



# Munitions India Limited

## Delegation of Financial Powers- 2024

w.e.f. 5th March 2025

## FOREWORD

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

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

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

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

These financial powers have been resolved and approved by the Board of Munitions India Limited in its 06/2024-25 Board Meeting held on 5th March 2025 at Pune, and will be effective from 5th March 2025.

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



**(Prakash Agarwala)**

Chairman & Managing Director

Date: 5th March 2025

## ABBREVIATION

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

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# **PROCUREMENT OF STORES/ GOODS/ SERVICES**

Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
1	Procurement of all Stores/ Goods and Services (*) which are incidental or consequential to the supply of such Goods such as, Transportation, Insurance, Training and Maintenance	Procurement will be subject to:  (i) Conformance to MIL Procurement Manual as revised from time to time. (ii) Availability of budgetary provisions (iii) Financial power is irrespective of currency of payment (iv) In all cases which require approval of Government of India, the proposal to the government shall be forwarded through the respective Director, MIL Hq. (v) For items which hitherto were supplied by Ordnance Factories, procurement from trade will require AON from Director/Operations, MIL Hq. (vi) <b>STORE/GOODS:</b> a. Inputs and aids for production such as all articles, material, commodity, livestock, furniture, fixtures, raw materials, spares, instruments, equipment, medicines, components, assemblies, sub-assemblies, tools, gauges, jigs, accessories, process materials, production consumables, indirect consumables, IT products/items, software, technology transfer, licences, patents or other intellectual properties purchased or otherwise acquired for the use of Govt. etc. but excludes books, publications, periodicals, etc. for a library. b. Maintenance aids, including spares, tools & tackles, etc. c. (*) Services (production related) which are incidental or consequential to the supply of such goods, i.e. conversion, job-work, packing, unpacking, preservation, transportation, insurance, delivery, maintenance support, technical assessment, consultation, system study, software development, maintenance conservancy, etc.  <b>Note: Hiring of labours under category of services mentioned in definition of goods under this head are only applicable for labours engaged in production.</b>					

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
1b	Procurement of Stores/ Goods from Indigenous and Foreign Sources	CO	₹ 1 Cr.	ED/GM/Jt GM Looking after Procurement	₹ 1 Cr.	Fin power irrespective of currency of payment	Yes
	(i) on Proprietary Articles Certificate (PAC),						
	(ii) From Single Known Source (SKS),						
	(iii) Against single tender from source nominated by Indentor /Design Agency /Collaborator	CGM	Full Powers	Dir/ Op	Rs 50 Cr.	For any procurement processed through (i), (ii) and (iii) by a unit exceeding total value of Rs 20 Cr., AoN to be obtained from respective Director, MIL before issue of TE.	
	(iv)Where resultant single acceptable offer is received against LTE/OTE and identified vendors have confirmed receipt of TE.	CGM (Non-production units)	₹ 1 Cr.	CMD	Full Powers		
1c	Procurement of Stores/Goods against ab-initio single tender in case of urgent requirement	CGM	Rs 10 Lakhs	Respective Director	₹ 5 Cr.	Only in case of urgent requirement including to fight against Covid-19 and urgency to be recorded in VSL TPC minutes in defined manner.	Yes
				CMD	Full Powers		



SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
1d	Placement of Development Order for new item of input required for IR&D Project	CGM	₹ 25 Lakh	ED/GM/Jt GM Looking after R&D  Dir/Ops	Rs 2 Cr.  Full Powers	For new input item of Made to Order (MTO) Category for IR&D project.  This provision can be invoked using LTE /ab-initio STE without resorting to OTE	Yes
1e	Placement of Development Order for item to be indigenised	CGM	₹ 25 Lakh	ED/GM/Jt GM Looking after Indigenisation  Dir/Ops	Rs 2 Cr.  Full Powers	For an item of Made to Order (MTO) Category to be indigenised,  This provision can be invoked using LTE/ab-initio STE; without resorting to OTE	Yes
Note for Sl. No. 1d and 1e: After successful development of the item, the firm will be considered as “Established Vendor” for the item.							

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		Corporate HQ			
		Authority	Extent	Authority	Extent		
2	Cash purchase of all Stores/Goods and Services which are incidental or consequential to the supply of such Goods such as, Transportation, Insurance, Training and Maintenance as defined in Procurement Manual.	DO	₹ 7,500/-			This power may be invoked in case of stock out condition/ production hold up or urgent maintenance (reasons to be recorded).	No
		GO	₹ 15,000/-				
		CO	₹ 30,000/-				
		CGM	₹ 50,000/-				
<b>Note for Sl. no. 1 &amp; 2 only</b>							
i) CO, GO, DO looking after purchase function (Material Procurement section) will only exercise such power.							
ii) Cash Purchase valuing more than Rs. 25,000/- and up to Rs. 50,000/- must be done after inviting quotations.							

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
3	Spot Payment for purchase of Stores/ Goods	CO	₹ 50 Lakh	ED/GM/ Jt GM Looking after Procurement	Rs 5 Cr.	This should be accepted only after other modes of payments are not accepted by the firm. Payment to be made only after full acceptance and delivery of stores.	Yes
		CGM	₹ 1 Cr.	Dir/Op	Full Powers		
4	Purchase of all Stores/Goods and Services which are incidental or consequential to the supply of such Goods such as Transportation, Insurance, Training and Maintenance through Local Purchase Committee (LPC) to meet requirement irrespective of urgency.	CGM	₹ 5 Lakh	ED/GM/Jt GM Looking after Procurement	₹ 5 Lakh	1. It shall be ensured that procurement qty shall not be splitted for the purpose of avoiding the tendering process.  2. Hiring of man power services shall ensure compliance to all the rules/ stipulations for such services.	Yes,  Concurrence at the level of Finance officer of the unit who is Finance Member of TEC/TPC

