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भारत संचार निगम लिमिटेड
(भारत सरकार का उपक्रम)
BHARAT SANCHAR NIGAM LIMITED
(A Govt. of India Enterprise)

No. BSNL CO-EF/11/(11)/6/2020-ESTT FIN Dated 03.12.2021

To

All Chief General Managers,
Telecom Circles/ Metro Districts

Sub:- Revised Delegation of Financial powers to Head of Circles and Head of BAs.

The consolidated schedule of Delegation of Financial Powers of CGMs/ PGMs/GMs/ TDMs were issued vide letter No. 6-14/2009-WS &1 dated 28.02.2009 and subsequent amendments were issued on certain items later on.

Consequent to the issue of guidelines on creation of Business Areas by Restructuring Cell of BSNL Corporate Office vide letter No. 04-02/2014-Rstg. Vol .VI dated 17.10.2009 and 27.08.2020, the consolidated Schedule of Financial Power has been revised by the Board of Directors of BSNL in its 209th meeting held on dated 23rd October, 2021. Accordingly the revised consolidated Schedule of Financial Powers delegating the Financial Powers to Head of Circle and the newly designated Head of Business Area (BA), instead of the earlier SSA Headed by PGM/GMs/TDMs, is being issued as per detail in **Annexure-A**.

The Board has also approved that the Operational Areas (OA) functioning under the BA head may be sub-delegated financial power by the BA head in consultation with the IFA of Business Area. Accordingly no separate sub-delegation is proposed to Operational Area offices from BSNL H.Q. The broad guideline for sub-delegation of financial powers by BA head to Operational Area Head as approved by BSNL Board is enclosed as **Annexure-B**. The powers delegated is to be exercised subject to the followings condition:-

1. The exercise of financial powers is subject to strict observations of rules, orders, instructions and guidelines issued by DoT/DTS/DTO/CVC and BSNL from time to time and availability of budget.
2. These Financial powers will be exercised strictly in consultation & concurrence with IFA of the respective Circles/ BAs. Budgetary control of the Circle/ BA/ OA within the delegated powers will be enforced by the concerned Head of unit and their IFAs.
3. The powers, if sub-delegated to subordinate officers will also be exercised with the concurrence of an appropriate level of Accounts & Finance officer decided by the Circle IFA.
4. It should be ensured that the expenditure on all occasion is limited to the Budget allocation and guidelines on Austerity measures issued by BSNL Corporate Office from time to time.
5. The revised delegation of Financial powers in Annexure-A will replace the old consolidated Schedule of Financial powers of CGMs/ PGMs/GMs/ TDMs in-charge of SSAs, being exercised at present vide this office letter No. 6-14-2009-WS &1 dated 28.02.2009, with immediate effect.

This is issued with the approval of competent authority.

(RAJIV KUMAR)
GM (Establishment Finance)
BSNL CO, New Delhi

Copy to:

1. PS to CMD BSNL, New Delhi.
2. All Directors of BSNL Board/CVO BSNL
3. All IFAs to Head of Circles & Metro Districts.
4. All PGMs/ GMs in BSNL CO. New Delhi

(V. RAJASEKARAN)
Dy. General Manager (EF)

