

# THE STATE TRADING CORPORATION OF INDIA LTD.

(BOARD SECRETARIAT & PARLIAMENT DIVN)

## DELEGATION OF POWERS

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# THE STATE TRADING CORPORATION OF INDIA LTD.

CIRCULAR NO. 65

No. STC/SECY/93/89

Dated : 23.8.89

## DELEGATION OF POWERS TO CHAIRMAN

STC Board at its 425th meeting held on 7.8.89 has approved the following delegation of Powers to Chairman STC in modification of the existing Delegation of Powers :

1. Subject to the provisions of the Companies Act and other statutory requirements, Memorandum and Articles of Association of the Corporation, Govt. policies/directives, policies laid down by the Board from time to time and general canons of propriety the Chairman shall, for conducting the day to day affairs of the Corporation, exercise all the powers vested in the Board of Directors except the following :
  - i) changes in service conditions of employees;
  - \*\*\* ii) creation of posts and framing of recruitment rules in the case of posts of CGMs and above.
  - iii) grant of study leave/special disability leave beyond 2 years;
  - \*\* iv) extension of service of employees beyond 58 years or redeployment of retired employees beyond the age of 58 years;
  - v) financial assistance to associates/handling agents/transport agents etc. in excess of Rs. 50 lakhs at a time without security and in excess of Rs. 15 crores\* at a time with security, or where the total amount of such financial assistance outstanding at any time exceeds Rs. 75 crores.\*

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\* Enhanced from Rs. 5 crores to Rs. 15 crores and from Rs. 50 crores to Rs. 75 crores respectively vide Board decision dated 22.2.1996 (470th meeting).

\*\* Retirement age of STC employees revised to 60 years w.e.f. 29.05.1998

\*\*\* Amended vide circular no. 172 dt. 4.7.2000

- vi) sanction of capital expenditure in excess of Rs. 50 lakhs at a time for construction/alteration/addition to office/residential buildings/colony,
  - vii) write off of losses in excess of Rs. 1 crore at a time in the case of trading losses and in excess of Rs. 5 lakhs at a time in the case of other losses;
  - viii) Investment of surplus funds in other than Govt. securities/banks/financial institutions/ Unit Trust of India/public sector companies/Corporations/statutory Corporations, or where such investments at any time exceeds Rs. 700 crores.
  - ix) Borrowing of money from Govt./Banks/Financial Institutions/ Unit Trust/Public Sector Companies etc.
  - x) Purchases in excess of Rs. 10 crores at a time in cases where the purchases are not made through a Committee duly constituted by Chairman.
- 2) Notwithstanding the above the Chairman is authorised to exercise any of the powers listed at serial numbers (i) to (x) above in case of operational necessity/emergency subject to reporting to the Board at the following meeting for ratification.
- 3) The above powers would include powers to sub-delegate any of his powers to officers working under him including Committees constituted by him from time to time.

Circulated to all concerned for information and guidance.

sd/-  
(NM Samuel)  
Company Secretary  
23.8.89

To:  
All Concerned

**THE STATE TRADING CORPORATION OF INDIA LIMITED**

**(BOARD SECRETARIAT & PARLIAMENT DIVISION)**

STC/SECY/45/95

23.02.95

**CIRCULAR NO. 117**

**Sub : Revised Delegation of Powers pertaining to Trade & Business Matters.**

The following revised schedules of Delegation of Powers pertaining to Trade & Business Matters effective from 1st March, 1995, duly approved by the competent authority, are circulated herewith for guidance of all concerned :

- Schedule A(1) — applicable to Corporate Office
- Schedule A(2) — applicable to Regions/Branches

These revised schedules of Delegation of Powers will be in supersession of schedules 'A' and 'A-1' of the DOP pertaining to Trade & Business Matters and Non-canalised Exports respectively.

The working of the revised Delegation of Powers will be reviewed at the end of September, 1995.

Circulated to all concerned.

sd/-  
(NM Samuel)  
GM & Company Secretary

To

All Concerned

S.T.C. - D.O.P

THE STATE TRADING CORPORATION OF INDIA LIMITED

DELEGATION OF POWERS

(Effective from 1.3. 1995)

Schedule-A (1) : Trade and Business Matters (Corporate Office)

AUTHORITY	EXTENT OF POWERS	REMARKS
1.	Canalised Imports/Exports including Trade on Govt. account	
COM	FULL POWERS	
Dir with Dir (Fin)	Upto Rs. 3. crore	
CGM	Upto Rs. 1 crore	
CMM	Upto Rs. 75 lakh	
2.	Non-canalised exports - to make offers/conclude business on the basis of back-up offers from associates	
COM	Full Powers	
Director	Upto Rs. 10 crore	
CGM	Upto Rs. 3 crore	
CMM	Upto Rs. 2 crore	
3.	Non-Canalised exports-to make offers/conclude business without back-up stocks or domestic purchase order or back up offers from Associates	
COM	Full powers	
Director	Upto Rs. 5. crore [1]	
CGM	Upto Rs. 3 crore [1]	

