

**Schedule of power of Chairman, Vice Chairman,
Executive Committee and Managing Director**

of

**RAJASTHAN STATE ROAD DEVELOPMENT &
CONSTRUCTION CORPORATION LTD., JAIPUR**

**Registered Office
“Setu Bhawan”, Opp. Jhalana Hills, Jaipur**

Delegation of Powers to Chairman

The Chairman shall preside over the meeting of the Board of Directors of the Corporation from time to time and shall also chair Share Holder's Meeting. Chairman shall also exercise such power as delegated hereinafter.

Delegation of powers made to Vice-Chairman

1. The Vice-Chairman shall preside over the meetings of the Board of Directors of the Corporation and shall also preside over the Shareholder's Meeting in the absence of Chairman of the Corporation.
2. The Vice-Chairman shall also exercise such powers as delegated to Chairman hereinafter in the absence of Chairman.
3. The Vice-Chairman shall preside over the meetings of Executive Committee of Directors, which shall consist of the following :-

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| (1) Vice Chairman | - | Chairperson of the Committee |
| (2) Managing Director of the Corporation | - | Member Secretary |
| (3) Directors from Finance Deptt.
Special Secretary (Finance) | - | Member |
| (4) Director from PWD
Chief Engineer PWD (Building) Rajasthan | - | Member |

(As decided by Board from time to time)

Delegation of Powers made to the EC / VC and MD

Part-A - Establishment

S. No.	Name of Power	To whom delegated	Extent of Power	Remark
A-1.	To make appointment against sanctioned post subject to the provision of recruitment and selection rules of the Corporation and articles of association	MD with the approval of Chairman	Full powers	
A-2.	Sanction advance increments on initial appointment as per practice in the government for non-gazetted employees	MD	Full powers	
A-3.	Confirmation after satisfactory completion of probation period.	MD	Full powers	
A-4.	Creation of temporary posts for a period of six months.	EC	Full powers	
A-5.	To make officiating arrangements up to four months against leave vacancy/vacant posts and to sanction officiating allowances as per rules.	MD with the approval of Chairman	Full powers	
A-6.	To permit handing over or taking over charge away from the head-quarters	MD	Full powers	
A-7.	Power to sanction period spent on awaiting posting orders as on duty	MD	Full powers	
A-8.	To order of transfer (a) Resident Engineers and above posts (b) Up to rank of Assistant Resident Engineers or equivalent (c) Other officers/staff	MD with approval of VC & Chairman MD MD	Full powers Full powers Full powers	
A-9.	Deputation of staff on duty of the Corporation	MD	Full powers	

S. No.	Name of Power	To whom delegated	Extent of Power	Remark
A-10.	To repatriate an employee to parent organization	MD	Full powers	Cases of repatriation of EE and above to be brought to the notice of Chairman
A-11.	To define head quarters and sphere of duty of employees and transfer of any post from one place to another depending upon exigencies of management.	MD	Full powers	Cases involving shifting of HQ of RE and above to be brought to the notice of Chairman
A-12.	Permission for Foreign Services under the employees service regulation (a) For Resident Engineer and above posts (b) For others	MD with prior approval of Chairman MD	Full powers Full powers	
A-13.	To grant travel by air or higher class of railway to a person who is not otherwise entitled to and to permit stay in a hotel beyond entitlement	MD (with the Approval of V.C.)	Full powers	Reasons for such authorization to be recorded
A-14.	Authorization of journey out of the state	MD	Full powers	
A-15.	To sanction retirement on superannuation of all category of employees of the Corporation	MD	Full powers	
A-16.	Power to accept voluntary retirement of an employee and to permit notional benefits as per practice in the government till the corporation frames its own rules and to waive notice period by the employee at the time of seeking voluntary retirement	MD	Full powers	

S. No.	Name of Power	To whom delegated	Extent of Power	Remark
A-17.	To sanction compulsory retirement of employees and to impose major penalties including dismissal and termination after observing due procedure for conducting enquiry (a) All posts carrying a pay scale of Rs. 10000-15200 and above (b) All posts carrying various pay scale below the pay scale of Rs. 10000-15200	MD MD	Full powers Full powers	Appellant authority Board of Directors Appellant authority Board of Directors
A-18.	Suspension, to fix substantive allowance, to institute enquiry and to award punishment warranting imposition of minor penalties, after observing due procedure for conducting enquiry	MD	Full powers	Approval of VC would be necessary for imposing penalties in the case of Executive Engineer and above
A-19.	Suspension or transfer of lien under service regulation	MD with approval of Chairman	Full powers	
A-20.	Power to sanction PL, Half Pay Leave or earned leave or leave encashment as per rules.	MD	Full powers	
A-21.	Power to sanction study leave for pursuing studies abroad or within India and to issue orders treating such period spent on studies/training as on duty	MD	Full powers provided that the study/ training is in respect of professional or technical subjects and is in the interest of the Corporation	