# **PROCUREMENT OF PLANT & MACHINERY**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
5.	Procurement of Plant & Machinery including contract for Modification and / or Reconditioning of P&M.	<div><div>(i)</div><div>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.</div></div> <div><div>(ii)</div><div>In case of Govt. sanctioned projects under ‘New Capital’ implies that identification of has been done for various categories of P&amp;M, while obtaining sanction. The procurement shall be made in accordance with guidelines/ procedures laid down by MIL.</div></div> <div><div>(iii)</div><div>Fin Power is irrespective of currency of payment.</div></div> <div><div>(iv)</div><div><div><div>Requirement of PFC Approvals:</div><div><div>A.</div><div>Director/Ops will be competent authority to approve all PFC cases requiring approval of MIL HQ, in consultation with Finance</div></div><div><div>B.</div><div>In all cases of P&amp;M Procurement/ Modification/ Reconditioning by manufacturing units exceeding Rs 1 Cr., PFC approval to be obtained by Units from MIL Hq.</div></div><div><div>C.</div><div>For Cases within Rs 1 Cr. for manufacturing units–<div><div>a.</div><div>Demands to be examined and approved by Fy level PFC headed by CGM associating senior most officer of Engg. &amp; User and Finance (who is Member of TPC-I) of the Unit.</div><div><div>b.</div><div>The power excludes passenger vehicles and air conditioners.</div><div><div>c.</div><div>Factories shall forward the statement of such approvals to MIL Hq under appropriate proforma.</div><div><div>d.</div><div>Procurement shall adhere to laid down procedures, CVC guidelines, existing provisions of MIL Manuals, as revised from time to time.</div></div></div></div><div><div>D.</div><div>For all procurement cases of non-manufacturing units, PFC approval, irrespective of value, to be obtained from MIL HQ.</div></div><div><div>E.</div><div>For items required by MIL HQ, all PFC approvals will be accorded by Dir/Ops, in consultation with Finance.</div></div></div></div></div></div></div></div>					

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
5a	Procurement, Modification and /or Re-conditioning of P&M through LTE/OTE/GTE.	CO	₹ 5 Cr.	ED/GM/ Jt GM Looking after Mod-ernisation	₹ 10 Cr.	Prior PFC approval re-quired as given in 5 above.	Yes
		CGM	Full Powers	Dir/Ops	₹ 25 Cr.		
		CGM NADP	₹ 5 Cr.	CMD	Full Powers	i) Prior PFC approval required as given in 5 above.  ii) Applicable for only training related P&M  iii) Capital asset will remain in the charge of NADP	

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
6	Erection & Commissioning of P&M including installation of Services, e.g. distribution of Steam, Compressed Air, Oil etc – <b>Departmentally</b> .	CO	₹ 25 Lakh	ED/GM/Jt GM Looking after Modernisation	Full Powers	Prior PFC approval is required as given in 5 above.	Yes
		CGM	Full power			To be exercised by <b>CGM NADP</b> for P&M belonging to capital block register of NADP & subject to budget provision.	
7	Erection & Commissioning of P & M, including installation of Services, e.g. distribution of steam, compressed Air, Oil etc  – <b>through Contract</b> .	CO	₹ 10 Lakh	ED/GM/ Jt GM Looking after Modernisation	Full Powers	Prior PFC approval is required as given in 5 above.	Yes
		CGM	Full Powers				



SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
8	Repair of MT vehicles including Motor Cycles, Dispensary Ambulance vehicles all Material Handling equipment – <b>through Contract.</b>	GO	10,000	ED/GM/Jt GM looking after procurement	Full power (within limits of economical repairs)	To be exercised for MT vehicles belonging to capital block register of respective unit.	Yes  Financial Concurrence not required up to ₹ 50,000/-
		CO	1 Lakh				
		CGM	Full Powers				
9	Scientific equipment/ laboratory equipment, Test and Measuring instruments /Systems for Quality Control, Quality Assurance and Data Acquisition	CGM	₹ 25 Lakh in each case	ED/GM/Jt GM Looking after Procurement	₹ 25 Lakh in each case	Procurement beyond ₹25 Lakh to be processed through respective PFCs of P&M.	Yes

Sl No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
10	Sanction for expenditure in excess of amount sanctioned by respective PFC.	CGM	Full Powers	ED/GM/Jt GM Looking after Modernisation	Full Powers	(i) The revised value of procurement is within powers of PFC approval by unit as mentioned at Para 5 above,  (ii) Requisite fund is available and  (iii) For cases with revised value exceeding PFC powers of Unit, approval of respective PFC approving authority of the revised value to be obtained.	Yes
11	Sanction of expenditure in excess of original sanctioned amount by Government or original sanctioned amount by MI-LHQ PFC.	CGM	Up to 15% of sanctioned value or ₹ 2 Cr., whichever is less	Dir/Ops	Full Powers	All such excess expenditure sanctions to be informed by Units to MIL Hq in the requisite format.	Yes

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

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
14	Lodging of Security Deposits with suppliers of Gas Cylinders.	CGM All Units	Full power	Designated Officer of HQrs	Full power		Yes
15	Issue of Proprietary Article Certificate (PAC)/ Single Known Source (SKS) Certificate for purchase	CGM All Units	Full power	Designated Officer of HQrs	Full power	As per provisions of Procurement Manuals of Stores and P&M.	Yes
16	Advance payment to suppliers.	CGM All Units	Not exceeding 15% of Contract value	ED/GM/ Jt GM Looking after Procurement  CMD	Not exceeding 15% of Contract value  Full power	i) Subject to provisions of respective Procurement Manuals ii) Subject to receipt of Bank guarantee for 110 % of the advance amount. iii) For cases where advance payment is exceeding 15% of Contract Value, approval of CMD to be obtained.	Yes
17	Advance payment to Private as well as PSU Oil Companies.	CGM All Units	Full power  (Up to 100% of their Financial powers for local purchase of Oils & Lubricants)	ED/GM/ Jt GM Looking after Procurement	Full power  (Up to 100% of their Financial powers for local purchase of Oils & Lubricants)		Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
18	Contractual advance payment as per contracts where such advance payments are to be made to Electricity Boards and Companies, Municipalities, Public Sector Undertakings and Autonomous Bodies under Central and State Govt and Local Bodies like Jal Nigam and space hired for office accommodation.	CGM All Units	Full Powers	ED/GM/ Jt GM Looking after Procurement	Full Powers		Yes
19	Stage Payments	<b>Authority – Dir/Ops, MIL</b>  Upto 50% of CIF Value. This is admissible on drawl of proof samples and subject to production of Bank guarantee for the amount. Where the proof samples of a lot fail in proof, interest will be charged on stage payments at the prevailing rates on Bank loans until the stage payment is recovered from Bank guarantee.  i) This power should be exercised only in rare cases and should not be used as a matter of routine. ii) This power is not sub-delegated to the Units. iii) The exercise of this power will be subject to securing appropriate price reduction and ensuring adequate safe guards in the form of Bank guarantees etc. iv) The existing delegation up to 2% of CIF Value for other advance payments, earnest money and provisional payments will continue.					Yes