CMM Upto Rs. 50 lakh [1] ✓

(outstanding at any  
time for a commodity) ✓

**4. Off Shore Trade**

COM Full powers ✓ ) As per approved guidelines ✓

Director Upto Rs.10 crore ✓ )

CGM Upto Rs. 3 crore ✓ )

**5. (a) Non-Canalised\* Imports/Sales (2)**

COM Full powers

Director Upto Rs.5 crore ) (2) Subject to overall profit-  
ability

CGM Upto Rs. 1 crore )

**5. (b) Non-Canalised Imports/Sales - Gold and Silver (4)** ✓

Gold/Silver Imports Committee ) Upto Rs. 75 crore in a day.  
consisting of : Dir (Gold) ) Cases exceeding this limit  
Dir - I/C - F, CGM (Gold) ) will be put up to COM. ✓  
and CGM (Fin)

**6. Purchase/Sale of items domestically** ✓

COM Full powers

Director Upto Rs. 3 crore (1) ✓ )

CGM Upto Rs.2 crore (1) ) (2) Subject to overall profit-  
ability

CMM Upto Rs.50 lakh (1) )

Powers for purchase of Edible Oils under OGL against specific indents received from private parties are given in circular no. 155 dated 3.2.1998 attached. ✓

THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat & Parliament Division

STC/Secy/16/2015



08.12.2015

CIRCULAR NO.216

Sub : Amendment of Clause 5(a) of Schedule A(1) of the Delegation of Powers.

Competent Authority has approved amendment of Clause 5(a) of Schedule A(1) of the Delegation of Powers relating to Non-Canalised Imports/Sales to the extent indicated below:

Schedule A(1) : Trade and Business Matters (Corporate Office)

5. (a) Non-Canalised Imports/Sales (2)

Director	-	Upto Rs.5 crore )	(2) Subject to overall profitability
CGM/GM	-	Upto Rs.1 crore )	

This comes into force with immediate effect.

Circulated to all concerned.



*Kanchan Tripathi*  
(Kanchan Tripathi)  
Company Secretary

To : All concerned

CERTIFIED TRUE COPY

*Ritu Arora*  
1/12/15

ऋतु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ न. 5270 / FCS No. 5270

**6A.\* Non-canalised exports /imports/domestic trade transactions involving commitment of STC funds / limits.**

COM  
Divisional Head not below the Rank of GM

**Full Powers**

Up to party's exposure limit approved by COM subject to the following conditions:

- The previous transactions have been completed satisfactorily.
- There is no decline in the DNB rating.

All such transactions to be reported to the concerned Director on a monthly basis.

**7. (a) Purchase of Imported cars**

CMM Full powers As per guidelines laid down by the Ministry of External Affairs

**(b) Sale of imported cars not involving loss**

CMM Full powers

**(c) Sale of imported cars involving loss**

Director Full Powers

**8. Exports involving loss**

COM Full powers

Dir with Dir (Fin) Upto Rs. 10 lakh

**9. Disposal of damaged/deteriorated/surplus stock**

COM Full powers

Director Full powers

CMM Upto Rs.3 crore )

(sale value)in )

case of open )

tenders )

Upto Rs. 10 lakh )

(sale value) in )

case of limited )

tenders )

**Subject to :**

- Stocks being approved as surplus by Dir. or certified as damaged/deteriorated by surveyors

- There being no loss over purchase price in sale of surplus stock

- Sale being made to the highest tenderer

- As per Govt. guidelines for Stocks held on Govt. account

\*Inserted vide circular No. 205 dated 7-6-2013



10. **Fixation of trading margins**  
 COM Full powers  
 Director Full powers As per approved guidelines ✓
11. **Expenditure on export samples**  
 COM Full powers  
 Director Upto Rs. 50,000  
 CGM Upto Rs. 20,000  
 CMM Upto Rs. 10,000 ✓
12. **Enrolment/termination of suppliers in India**  
 CMM Full Powers As per approved guidelines. ✓
13. **Enrolment/termination of foreign suppliers**  
 Director Full powers As per approved guidelines ✓
14. **Appointment/termination of Selling Agents in India or abroad and payment of commission**
- (a) **On deal-to-deal basis**  
 CMM Full powers ) Overseas commission to be  
 ) as per RBI guidelines ✓
- (b) **On a fixed term basis**  
**(Other than sole selling agents)**  
 COM Full powers ) Commission to be paid after  
 Director Upto 3 years at ) realisation of full payment  
 a time ) without any claim ✓  
 CGM Upto 3 years at )  
 a time in India )