Annexure A


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ANNEXURE-A

S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
1	General Financial Powers		
1.1	General financial powers	Powers to run the market the telephone system efficiently and to incur expenditure as is within the powers of CGM's of BSNL, delegated from time to time to improve the services and run them efficiently. A committee consisting of Circle Head, Circle IFA and concerned Business Heads (CFA/ CM/ EB) in the Circle will be formed and will take decision regarding all such matters. All financial powers will be exercised in consultation with the IFA, and the Circle Head may overrule the advice of the IFA for reasons to be recorded in writing and intimated to the corporate office immediately.	NIL
1.2	Sub-delegation	Full powers to sub-delegate the financial powers to officers in his office subject to the condition that he is wholly responsible for all the powers exercised by his subordinates. These powers shall be delegated in consultation with the concerned IFA and there shall be an annual ceiling on the expenditure to be incurred by the subordinate officers on all such sub delegated cases. No powers shall be sub-delegated below the post of EE/DE/CAO/AGM or equivalent.	BA head Full power to sub delegate his powers to officers in his office subject to the condition that he is wholly responsible for all powers exercised by his subordinate officers i.e. as if BA head has himself exercised these powers. These powers shall be delegated in consultation with IFA and there shall be an annual ceiling on the expenditure to be incurred by the subordinate officers, in each of the sub delegated cases. No powers shall be sub-delegated below the post of EE/DE/CAO/AGM or equivalent.
1.3	Power to Execute, Conduct, defend, compound or abandon any Legal proceedings for or against the company and to allow for payment or satisfaction of claims and sanction of expenses	Full powers	NIL
1.4	Execution of agreements/ contracts	Full powers	Full powers within their delegated powers
1.5	Give receipts, refund advances, release of payment and other charges for money payable to the company and for the claim & demands of the company	Full powers	NIL


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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
1.6	Creation and abolition of posts	The following powers are delegated to the Head of Telecom Circles - (i) Circle Heads are authorised to create non-executive level posts for offering compassionate ground appointments subject to the policy guidelines to be given by the Corporate Office in this regard. (ii) Circle Heads are authorised for retention and abolition of Group 'B' and below level posts on the prescribed norms, creation of non-executive level posts for internal promotions including prescribed cadre restructuring exercise and disposal of all service matters relating to Group 'B' and below level, which were being performed by Circle Heads under the earlier post creation powers.	NIL
1.7	Acceptance of Arbitration Awards	Full powers up to Rs. 5 Lakh in each case , subject to maximum annual ceiling limit of Rs.1 Crore.	Full powers up to Rs. 1 Lakh in each case, subject to maximum a annual ceiling limit of Rs. 5 Lakh.
2 Sanction of Schemes/ Projects			
2.1	Approval of New Schemes(CAPEX)	Upto INR 10 crores for each CAPEX Project. However, for NOFN project, limit is extended to INR 15 Crores <i>No project should be considered less than 10% ROI. ROI Calculation to include cost of Licence Fees/Spectrum charges. In exceptional circumstances, approval shall be obtained from the corporate office. Power to exercised only wrt. Project approved in principle by Concerned Business Vertical of BSNL Corporate office.</i>	Upto INR 5 crores for each CAPEX Project . <i>No project should be considered less than 10% ROI. ROI Calculation to include cost of Licence Fees/Spectrum charges. In exceptional circumstances, approval shall be obtained from the corporate office. Power to exercised only wrt. Project approved in principle by Concerned Business Vertical of BSNL Corporate office.</i>
2.2	Cost overrun on Capital Project	Cost overrun of approved CAPEX Projects subject to a maximum 5% of total project cost. <i>Report to be submitted to concerned business vertical of Corporate Office for all cases of cost overrun beyond 5% of total project cost.</i>	NIL
2.3	Repetitive projects	Upto INR 10 crores for each repetitive project <i>Beyond the above limits, CTB shall have powers upto INR 25 Crores for repetitive projects Repetitive projects to be only those related to Transmission projects/ to be defined on case to case basis by concerned business vertical of BSNL CO.</i>	Upto INR 3 crores for each repetitive project. Repetitive projects to be only those related to Transmission projects/ to be defined on case to case basis by concerned business vertical of BSNL CO.
2.4	Pilot projects	Full powers subject to the condition that the pilot project is allotted to the Circle by the corporate office, alongwith the Cost to be incurred.	Full powers subject to the condition that pilot Project is allotted to the BA by Corporate/ Circle office, alongwith the Cost to be incurred.
2.5	Development order for new innovative projects	Full power up to Rs. 10 Lakh subject to allotment of project by Corporate office after approval of vertical Director.	NIL
2.6	Detailed Estimates	Full Powers within the financial limit of main project estimate.	Full Powers within the financial limit of main project estimate
3 Land & Buildings			

