

**HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
HUDCO BHAWAN, IHC, LODHI ROAD, NEW DELHI – 110003**

No.F.11(81)/2012-HRMA

Date : 22nd January, 2013

OFFICE ORDER NO. 1248 / 2013

Subject:- Revision of Delegation of Powers to CMD, HUDCO.

The Board in its 477th meeting (Item No.477.11) held on 5th January 2011, 479th meeting (Item No.479.5) held on 5th March 2011 and 508th meeting (Item No.508.12) held on 5th December 2012 reviewed the Delegation of Powers of CMD, HUDCO. The consolidated revised Delegation of Powers of CMD, HUDCO as approved by the Board are as contained in the Annexure.

2. The exercise of powers delegated to CMD, HUDCO is subject to the following:-

- i) observance of the provisions of the Companies Act, the Memorandum and Articles of Association of HUDCO, relevant guidelines/circulars from the Government of India, Statutory Authorities, NHB, CVC and policies, rules & regulations, budget approved by the Board of Directors from time to time.
- ii) Application of principles of financial propriety such as:-
 - (a) Expenditure should not prima facie be more than the occasion demands;
 - (b) The powers shall be exercised with the same diligence in respect of expenditure incurred from Corporation's moneys as a person of ordinary prudence would exercise in respect of expenditure of his own money;
 - (c) It should be ensured that exercise of powers of sanctioning expenditure should not directly or indirectly benefit the delegate;

3. The delegation shall be subject to such further controls/instructions as are conveyed from time to time to the delegate in general or in particular.

4. The delegate shall be accountable for the decisions under the delegation.

5. Administrative approval shall be accorded by the delegate before financial concurrence is obtained.



Contd..2..

-: 2 :-

6. The financial concurrence would be taken even if not specifically mentioned for proposals having financial implications of more than Rs.25,000/- in each case unless otherwise stated.
7. All the expenditure should be within the Budget provision (BE/RE).
8. CMD, HUDCO will be deemed to have all the powers delegated to his subordinate functionaries directly by the Board.
9. Further, the Board has authorised CMD to sub-delegate/re-delegate the powers vested with him to any of his subordinate officer(s), as deemed fit, as per need and requirement of the Corporation.
10. This supercedes all the previous orders on the subject.
11. The existing sub-delegation/re-delegation by CMD to various officers of HUDCO will continue till orders for revised sub-delegation/re-delegation are issued. However, where sub-delegation has been approved by the Board in the revised delegation as shown in the Annexure to this Office Order, the same will be effective from the date of issue of this order.



(P.R. Srivastava)
Executive Director (HRMA)

Copy to:

1. DGM (P), CMDO
2. SM (S) to DF
3. SM (S) to CVO
4. All Sr. EDs
5. All EDs/RCs/GMs/CS
6. AGM (OL) – for Hindi Translation
7. AM (IT) – for uploading on HUDCO Intranet.
8. Office Order File.

I N D E X

Chapter No.	Chapter	Page No.
I.	Budget & Plans	1
II.	Borrowings	2 - 6
III.	Sanction of Schemes [WILL BE NOTIFIED SEPARATELY AFTER REVISED DELEGATION IS APPROVED BY THE COMPETENT AUTHORITY]	
IV.	Banking and Investments	7
V.	Works, Disposal and Maintenance Expenditure	8 - 13
VI.	Establishment and Administration	14 - 23
VII.	Collaborations / Joint Ventures / SPVs	24
VIII.	Legal	25 - 28
IX.	Research and Development	29
X.	Providing / Availing Consultancy Services and Appointment of Consultants	30
XI.	Contingency and Miscellaneous	31 - 33
XII.	Corporate Social Responsibility	34
XIII.	Emergency Powers	35



CHAPTER – I : BUDGET & PLANS

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
1.1	Budget – Annual (Approval/Revision/Amendments)	NIL	With Board
1.2	Targets for loan sanctions (Fixation/Revision/ Amendments)	NIL	With Board
1.3	Targets for loan release (Fixation/Revision/ Amendment)	CMD - Full powers	With the concurrence of Finance
1.4	Appropriation	CMD - Within overall budget provision	With the concurrence of Finance
1.5	Re-appropriations Except from (i) Remuneration to employees or (ii) Administrative expenses to fixed assets and vice versa.	CMD - Full powers	With the concurrence of Finance
1.6	Excess over approved budgetary provisions	CMD - Full powers	With the concurrence of Finance



CHAPTER – II : BORROWINGS

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col.4
2.1	<p>Borrowings through for long term and short term loans / lines of credit, Loans against FD, Cash Credit/Overdraft facility, public deposits, bonds / debentures (including tax-free bonds), commercial/structured paper, FCNR(B) loans, refinance assistance, borrowings from banks denominated in equivalent foreign currency, External Commercial Borrowings, borrowings from multilateral institutions / international agencies, etc. subject to outstanding borrowings at any given point of time not exceeding Rs 40,000/- crore which is the overall borrowing limit approved by the shareholders u/s 293(1)(d) of the Companies Act, 1956, and take all decisions related to:</p> <p>i) Borrowing, rollover, conversion, re-set of interest rates, exercising of put/call option in respect of bonds/debentures and prepayment of term loans from banks, financial institutions, Corporates, etc.</p> <p>ii) Short-term loans, lines of credit, loan against deposits or Overdraft /Cash Credit facility, etc. from banks, financial institutions, Corporates, etc.</p> <p>iii) Setting of limit for short-term borrowings during the financial year under the annual borrowing program for each financial year, within the overall limit of Rs. 40,000 crore.</p> <p>iv) Finalization of procedure / modalities for raising of resources through Banking Sector including exploring the possibilities of raising loans</p>	<p>In accordance with the Articles of Association of HUDCO & provisions of section 292(1) & (2) of the Companies Act, 1956, a sub-committee of the Board having its nomenclature as Resource Committee consisting of CMD, DF, DCP as member with Head of Resource wing as convener. The quorum of the meeting shall be any two members present in person and not by proxy.</p> <p>In the event of quorum of the meeting of the Resource Committee not being there, Chairman and Managing Director, HUDCO (approved by the Board in its 505th meeting held on 24.08.2012) shall be authorized to take various decisions in respect of resource mobilization approved under the annual borrowing program for each financial year.</p> <p>Full powers under overall borrowing limit approved by the Board for each financial year.</p>	

Amu

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
	<p>through issue of tender notification on HUDCO's web-site.</p> <p>v) External borrowings through bilateral / multilateral institutions, international agencies, bonds, syndicated loans, etc. viz. tenure, currency, coupon rates, appointment of agencies and all other pre and post issue activities including international rating.</p> <p>vi) Pre-issue/post issue of HUDCO Bonds (Taxable and Tax- free, long term or short term, normal or structured, Zero coupon bonds, deep discount bonds, etc.) regarding terms and conditions and number of the Bonds to be issued, timing, nature, type, pricing and such other terms and conditions of the Issue including fixation of coupon rate, minimum subscription, if any, tenure, volumes per series, structure, fixing deemed date of allotment, allotment of bonds, etc., finalize details of securities to be provided and matters incidental or connected therewith and incur any expenditure in relation to the creation of such security and to approve all other matters relating to the Issue and do all such acts, deeds, matters and things desirable for such purpose, and also vary, modify or alter any of the terms and conditions, including size of the Issue, as it may deem expedient subject to and within the broad issue structure approved by the Board.</p> <p>vii) Issuance of specialized instruments such as commercial paper, MIBOR / MIFOR / G-Sec or any other benchmark linked bonds / debentures, etc.</p>		

Amu

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col.4
	<p>viii) Obtaining of rating for domestic & international fund mobilization, credit facility being offered by Banks to HUDCO (on an overall basis), Bonds, Public Deposits etc. from the RBI and SEBI recognized credit rating agencies, to decide upon the quantum of resources and the instruments (Bonds, Banking Sector funds, Public deposits, Short term debt instruments) for which the initial rating is to be obtained, etc.</p> <p>ix) Award of the Rating assignment pursuant to evaluation of bids received from the Rating agencies under limited tendering process.</p>		
2.2	<p>To take decisions related to</p> <p>i) Issuance of mandate to the Credit Rating Agency, acceptance or non-acceptance of rating / rating rationale / press releases, fixation or enhancement of annual rating fee, etc.</p> <p>ii) All decisions related to negotiation and appointment (including fixation of their fee as per past practice) of arrangers, R&T agents, trustees, bankers and any other institution appointed for pre and post issue services.</p> <p>iii) All decisions related to appointment of arranger(s) for raising resources through HUDCO Bonds subject to fulfilling following conditions:</p> <p>(a) Registered with SEBI as broker / Category I Merchant banker/ Registered with RBI as Primary dealer.</p> <p>(b) Not blacklisted by HUDCO.</p> <p>(c) Should be ranked in first 20 of PRIME Database in the league table (Govt.</p>	CMD and/or DF – Full powers within the borrowing limits approved by the Board for each financial year.	

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col.4
	organizations and DFIs) excluding State level financial institutions and undertakings. (d) Any Scheduled Bank, Commercial Bank or Foreign Bank having license to operate in India."		
2.3	To release payments to the agencies involved in the Resource Programme for the financial year as per the terms accepted by the Resource Committee/CMD.	Director Finance and / or Sr.ED (RM)/ED(RM) and/or Head of Resource Wing not below the level of Dy. General Manager (Finance).	
2.4	To release statutory payments to investors, credit rating agencies, stock exchanges, SEBI, Lead Managers, Legal Counsel, trustees, arrangers, depositories, R&T agents and / or any other agencies involved in the Resource Mobilization & debt servicing, etc.	Director Finance and / or Sr.ED (RM)/ED(RM) and/or Head of Resource Wing not below the level of Dy. General Manager (Finance).	
2.5	To execute all documents, covenants, etc. and to complete all necessary formalities connected with the borrowings, for annual borrowing programme approved by the Board for each year.	Director Finance and / or Sr.ED(RM)/ED(RM) and/or Head of Resource Wing not below the level of Dy. General Manager (Finance) and/or Company Secretary, HUDCO	
2.6	To issue the Offer Document, Information Memorandum, Draft Shelf prospectus, Shelf Prospectus, Tranche prospectus(es) or any other document stipulated under SEBI guidelines for issuance / placement of debentures/bonds (Taxable and Tax- free, long term or short term, normal or structured, Zero coupon bonds, deep discount bonds, etc.) and other matters relating thereto.	Sr.ED (RM) or ED(RM) or Head of Resource Wing not below the level of Dy. General Manager (Finance).	
2.7	To sign the Bond certificates of HUDCO Bonds on behalf of HUDCO and finalize such other formalities as may be necessary for the purpose of issuance of these bonds including affixing of the common seal of the company as per the Articles.	Any two Directors and/or Sr.ED (RM) / ED (RM) / General Manager or any authorized officer nominated by CMD not below the level of Dy. General Manager and CS.	
2.8	To approve the transfer of HUDCO Bonds. The transfer so approved will be registered in the register of the individual Bondholders under the signature of-	CMD and/or DF. Sr.ED (RM) / ED (RM) / CS / General Mgr./ Dy. General Manager/Asstt. General Manager (Finance).	

