

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

MD'S Office

M.D'S ORDER NO. 25 / 2020 DATED 09/ 07 / 2020

Date: 14/07/2020

Sub :- Delegation of Powers to Officers— Orders issued.
 Ref :- MD's Order No. 06/2020 dated 02/03/2020.

In supersession of all the orders issued so far in the subject matter, the following powers are hereby delegated to various officers with immediate effect:

Sl.No.	Function	Extent of delegation	To whom delegated
1.	Subscription to Newspapers, Periodicals, reference books, IS standards, etc. and membership subscription to Management bodies	Rs.5,000/- p.m.	DGM (HR)
		Rs.. 2000/-p.m.	Unit heads at Dy.Manager & above level.
2.	Entertainment to Official guests.	Rs.2,000/- at a time	General Manager
		Rs. 1000/- "	SMs & above level
		Rs.700/- "	Managers
3.	Engagement of Taxi for official purposes.	Rs.2,000/- at a time	General Manager
		Rs.1,000/- "	SMs & above level
		Rs 700/- "	Managers
4.	Advertisement and Publicity.	Rs.5,000/- in each case	HOD Marketing
		Rs.6000/-for news paper advt.	
5.	Purchase/Printing of Publicity Materials.	Rs.10,000/- in each case	HOD Marketing
6.	Printing of stationery and other office materials	Rs.10,000/- in each case	DGM (Tech - Materials)
		Rs.2,500/-	General Manager / Unit Heads at Dy. Manager & above level.
7.	Purchase of stationery.	Rs.5,000/- in each case	DGM (Tech - Materials)
		Rs.2,500/- in each case.	DGMs & above level
		Rs.2,000/- in each case.	Unit Head at DM & above level

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

8.	Purchase of consumables / General Stores / Tools, Spare parts and Sub- assemblies. Purchase of indigenous parts for OE/Spare parts.	Up to 5,000/- in each case	Unit Heads at DM & above level
		Up to Rs 75,000/- in each case	HOD (Materials)
		Up to Rs.2,00,000/- in each case	GM/DGM in charge of Purchase/materials Dept/Units
		Up to Rs.10,00,000/- in each case	Purchase Committee
9.	Expenditure for Product Development — Purchase of Technical Standards.	Rs.5,000/- at a time	General Manager
10.	(i) Approval of Store Issue Notes, Store Return Notes.	Full powers	All Officers in Grade I and above in the respective Department
	(ii) Approval of Internal Stock Transfer Notes/ Material loan Challan	Full powers	1. H.O.D. of Purchase Dept. in all units 2. DM and above level officer (Marketing) for transfer of spare parts to spare parts store.
11.	Insurance	Full powers for transit Insurance on purchase of goods	HOD of Purchase/Materials/ Unit Head at DM & above level.
		Full powers for stock insurance, insurance of building, machinery etc. emergency risk insurance and fidelity guarantee insurance	SM(FIN)/ Unit Head at DM & above level.
		Full power for transit insurance of goods for sale/ demonstration/ exhibition etc. and insurance of vehicles	SM (Marketing) / Unit Head at DM & above level.

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

12.	Demurrage and wharf age	Rs.500/- in each case	HOD Purchase/Materials/ Unit Head at DM & above level.
13.	Repair & Maintenance of :	Full powers	DGM (HR)
	(i) Office furniture & Office equipment	Rs.3,000/- in each case	Unit Head at DM & above level.
	(ii) Plant & Machinery	Rs.10,000/- in each case	DGM (Operations)
		Rs.7,500/- in each case	Unit Head at DM & above level.
	(iii) Materials handling equipment.	Rs.3,000/- in each case	DGM (Operations)
		Rs.1,500/- in each case	Unit Head at DM & above level.
	(iv) Demonstration equipment	Rs.5,000/- in each case	SM(Marketing)
	(v) Repair/Purchase of jugs, fixtures, cutting tools, etc	Up to Rs.5,000/- at a time	GMs / DGMs in respect of Depts. / units Functionally under them
		Rs.3000/- in each case	Manager - Production
	(vi) Maintenance connected to Civil Works	Rs.20,000/-in each case	Civil Engineering Committee
		Up to Rs.5,000/- at a time	DGM (Tech – Mtls) / Unit head at DM & above level
	(vii) Electrical and Electronic Equipment other than Computer Equipment	Full powers	GMs / DGMs in respect of Depts. Functionally under them
		Rs.5,000/- in each case	Unit Head at DM & above level.
	(viii) EPABX and telephones including cabling.	Full powers	DGM (HR)
		Rs.3,000/- in each case	Unit Head at DM & above level.
	(ix) Data processing equipment and communication cabling.	Rs.5,000/- in each case	SM (Systems)