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
20	Issue of capital items including vehicles for repair and overhauling to Private Firms, State Undertakings and Govt. Depts.	CGM	Full Powers	ED/GM/ Jt GM Looking after Procurement	Full Powers	For such issues it is required to obtain Security Deposit equivalent to Book Value or Market value plus 5% on the inclusive rate.  In the case of PSUs/ Govt Depts/ Firms of repute, Indemnity Bond may be accepted on consideration of merit.	Yes
21	Issue of Stores and Materials from factory stock to Private Firm, Govt. Dept. and State Undertakings subject to recovery or adjustment of cost thereof as computed by Finance and Accounts Section of Unit.	CGM	Full Power	ED/GM/ Jt GM Looking after Procurement	Full Powers	For such issues it is required to obtain Security Deposit equivalent to Book Value or Market value plus 5% on the inclusive rate.	Yes
22	Air Lifting of Stores – Within India/ Abroad	CGM	Full power	ED/GM/ Jt GM Looking after Procurement	Full Powers	Subject to the provisions that necessary control is exercised in case of Air-lifting of stores and it should be resorted to only in case of extreme urgency.	Yes



## **DESPATCH OF STORES**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
23	Collection/ Despatch of items by other than the shortest route or cheapest mode of carriage.	CO	₹ 3 Lakh in each case	ED/GM/Jt.GM Looking after Procurement	Full Powers	Subject to rendering a certificate that such dispatch is necessary to maintain continuity of production.	Yes
		CGM	Full Powers				
24	<p><b>i. Issue of samples/components of items of import origin to Indian vendors as loan for indigenous development:</b> - CGM 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 CGM of Factories may extend this period up to one year (other than critical and perennial imported items) / one and half years (critical and perennial imported items) for reasons to be recorded in writing. If the loan is not returned within this specified time, the security deposit should be forfeited and the transaction closed.</p> <p><b>ii.</b> 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. CGM 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&amp;C) dated 28.06.2017 and any changes brought out by MIL Hq from time to time</p> <p><b>iii.</b> CGM 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><b>iv.</b> 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>						

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|  | <ul style="list-style-type: none"><li>v. The CGM 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.</li><li>vi. The CGM 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, CGM may waive security deposit if they are satisfied that the Govt. interests are adequately safeguarded.</li><li>vii. CGM 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 CGM.</li><li>viii. CGM 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.</li></ul> |
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# **DISPOSAL**

**(SERVICEABLE & UNSERVICEABLE ITEMS)**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
	a) Disposal procedure as laid down in P&MM Division Circular No. 212/2/MM dated 15.06.1981, Circular No. 14/4/LP/Policy/MM/Stores dated 22.03.2018 or modified from time to time may be followed. b) The disposal shall be <b>affected</b> by Public Auction done through MSTC/MoD Nominated agency. Open Tender/ Limited Tender may be resorted to with the proper justification and prior approval of concerned <b>Dir/Ops</b> . c) Rate/Running Contract may also be concluded with the prior approval of concerned <b>Dir/Ops</b> .						
25	Declaration of Serviceable Stores as Surplus	CGM	Full Powers	ED/ Respective GM	Full Powers	1. The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee.  2. For service-able stores, a loss statement required to be generated.	Yes
26	Declaration of Unserviceable Stores- Scrap, Swarf, Obsolete and Waste Material	CGM	Full Powers	ED/ Respective GM	Full Powers	The power is for declaration of surplus for further disposal subject to recommendation of the Stock Review Committee.	Yes
27	Declaration of Unserviceable Plant & Machinery beyond economic repair.	CGM	Full Powers	ED/ Respective GM	Full Powers	Before declaring any item of P&M as unserviceable and surplus, all avenues for its cost-effective reconditioning have to be explored.	Yes

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate			
		Authority	Extent	Authority	Extent		
28	Declaration & Disposal of Surplus, <b>serviceable</b> Plant & Machinery.	CGM	₹ 20 Lakhs	ED/GM/Jt GM Looking after Modernisation	Full Powers	Subject to the condition that normal procedure of disposal is resorted to.	Yes
29	Disposal of Serviceable/ Unserviceable Stores, Scrap, Swarf, Obsolete and Waste Material.	GO	₹ 1 Cr. per case	ED/ Respective GM/Jt GM	Full Powers	Subject to condition: 1. Declaration of serviceable/unserviceable stores.  2. Normal procedure of disposal to be followed.	Yes
		CO	₹ 5 Cr. per case				
		CGM	Full Powers				
30	Disposal of Unserviceable Plant & Machinery beyond economic repair.	GO	₹ 1 Cr. per case	ED/Respective GM/Jt GM	Full Powers	Subject to condition: 1. Declaration of serviceable/unserviceable stores.  2. Normal procedure of disposal to be followed.	Yes
		CO	₹ 5 Cr. per case				
		CGM	Full Powers				
31	Waiving of Ground Rent	CGM	Full Powers	ED/Respective GM/Jt GM	Full Powers	1. The reason for waiver of ground rent will be recorded in clear terms and approved by CGM. 2. Also applicable for rejected stores/ P&M supplied by vendors, lying in factory premises as per respective <b>MILPM-P&amp;M 2023</b> .	Yes

**For accepting bids below reserve/guiding price in case of Disposal of Serviceable Stores, Obsolete, Unserviceable Stores, Scrap and Waste Product duly approved by Board is appended below for implementation in all Ordnance Factories under MIL with immediate effect: -**

Sl.	Item	Authority and Nature of Power
1.	Serviceable Surplus stores- Drums, Containers & packages	CGM of the factories can accept bids upto 50% below the reserve/ guiding price
2.	Serviceable Surplus Store-Other than Drums, Container & packages	CGM of the factories can accept bids upto 50% below the reserve/ guiding price
3.	Unserviceable Surplus Stores/ Vehicles	CGM of the factories can accept bids upto 50% below the reserve/ guiding price
4.	Unserviceable Surplus P & M	CGM of the factories can accept bids upto 50% below the reserve/ guiding price
5.	Waste Product/Scraps/ obsolete	CGM of the factories can accept bids upto 20% below the reserve/ guiding price for Non- Ferrous Scrap and 30 % for Ferrous Scrap.
6.	Unserviceable Stores	Controlling Officer (CO) of the factories can accept bids upto 50% below the reserve/ guiding price
7.	Waste Product/ Scraps/ Obsolete Products	Controlling Officer (CO) of the factories can accept bids upto 20% below the reserve/ guiding price for Non- Ferrous Scrap and 30 % for Ferrous Scrap.
8.	Unserviceable Stores	Group Officer (GO) of the factories can accept bids upto 50% below the reserve/ guiding price
9.	Waste Product/ Scraps/ Obsolete Products	Group Officer (GO) of the factories can accept bids upto 20% below the reserve/ guiding price for Non- Ferrous Scrap and 30 % for Ferrous Scrap.