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col.4
2.9	To accept the request of registered Bondholders seeking consolidation or split of bonds already issued to them and issue of fresh Bond Scrips to them.	CMD and/or DF and/or Sr. ED (RM) / ED (RM) and/or Head of Resource Wing not below the level of Dy. General Manager (Finance) and/or CS	
2.10	To sign the Bond certificates of HUDCO Bonds on behalf of the company and complete such other formalities as may be necessary for the purpose of re-issue of these bonds in the event of re-sale, on deletion of name of the deceased Bondholder, addition of name of joint holder, on receipt of request for split and consolidation of Bonds issued earlier. Authorities to affix the Common Seal on such issue or re-issue of scrips on behalf of HUDCO as per the articles.	Any two Directors and/or Sr.ED (RM) / ED (RM) / General Manager or any authorized officer nominated by CMD not below the level of Dy. General Manager and CS. CS	
2.11	To accept a request from Bondholder's of HUDCO Bonds for the deletion and substitution of names of Joint Bondholders in the Bond Scrips (including nomination as per provisions of Co(s) Act, 1956) in the event of death of Joint Bondholders and approve the said deletion/substitution. To be registered under the signature of-	CMD and/or DF and/or Sr. ED (RM) / ED (RM) and/or Head of Resource Wing not below the level of Dy. General Manager (Finance) and/or CS Sr.ED(RM) / ED (RM) / CS/General Mgr./ Dy. General Manager/Asstt. General Manager (Finance).	
2.12	Issue of Duplicate Bond Certificates in lieu of Lost/Misplaced Letter of Allotment/Bond Certificate.	CMD	
2.13	To accept or reject the dematerialization /rematerialisation request received from the Bondholders and to complete all the necessary formalities related to dematerialization /rematerialisation	CS and/or Sr ED(RM) / ED (RM) and/or Head of Resource Wing not below the level of Dy. General Manager (Finance).	

Amu

CHAPTER – IV : BANKING AND INVESTMENTS

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col.4
4.1	To open the bank accounts and authorize the officers to operate on behalf of HUDCO, the current, savings, FD's, loan/overdraft account and other accounts maintained by the Head Office, HSMI, UIF Wing, Zonal / Regional / Development Offices of the Corporation from time to time. Same procedure be followed for closure of Bank Accounts.	CMD and/or DF	
4.2	Placement / Investment of short-term surplus in Fixed Deposit with banks as per DPE Guidelines.	<p>In accordance with the provisions of Section 292(1) & (2) of the Companies Act, 1956 and DPE Guidelines dated 14-12-1994, the powers be delegated to a sub-committee of Board having its nomenclature as Fund Placement Committee consisting with CMD as Member Chairman and DF & DCP as Members and Head of Resource Wing not below the level of General Manager (Finance) as convener. The quorum of the meeting shall be any two members present in person and not by proxy.</p> <p>In the event of quorum of the meeting of the Fund Placement Committee not being there, Chairman and Managing Director, HUDCO shall be authorized to take various decisions in respect of investment / placemen of Short Term Surplus Funds.</p> <p>Full powers within overall limit of placement of Short Term Surplus Funds to the extent of Rs.3000 Cr. approved by the Board in its 371st Meeting held on 19-11-2004.</p>	
4.3	Investment of short-term surplus in Flexi Deposit.	DF	

Amu

CHAPTER – V : WORKS, DISPOSAL AND MAINTENANCE EXPENDITURE

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
5.1	<p>Accord of administrative approval for minor works for residential / non-residential buildings.</p> <p><u>NOTE</u> : Excess upto 10% of the amount of A/A may be authorized by CMD.</p>	<p>CMD – Upto Rs.450 Lacs DCP – Upto Rs.225 Lacs Sr. ED / ED - Upto Rs.125 Lacs GM / PC – Upto Rs.11 Lacs</p>	
5.2	<p>Accord of expenditure sanction for minor works for residential / non-residential buildings.</p> <p><u>NOTE</u> : Excess upto 10% of the amount of E/S may be authorized by CMD.</p>	<p>CMD – Upto Rs.450 Lacs DCP – Upto Rs.225 Lacs Sr. ED / ED - Upto Rs.125 Lacs GM / PC – Upto Rs.11 Lacs</p>	With financial concurrence
5.3	<p>a) Accord of Technical Sanction to detailed estimates for works</p> <p>b) Revisions in detailed estimates and reallocation of approved estimates between different sub-heads.</p> <p>c) Approval of tender document, constitution of Tender Committee etc.</p> <p><u>NOTE</u> :</p> <p>i) A provision for contingencies in the estimates shall be kept as follows:-</p> <p>a) Estimated Cost upto Rs.1 crore: 5%.</p> <p>b) Estimated cost beyond Rs.1 crore : 3% .</p> <p>ii) Excess upto 10% of the amount of E/S may be authorized by CMD.</p>	<p>CMD /DCP/Sr.ED/ED – Full Powers</p>	<p>With financial concurrence</p> <p>- do -</p> <p>- do -</p>
5.4	<p>Acceptance of lowest tender with or without negotiations.</p> <p><u>Note</u>: Negotiation is to be exercised in exceptional cases only (in the case of proprietary items or in the case of items with limited source of supply)</p>	<p>CMD – Upto Rs.1000 Lacs DCP – Upto Rs.500 Lacs Sr. ED / ED - Upto Rs.200 Lacs GM / PC – Upto Rs.100 Lacs</p>	With financial concurrence

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
5.5	<p>Acceptance of single offer and award of works against approved call of tenders.</p> <p><u>Note:</u> Detailed justifications should be recorded for acceptance of the single offer duly taking into consideration the prospects of getting better response by repeatedly retendering, cost, time, urgency of works, nature of project involved etc.</p>	<p>CMD – up to Rs.350 Lacs DCP – Upto Rs.200 Lacs Sr. ED / ED - Upto Rs.125 Lacs GM / PC – Upto Rs.30 Lacs upto Rs.70 Lacs with prior approval of ED / Sr. ED.</p>	<ul style="list-style-type: none"> • With financial concurrence. • The powers exercised should be informed to the Board in subsequent meeting.
5.6	<p>Award of work without call of tenders.</p> <p><u>Note:</u> Power to be exercised in rare and exceptional circumstances as specified below : a) During natural calamities and emergencies declared by the Govt. b) Where procurement is possible from a single source only. c) Where the supplier or contractor has exclusive rights in r/o the goods or services and reasonable alternative or substitute do not exist.</p>	CMD – upto Rs.60 Lacs	<ul style="list-style-type: none"> • With Financial concurrence • The powers exercised should be reported to the Board in subsequent meeting.
5.7	Award of work by negotiation ab-initio after infructuous call of tender or with a firm which has not quoted for execution of the remaining work, after recession of the contract .	<p>CMD – upto Rs.100 Lacs DCP – Upto Rs.50 Lacs Sr. ED / ED - Upto Rs.10 Lacs GM / PC – Upto Rs.4 Lacs</p>	With financial concurrence
5.8	<p>Accord of sanction to extra/substituted items.</p> <p><u>Note:</u></p> <ul style="list-style-type: none"> i) These powers are in respect of each contract. ii) These powers should be exercised for technical reasons only. iii) These powers will be exercised independently by each authority. 	<p>CMD - Full Powers DCP – Full powers Sr. ED / ED – Full powers GM / PC – Upto Rs.13 Lacs</p>	With financial concurrence

Amu

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
5.9	<p>Accord of sanction to deviation in quantities of agreement items.</p> <p><u>Note:</u></p> <p>(i) Deviation means increase/decrease in quantities of agreement items.</p> <p>(ii) Deviation upto +/- 10% of agreement quantity will not require any sanction.</p> <p>(iii) Items deviating beyond +/- 10% of agreement limit quantity needs sanction of total deviation (including initial +/- 10% agreement quantity)</p> <p>(iv) The amount of deviation statement shall be the sum of absolute value of the deviated amounts of all individual items.</p> <p><u>Clarification :</u> PC/RC shall have full powers to approve deviation in quantities of normal items, increase in quantities of abnormally low rate items and decrease in quantities of abnormally high rated items to any extent.</p>	<p>CMD - Full powers DCP – Full powers Sr. ED / ED – Full powers PC / RC – Upto Rs.2.5 Lacs</p>	With Financial concurrence
5.10	<p>a) Grant of extension of time and rescheduling of milestone.</p> <p>b) With levy of compensation (in case no power is specified in the contract)</p>	<p>PC / RC - Full powers</p> <p>- do -</p>	<p>With financial concurrence</p> <p>- do -</p>
5.11	To write-off infructuous expenditure on construction works	<p>CMD - Full Powers DCP – Upto Rs.100 Lacs Sr. ED / ED – 1% of contract value subject to ceiling of Rs.30,000/- GM / PC –1% of contract value subject to ceiling of Rs.7,500/-.</p>	With financial concurrence
5.12	Purchase of material from open market through tenders or through DGS&D rate contracts.	<p>CMD - Full Powers upto Rs.20 Lacs in each case DCP / Sr. ED / ED – Upto Rs.10 Lacs in each case GM / PC – Upto Rs.5 Lacs in each case.</p>	With financial concurrence

