

DELEGATION OF FINANCIAL POWERS



TROOP COMFORTS LIMITED

FOREWORD

It is a matter of immense pleasure to bring out the Delegation of financial powers for TROOP COMFORTS LIMITED Group of Factories and TCL Training Academy. Prudent delegation of financial powers to overcome practical bottlenecks in procurement process and imbibing simplicity in understanding them are two foundation stones of this document. More empowerment of lower hierarchy, especially Gr-B officers is ensured in order to bring them early in the process of decision-making. These new Financial Powers originated from our parent organization (OFB) shall be effective from 01/11/2021. The views expressed by all the stakeholders were also incorporated to the maximum extent, while preparing the final draft.

These financial powers will go hand in hand with the provisions of TCL Procurement/P&M Manual and SOP for Civil works. Director/Finance/TCL Group will be the custodian of this document and is authorized to issue necessary clarification in case of any ambiguity or doubt raised by our Factories/Units.

It is expected that these financial powers will be used with due diligence by all levels while adhering to all canons of financial propriety ensuring accountability and value for money for our group.



(S. K. SINHA)

CHAIRMAN & MANAGING DIRECTOR

DATE: 01.11.2021

ABBREVIATIONS

AGM	- Additional General Manager
AWM	- Assistant Works Manager
CFA	- Competent Financial Authority
CMD	- Chairman and Managing Director
Dir	- Director in TCL board.
DDP	- Department of Defence Production, Ministry of Defence
DDG	- Deputy Director General /Sr. Deputy Director General
DGM	- Deputy General Manager
HOD	- Head of Department in TCL Corporate Head Quarter & Training Academy
HOO	- Head of Office of respective units
Jt GM	- Joint General Manager
LTE/OTE	- Limited Tender Enquiry / Open Tender Enquiry
LPC	- Local Purchase Committee
MMTC	- Metals Minerals Trading Corporation
NC	- New Capital
PFC	- Plan Finalization Committee
PSU	- Public Sector Unit
RR	- Renewal & Replacement,
STC	- The State Trading Corporation of India
Sr. GM/GM	- The General Manager/Sr. General Manager of Troop Comfort Limited
TCL	- Troop Comfort Limited
TCLTA	- Troop Comforts Limited Training Academy
WM	- Works Manager

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PROCUREMENT OF STORES

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		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 as defined in PM	Procurement will be subject to (i) Conformance to TCL Procurement Manual 2021 as amended/revised from time to time, (ii) Availability of budgetary provisions (iii) Financial power is irrespective of currency of payment STORE/GOODS: (As per OFBPM/OFBPM-P&M as revised time to time.) (i) 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, 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. (ii) Maintenance aids, including spares, tools & tackles, etc. (iii) (*) 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.					

Note:

- (i) Hiring of labours under category of services mentioned in definition of goods under this head are only applicable for labours engaged in production.
- (ii) Transportation under this definition of services are only applicable for transportation incidental or consequential to the supply of production of Goods.
- (ii) Trade fabrication/Outsourcing for production related activity is also applicable under this category.

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL HQR			
		Authority	Authority	Authority	Extent		
1a	Procurement of Stores/Goods against LTE/OTE from either Indigenous/ Foreign Sources.	JWM(SG)	10 Lakh	Director/ Operations	300Cr	Fin power Irrespective of currency of payment	Yes
		WM/AWM/MM	1 Cr	CMD	Full Power		
		Jt.GM/DGM	2 Cr				
		AGM	10 Cr				
		Sr.GM/GM	100 Cr				
		All HODs other than Sr. GM/ GM (Only for non-production purposes)	1 Cr				

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL HQR			
		Authority	Extent	Authority	Extent		
1b	Procurement of Stores/Goods from Indigenous/Foreign Sources	DGM	25 Lakh	Director/ Operations	50Cr	Fin power irrespective of currency of payment	Yes
i)	On Proprietary Articles Certificate (PAC),	Jt GM	50 Lakh				
ii)	From Single Known Source (SKS),	AGM	1 Crore				
iii)	Where resultant single acceptable offer is received against LTE/OTE and identified vendors have confirmed receipt of TE.	Sr.GM/GM	5 Cr	CMD	Full Power		
iv)	Against single tender from source nominated by Indentor /Design Agency/ Collaborator satisfying the provisions of TCL Procurement Manual	All HODs other than Sr. GM /GM (only for non-production purpose)	25 Lakh				

Sl no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authorit	Extent		
1c	Procurement of Stores/Goods against ab-initio single tender	Sr. GM/GM	10 Lakh	Director/ Operations CMD	10 Cr Full Power	Only in case of urgent requirement to meet the production commitment to the customer keeping in view of the potential loss in business/lost opportunities due to unavailability of the input material/Tender not materialized/ Retendered/ Vendor delayed or failed. To be recorded in VSL. TPC minutes.	Yes
1d	Placement of Development Order for item/instrument/ fixture/tool aids required for R&D / in-house development of new product for offering to customers/ display in Exhibitions etc.	Sr. GM/GM	25Lakh	Dir./OP CMD	1Cr Full Power	For new input item of Made to Order (MTO) Category for R&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 Indigenized/ ex-import items of Armed forces/ PSUs/Samples for RFPs	Sr. GM/GM	25Lakh	---	---	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 & 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	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Author	Extent		
2	Cash purchase of all Stores/Goods and Services which are incidental or Consequential to the supply of such Goods such as, i.e. Transportation, Insurance, Training and Maintenance as defined in Procurement Manual.	WM/MM	2000/-	---	---	This power may be invoked in case of stock out condition/ production or maintenance held up (reasons to be recorded).	No
		DGM/MM	5000/-				
		JGM/MM	10000/-				
		AGM/MM	15000/-				
		Sr.GM/GM	25,000/-				

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
3	Spot Payment for purchase of Stores/Goods	AGM/ JT GM	50Lakh	---	---	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	1Cr				

Note for Sl. no. 1 & 2 only:

- i) Production and Maintenance Officers after obtaining necessary sanction from the Officers responsible for purchase function will complete all associated formalities to position the material on urgent basis.
- ii) 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.

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
4	<p>Purchase of all Stores/Goods and Services which are incidental or consequential to the supply of such Goods such as,</p> <p>Transportation Insurance Training and Maintenance as per procurement manual through Local Purchase Committee (LPC) to meet requirement irrespective of urgency.</p>	Sr. GM/GM/HOD	2.5 Lakh	HOD	2.5 Lakh	<p>1. It shall be ensured that procurement qty. shall not spilt for the purpose of avoiding the tendering process.</p> <p>2. Hiring of man power services while complying to all the rules/ stipulations for such services.</p>	Yes

PROCUREMENT OF PLANT & MACHINERY

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		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. In case of any deviation/short coming found in such appraisals and if the investment is still considered necessary on any other ground, approval of Ministry will be obtained. The additional guidelines given in APPENDIX-I (MOD letter No. 17(13)/2002/D (Proj-I) dated 22.10.2003) should also be adhered to.</p> <p>(ii) Govt. sanctioned projects under New Capital implies that TCL have already identified various categories of P&M, while obtaining sanction. The procurement shall be made in accordance with guidelines/ procedures laid down by TCL.</p> <p>(iii) As per DDP letter No. 5(12)/D(Prod)/B dated 26.07.2010, the investment can be made for creation/ augmentation of capacity required for production (including diversification/augmentation)/manufacture of products for Defence Forces, Civil Trade, Export and MHA.</p> <p>(iv) Fin Power is irrespective of currency of payment.</p> <p>(v) PFC approval by TCL/Fy is required unless otherwise.</p>					