**CIVIL TRADE / IMPORT/  
EXPORTS/ OTHER CUSTOMERS**



SI No	Nature of Power/ Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
32	Rectification/ Replacement after issue to various customers	CGM	Full powers (As per contractual obligations)	Dir/Ops	Full Powers (for requirements beyond contractual obligations)		Yes
33	Issue of consumable free samples which are likely to be expended in trials.	CGM	Full powers			Expenditure incurred for various products under these powers are to be kept in view while pricing the respective products to be exported.	Yes
34	Issue of samples of non-consumable items for trials on returnable basis.	CGM	Full powers				Yes
35	Expenditure for transportation of samples such as shipping costs, insurance, agency charges etc.	CGM	Full powers				Yes
36	Supply of free samples to customers	CGM	Full powers			Subject to recording of reasons	Yes
37	Incidental Expenditure towards Customers hospitality for Sales promotion	CGM	₹ 1 Lakh	ED/ GM/ Looking after Export	₹ 1 Lakh	Powers are per case, within available budget.	Not Required up to ₹ 50,000/-
				All Directors	₹ 10 Lakh		
				CMD	Full Powers		
38	Expenditure on Advertisement & Publicity	CGM	Full Powers	ED/ Respective GM	Full Powers	Subject to budget allocation.	Not necessary up to ₹ 50,000/- in each case.

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
	As per Standard Operating Procedure for Civil Works in “Ordnance Factories” under “Munitions India Limited” WORKS MANUAL - 2023						
39	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public works department/ designated central or state Government Agency, PSUs, Reputed Private Sector organisation registered with MES/CPWD/ DRDO/Central or State Government organisation or enlisted with MIL units & Departmental works) and placement of contract (Departmental contract only) for Capital Civil works for Ammunition magazines, production Buildings include buildings/ installations required for support services etc. which are directly related to production activities	CO          CGM	₹ 1 Cr. (for placement of departmental contract only)*          ₹ 10 Cr. (for placement of departmental contract only)*	Dir/ Ops          CMD	₹ 25 Cr. in each case          Full Powers	<b>For Fys</b>  i) In all cases, Acceptance of Necessity (AON) to be approved by concerned Dir/Ops in the form of Annual Civil Plan (ACP). ii) Capital Civil works include new civil works & special repairs. iii) <b>Admin Approval (AA) will be issued by respective Heads of Units on the basis of approved Annual Civil Plan (ACP), Board Proceedings and Detailed Estimates irrespective of financial value of the case and within approved cost as mentioned in Annual Civil Plan.</b> iv) Direct contract to be finalised through competitive tendering after approval of competent authority v) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin Approval, within the financial powers delegated under this item.	Yes
<b>*Note:</b> Departmental Contract means the contracts placed by MIL/Units as per procedure brought out in <b>Standard Operating Procedure for Civil Works in “Ordnance Factories” under “Munitions India Limited” WORKS MANUAL – 2023</b> at para 10.0 “Execution of works and services through Departmental contracts (for Capital or Revenue works)”							

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
40	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public works department/designated central or state Government Agency, PSUs, Reputed Private Sector organisation registered with MES/CPWD/ DRDO/Central or state Government Organisation or enlisted with MIL units & Departmental works) and placement of contract (Departmental contract only) for Capital Civil works for other than production buildings including roads but excluding residential accommodation and amenity buildings.	CGM	₹ 7 Cr. (for placement of departmental contract only) *	ED/GM/Jt GM Looking after Modernisation	₹ 3 Cr.	<b>For Fys</b> i) In all cases, Acceptance of Necessity (AON) to be approved by <b>Dir/Ops</b> in the form of Annual Civil Plan (ACP). ii) Capital Civil works include new civil works & special repairs. <b>iii) Admin Approval (AA) will be issued by respective Head of Unit on the basis of approved Annual Civil Plan (ACP), Board Proceedings and Detailed Estimates irrespective of financial value of the case and within approved cost as mentioned in Annual Civil Plan.</b> iv) Direct contract to be finalised through competitive tendering after approval of competent authority as mentioned in col.3 to col.6. v) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin Approval, within the financial powers delegated under this item.	Yes
	CGM NADP	₹ 1 Cr. (for placement of departmental contract only) *	Dir/Ops	₹ 15 Cr. in each case			
			CMD	Full Powers			
<b>*Note:</b> Departmental Contract means the contracts placed by MIL/Units as per procedure brought out in <b>Standard Operating Procedure for Civil Works in “Ordnance Factories” under “Munitions India Limited” WORKS MANUAL – 2023</b> at para 10.0 “Execution of works and services through Departmental contracts (for Capital or Revenue works)”							

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
41	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public works department/ designated central or state Government Agency, PSUs, Reputed Private Sector organisation registered with MES/CPWD/DRDO/ Central or state Government Organisation or enlisted with MIL units & Departmental works) and placement of contract (Departmental contract only) for Capital Civil works for MILHQ building	--	--	Dir/ Ops          CMD	₹ 25 Cr. in each case          Full Powers	i) Annual Civil Plan to be approved by Dir/ Ops   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
42	Placement of Contract for Capital Acquisition of Property for Office and Residential purpose.	--	--	CMD	Full Powers	Acceptance of Necessity (AON) to be approved by Director/Looking after Modernisation.	Yes

**\*Note:** Departmental Contract means the contracts placed by MIL/Units as per procedure brought out in **Standard Operating Procedure for Civil Works in “Ordnance Factories” under “Munitions India Limited” WORKS MANUAL – 2023** at para 10.0 “Execution of works and services through Departmental contracts (for Capital or Revenue works)”

