.1981, Circular No. 14/4/LP/Policy/MM/Stores dated 22.03.2018 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/ Limited Tender may be resorted to with the proper justification and prior approval of concerned Dir/MIL.</p> <p>c) Rate/Running Contract may also be concluded with the prior approval of concerned Dir/MIL.</p>						
25	Declaration of Serviceable Stores as Surplus	Sr GM/GM	Full Powers	Respective GM	Full Powers	<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
26	Declaration of Unserviceable Stores- Scrap, Swarf, Obsolete and Waste Material	Sr GM/GM	Full Powers	Respective GM	Full Powers	The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee.	Yes
27	Declaration of Unserviceable Plant & Machinery beyond economic repair.	Sr GM/GM	Full Powers	Respective GM	Full Powers	Before declaring any item of P&M as unserviceable and surplus, all avenues for its cost-effective reconditioning have to be explored.	Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
28	Declaration & Disposal of Surplus, serviceable Plant & Machinery.	Sr GM/GM	₹ 20 Lakhs	GM/Jt GM Looking after Modernisation	Full Powers	Subject to the condition that normal procedure of disposal is resorted to.	Yes
29	Disposal of Serviceable/ Unserviceable Stores, Scrap, Swarf, Obsolete and Waste Material.	GO	₹ 1 Cr. per case	Respective GM/Jt GM	Full Powers	Subject to condition: 1. Declaration of serviceable/unserviceable stores. 2. Normal procedure of disposal to be followed.	Yes
		CO	₹ 5 Cr. per case				
		Sr GM/GM	Full Powers				
30	Disposal of Unserviceable Plant & Machinery beyond economic repair.	GO	₹ 1 Cr. per case	Respective GM/Jt GM	Full Powers	Subject to condition: 1. Declaration of serviceable/unserviceable stores. 2. Normal procedure of disposal to be followed.	Yes
		CO	₹ 5 Cr. per case				
		Sr GM/GM	Full Powers				
31	Waiving of Ground Rent	Sr GM/GM	Full Powers	Respective GM/Jt GM	Full Powers	1. The reason for waiver of ground rent will be recorded in clear terms and approved by Sr GM /GM. 2. Also applicable for rejected stores/ P&M supplied by vendors, lying in factory premises as per respective OFB procurement manual.	Yes

**CIVIL TRADE / EXPORTS/
OTHER CUSTOMERS**

SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
32	Rectification/ Replacement after issue to various customers	Sr GM/GM	Full powers (As per contractual obligations)	Dir/Op	Full Powers for requirements beyond contractual obligations	Yes	
33	Issue of consumable free samples which are likely to be expended in trials.	Sr GM/GM	Full powers		Expenditure incurred for various products under these powers are to be kept in view while pricing the respective products to be exported.	Yes	
34	Issue of samples of non-consumable items for trials on returnable basis.	Sr GM/GM	Full powers			Yes	
35	Expenditure for transportation of samples such as shipping costs, insurance, agency charges etc.	Sr GM/GM	Full powers			Yes	
36	Supply of free samples to customers	Sr GM/GM	Full powers		Subject to recording of reasons	Yes	
37	Incidental Expenditure towards Customers hospitality for Sales promotion	Sr GM/GM (All Units)	₹ 1 Lakh	GM/Looking after Export All Directors CMD	₹ 1 Lakh ₹ 10 Lakh Full Powers	Powers are per case, within available budget.	Not Required up to ₹ 40,000
38	Expenditure on Advertisement & Publicity	Sr GM/GM (All Units)	Full Powers	Respective GM	Full Powers	Subject to budget allocation.	Not necessary up to ₹40,000/- in each case.

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

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
	Till further instructions, the procedures/ SOP for Civil Works followed hitherto by Indian Ordnance Factories will continue to be followed by MIL and its Units.						
39	Issue of Acceptance of Necessity & Administrative Approval (MES 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.	CO Sr GM /GM	₹ 1 Cr. (for placement of departmental contract only)* ₹ 5 Cr. (for placement of departmental contract only)*	Dir/ Looking after Modernisation CMD	₹ 25 Cr. in each case Full Powers	For Fys i) In all cases, Acceptance of Necessity (AON) to be approved by concerned Dir/Looking after Modernisation 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 finalised through competitive tendering after approval of competent authority 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 powers delegated under this item.	Yes
	*Note: Departmental Contract means the contracts placed by MIL/Units as per procedure brought out at para 8.0 of SOP for Civil Works in Ordnance Factories 2019.						