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
3.1	Acquisition of land or purchase of buildings	NIL Powers. CGM shall not acquire/ purchase land or buildings. Acquisition of land or purchase of building shall be done only after approval of BSNL CO	NIL Powers
3.2	Additions and alterations to existing departmental buildings	A) Residential Buildings: Upto INR 5 lakhs in each case B) Other Buildings: Upto INR 30 lakhs in each case Annual limit subject to overall annual budget limit.	A) Residential Buildings: Upto INR 3 lakhs in each case B) Other Buildings: Upto INR 10 lakhs in each case. Combined annual Limit of Rs 30 Lakhs for both cases subject to Budget.
3.3	Repairs and maintenance of departmental buildings	A) Residential Buildings: Upto INR 5 lakhs in each case B) Other Buildings: Upto INR 30 lakhs in each case Annual limit subject to overall annual budget limit.	A) Residential Buildings: Upto INR 3 lakhs in each case. B) Other Buildings: Upto INR 10 lakhs in each cases. Combined annual Limit of Rs 50 Lakhs for both cases subject to Budget.
3.4	Dismantlement of Buildings, including Dismantling of Towers	Full Powers, including power to approve Survey Report of the Building and approve Reserve Price.	Rs 30 lakhs of Book value, including power to approve Survey Report of the Building and approve Reserve Price.
3.5	Repairs/ additions to rented buildings both civil and electrical items	A) For CSC/ Technical Buildings: Upto INR 50,000 per building per year B) For Other Buildings: Upto INR 20,000 per building per year. Annual limit subject to overall annual budget limit.	A) For CSC/ Technical Buildings: Upto INR 50,000 per building per year B) For Other Buildings: NIL Annual limit of Rs 5 lakh subject to Budget
4 VEHICLES			
4.1	Sanction/ Replacement/ Purchase	CGM shall not purchase/ sanction/ replace any staff cars or operational vehicles. Staff Cars and operational vehicles shall be procured by CGM only after obtaining approval from the Corporate Office	NIL
4.2	Repairs/ mandatory modifications for Departmental vehicles	Full powers for approving repairs/ modifications subject to annual budget limit.	Upto Rs. 20,000/- for each vehicle for each occasion, subject to annual limit of Rs. 50,000/- for each of First 3 years, and upto Rs. 50,000/- for each occasion subject to annual limit of Rs. 1,00,000/- for each vehicle for more than 3 years old, subject to annual threshold limit as defined in the budget of each Business Area.
4.3	Hiring of Vehicles	(i) Full power to hire vehicle upto permitted percentage of shortage till such time new vehicles are supplied against replacement/additional requirement. (ii) In emergent circumstances like flood, Natural Calamities, Bandh etc. extra vehicles as deemed necessary by CGM can be hired for official work/movement of staff. (iii) AC vehicle can be engaged for organising conducted tours, for use by visiting foreign delegation/dignataries and for transport of entitled category of officers.	(i) Full power to hire vehicle upto permitted percentage of shortage till such time new vehicles are supplied against replacement/additional requirement. (ii) AC vehicle can be engaged for organising conducted tours, for use by visiting foreign delegation/degnataries and for transport of entitled category of officers.
4.4	Hiring of vehicles for conducting in-service courses/ workshops/ seminars (Only for ALTTC/ BRBRAITT / NATFM)	Upto Rs 8000 per inservice course or INR 80,000 per seminar/ workshop, subject to annual threshold limit of INR 20 lakhs for ALTTC.	Annual threshold limit up to INR 5 lakhs for BRBRAITT & NATFM
5 Purchase of Stores			
5.1	Purchase of Centralised Items	Full powers to the extent of quantities authorized & rates prescribed by the Corporate Office	Full powers to the extent of quantities authorized & rates prescribed by the Corporate Office