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
43	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public works department/ designated central or state Government Agency, PSUs, Reputed Private Sector organisation registered with MES/ CPWD/ DRDO/ Central or state Government Organisation or enlisted with MIL units & Departmental works) and placement of contract (Departmental contract only) for Capital Civil works for amenity buildings including residential and hostel accommodation.	CGM	₹3 Cr. (for placement of departmental contract only) *	ED/GM/ Jt GM Looking after Modernisation	₹ 3 Cr. in each case	For Fys i) In all cases, Acceptance of Necessity (AON) to be approved by Dir/ Ops in the form of Annual Civil Plan (ACP). ii) Capital Civil works include new civil works & special repairs. iii) Admin Approval (AA) will be issued by respective Heads of Units on the basis of approved Annual Civil Plan (ACP), Board Proceedings and Detailed Estimates irrespective of financial value of the case and within approved cost as mentioned in Annual Civil Plan. iv) Direct contract to be finalised through competitive tendering after approval of competent authority as mentioned in col.3 to col.6. v) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin Approval, within the financial powers delegated under this item. vi) Scale of accommodation/ laid down norms are to be followed.	Yes
	CGM NADP	₹1 Cr. (for placement of departmental contract only) *	Dir/ Ops	₹ 15 Cr. in each case			
			CMD	Full Powers			

**\*Note:** Departmental Contract means the contracts placed by MIL/Units as per procedure brought out in **Standard Operating Procedure for Civil Works in “Ordnance Factories” under “Munitions India Limited” WORKS MANUAL – 2023** at para 10.0 “Execution of works and services through Departmental contracts (for Capital or Revenue works)”

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
44	Issue of Acceptance of Necessity & Administrative Approval (MES, DRDO, Central Public works department/designated central or state Government Agency, PSUs, Reputed Private Sector organisation registered with MES/CPWD/DRDO/Central or state Government Organisation or enlisted with MIL units & Departmental works) and placement of contract (Departmental contract only) for Revenue Civil Work.	CO	₹ 20 Lakh	ED/GM/Jt GM Looking after Modernisation	₹ 5 Cr.	i) Direct contract to be finalised through competitive tendering.	Yes
		CGM	₹ 1 Cr.	Dir/ Ops	₹ 10 Cr.	ii) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin approval, within the financial powers delegated under this item.	
		CGM (Non-Production Units)	₹ 50 Lakh	CMD	Full Powers		
45	Issue of Acceptance of Necessity & Admin Approval (MES & Departmental works) and Direct contract (Departmental works) <b>for Periodical Service</b> of buildings.	CO	₹ 1 Cr.	ED/GM/Jt GM Looking after Modernisation	Full Powers	i) Direct contract to be finalised through competitive tendering.	Yes
		CGM	Full powers			(ii) The power for revision of Admin Approval will be limited to an upward variation of 10% of the financial value of original Admin approval, within the financial powers delegated under this item.	
		CGM (Non-Production Units)	Full powers				
<b>Note:</b> For definition of ‘Capital Works’, please refer to Para 212 of Chapter –IV of MES Regulations,2007							

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



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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
49	Re-appropriation of buildings entailing no alteration and no cost.	CGM	Full Power	ED/GM/Jt GM Looking after Modernisation	Full Power		Yes
50	Testing of Building, Structures etc. in connection with issue of annual stability certificate to the State Authorities.	CGM	Full power for testing by Govt. Depts/ PSUs and Autonomous Institutions	ED/GM/Jt GM Looking after Modernisation  Director/HR	Full power (For testing by Govt. Depts/ PSUs and Autonomous Institutions)  Full Power (For the cases of Private Institutions/ Competent firms authorized by the State Govt.)		Yes

# **EXPENDITURE ON RESEARCH & DEVELOPMENT**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance	
		Factory/Unit		MIL Corporate HQ				
		Authority	Extent	Authority	Extent			
51	Sanction of expenditure for applied Research & Development for carrying out product & process improvement and development of new products.	CGM	₹ 1 Cr.	ED/GM/Jt GM	₹ 5 Cr.	The power is for expenditure in the areas of process and product improvement, cost reduction and product development.	Yes	
			per project within budget provision	Looking after R&D				
			(subject to approval of R&D finalization committee)	Dir/ Ops	₹ 15 Cr.			
				CMD	Full power			
52	Sanction of additional expenditure for the Sanctioned R&D Projects	CGM	Limited to additional 100% of the original sanction cost.	ED/GM/Jt GM	₹ 5 Cr.	The power is for expenditure in the areas of process and product improvement, cost reduction and product development	Yes	
			Total revised value of project (original value + additional value) should not exceed the financial power of <b>CGM</b> for sanction of expenditure of R&D.	Dir/Ops	Full Powers			

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

# **REGULARISATION OF LOSSES**

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
55 a	<u><b>Import</b></u> i) Sanction for demurrage, wharfage  ii) Regularisation/ Settlement of demurrage (container detention charges)	CGM	₹ 5 Lakh in each case	Dir/Ops	Full Powers	Monthly report to be submitted to MIL	Yes
55 b	<u><b>Export</b></u>  Sanction of detention, demurrage and any incidental charges related to dispatch of export consignment	CGM	Total FOB cost not exceeding the value stated in the Release Order Value (Upto 60% of the approved FOB charges in the export price approval of the case)	ED or GM of BDU (Exports)	Total FOB cost not exceeding 100% of the approved FOB charges in the export price approval of the case	i. Factory to refer the case to MIL with all details and recommendation of CGM. (in case detention charges exceeds 60% of the approved FOB charges) ii. MIL HQ will inform total FOB cost in the release order to the factory. iii. SOP for evaluating the claim of the freight forwarder to be followed.	Yes
				Dir/Ops	Full Power		

55 c	Authorisation of Loss statements of any kind of loss occurred prior to 1st Oct 2021	CGM	Full Power	--	--	<p>1. Report to be submitted to MIL (Operation and Finance Division) after conclusion of the case.</p> <p>2. Prior period cases to be completed on priority</p>	Yes
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**Note for 55 C:**

1. During business re-organisation and transfer of business from erstwhile OFB to MIL as on 01/10/2021, MIL took over various assets and liabilities, including Inventories. These inventories consist of various unusable inventories, which were reported by the units through Unusable Inventory Certificates to MILCO.
2. In accordance with these Unusable inventory certificates, MILCO intimated treatment of the unusable inventory in books of accounts of MIL to all MIL units. Accordingly, these unusable inventories were written off/removed and accounted for at the rate of 10% scrap value of these unusable inventories during business reorganisation of MIL.
3. Loss statements will be prepared in two parts
  - a. **Difference between 100% and 10% (present book value in MIL records):**  
*This will not have any effect on books of accounts of MIL. This loss is already incurred by OFB out of its operations and passage of time of inventory in the possession of OFB and is/ will be part of Cost of OFB on accrual basis accounts.*
  - b. **Difference between 10% value and value actually derived out of process of preparing loss statement:**  
 Such loss shall be booked in books of accounts of MIL as they will have effect of change in book value of inventory in records of MIL.