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
40	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 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/Jt GM Looking after Modernisation	₹ 3 Cr.	<p>For Fys</p> <p>i) In all cases, Acceptance of Necessity (AON) to be approved by Dir/ Looking after Modernisation 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 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.</p> <p>v) Direct contract to be finalised through competitive tendering after approval of competent authority as mentioned in col.3 to col.6.</p> <p>vi) 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 powers delegated under this item.</p>	Yes
	Head of NADP	₹ 1 Cr. (for placement of departmental contract only) *	Dir/ Looking after Modernisation CMD	₹ 15 Cr. in each case Full Powers			
<p>*Note: 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>							

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
41	Issue of Acceptance of Necessity & Administrative Approval (MES and Departmental works) and placement of contract (Departmental contracts only) for capital Civil works for MIL HQ Building	--	--	Dir/ Looking after Modernisation CMD	₹ 25 Cr. in each case Full Powers	<p>i) Annual Civil Plan to be approved by Dir/ Looking after Modernisation</p> <p>ii) Capital Civil works include new civil works & special repairs.</p> <p>iii) Direct contract to be finalised through competitive tendering.</p> <p>iv) 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 powers delegated under this item.</p>	Yes

*Note: 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.

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
42	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.	Sr GM /GM	₹3 Cr. (for placement of departmental contract only) *	GM/Jt GM Looking after Modernisation	₹ 3 Cr. in each case	For Fys i) In all cases, Acceptance of Necessity (AON) to be approved by Director/ Looking after Modernisation 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 finalised through competitive tendering after approval of competent authority as mentioned in col.3 to col.6. 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 powers delegated under this item. vi) Scale of accommodation/ laid down norms are to be followed.	Yes
	Sr GM /GM NADP	₹1 Cr. (for placement of departmental contract only) *	Dir/ Looking after Modernisation CMD	₹ 15 Cr. in each case Full Powers			

*Note: 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.

Sl no	Nature of Power / Reference	Delegation				Remarks	Consul-tation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
43	Issue of Acceptance of Necessity & Admin Approval (MES & Departmental works) and Direct contract (Departmental works) for Revenue Civil work	CO	₹ 20 Lakh	GM/Jt GM Looking after Modernisation	₹ 5 Cr.	i) Direct contract to be finalised through competitive tendering.	Yes
		Sr GM/GM	₹ 1 Cr.	Dir/ Looking after Modernisation	₹ 10 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 powers delegated under this item.	
		Sr GM/GM of Other Units	₹ 50 Lakh	CMD	Full Powers		
44	Issue of Acceptance of Necessity & Admin Approval (MES & Departmental works) and Direct contract (Departmental works) for Periodical Service of buildings.	CO	₹ 1 Cr.	GM/Jt GM Looking after Modernisation	Full Powers	i) Direct contract to be finalised through competitive tendering.	Yes
		Sr GM/GM	Full powers			(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 powers delegated under this item.	
		Sr GM/GM of Other Units	Full powers				

Note: For definition of 'Capital Works', please refer to Para 212 of Chapter -IV of MES Regulations,2007

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
45	Demolition of Buildings	Sr GM /GM	₹ 10 Lakh in each case within the Factory/Estate through contract by tendering. All Sr GM/GM would have Full powers for demolition/ disposal of condemned buildings through Public Auction.	GM/Jt GM Looking after Modernisation Dir/ Looking after Modernisation	₹ 2 Cr. Full power to sanction sale or dismantlement of Public buildings (other than a purely temporary structure).		Yes