Amended vide circular no. 159 dt. 5.1.99 ✓

15. (a) **Appointment of Agents/Contractors for shipping, Handling, Transport, Storage, Packing, Bagging, Forwarding, Clearing, Survey, stevedoring, Ocean Freight Booking, Claim Recovery, Processing, Tinning, Testing, Labour, etc. and termination of such arrangements**

Dir with Dir  
(Fin) Full powers

Director Upto 2 years at a  
time abroad

CGM Upto 3 years at a  
time in India

CMM Upto 2 years at a  
time in India

- (b) **Payments to agents/contractors etc. under (a) above as per terms of Contract**

CMM Full powers

MM Upto Rs. 1 lakh

DMM Upto Rs. 50,000

16. (a) **Signing of contracts as per offers made**  
(b) **Establishment of BID Bond/Performance Bond/Indemnities etc as per Offers made or contracts signed**  
(c) **Acceptance of Buyer's LC, assigning of LC, etc. as per the contract**  
(d) **Signing of other contracts/agreements as per terms approved by the competent authority**

CMM Full powers ✓

MM Upto Rs. 3 crore ✓

DMM Upto Rs. 1 crore ✓

17. a) Amendment of contracts ✓

Same authority as  
is competent to  
conclude the contract

Full powers ✓

b) (3) All matters including extension in shipment period and condonation of delay in submission of BG not involving any financial liability to the Corporation. ✓

Director (Marketing)

Full powers ✓

18. Payment as per contract (including payment by LC)

CMM Full powers ✓

MM Upto Rs. 3 crore ✓

DMM Upto Rs. 1 crore ✓

19. Opening of LC after deal has been concluded, but before actual signing of the formal contract ✓

CGM ✓ Full powers ✓

Terms and conditions of the contract to have the approval of the competent authority. ✓

✓ 20. Payment of insurance premia, customs duty, port charges, octroi, transportation charges, storage and handling charges, fees and other charges payable by the Corporation excluding those items specifically mentioned elsewhere in this schedule. ✓

THE STATE TRADING CORPORATION OF INDIA LIMITED  
Board Secretariat & Parliament Division

STC/SECY/ 45/2013

24<sup>th</sup> February, 2014

✓ CIRCULAR No.207

**Subject: Amendment of Clause 20 of Schedules A (1) & A (2) of the Delegation of Powers.**

Competent Authority has approved amendment of Clause 20 in Schedules A (1) and A (2) of the Delegation of Powers relating to Trade and Business matters as given below:

**Schedule A-1: Trade and Business Matters (Corporate office):**

20. Payment of insurance premia, customs duty, port charges, octroi, transportation charges, storage and handling charges, fees and other charges payable by the Corporation excluding those items specifically mentioned elsewhere in this schedule.

CMM	Full Powers	Insurance cover to be arranged by HOD/GM of the Insurance Division at C.O. as per Insurance guidelines and concerned Division's requirements.
MM	Upto Rs. 1 lakh	
DMM	Upto Rs.50,000/-	

**Schedule A-2: Trade and Business Matters (Regions/Branches):**

20. Payment of insurance premia, customs duty, port charges, octroi, transportation charges, storage and handling charges, fees and other charges payable by the Corporation excluding those items specifically mentioned elsewhere in this schedule.

BM	Full Powers	Insurance Cover to be arranged by Branch Head as per their requirements and Insurance Guidelines issued by CO.
MM	Upto Rs. 1 lakh	
DMM	Upto Rs.50,000/-	


This comes into force with immediate effect.

Circulated to all concerned.

CERTIFIED TRUE COPY

  
(R.K. Gogia)  
Company Secretary

To : All concerned.

  
ऋतु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ नं. 5270 / FCS No. 5270

CMM	Full powers	) Insurance cover to be arranged by Insurance Division at
MM	Upto Rs. 1 lakh	) CO as per requirement of divisions at CO/Branches.
DMM	Upto Rs. 50,000	) In respect of Insurance premia, powers to be exercised by the respective managers in the Insurance Division.

**21. Expenditure incidental to trade including purchase of containers for storage of edible oils**

Director	Full powers
CGM	Upto Rs. 10 lakh
CMM	Upto Rs. 5 lakh

**22. Routine Indemnities/Guarantees/Bid-Bonds (incidental to trade)**

CMM	Full Powers	Bid-bonds to be executed only in respect of contracts/offers approved by competent authority
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**23. Settlement of self Insurance**

CMM (SIS)	Full powers
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**24. Compounding/Settlement of claims (other than liquidated damages) not involving negligence of any employee**

Director	Full powers
CGM	Full powers (where recoverable from third party)