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

14.	(1) Repairs and maintenance of office vehicles.	Rs.20,000/- in each case	DGM (HR)
		Rs.5,000/- in each case	Unit Head at DM & above /HOD (Stores)
	(2) Requisition of petrol, diesel, oil vehicle toll etc.	Full powers	DGM(HR)/ Unit Head at DM & above level /HOD (Stores)
15.	Packing, loading, unloading, clearing, forwarding, and transport of goods	Full powers	GMs / DGMs in respect of Depts. Functionally under them
		Rs.15,000/- in each case	Unit head in the level of Managers & above / SM (Mtls), SMi/c(Mktg)
		Rs.5,000/- in each case	Designated officer of Purchase / Stores Depts. in all units
16.	Staff welfare expenses	Rs.10000/- in each case	DGM (HR)
		Rs.2,500/- in each case	M (HR). Unit heads at DM & above level
17.	Rectification of components, accessories, tools, etc. required for production	Rs.5,000/- in each case	GMs
		Rs.3,000/- in each case	Unit head at DM & above level
18.	Sanctioning of tour advance against TA and countersigning of TA claims	All employees functionally under them	All officers in Grade-I
	Sanction of advance to officers for official purpose	Up to Rs.25,000/- Up to Rs.10,000/-	GMs /DGMs SMs / Managers

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

19.	Sanctioning of advance against pay recoverable from that month's pay	Rs.1,000/- maximum	SM(Fin)/ Unit Head
20.	Sanctioning of casual leave/R.H.	For all employees functionally under them	All officers of Grade-I & II
21.	(a) Sanctioning of Earned leave Not exceeding 30days at a time (Whether alone or in forms Combination with other forms of leave)	All employees functionally under them	Managers & above & Unit Head at DM & above.
	(b) Sanctioning of Earned leave surrender	- do -	- do -
22.	Sanctioning of half pay leave not Exceeding 30 days at a time (Whether alone or combination with Other forms of leave)	All employees functionally under them	Divisional Heads of Sr. Managers & above level & Unit Head at DM & level
23.	(a) Sanctioning of leave without Wages up to 6 days in a wage period.	All employees functionally under them	Manager and above unit heads
	Sanctioning of leave without Wages between 7 and 15 days In a wage period.	- do -	DGMs & above.
	(b) Sanctioning of leave/duty in Connection with Blood Donation/ Peoples campaign. Societies etc. as per rules	All employees	DGM(HR)/Manager (HR) / Units Head at DM & above level
	(c) Regularization of Late/ Attendance etc. of employees		DGM (HR)
	(d) Official duty tour	Employees functionally under them	Divisional/Dept. Heads
24.	(a) Sanctioning of overtime	Employees functionally under them	SMs & above / Manager (HR) / Unit Head at DM & above level
	(b) Sanctioning of compensatory Off	Employees functionally under them	SMs & above / Units Head at DM & above level / Manager (Prdn) / Manager (HR)
25.	(a) Issue of increment certificate in a time scale of pay	(a) All employees except Manager & above officers where there are no adverse remarks barring sanction of increment.	DGM (HR)
		(b) All employees covered by ID Act,1947 where there are no adverse remarks barring sanction of increment.	M (HR)

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

	(b) Sanctioning of Grade change As per approved rules	All employees	DGM (HR)
	(c) Fixation of pay on promotion / Grade change as per approved Rules.	(a) All employees except Manager & above officers	DGM (HR)
		(b) All employees covered by ID Act 1947	M (HR)
	(d) Appointment, Relieving and Termination of	Contract / casual employees / apprentices	DGM (HR)
	(e) Obtaining for police verification report of PSC candidates and online notification of PSC posts	All PSC nominated employees	DGM (HR)
26.	(a) Issue of employees Gate pass Personal purpose	Employees gate pass – granting permission to the workmen working under them to leave the work spot before the scheduled time for personal purpose.	All Officers
	(b) Issue of employees Gate pass – Official purpose	Employees gate pass – granting permission to the workmen working under them to leave the work spot before the scheduled time for official purpose.	Divisional/Department heads/ All Grade-I officers/AM(Mtnce)/ PS to chairman / PS to MD/ Asst.Exe.Engr. for employees functionally under them. Official pass issued by other officers on emergency in the absence of dept.head should be ratified by dept.head subsequently.
27.	Issue of Employees Gate pass, O.T duty note, shift duty note, etc. of the employees working at the KAMCO Canteen and employees on canteen duty.	Full powers	DGM (HR) / M (HR) / AM (Security) / Unit head at DM & above level.
28.	Issue of material gate pass for materials as well as books	For files registers, ledgers, books, etc. For Materials	Divisional heads of Sr.Managers & above / Unit head at DM & above level Divl./Dept./Unit heads no below the rank of DM / AM (stores)