S. No.	Name of Power	To whom delegated	Extent of Power	Remark
A-22.	To sanction extra-ordinary leave on account of illness or for any cause beyond the control of the employee or for pursuing higher scientific and technical studies to be counted for increments.	MD	Full powers	
A-23	Approval to acceptance of fees by the employees of the corporation from external agencies.	MD (with the Approval of V.C.)	Full power as per rules applicable to Govt. employees.	
A-24	Grant of honorarium to employees	MD	Full power as per rules applicable to Rajasthan government employees.	
A-25	To authorize payment to employees of the Corporation for outstanding services rendered for valuable work done in the interest of the Corporation	MD with the approval of the Chairman	Up to Rs. 10,000/- in each individual case in a year	
A-26.	To constitute Departmental Promotion Committees (DPC) for various posts.	MD	Full power	As per provisions of RSRDC Service Rules
A-27.	To accept or send it back for reconsideration the recommendation of Departmental Promotion Committee (DPC) (a) For Gazetted or equivalent posts & above (b) For others	VC MD	Full power. Full power	
A-28	(a) To sanction difference of interest on the amount of loan for purchase of conveyance/house building loan obtained by the employee from approved institution	MD under policy laid down by EC	Full power	

S. No.	Name of Power	To whom delegated	Extent of Power	Remark
	(b) To sanction selection grade after qualifying 9-18-27 for non gazzetted and 10-20-30 years for gazzetted of service as per rules.	MD	Full powers	As per guidelines issued by Govt. of Rajasthan as per Rajasthan Civil Services (Revise pay) - 2008
A-29.	Sanction of temporary imprest to the employees of the Corporation	MD	Full power Up to 15000	
A-30.	To settle and authorize payment in respect of dispute between management and the employees through the awards given by Industrial , Tribunal /Labour Courts etc.	MD	Full power subject to the condition that amount of compensation does not exceed Rs. 1.00 lac for each individual	(i) When amount of compensation exceeds Rs. 1.00 lacs for each individual and it is decided not to file an appeal approval of VC shall be obtained (ii) Cases, which involve reinstatement of employees, the matter shall be brought to notice of VC before taking any action.
A-31.	Abolition of Any post	MD	Full powers	

Part-B - Works

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
B-1	To submit tender for works or to negotiate for them on behalf of the Corporation	MD	Full powers within the guidelines laid by the B.O.D.	
B-2.	To accord technical sanction to Actual plus works of original, revised or supplementary estimates for original works, deposit works, contribution works.	MD	Full powers	Splitting of work shall be approved by MD only.
B-3	To incur expenditure prior to allotment of work by client organization : (a) Up to Rs. 5.00 lacs (b) Up to Rs. 10.00 lacs (c) Up to Rs. 20.00 lacs	MD VC EC		
B-4.	To undertake Corporation's works of a capital nature	EC	Full powers up to Rs. 50.00 lacs subject to budget provision	
B-5	To undertake Corporation's works of a capital nature	MD	Full powers up to Rs. 5.00 lacs subject to budget provision	
B-6	To incur such expenses or take such measures as any be necessary for participating in tender completion such as giving Bank Guarantee, depositing earnest money/ performance guarantee etc.	MD	Full powers	

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
B-7	Acceptance of tender for works and stores or for supply of materials including construction material after inviting of tenders	EC MD	Full powers up to Rs. 1000 lacs Full powers up to Rs. 500 lacs	More in specific case as may be directed by the Board of Directors reasons to be recorded if other than the lowest accepted Reasons to be recorded if other than the lowest is accepted.
B-8	Award of work without call of tenders in case where contract is either withdrawn / rescinded due to non –start or slow progress or otherwise.	EC MD	Full powers up to Rs. 500 lacs Full powers up to Rs. 100 lacs (In case of part withdrawal / rescind due to non start or slow progress)	
B-9	To award the work to another contractor on approved rate at which one contractor is already working with the intention to accelerate the progress of the work or in the event the progress of contractor already working is not satisfactory.	EC MD	Full powers up to Rs. 200 lacs Full powers up to Rs. 100 lacs	
B-10	To accept bids for collection of toll tax for bridge/road/ by pass/ tunnel and other works	EC MD	Full powers Full powers up to bid amount of Rs. 500 lacs per annum in each case	On the recommendation of a Committee headed by GM/CPM with CAO and SE as its members