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
5.2	Purchase of decentralised items	Full powers for purchase against rate/price finalised by tenders by the head of Circle subject to quantitative limits of materials and Budget allocation for the items prescribed by the BSNL Board and as per the standards.	Full powers for purchase against rate/price finalised by tenders by the head of Circle subject to quantitative limits of materials and Budget allocation for the items prescribed by the BSNL Board/ Circle Office and as per the standards. For Items other than decentralised Item: (A) In case of procurement from PSU : up to Rs. 10 Lakh. (B) In case of procurement from Non PSU :- Up to Rs. 4 Lakh in each case. (C) In case of procurement from GeM Portal/ CPP portal Rs. 6 Lakh in each case. Annual limit of 30 Lakh for A,B,C combined subject to budget.
5.3	Procurement of imported spares and equipments, subject to release of foreign exchange by Corporate Office	Full powers as per actual requirements i.e. after ensuring the same is not available in circle	NIL
5.4	Procurement of spares & equipment without quotation	Upto INR 25,000 In each case <i>All procurements without a valid quotation shall be made on the basis of certificate as prescribed in latest GFR issued from time to time subject to budget limit.</i>	Upto INR 15,000/- In each case Annual Ceiling of Rs Rs 3 lakh <i>All procurements without a valid quotation shall be made on the basis of certificate as prescribed in latest GFR issued from time to time subject to budget limit.</i>
5.5	Purchase of local stores with quotation on the recommendation of duly constituted Local Purchase Committee	Upto INR 2 lakhs in each case subject to conditions prescribed in latest GFR issued from time to time subject to budget limit.	Upto INR 1.0 lakh in each case, subject to Condition prescribed in latest GFR issued from time to time. Annual Ceiling of Rs 6 Lakh subject to budget.
5.6	Repair of tools/ tester/ instruments	Full powers subject to the threshold limits in the annual budget	Upto INR 5 lakh per annum subject to the threshold limits in the annual budget
6 Revenue Expenditure			
6.1	Purchase of Computers and software upgradation	Upto INR 10 crores per annum	Rs 25 lakhs at a time subject to annual limit of Rs 1 Cr.
6.2	Purchase of office equipments	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
6.3	Purchase of furniture & fixtures	Up to 10 Lakh per annum Subject to annual budget limit.	Rs. 2 Lakh per office Annual Ceiling of INR 5 lakhs per annum subject to Budget
6.4	Purchase of Stationary (including computer stationary)	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
6.5	Purchase of Maps, books, publications and periodicals	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
6.6	Purchase of Liveries & uniforms	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
6.7	Purchase of medicines & first aid boxes	Full powers subject to the threshold limits approved in the annual budget	Full powers subject to the threshold limits approved in the annual budget
6.8	Purchase of architectural equipment / draughtsmen's equipment	Full powers subject to the threshold limits approved in the annual budget.	Full Powers subject to the threshold limits approved in the annual budget.
6.9	Repair & maintenance of computer peripherals	Full powers subject to the condition that standing order & instructions issued on this behalf would be followed strictly and subject to the threshold limits approved in the annual budget.	Full powers subject to the condition that standing order & instructions issued on this behalf would be followed strictly and subject to the threshold limits approved in the annual budget.
6.10	Rent & Electricity	Full powers subject to rent agreement and electricity bills issued by the electricity board.	Full powers subject to rent agreement and electricity bills issued by the electricity board.
6.11	Printing & Binding of forms, and other documents of the company	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
6.12	Legal charges	Full powers subject to the guidelines Issued by the Corporate Office.	Full powers subject to the guidelines Issued by the Corporate Office.
6.13	Freight charges	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
6.14	Demurrage and wharfage charges	Full powers subject to demurrage not more than 10% of the consignment value. <i>In case of demurrage charges in excess of 10% of consignment value, approval shall be obtained from the Corporate Office with reasons to be recorded in writing.</i>	INR 50,000/- in each case, subject to Rs. 2,00,000/- in a year.
6.15	Security charges of building	A) By armed guards: Full powers subject to the threshold limits approved in the annual budget and as per the guidelines from the Corporate Office. B) By unarmed guards of govt./ private agencies: Full powers subject to the threshold limits approved in the annual budget and as per the guidelines approved from the Corporate Office.	A) By armed guards: Rs. 2 lakhs per building per annum B) By unarmed guards of govt./ private agencies: Full powers subject to the threshold limits approved in the annual budget and as per the deployment plan approved by Circle Office.