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
5.13	Award of assignments to Govt. approved testing labs, autonomous bodies of the Govt. and Govt. engineering educational institutions for testing of materials, proof checking of designs, soil investigation and similar works.	CMD - Full powers	with financial concurrence
5.14	To accept highest tender bid for sale / disposal of temporary / old / dilapidated building / structure for clearing site / land.	CMD – Full powers	With financial concurrence
5.15	a) Losses due to depreciation of stock. b) Write-off of losses : i) On stores due to theft/ negligence of individuals ii) On stores not due to theft and / or negligence of individuals. iii) Write off returns of unserviceable T & P articles of which past value is recovered.	CMD - Full powers CMD – upto Rs.50,000/- CMD – Upto Rs.50,000/- CMD – Full powers	With financial concurrence
5.16	a) To issue orders declaring stores, including spare parts of vehicles, other than those not involved in losses, as surplus or unserviceable, the original purchase value of article being estimated if not known. b) To issue order of disposal of stores declared by competent authority to be unserviceable (subject to any orders, the CMD may have passed).	CMD – Upto Rs.5 Lacks CMD – Full powers	With financial concurrence
5.17	Purchase / hiring of vehicles for works / project	CMD – Full powers	With financial concurrence
5.18	Expenditure on preparation of models, dummies, panels, exhibits, paintings etc.	CMD – Full powers Sr. ED / ED – Upto Rs.1 Lac GM / PC – Upto Rs.50,000/-	With financial concurrence
5.19	Accord of sanction to expenditure on ceremonies connected with laying of foundation stones and opening of public buildings.	CMD – Full powers DCP – Upto Rs.10,000/- Sr. ED / ED – Upto Rs.2,500/-	With financial concurrence

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
5.20	Hiring accommodation locally for site/ project monitoring staff, accounting & administrative staff and other related services including sanction/operation of service contracts for maintenance, security etc. making statutory payments etc.	CMD - Full powers	With financial concurrence
5.21	To approve empanelment/ short listing of Contractors/ implementing agencies for project.	CMD - Full powers	With financial concurrence
5.22	Approving the terms of letter of appointment / award and agreement.	CMD - Full powers	With concurrence of Finance and law.
5.23	Appointment of Arbitrator	CMD - Full powers	
5.24	Acceptance / challenge of arbitration awards.	CMD - Full powers	In consultation with Finance & Law
5.25	Approval of bills of contractors/ consultants / suppliers / dealers / advocate / CA and arbitrator's fees etc. including statutory payments.	PC / RC - Full powers	With financial concurrence.
5.26	To accord approval for i) renting out office space / vacant residential flats to Central / State Quasi Govt. agencies or any PSU or any agency of the Govt. through public advertisement / or uploading HUDCO website / or participation in the Bid process in the open advertisement or direct marketing by writing letters to Govt. agencies / PSU etc. and vice-versa at a rent which shall be not lower than CPWD / PWD rates. ii) Hiring office space as per HUDCO's requirement on case to case basis	CMD - Full powers	With Concurrence of finance & Law.
5.27	Approval of Bid document, constitution of Bid Committee for sale, long term lease, short term lease/ rent / license basis.	CMD - Full Powers	With concurrence of finance & Law
5.28	Fixing of rents/ license fees / short term lease consideration (minimum rent) based on market valuation.	CMD - Full Powers	With financial concurrence

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
5.29	Condoning delays and write off losses on account of payments of sale consideration/ rent/ licensee fees/ lease amount	CMD - Full Powers	With financial concurrence
5.30	Repair & Maintenance at HUDCO owned / hired properties	CMD – Full powers	With financial concurrence
5.31	Repairs and renovation of hired office accommodation. In case of hired residential premises, if such provision exist in the agreement executed by HUDCO with the owner of the building.	CMD - Full Powers	

NOTE : The powers shown against Sr. ED / ED, GM, PC and RC will be exercised by the officers who are incharge of the Works in Head Office / Regional Offices.



CHAPTER –VI : ESTABLISHMENT AND ADMINISTRATION

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.1	To make appointments/promotions as per R & P Rules and restructuring plan approved by the Board as notified vide Order No. CMDO/HR/02/2010 dated 16-08-2010 and subsequently as amended from time to time.	CMD - Full powers for appointment / promotions upto Dy. GM level. For GM (E-7 Level) and above, with the approval of the Board.	All appointments / promotions shall be subject to the recommendations of duly constituted DPC / Selection Committee.
6.2	To re-validate panel drawn by duly constituted Selection Committee beyond one year.		As per R & P Rules 2011, Board is the Competent Authority to revalidate the panel. Hence, no change is proposed.
6.3	To constitute Selection Committee for appointment/promotion in accordance with R&P Rules.	CMD - As per R & P Rules.	
6.4	To constitute Screening Committee as per R & P Rules for screening of the applications of the candidates for tests / interview.	CMD – As per R & P Rules	
6.5	To fix pay on first appointment	CMD - Full powers as per R&P rules	On the recommendations of the Selection Committee (not exceeding three increments)
6.6	To allow protection of pay to employees of Govt./Public Sector Organisations joining HUDCO on direct recruitment/ absorption basis,	CMD - Full powers	As per Govt. of India rules/ DPE guidelines
6.7	To Fix pay on promotion / confirmation.	CMD - Full powers as per rules	With concurrence of Finance
6.8	To extend period of probation	CMD - Full powers as per R&P rules/ Service Regulations	
6.9	To accept resignation / approve waiver of notice period	CMD - Full powers	

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.10	To permit employees for service on deputation basis to other Govt. organizations/ PSUs and to take employees of other Govt./Public Sector Organisations against the sanctioned posts.	CMD - Full powers as per guidelines approved by the Board and DPE Guidelines.	
6.11	To grant leave in accordance with rules	CMD - Full powers	
6.12	Grant of special casual leave under various family planning programmes in accordance with Government schemes approved by the Board from time to time.	CMD - Full powers	
6.13	To grant allowances according to rules	CMD - Full powers	
6.14	Drawal and disbursement of salary, allowances, Corporation shares and other establishment claims/ payments according to the relevant terms and rules	CMD - Full powers	
6.15	Passing all claims (other than remuneration to employees) including suppliers' bills, rent, electricity, water, telephone, housekeeping, contractors' bills, etc. on the contract/order etc.	CMD - Full powers	
6.16	Payment of all types of deposits and advances for expenditure approved by the competent authority.	CMD - Full powers	
6.17	To grant extension of time for joining a post on first appointment or on transfer	CMD - Full powers	
6.18	To suspend, discharge, dismiss or otherwise punish any employee of the Corporation in accordance with HUDCO CDA Rules/ Service Regulation.	CMD - Full powers	
6.19	To hear and decide on appeal / review in respect of discharge/ dismissal or other punishment awarded by an officer subordinate to the CMD to whom powers in that behalf have been delegated in accordance with HUDCO CDA Rules.	CMD - Full powers	
6.20	Reports/intimation/permission under the HUDCO CDA Rules.	CMD - Full powers	
6.21	To permit employees of the Corporation to receive honoraria/ fees/rewards.	CMD - Full powers	

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.22	To fix installments for recovery of advance, overpayment of pay and/ or allowances or arrears of dues to the Company on any account, and to investigate arrears of claims.	CMD - Full powers	
6.23	To grant special pay and advance increments as per approved guidelines.	CMD - Full powers	
6.24	To prescribe office timings for the employees	CMD - Full powers	As per Service Regulations.
6.25	To transfer employees	CMD - Full powers	As per Transfer Policy Guidelines approved by the Board.
6.26	To permit handing over and taking over charge away from headquarters	CMD - Full powers	
6.27	To relax prescribed age in accordance with R&P Rules and Govt. instruction on the subject.	CMD - Full powers	
6.28	To depute employees to training courses, seminars, conferences, conventions etc. in India or in-Company training programme and to count such period of deputation as duty for all purposes	CMD - Full powers	For training abroad as per guidelines approved by the Board vide Item No.416.16]
6.29	To approve tour programme	CMD - Full powers (CMD shall be his own controlling officer in respect of tours within the country)	
6.30	To authorize employees and officers to travel by air or by a class higher than that to which they are entitled.	CMD - Full powers	
6.31	To sanction advance of pay, advance of traveling allowance and/or advance for medical treatment, advance for LTC etc.	CMD - Full powers	
6.32	To sanction daily allowance at full rates for halts exceeding the admissible period under the TA Rules of the Company.	CMD - Full powers	
6.33	To permit travel by a route other than the shortest or cheapest	CMD - Full powers	
6.34	To approve cancellation charges of Ai r/ Rail / Bus / tickets etc.	CMD - Full powers	
6.35	All matters relating to grant of TA/DA as per rules	CMD - Full powers	



Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.36	To grant honoraria or rewards to employees	CMD - a) <u>Reward</u> Full powers upto Rs.5000 in each case with the financial ceiling of Rs.2 lakhs in a financial year. b) <u>Honorarium</u> Full powers upto Rs.5000 in each case with ceiling of Rs.4 lakhs in a financial year.	With concurrence of Finance and subject to budget provision
6.37	To grant ex-gratia payments to employees of non-recurring nature on compassionate grounds	CMD - Upto Rs.1 lac in each case	With financial concurrence.
6.38	To sanction grants for sports recreational activities and other welfare activities.	CMD - Full powers	With financial concurrence and subject to budget provision
6.39	To approve (a) empanelment of hospitals / nursing homes / eye institutes / dental clinics/ path labs / radiology etc. (b) reimbursement of medical expenses in relaxation of rules in exceptional cases including journey expenses and consultation fees.	CMD - Full powers	
6.40	To sanction and incur expenditure on office contingencies	CMD - Full powers	
6.41	To sanction and incur capital expenditure on office equipments and furniture, cars and other vehicles.	CMD - Full powers	
6.42	To approve disposal of vehicles	CMD - Full Powers	
6.43	Repair and maintenance of furniture, fixtures, office equipments, vehicles and other assets.	CMD - Full powers	
6.44	To make officiating arrangements in leave and other vacancies	CMD - Full powers	
6.45	To sanction advance/ imprest to employees/operating staff	CMD - Full powers	In consultation with Finance
6.46	To sanction overtime allowance	CMD - Full powers Upto 1/2 of the monthly emoluments (Item No.477.17)	
6.47	Reimbursement of conveyance hire charges as per rules / guidelines.	CMD - Full powers	