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
5a	Procurement, Modification and /or Re-conditioning of P&M Through LTE/OTE/GTE under RR and NC (PFC approved by TCLHQ)	AGM	1 Cr	Director/ Operation	50 Cr	Prior PFC approval shall be obtained from TCL corporate office.	Yes
		Sr.GM/GM	25 Cr	CMD	Full Power		
5b	Procurement, Modification And/ or Re-conditioning of P&M through LTE/OTE/GTE under RR and NC (PFC approval by Factory)	Sr.GM/GM	50lakh	---	---	i) Demands to be examined and approved by Fy level PFC headed by Sr.GM/GM associating senior most officer of Engg. & User and AGM/Jt.GM/DGM/W M Finance. (Senior most available) ii) The power excludes Passenger vehicles and air conditioners. iii)Factories shall forward the statement of such approvals to TCL under appropriate proforma.	Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
5c	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	2 Cr	Director/ Operation CMD	6 Cr Full Power	PFC approval by TCLHQ is required for STE/PAC items.	Yes

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
6	Erection & Commissioning of P&M including installation of Services, e.g. distribution of Steam, Compressed Air, Oil etc (Under RR &NC)-Departmentally	Addl. GM Sr. GM/GM	25 Lakh Full Power	--- 	--- 	Fin Power is irrespective of currency of payment when Erection & Commissioning is done through Contract.	Yes
7	Erection & Commissioning of P&M including installation of Services, e.g. distribution of Steam, Compressed Air, Oil etc (Under RR &NC)-Through Contract	Addl. GM Sr. GM/GM	10Lakh Full Power	-- 	-- 		

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
8	Repair of MT vehicles including Motor Cycles, all Material Handling equipment - through Contract.	Sr. GM /GM/ HOD	Full power (within limits of economical repairs)	HOD	Full Power	<ul style="list-style-type: none">To be exercised for MT vehicles belonging to capital block register.Subject to competitive tendering, provided that cost of repair does not exceed 20% of market value of the item or 20,000/- for 2- wheeler and 1 lakh for 4-wheeler whichever is less.In all such cases an estimate would be prepared and vetted by Finance before issuance of Tender for conclusion of contract.	Yes

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
9	Scientific equipment/ laboratory equipment, Test and Measuring instruments/ Systems for Quality Control, Quality Assurance and data acquisition	Sr.GM/GM/ HOD	25 Lakh in each case			<ul style="list-style-type: none">No PFC required for cases valuing 25 Lakhs and the case to be processed through Store Procurement.Procurement beyond Rs. 25 Lakhs to be processed through respective PFCs of P&M.	Yes

10	Sanction for expenditure under RR& NC in excess of amount sanctioned by PFC/TCL	Sr. GM/GM*	15% of original sanctioned amount or 1 Cr whichever is less.	Dir/Operations CMD	3 Cr Full Power	*Provided i) Value of order falls within Financial powers of Sr. Gm/GM. ii) Requisite fund is available and iii) The Purchase is not a Resultant Single Tender case.	Yes
11	Sanction of Expenditure in excess of original sanctioned amount by Govt. or TCL.	---	---	CMD	Full Power		Yes

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

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
12	Extension of Delivery Period	i) Extension shall not be given in cases where higher rate has been paid/ contracted for earlier delivery.					
		ii) DP extension not to be exercised in a routine manner as it hampers the production planning and results in failure on the part of factory to supply end products to the customer in time. Hence, DP extension to be considered with due diligence.					
		JWM(SG)	Full power				
		WM/AWM/MM	(As per the power of				
		Jt.GM/DGM	TPC which				
		AGM	concluded				
		Sr.GM/GM/HOD	the				
			contract)				
							Yes, only in cases where LD is being waived off.

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Autho	Extent		
13	Waiving off Liquidated Damages.	JWM(SG) WM/AWM/MM Jt.GM/DGM AGM Sr.GM/GM/HOD	(As per the power of TPC which concluded the contract)	---	---	i) As per provisions of Procurement Manual ii) For cases of financial power of TCLHQ, waiver of LD if any, may be processed by Fy TPC-I.	Yes
14	Waiving off Performance Security Deposit	JWM(SG) WM/AWM Jt.GM/DGM AGM Sr.GM/GM/HOD	(As per the power of TPC which concluded the contract)	---	---	As per provisions of Procurement Manual.	Yes

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
15	Lodging of Security Deposits with suppliers of Gas Cylinders.	Sr.GM/GM/HOD	Full Power	HOD	Full Power		Yes
16	Issue of Proprietary Article Certificate (PAC) /Single Known Source (SKS) Certificate for purchase	Sr. GM /GM/HOD	Full Power	HOD	Full Power	For PAC/SKS Procurement cases Exceeding Sr. GM/ GMs/HOD financial powers, PAC/SKS certificate will be issued by the Sr. GM/GM/HOD in consultation with the Director/Operation. Provisions of procurement Manual to be followed.	Yes

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
17	Advance payment for Steel Items to the Main producers in Govt. Establishments /Public Sector like SAIL etc.	Sr. GM /GM	100% Payment within 14 days of presentation of Bill with Proof of Inspection & Dispatch	---	---		Yes
18	Advance Payment to suppliers.	Sr. GM /GM	Not exceeding 15% of Contract value	Respective TPC	Not exceeding 15% of Contract value	i) Subject to provisions of Procurement Manual. ii) Subject to receipt of Bank guarantee for 110 % of the advance amount.	Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
19	Advance Payment to Private as well as PSU Oil Companies.	Sr. GM/ GM	Full power (Upto 100% of their Financial powers for local purchase of Oils & Lubricants)	---	---	<ul style="list-style-type: none">• Advance to Private Oil Companies as per provisions of Procurement Manual.• Advance payment is required to be made through any online mode of payment like, RTGS/NEFT etc.	Yes
20	Contractual advance payment as per contracts entered into by TCL under its delegated powers, 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/ HOD	Full power	HOD	Full Power		Yes

21	Stage payment	<p>Authority: TCL Board</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> <ul style="list-style-type: none"> i) This power should be exercised only in rare cases and should not be used as a matter of routine. ii) This power cannot be sub-delegated by the Board. iii) The exercise of this power will be subject to TCL Board securing appropriate price reduction and ensuring adequate safe guards in the form of Bank guarantees etc. iv) The existing delegation up to 2% of CIF Value for other advance payments, Earnest money and provisional payments will continue.
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**ISSUE OF ITEMS
ON RETURNABLE
&
NON-RETURNABLE BASIS**

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authori	Extent		
22	Issue of capital items including vehicles for repair and overhauling to Private Firms, State Undertakings and Govt. Depts.	Sr. GM/GM/	Full Power	HOD	Full Power	(1) For such issues Sr. GM/GM/HOD will obtain Security Deposit equivalent to Book Value or Market value plus 5% on the inclusive rate.	Yes
23	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 Branch.	Sr. GM/GM	Full Power	HOD	Full Power	(2) In the case of Govt./PSU/Firms of repute, Indemnity bond may be accepted on consideration of merit. (3) Provisions of Procurement Manual to be followed.	

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
24	Air Lifting of Stores -					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
(i)	Within India	Sr. GM /GM	2 Lakhs per occasion	Director /Operation	1Cr.		
(ii)	From abroad	Sr. GM /GM	20 Lakh per occasion	CMD	Full Power		

DESPATCH OF STORES

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
25	Collection/Dispatch of items by other than the shortest route or cheapest mode of carriage.	Sr. GM/GM	Full Power			Subject to rendering a certificate that such dispatch is necessary to maintain continuity of production.	Yes
		AGM	3 Lakh in each case				

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
26	<p>i) Issue of samples/components of items being imported to Indigenous vendors as loan for development:- 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 upto 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 TCL Corporate Office from time to time</p> <p>iii) Sr. GM /GM /TCL 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 /TCL 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.</p> <p>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.</p>						

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
		vii) The Sr. GM /GM /TCL 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 /TCL 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 /TCL 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 /TCL units.					
		x) Sr. GM /GM /TCL 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.					