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
6.16	Housekeeping, horticulture and cleanliness of telecom building/ offices/ inspection quarters, BTS Upkeeping	Full powers subject to the threshold limits in the annual budget.	Full powers subject to the threshold limits in the annual budget.
6.17	Fuel Charges	Full powers. Monthly Fuel limit will be fixed for BA by Circle Office based on Annual Budget from Hq.	Full powers subject to the condition that Monthly Fuel limit will be fixed by BA for operational Area.
6.18	Insurance Charges	Full powers for vehicle and cash, subject to the threshold limits in the annual budget.	Full powers for vehicle subject to the threshold limits in the annual budget.
6.19	Donations and subscriptions	Full powers subject to the Annual limit of INR 1 lakhs per annum.	NIL
6.20	Payment for ISO certification	NIL Powers Powers up to Rs. 2.00 Lakhs vide letter No: 6-25/2002-EB dated 01-04-2004 for obtaining of ISO certification is kept in abeyance till further order vide No: 7-6/ EF/ Part-II dated 29.08.2012	NIL
6.21	Payment of penalty imposed by DOT for violation of terms & conditions of agreement verification of subscribers	Full Powers subject to the conditions stipulated In PHA dated 24.04.2009	NIL
6.22	Contingent Expenditure - Recurring	Rs. 25,000/- in each case	Rs. 15,000/- in each case. Annual ceiling of Rs. 3 Lakh.
6.23	Contingent Expenditure Non-Recurring	RS. 2 Lakh in each case	Rs. 1 Lakh in each case, Annual ceiling of RS. 6 Lakh .
7 Advertisement & Marketing			
7.1	Advertisement other than marketing	Full powers subject to the threshold limits in the annual budget.	Rs.1 lakh per insertion subject to the threshold limits in the annual budget.
7.2	Advertisement related to Marketing	Full powers subject to the threshold limit approved in the annual budget. <i>Circle Head may delegate powers of marketing activity spending to all business areas and area offices to the extent of 70% of the total budget.</i>	NIL Circle Head may delegate powers of marketing activity spending to PGM/GM of business areas to the extent of 70% of the total budget, for the activities prescribed as per Hq letter 6-17/00EB(PTI)dt 06.11.2016
8 Renting of buildings			

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
8.1	Renting of New Administrative offices	A) Metro cities: Upto INR 2 lakhs per office per month B) Non-metro cities: Upto INR 50,000/- per office per month	A) Metro cities: NIL B) Non-metro cities: NIL
8.2	Technical buildings and inspection quarters	Full powers for technical buildings only subject to annual budget, Nil powers for inspection quarters.	Full powers up to Rs 15,000/- per month in each case for technical building only.
8.3	To take on rent floor/ floor space including 'roof top' for technical installation only	Full powers as per competitive commercial rate in the area after approval by Fair Rent Assessment Committee	Full powers as per competitive commercial rate in the area after approval by Fair Rent Assessment Committee
8.4	Residential Buildings	Nil Powers	NIL
8.5	Office-cum-residence	A) Metro cities: NIL B) Non-metro cities: NIL	A) Metro cities: NIL B) Non-metro cities: NIL
8.6	Enhancement of rent for buildings	Full powers to enhance rent of buildings as per recommendation by Fair Rent Assessment Committee and as per prescribed guidelines.	Full powers to enhance rent of buildings as per recommendation by Fair Rent Assessment Committee and as per prescribed guidelines.
9 Payment of Advances & Securities			
9.1	Payment to vendor for purchase of stores	A) PSU vendors: Payment shall be made as per the standard terms & conditions of the purchase order or pricing agreements finalized by BSNL CO or upto a maximum of 30% of order value in other cases B) Private vendors: Upto 25% of order value or INR 2 lakhs whichever is less in each case, on submission of proof of despatch	A) PSU vendors: Payment shall be made as per the standard terms & conditions of the purchase order or pricing agreements finalized by BSNL HQ or upto a maximum of 30% of order value in other cases B) Private vendors: Upto 25% of order value or INR 1 lakhs whichever is less in each case, on submission of proof of despatch.
9.2	Payment for execution of work to other local/ public agencies	Full powers subject to annual budget limit.	Upto INR 15 lakhs in each case
9.3	Security deposit for water connection, electric connections.	Full powers including payment for drainage connection.	Full powers including payment for drainage connection.
9.4	Pay and allowances to staff	Full powers subject to the threshold limits approved in the annual budget	Full powers subject to the threshold limits approved in the annual budget
9.5	Loans and advances to staff	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.