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.48	To sanction hiring of vehicles in connection with official work	CMD - Full powers	
6.49	To sanction expenditure on ceremonial occasions.	CMD - Full powers	
6.50	To sanction entertainment expenditure in official meetings.	CMD - Full powers	
6.51	To sanction telephone including mobile phone/ Internet connection/ FAX at Office including HUDCO Niwas Offices and residence of staff as per guidelines.	CMD - Full powers	
6.52	Sanction of payment of, telephone bills, electricity bills, water bills, etc.	CMD - Full powers	
6.53	Sanction of payment of postal charges/franking machine charges/courier service charges	CMD - Full powers	
6.54	To sanction purchase of liveries of eligible staff as per laid down policy.	CMD - Full powers	With the concurrence of Finance.
6.55	Sanction of payment for maintenance/ upkeep of HUDCO buildings/properties.	CMD - Full powers	Subject to financial concurrence
6.56	To hire or take on lease residential accommodation for executives as per guidelines.	CMD - Full powers	
6.57	Permitting Company-owned / leased accommodation and telephone facility on transfer.	CMD - Full powers	As per approved Transfer Policy Guidelines and HRFA Rules.
6.58	To accord approval for i) renting out office space / vacant residential flats to Central / State Quasi Govt. agencies or any PSU or any agency of the Govt. through public advertisement / or uploading HUDCO website / or participation in the Bid process in the open advertisement or direct marketing by writing letters to Govt. agencies / PSUs etc. and vice-versa at a rent which shall be not lower than CPWD / PWD rates. ii) Hiring office space as per HUDCO's requirement on case to case basis.	CMD - Full powers	

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.59	Allotment of HUDCO Staff Quarters located in different regional offices/ headquarters to HUDCO employees on rental basis and allow retention of the same on transfer, retirement including VRS, resignation/deputation, removal from service, termination, dismissal etc. as per HRFA Rules.	CMD - Full powers	As per HUDCO staff quarter allotment rules.
6.60	To establish Transit House in HUDCO owned flats as per the requirement and necessity from time to time.	CMD - Full powers	
6.61	To approve reconverting HUDCO Transit Accommodation for residential use at any location on need basis.	CMD - Full powers	
6.62	Insurance	CMD - Full powers	
6.63	Purchase of books, periodicals, journals, magazines etc. in print form or electronic media.	CMD - Full powers	
6.64	Printing and purchase of stationery	CMD - Full powers	
6.65	Sanction of all types of EDP Bills	CMD - Full powers	
6.66	Appointment of software services/ development consultant and AMC of softwares.	CMD - Full powers	
6.67	Extension of service/ AMC contracts on existing terms not exceeding three months	CMD - Full powers	
6.68	To declare fixtures/ furniture/office equipments / stores and other assets as surplus/ unserviceable and to fix their reserve price and to prescribe the mode of their disposal.	CMD - Full powers	
6.69	Execution of Deed of Redemption/ reconveyance in respect of all cases of HBA and presentation of Deed to the concerned Registrar of Assurance.	CMD - Full powers	Except for such items as require the Common Seal of the Company.
6.70	To incur expenditure on immediate safety of employees, company premises plant & machinery and equipments wherever situated.	CMD - Full powers	
6.71	Grant of statutory compensation. fees etc.	CMD - Full powers	



Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.72	To make and give receipts, release and other discharges for money payable to the company for the claims and demands of the company.	CMD - Full powers	
6.73	To write-off (i) losses due to theft but not due to fraud and negligence. (ii) Avoidable expenditure, demurrage, wharfage subject to an inquiry.	CMD - Full powers upto Rs.50,000/- Lacs in each case. CMD - Full powers upto Rs.1 Lakh in each case.	
6.74	To settle or compound claims where no negligence is involved on the part of Company employees.	CMD - Full powers upto Rs.5 1 Lakh in each case.	
6.75	To grant permission for (i) further studies in India (ii) forwarding of applications / issuance of NOC for outside employment and obtaining passport etc.	CMD - Full powers	
6.76	To grant permission for further studies / training abroad	CMD - Full powers	
6.77	TA, Fees / Honorarium etc. to experts, consultants etc.	CMD - Full powers	
6.78	Sanction of advance of TA and LTC in accordance with rules	CMD - Full powers	
6.79	To waive liquidated damages in respect of service contracts.	CMD - Full powers	With concurrence of Finance
6.80	Power to declare an officer as controlling officer	CMD - Full powers	
6.81	To sanction expenditure on official gifts.	CMD - Full powers upto Rs.15,000/- in each case	
6.82	To grant incentives to employees of the company as per schemes approved by the Board.	CMD - Full powers	
6.83	Sanction of incentive for promoting small family norms as per rules	CMD - Full powers	
6.84	Sanction of incentive for learning official language (Hindi)	CMD - Full powers	
6.85	To approve payments under Hindi promotion schemes.	CMD - Full powers	
6.86	To approve payment of fees to Kendriya Hindi Prashikshan Sansthan in respect of officials sponsored for training	CMD - Full powers	



Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.87	To approve expenditure / payment in connection with Rajbhasha Pakhwada / Hindi Diwas/ Vigilance Awareness Week.	CMD - Full powers	
6.88	To approve the Company acquiring / renewing membership of technical and professional bodies, trade associations, Chambers of Commerce and Industry and nominate employees as the representative of the Company thereto. Note: To be reported to the Board.	CMD - Full powers	
6.89	To sanction non-recurring grants.	CMD - Full powers to sanction grant/ donations of non-recurring nature upto Rs.50,000/- per case to cultural and charitable local organizations subject to the ceiling of Rs.25 lacs p.a.	With financial concurrence
6.90	To provide for the welfare of employees or ex-employees of the Company or its predecessors in business and the wives, widows and families or the dependents, etc., of such employees.	CMD - Full powers	With the concurrence of Finance and subject to Budget provision
6.91	Acceptance of lowest tenders in respect of service contracts.	CMD - Full powers	Reasons to be recorded
6.92	Acceptance of Single Tender (after second time tendering) against approved call of tenders in respect of Service Contracts (Reasons to be recorded).	CMD - Full powers	
6.93	Award of works by negotiations with the lowest tenderer in respect of Service Contracts as per existing purchase guidelines	CMD - Full powers	Reasons to be recorded. Power to be exercised in exceptional cases only (in the case of proprietary items or in the case of items with limited sources of supply.

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.94	Award of works by acceptance of a tender other than the lowest and Award of work by negotiations with a tenderer other than lowest in respect of Service Contracts.	CMD - Full powers	Reasons to be recorded
6.95	<p>Award of work without call of tenders in respect of Service Contracts (Board to be informed subsequently).</p> <p><u>Note :</u> Power to be exercised only in rare and exceptional circumstances as specified below:</p> <p>a) during natural calamities and emergencies declared by the Govt., where procurement is possible from a single source only,</p> <p>b) Where the supplier or contractor has exclusive rights in respect of the goods or services and no reasonable alternative or substitute exists.</p>	CMD - Full powers	
6.96	Award of work by negotiations after infructuous call of tender or with firm which has not quoted the execution for the remaining work after recession of the contract in respect of Service Contracts as per the rates of the rescinded contract (Reasons to be recorded).	CMD - Full powers	
6.97	Grant of Extension of time and/or levy of liquidated damages in respect of Service Contracts (Reasons to be recorded).	CMD - Full powers	
6.98	Amendment to purchase/supply order in respect of Service Contracts.	CMD - Full powers	
6.99	To approve engagement of casual labour / daily rated staff for temporary nature of work arising from time to time on wages as per rules.	CMD - Full powers upto 119 days	

Sl.No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
6.100	Engagement of specialist / expert / professionals/institutions for assignment/ advice and allow remuneration.	CMD - Full powers upto maximum of 6 months.	<p>Emoluments/ remuneration subject to guidelines issued by DoPT on the subject from time to time in respect of Retired Govt. Employees.</p> <p>In respect of Retired PSU employees the remuneration should not exceed 50% of last pay drawn. In case the payscale in which the officer retired has been revised, the remuneration should not exceed 50% of minimum of the revised corresponding pay scale plus DA as on the date of engagement.</p>



CHAPTER –VII : COLLABORATIONS / JOINT VENTURES / SPVs

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col.1	Col.2	Col.3	Col.4
	Joint Ventures		
7.1	Setting of JVs with Govt./public and private/Joint Sector for projects within the ambit of object class of HUDCO's Memorandum of Association and Articles of Association.	As per JVs guidelines approved by the Board	
7.2	To participate in the equity of JVs.	As per JVs guidelines approved by the Board	
7.3	Signing of Memorandum of Understanding	CMD - Full powers	
	Collaborations		
7.4	Power to negotiate for collaborations and terms and conditions of participation for relevant activities of HSMI	EDT- Full powers (To be reported to the Board)	

Amu

CHAPTER –VIII : LEGAL

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
8.1	To sign/execute loan agreements, amendments to the loan agreements, Memorandum of Understandings or any other agreements, subscription agreements for shares, bonds, debentures etc., trust deeds, mortgage deeds, re-conveyance deeds, deeds of rectification etc. and other documents related and connected to HUDCO assistance to borrowing agencies and to present / file documents/forms for registration before the appropriate authorities and to accept title and documents of title for the purpose of creation of equitable mortgage and also to accept/execute Deed of Hypothecation, Deed of Pledge, Guarantees and/or any other securities on behalf of HUDCO	CMD and in his absence DF/DCP - Full power	In consultation with Law Wing.
8.2	To approve standard formats of loan documents and any modifications / amendments thereto	CMD and in his absence DF/DCP - Full powers	In consultation with Law Wing.
8.3	To execute instruments, conveyance deeds, lease deeds, contracts, Memorandum of Understanding or any other document or agreement for and on behalf of HUDCO and to present documents for registration before the appropriate authorities.	CMD and his absence DF/DCP - Full Power	In consultation with Law Wing.
8.4	To engage advocate(s) for seeking legal opinion in cases concerning the financing of schemes, borrowing or in any other matter concerning interest of HUDCO or any other matter of importance and to finalise/settle including payment of their fees, charges and out of pocket expenses etc.	CMD and his absence DF/DCP - Full power	In consultation with Law Wing.
8.5	To engage advocate(s) / other experts in connection with any suit, arbitration, claim, application, complaints, writ petition, review, revision, appeal or any other legal proceedings filed by/against HUDCO before any Court, Tribunal, Forum, Court of Magistrate, Commission or any other Authority and to finalise / settle and payment of their fees, charges and out of pocket expenses etc.	CMD and in his absence DF/DCP - Full power	In consultation with Law / Finance / concerned ED.