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
46	Issuance of Admin approval for execution of Civil Works against MOD/DDP/MIL sanctioned projects.	Sr GM/GM of Units	Full power including issuance of admin approval for Civil works sanctioned by MOD/DDP/MIL, provided the works are proposed to be executed through MES/ DRDO/ Public Works Organisation (PWO)	GM/Jt GM Looking after Modernisation	Full power including issuance of admin approval for Civil works sanctioned by MOD/DDP/MIL, provided the works are proposed to be executed through MES/ DRDO/ Public Works Organisation (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 Organisation (PWO) for engagement of consultant for design activities, provided the expenditure can be met from total sanctioned including contingency.	Yes
47	Re-appropriation within a "project sanction" of amount debitible to the same "demand for grant" between plant & equipment and civil works and vice versa.	---	---	Dir/ Looking after Modernisation	Full power within the sanctioned cost of the project, enhanced within the original limits		Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
48	Re-appropriation of buildings entailing no alteration and no cost.	Sr GM /GM	Full Power	GM/Jt GM Looking after Modernisation	Full Power		Yes
49	Expenditure from the Estate Fund for "Direct Development" and "Upkeep of Estate". (See note below)	Sr GM /GM	Up to ₹ 2 Lakh in each case subject to the ceiling of total annual receipts	GM/Jt GM Looking after Modernisation	Full Power		Yes
50	Testing of Building, Structures etc. in connection with issue of annual stability certificate to the State Authorities.	Sr GM /GM	Full power for testing by Govt. Depts/ PSUs and Autonomous Institutions	GM/Jt GM Looking after Modernisation	Full power for testing by Govt. Depts/ PSUs and Autonomous Institutions		Yes
51	Cutting of Grass Wild Growth in Factories/ Estate and inside Institute & Hostel premises of NADP/OFILS through Contract.	Sr GM /GM	Full Powers	GM/Jt GM HR	Full Powers	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 Arboriculture.
- g) Provision and Maintenance of Stalls, market etc.

**EXPENDITURE
ON
RESEARCH & DEVELOPMENT**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
52	Sanction of expenditure for applied Research & Development for carrying out product & process improvement and development of New products.	Sr GM/ GM	₹ 1 Cr. per project within budget provision (subject to approval of R&D finalization committee)	GM/Jt GM Looking after R&D Dir/ Op CMD	₹ 5 Cr. ₹ 15 Cr. Full power	The power is for expenditure in the areas of process and product improvement, cost reduction and product development.	Yes
53	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/Jt GM Looking after R&D Dir/Op	₹ 5 Cr. Full Powers	The power is for expenditure in the areas of process and product improvement, cost reduction and product development	Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
54	Sanction of Extension of PDC for Sanctioned R&D Projects	Sr GM /GM	Upto 2 yrs from the date of sanction for projects sanctioned by Sr.GM/ GM	GM/Jt GM Looking after R&D	1. Full power for project sanctioned by Sr. GM/GM/ Head of ODCs 2. Upto 3 years for the projects sanctioned by Dir/Op		No
				Dir/Op	Full Powers		
55	Approval of Closure/ Short Closure of IRD Projects	-----	-----	GM/Jt GM Looking after R&D	₹ 5 Cr.		Yes
				Dir/Op	Full Powers		

**REGULARISATION
OF LOSSES**

There is no delegation for regularisation of losses of any kind as this the same will be reflected in the P&L and B/S. However it is the responsibility of Sr GM/GM of the unit to investigate the same and suggest and implement the remedial measures to avoid the recurrence of the same. The report for losses must be forwarded to MIL Headquarter (Operations and Finance)

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
56	i) Sanction for demurrage, wharfage	Sr GM /GM	₹ 5 Lakh in each case	Dir/Op	Full Powers	Monthly report to be submitted to MIL	Yes
	ii) Regularisation/Settlement of demurrage (container detention charges)	Sr GM/GM of Other Units	₹ 1 Lakh in each case				

Munitions India Limited
CONSULTANCY

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
57	Engagement of individual as consultant /specialist (Including Doctor for dispensary)	Sr GM /GM	₹ 5 Lakhs per case	Dir/Op CMD	₹ 20 Lakhs per case Full Powers	AoN for all consultancy works for MIL HQ to be accorded by Dir/HR.	Yes Financial concurrence not required upto ₹ 40,000 in one contract
58	Engagement of agencies to render services in specialised areas such as technical, finance, legal, taxation, HR etc.	Sr GM /GM	₹ 50 Lakhs per case	Dir/Ops CMD	₹ 2 Cr. per case Full Power	AoN for all consultancy works for MIL HQ to be accorded by Dir/HR.	Yes Financial concurrence not required upto ₹ 40,000 in one contract