## **CONSULTANCY**

MIL - DFP 2024

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

# **CONTINGENT MISCELLANEOUS & GENERAL MATTERS**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
58	Miscellaneous & Contingent expenditure (both recurring and non-recurring)	CO/MM  CGM	₹ 5 Lakh  Full Powers	ED/GM/ Jt GM/HR	Full Powers	AON to be obtained from CGM of All Units	Not necessary upto ₹ 50,000/-
59	Awards for effecting economy in manufacture	CGM	₹ 5,000 per individual	ED/GM/Jt GM/HR  Dir/HR	₹ 5,000  Full Powers		Not required upto ₹ 5,000/-
	<b>Note:</b> 1. If the value of such cases exceeds ₹50,000 (Rupees Fifty Thousand), cases will require Financial Concurrence. 2. If the case file contains a few recommendations each exceeding the upper limit of ₹ 5,000 but within the financial power of CGM of All Unit, those recommendations will only be sent to Finance for concurrence.						
60	Award of Long Service Badges (Service Medal) after completion of 25 years of service and Gold-Plated Silver medals at the time of retirement/ superannuation to be given to employees.	CO/MM	₹ 2,000 per individual	ED/GM/ Jt GM/HR	₹ 2000 per individual	Spouse of the deceased employee who die in harness will also be posthumously awarded with Gold plated Silver Medal.	Not Required

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
61	Issue of Protective Clothings and other items of Physical Protection of Employees	CO/MM	Full Powers	ED/GM/ Jt. GM/ HR	Full Powers	As per laid down scale. AON to be obtained from CGM (ED/GM HR for MILHQ)	Yes
62	Compensation under the Workmen’s Compensation Act.	CGM	Full power upto the ceiling pre-scribed in WC Act for all employees defined as "Worker" of the Factory.	ED/GM/ Jt. GM/ HR	Full power upto the Ceiling Prescribed in Workmen’s Compensation Act		Yes
63	Grant of Ex-gratia financial assistance to Ordnance Factories Employees /their families in accidents in Factory while on duty:					Will exercise his discretion on the merit of each case.	No
	i) In case of death - grant to family	CGM	₹ 25 Lakh in each case	Dir/HR	₹ 25 Lakh in each case.	All employees being govt employees on deemed deputation, authority for Ex-gratia will be Directorate/DDP	
	ii) In case of Serious injuries - grant to the employees	CGM	₹ 1 Lakh in each case	Dir/HR	₹ 1 Lakh in each case.		

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

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
67	Powers to waive over-payment of Pay & Allowances.			Director/HR	Full Powers		Yes
68	Re-appropriation of Accommodation for School, W.W.A., Bank and other Welfare activities.	---	---	Director/HR	Full Powers		Yes
69	Leasing out of Land in Ordnance Factory to Kendriya Vidyalaya Sangathan.  (Subject to the conditions that it will be regulated in accordance with the General Orders issued by M of D, QMG in regard to Lease of Land)	---	---	Director/HR	Full power		Yes
70	Hiring of Office accommodation and accommodation for amenity purposes (Mess, Guest House, Holiday Homes etc.)	--	---	Dir/Ops  CMD	Rs 5.0 Cr  Full Powers	AON upto Rs 5.0 Cr to be accorded by Director/HR	Yes
71	Cash purchase including Services to be booked under I&M head (for purpose other than production & maintenance) in each case.	DO  GO  CO  CGM	₹ 3,000  ₹ 7,500  ₹ 30,000  ₹ 50,000	DGM/WM  Jt. GM  ED/GM	₹ 7,500  ₹ 30,000  ₹ 50,000	Also applicable to equivalent ranks in establishments other than the factories	No
	Note: Cash Purchase valuing more than Rs. 25,000/- and up to Rs. 50,000/- must be done after inviting quotations.						

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
72	Uniform for Employees.	CGM	Full Powers	ED/GM/Jt GM looking after procurement	Full Powers	See note below.	No
	Note: 1. Where authorised scales have been laid down. 2. Any unauthorised item or an item for which there is no prescribed scale shall be referred to the Director/HR, Hq for approval.						
73	Purchase of Book: Technical, Professional, Scientific & other categories of Books, Periodicals, Journals & e-books.	CO/MM  CGM	₹ 1 Lakh  Full Powers	ED/GM/Jt GM Looking after Procurement	Full Powers		Not necessary upto ₹ 5,000/-
74	Contract for upkeep/ Maintenance of Office and Govt. property including conservancy and Kitchen & Catering Services but excluding Civil Works.	GO  CO  CGM  CGM (Non-Production Unit)	₹ 50 Lakh  ₹ 2 Cr.  Full Powers  ₹ 2 Cr.	ED/GM/Jt GM Looking after Procurement	Full Powers	Powers at all Units to be exercised by respective officers looking after material procurement through TPC.  AON from CGM of All Units is to be taken.  Provisions of contract labour Act to be complied.	Yes



Sl no	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
75	Manufacture of Components and Semi for stock towards anticipated services/ requirements.	CGM	₹50,000/-	DIR/Ops	Full Powers	Not applicable to obsolescent and perishable items	Yes
76	Contracting for testing of items/sub-assemblies at Govt. Test House/ NABL accredited labs.	CO/QC	₹ 20,000 each case	ED/GM/ Jt GM (looking after Quality)	Full Powers		Yes
		CGM	Full Powers				