Troop Comforts Limited

DISPOSAL

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
27	Declaration of Surplus Serviceable Stores:					1. The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee. 2. For serviceable stores, a loss statement required to be generated.	Yes
	(i) Drums, Containers & Packages.	Sr.GM/GM /HOD	Full Power	HOD	Full Power		
	(ii) Other than Drums, Containers & Packages	Sr.GM/GM	1 Cr. Per case	Director/Op	Full Power		

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
28	Declaration of Unserviceable Stores, Scrap, Swarf, Obsolete and Waste Material	Sr.GM/ GM/HOD	Full Power	HOD	Full Power	The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee	Yes
29	Declaration of Unserviceable Plant & Machinery beyond economic repair.	Sr.GM/GM/ HOD	Full Power	HOD	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
30	Declaration & Disposal of Surplus, Serviceable Plant& Machinery.	---	---	CMD	20 lakhs in each case	Subject to the condition that normal procedure of disposal is resorted to.	Yes

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
31	Disposal of Serviceable/ Unserviceable Stores, Scrap, Swarf, Obsolete and Waste Material.	Sr. GM /GM /HOD AGM JGM/DGM	Full power 50 lakh per case 20 lakh per case	HOD	Full Power	Subject to condition: 1. Declaration of serviceable/ unserviceable to res as per Sl. No. 27 & 28. 2. Normal procedure of disposal to be followed.	Yes
32	Disposal of Unserviceable Plant & Machinery beyond economic repair.	Sr. GM/GM/ HOD	Full power (Where Book Value is less than 5% of original book value)	HOD	Full Power		Yes

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
33	Waiving of Ground rent	Sr. GM /GM	10,000 per case	---	---	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 TCL procurement manual.	Yes

Note:

- (i) 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.
- (ii) Public Auction done through MSTC /MOD Nominated agency shall effect the disposal. Open Tender/Limited Tender may be resorted to with the proper justification and prior approval of Director/Operation of TCL.
- (iii) Rate/Running Contract may also be concluded with the prior approval of Director/Operation of TCL.

Troop Comforts Limited

CIVILTRADE/EXPORTS

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
34	Pricing of TCL products against Civil Trade.	Sr. GM /GM	Full powers for quoting Prime Cost (DL + DM) plus 20 % of Total OH	CMD	Power to quote minimum 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 of LD (up to 10%)	Yes	
35	Pricing of TCL products against Export.	---	---	CMD	Power to quote minimum price to include DM+ 50% of DL + 8% FOB charges + agency commission + suitable provision of LD (Up to 10%)	Yes	

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
36	Rectification/ Replacement after issue to Civil Trade/ Export	Sr.GM/GM	Full power (As per contractual obligation)	Director/ Operation	Full power	This excludes powers for foreign travel	Yes
37	Issue of consumable free samples which are likely to be expended in trials.	---	---	Director /Operation	Full power	Expenditure incurred for various products under these powers are to be kept in view while pricing the respective products to be exported.	Yes
38	Issue of samples of non-consumable items for trials on returnable basis.	---	---	Director /Operation	Full power		Yes
39	Expenditure for transportation of samples such as shipping costs, insurance, agency charges etc.	---	---	Director /Operation	Full power		Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
40	Supply of free samples to customers	Sr. GM /GM	5 Lakhs against an enquiry	Director/ Operation	Full Power	Subject to recording of reasons	Yes
41	Incidental Expenditure: a) Customers hospitality for Sales promotion b) Expenditure on Advertisement & Publicity	Sr. GM /GM	(a) 1 Lakh per case within budget provision (b) Full power within the policy guidelines of DAVP in this regard	All Directors	(a) 5 Lakh per case within budget provision (b) Full power within the policy guidelines of DAVP in this regard.		Not Required up to 40,000

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
42	Advertisement and Publicity.	Sr. GM /GM/HOD	Full power	HOD	Full Power	Expenditure shall be kept within funds specifically allotted to each Factory on annual basis Provision of Procurement manual to be followed	Not necessary Up to 40,000/-in each case.
43	Acceptance of order for Civil Trade Items from Govt. Departments, State Corpn, Municipalities & Civilian Customer.	Sr. GM /GM	Full power	---	---	Price will be fixed in consultation with Fin Div subject to the condition and guidelines for pricing relating to marginal cost being observed.	Yes

**EXPENDITURE
ON
CIVIL WORKS
SCHEMES &
PROJECTS**

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
44	Issue of Acceptance of Necessity & Administrative Approval (MES, CPWD or other Govt Agency and Departmental works) and placement of contract for capital civil works for Production buildings. Production Buildings include buildings/installations required for support services etc. which are directly related to production activities.	AGM	1 Cr	Director/Operation	20 Cr In each case	For Fys i) Annual Civil Plan to be approved by Director/Operation subject to Budget availability. ii) Capital Civil works include new civil works & special repairs. iii) Direct contract to be finalised through competitive tendering. 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.	Yes
		Sr.GM/GM	5 Cr	CMD	Full Power		

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authori	Extent	Authorit	Extent		
45	Issue of Acceptance of Necessity & Administrative Approval (MES, CPWD or other Govt Agency and Departmental works) (Departmental contracts only) for capital Civil works for other than production buildings including roads, residential accommodation, TCLHQ , Hostel Accommodation and amenity buildings.	Sr. GM /GM	3 Cr	Director/ Operation CMD	20 Cr in each case Full Power	i) Annual Civil Plan to be approved by Director/ Operation subject to Budget availability. ii) Capital Civil works include new civil works & special repairs. iii) Direct contract to be finalized through competitive tendering. 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. v) Scale of accommodation/ laid down norms are to be followed	Yes

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
46	Issue of Acceptance of Necessity & Admin Approval (MES, CPWD or other Govt Agency and Direct contract (Departmental works) for Revenue Civil work	Sr. GM /GM/HOD AGM	50 Lakh 10 Lakh	HOD	50 Lakh	i) Direct contract to be Finalized through competitive tendering. 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.	Yes
47	Issue of Acceptance of Necessity & Admin Approval (MES, CPWD or other Govt Agency and Direct contract (Departmental works) for Periodical Service of buildings.	Sr. GM /GM/HOD AGM	Full power 1 Cr	HOD	Full Power	i) Direct contract to be finalized through competitive tendering. (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.	Yes
Note: For definition of 'Capital Works', please refer to Para 212 of Chapter -IV of MES Regulations,2007							

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
48	Demolition of Buildings	Sr. GM /GM	10 Lakh in each case within the Factory/Estate through contract by tendering. Full powers for demolition/ disposal of condemned buildings through Public Auction.	Director/ Operation	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		TCL			
		Authority	Extent	Authority	Extent		
49	Issuance of Admin approval for execution of Civil Works against MOD/DDP/TCL sanctioned projects.	Sr. GM/GM	Full power including issuance of admin approval for Civil works sanctioned by MOD/DDP/TCL,	---	---	(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 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 debitable to the same "demand for grant" between plant & equipment and civil works and vice versa.	---	---	Director/ Operation	Full power within the sanctioned cost of the project, enhanced within the original limits		Yes

Sl. No	Nature of Power / Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
51	Re-appropriation of buildings Entailing no alteration and no cost.	Sr. GM/ GM/HOD	Full Power	HOD	Full Power		Yes
52	Expenditure from the Estate Fund for "Direct Development" and upkeep of Estate.	Sr. GM /GM	Up to 5 Lakh 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/HOD	Full power for testing by Govt. Depts/PSUs and Autonomous Institutions	HOD	Full Power		Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
54	Cutting of Grass Wild Growth in Factories/ Estate, TCL Corporate HQ, Inside Institute & Hostel premises of TCLTI through Contract.	Sr.GM/GM HOD	Full Power	HOD	Full Power	i) To be processed though store procurement procedure. ii) 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.