25. Demurrage/loss/avoidable expenditure not due to theft/ fraud/ negligence

Director	Full powers
CGM	Upto Rs. 5 lakh
CMM	Upto Rs. 1 lakh

26. Walver of liquidated damages provided for in the contract

COM	Full powers	)	
Director	Upto 10% subject to ceiling of Rs. 10 lakh	)	In consultation with Law
CGM	Upto 10% subject to ceiling of Rs. 50,000	)	
CMM	Upto 10% subject to ceiling of Rs. 20,000	)	

27. Write-off of bad debts/losses.\*

COM	Full powers	Not exceeding the powers vested in Chairman (5)
Dir with Dir (Fin.)	Upto Rs. 1 lakh	
CGM	Upto Rs. 5000	

28. Loans/Advances to business associates for export (against security)

Dir	Upto Rs. 50 lakh	) Loans and advances to be granted within the approved norms for directly or indirectly maintaining/augmenting exports of the Corporation
CGM	Upto Rs. 25 lakh	
GM	Upto Rs. 15 lakh	

\* Amended vide circular No. 201 dt 2.9.2011

	CMM	Upto Rs.5 lakh	)	Maximum amount of
			)	loans and advances out
			)	standing at any point of time
			)	not to exceed Rs. 25 crore
<b>29.</b>	<b>Bill Marketing Scheme</b>			
	Director	Full Powers	)	Credit facilities to be extended:
	CGM	Upto Rs.20 lakh	)	- as per the Bill Marketing
		for a maximum	)	scheme approved by
		of 90 days	)	Board,
			)	- On secured basis against
			)	guarantee/letter of credit
			)	opened by a nationalised
			)	Commercial bank, scheduled
			)	bank, or any other first class
			)	bank.
<b>30.</b>	<b>(a) Opening of bank account</b>			
	CGM (Fin)	Full powers		
	<b>* (b) Operating of bank account</b>			
	CGM (Fin)	Full powers to		In case of one man offices,
		authorise any		bank account may be operated
		two of the mana-		singly as authorised by CGM.
		gers to operate		(Fin)
		the account jointly		Instructions to bank for opening
<b>31.</b>	<b>Capital Expenditure - original work</b>			of L/C, acceptance of bills, estab-
	Dir with Dir	Upto Rs. 2 lakh		lishment of BGs and availing of
	(Fin)			EPC/PC FC etc. bill be signed
				jointly by one authorised repres-
				entative each from trading &
				finance Division.
<b>32.</b>	<b>Technical and marketing collaboration not requiring Govt. approval</b>			
	COM	Full powers		
<b>33.</b>	<b>Appointment of consultants, experts, designers, etc.</b>			
	COM	Full powers		

\* Added as per circular No. 203 dated 20th Dec. 2011.

**34. Investment of surplus funds as per Guidelines**

Board

\*Dir. in Charge (Fin) in consultation with a Committee consisting of CGM(F), GM (F)/CFM

Full powers

Upto Rs. 10 crore for periods not exceeding 91 days.

- A Fortnightly Report on Investments made by Dir. In Charge (Fin) to be put up to COM for information & comments, if any. The observations of COM to be kept in view while making further investments.

\*COM

Investments above Rs. 10 crores OR investments for periods exceeding 91 days.

Investments to be made only in Securities approved by Board & falling within guidelines prescribed by Board/MOC/MOF/DPE, etc.

\*Approved by Board at its 485th meeting held on 26.11.97

- Overall limit of investment outstanding at any time shall not exceed Rs. 700 crores.

- To be reported to the Board at its next meeting.

**35. Legal proceedings pertaining to trade, business, establishment, personnel, sales tax, custom duties, income tax and other general matters**

(a) To Institute/Defend/Compound/Abandon

GM with Legal Div. or Consultant

Full powers for matters other than income tax, personnel and establishment

CFM with Legal Div. or Consultant

Full powers for income tax matters



THE STATE TRADING CORPORATION OF INDIA LIMITED

(Board Secretariat & Parliament Division)

STC/Secy/2016

11<sup>th</sup> March, 2016

CIRCULAR NO. 217

**Sub: Amendment of Clause 35 of Schedules-A(1) and Schedule A(2) of the Delegation of Powers.**

Competent Authority has approved the following amendments in the Delegation of Powers.

**Schedule A (1): Trade and Business Matters (Corporate Office)**

**(i) Heading of the Clause 35 shall be replaced as follows:**

Legal proceedings pertaining to trade, business, establishment, personnel, sales tax, custom duties, income tax and other general matters excluding criminal complaints but including complaints under Section 138 of the Negotiable Instruments Act and also including filing of FIRs.

**(ii) Clause 35 (d) will be replaced as follows:**

Signing and verification of pleadings, legal documents and matters connected thereto including criminal complaints.

Any manager of the rank of AM & above  
duly authorized by GM of the concerned  
Division.

Full Powers \*\*

Foot note to Clause 35(d) will remain unchanged.