Munitions India Limited

**CONTINGENT MISC
&
GENERAL MATTERS**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
59	Miscellaneous & Contingent expenditure (both recurring and non-recurring)	CO/MM Sr GM /GM	₹ 5 Lakh Full Powers	GM/ Jt GM HR	Full Powers	AON to be obtained from Sr GM/GM of All Units	Not necessary up to ₹ 40,000/-
60	Awards for effecting economy in manufacture	Sr GM /GM	₹ 5,000 per individual	GM/Jt GM HR Dir/HR	₹ 5,000 Full Powers		Not required upto ₹ 5,000
Note: <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 the case file contains a few recommendations each exceeding the upper limit of ₹ 5,000 but within the financial power of Sr GM/GM of All Unit, those recommendations will only be sent to Finance for concurrence. 							
61	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.	CO/MM	₹ 2000 per individual	GM/ Jt GM HR	₹ 2000 per individual	Spouse of the deceased employee who die in harness will also be posthumously awarded with Gold plated Silver Medal.	Not Required

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
62	Issue of Protective Clothings and other items of Physical Protection of Employees	CO/MM	Full Powers	GM/ Jt GM HR	Full Powers	As per laid down scale. AON to be obtained from Sr.GM/GM	Yes
63	Compensation under the Workmen's Compensation Act.	Sr GM /GM	Full power upto the ceiling prescribed in WC Act for all employees defined as "Worker" of the Factory.	GM/ Jt GM HR	Full power upto the Ceiling Prescribed in Workmen's Compensation Act		Yes
64	Grant of Ex-gratia financial assistance to Ordnance Factories 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	₹ 25 Lakh in each case ₹ 1 Lakh in each case	Dir/HR Dir/HR	₹ 25 Lakh in each case. ₹ 1 Lakh in each case.	Will exercise his discretion on the merit of each case. All employees being govt employees on deemed deputation, authority for Ex-gratia will be Directorate/ DDP	No

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		ML Corporate HQ			
		Authority	Extent	Authority	Extent		
65	Authorisation of Provisional Payment	Sr GM /GM of All Units	Full power wherever payments are prima facie clearly due	GM/ Jt GM HR	Full power wherever payments are prima facie clearly due		Yes
66	Admitting time-barred claims	Sr GM /GM of All Units	Full Powers upto 3 years	Respective Directors	Full Powers		Yes
67	Waiving of time-barred claims including those which cannot be investigated by Audit Authorities due to non-availability of records.	---	---	CMD DIR/HR DIR/OP DIR/Looking after Modernisation	6 Years Upto 5 years on Administrative matters Up to 5 years (Stores purchase cases) Up to 5 years (P&M purchase cases)	Government sanction will be required where a claim becomes time barred under the provisions of any law of limitation.	Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consulta tion with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
68	Powers to waive over-payment of Pay & Allowances.			Director/HR	Full Powers		Yes
69	Re-appropriation of Accommodation for School, W.W.A., Bank and other Welfare activities.	---	---	Director/HR	Full Powers		Yes
70	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)	---	---	Director/HR	Full power		Yes

Munitions India Limited

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
71	Hiring of Office accommodation and accommodation for amenity purposes (Mess, Guest House, Holiday Homes etc.)	--	---	Dir/OP CMD	Rs 5.0 Cr Full Powers	AON upto Rs 5.0 Cr to be accorded by Director/HR	Yes
72	Cash purchase including Services to be booked under I&M head (for purpose other than production & maintenance) in each case.	DO GO CO Sr GM/GM	₹ 2,000 ₹ 5,000 ₹ 15,000 ₹ 25,000	DGM/WM Jt. GM GM	₹ 5,000 ₹ 15,000 ₹ 25,000	Also applicable to equivalent ranks in establishments other than the factories	No
73	Uniform for Employees.	Sr GM/GM	Full Powers	GM/Jt GM looking after procurement	Full Powers	See note below.	No
<p>Note:</p> <p>1. Where authorised scales have been laid down.</p> <p>2. Any unauthorised item or an item for which there is no prescribed scale shall be referred to the Director/HR, Hq for approval.</p>							