Troop Comforts Limited

RESEARCH AND DEVELOPMENT

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
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)	Director /Operation CMD	10 Cr Full power	The power is for expenditure in the areas of process and product improvement, cost reduction And product development.	Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	*Extent	Authority	Extent		
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 as at Sl. no. 48.	Director/ Operation CMD	10 Cr Full power	i) The power is for expenditure in the areas of process and product improvement, cost reduction and product development. ii) Above financial ceilings are of revised cost of the project i.e. original sanction amount plus additional fund being proposed to be sanctioned	Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
57	Sanction of Extension of PDC for Sanctioned R&D Projects	Sr. GM /GM	Full Power for projects sanctioned by Sr. GM/ GM	Director/ Operation	Full power for project sanctioned BY TCLHQ		No
58	Approval of Closure/ Short Closure of IRD Projects	-----	-----	Director /Operation CMD	5 Crs Full power		Yes

REGULARISATION OF LOSSES

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
59	Loss of Stores not due to theft, fraud or neglect.	Sr. GM /GM	10 Lakh per case	Director/ Operation	15 Lakhs	Sr. GM/GM to forward half yearly report to TCL, convening BOE to investigate the loss. and compliance of other provisions	Yes
		AGM	1 Lakh per case	CMD	Full Power		
60	Loss of Public Money not due to theft, fraud or neglect.	Sr. GM /GM	2.5 lakh per case	Director/ Operation	10 lakh per case	Sr. GM /GM to forward half yearly report to TCL, convening BOE to investigate the loss and Compliance of other provisions.	Yes
				CMD	Full Power		

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
61	Loss of stores due to theft, fraud or neglect.	Sr. GM /GM	10 Lakh per case	Director/ Operation CMD	50 Lakh per case Full Power	Subject to convening BOE to investigate the loss and compliance of other provisions,	Yes
62	Loss of Public Money due to theft, fraud or neglect.	Sr. GM /GM	5 Lakh per case	Director/ Operation CMD	25 Lakh Per case Full Power		Yes
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/ Operation CMD	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 accounts the specific terms & conditions, contained in the contract.	Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
64	i) Sanction for demurrage, wharfage	Sr.GM/GM	5 Lakh In each case	Director/ Operation	Full power	Monthly report to be submitted to TCLHQ	Yes
	ii) Regularization/Settlement of demurrage (container detention charges)	HOD	1 Lakh In each Case				

Troop Comforts Limited

CONSULTANCY

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
66	Contracts for engagement of consultant/ specialist (other than foreign consultancy)	SRGM/GM /HOD(*)	10 Lakh	Dir/HR CMD	20 lakh per case Full power	* AIP to be obtained from TCL HQ.	Yes
67	Engagement of Chartered Accountants/Tax consultants to deal with the matters of Taxation.	Sr.GM/GM, HOD	20 Lakh per case	Dir/HR	2 Crore per case		Yes Financial concurrence not required upto 40,000 In one contract

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
68	Contract for Acquisition of Research Services (CARS) from Govt. Academic Institutions (IITs, NITs etc.), Govt. owned Laboratories (CSIR, DIAT etc.) against the in-house R&D project sanctioned for the factory.	Sr.GM/GM	1 Cr.	Director/ Operation CMD	2 Crs. Full Power	Sr.GM/GM will exercise the power through TPC-I of the factory.	Yes

Note:

(i) TPC -I structure for TCLHQ for point no. 68

CMD	Chairman
Director/Operation	Member/User
Director/Finance	Member/Finance
Jt.GM/DGM (Associated with R&D)	Member Secretary

TPC -II structure for TCLHQ for point no. 68:

Director/Operation	Chairman
Director/Finance	Member/Finance
GM/JTGM/DGM User	Member/User
Jt.GM/DGM/WM/AWM (Associated with R&D)	Member Secretary

- (ii) The above delegation is applicable for placement of Contracts for Acquisition of Research Assistance from Government Technical/Academic Institutions (Indian Institutes of Technology, National Institutes of Technology etc.) and Government owned Laboratories (CSIR Labs, DIAT Pune etc.) for assistance in the design and development of Defence Products.
- (iii) During the course of the execution of the contract by the Research Service Provider (RSP) i.e. Govt. Technical/ Academic Institutions and Govt. owned Laboratories (as mentioned at (III) above), it should be ensured that RSP outsources only those activities of the contract for which the requisite facilities do not exist with them. This has to be ensured by obtaining a certificate to that effect from the RSP.
- (iv) The above contract for acquisition of research assistance can be concluded only against an in-house R&D Project duly sanctioned by the Competent Authority and having the provision of such research assistance in the project proposal.
- (v) Other provisions/terms and conditions will be applicable as given in DDP letter No. 5(1)/2010/D(Prod) dated 10.02.2011 (along with enclosures).

**Appendix mentioned in Ministry's letter
F.No. 5(10)/20107D(Prod) dated 10th February, 2011**

The design and development of Defence Products is a complex exercise and needs domain knowledge of wide varieties of technologies. Standalone products development exercise by any establishment is a very tedious and time consuming affair. Further a number of tests and analysis are carried out during the course of any developmental activities. This requires a number of equipments as well as skills sets. At present many of these facilities/skills do not exist in any of the factory of Troop Comforts Limited.

In order to obviate above problems, it was felt necessary to involve Government Technical Institutions and Government owned laboratories in developmental exercise on the case to case basis. Since there is no laid down procedure in either DPM or TCL's procurement manual for seeking such assistance on contractual terms, a detailed proposal for providing enabling mechanism to Factories for seeking assistance from Technical Institutions (IITs and NIITs) and Research Laboratories (CSIR Labs and DIAT Pune etc) was received from Ordnance Factory Board,

After detailed deliberations, the Ministry of Defence, Department of Defence Production has approved the proposal. It has been decided to evolve a proposal for placement of contracts for acquisition of Research Assistance from Government Institutions such as Technical Institutions (IITs and NIITs) and Research Laboratories (CSIR Labs and DIAT Pune etc.) Indian Institute of Technology and Government Owned Laboratories for assistance in the design and development of Defence Products.

Detailed Procedure for Acquisition of Contract Services for R&D, Summary Offer of Provision of Research Services, and Contract for Acquisition of Research Services are enclosed as Enclosures -II and Annexure-1 & 2 respectively.

Detailed Procedure for Acquisition of Contract Services for R&D

1. Procedure for placement of Contract for Acquisition of Research Services:

1.1 Generation and Approval of Research Service Qualitative Requirement (RSQR):

The requirement for acquisition for research services will be raised through a statement of case, internal to Factory, by those who need that service. The requirement shall be in the form of a Research, Service Qualitative Requirement (RSQR). The officer not below Jt.GM of the factory will approve the RSQR.

1.2 Solicitation of offers for provision of Research Services Provider (RSP)

a) The approved RSQR will be sent to potential providers of research services, as identified by the approver of the RSQR, and formal offers solicited from them. To ensure continuity of work expected to last more than eighteen (18) months, RSPs should be asked to identify at least two key personnel who will engage in the work.

Note : The task of identifying the potential providers of research services is exclusively matter of technical judgement alone based on the knowledge and experience of the approver of the RSQR. This judgment will be exercised by the approver in the light, inter alia of previous experience with pedigree of intellectual resources of, uniqueness of facilities and quality and technical merit of research personnel available at the institutions) solicited to provide the research service.

b) The offers of provision of research services, and their revisions, from such solicited RSPs shall be made by them in the format at Annex I.

c) The validity of an Offer from an academic institution for the provision of research services shall not be invalidated merely on account of the date of its receipt by Factory.

1.3 Selection and nomination of RSP

a) Selection and nomination of RSP based on the offer made by each potential Research Service Provider (RSP) will be made by the competent authority (Based on the value of acquisition, competent authority has been defined in the last para of the proposal separately). Reasons for nomination will be recorded on file.

1.4 Placement at Contract for Acquisition of Research Services:

- a) The Contract for Acquisition of Research Services shall be placed by the factory on the nominated RSP, following acceptance of its Offer by competent authority.
- b) All Contract for Acquisition of Research Services shall be placed in the form in Annex 2.

1.5 Acceptance of Contract for Acquisition of Research Services by Academic Institution:

The Contract for Acquisition of Research Services as placed by the factory on the institution, shall be deemed accepted by the Institution when a copy of Contract for Acquisition of Research Services is returned to issuing factory by the RSP, signed by the latter's competent authority.