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
B-12	To grant for recorded reasons extension of time limit for execution of works or supply of material/ stores or other performances.	MD	Full powers	In case, any time extension involves payment of price escalation, then approval of Board shall be required.
B-13	Execution of extra item (BSR or non BSR items) not existing in agreement for tendered works on predetermined rates approved by the client department provided that total amount of work is within administrative & financial sanction and also does not exceed monetary limit to sanctioned tender	EC MD	Full powers Full powers subject to condition that additional quantity items / extra items do not exceed the powers to sanction the works.	Execution of extra items should yield profit to the corporation otherwise quantity be restricted to minimum keeping in view terms and conditions of agreement.
B-14	Execution of extra items (BSR or non BSR items) for work being undertaken on cost + centage basis subject to approval of client department provided total cost of work does not exceed monetary limit to sanctioned tender.	EC MD	Full powers (exceeding A/F sanction) Full powers (upto A/F sanction) & additional quantity items / extra items do not exceed the powers to sanction the works.	That over all works is with in A/F sanctioned by the client Department

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
B-15	To sanction execution of excess quantities of items beyond those provided in BOQ in case of tender works subject to approval of client department.	EC MD	Full powers Full powers for those items, which yield profit and items not yielding profit, the extent as per condition of agreement and additional quantity items/ extra items do not exceed the powers to sanction the works.	Deviation items should be approved by the client department.
B-16	To sanction execution of excess quantities of items beyond those provided in BOQ for works being undertaken on actual + centage basis subject to approval of client department	EC MD	Full powers Full powers subject to condition that addl qty items do not exceed the powers to sanction the works	If the expenditure is excess from the A&F sanction, then revised estimate may be submitted and got approved from the client and if expenditure is less than the A&F sanction then consent of client must be taken for deviation items.

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
B-20	To appoint consultants on turnkey basis or otherwise for BOT/ MOT or any other type of project(s) without calling tenders	EC MD	Full powers for a fee upto Rs. 10.00 lacs per project Full powers for a fee upto Rs. 5.00 lacs per project	
B-21	To appoint consultants on turnkey basis or otherwise for BOT /MOT or any other type of project(s) after calling tenders	MD	Full powers	To be brought to the notice of the EC
B-22	To appoint proof consultant to examine BOT/ MOT or any other type of project(s) with or without calling tenders	EC MD	Full powers for a fee upto Rs. 5.00 lacs each case Full powers for a fee upto Rs. 1.00 lacs each case	
B-23	To sanction write off of loss suffered in a tendered work	EC MD	Full powers provided the loss is within 10% of contracted amount Full powers provided the loss is within 1% of contracted amount and total loss in each case does not exceed Rs. 10.00 lacs	

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
B-24	To write off loses and bad debt	EC	Full powers upto Rs. 50.00 lacs in year.	
B-25	To settle all dispute with the contractor/ supplier or any other party with the principle of justice, equality and fair trade practices with a view to avoid unnecessary litigation and establish credibility of the Corporation.	EC	Full powers	
B-26	To sanction refund of security deposits and performance guarantee of contractors on satisfactory completion of original and repair works and after the defect liability period, if any specified in the contract and payment of final claims	RE	Full powers	For single work order amounting to equal or more than Rs. 50 lacs, permission of GM/CPM must be taken
B-27	To evaluate and approve Technical bid in two envelop tenders system.	MD on the recommendation of Committee consisting of GM / CPM , CAO /Sr. AO and Manager concerned	Full powers	
B-28	To sanction work/ purchasing on the basis on market rate by collecting hand quotations subject to provisions in the estimate.	MD GM/CPM SE RE	Full powers upto 1.0 Lacs Upto 0.50 Lacs Upto 0.25 lacs Up to 0.15 lacs	