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultati on with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
74	Purchase of Book: Technical, Professional, Scientific & other categories of Books, Periodicals, Journals & e-books.	CO/MM Sr GM/GM	₹ 1 Lakh Full Powers	GM/Jt GM Looking after Procurement	Full Powers		Not necessary upto ₹ 5000
75	Contract for upkeep/ Maintenance of Office and Govt. property including conservancy and Kitchen & Catering Services but excluding Civil Works.	GO CO Sr GM/GM Sr GM/GM Non-Production Unit	₹ 50 Lakh ₹ 2 Cr. Full Powers ₹ 2 Cr.	GM/Jt GM Looking after Procurement	Full Powers	Powers at all Units to be exercised by respective officers looking after material procurement through TPC. AON from Sr GM/GM of All Units is to be taken. Provisions of contract labour Act to be complied.	Yes
76	Manufacture of Components and Semi for stock towards anticipated services/ requirements.	Sr GM/GM	₹50,000/-	DIR/Ops	Full Powers	Not applicable to obsolescent and perishable items	Yes
77	Contracting for testing of items/sub-assemblies at Govt. Test House/ NABL accredited labs	CO/QC Sr GM/GM	₹ 20,000 each case Full Powers	GM/ Jt GM (looking after Quality)	Full Powers		Yes

M

HRD AND TRAINING

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SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
78	(a) Nomination of Employees to training/ seminar:						
	(i) Govt./Semi Govt. Institutes within India without course fee	Sr GM/GM	Full Power	GM/Jt GM HR	Full Power		Not necessary
	(ii) Govt./Semi Govt. Institutes within India with course fee	Sr GM/GM	₹80,000 Per Course	a) GM/Jt GM HR	₹80,000 Per Course		Not necessary up to ₹40,000
				b) Dir/HR	Full Power		
	(iii) Non Govt./External Institutes within India without course fee	Sr GM/GM	Full Power	GM/Jt GM HR	Full Power		Not necessary
	(iv) Non Govt./External Institutes within India with course fee	Sr GM/GM	₹80,000 Per Course	a) GM/Jt GM HR	₹80,000 Per Course	Group-A Officers	Not necessary up to ₹40,000
b) Dir/HR				Full Power			
(v) Nomination of Officers from the Organisation to long term training in reputed national Institute like, NDC, IIPA, DIAT, DSSC, IIM, MDI etc	--	--	CMD	Full Power		Yes	
(v) Any long-term/short-term training in Foreign Country	--	--	CMD	Full Power		Yes	

SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
78	<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 upgradation, relevant to the Factory in Factory premises with reputed Govt./National Institutes under intimation to HR/MIL</p> <p>(ii) Conduction of training at OFIL with faculty assistance from/collaboration with external Institutes.</p> <p>(iii) Conduction of training at NADP with faculty assistance from/collaboration with external Institutes.</p>	Sr GM/GM	₹10,00,000 Per Course	Dir/HR	Full Power	Based on approval of Dir/HR for cases beyond the delegated powers of Sr GM/GM, the cases would be finalised by Sr GM/GM of the units or MIL HQ as the case may be	Not necessary up to ₹40,000
		Sr GM/GM	₹2,00,000 Per Course	Dir/HR	Full Power		Not necessary up to ₹40,000
		Sr GM/GM	₹5,00,000 Per Course	Dir/HR	Full Power		Not necessary up to ₹40,000

SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
	(iv) Conduction of any long-term/short-term training with reputed Institutes in regular/distance mode with/without campus exposure by NADP.	Sr GM/GM	₹5,00,000 Per Course	Dir/HR	Full Power		Yes Necessary
	(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 Member/Per.	Sr GM/GM	₹ 5,00,000 Per Course	Dir/HR	Full Power		Not necessary up to ₹40,000
	(c) Online mode of training: Nomination of Officials from the Organisation to online training programmes as per SOP/Policy guidelines.	--	--	Dir/HR	Full Power		Not necessary up to ₹40,000

NOTE:

- For b (i) - AoN will be obtained from Dir/HR for cases beyond ₹5 lakhs. 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 may nominate Officers/Employees to external Institutes only when the same are not available at OFIL/NADP.
- 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 two weeks and long term course means courses beyond two weeks.