1.6 Amendments to Contract for Acquisition of Research Services:

- a) Normally, a need for financial amendments to Contract for Acquisition of Research Services should not arise. However, such amendments can be made in cases in which unforeseen circumstances/events predicate additional expenditure. Approval of such amendments shall be put up by approver of RSQR to next higher competent authority with justification for approval.
- b) All amendments to Contract for Acquisition of Research Services shall be in the form specified at Annex3.
- c) All amendments to Contract for Acquisition of Research Services shall be authorized by CA (Competent Authority), except that amendments resulting in an increase in the Total Financial Commitment shall require the approval as per(a) of para 1.6 above, to accept an Offer.

2. Financial provisions in Contract for Acquisition of Research Services:

2.1 Advances, work-in progress and schedule of payments:

- a) The factory may take payments of advances and/or make progress payments for executing the contract. Such payments shall be made against the Contract for Acquisition of Research Services and after certification by the cognizant Financial Authority of the RSP that the monies already released against previous demands have been utilized for the purposes for which they were provided.
- b) Advances or progress payments are interim payments, which shall be deducted from the total sums, due to the research provider institution.
- c) Except with the specific written pre-agreement of the factory. the research provider institution shall not use for any purposes other than those specified in the Contract for Acquisition of Research Services, any material or services for which advances or progress payments have been made,

2.2 Financial guarantee:

- a) No bank or other financial guarantees are requirement for Contract for Acquisition of Research Services.
- b) For Work whose estimated time for completion is six (6) months or less, the RSP shall submit only those reports as relate to the purchase of equipment by the RSP. within thirty (30) days of such purchase.
- c) For Contract for Acquisition of Research Services in which the estimated time for submission of me final report is more than six (6) months, the research provider institution stall provide the factory, not later than thirty (30) days after end of each half-yearly financial statement showing the actual expenditure incurred, against each of the entries at item 9.1 in the CARS, for the execution of the contract up to the end of the preceding half-year.
- d) Books of accounts pertinent to each Contract for Acquisition of Research Services shall be maintained separately by the RSP and those shall be open to the factory. The factory, or other authority specified by them may inspect all such books, bills, vouchers and other financial records at any time until the accounts relating) the Contract for Acquisition of Research Services are settled. The research service provider shall supply the factory with such financial documents as are necessary for final settlement of claims, without explicit request by the factory, within three (3) months after submission of the final report.

3. Delivery schedule:

- 3.1 The outcome, of the contract (invariably a set of reports/documents/records in hard-copy or machine-readable form/sub-systems etc.) shall be delivered at the time or times and in the manner specified in the contract.
- 3.2 The research provider institution shall inform the factory promptly of any occurrence that is likely to cause delay in delivery of contracted outcomes. The factory shall determine, in the light of circumstances reported, the extent of change(s) required in the delivery schedule of the contract.

Note: The above covers only unexpected technical difficulties, gross delays in deliveries by suppliers of purchased equipment or consumables, illness or other justifiable cause of unavailability of research personnel and similar unforeseen circumstances.

- 3.3 An extension of the time limit for execution of the contract, or as a postponement of delivery shall require the explicit approval of the Competent Authority who has approved the contract.

4.1 Short-closure of Contract for Acquisition of Research Services:

The Contract for Acquisition of Research Services may be short-closure at any time during the currency of its execution if the factory feels that no useful purpose will be served by continuing the implementation of contract for Acquisition of Research Services. The short-closure of Contract for Acquisition of Research Services will be approved by the TCL and after receiving justification for the same recorded in the file. This is to be put up by Competent Authority who has approved the contract in form of a Board Paper to full Board. The short-closure will be deemed to be effective from the day the short-closure order is received by the institution. Subsequent to this short-closure the RSP will submit a technical report on the work done till short-closure, The monies left unspent on the date of receipt of short-closure order by the RSP shall be returned to factory. All equipment and unused consumables acquired out of contract monies shall also be returnee to factory.

Note: The factory will ensure delivery of any short-closure order to the institutions (with a copy to the investigator(s) within ten (10) working days of the decision to short-close by TCL.

5. Reports:

- 5.1 Reports giving details of the progress of the work shall be sent to the factory at intervals as specified in the conditions of the contract.
- 5.2 On completion of the contract, the RSP will submit a final report (Contractor Report).
- 5.3 All reports shall be in a format conforming to Indian Standard IS : 1064-1980, bound with Bibliography Description sheet conforming to IS : 9400-1980.

6. Ownership of Intellectual Property :

- 6.1 The ownership of intellectual property, whether or not legally protected (e.g. by patent), generated by research performed under a Contract for Acquisition of Research Services shall vest in TCL.
- 6.2 Notwithstanding the above, all documents and information detailing the technical performance of Contract for Acquisition of Research Services (including pertinent laboratory notebooks, sketches, photographs, video tapes of experiments, electronic data acquisition records and other similar shall be the property of OTB, whether or not in the physical possession of TCL.

7. Disclosure and use of information by the research provider institution:

The research provider institution will ensure that the documents supplied by the factory are not disclosed to any person other than a person authorized by the factory. Any pattern, sample or information supplied by factory to the RSP in documentary or other physical form is the property of the factory and shall be returned to the factory after execution of the contract, unless their disposal is otherwise provided for in the Specific Conditions of Contract.

8. **Publicity relating to contracts:**

The existence of the contracts or the status of their execution shall not be published by the RSP in the media or in its Periodic/ Annual Report except with the written consent of TCL.

9. **Communications:**

All communications affecting the performance of the contract, or its terms and conditions, shall be contractually, valid only when confirmed by formal amendments to Contract for Acquisition of Research Services made by the original signatories to the contract.

10. **Compliance with law:**

Notwithstanding anything contained in a Contract for Acquisition of Research Services, the RSP shall be solely responsible for complying with all laws in force in India.

11. **Settlement of disputes ;**

All disputes relating to a Contract for Acquisition of Research Services shall be settled mutually between the RSP and agency placing the Contract for Acquisition of Research Services. Any remaining unresolved disputes shall be referred to final binding settlement by CMD/TCL or his authorized representative.

Competent Authority (CA) is the Authority competent to accept an Offer. This authority shall be three levels as follows :

CA-I : The Officer nominated by GM of the factory for this purpose where the estimated expenditure in the office received from RSP is up to 5 Lakh

CA-II : The Director/Operation at TCL HQ where the estimated expenditure in the Officer received from the RSP is up to 20 Lakh

1. Title of Service qualitative Requirement (RSQR):				Office Number: date received: Revised on:	
2 RSQR Document Rcf. Nos.		Date of Issue YY MM DD		Issuing Factory: Remarks of RSQR initiation	
3. Name of Research Service Provider (RSP) making this offer: 3. (a) RSP's address for correspondence: Pin code: Telephone: Fax: Email.				4. RSP's Ref. No. Date:	
				Judgment of OEC;	
				5. (a) Key personnel of RSP to be deployed: 5 (b) RSP's sub-contractors/consultants a) Name: Institute/Company: b) Name: Institutes/Company:	
6. Principal technical feature of offer as related to RSQR:					
7. Equipment that RSP requires to be positioned by Factory:					
8. Estimated time to complete provision research services and submit Final Report					Months:
9.1 Estimated expenditure (as enclosed on revise) on :					in lakhs
a) Personal:					
b) Equipment:					
c) Others:					
Total:					
9.2 Required schedule of payments (Rs in lakhs)					
a) Initial advance:					
b) at Performance Milestone I of RSQR:					
c) at Performance Milestone II of RSQR:					
d) at Performance Milestone III or RSQR:					
e) On submission of Final Report					
Total:					
10. Reference rates to R&D work being performed by RSP for Armed Services/DRDO/other S&T (including foreign) agencies:				11. Offer as above valid till data:	
				12. Signature of competent authority of RSP: Name: Designation:	

**CONTINGENT MISC.
&
GENERAL MATTERS**

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
69	Miscellaneous and Contingent Expenditure (Both recurring & non-recurring)	Sr.GM/GM/HOD	Full Power	HOD	Full Power	i) Subject to Budget Availability. ii) Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs.	Not necessary up to 40,000/-

Sl. No	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
70	Procurement of Office equipment's.	Sr.GM/GM/HOD	Full power	HOD	Full Power	Provision of procurement manual and DFP to be followed after approval of AON from Sr. 2GM/GM/HOD and to be processed in respective TPCs.	Not required up to 40,000/- in each case.
71	Telephone/Internet/LAN/WIFI Connection	Sr. GM /GM HOD	Full power to sanction residential and office Telephones and Telephone Circuits.	HOD	Full Power	Subject to general order and instruction regarding economy, entitlement and functional requirement	Yes But not Required for payment of recurring rentals, call and shifting charges.