**Schedule A (2): Trade and Business Matters (Branches)**

**(iii) Heading of the Clause 35 shall be replaced as follows:**

Legal proceedings pertaining to trade, business, establishment, personnel, sales tax, custom duties, income tax and other general matters excluding criminal complaints but including complaints under Section 138 of the Negotiable Instruments Act and also including filing of FIRs.

19/11/2016



रितु अरोड़ा/RITU ARORA

Company Secretary



(iv) Clause 35 (d) will be replaced as follows:

Signing and verification of pleadings, legal documents and matters connected thereto including criminal complaints.

Any manager of the rank of AM & above  
duly authorized by the concerned BM.


Full Powers \*\*

Foot note to Clause 35(d) will remain unchanged.

Accordingly, the authorization letter whenever required for signing of legal documents and other allied matters will be issued by the concerned General Manager/ Branch Manager. However, in case signing or verification of documents is done by the General Manager or Branch Manager, necessary authorization letter will be issued by the next higher authority.

This comes into force with immediate effect.

Circulated to all concerned.

  
(Kanchan Tripathi)  
Company Secretary

To: All concerned

CERTIFIED TRUE COPY

  
19/11/2016

ऋतु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ नं. 5270 / FCS No. 5270



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

STC/BS&P/BS/10023/2017/CIR

20<sup>th</sup> November, 2017

CIRCULAR NO. 227

**Subject: Amendment of Clause 35(b) of Scheduled –A (1) & A (2) and Clause 34 of Schedule-B of the Delegation of Powers.**

Competent Authority has approved amendment of Clause 35(b) of Schedule – A (1) & A (2) relating to Trade and Business matters and Clause 34 of Schedule-B relating to Establishment and General matters of Delegation of Powers as given below:

**Schedule A-(1): Trade and Business Matters (C. O.):**

35(b) Engagement of Advocates including professional charges and other legal expenses:-

- |                         |                |  |
|-------------------------|----------------|--|
| Director<br>(Marketing) | Full<br>Powers | (i) Appointment of Advocates as per STC's schedule of fee.   |
|                         |                | (ii) Appointment of Attorney General / Solicitor General / Additional Solicitor general / designated Senior Advocates at their rates of legal fee and other charges. |

For appointment of Advocates not covered in (i) and (ii), the engagement will be done with the approval of CMD.

The procedure for processing of bills etc., will be as per instructions issued separately from time to time.

**Schedule-A (2): Trade and Business Matters (Branches):**

35(b) Engagement of advocates including professional charges and other legal expenses:-

- |                      |                |   |
|----------------------|----------------|---|
| Director<br>(Branch) | Full<br>Powers | (i) Appointment of Advocates as per STC's schedule of fee.  |
|                      |                | (ii) Appointment of Attorney General/Solicitor General/ Additional Solicitor General/Designated Senior Advocates at their rates of legal fee and other charges. |

For appointment of Advocates not covered in (i) and (ii), the engagement will be done with the approval of CMD

The procedure for processing of bills etc., will be as per instructions issued separately from time to time.



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

**Schedule-B: Establishment and General matters (C.O. and Branches):**

34. Engagement of advocates including professional charges and other legal expenses:-

- |                         |                |      |   |
|-------------------------|----------------|------|---|
| Director<br>(Personnel) | Full<br>Powers | (i)  | Appointment of Advocates as per<br>STC's schedule of fee.   |
|                         |                | (ii) | Appointment of Attorney General/<br>Solicitor General/ Additional Solicitor<br>General/Designated Senior Advocates<br>at their rates of legal fee and other<br>charges. |

For appointment of Advocates not covered in (i) and (ii), the engagement will be done with the approval of CMD

The procedure for processing of bills etc., will be as per instructions issued separately from time to time.

This issues with the approval of the Competent Authority.

(Ritu Arora)  
Company Secretary

To: All Concerned

Dir (Personnel) Full powers for  
with Legal Div. personnel and  
or Consultant establishment matter

**(b) Appointment and change of advocates / attorneys/ solicitors / consultants and fixation/payment of professional charges and other legal expenses**

GM with Legal Full powers  
Division

Appointment to be in accordance with the norms laid down by Dir (Fin)

Legal fees/charges etc. to empanelled advocates to be paid as per scales laid down by the C.O. and to senior counsels as per their normal rates of fees/charges.

Payment of Legal fees/charges etc. to advocates at rates exceeding the rates applicable to empanelled advocates shall be approved by Director (Legal) and Dir (Finance).

**(c) Payment of stamp duty, court fees, etc.**

CMM with Legal Full powers  
Division

**(d) Signing and verification of pleadings, legal documents and matters connected thereto**

CMM/CFM/ Full powers\*  
Co. Secy.