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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
9.6	Adhoc payments, arrears of Pay & other miscellaneous payments	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
10	Rates, Taxes & Commission		
10.1	Rates & Taxes, clearing and forwarding charges	Full powers subject to the threshold limits approved in annual budget.	Full powers subject to the threshold limits approved in annual budget.
10.2	Payment of Bank Charges and Commissions etc.	Full powers subject to the threshold limits in the annual budget.	Full powers subject to the threshold limits in the annual budget
11	Honorarium, Rewards, Awards and Incentives		
11.1	Payment of Honorarium	Upto INR 5,000 in each case	Upto INR 5,000 in each case
11.2	Payment of Rewards/ Awards	Upto INR 10,000 in each case	Upto INR 5,000 in each case
11.3	Productivity linked incentives	NIL	NIL
12	Refunds, Rebates and Compensation		
12.1	Rebates & Refunds to customers	Full powers to allow rebate/refunds to customers within Policy approved by BSNL HQ.	Full powers to allow rebate/refunds to customers within Policy approved by BSNL HQ.
12.2	Compensation for death/ injury/ electrocution	A) As per the order of Court or statutory legislation: Full powers. B) Outside Court Settlement: Upto INR 50,000 per case C) Compensation in case of electrocution: INR 1 lakh for non-departmental persons	A) As per the order of Court or statutory legislation: Full powers. B) Outside Court Settlement:Rs 20,000/- C) Compensation in case of electrocution: Rs 1 Lakh for non- departmental persons.
12.3	Compensation for damage of property	Upto INR 50,000 in each case	Upto INR 25,000 in each case
13	Writing Off Losses		
13.1	Cash	Upto INR 50,000 per annum subject to rules/ guidelines	Upto INR 30,000 per annum, subject to rules/ guidelines.
13.2	Stores	A) In case of fraud/ negligence/ theft: Upto INR 50,000 in each case. B) In case of fire, flood, riots and other unforeseen cases of natural calamities: Upto INR 2 lakhs in each case. C) Writing off net depreciated value of obsolete and unserviceable assets/ stores due to deficiencies and depreciation: Full powers on the recommendations of Scrapping Committee in each case.	A) In case of fraud/ negligence/ theft: Upto INR 25,000 in each case B) In case of fire, flood, riots and other unforeseen cases of natural calamities: Upto INR 1 lakh in each case C) Writing off net depreciated value of obsolete and unserviceable assets/ stores due to deficiencies and depreciation: Full powers on the recommendations of Scrapping Committee in each case