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
72	Cash Awards for effecting economy in manufacture in TCL Group of Fys.	---	---	CMD	Full Power		Not required up to 40,000
73	Cash Awards or any Awards including Award of Wrist Watches to the retiring employees	Sr.GM/GM HOD	5,000 or Any Award valuing up to 5,000 per individual			Expenditure to be incurred within the allocated Budget.	Not required up to 40,000
74	Expenditure on Award of Long Service Badges (Service Medal) after completion of 25 years of service and GoldPlated Silver medals at the time of retirement/ superannuation to be given to employees	Sr.GM/GM (Nodal Fy as nominated by TCLHQ)	50 Lakhs.	Director/ HR	Full Power	i) Maximum price not to exceed Rs 2000/ ii) Spouse of the deceased employee died in harness will also be posthumously awarded with Gold plated silver medal. iii) Provision of procurement manual and DFP to be followed after approval of AON from Sr.GM /GM/HOD and to be processed in respective TPCs	YES

Note for Sl. no. 74:
Procurement of Silver Medals after completion of 25 years of Service and Gold plated Silver Medals at the time of retirement/superannuation will be done by one factory (Nodal Factory).

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
75	Presentation of Memento and small gifts to high dignitaries during their visit to factories & Training institutes.	Sr. GM /GM HOD	5,000/- per case not exceeding 5 Lakh per annum	Dir/HR	10,000/- per case	i) Presentation of Memento and small gifts to high dignitaries during their visit to Corporate HQ, Factories & Training Institutes. ii) Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM /HOD and to be processed in respective TPCs.	YES

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
76	Issue of Protective Clothing's and other items of Physical Protection of Employees.	Sr. GM/GM/HOD	Full Power	HOD	Full Power	i) Subject to scale as laid down for TCL Group of Fys. ii) Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs	Yes
77	Compensation under the Workmen's Compensation Act.	Sr. GM /GM/HOD	Full power upto the ceiling prescribed in WC Act for all employees defined as "Worker" of the Factory.	HOD	Full Power		Yes

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
78	Grant of Ex-gratia financial assistance to Factories Employees/ their families in accidents in Factory while on duty						
	i) In case of death-grant to family	Sr. GM /GM/ HOD	25 Lakh in each case	HOD Dir/HR	25 Lakh in each case Full Power	Will exercise his discretion on the merit of each case.	No
	ii) In case of Serious injuries grant to the employees	Sr. GM /GM /HOD	1 Lakh in each case	HOD Dir/HR	1 Lakh in each case Full Power		

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
79	Authorization of Provisional Payment	Sr. GM /GM HOD	Full power wherever payments are prima facie clearly due	HOD	Full Power		Yes
80	Admitting time-barred claims	Sr. GM /GM HOD	Full power up to 3 years	HOD	Full Power up to 03 years		Financial concurrence is required where Audit Authorities are not in a position to investigate the claims due to limited period of preservation of record.
81	Waiving of time barred claims including those which cannot be investigated by audit authorities due to non-availability of records	--	--	GM/HR GM/P&M CMD	5 Years 5 Years 6 Years		

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authorit	Extent		
82	Waiving of Security clearance for Govt. Servants who officiate in leave vacancy.	---	---	Dir/HR	Full power		Not necessary
83	Powers of re-appropriation.	---	---	CMD	Full powers if Re- Appropriation does not exceed 10% of the original budget provision.	Subject to general instructions permissible re-appropriation between the Sub- Heads with in Minor Heads controlled by TCL under the same demand for Grant of general instructions permissible re-appropriation between the Sub- Heads with in Minor Heads controlled by TCL under the same demand for Grant	Yes

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
84	Re-appropriation of Govt. Accommodation for School, W.W.A., Bank and other Welfare activities.	---	---	CMD	Full power	Subject to any general orders issued by the Ministry of Defence/ Army HQrs.	Yes
85	Leasing out of Land in Ordnance Factory to Kendriya Vidyalaya Sangathan.	---	---	CMD	Full power	Subject to the conditions that it will be regulated in accordance with the General Orders issued by MOD, QMG in regard to Lease of Land	Yes
86	Hiring of office accommodation for Amenity purpose (Mess, Guest House, Holiday Homes etc.)	---	---	CMD Director/ HR	Full power 5 Lakh per month	Provision of procurement manual and DFP to be followed.	Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
87	Cash purchase including services to be booked under I&M head (for purpose other than Production and maintenance) in each case.	WM	2000/-	HOD	25,000/-		No
		DGM	5000/-				
		JGM	10,000/-				
		AGM	15,000/-				
		Sr.GM/GM/ HOD	25,000/-				

Sl. no	Nature of Power /Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
88	Uniform for Employees	Sr. GM /GM/HOD	Full power	HOD	Full power	1. Where authorised scales have been laid down. 2. Any unauthorized item or an item for which there is no prescribed scale shall be referred to the Director/HR for approval. 3. Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs.	No

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
89	Procurement of Utensils/ Furniture/ Equipment of Canteens	Sr. GM /GM/HOD	Full power	HOD	Full power	Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs.	Yes
90	Purchase of Books: Technical, Professional, Scientific & other categories of Books, Periodicals, Journals& e-books.	Sr. GM /GM /HOD	Full power	HOD	Full Power	Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD	Not necessary up to 40,000

Sl. No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
91	<p>i) Whole job contract for upkeep/ Maintenance of Office and Govt. property including conservancy but excluding Civil Works.</p> <p>ii) Cutting of Grass Wild Growth in Factories/ Estate, TCL Corporate HQ, Inside Institute & Hostel premises of TCLTA through whole job contract</p>	Sr. GM/GM /HOD	Full Power	HOD	Full power	<p>i) Subject to competitive tendering & provision of contract labour Act</p> <p>ii) Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs</p>	Yes

92	Transport and M&E under contingent and Misc Heads (Other than incidental to Production)	Sr. GM/GM/HOD	Full Power	HOD	Full Power	<p>i) Subject to competitive tendering.</p> <p>ii) Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs.</p>	Yes
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93	Whole job contracts for kitchen & Catering services.	Sr.GM/GM/HOD	Full Power	HOD	Full Power	<p>i) Subject to competitive tendering & provision of contract labour Act</p> <p>ii) Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs</p>	Yes
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Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
94	All financial audits/Statutory audits/ /Asset Management Services/Energy audit services/Hiring of consultant for energy conservancy/ All kinds of ISO/IMS services/audits	Sr. GM /GM/ HOD	Full power	HOD	Full power	Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/HOD and to be processed in respective TPCs	Yes
95	Purchase of Postage Stamps for Franking Machine.	Sr. GM /GM /HOD	Full power	HOD	Full power		Yes
96	Institution of Legal Proceedings and Defending Legal Cases in Courts and Arbitration Engagement of Legal Practitioners	Sr.GM/GM /HOD	Full power	HOD	Full power	Subject to Guide Lines of Min. of Law being followed	Not required up to 20,000
		AGM	40,000 per case				
		JT.GM/ DGM	20,000 per case				
		WM	5,000 per case				