MM/DLA Full powers\*  
except signing &  
executing bonds  
and guarantees

The powers may be exercised by ALA in places where DLA is not posted

\* includes powers to :

- sign, verify, declare and/or affirm plaints, written statements, memorandum of appeals and other pleadings, vakalatnamas, affidavits, miscellaneous applications and other similar documents including signing and issue of notices prior to institution and during the pendency of suits, appeals, revisions, reviews, arbitrations and/or other legal proceedings, authorised by competent authority to be instituted/ defended.
- sign and execute agreements including lease deeds, licence agreements, hypothecation deeds, mortgage deeds, letters of lien, indemnity bond, undertakings, pledges and other similar documents authorised by the competent authority and any further document or documents and applications, the signing/execution of which is incidental and/or necessary thereto.
- sign and verify all returns which are by law required to be made by the State Trading Corporation of India Limited.
- sign and discharge all securities including Govt. securities and documents of title to goods standing in the name of or held by the State Trading Corporation of India Ltd., authorised by the competent authority.
- invoke/enforce Bank Guarantees or any other claims of the Corporation on behalf of the Corporation.
- do all acts things connected with or incidental to the above.

**36. (a) Travel within the country**

Dir Full powers

CMM

For employees reporting to him, travel and stay being as per entitlement

Includes powers to sanction charges levied on cancellation of journey tickets

For CMM/GM/CGM approval of the next higher authority to be obtained

**(b) Relaxation in mode/class of travel**

Dir Full powers

**(c) Relaxation for stay in hotels beyond entitlement where STC has empanelled hotels**

BM at branches & Protocol Manager at C.O.	Full powers in respect of employees visiting the territory	When accommodation as per entitlement is not available
---	--	--

**(d) Relaxation for stay in hotels beyond entitlement where there are no empanelled hotels**

CGM	Full powers	When accommodation as per entitlement is not available
-----	-------------	--

**(e) Sanction of full DA beyond 30 days**

Dir Full powers

**Notes :** Notes forming part of this Schedule attached.

## NOTES APPLICABLE TO SCHEDULE - A (1)

1. The powers delegated as per this Schedule shall be exercised subject to the relevant rules and regulations and the policies and procedures laid down by the competent authority, provisions of the Companies Act and the Memorandum and Articles of Association of the Corporation.
2. The extent of powers indicated in this schedule apply to each case unless otherwise specified.
3. \*These powers shall be exercised by the Competent authorities with due concurrence of Associate Finance. In case of a difference of opinion with Finance, the matter may be sorted out with Dir(Fin). In the event of there being a difference of opinion between the Chairman and the Dir(Fin), the Chairman may refer the issue to Board for a decision of ex-post-facto ratification in emergent cases. In such cases, a verbatim copy of the observations of Dir(Fin) will also be placed before the Board.
4. Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below :

### Competent Authority

Chairman/COM

Director

CGM/GM

Branches where finance function is headed by a manager of rank lower than FM

Others

### Associate Finance

Dir(Fin)

CGM (Fin)

CFM

Head of Finance function

FM

\* Amended vide circular no. 159 dt. 5.1.99





दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ़ इंडिया लिमिटेड / 145

(भारत सरकार का उद्यम)

THE STATE TRADING CORPORATION OF INDIA LTD.

(A Govt. of India Enterprise)

(BOARD SECRETARIAT & PARLIAMENT DIVISION)

STC/BS&P/BS/10032/2017-CIR

April 05, 2017

CIRCULAR NO 221

**Sub: Revised Delegation of Powers pertaining to Trade & Business Matters.**

Competent Authority has approved the amendment of Note No.4 of Schedule A (1) and Schedule A (2) of the Delegation of Powers relating to Trade and Business Matters as given below:

**Schedule A (1): Trade and Business Matters (Corporate Office)**

**Notes Applicable to Schedule – A (1)**

4. Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

**Competent Authority**

.....  
Director  
.....  
.....

**Associate Finance**

.....  
GM (Fin)  
.....  
.....

**Schedule A (2): Trade and Business Matters (Regions/ Branches)**

**Notes Applicable to Schedule – A (2)**

4. These powers shall be exercised by the competent authorities with due concurrence of Associate Finance.

.....  
.....

Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

**Competent Authority**

.....  
Director  
.....  
.....

**Associate Finance**

.....  
GM (Fin)  
.....  
.....

This comes into force with immediate effect.

Circulated to all concerned.

