

ELECTRONICS CORPORATION OF TAMIL NADU LIMITED – CHENNAI – 35.

ELCOT/Off. Order/2021

Dated: 03.02.2022

OFFICE ORDER / 2021- 22

Sub: ELCOT – Delegation of Powers – Sub Delegation – Reg.

Ref: 1. Extracts of 221st & 224th Board Meeting held on
08.10.2020 & 17.08.2021.

2. ELCOT/Off. Order/2021-22/1, dated: 01.12.2021

As per the instructions, it is hereby order that 221st Board Meeting dated 08.10.2020 and 224th Board Meeting of ELCOT, dated 17.08.2021, the - Board has delegated the following powers to the Managing Director, ELCOT.

Sl. No.	Description	Board of Directors of ELCOT	Managing Director, ELCOT
1.	Tenders floated for the purpose of Consultancy works / Appointment of Technical/ Projects/ Legal/ Financial Consultants of value below Rs.1 crore.		Tender Accepting Authority
2.	Tenders floated for the purpose of ELCOT's own projects such as development of ELCOT's SEZ, Civil Works including construction of IT Building, maintenance works, etc of value Rs.10 Crores and above	Tender Accepting Authority for Civil works including construction of IT Building, above Rs.5 Crores and upto Rs.10 Crores.	Tender Accepting Authority upto Rs.5 Crores
		Tender Accepting Authority for Maintenance work etc. Any value above Rs.5 Crores.	Tender Accepting Authority for Maintenance works, etc upto Rs.5 Crores
3.	Tenders floated for specific	Tender Accepting	Tender

	requirements of Government departments (Unique product/ Projects).	Authority – Any value above Rs.5 Crores	Accepting Authority upto Rs.5 Crores
4.	To incur Capital Expenditure deemed fit by the MD subject to overall limit of Rs.25.00 Lakhs each occasion not to exceed budget provision	Beyond Budget Provision	Full Powers

Executive Director will be the Tender Accepting Authority for all low value Procurements Tender and the respective HODs shall be the Tender Inviting Authority.

The order that administrative approval for all the Procurement to be obtained from Managing Director continues.

Further, payment files up to the value of Rs.10,00,000/- shall be approved by Executive Director. The Division Head along with GM (F&A) authorized to approve the payment files of all the division of ELCOT up to Rs.50,000/- is retained.

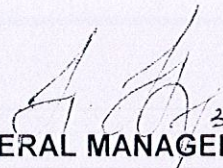
In continuation to the Office Order 2nd cited at reference and subsequent to the Joining of Executive Director, All Head of Division are hereby directed to follow the procedures given below, towards issue of Purchase Orders/Works Orders.

1. Deputy General Manager/General Manager (HoDs) of the Division concerned along with the prior approval of General Manager (F&A) are authorised to issue Purchase Orders/ Work orders upto the value of Rs.5 Lakhs.
2. Deputy General Manager/General Manager (HoDs) of the Division concerned along with the prior approval of General Manager (F&A) and Executive Director are authorized to issue Purchase Orders/Work orders upto the value of Rs.25 Lakhs.
3. Purchase Orders/ Work orders above Rs.25 Lakhs must be issued after approval of the Managing Director.

4. General Manager (HR) is hereby authorized to sign Vakalats/Proof Affidavits /
File other documents in relation to ESI and other service matters.

This order comes into force with immediate effect. These changes shall be
incorporated in the upcoming Procurement portal.