Part-C - Pertaining to Materials Plants & Machinery

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
C-1	<p>(a) Purchases of materials, plant & machinery spare tools and other stores after call of competitive tenders</p> <p>(b) Purchases of materials and machinery tools and other stores in emergent cases without call of tenders</p> <p>Note : (a) & (b) above to be exercised subject to budget provision or necessity of plant & machinery for a particular project</p>	<p>EC</p> <p>MD</p> <p>EC</p> <p>MD</p>	<p>Full powers</p> <p>Full powers upto Rs. 5.00 Crore</p> <p>Full powers upto Rs. 2.00 Crore.</p> <p>Full powers upto Rs. 50.00 lacs</p>	Reasons to be recorded
C-2.	Purchase without call of tenders at controlled or DGS & D rates	MD	Full powers	
C-3.	<p>To waive liquidated damages in case of late deliveries</p> <p>(a) where no loss is involved</p> <p>(b) Where an actual loss is involved</p>	<p>MD</p> <p>MD</p>	<p>Full powers</p> <p>Full powers upto a computed loss of Rs. 20,000 in each case</p>	
C-4	To declare stores plants and machinery/vehicles as surplus/obsolete or unserviceable and to fix their reserve prices to dispose off as per prescribed method and writing down the value of surplus/obsolete stores on the books	MD	Full power.	
C-5.	To sanction claim for demurrage	MD	<p>Full powers.</p> <p>Cases above Rs. 10,000/- each be reported to the Executive Committee</p>	

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
C-6.	To sanction expenditure for transportation of materials by other than the cheapest mode in emergencies	MD	Full powers	
C-7.	Major repairs of plant & machinery and building after inviting tenders	MD	Full powers	

Part-D - Contingency and Miscellaneous

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
D-1.	Expenditure on ceremonial festive occasions	MD	Full powers subject to budget provision	
D-2.	Advertisement, Telephone, Traveling and conveyance, staff walfare, legal expanses and other miscellaneous expenditures of recurring nature or otherwise but required in the general running of H.O. and Unit office	MD	Full powers subject to budget provision	
D-3.	To incur expenditure on advertisement for publicity, notice inviting tenders or for any other purpose	MD	Full powers subject to budget provision	
D-4.	Hiring of accommodation and for facilitating units by other amenities	MD	Full powers as per requirement of a project/ unit subject to budget provision.	
D-5.	Contingent expenditure	MD	Full powers subject to budget provision or as per provision in a project	
D-6.	Power to institute conduct and defend any legal proceedings by or against the corporation or its officers in connection with the affairs of the Corporation in consultation with the legal advisor and to sanction payment of fee to legal consultant	MD	Full powers	
D-7.	To make and give receipts, releases and other discharges for moneys payable to the corporation for the claim and demands of the corporation	MD	Full powers	

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
D-8.	Powers to grant conveyance allowance to employees of the corporation	MD	Full powers subject to general guidelines approved by the B.O.D.	
D-9.	Demolition of temporary structures	MD	Full powers	
D-10	To provide for welfare of the employees or ex-employees of the Corporation and the spouses, widows and the dependents	MD	subject to budget provisions and guidelines approved by the B.O.D.	
D-11	To allow payment of wages to workers on specified days declared as paid holidays by the Govt. of India / Govt. of Rajasthan	MD	Full powers	
D-12	Powers to reimburse at his discretion the expenses incurred by the officers on hiring of appropriate transport at out station in cases where the corporation's transport is not available and the nature of duties performed by the officers necessitated such traveling	MD	Full powers	
D-13	Classification and allotment of residential building and fixation of rent thereof	MD	Full powers	
D-14	To execute contract deeds, instruments of assurances of property and in particular (i) All services agreements (ii) Security deeds for the due performance of their duties by corporation's servants (iii) Leases of houses, land or other immovable property	MD	Full powers	

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
D-15	To sanction write off of loss not related to tendered works. (a) Not due to theft, fraud or negligence. (b) Due to theft or negligence subject to an enquiry or of amounts due to the corporation such as rent, hospital dues becoming irrevocable subject to an enquiry	MD MD	Upto Rs. 5.00 lac per annum. Upto Rs. 1.00 Lacs each cases limited to Rs. 5.00 lacs per annum	
D-16	To incur expenditure for immediate safety of employees, plant, machinery etc. within work premises and township.	MD	Full powers	
D-17	To allot rent-free accommodation to security staff	MD	Full powers	
D-18	To sponsor officers/staff to attend seminar, conference & training courses etc. and to pay prescribed fee	EC MD	Full powers Full powers for sponsoring within India	
D-19.	To incur expenditure in connection with the journeys performed by the clients representative(s) for purpose of inspection of materials, which are in the overall interest of the Corporation	MD	Full powers	
D-20.	To write off the difference between the book value and the sale proceeds of capital assets from the books of accounts	MD	Full powers	Such proposals to be routed through FA/CAO/Sr.A.O