*Ritu Arora*  
05/04/17

(Ritu Arora)

Company Secretary

All concerned

पंजीकृत कार्यालय: जवाहर व्यापार भवन, टॉलस्टॉय मार्ग, नई दिल्ली – 110001 / Regd. Office : Jawahar Vyapar Bhawan, Tolstoy Marg, New Delhi – 110001

कॉर्पोरेट पहचान संख्या / Corporate Identity No.: L74899DL1956GOI002674

दूरभाष / Telephone : 011- 23212177 ई-मेल / E-mail : co@stclimited.co.in वेबसाइट / website: www.stclimited.co.in



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ़ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

STC/BS&P/BS/10032/2017/CIR

26<sup>th</sup> December, 2017

CIRCULAR NO. 229

**Subject: Partial Amendment in Note No. 4 of Schedule – A (1) & A (2) of the Delegation of Powers.**

Competent Authority has approved the partial amendment in Note No. 4 to Schedule – A (1) : Trade and Business Matters (Corporate Office) & Schedule – A (2) : Trade and Business Matters (Regions / Branches) of Delegation of Powers as given below:

**Schedule A (1): Trade and Business Matters (Corporate Office)  
Notes Applicable to Schedule – A(1)**

4. Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

**Competent Authority**

.....  
Director  
.....  
.....  
.....

**Associate Finance**

.....  
DGM (Fin)  
.....  
.....  
.....

**Schedule A (2): Trade and Business Matters (Regions / Branches)  
Notes Applicable to Schedule – A(2)**

4. These powers shall be exercised by the competent authorities with due concurrence of Associate Finance.

.....  
.....  
Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

**Competent Authority**

.....  
Director  
.....  
.....  
.....

**Associate Finance**

.....  
DGM (Fin)  
.....  
.....  
.....

This issues with the approval of the Competent Authority.

  
(Ritu Arora)  
Company Secretary

To: All Concerned

THE STATE TRADING CORPORATION OF INDIA LTD. : NEW DELHI

BOARD SECRETARIAT & PARLIAMENT DIVISION

STC/BS&P/BS/10032/2017-CIR

03.11.2021

CIRCULAR NO. 238

Sub. : Delegation of Powers to Sh. A.K. Swain, DGM (Finance)

Consequent upon vacant positions at senior levels/superannuation etc., the Company does not have many senior level officers, particularly in the Finance Division, to exercise the powers under DOP. Therefore, in order to smoothen the process of decision-making, it has been decided to make the following amendments in the DOP of the Company in supersession of the earlier circulars/orders on the subject, if any:

Item No.	Particulars	Existing provision	Amended provision
Point No.4 of Notes applicable to Schedule -A(1) & A(2) of DOP	Associate Finance of Functional Directors & CMD	Smt. Rooma Nagrath, GM (Fin.)	Sh. A.K. Swain, DGM (Fin.)
	Associate Finance of CGM/GM	CFM	CM (Fin.)
	Associate Finance of JGM/DGM	FM	CM (Fin.)
	Associate Finance of others	FM	Mgr (Fin.)
Item No.30 of Schedule - A(1) of DOP	(a) Opening of bank account	CGM (Fin.) - Full powers	Sh. A.K. Swain, DGM (Fin.) - Full powers
	(b) Operating of bank account	CGM (Fin.) - Full powers to authorize any two of the managers to operate the account jointly*	Sh. A.K. Swain, DGM (Fin.) - Full powers to authorize any two of the managers to operate the account jointly.

\* : In case of one man offices, bank account may be operated singly as authorised by CGM (Fin.). Instructions to bank for opening of L/C, acceptance of bills, establishment of BGs and availing of EPC/PC FC etc. be signed jointly by one authorised representative each from trading & finance division.

The above comes into force with immediate effect. Thus, the DOP of the Company stands amended to the extent stated above.

This issues with the approval of the competent authority.

  
03/11/2021  
(Vipin Tripathi)  
Company Secretary

To : 1. Sh. A.K. Swain  
Deputy General Manager (Finance)  
STC of India Ltd.  
New Delhi

2. All Divisional Heads

CC : All Directors

CMD (AC)

In the absence on tour or leave of prescribed rank of managers in Finance Division, finance concurrence may be obtained in urgent cases from the officiating manager (Fin), if any, or the manager of the next lower rank subject to all such matters being specifically brought to the notice of the concerned finance manager of the appropriate rank on his return.

5. CGM/GM/CMM/MM will include all managers or equivalent ranks.
6. Powers delegated to a lower authority can be exercised by higher authority.
7. An operating manager may seek advice of Finance even in areas where Finance concurrence is not required. However, in such cases, the final decision and responsibility will rest with the operating division.
8. Where tenders are called and lowest (highest) tender is not accepted, reasons thereof shall be recorded and approval of next higher authority taken unless the purchase (sale) policy provides otherwise.
9. The powers of the managers posted at the foreign offices are defined separately in the Manual of Foreign Offices.
10. (3) These powers shall cover conclusion of contracts both on LC as well as CAD terms. Ordinarily the payment terms will provide for irrevocable LC. In the case of CAD terms, approval of Director will be obtained.