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
13.3	Irrecoverable Revenue	Upto INR 5 lakhs in each case for irrecoverable revenue up to 5 years and Full powers for more than 5 year old irrecoverable revenue subject to HPC/LBM report.	Upto INR 2 Lakh for irrecoverable revenue up to 5 years and INR 5 lakh in each case for more than 5 year old irrecoverable revenue, subject to HPC/LBM report.
13.4	Write off against abandoned Project	Full powers up to INR 5 lakhs for each project.	NIL
14 Scrapping of Stores/ Equipment/ Vehicle			
14.1	Scrapping of life expired Store/Equipments/ vehicle	Full powers on the recommendations of the scrapping committee.	Full powers on the recommendations of the scrapping committee.
14.2	Scrapping of Store/Equipments/ vehicle before their normal expiry of life	Full powers on the recommendations of the scrapping committee.	Full powers on the recommendations of the scrapping committee
14.3	Scrapping of obsolete Store/Equipments	Full powers on the recommendations of the scrapping committee.	Full powers on the recommendations of the scrapping committee
14.4	Scrapping and disposal of life expired computer Hardware Material	Full powers on the recommendations of the Scrapping Committee, subject to the strict observance of guidelines fixed by IT cell.	Rs 1 Cr on the recommendations of the Scrapping Committee, subject to the strict observance of guidelines fixed by IT cell.
15 Donations/ Grant-in Aids			
15.1	Canteen/ Tiffin room/ Recreation clubs	Full powers as per the relevant rules/ guidelines	Full powers as per the relevant rules/ guidelines
15.2	Co-operative Societies	Upto INR 25,000 in each case for purchase of furniture, other assets etc. as Initial one time payment.	Upto INR 10,000 in each case for purchase of furniture, other assets etc. as initial one time payment.
15.3	Interest free loans to co-operative societies	Upto INR 10,000 in each case	Upto INR 10,000 in each case
15.4	Sponsorship of sports events organising cultural events/special functions fairs/exhibitions/participation in fairs/ exhibition/national celebrations	Full powers subject to the guidelines of the marketing policy.	Rs. 50,000/- per case subject to Rs. 2 Lakh annual limit.
16 Deputation of officials for training/workshop /seminar			


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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
16.1	Deputation of officials for training/workshop /seminar	Full powers to depute officers for training/ workshops/ seminars in India, in consultation with IFA provided in house capacity of BSNL Institution in fully utilised.	Rs 2500/- in each case and annual limit of Rs 20,000/- Full power for computer training workshop.
17 Re-appropriation of Funds			
17	Re-appropriation of Funds	Nil powers	NIL Powers
18 Professional services			
18.1	New items of computerisation (including data entry services vide no. 6-12/2002-EB dt.28.06.02)	Upto INR 5 lakhs in each case, subject to annual limit Rs. 10 Lakh within the available budget.	Upto INR 2 lakhs in each case, subject to annual threshold limit Rs. 5 Lakh in the available budget
18.2	Engaging of consultants, legal advisors, marketing agents, underwriters, Arbitrators, Auditors, Auctioneers clearing and forwarding agents and Architects	Full powers subject to the threshold limits approved in the annual budget except Consultants & Underwriters.	NIL
19 Acceptance of tenders and award of work			
19.1	Award of work to the lowest tenderer	Upto INR 5 Crores through open tender	Upto INR 3 Crore through open tender
19.2	Award of work to the lowest tenderer through limited tenders	Full Powers enhanced as follows: A) For procurement of Goods: INR 25 lakhs on each occasion B) For works or services: INR 10 lakhs on each occasion (Annual Ceiling Limit INR 3 Crore) vide No: CA/MMT/3-1/2012 dated 18.12.2015	Full Powers enhanced as follows: A) For procurement of Goods: INR 25 lakhs on each occasion B) For works or services: INR 10 lakhs on each occasion (Annual Ceiling Limit INR 3 Crore) vide No: CA/MMT/3-1/2012 dated 18.12.2015
19.3	Award of work by accepting single tender where an open tenders has been called for and only one tender was received	Order value of upto INR 2 crore. However, Bharat Net project, the limit is extended to INR 5 Crores	Order value of upto INR 1 Crore . However for Bharat Net project, the limit is extended to INR 3 Crore.
19.4	Award of work by acceptance of tender other than lowest	NIL powers. In case where the lowest tender is not accepted the reason should be recorded confidentially and prior approval of the authority higher than the one competent to accept the tender should be obtained.	NIL powers In case where the lowest tender is not accepted the reason should be recorded confidentially and prior approval of the authority higher than the one competent to accept the tender should be obtained
19.5	Acceptance of single tender in case of limited tender	Upto INR 2 lakhs in each case	Upto INR 1 lakh in each case
20 Miscellaneous			