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
D-21.	Entertainment expenses incurred within office premises. Entertainment expenses incurred out of office premises.	VC MD VC MD	Full powers Full Powers up to Rs. 3.00 Lac in year Full powers Full powers up to Rs. 5.00 lacs per year.	
D-22.	To write-off after investigation loss of cash	VC MD	Full powers Full powers Up to Rs. 1000/-	
D-23.	Opening accounts of the Corporation with the branches within India of any scheduled Bank and to authorize officers to operate these accounts.	MD	Full powers	
D-24.	Drawing of cheques.	MD	Full powers up to Rs. 10,000/- More than Rs. 10,000/- signature of MD/GM and CAO/Sr. A.O. would be necessary as per directions in remark column	Cheques for disbursement to units, pertaining to purchases by BPC related to steel, cement supplies, petty payments etc approval of MD would be sought on file. (Second signature of all above cheques would be by CAO/Sr. A.O.)
D-25.	To authorize on case-to-case basis any officer of the Corporation to sign papers which would have required to be signed by MD	MD	Full powers	

S.No.	Name of Power	To whom delegated	Extent of Power	Remark
D-26.	Empanelment of advocates and to fix their fee	MD	Full powers	
D-27.	Appointment of officer in charge and Additional Officer in charge to represent RSRDC in the court of law and arbitration and other legal/quasi legal proceedings. In all cases Resident Engineer concerned shall be O.I.C. and representative of Accounts wing posted in the unit shall be Additional by O.I.C.	MD	Full Powers to issue order to change the OIC and Additional OIC	MD shall be exercise these power on case to case basis
D-28.	Making investments in fixed deposit in Nationalized Banks including State Bank of India or a bank sponsored by major FI's or a bank whose net worth is more than Rs. 100.00 crores in the best interest of the Corporation	MD	Full powers signature of MD/GM & CAO/Sr.A. O. would be necessary	

Notes :

1. Irrespective of powers Stated herein above the above delegation is subject to :
 - (a) Provision of companies' act, 1965 and the Memorandum & Articles of Association of the Company.
 - (b) Such general policy or guidelines or rules laid by the Board of Directors from time to time.
 - (c) Observing of the canons of financial propriety.
 - (d) Allocation made by the B.O.D. for specific purpose in the Budget estimates or otherwise
 - (e) The total amount of work after incorporating sanctioned extra/ excess items should not exceed the administrative / monetary limit to sanction the tender specified in the rules.
 - (f) The power to approve/sanction extra/excess items & time extension etc. shall only be exercised by the respective officer under whom competency power to sanction tender / work lies as per SoP clause 7.
 - (g) **All Govt. orders applicable to its Corporation, shall be binding on RSRDC**
2. If the accounts person disagree with the recommendations/opinion of GM/CPM than concerned matter shall be resubmitted to GM/CPM for their reconsideration and the opinion of the M.D. on the issue shall be conclusive.
3. Besides the powers specifically mentioned in the scheduled of powers of Managing Directors he will exercise such powers as are vested in the Managing Director under the relevant rules, regulations and orders or procedures formulated or adopted by the company from time to time provided that the exercise of such powers under such rules, regulations, orders or procedures etc. will be subject to check/conditions laid down in any of the above schedule of powers of Managing Director.
4. Managing Director may delegate some of his powers to any of the subordinate officers as per his discretion, which he may consider would smoothen the functioning of the Corporation.
5. Any power delegated by Managing Director to any of the subordinate officer shall be exercised keeping in view the following;
Expenditure shall be incurred only if :
 - (a) The work is sanctioned technically.
 - (b) The extra item is approved.
 - (c) The budget provision does exist.
 - (d) The reimbursement by the client is not delayed.
 - (e) The deposit from client is sufficient and adequate.
 - (f) The proposal, drawings are approved by the client.
6. The delegate shall not have power to further delegate.
7. Nothing contained in the delegations shall empower any subordinate authority to sanction, without previous consent of Managing Director, any expenditure which involves the introduction of a new principal and likely to increase expenditure in future.
8. The matters which are to be decided by E.C. meeting but can't be kept pending till the next meeting than Vice-Chairman of the Corporation shall have the power to decide the matter, which in turn shall be placed in the ensuing E.C. meeting for ratification
9. Vice-Chairman shall have overriding powers upon the powers of M.D.