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation With Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
97	Contracting for testing of items/sub-assemblies at Govt./NABL Accredited labs	AGM/Jt GM-QC	Full Power	HOD	Full Power		Yes
98	All expenses related to Recruitment Process including engagement of Recruitment Service Provider(RSP)	Sr. GM/GM/ HOD	Full power	HOD	Full power	Provision of procurement manual and DFP to be followed after approval of AON from Sr. GM/GM/ HOD and to be processed in	Yes
99	Manufacture of components and semi for stock towards anticipated services	Sr. GM/GM	Rs 50,000	Director/ Operations	Full power	Not applicable to obsolescent and perishable items	Yes

HRD AND TRAINING

Troop Comforts Limited

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
100	(a) Nomination of all categories of officers /Employees in any training program					i) All categories of Officers & Employees	
	(i) Govt./Semi Govt./ Private/ External Institutes within India without course fee	Sr. GM/GM/ HOD	Full Power	Dir./HR	Full Power	ii)*Prior approval of Sr.GM/GM/HOD to be obtained with full justification and the training program should be relevant wrt to the working area of the individual and ensuring value addition to the organization.	Not necessary for courses without fee
	(ii) Govt./Semi Govt./ Private/ External Institutes within India with course fee	Sr. GM/GM/ HOD	Rs. 80,000/-				Yes But Not necessary upto Rs. 40,000/-
	(b) Nomination of officials for Online Training	Sr. GM/GM/ HOD	Full Power*			iii) Reimbursement of the course fee of Online training program, shall be made after submission of the certificate by the individual.	

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
	(c) Conduction of training (Regular/Distance mode with/without campus exposure) for skill and specialized knowledge up-gradation						
	(i) Design/conduction of product/process specific training for skill up-gradation relevant to the factory in factory promises/ respective institute with reputed Govt/ national institute under intimation to TCL corporate head quarter.	Sr.GM/GM	Rs 50,00,000/-	Dir./HR	Full Power	i) All categories of Officers & Employees	Yes Not necessary Up to Rs. 40,000/-
	(ii)Conduction of training at TCLTA with faculty assistance/ collaboration with external institutes.	HOD	Rs 2,00,000/-	Dir./HR	Full Power		

Sl. no	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
	(iii) Nomination of Officers/employee from the Organization to long term training in reputed national Institute like, IIT/NIT NDC, IIPA, DIAT, DSSC, IIM, MDI etc. as per the policy guidelines of TCL.	--	--	CMD	Full Power	Gr A/B as per eligibility applicable wrt to the proposed program	Yes Not necessary up to 40,000
	(iv) Any long term pre-approved training programme for probationary Gr. A/B officers in reputed Govt. Institutes.	--	--	Dir./HR	Full Power	All categories of Officers & Employees	--
	(v) Any long-term/short-term training in Foreign Country	--	--	CMD	Full Power		Yes

NOTE for Sl. No. 98:

- Sr.GM/GM/HOD may nominate Officers/Employees to external Institutes only when the same are not available at TCL Training Academy.
- 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 restricted within its allocated budget.

Troop Comforts Limited

MEDICAL

Sl. no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance Authority
		Factory/Unit		TCL			
		Authority	Extent	Authorit	Extent		
101	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 /HOD	Full power as per Central Services Medical Attendance Rules (CSMA)	HOD	Full power		No
102	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 /HOD	Full power as per CSMA rules except movement of patient by AC Ist Class and by Air	HOD	Full power		No

Sl. no	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		TCL			
		Authority	Extent	Authority	Extent		
103	Consultation with Specialists of all disciplines of Allopathic Systems in Factory Hospitals for outdoor/indoor treatment of the entitled patients where the Specialist center is not available or the center is not having the required Specialists in position.	Sr. GM/GM /HOD	i) Rs.135 to 270 (Outdoor Consultation fee) Rs. 200 (as conveyance charges) ii) Actual rates of the prevailing CGHS at the city/nearest city (as investigation charges for each consultation)	HOD	i) Rs.135 to 270 (Outdoor Consultation fee) Rs. 200 (as conveyance charges) ii) Actual rates of the prevailing CGHS at the city/nearest city (as investigation charges for each consultation)	HOD	No

TPC/TEC STRUCTURE FOR TCL CORPORATE HQ

IMPORTANT NOTE:

- (a) HOD shall constitute all TPC/TECs based on the availability of level of officers in that area. This should be notified through a covering office order.
- (b) **In case of officers of defined level is not available; the competent authority may notify another officer of lower level/upper level as member/member secretary of TEC/TPC by recording reasons thereof and to be notified through a Office order. However, in case higher-level officer available in the same hierarchy, lower level officer not to be nominated as a member in that TPC.**
- (c) Financial Powers are irrespective of RE and FE.
- (d) 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.
- (e) **The function and responsibility of Member Secretary will be as under:**
 - 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;
 - To present/highlight the salient features needing special attention / consideration;
 - To record the minutes of TPC meeting for implementation,
 - Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.
- (f) All cases required to be approved by TPC, should be sent to Finance division so as to reach the Finance representative three days in advance so that, he/she can study the same before attending the meeting.
- (g) All other extant orders should be followed.

CONSTITUTION OF TCL HQ LEVEL TPC & TEC FOR PROCUREMENT OF STORS/SERVICES

(A) TPC/TEC level-1 for TCL HQ

CMD	- Chairman
Director/Operations	- Member User
Director/HR (For HR related cases only)	- Member User
Director/Finance	- Member Finance
GM/Jt.GM/DGM/Operations	- Member Secretary

(B) TPC/TEC level-II for TCL HQ

Director/Operations	- Chairman
Director/HR (For HR related cases only)	- Member
Director/Finance	- Member Finance
GM/Jt.GM/Operations	- Member User
DGM/WM/Operations	- Member Secretary

(C) TPC Structure for TCL HQ/HR Cases

Director/HR	- Chairman
Director/Finance	- Member Finance
GM/Jt.GM/HR	- Member User
DGM/Staff Officer/WM	- Member Secretary

(D) TPC structure for TCL Training Academy/ TCLHQ

HOD /TCLHQ/Training Academy

Jt.GM/DGM/WM User

Jt.GM/DGM/WM/ Finance

WM/AWM/JWM /MM

- Chairman
- Member user
- Member Finance
- Member Secretary

Troop Comforts Limited

**CONSTITUTION OF TCL HQ LEVEL TPC & TEC FOR PROCUREMENT OF
PLANT AND MACHINERY**

(A) TPC & TEC LEVEL-I

CMD

Director/Operation

Director /Finance

GM/Jt.GM/DGM/Operations

- Chairman
- Member User
- Finance Member
- Member Secretary

(B) TPC/ TEC LEVEL-II

Director Operation

Director Finance

GM/Jt.GM/Operations

DGM/WM/Operations

- Chairman
- Member Finance
- Member User
- Member Secretary

**TPC/TEC STRUCTURE
FOR
TCL GROUP OF FACTORIES
FOR
PROCUREMENT OF STORES**

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) in TCL Group of Factories for Procurement of Stores/Services

IMPORTANT NOTE:

- (a) Sr.GM/GM/HOD shall constitute all TPC/TECs based on the availability of level of officers in that area. This should be notified through a covering Fy/office order.
- (b) In case of officers of defined level is not available, the Sr.GM/GM/HOD may notify another officer of lower level/higher level as member/member secretary of TEC/TPC by recording reasons thereof and to be notified through a Fy/Office order. However, in case higher-level officer is available in the same hierarchy, lower level officer will not be nominated as a member in that TPC.
- (c) Financial Powers are irrespective of RE and FE.
- (d) 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.
- (e) **The function and responsibility of Member Secretary will be as under:**
 - 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;
 - To present/highlight the salient features needing special attention / consideration;
 - To record the minutes of TPC meeting for implementation,
 - Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.
- (f) All cases required to be approved by TPC, should be sent to Finance division so as to reach the Finance representative three days in advance so that, he/she can study the same before attending the meeting.