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S.No	Particulars of Activity/ Transactions	Head of Circle	Head of BA
20.1	Payment of postal charges/courier charges	Full powers subject to the threshold limits approved in the annual budget.	Full powers subject to the threshold limits approved in the annual budget.
20.2	Light refreshment / lunch for meetings / conferences/workshop/seminars	A) For meetings attended by one or more Directors of Board/ CVO : INR 750 per head B) For meeting after office hours or holidays or meeting attended by officers from other office: i) INR 200 per head for meals ii) INR 100 per head for refreshment	A) For meetings attended by one or more Directors of Board/ CVO : INR 750 per head B) For meeting after office hours or holidays or meeting attended by officers from other office: i) INR 200 per head for meals ii) INR 100 per head for refreshment
20.3	Meals for staff retained in office in case of emergencies	Upto INR 200 per head for meals and INR 100 for refreshment.	Upto INR 200 per head for meals and INR 100 for refreshment.
20.4	Gifts to visiting dignitaries	Upto INR 5,000 per person per occasion	Upto INR 3,000 per person per occasion
20.5	Waiver of excess SOA	Upto 10% of excess of prescribed schedule	Upto 10% of excess of prescribed schedule
20.6	Payment of reinstatement charges to highways, Corporation, Municipalities, panchayats etc.	Full powers subject to the threshold limits approved in the annual budget	Full powers subject to the threshold limits approved in the annual budget
20.7	VAS Proposals	NIL	NIL


DM (EF)


AGM (EF)

Annexure-B

Guidelines for sub-delegation of Financial Powers for Operational Area Heads

The consolidated schedule of financial power has been revised by the Board of Director of BSNL in its 209th meeting held on dated 23rd Oct.2021. The Board has approved that the Operational Areas(OA) functioning under the BA head may be sub-delegated financial power by the BA head in consultation with the IFA of Business Area.

The Broad guidelines approved by BSNL Board for sub-delegation of financial powers by BA head to Operational Area Head are the followings.

1. Any financial powers to be sub-delegated to Operational Area Head will be decided by BA Head & the IFA. Accordingly, no separate sub-delegation is proposed to Operational Area Offices from BSNL H.Q.
2. Broad guidelines of sub-delegation by BA to the Operational Area Offices will be defined by BSNL HQ/Circle Offices.
3. The BA Head will fix the Monthly limit of Temporary Advance of Area Officers in consultation with the IFAs and sub-delegate the powers to the Head of Area Offices to settle the Temporary Advance.
4. Expense of Operational nature relating to Network Operation, Sales & Marketing, Customer Service/TR Pursuit Cell/ Recovery may be allowed through Temporary Advance by concerned Operational Area Office Head.
5. All Tendering and Procurement /MM, HR related powers of Operational Area (earlier TDM/TDE Office) is withdrawn.
6. Expenditure may be allowed through Temp. Advance in cases if Tender/ Agreement is unavailable at BA for the concerned Area office. Otherwise, Temp. Advance to be used for petty items of purchase/service and certain General items of Expenditure.
7. Monthly Ty. Advance limit to be fixed and revised periodically based on the need, existence of Tender, Budget available and Revenue growth etc, by the BA Head & IFA for each Operational Area Office.
8. Settlement of Ty. Advance will be done by Operational Area Head (GM/DGM/ DE with the advice of senior most Accounts Personnel in the Operational Area Office).
9. Budgetary control of the Operational Area, within the sub-delegated powers will be enforced by BA Head & the IFA concerned.


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