Amu

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
8.6	To sign for and on behalf of the Company returns, forms, declaration, verifications etc., in connection with assessments, appeals, references and other related matters in connection with income tax, sales tax, octroi, customs duty, excise duty and similar or other levies by Government (State or Central) Municipality or any local body.	CMD and in his absence DF/DCP - Full power	
8.7	Release of part/full security after repayment of loan in part/full.	CMD and in his absence DF/DCP - Full powers	In case of release of full security in consultation with Law, Finance and Internal Audit. In case of release of part security in consultation with Operation, Law and Finance.
8.8	i) Change in security for the loan within the provision of the extant guidelines in this behalf.	CMD and in his absence DF/DCP - Full powers	In case of schemes sanctioned by CMD or below. In consultation with Operation, Law and Finance.
	ii) Change in security within the guidelines of HUDCO in case of government sector schemes.	CMD - Full powers (Ref : OO No.128 / 2012)	
8.9	(i) To decide and issue recall notice / letter invoking guarantees/legal notices to the defaulting borrowing agencies and/or guarantors.	CMD and in his absence DF/DCP - Full power	
	(ii) To take steps for invocation / enforcement of securities.	CMD and in his absence DF/DCP - Full power	
	(iii) (a) To decide to file recovery suit/ initiate action for enforcement of security under SARFAESI Act or any other applicable law in respect of Project loans and bulk loans under Hudco Niwas. (b) To decide to file recovery suit / initiate action for enforcement of security under SARFAESI Act in respect of individual loans under HUDCO Niwas.	CMD and in his absence DF/DCP - Full power CMD and in his absence DF / DCP - Full power	

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
	(c) To decide to file or defend on behalf of HUDCO suits, complaints, writ petitions, appeals, revision, review, refer cases for arbitration, action, references, compromise, claim etc. and to abandon compound legal proceedings in any Court, Tribunal, Judicial Forum, Labour Court, commission, taxation / statutory authority etc. including power to decide to not filing of appeal etc. against the order of any court / tribunal / judicial forum / labour court / commission, / taxation / statutory authority etc. with power to accept the financial implication thereof.	CMD and in his absence DF / DCP – Full power	
	(iv) To sanction and payment of costs, court fee, application fee, or any other charges payable in connection with filing or defending of suits etc.	CMD and in his absence DF/DCP - Full power	
	(v) To sign, verify plaints, written statements, application, petitions, claims, complaints, , counter affidavit, affidavits, rejoinders, objections, memorandum of appeal/ revision/ review or any other pleading or document required for the purpose of filing or defending the suits, complaints, application, claim, writ petition, arbitration, action, reference, review, revision, appeal etc. on behalf of HUDCO and also to sign and execute vakalatnamas/power of attorney in favour of Advocates in respect of cases filed on behalf of or against HUDCO in any court/tribunal /judicial forum / labour court / commission / taxation / statutory authority.	CMD, DF,DCP All officers from Sr. ED to Assistant Officers (E1 Level) at HQ and RO .	
8.10	(i) Appoint the Officers designated as Regional Chief at various RO/ZO or any Officer of Hudco of any discipline not below the rank of E-3 level Officer to act as authorized Officer in terms of sec.13(12) of SARFAESI Act,2002 to exercise the rights of secured creditor under the act.	CMD and in his absence DF/DCP - Full power	

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
	(ii) Appoint approved valuer and get valuation of assets of the borrower/guarantor done by such approved valuer. Appoint security/enforcement agent and/or auctioneer for taking action under SARFAESI Act.	-do-	
	(iii) Incur expenses on valuation making security arrangements, insurance, advertisement for sale of secured assets and the matters incidental and/or related thereto.	-do-	
	(iv) Enter into contract for sale / lease / assignment of charged / secured assets of the borrower / guarantor after taking possession thereof and appropriate the proceeds thereof to square off the debt liability of the borrower.	-do-	
	(v) Do any other act, deed or things and take further necessary action as may be deemed necessary and expedience in connection with enforcement of security interest under SARFAESI Act, 2002.	-do-	



CHAPTER – IX : RESEARCH AND DEVELOPMENT

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
9.1	Undertaking research studies, panel discussions, technical discussion, reviews in the shelter and allied areas through institutions/experts/specialists in the field.	CMD - Up to Rs 5 lacs in each case	
9.2	Approval of HUDCO assistance for R&D activities/technical assistance.	CMD - Up to Rs.25 lacs in individual proposal and subject to Rs.2 crores in any financial year.	



CHAPTER – X : PROVIDING / AVAILING CONSULTANCY SERVICES AND APPOINTMENT OF CONSULTANTS

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
10.1	To accord administrative approval for participating in bid process / undertaking consultancy services, quoting of consultancy fee and approval of terms of reference.	CMD - Full Powers	
10.2	Signing of agreement, MoU in connection with consultancy services.	CMD - Full Powers	
10.3	To approve the appointment of Consultants / Sub-Consultants either by open tendering, limited tendering or on single tender basis (on second attempt) and consultancy fees upto Rs.1.00 (one) Crore.	CMD - Full Powers	
10.4	To accord administrative approval for participating in bid process / undertaking consultancy services, quoting of consultancy fee [NOTE : The power is to be exercised under intimation to CMD]	EDs – Upto consultancy fee of Rs.3 Crores GMs / RCs (Consultancy Incharge not below DGM) – Upto consultancy fee of Rs.2 Crores	With financial concurrence by EDF / GMF at HO and by senior most Finance personnel at ROs. With financial concurrence by senior most Finance personnel at ROs.
10.5	Approval of Terms of Reference	EDs / GMs / RCs / Consultancy Incharge (not below DGM level)	In consultation with Legal and Finance (EDL and EDF / GMF at HO and by senior most Finance personnel at RO).
10.6	To approve the appointment of consultants / sub-consultants either by open tendering or limited tendering and consultancy fees.	EDs – Upto consultancy fee of Rs.25 Lakhs GMs / RCs / Consultancy Incharge (not below DGM level)– Upto consultancy fee of Rs.10 Lakhs	With financial concurrence by EDF / GMF at HO and by senior most Finance personnel at ROs. With financial concurrence by senior most Finance personnel at ROs.
10.7	Signing of agreement, MoU in connection with Consultancy Services.	EDs / GMs / RCs / Consultancy Incharge (not below DGM level)	In consultation with Legal and Finance (EDL and EDF / GMF at HO and by senior most Law and Finance personnel at RO).

CHAPTER –XI : CONTINGENCY AND MISCELLANEOUS

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
11.1	To constitute committees of officers including external experts in connection with the affairs/business / operations of the Corporation and decide terms of reference on matters which are within the powers of CMD.	CMD - Full powers	
11.2	Publicity and Advertisement * a) Statutory advertisements (Financial Notices / Recruitment / Public Notices and Tender Notices etc.) * Subject to guidelines.	CMD - Full powers – (i) Upto Rs.2 lakhs without financial concurrence, (ii) Beyond Rs. 2 lakhs and upto Rs.25 lakhs with financial concurrence	
	b) Financial and Corporate campaigns	- do -	
	c) Ad hoc Advertisements other than corporate campaign (Souvenirs, special supplements of newspapers/ magazines)	CMD – Full powers upto Rs.2 Lakhs without financial concurrence and beyond Rs.2 Lakhs & upto Rs.5 Lakhs with financial concurrence.	
	d) Press Conference	CMD - Full powers upto Rs.5 lakhs.	
	e) Production of films and other publicity materials	CMD - Full powers (i) Upto Rs.5 lakhs with Financial concurrence	
11.3	Press Tours	CMD – Full powers Upto Rs.5 Lakhs without financial concurrence and beyond Rs.5 Lakhs & upto Rs.15 Lakhs with financial concurrence.	
11.4	a) To sanction expenditure on Model: study / presentation models, exhibitions, paintings, etc.	CMD - Full powers GM / Incharge DD Wing – Full powers subject to fulfilling laid down procedure.	With the concurrence of Finance. Beyond Rs.50,000/- in each case with the concurrence of Fin.
	b) Material purchased and dispatch (courier service) of presentation reports – purchase of material,	CMD - Full powers	With the concurrence of Finance.



Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
	photography work and dispatch of the report by : courier service.	GM / Incharge DD Wing – Full powers subject to fulfilling laid down procedure.	Beyond Rs.50,000/- in each case with the concurrence of Fin.
	c) Display and transportation of material for exhibition purpose	CMD - Full powers GM / Incharge DD Wing – Full powers subject to fulfilling laid down procedure.	With the concurrence of Finance. Beyond Rs.50,000/- in each case with the concurrence of Fin.
	d) Expenditure on tours including tour advance in connection with design /consultancy assignments as per rules.	CMD - Full powers GM / Incharge DD Wing – Full powers subject to fulfilling laid down procedure.	With the concurrence of Finance. Beyond Rs.20,000/- in each case with the concurrence of Fin.
	e) Miscellaneous expenditure viz. digitations of drawings, documentation, repair of models, organizing surveys and any other expenditure related to consultancy projects.	GM / Incharge DD Wing – Full powers	Beyond Rs.5,000/- in each case with the concurrence of Fin. and beyond Rs.10,000/- with the approval of CMD.
	f) Printing of brochures, reports with regard to consultancy projects and promotional work of DD Wing.	GM / Incharge DD Wing – Full powers	Beyond Rs.5,000/- with the concurrence of Fin. and beyond Rs.10,000/- with the approval of CMD.
11.5	To sanction grants under various schemes	CMD (as per Standing Order No.54 Dt.28.02.1989).	