# **HRD AND TRAINING**

SL No	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
77	<b>(a) Nomination of Employees to training/seminar:</b>					Group- A Officers	
	(i) Govt./Semi Govt. Institutes within India without course fee	CGM	Full Power	GM/Jt GM HR	Full Power		Not necessary
	(ii) Govt./Semi Govt. Institutes within India with course fee	CGM	₹80,000 Per Course	a) ED/GM/Jt GM HR  b) Dir/HR	₹80,000 Per Course  Full Power		Not necessary up to ₹ 50,000/-
	(iii) Non-Govt./External Institutes within India without course fee	CGM	Full Power	ED/GM/Jt GM HR	Full Power		Not necessary
	(iv) Non-Govt./External Institutes within India with course fee	CGM	₹80,000 Per Course	i. ED/GM/Jt GM HR  ii. Dir/HR	₹80,000 Per Course  Full Power		Not necessary up to ₹ 50,000/-
	(v) Nomination of Officers from the Organisation to long term training in reputed national Institute like, NDC, IIPA, DIAT, DSSC, IIM, MDI etc	--	--	CMD	Full Power		Yes
	(vi) Any long-term/short-term training in Foreign Country	--	--	CMD	Full Power		Yes

SL NO	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
77	(b) Conduction of training (Regular/Distance mode with/without campus exposure) for skill and specialized knowledge upgradation:					Based on approval of Dir/HR for cases beyond the delegated powers of CGM, the cases would be finalised by CGM of the units or MIL HQ as the case may be	Not necessary up to ₹ 50,000/-
	i. Design/Conduction of Product and process specific training for skill upgradation, relevant to the Factory in Factory premises with reputed Govt./National Institutes under intimation to HR/MIL	CGM	₹10,00,000 Per Course	Dir/HR	Full Power		
	ii. Conduction of training at OFIL with faculty assistance from/collaboration with external Institutes.	CGM	₹2,00,000 Per Course	Dir/HR	Full Power		Not necessary up to ₹ 50,000/-
	iii. Conduction of training at NADP with faculty assistance from/collaboration with external Institutes.	CGM	₹5,00,000 Per Course	Dir/HR	Full Power		Not necessary up to ₹ 50,000/-

SL No	Nature of Power/Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
77	iv. Conduction of any long-term/short-term training with reputed Institutes in regular/distance mode with/ without campus exposure by NADP.	CGM	₹5,00,000 Per Course	Dir/HR	Full Power	Based on approval of Dir/HR for cases beyond the delegated powers of CGM, the cases would be finalised by CGM of the units or MIL HQ as the case may be	Yes Necessary
	v. Conduction of any long term/short term training with the reputed Institutes in regular/distance mode with/without campus exposure by OFILs after in-principle approval of Member/Per.	CGM	₹ 5,00,000 Per Course	Dir/HR	Full Power		Not necessary up to ₹ 50,000/-
	(c) Online mode of training: Nomination of Officials from the Organisation to online training programmes as per SOP/Policy guidelines.	--	--	Dir/HR	Full Power		Not necessary up to ₹ 50,000/-

**NOTE:**

- **For b (i)** - AoN will be obtained from Dir/HR for cases beyond ₹5 lakhs. Completion report and Impact Assessment report will be forwarded to Dir/HR.
- The Financial Power is to be calculated for the entire training irrespective of no. of participants for that training in that financial year.
- CGM may nominate Officers/Employees to external Institutes only when the same are not available at OFIL/NADP.
- The expenditure towards the training fees granted for the courses as per the delegation is to be met from the training budget of the concerned unit and is to be contained within its allocated budget.
- Short term course means any course up to two weeks and long-term course means courses beyond two weeks.

**MEDICAL**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
78	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.	CGM	Full power as per Central Services Medical Attendance Rules (CSMA)	ED/GM/ Jt GM HR	Full power as per Central Services Medical Attendance Rules (CSMA)		Yes
79	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.	CGM	Full power as per CSMA rules except movement of patient by AC 1st Class and by Air	ED/GM/ Jt GM HR	Full power as per CSMA rules except movement of patient by A/C 1st Class and by Air		Yes
80	Consultation with Specialists of all disciplines of Allopathic Systems in Factory Dispensary	CGM	i) ₹ 350 (Outdoor / Indoor Consultation fee/ prevailing orders of CSMA from time to time)  ii) ₹ 200 (as conveyance charges)  iii) Actual rates of the prevailing CGHS at the city/nearest city (as investigation charges for each consultation)	ED/GM/ Jt GM HR	i) ₹ 350 (Outdoor/ Indoor Consultation fee/ prevailing orders of CSMA from time to time)  ii) ₹ 200 (as conveyance charges)  iii) Actual rates of the prevailing CGHS at the city/nearest city (as investigation charges for each consultation)		Yes (Not required up to ₹ 50,000/-)

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
81	Purchase of all items such as medicines or other items related to healthcare	CO	₹ 25 lakh in each case.	ED/GM/Jt GM Procurement	Full Power	Subject to competitive tender and budget provision	Yes
		CGM	Full Power				
82	Purchase of medical stores viz. medicines and other healthcare related items upto ₹5 lakh through LPC in each case	CGM	₹ 5 Lakh	ED/GM/Jt GM Procurement	₹ 5 Lakh		Yes  Concurrence at the level of Finance officer of the unit who is Finance Member of TEC/TPC

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



# **ISSUANCE OF BANK GUARANTEE**

SI No	Nature of Power / Reference	Delegation				Remarks	Consultation with Finance
		Factory/Unit		MIL Corporate HQ			
		Authority	Extent	Authority	Extent		
83	Issuance of Bank Guarantee, financial (for Advance Payments) / performance guarantee (EMD/PSD)	--	--	GM/Ops  ED/Ops  Dir/Ops	50 Lakh  10 Cr.  Full Power	Necessary approval is required to prepare the documents for onwards submission to bank.	