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

29.	Maintenance of campus, garden, purchase of garden Equipment / plants, etc. (except Maintenance connected with civil engg. Works)	Full powers Rs.4,000/- in each case	DGM (HR) Unit head at DM & above / M (HR)
30.	Certification of Electricity Bills	Full powers	GM / DGM (Operations) / Unit head at DM & above level
31.	(a) Disposal of carton waste materials in the campus (except damaged stores/Engg. items)	Full powers	DGM (HR)/Unit Head
	(b) Disposal of scrap materials other than (a) above	Full powers	HOD stores
32	Signing of cheques, bills of exchange and other negotiable instruments.	(a) In respect of instruments the value of which is Rs. Ten Lakhs and below	Any two officers of Finance Division in which one officer must be not below the rank of an Asst. Manager
		(b) In respect of instruments of value of above Rs. Ten Lakhs	SM(Fin) jointly with AM / DM
32. (b)	Signing of cheques, bills of exchange and other negotiable instruments.	(c) In respect of instruments the value of which is Rs. Five Lakhs and below	Unit head and HOD (Fin of Unit), if HOD (Fin)/ Unit head is absent, M (Prdn) / DM (works)/ HOD (HR) can be co - signatory with HOD (F)
		(d) In respect of instruments of value of above Rs. Five Lakhs	SM (Fin) / Unit head and HOD (Fin. Unit)
33.	Signing of receipt books, Signing of 'C' form and Form '18'		Any designated officer of Finance Division.
34.	Deposit of Money in banks		SM (Fin) / Unit Head
35.	Negotiation with banks, issue of instructions to bank etc.		SM (Fin) / Unit Head
36.	Remittance of all recoveries from salary to the authorities to whom such recoveries have to be made		SM (Fin) / Unit Head/ AM (Accts)
37.	Remittance of rates, taxes, etc. Due to Govt. and local authorities, payment of telephone, electricity bills etc. and other routine charges.		SM (Fin) / Unit Head

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

38.	Passing of bills and other claims covered by sanction (in accordance with accounting instructions)	Full powers	SM (Fin)
		Up to 10 lakhs	Officer of Fin Dept. in the rank of DM & above
		Up to 7 lakhs	Officer of Fin Dept. in the rank of AM & above
		Up to 5 lakhs	Supdt. (Accts)
39.	Refund other than to employees of amounts collected in excess of dues and earnest money / security deposits etc.	Full powers	SM (Fin)
		Rs.5000/- in each case	Unit head / HOD (Fin. Unit)
		In respect of excess collection of sale price Full powers	HOD (Mktg)
40.	Passing of salaries and wages as per appointment order, LPR etc.	Full powers	SM (Fin) / Unit head / HOD (Fin. Unit)
41.	(a) Financial Concurrence	Full powers	Internal Audit Officers of AM & above
	(b) Internal Audit clearance of Payments	Full powers	Internal Audit Officers of AM & above
	(c) Internal Audit clearance for wages / salary payments as per terms of appointment	Full powers	Internal Audit Officers
42.	(a) Audit fee, certification/filing fee/service charge for filing statutory returns	Full powers	SM (Fin)
	(b) Professional charges/ Fee to Legal Standing council /consultants / Advocates etc (Labor/service related matters)	Up to Rs.17,500/-	DGM (HR)
	(c) Professional fees to chartered Accountants (Finance /Tax related matters)	Upto Rs.15,000/-	SM (Fin)
43.	Sanctioning of medicines and materials for First Aid	Up to Rs.15,000/- in each case	DGM (HR)
		Up to Rs.5,000/- in each case	Unit head at DM and above level
44.	Authority for signing excise passes /AR-3A & D3 forms and PLA accounts	Full Powers	Unit Head / HOD (Stores and Purchase) / HOD (Accounts)
45.	Authority for signing annual and monthly statutory return under Sales Tax and other Acts, Statistical returns	Full powers	SM (Fin)