Sd/-
MANAGING DIRECTOR


3.2.22
GENERAL MANAGER (HR)

To
All HODs
CC: MD Table for kind information
ED Table for kind information

ELECTRONICS CORPORATION OF TAMILNADU LIMITED

DELEGATION OF POWERS OF BOARD AND MANAGING DIRECTOR

S N	Description	Board	Managing Director	Approved by
	1. FINANCE			
1	To open, operate, and close account (including current account, fixed deposit accounts etc.) on behalf and in the name of the Corporation with any bank at Chennai or elsewhere.		Full Powers	
2	To overdraw on such account or accounts and for all such purpose to draw, sign and issue all cheques or other instruments in such a manner that may appear requisite or admissible and periodically examine state, settle and adjust all the above accounts pending between the Corporation and any person or persons whatsoever.		Full Powers	
3	To borrow moneys from Bank or Banks by way of call loans, short notice loans demand loan or otherwise with or without security and in the former case, to secure the payment thereof by pledge mortgage or hypothecation or Government promissory notes, stocks, shares or other securities or assets of the Corporation and for the purpose in connection therewith to sign, execute, deliver register and renew all assurances, deeds, promissory notes, mortgages or receipts and negotiate, endorse, assign, transfer any such securities or assets aforesaid.		Full Powers	149 th Board dated 20.08.2007
4	To make, draw, endorse, purchase, sell discount or accept cheques, drafts, hundies, bills of exchange, and negotiable and mercantile instruments in the name or on behalf of the Corporation.		Full Powers	
5	To make and give receipts, release and other discharge for claims and demands		Full Powers	
6	To incur revenue expenditure in respect of purchases and stores matters as per Tamil Nadu Transparency in Tenders Act, 1998		Full Powers	
7	To make Single Tender purchase and cash purchases subject to compliance of the Tamil Nadu Transparency in Tenders Act, 1998		Full Powers	
8	To place repeat orders subject to the compliance of the Tamil Nadu Transparency in Tenders Act, 1998		Full Powers	

S N	Description	Board	Managing Director	Approved by
9	To sign cheques on behalf of the Corporation		Full Powers	149 th Board dated 20.08.2007
10	To invest moneys belonging to the Corporation in the fixed, short term and with any deposits with any bank or banks and financial institutions of GOTN to withdraw and reinvest them as aforesaid.		Full powers	149 th Board dated 20.08.2007 & 224 th Board
11	To declare and dispose off un-serviceable, obsolete, or surplus articles or stores in the books and sanction write-off losses due to theft etc. negligence fraud or other causes.	Above Rs.5 Lakh	Up to Rs.50,000/- in each case subject to an annual limit of Rs 5,00,000/-	224 th Board dated 17.08.2021
12	To incur Capital Expenditure deemed fit by the MD subject to overall limit of Rs.25.00 Lakhs each occasion not to exceed budget provision.	Beyond Budget Provision	Full Powers	
13	Waiver of liquidated damages, withdrawal of claims due to the Corporation including for sales up to Rs.10,000/- in each case. Above Rs.10,000/- to be reported to the Board.	Above Rs 50,000/- in each case. (Need to be reported by MD)	Up to Rs.50,000/- in each case	
2. SECRETARIAL				
1	To execute contracts, deeds, instrument and acceptances of property on behalf of the Corporation.		Full Powers	149 th Board dated 20.08.2007
2	To subscribe to the Memorandum & Articles of Association of new joint venture companies in his name on behalf of the Corporation either singly or jointly with the Secretary of the Corporation		Full Powers	
3	To file E- forms under the Companies Act 2013 and Rules thereon with the Ministry of Corporate Affairs singly or jointly with the Secretary of the Corporation		Full Powers	210 th Board dated 30.08.2018
4	To waive earnest money deposit, security deposit, guarantee etc. in connection with the Firms working for the Corporation for reasons to be recorded in each case.	Above Rs. 50,000/- in each case	Up to Rs.50,000/- in each case	
5	To commence and carry on, demand or abandon or compromise any legal proceedings, refer any claim or demand to arbitration.	Above Rs. 2.5 Lakhs	Up to Rs. 2.5 lakhs	224 th Board dated 17.08.2021
6	Approval to Contest / File Suit or Approval to Commence and Carry any legal	Full Powers	To file Affidavit on approval of	

S N	Description	Board	Managing Director	Approved by	
	proceedings, refer any claims of demands to Arbitration or High Court or Any Legislative Body		Board to proceed legally		
	3. HUMAN RESOURCES				
1	Appointment, selection and approval of panels (regular basis): In respect of all posts up to Deputy Manager II i.e. posts carrying a Scale of pay up to Level 22 provided the post is included in the sanctioned strength.		Full Powers	149 th dated 20.08.2007 & 224 th Board dated 17.08.2021	
2	To impose major punishments for good and sufficient reasons on all the staff members of the Corporation	If appointing authority is Board	If Appointing Authority is MD, ELCOT	149 th Board dated 20.08.2007	
3	To sanction all kinds of leave to the officers on deputation or Corporation employees.		Full Powers		
4	To sanction all kinds of allowances and advances like festival advance, khadi advance, vehicle advance etc. to all the staff including those on deputation.		Full Powers		
5	(a) To transfer the staff (b) To depute the staff for training in India		Full Powers		
6	To approve tour programmes of officers/ employees of the Corporation.		Full Powers		
7	To sanction periodical increments to all staff		Full Powers		
8	To organize or re-organise the office routine of the registered office including to change in office procedure and method which would be conducive to efficient administration of the office.		Full Powers		
9	To sanction permanent, temporary advances including way of interest to officers of the Corporation.		Full Powers		
10	To sanction and make payments relating to pension contribution payable on account of personnel taken on deputation from Govt Dept		Full Powers		
11	Acceptance of resignation of Officers		Full Powers except HOD's and Appointments by Board.		
12	To impose minor punishments viz. warning, censure, stoppage of increments for good and sufficient reasons, on all the officers and staff including those on deputation.		Full Powers		
13	Training for employees of the Corporation Within India and	Training outside India	Training within India subject to		224 th Board