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

### IMPORTANT NOTE

1. The level of officers who can be Chairman/ Member/ Member Secretary for various **TEC/TPC/TDC/CWC** have been defined below. CGM of all Unit shall constitute all **TECs/TPCs/TDCs/CWCs** based on the availability of level of officers in that area. This should be notified through a Factory/ Office Order.
2. In case officer of the defined level is not available in that area, CGM of all Unit may notify another officer as Member/ Member Secretary of **TEC/TPC/TDC/CWC** by recording reasons thereof. This should be notified through a Factory/ Office Order.
3. In case of non-availability of finance officer in the unit, concerned GM/Finance may notify another officer under his jurisdiction through an order.
4. In case of MIL Hq, the above would be notified through Office Order with the approval of CMD.
5. **For all the members of TPC/TEC/TDC/CWC defined, if multiple level of officers are there, the senior most officer available will be the part of TPC/TEC/TDC/CWC.**

**TPC/TEC**  
**STRUCTURE OF MIL HQ FOR**  
**PROCUREMENT OF STORES**

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

**1. TPC & TEC LEVEL-I**

**CMD**

Dir/Ops

Dir/HR (Only for HR Related Cases)

Dir/Fin

ED/GM/ Jt GM (Looking after procurement)

**- Chairman**

- Member

- Member

- Member

- Member Secretary

**2. TPC & TEC LEVEL-II**

**Director/Ops**

ED/GM/Jt GM/DGM (Fin)

ED/GM/Jt GM(HR) (Only for HR Related Cases)

ED/GM/Jt GM (of User **Section**)

ED/GM/Jt GM/DGM (Looking after procurement)

**- Chairman**

- Member

- Member

- Member

- Member Secretary

**3. TPC & TEC LEVEL – III**

**ED/GM/Jt GM (looking after procurement)**

ED/GM(HR)/Jt GM/DGM (Only for HR Related Cases)

ED/GM/Jt GM/DGM/WM (Fin)

ED/GM/Jt GM/DGM (User Section for non HR Cases)

Jt GM/DGM/WM (Looking after procurement)

**- Chairman**

- Member

- Member

- Member

- Member Secretary

**TPC/TEC**  
**STRUCTURE OF MIL HQ FOR**  
**PROCUREMENT OF**  
**PLANT & MACHINERY**

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

**1. TPC & TEC LEVEL-I**

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

**2. TPC & TEC LEVEL-II**

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

**3. TPC & TEC LEVEL – III**

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



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

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

**1. TPC & TEC LEVEL-I**

For procurement of stores/components etc under Financial Power of **CGM**

<b>CGM</b>	- <b>Chairman</b>
CO (MM)	- Member/MM
CO User Section	- Member/User Section
CO (QC)	- Member/QC
GM (Fin)	- Finance Member
GO (MM)	- Member /Secretary

**2. TPC & TEC LEVEL-II**

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

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

**3. TPC & TEC LEVEL-III**

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

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

#### 4. TPC & TEC LEVEL-IV

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

##### **DO (MM)**

DO (User Section)

DO (QC)

DO/OIC (Fin)

OIC (MM)

##### **- Chairman**

- Member/User Section

- Member/QC

- Finance Member

- Member Secretary

#### **NOTE :**

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

- (i) To provide the brief of the procurement case in stipulated time to each Member and Chairman of the TPC after satisfying himself of the correctness of the brief;
- (ii) To present/highlight the salient features;
- (iii) To record the minutes of TPC meeting for implementation,
- (iv) Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.

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

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

**1. TPC & TEC LEVEL-I**

For procurement of P&M under Financial Power of **CGM**

<b>CGM</b>	- <b>Chairman</b>
CO (Engg.)	- Member/MM
CO User Section	- Member/User Section
GM (Fin)	- Finance Member
GO/DO (Engg.)	- Member /Secretary

**2. TPC & TEC LEVEL-II**

For purchase of P&M under Financial Power of **CO**

<b>CO (Engg.)</b>	- <b>Chairman</b>
CO (User Section)	- Member/User Section
CO/GO (Fin)	- Finance Member
GO/DO (Engg.)	- Member /Secretary

### 3. TPC & TEC LEVEL-III

For purchase of P&M under Financial Power of **GO**

**GO (Engg.)**

GO (User Section)

GO/DO (Fin)

DO/OIC (Engg.)

- **Chairman**

- Member/User Section

- Finance Member

- Member Secretary

#### **NOTE :**

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

- (i) To provide the brief of the procurement case in stipulated time to each Member and Chairman of the TPC after satisfying himself of the correctness of the brief;
- (ii) To present/highlight the salient features;
- (iii) To record the minutes of TPC meeting for implementation,
- (iv) Member Secretary of the TPC will also be responsible for decision taken collectively by the TPC.

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# **CIVIL WORKS COMMITTEE (CWC) FOR MIL HQ**

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

CWC Level –I		
1.	<b>CMD</b>	<b>Chairman</b>
2.	Dir/Finance	Finance Member
3.	Dir/Ops	Member
4.	ED/GM/Jt GM (Looking after Civil Works procurement)	Member Secretary
CWC Level –II		
1.	<b>Dir/Ops</b>	<b>Chairman</b>
2.	ED/GM/Jt GM(Fin)	Finance Member
3.	ED/GM/Jt GM (User Section)	Member
4.	ED/GM/Jt GM (Looking after Civil Works procurement)	Member Secretary
CWC Level –III		
1.	<b>ED/GM/Jt GM Looking after Modernization</b>	<b>Chairman</b>
2.	ED/GM/ Jt GM/DGM (Finance)	Finance Member
3.	ED/GM/Jt GM (User Section)	Member
4.	Jt GM/DGM/WM (Looking after Civil Works procurement)	Member Secretary

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# **CIVIL WORKS COMMITTEE (CWC) FOR ORDNANCE FACTORIES**

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

Factory Level CWC-I	
1. <b>CGM of Unit</b>	<b>Chairman</b>
2. CO [EO (Civil)]	Member
3. CO of User Sec	Member
4. GM (Fin)	Finance Member
5. GO/DO of EO (Civil)	Member Secretary
Factory Level CWC-II	
1. <b>CO [EO (Civil)]</b>	<b>Chairman</b>
2. CO of User Sec	Member
3. CO/GO (Fin)	Finance Member
4. GO/DO of EO (Civil)	Member Secretary

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**TENDER DISPOSAL COMMITTEE  
(TDC)  
STRUCTURE FOR  
MIL HQ**

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

**ED/GM/Jt.GM (Looking after disposal)**

ED/GM/Jt.GM (QC)

ED/GM/Jt.GM/Dy.GM(Fin)

Dy.GM/WM/AWM (Looking after disposal)

- **Chairman**

- **Member**

- **Finance Member**

- **Member/Secretary**

**Note:**

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

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

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

#### CGM

CO (Looking after disposal)

CO (QC)

GM (Fin)

GO/DO (Stores)

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

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

#### CO (Looking After Disposal)

GO Stores

GO QC

CO/GO (Fin)

DO/OIC (Stores)

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

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

#### GO (Looking After Disposal)

DO QC

GO/DO (Fin)

DO/OIC (Stores)

- Chairman
- Member
- Finance Member
- Member /Secretary

#### Note:

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

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