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

46.	Purchase of computer/ printer Consumables or accessories	Rs.5,000/- in each case	DGMs and above / Unit head at Manager & above level.
47.	Repairs & Calibration of instruments & gauges	Rs.5,000/- in each case	GM / DGM in respect of Dept. functionally under them
48.		Rs.3,000/- in each case	HOD (QA) / Unit Head at DM & above level
49.	Emergency cash purchase	Rs.2,500/- in each case	Divisional / Heads/unit heads at DM & above level/ Manager (stores & purchase)
50.	(a) Sanctioning of Medical reimbursement claims (subject to rules relating to such claims)	Non hospitalized - up to Amount fixed under long term settlement from time to time	DGM (HR) / M (HR) / Unit head at DM & above level
		Hospitalized - up to Rs.10,000/- in each case	DGM (HR) / Unit head at DM & above level
		Hospitalized above Rs.10,000/- to Rs.15,000/- in each case	M R Committee
	(b) Payments to employees as per long term settlement terms like house loan interest subsidy	Amount fixed under long term settlement from time to time	DGM (HR)
51.	Sanctioning of warranty claims	Up to Rs.5,000/- in each case	HOD (Mktg)
		Up to Rs.3,000/- in each case	Officers of Mktg at DM & above level
52.	Authority for signing the purchase orders/work orders/ Amendments etc. except for capital goods	Full powers	SM(Materials)
53.	(a) Sanctioning of advance for canteen expense	Up to monthly amount sanctioned from time to time (payment may be released in two/three installments)	SM (Fin)/ Unit Head
	(b) Sanctioning of imprest to officers for official purpose	Rs.20,000/- in each case	DGMs & above
	(c) Sanctioning of early payment request of suppliers duly recommended by materials/purchase dept. deducting interest	Full powers	SM (Fin)

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

54.	(a) Signing of sales invoices for products, accessories & spare	Full powers	Officers authorized by HOD (Marketing) / HOD of stores /units head at DM & above levels
	(b) Singing of invoices for sale of scrap	Full powers	SM (Materials)/ HOD of stores / Unit Head
	(c) Signing of invoices for sale of miscellaneous goods	Full powers	DGM (HR) / Unit head at DM & above level
	(d) Signing of invoices for sale of capital goods.	Full powers	SM(Materials)/ Unit head at DM & above level
55.	Office Expenses (offices outside the state)	Rs.2,500/- p.m	HOD (Mktg)
56.	Sales promotional expenses	Rs.5,000/- in each case	HOD (Mktg)
57.	Authority for signing the tender notice/ work orders and passing bills relating to HR dept. functions	Full powers	DGM (HR)
58.	Sanctioning of nominations for external training programs/seminars.	Rs.10,000/- in each case	DGM (HR)
59.	Authority of filling appeals, remitting statutory fees for appeal affidavits and other appeal papers in respect of sales tax, income tax, service tax, GST, and excise duty matters	Full powers	SM (Fin)
60.	Granting Administrative sanction	(a) For Capital additions / Works having Budget Approval Up to Rs.25,000/-	GMs / DGMs in respect of Dept. functionally under them.
		-DO- Up to Rs.10,000/-	Depts. / Unit heads at the level of Managers & above
		(b) For Repair work Up to Rs.15,000/-	GMs / DGMs in respect of Dept. functionally under them.
61.	Approval to Annual Maintenance Contract & Certification of bills of same	Rs.10,000/- in each case (Selected as per procedure)	GMs / DGMs in respect of Dept. functionally under them.

KERALA AGRO MACHINERY CORPORATION LIMITED, ATHANI

62.	Board Meeting Expense	Up to Rs.20,000 /-	SM (Fin)
63.	Travel & Conveyance and Sitting Fee of Directors	Amount as approved by the Board from time to time	SM (Fin)

NOTE:

1. Powers mentioned in Sl.No.7 and 8 can be exercised complying the procedure with respect to purchase. All expenditure for which specific powers have been delegated above shall be incurred only subjected to the availability of funds in the appropriate heads the budget.
2. All powers over and above this and not specifically mentioned in this order will be vested with the Managing Director.
3. Expenditure on civil works and Capital nature exceeding Rs.25000/- shall be incurred by the competent officers only with the financial concurrence and prior administrative sanction of M.D.

Sd/-
MANAGING DIRECTOR

Issued by Order


Deputy General Manager (H.R)

Copy to:

All Officers / Accounts / I.A – All Units
M.D's Office/ Chairman's Office / M.R