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
11.6	Sponsorship (i) National sponsorship (ii) International sponsorship	CMD – Full powers (i) Upto Rs.2 Lakhs without financial concurrence, (ii) Beyond Rs.2 Lakhs and upto Rs.5 Lakhs with financial concurrence CMD – Full powers (i) Upto Rs.4 Lakhs without financial concurrence, (ii) Beyond Rs.4 Lakhs and upto Rs.6 Lakhs with financial concurrence.	
	Appointment of CA firms at ROs		
11.7	Appointment of CA firms at Regional Offices on matters pertaining to Certification of Accounts/Taxation by following proper procedure and on the recommendation of ED/RC at Regional Office.	CMD - Full Powers (Ref. : OO No.381 / 2012)	With the Concurrence of Finance at Head Office
	LOAN ACCOUNTS		
11.8	Waiver of the default amount of interest dues on account of delay in repayment of regular dues / short recovery / delay in recovery of OTS / DRP amount, in case of Govt. Agencies with a financial implication of upto RS.50,000/- and Upto Rs.1,00,000/- to CMD, on the basis of recommendation of DMRC.	CMD – Upto Rs.1,00,000/- DF - Upto Rs.50,000/-	On recommendation of DMRC.
11.9	Approval for Manual appropriation of receipt where schemes are in default.	CMD – Full powers	
11.10	Booking of income on account of excess lying in HUDCO's books for more than 3 years and refund to agency in such cases if demanded from HUDCO.	CMD – Full powers	
11.11	Refund of excess amount lying in the account of the borrowing agency.	CMD – Full powers	
11.12	Review of charges levied by HUDCO and deposited by the borrower and its refund / adjustment in the account.	CMD – Full powers upto Rs.1.00 Crore in each case. On the recommendation of Standing Committee.	On the recommendation of DF.



CHAPTER –XII : CORPORATE SOCIAL RESPONSIBILITY

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
Col. 1	Col. 2	Col. 3	Col. 4
12.1	Sanction of the CSR assistance for each project	CMD - Upto Rs. Two Crores on the recommendation of CSR Committee.	As per guidelines / procedures
12.2	Release of CSR Assistance	CMD – Full power	
12.3	Execution of sanction letter / agreement	CMD – Full power	
12.4	Modification / Revision in the project	CMD	On the recommendation of CSR Committee
12.5	Extension of validity	CMD	On the recommendation of CSR Committee
12.6	Appointment of external agencies for carrying out impact assessment/ evaluation studies	CMD	As per extant procedure.



CHAPTER – XIII : EMERGENCY POWERS

Sl. No. Col. 1	Nature of Powers Col. 2	Extent of Delegation Col. 3	Remarks Col. 4
13.1	To incur expenditure in emergencies on objects for which there is no specified provision in the approved budget or in excess of allocation made, for specified purposes in the approved budget.	CMD - Notwithstanding the existing delegation of powers to the Chairman & Managing Director, the Chairman and Managing Director is authorized to act in any emergency in his discretion subject to the condition that any action taken in pursuance of this delegation shall be reported to the Board, immediately in the next meeting.	No change is proposed

B. Kumar

List of Amendments made w.r.t. Office Order No.1248/2013 dated 22-01-2013

Amendment		Chapter of Office Order No.1248/2013 Amended
No.	Date	
1	03-05-2013	Chapter - VIII : Legal
2	17-10-2013	Chapter - VI : Establishment and Administration
3	24-04-2014	Chapter - XI : Contingency and Miscellaneous
4	23-05-2014	Chapter - XI : Contingency and Miscellaneous
5	25-08-2014	Chapter - XII : Corporate Social Responsibility
6	09-03-2015	Chapter - XII : Corporate Social Responsibility
7	06-04-2015	Chapter - X : Providing / Availing Consultancy Services and Appointment of Consultants
8	12-06-2015	Chapter - VI : Establishment and Administration
9	03-07-2017	Chapter - XII : Corporate Social Responsibility
10	22-12-2017	Chapter - XI : Contingency and Miscellaneous
11	13-10-2023	Chapter - XII : Corporate Social Responsibility

(71)

HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
HUDCO BHAWAN, IHC, LODHI ROAD, NEW DELHI - 110003

No.F.11(81)/2012-HRMA

Date : 3rd May, 2013

AMENDMENT NO.1 OF OFFICE ORDER NO. 1248 / 2013

Subject:- Revision of Delegation of Powers to CMD, HUDCO.

The Board in its 511th meeting held on 25th February 2013 unanimously passed the following resolutions vide Item No.511.12 :-

"Resolved that the CMD, HUDCO, and in his absence DF/DCP be and are hereby authorised to accept the final orders passed by any Court/Tribunal/Judicial Forum etc. by not filing of appeal, if financial implication arising from the difference between the dues as per agreement and dues worked out as per final order / decree etc. awarded by the Court/Tribunal/Judicial Forum both on the date of the order is upto Rs 2 crore in respect of Private Sector Agencies and Rs 2 crore in respect of Private Sector Agencies and Rs 5 crore in respect of Govt. Agencies, as contained in the agenda item.


Further resolved that the CMD, HUDCO, be and is hereby authorised to sub-delegate the power in respect of individual loans under HUDCO NIWAS, as contained in the agenda item."

Consequently, the existing delegation of CMD, HUDCO notified vide Sl.No.8.9(iii)(c) of Chapter VIII of Office Order No.1248/2013 dated 22nd January 2013 stands amended to the following extent :-

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
8.9	(iii)(c) To decide to file or defend on behalf of HUDCO suits, complaints, writ petitions, appeals, revision, review, refer cases for arbitration, action, references, compromise, claim etc. and to abandon compound legal proceedings in any Court, Tribunal, Judicial Forum, Labour Court,	CMD and in his absence, DF/DCP - Full powers.	

commission, taxation / statutory authority etc. including power to accept final orders passed by any Court / Tribunal / Judicial Forum etc. by not filing of appeal, if financial implication arising from the difference between the dues as per agreement and dues worked out as per final order / decree etc. awarded by the Court / Tribunal / Judicial Forum both on the date of the order is upto Rs 2 crore in respect of Private Sector Agencies and Rs 5 crore in respect of Govt. Agencies.		
---	--	--

This issues with the approval of the Competent Authority.


(P.R. Srivastava)
Executive Director (HRMA)

Copy to:

1. DGM (P), CMDO
2. AGM (S) to DCP
3. SM (S) to DF
4. SM (S) to CVO
5. All Sr. EDs
6. All EDs/RCs/GMs/CS
7. AGM (OL) – for Hindi Translation
8. AM (IT) – for uploading on HUDCO Intranet.
9. Office Order File.

HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
HUDCO BHAWAN, IHC, LODHI ROAD, NEW DELHI - 110003

No.F.11(81)/2012-HRMA

Date : 17th October, 2013

72

AMENDMENT NO.2 OF OFFICE ORDER NO. 1248 / 2013

Subject:- Revision of Delegation of Powers to CMD, HUDCO .

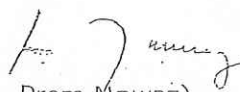
The Board in its 522nd meeting held on 10th October, 2013 unanimously passed the following resolution vide Item No.522.14 :-

"Resolved that CMD, HUDCO be and is hereby delegated the powers to write off losses not due to theft, fraud or negligence also upto Rs.2 lakhs in each case with concurrence of finance in addition to powers delegated under item No.6.73 of Office Order No.1248/2013 dated 22nd January 2013."

Consequently, the existing delegation of CMD, HUDCO notified vide Sl.No.6.73 of Chapter VI of Office Order No.1248/2013 dated 22nd January 2013 stands amended and will read as under:-

Sl. No.	Nature of Powers	Extent of Delegation	Remarks
6.73	To write-off (i) Losses due to theft but not due to fraud and negligence. (ii) Losses not due to theft, fraud or negligence (iii) Avoidable expenditure, demurrage, wharfage subject to an inquiry.	CMD - Full powers upto Rs.50,000/- in each case. CMD - Full powers upto Rs.2 lakhs in each case CMD- Full powers upto Rs.1 lakh in each case.	With financial concurrence.

This issues with the approval of the Competent Authority.



(J. Prem Naważ)

Executive Director (HRMA)

Copy to:

1. DGM (P), CMDO
2. AGM (S) to DCP
3. SM (S) to DF
4. SM (S) to CVO
5. All Sr. EDs
6. All EDs/RCs/GMs/CS
7. AGM (OL) - for Hindi Translation
8. AM (IT) - for uploading on HUDCO Intranet.
9. Office Order File.

HOUSING AND URBAN DEVELOPMENT CORPORATION LTD.
7 A, India Habitat Centre, Lodhi Road, New Delhi 110003

No.F.11(81)/2014-HRMA

April 24, 2014

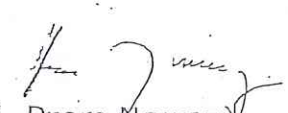
AMENDMENT NO.3 OF OFFICE ORDER NO.1248/2013

Subject: Revision of Delegation of powers to CMD, HUDCO.

The HUDCO Board in its 516th Meeting held on 23rd April, 2013 vide Item No. 10 has authorized CMD to spend upto Rs.60.00 Lakhs (Rupees Sixty Lakhs only) for the Press Advertisement on the occasion of HUDCO Annual Day.

Subsequently, the Delegation of Power of CMD issued vide Office Order No.1248/2013 dated 22nd January, 2013 Chapter XI (Contingency & Miscellaneous) SI No. 11.2 is hereby revised by addition of Clause 11.2(f) as follows:

S.No.	Nature of Powers	Extent of Delegation	Remarks
11.2 (f)	Corporate advertisement on the occasion of Annual Day.	CMD - Full powers upto Rs.60.00 Lakhs.	With financial concurrence.


(J. Prem Nawaz)
Executive Director (HRMA)

Copy to:

1. CMD
2. DCP
3. DF
4. CVO
5. Sr. Executive Directors
6. All EDs/ GMs/ RCs
7. GM (OL) - for Hindi version
8. GM(PR)
9. CS
10. DM(IT) - for posting on Intranet

(74)

Housing and Urban Development Corporation Ltd.
7 A, India Habitat Centre, Lodhi Road, New Delhi 110003

No.F.11(81)/2014-HRMA

May 23, 2014

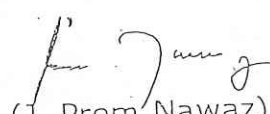
AMENDMENT NO.4 OF OFFICE ORDER NO.1248/2013

Sub: Revision of Delegation of powers to CMD, HUDCO.

The HUDCO Board in its 516th Meeting held on 23rd April, 2013 vide Item No. 11 has enhanced the delegation of power of CMD for expenditure for different items of publicity from the existing Rs.5.00 Lakhs (Rupees Five Lakhs only) to Rs.25.00 Lakhs (Rupees Twenty Five Lakhs only).

Subsequently, the Delegation of Power of CMD issued vide Office Order No.1248/2013 dated 22nd January, 2013 Chapter XI (Contingency & Miscellaneous) Sl No. 11.2 (e) is hereby revised as follows:

S.No.	Nature of Powers	Extent of Delegation	Remarks
11.2 (e)	Production of Films and other publicity materials.	CMD - Full powers upto Rs.25.00 Lakhs.	With financial concurrence.