S N	Description	Board	Managing Director	Approved by
	Outside India		Budget Provision	dated 17.08.2021
	4. GENERAL			
1	To sanction expenditure towards exhibition, legal purposes, rent, Staff fund, welfare of employees and expenditure for running the office such as purchase of stationery, conveyance, transport and contingent/ miscellaneous expenses including on contingent, staff as deemed fit subject to the Budget Provision.		Full Powers	149 th Board dated 20.08.2007
2	To make all such arrangements and do all such acts on behalf of the Corporation as may be necessary and incidental to the attainment of the objects of the Corporation provided a report to the Board at the earliest opportunity.		Full Powers	149 th Board dated 20.08.2007
3	To sub delegate any or all the powers to the Officers of the corporation to the extent necessary, subject to the condition that the same is reported to the ensuing Board.		Full Powers	
4	To enroll the Corporation as a member in any body and to sanction necessary expenditure towards fees.		Full Powers	
5	To incur expenses on demurrage subject to reporting of the same to the Board.			
6	To incur expenditure without calling for quotation and also to incur expenses on proprietary items subject to compliance of the Tamil Nadu Transparency in Tenders Act, 1998.		Full Powers	149 th Board dated 20.08.2007
7	Expenditure on repairs and maintenance, subject to budget approval.		Full Powers	149 th Board dated 20.08.2007
8	Extension of time for completion of on-going contract To be decided on Case to Case Basis and Reason for such extension to be recorded in writing and putting upto Board for information.		Full Powers	223 rd Board dated 29.04.2021
9	To give samples, gifts/compliments to customers/others deemed fit..	Above Rs. 5 Lakhs	Upto Rs. 5 Lakhs p.a. and not more than Rs.25,000/- on each occasion.	

S N	Description	Board	Managing Director	Approved by
10	To sanction expenditure on the entertainment of prospective customers and visiting personnel	Above Rs. 7.5 Lakhs	Rs. 75,000/- on each occasion subject to annual limit of Rs.7.5 Lakh	224 th Board dated 17.08.2021
11	Termination of contract on account of failure of the contractor in respect of contracts falling within the powers of administrative sanction		Full powers	
5. TENDERS				
1.	All Rate Contract Tenders meant for procurement activities, etc., for Government customers including State / Central Schemes , etc.	Tender Accepting Authority	Tender Inviting Authority	221 st Board dated 08.10.2020
2	Tenders floated for the purpose of Consultancy works / Appointment of Technical / Projects / Legal / Financial Consultants of value Rs. 1 crore and above	Tender Accepting Authority	Tender Inviting Authority	
3	Tenders floated for the purpose of Consultancy works / Appointment of Technical / Projects / Legal / Financial Consultants of value below Rs. 1 crore		Tender Accepting Authority	221 st Board dated 03.10.2020
4	Tenders floated for the purpose of ELCOT'S own projects such as development of ELCOT's SEZ, Civil Works including construction of IT Building, maintenance works, etc. of value Rs. 10 Crores and above	Tender Accepting Authority for Civil works including Construction of IT Building Above Rs. 5 Crores and up to 10 Crores	Tender Accepting Authority up to Rs. 5 Crores	224 th Board dated 17.08.2021
		Tender Accepting Authority for Maintenance work etc. Any value above Rs. 5 Crores	Tender Accepting Authority for Maintenance works, etc up to Rs. 5 Crores.	
5	Tenders floated for specific requirements of Government departments (Unique product / projects)	Tender Accepting Authority – Any value above Rs.5 crores	Tender Accepting Authority up to Rs.5 crores	224 th Board dated 17.08.2021