M

MEDICAL

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SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
79	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/	Full power as per Central Services Medical Attendance Rules (CSMA)	GM/ Jt GM HR	Full power as per Central Services Medical Attendance Rules (CSMA)		Yes
80	Authorisation 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	Full power as per CSMA rules except movement of patient by AC 1st Class and by Air	GM/ Jt GM HR	Full power as per CSMA rules except movement of patient by A/C 1st Class and by Air		Yes
81	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/ Jt GM HR	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)		Yes (Not required up to ₹40,000)

SI No	Nature of Power / Reference	Delegation				Remarks	Consul-tation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
82	Purchase of all items such as medicines or other items related to healthcare	CO Sr GM/GM	₹ 25 lakh in each case. Full Power	GM/Jt GM Procurement	Full Power	Subject to competitive tender and budget provision	Yes
83	Purchase of medical stores viz. medicines and other healthcare related items upto ₹2.5 lakh through LPC in each case	Sr GM/GM	₹ 2.5 Lakh	GM/Jt GM Procurement	₹ 2.5 Lakh		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

Note: Wherever relevant, the provisions of OFMR -2009 (Ordnance Factory Medical Regulation) as amended from time to time, be complied with.

**TPC/TEC
STRUCTURE FOR
MIL HQ AND UNITS UNDER MIL**

IMPORTANT NOTE

1. The level of officers who can be Chairman/ Member/ Member Secretary for various TEC/TPC have been defined below. Sr GM/ GM of all 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 of all 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 non-availability of finance officer in the unit, concerned AGM/Finance may notify another officer under his jurisdiction through an order.
4. In case of MIL Hq, the above would be notified through Office Order with the approval of CMD.

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**TPC/TEC
STRUCTURE FOR
MIL HQ**

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) for MIL Hq for procurement of Store

1. TPC & TEC LEVEL-I

CMD	- Chairman
Dir/Ops	- Member
Dir/HR (Only for HR Related Cases)	- Member
Dir/Fin	- Member
GM/ Jt GM (Looking after procurement)	- Member Secretary

2. TPC & TEC LEVEL-II

Director (Op)	- Chairman
GM/Jt GM/DGM (Fin)	- Member
GM/Jt GM(HR) (Only for HR Related Cases)	- Member
GM/Jt GM (of User Division)	- Member
GM/Jt GM/DGM (Looking after procurement)	- Member Secretary

3. TPC & TEC LEVEL - III

GM/Jt GM (looking after procurement)	- Chairman
GM(HR)/Jt GM/DGM (Only for HR Related Cases)	- Member
GM/Jt GM/DGM/WM (Fin)	- Member
GM/Jt GM/DGM (User Section for non HR Cases)	- Member
Jt GM/DGM/WM (Looking after procurement)	- Member Secretary

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) for MIL Hq for procurement of P&M

1. TPC & TEC LEVEL-I

CMD	- Chairman
Dir/Op	- Member
Dir/Fin	- Member
Dir/Looking after modernization	- Member
GM/Jt GM (Looking after modernization)	- Member Secretary

2. TPC & TEC LEVEL-II

Director/Looking after modernization	- Chairman
GM/Jt GM/DGM (Fin)	- Member
GM/Jt GM (of User Division))	- Member
GM/Jt GM (Looking after P&M modernization)	- Member Secretary

3. TPC & TEC LEVEL - III

GM/Jt GM (Looking after modernization)	- Chairman
GM/Jt GM/DGM/WM (Fin)	- Member
GM/Jt GM (User Section)	- Member
Jt GM/DGM/WM (Looking after P&M Procurement)	- Member Secretary

**TPC/TEC
STRUCTURE FOR
ORDNANCE FACTORIES
FOR
PROCUREMENT OF STORES**

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

1. TPC & TEC LEVEL-I

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

Sr GM/GM	- Chairman
CO (MM)	- Member/MM
CO User Section	- Member/User Section
CO (QC)	- Member/QC
AGM (Fin)	- Finance Member
GO (MM)	- Member /Secretary