(J. Prem Nawaz)
Executive Director (HRMA)

Copy to:

1. CMD
2. DCP
3. DF
4. CVO
5. Sr. Executive Directors
6. All EDs/GMs/RCs
7. GM(OL) - for Hindi version
8. GM(PR)
9. CS
10. DM(IT) - For posting on Intranet

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
7A, IHC, Lodi Road, New Delhi – 110 003

No F.11(81)/ 2014 - HRMA

25th August, 2014

Amendment No. 5 of Office Order No.1248/2013 dated 22.01.2013

Sub. : Revision of Delegation of Powers to CMD, HUDCO

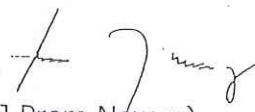
1. The HUDCO Board of Directors in its 532nd meeting held on 30th July, 2014 vide item no 532.24 while approving the General Policy on CSR (keeping in view of provisions on CSR in the Companies Act, 2013 read together with the Rules of CSR and amended Schedule VII notified by Ministry of Corporate Affairs) has approved the revised Delegation of Powers to CMD under Corporate Social Responsibilities as indicated below :-

Sl. No.	Nature of Power	Delegation	Remarks
1	Sanction of CSR assistance for each project	Board of Directors	On the recommendation of CSR Committee of the Board
2	Release of CSR assistance	CMD (Full powers)	
3	Execution of sanction letter/agreement	CMD (Full powers)	
4	Modification/revision in the project	Board of Directors	On the recommendation of CSR Committee of the Board
5	Extension of validity	CMD	On the recommendation of CSR Committee of the Board
6	Appointment of external agencies for carrying out impact assessment/ evaluation	CMD	As per extant procedure

2. Accordingly, the Delegation of Power to CMD, HUDCO, notified vide Office Order No.1248/2013 dated 22.1.2013, Chapter no. XII on Corporate Social Responsibility stands modified to the extent.
3. The Sub-delegation on the subject communicated vide Office Order No. 693/2012 dated 24.8.2012 remains unchanged and is stipulated below :-

Sl. No.	Nature of Power	Sub Delegation	Remarks
1	Release of CSR assistance (a) 1 st & intermediate instalments	Regional Chief	With the concurrence of senior most Finance Personnel at RO after completion of legal documentation/compliance of Sanction Conditions & subsequent instalment shall be released after receipt of Utilisation Certificate and satisfactory physical progress of the project.

	(b) Final instalment (15% - 25% of CSR assistance sanctioned)	ED (Incharge CSR Cell)	On the recommendation of the concerned RC with financial concurrence of senior most Finance personnel at RO and after receipt of Utilisation Certificate and physical progress of the project.
2	Execution of sanction letter/ agreement	Senior most personnel of Law discipline posted at RO. However, in case of execution of MoU, ED (Incharge of CSR Cell) after examination of the same at HO (Law).	


(J Prem Nawaz)
Executive Director(HRMA)

Copy to :

1. CMD
2. DCP
3. DF
4. CVO
5. Sr. ED(O)/Sr. ED(P)
6. All EDs/RCs/ GMs /CS
7. AGM(OL)- for Hindi Version
8. Manager(IT)-HRMA Wing - for information & updation of records
9. DM(IT), IT Wing- for posting on Intranet
10. Office Order File

Amendment No. 6 of office order No. 1248 dt. 22.1.2013

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
HUDCO BHAWAN, IHC LODHI ROAD, NEW DELHI-110003

No F:11(81)/HRMA/2015

09.03.2015

Amendment No. 6 OFFICE ORDER NO. 1606

Sub: Revision of Delegation/ Sub Delegation of Powers for CSR activities

1. Amendment No. 5 of Office Order No. 1248/2013 dated 22.01.2013 indicating the revised delegation of power to CMD under Corporate Social Responsibilities and the existing Sub-delegation communicated in terms of Office Order No. 693/2012 dated 24.8.2012, which remained unchanged was issued on 25.08.2014.
2. HUDCO Board of Directors in its 539th meeting held on 26.02.2015 vide item no 539.05 has considered and approved the Revised Delegation/Sub-Delegation of Powers under Corporate Social Responsibilities as indicated below :

Sl. No.	Nature of Power	Delegation	Remarks
1	Sanction of CSR assistance	Board of Directors	On the recommendation of CSR Committee of Board
2	Release of CSR assistance	CMD (Full powers)	
3	Execution of sanction letter/agreement	CMD (Full powers)	
4	Modification/revision in the project	Board of Directors	On the recommendation of CSR Committee of Board
5	Extension of validity	Board of Directors	On the recommendation of CSR Committee of Board
6	Appointment of external agencies for carrying out impact assessment/ evaluation	CMD	As per extnt procedure

3. Revised Sub Delegation of Powers under Corporate Social Responsibilities is given as under :

Sl. No.	Nature of Power.	Revised Sub Delegation	Remarks
1	Release of CSR assistance 1 st instalment (not exceeding 25% of sanctioned CSR assistance as per approved policy) & intermediate instalments	Regional Chief (not exceeding an amount of Rs. 50.00 lacs for the sanctioned proposal). Further, releases exceeding amount of Rs 50.00 lacs shall be approved by CMD.	With the concurrence of senior most Finance Personnel at RO after completion of legal documentation/compliance of Sanction Conditions & subsequent instalments shall be released after receipt of Utilisation Certificate and satisfactory physical progress of the project.

2	Execution of sanction letter/ agreement	Senior most personnel of Law discipline posted at RO. However, in case of execution of MoU, ED (Incharge of CSR Cell) after examination of the same at HO (Law).	No change
---	---	--	-----------

4. Further, the release of final instalment of CSR assistance shall be approved by the CMD on the recommendation of ED, Incharge- CSR with financial concurrence of EDF (O) and on the recommendation of the concerned RC, after receipt of Utilisation Certificate and physical progress of the project, to his/her satisfaction.
5. Besides this, proposals for revision/modification/ extension of validity and time for utilisation of funds released/closure of schemes etc. in already sanctioned schemes of previous year (s), preceding financial year 2014-15, be approved by the CMD, as per the decision of Board of Directors in its 534th meeting held on 25th September, 2014 vide item No. 534.10.

(Signature)
(J Prem Nawaz)

Executive Director (HRMA)

Copy to :

1. CMD
2. DCP
3. DF
4. CVO
5. Sr. ED (O)/Sr. ED (P) All EDs/RCs/GM/CS
6. AGM (OL) for Hindi Translation
7. Manager (IT) HRMA Wing – for information & updation of records
8. DM (IT), IT Wing – for posting on Intranet
9. Office Order File

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
7-A, India Habitat Centre, Lodhi Road, New Delhi-110003

No.:F.11(81)/2014-HRMA

Date: 6th April, 2015

Amendment No. 7 of Office Order No. 1248/2013

Subject: Modification in delegation of power for inclusion of Valuation in Chapter-X of the Office Order No.1248/2013 dated 22-01-2013.

The HUDCO Board in its 542nd Meeting held on 26th March 2015 vide Item No. 542.02 has unanimously passed the following resolution(s):-


"RESOLVED THAT proposal of modification of Para 10.6 of Chapter-X of Office Order No.1248/2013 dated 22nd January 2013, as proposed and contained in the agenda papers, by including all the activities concerned with valuation of properties and the financial delegation, as reproduced below :-

Sl. No.	Nature of Power	Extent of Delegation	Remarks
Col.1	Col.2	Col.3	Col.4
10.6	To approve appointment of consultants/sub consultants (<u>including valuers</u>) either by open tendering or limited tendering and consultancy fee.	EDs – upto consultancy fee of Rs. 25 lacs annually.	With financial concurrence of EDF/GM at HO and by senior most Finance personnel at ROs.
		GMs/RCS/Consultancy Charges (not below DGM level) – upto consultancy fee of Rs. 10 lacs annually.	With financial concurrence by senior most finance personnel at ROs.

be and is hereby approved."

The earlier power at Sl. No.10.6 of the above-mentioned Office Order, stands amended to the extent of above decision.

This issues with the approval of the Competent Authority.


(J. Prem Nawaz)
Executive Director (HRMA)

Copy to :

1. CMD
2. DCP
3. DF
4. CVO
5. Sr. ED(O)/Sr. ED(P)
6. All EDs/GMs/RCS
7. CS
8. AGM(OL) –for Hindi Version
9. DM(IT) –for posting on Intranet

Date: _____

Housing and Urban Development Corporation Ltd.
7 A, India Habitat Centre, Lodhi Road, New Delhi 110003

No.F.11(81)/2014-HRMA

June 12, 2015

Amendment No.8 of Office Order No.1248/2013 dated 22.01.2013

Sub: Revision of Delegation of power of CMD, HUDCO, on Hiring of Consultants.

The HUDCO Board of Directors in its 546th meeting, Item No. 546.11, held on 4th June, 2015, has approved Hiring of Consultants as per the requirement of organization in various areas according to the terms and conditions contained in the agenda placed before the Board vide Item No. 544.02 of 544th Meeting held on 13th April, 2015.

The existing Delegation of Power of CMD under Chapter VI of Office Order No.1248/2013 dated 22.01.2013, dealing with Establishment and Administration, is amended by way of addition of the following delegation:

S.No.	Nature of Powers	Extent of Delegation	Remarks
6.101	Hiring of Consultants	CMD - Full powers upto 2 years	<p>Emoluments: Remuneration shall be in the band of ₹.20,000/- to ₹.50,000/- and should not exceed 50% of the last pay drawn etc. as per the existing norms stipulated in Col. 4 of Delegation of Power at Sl. no. 6.100.</p> <p>The engagement of consultants shall be as per the terms and conditions contained in the Agenda placed before the Board vide Item No. 544.02 of 544th Meeting held on 13th April, 2015, and approved in the 546th meeting held on 4th June, 2015, vide Item No. 546.11.</p>

(J. Prem Nawaz)

Executive Director (HRMA)

Copy to :

1. CMD
2. DCP
3. DF
4. CVO
5. Sr. Executive Directors
6. All EDs/GMs/RCs/CS
7. GM (OL) - for Hindi version
8. DGM (PR)
9. DM (IT) - For posting on Intranet

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
7-A, India Habitat Centre, Lodhi Road, New Delhi – 110 003

No.:F.11 (181)/2014-HR

Date: 3rd July, 2017

Amendment No.9 of Office Order No.1248/2013 dated 22-01-2013

The HUDCO Board of Directors in its 581st Meeting held on 30th May, 2017 vide Item No.581.09 has approved the further delegation/sub-delegation of powers under Corporate Social Responsibilities for the items given below in addition to the delegation/sub-delegation of powers communicated vide Office Order No.1606 dated 9th March, 2015:

Earlier delegation as per Office Order No.1606 dated 09-03-2015			
Sl.No.	Nature of Power	Delegation	Remarks
4.	Modification/revision in the project	Board of Directors	On the recommendation of CSR Committee of Board.
5.	Extension of validity	Board of Directors	On the recommendation of CSR Committee of Board.