- (g) 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 up to Rs 10,00,000/- would not be required to be processed by TPC. These cases would be processed by the MM Division and the same would be submitted for pre-audit to local Finance division before release of Purchase Order.
- (h) All other extant orders will be followed.

Troop Comforts Limited

CONSTITUTION OF TPC AND TEC IN TCL GROUP OF FACTORIES FOR PROCUREMENT OF STORS/SERVICES

(A) TPC & TEC LEVEL-I

Sr. General Manager /General Manager
Addl.GM/Jt.GM-MM
Addl.GM/Jt.GM-User Section
Addl.GM/Jt.GM-QC
AGM/Jt.GM/DGM-Finance
Jt. GM/DGM-MM

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

(B) TPC & TEC LEVEL-II

Addl.GM/Jt. GM-MM
Addl.GM/Jt.GM/DGM-User Section
Addl.GM/Jt.GM/DGM-QC
AGM/Jt.GM/DGM-Finance
Jt. GM /DGM/WM-MM

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

(C) TPC & TEC LEVEL-III

Jt.GM/DGM-MM
Jt.GM/DGM/WM-User Section
Jt.GM/DGM/WM-QC
Jt.GM/DGM/WM-Finance
WM/AWM-MM

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

(D) TPC & TEC LEVEL-IV

DGM/WM/AWM-MM \$

DGM/WM/AWM-User Section

DGM/WM/AWM-QC

WM/AWM/JWM-Finance

AWM/JWM-MM

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

\$ If there is no DGM/WM/AWM-MM in a factory, Jt.DGM-MM will chair TPC Level-IV.

Troop Comforts Limited

**TPC/TEC STRUCTURE
FOR
TCL GROUP OF FACTORIES
FOR
PROCUREMENT OF
PLANT & MACHINERY**

Constitution of Tender Purchase Committee (TPC) and Technical Evaluation Committee (TEC) in TCL Group of Factories for Procurement of Plant & Machinery

IMPORTANT NOTE:

- (a) **Sr.GM/GM/HOD shall constitute all TPC/TECs based on the availability of level of officers in that area. This should be notified through a covering Fy/office order.**
- (b) **In case of officers of defined level is not available, the Sr.GM/GM/HOD may notify another officer of higher level or lower level as member/member secretary of TEC/TPC by recording reasons thereof and to be notified through a Fy/Office order. However, in case higher-level officer is available in the same hierarchy, lower level officer will not be nominated as a member in that TPC.**
- (c) **Financial Powers are irrespective of RE and FE.**
- (d) **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.**
- (e) **The function and responsibility of Member Secretary will be as under:**
 - 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;
 - To present/highlight the salient features needing special attention / consideration;
 - To record the minutes of TPC meeting for implementation,
 - Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.
- (f) **All cases required to be approved by TPC, should be sent to Finance division so as to reach the Finance representative three days in advance so that, he/she can study the same before attending the meeting.**

- (g) PFCs for a particular year should be completed by 31st December of the preceding year to ensure proper investment projection. PFC will be chaired and approved by the Director/Operation. Investment summary/technology up-gradation/key modernization areas will be brought before the Board in a consolidated manner for Fys by Officer looking after Engg. Section for information.
- (h) Technical CST shall be authenticated by Jt. General Manager/ Dy. General Manager/ Works Manager of the Engg. Office and the User section.
- (i) Financial CST/ Ranking statement shall be authenticated by Jt. General Manager/Dy. General Manager/ Works Manager of Engg. Office and Finance Officer
- (j) All other extant orders will be followed.

Troop Comforts Limited

**CONSTITUTION OF TPC AND TEC IN TCL GROUP OF FACTORIES FOR PROCUREMENT OF
PLANT & MACHINERY**

(A) TEC/TPC LEVEL-I

Sr. General Manager /General Manager
Addl.GM/Jt.GM-Engg Office
Addl.GM/Jt.GM-User Section
AGM/Jt.GM/DGM-Finance
Jt. GM/DGM-Engg. Office

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

(B) TEC/TPC LEVEL-II

Addl. General Manager/JGM (Engg. Office)
Addl. General Manager/Jt.GM-User Section
Jt.GM/Dy.GM/WM-Finance
Jt. GM/DGM/WM-Engg. Office

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

**COMPOSITION
OF
CIVIL WORKS COMMITTEE (CWC)
FOR
TCL GROUP OF FACTORIES**

COMPOSITION OF CIVIL WORKS COMMITTEE (CWC) FOR CIVIL WORKS
FOR TCL Corporate HQ

TCL HQ CWC Level -I		
1.	CMD/TCL	Chairman
2.	Director/Finance	Member Finance
3.	Director/Operation	Member
4.	GM/Jt.GM/-Operations	Member Secretary
TCL HQ CWC Level -II		
1.	Director/Operations	Chairman
2.	Director/Finance	Member Finance
3.	GM/Jt. GM-User	Member User
4.	DGM/WM-Operations	Member Secretary
<p>a) CMD shall constitute all CWC based on the availability of level of officers in that area. This should be notified through a covering office order.</p> <p>b) In case of officers of defined level is not available, the CMD may notify another officer of higher level or lower level as member/member secretary of CWC by recording reasons thereof and to be notified through a Office order. However, in case higher-level officer is available in the same hierarchy, lower level officer will not be nominated as a member in that TPC.</p>		

**COMPOSITION OF CIVIL WORKS COMMITTEE (CWC) FOR CIVIL WORKS
FOR FACTORIES OF TCL**

Factory Level CWC-I	
1. Sr. GM/GM 2. AGM/JGM-EO (Civil) 3. AGM/ JGM-User 4. AGM/Jt.GM/DGM-Finance 5. JGM/DGM/WM-EO (Civil)	Chairman Member Member User Member Finance Member Secretary
Factory Level CWC-II	
1. AGM/JTGM-EO (Civil) 2. JGM/DGM/WM-User 6. Jt.GM/DGM/WM-Finance 3. JGM/DGM/WM-EO (Civil)	Chairman Member User Member Finance Member Secretary
<p>(a) Sr.GM/GM/HOD shall constitute all CWC based on the availability of level of officers in that area. This should be notified through a covering Fy order.</p> <p>(b) In case of officers of defined level is not available, the Sr.GM/GM/HOD may notify another officer of higher level or lower level as member/member secretary of CWC by recording reasons thereof and to be notified through a Fy order. However, in case higher-level officer is available in the same hierarchy, lower level officer will not be nominated as a member in that TPC.</p>	

**TDC
STRUCTURE
FOR
TCL GROUP OF FACTORIES**

A) Tender Disposal Committee (TDC) - Level-I

Sr. General Manager/General Manager
Addl. GM/JGM-Looking after disposal
Addl. G.M /JGM-QC
AGM/Jt.GM/DGM-Finance
Jt GM/DGM/WM-Stores

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

B) Tender Disposal Committee (TDC) - Level-II

Addl. GM- Looking after disposal
Jt GM/DGM-Stores
Jt GM/DGM/WM-QC
Jt GM/DGM-Finance
WM/AWM/JWM-Stores

- Chairman
- Member/User
- Member/QC
- Member Finance
- Member Secretary

C) Tender Disposal Committee (TDC) - Level-III

Jt.GM/DGM- Looking after disposal
WM/AWM-QC
DGM/WM-Finance
WM/AWM/JWM-Stores

- Chairman
- Member
- Member Finance
- Member Secretary

Note:

- i) Sr.GM/GM/HOD shall constitute all CWC based on the availability of level of officers in that area. This should be notified through a covering Fy order.
- ii) In case of officers of defined level is not available, the Sr.GM/GM/HOD may notify another officer of higher/ lower level as member/member secretary of TEC/TPC by recording reasons thereof and to be notified through a Fy order. However, in case higher-level officer is available in the same hierarchy, lower level officer will not be nominated as a member in that TPC.