2. TPC & TEC LEVEL-II

For purchase of stores/ components etc under Financial Power of **CO**

CO (MM)	- Chairman
CO (User Section)	- Member/User Section
CO (QC)	- Member/QC
CO/GO (Fin)	- Finance Member
GO (MM)	- Member /Secretary

3. TPC & TEC LEVEL-III

For purchase of stores/ components etc under Financial Power of **GO**

GO (MM)	- Chairman
GO (User Section)	- Member/User Section
GO (QC)	- Member/QC
GO/DO (Fin)	- Finance Member
DO (MM)	- Member Secretary

4. TPC & TEC LEVEL-IV

For purchase of stores/ components etc under Financial Power of DO

DO (MM)

DO (User Section)

DO (QC)

DO/OIC (Fin)

OIC (MM)

- Chairman

- Member/User Section

- Member/QC

- Finance Member

- 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) Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.

**TPC/TEC
STRUCTURE FOR
ORDNANCE FACTORIES
FOR
PROCUREMENT OF
PLANT & MACHINERIES**

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 GM/GM

CO (Engg)

CO User Section

AGM (Fin)

GO/DO (Engg)

- **Chairman**
- Member/MM
- Member/User Section
- Finance Member
- Member /Secretary

2. TPC & TEC LEVEL-II

For purchase of P&M under Financial Power of CO

CO (Engg)

CO (User Section)

CO/GO (Fin)

GO/DO (Engg)

- **Chairman**
- Member/User Section
- Finance Member
- Member /Secretary

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3. TPC & TEC LEVEL-III

For purchase of P&M under Financial Power of GO

GO (Engg)

GO (User Section)

GO/DO (Fin)

DO/OIC (Engg)

- Chairman

- Member/User Section

- Finance Member

- 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) Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.

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

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

CWC Level -I		
1. CMD		Chairman
2. Dir/Finance		Finance Member
3. Dir/Op		Member
4. Dir/Looking after modernization		Member
5. GM/Jt GM (Looking after CW procurement)		Member Secretary
CWC Level -II		
1. Dir/Looking after Modernization		Chairman
2. GM/Jt GM(Fin)		Finance Member
3. GM/Jt GM (User Section)		Member
4. GM/Jt GM (Looking after Civil Works procurement)		Member Secretary
CWC Level -III		
1. GM/Jt GM Looking after Modernization		Chairman
2. GM/ Jt GM/DGM (Finance)		Finance Member
3. GM/Jt GM (User Section)		Member
4. Jt GM/DGM/WM (Looking after Civil Works procurement)		Member Secretary

**COMPOSITION OF CIVIL WORKS COMMITTEE FOR CIVIL WORKS
FOR ORDNANCE FACTORIES**

Factory Level CWC-I	
<ol style="list-style-type: none"> 1. Sr GM/GM of Unit 2. CO [EO (Civil)] 3. CO of User Sec 4. AGM (Fin) 5. GO/DO of EO (Civil) 	<p>Chairman Member Member Finance Member Member Secretary</p>
Factory Level CWC-II	
<ol style="list-style-type: none"> 1. CO [EO (Civil)] 2. CO of User Sec 3. CO/GO (Fin) 4. GO/DO of EO (Civil) 	<p>Chairman Member Finance Member Member Secretary</p>

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

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

Sr GM/GM
CO (Looking after disposal)
CO (QC)
AGM (Fin)
GO/DO (Stores)

- Chairman
- Member
- Member
- Finance Member
- Member /Secretary

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

CO (Looking After Disposal)
GO Stores
GO QC
CO/GO (Fin)
DO/OIC (Stores)

- Chairman
- Member
- Member
- Finance Member
- Member /Secretary

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

GO (Looking After Disposal)
DO QC
GO/DO (Fin)
DO/OIC (Stores)

- Chairman
- Member
- Finance Member
- Member /Secretary

Note: 1. For all the members of TPC/TEC/TDC/CWC defined, if multiple level of officers are there, the senior most officer available will be the part of TPC/TEC/TDC/CWC.