Revised sub-delegation as per 581st Board Meeting (Item No.581.09)				
Sl. No.	Added Nature of Power	Delegation	Sub-delegation	Remarks
4.	Modification/revision in the project including change in project components, change in project cost and change of site/location.	Board of Directors on the recommendation of CSR Committee of Board.	CMD – Full powers	Within the sanctioned CSR assistance, on the recommendation of concerned RC, with the financial concurrence of Head of Finance Wing (LC), HO.
5.	Extension of validity including extension of time for submission of utilization certificate and completion of the project.	Board of Directors on the recommendation of CSR Committee of Board.	CMD – Full powers	Within the sanctioned CSR assistance, on the recommendation of concerned RC and on the request of the agency.

This supercedes earlier Office Order No.1606 dated 9th March, 2015 to the extent above.

This issues with the approval of the Competent Authority.

(J. Prem Nawaz)
Executive Director (HR)

Copy to:-

- ✓ 1. ES to CMD
- ✓ 2. AGM (S) to DCP
- ✓ 3. AGM (S) to DF
- ✓ 4. AGM (S) to CVO
- ✓ 5. Sr. ED (C&H/RE)/Sr.ED(CI&SC/CP)
6. All EDs/GMs/RCs/CS
7. JGM (OL) – For Hindi version
- ✓ 8. DM (IT) – For posting on Intranet
9. Office Order File

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
7-A, India Habitat Centre, Lodhi Road, New Delhi – 110 003

No.:F.11 (181)/2014-HR

Date: 22nd December, 2017

Amendment No.10 of Office Order No.1248/2013 dated 22-01-2013

The HUDCO Board of Directors in its 587th Meeting held on 13th October, 2017 vide Item No.587.05 has approved the revision in delegation of powers for "Waiver of the default amount of interest dues on account of delay in repayment of regular dues/short recovery/delay in recovery of OTS/DRP amount in case of Govt. Agencies".

Accordingly, the following Delegation of Power under Chapter-XI – "Contingency & Miscellaneous" of Office Order No.1248/2013 dated 22nd January, 2013 stands amended:

Earlier delegation as per Office Order No.1248/2013 dated 22-01-2013			
Sl.No.	Nature of Power	Delegation	Remarks
11.8	Waiver of the default amount of interest dues on account of delay in repayment of regular dues/short recovery/delay in recovery of OTS/DRP amount, in case of Govt. Agencies with a financial implication of upto Rs.50,000/- and Upto Rs.1,00,000/- to CMD, on the basis of recommendation of DMRC.	CMD – Upto Rs.1,00,000/- DF – Upto Rs.50,000/-	On recommendation of DMRC.

Revised delegation as per 587 st Board Meeting (Item No.587.05)			
11.8	Waiver of the default amount of interest dues on account of delay in repayment of regular dues/short recovery/delay in recovery of OTS/DRP amount, in case of Govt. Agencies	CMD – Upto Rs.2,00,000/- DF – Upto Rs.1,00,000/-	With the recommendation of Sub-Group comprising of Regional Chief/Executive Director, concerned SBU Head and Executive Director (Defaults).
		SBU Head – Upto Rs.50,000/-	With the recommendation of Sub-Group comprising of Regional Chief/Executive Director and Executive Director (Defaults).
		RCs – Upto Rs.25,000/-	With the recommendation of Sub-Group comprising of senior most executives of Finance, Law & Projects disciplines in the concerned Regional Office.
Regional Office has to intimate all cases of waiver of such interest			

A-7

Sl.No.	Nature of Power	Delegation	Remarks
			default to Defaults Wing, Head Office and the consolidated report on the same be put up on quarterly basis by Defaults Wing/Loan Accounts Wing, while intimating the position of Default/NPA to the Committee for review of NPA and Board for information.

The Regional Office(s) should examine all such cases of waiver on merits and ensure proper due diligence and financial prudence in each case.

The above delegation is for waiver of dues which are outstanding as on the date of waiver.

This issues with the approval of the Competent Authority.

(J. Prem Nawaz)
Executive Director (HR)

Copy to:-

1. ES to CMD
2. AGM (S) to DCP
3. AGM (S) to DF
4. AGM (S) to CVO
5. Sr. ED (C&H/RE)/Sr.ED(CI&SC/CP/T/HR)
6. All EDs/GMs/RCs/CS
7. JGM (OL) – For Hindi version
8. DM (IT) – For posting on Intranet
9. Office Order File

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
HUDCO BHAWAN, IHC LODHI ROAD, NEW DELHI-110003

No.F.10(10)/2022-23/HR

Dated: 13th October, 2023

AMENDMENT NO.11 OF OFFICE ORDER NO.1248/2013

Subject: Delegation/Sub delegation of Powers for CSR activities.

1. HUDCO Board of Directors in its 539th meeting held on 26.02.2015 vide Item no. 539.05 had approved the Delegation/Sub-Delegation of Powers under Corporate Social Responsibilities (CSR) and subsequently Office Order No. 1606 dated 09th March 2015 was issued.
2. HUDCO Board of Directors in its 581st meeting held on 30.05.2017 vide item no. 581.09 had approved the further Delegation/Sub-Delegation of Powers under Corporate Social Responsibilities regarding modification / revision in project and extension of validity etc. to Chairman & Managing Director with the financial concurrence of Head of Finance Wing (LC) and the same was issued vide Amendment No.9 on 3rd July 2017 of Office Order No. 1248/2013 dated 22.01.2013
3. HUDCO Board of Directors in its 656th meeting held on 04.08.2023 vide item no. 656.11 has further amended the powers related to '*Modification/revision in the project including change in project components, change in project cost and change of site/location*' (communicated vide Amendment No.9 on 3rd July 2017 of Office Order No. 1248/2013 dated 22.01.2013) *to include closure and curtailment of sanctioned CSR assistance also*, as given below in table ;

No.	Revised Nature of Power	Existing Nature of Power	Revised sub-delegation	Remarks
1	Modification/ <u>Closure</u> /revision in the project including change in project components, change in project cost and change of site/ location <u>and curtailment of the sanctioned CSR assistance</u>	Modification/ revision in the project including change in project components, change in project cost and change of site/location	CMD (Full powers)	Within the sanctioned CSR assistance, on the recommendation of concerned RC and Head, CSR Wing with the financial concurrence of Head of Finance Wing (LC), HO.

4. To ensure compliance with the provisions of amended 'Companies CSR Amendments Rules 2021' notified by Ministry of Corporate Affairs, Govt. of India, HUDCO Board of Directors in its 656th meeting held on 04.08.2023 vide item no. 656.11 has also approved further delegation of the powers, as given below in the table ;

No.	Revised Nature of Power	Revised sub-delegation	Remarks
1.	Extension of duration for the Project beyond one	CMD (Full powers)	Within the sanctioned CSR assistance, on the recommendation

	year, which was initially not approved as a multi-year project based on reasonable justification to include these proposals within 'Ongoing Projects' of that financial year		of concerned RC, Head CSR Wing and on the request of the agency with proper justification and with the financial concurrence of Head of Finance Wing(LC), HO, after execution of Sanction letter cum agreement and <i>before the expiry of financial year in which it was approved</i>
2.	Transfer of amount remaining unspent to any ongoing project, to a special account to be opened by the company for that financial year to be called the Unspent Corporate Social Responsibility Account	CMD (Full powers)	On the recommendation of Head CSR Wing with the financial concurrence of Head of Finance Wing (LC), HO, <i>within a period of thirty days from the end of the that financial year in any scheduled bank.</i> To be informed to the CSR Committee of Board subsequently.
3.	Transfer of unspent CSR amount pertaining to (a) 'Other than ongoing projects' and 'Unspent CSR budget' (b) any ongoing projects from the special account opened by the company due to closure/curtailment and after completion of the third financial year. to a Fund specified in Schedule VII ^(#) of Companies Act 2013	CMD (Full powers)	On the recommendation of Head CSR Wing with the financial concurrence of Head of Finance Wing (LC), HO. To be informed to the CSR Committee of Board subsequently.
4.	To meet the shortfall, if any, for transfer of 'Unspent CSR amount' pertaining to 'other than Ongoing Project' and 'Ongoing Projects', wherein, agencies concerned after release of CSR assistance neither submitted utilization certificate nor refunded the unutilised CSR assistance before the due period of transfer of unspent CSR assistance to avoid penal provisions to HUDCO envisaged in the CSR amended rules 2021	CMD (Full powers)	On the recommendation of concerned RC, Head CSR Wing with the financial concurrence of Head of Finance Wing (LC), HO subject to the condition that such amounts need to be recovered from the agency at the earliest by concerned Regional Office and to be informed to the CSR Committee of Board and Board of Directors

View

(#)Schedule VII of Companies Act 2013 mentions contribution to the Prime Minister's National Relief Fund or Prime Minister's Citizen Assistance and Relief in Emergency Situations Fund (PM CARES Fund) or any other fund set up by the Central Government for socio economic development and relief and welfare of the schedule caste, tribes, other backward classes, minorities and women;

This supersedes S.No. 04 of the earlier Amendment No.9 dated 3rd July 2017 of Office Order No. 1248/2013 dated 22.01.2013, to the extent above

(Vandana Motsara)
Executive Director (HR)

Copy to :

1. JGM(P) to CMDO
2. AGM(S) to DCP
3. AGM(S) to DF
4. GM(L), CVD
5. CS
6. All EDs/GMs/RCs
7. ED (OL) – For Hindi version
8. SM (IT), IT Wing – for posting on intranet
9. M (IT), HR Wing – For updation of records
10. Office Order File