#### **GUIDELINES FOR INVESTMENT OF SURPLUS FUNDS**

Investment of surplus funds both temporary as well as long term to be made in :

- Govt. securities,
- terms deposits with commercial banks/financial institutions/public sector Corporations,

- trade and/or other bills with commercial banks,
- treasury bills of RBI,
- deposits with Govt. companies and Corporations,
- units of Unit Trust of India,
- bonds issued by statutory Corporations and Govt. companies.

The overall limit of investment outstanding at any time not to exceed Rs. 700 crore.

Investment Committee, to be constituted by Chairman to consist of two Directors including Dir (Fin).

A quarterly statement showing details of investments to be placed before the Board.

#### Reference to Amendments

1. Amended vide circular No. 138 dt. 21.3.1997
2. Amended vide circular No. 118 dated 20.6.95
3. Amended vide circular No. 134 dated 6.8.96
4. Amended vide circular No. 153 dated 12.11.1997
5. Amended vide circular No. 148 dated 13.08.1997
6. Amended vide circular No. 158 dt.24.12.98
7. Amended vide circular No. 159 dt.5.1.99

Sd/-

(A.K. GUPTA)

Company Secretary

THE STATE TRADING CORPORATION OF INDIA LIMITED : NEW DELHI

DELEGATION OF POWERS

(Effective from 1.3. 1995)

Schedule-A (2) : Trade and Business Matters (Regions/Branches)

AUTHORITY	EXTENT OF POWERS	REMARKS
1.	<b>Canalised Imports/Exports including trade on Govt. account</b>	
	NIL	
2.	<b>Non-canalised Exports - to make offers/conclude business on the basis of back-up offers from Associates</b>	
	RM Upto Rs. 10 crore	
	BM Upto Rs. 3 crore	
	CMM Upto Rs. 2 crore	
	MM Upto Rs. 1 crore	
*	<b>Note:</b> Enhanced powers to BM, STC Ahmedabad for export of Castor Oil.	
	BM STC Ahmedabad shall exercise powers upto Rs. 5 crores in respect of export of Castor Oil only. Proper safeguards shall be taken in export contracts as well as back to back contracts to avoid claim on STC. Fortnightly report to be sent to Finance/CMD.	
3.	<b>Non-canalised exports - to make offers/conclude business without back-up stocks or domestic purchase orders or back up offers from associates</b>	
	RM Upto Rs. 3 crores [2]	
	BM (not below MM rank) Upto Rs. 1.5 crore [2]	
	BM (below MM rank) Upto Rs. 25 lakh (2) outstanding at any time for a commodity	

\* Amended vide circular no. 164 dated 23.09.1999

4. **Off-shore Trade as per approved guidelines**

NIL

5. **a) Non-canalised imports/sales (1)**

RM Upto Rs. 1 crore ) (1) Subject to note at S. No.  
BM Upto Rs. 50 lakhs ) 2 of Notes forming part of  
Schedule and subject to  
) overall profitability.

5. **b) Processing of Cashewnuts - Indigenous purchase/import of raw nuts for processing (3)**

RM Mumbai Full powers ) Total value of inventory not  
) to exceed Rs. 5 crore at any  
) point of time.  
) Proposals to be put up to RM  
) through BAC.

5. **c) Processing of Castor seeds - all matters pertaining to procurement and crushing (4)**

Committee Full financial ) Subject to a maximum  
consisting of powers ) quantity of 10,000 Mts.  
RM Mumbai, ) during any one financial  
CFM or GM ) year  
(Fin) Mumbai,  
BM Ahmedabad

5. **\*d) Business transactions in gold/silver conclusion of Business with foreign suppliers & sale to local parties**

BMs of STC Upto Rs. 10 crores Import of bullion to be under-  
Ahmedabad, per transaction but taken as per guidelines  
Mumbai, Chennai, the value at any one issued by CO from time to  
Hyderabad, time for any one buyer time.  
Calcutta, Kochi should not exceed  
Bangalore and Rs. 10 crores and any The delegaiton of powers should  
Jalandhar with purchases in excess be used very carefully and in  
concerned of Rs. 10 crores on any no case the business should  
Associate day shall have prior result in loss to STC. A report  
Finance approval of Gold/Silver giving full details of each  
import Committee business concluded and  
at CO. disposal effected should be  
submitted to CO immedi-  
ately for information and  
review by the Management.

\*Added vide circular nos. 168 dt. 7.1.2001, 180 dt. 7.11.01 and 184 dt. 24.2.03



6. **Purchase/sale of items domestically**  
RM Upto Rs. 3 crore (2) ) Subject to overall profitability.(1)

BM (not below MM rank) Upto Rs. 1.5 crore (2) )

BM (below MM rank) Upto Rs. 1 crore (2) )

6A. **Non-canalised exports /imports/domestic trade transactions involving utilization/commitment of STC funds / limits.**

Branch Managers not below the rank of DGM

Up to party's exposure limit approved by COM subject to the following conditions:

- The previous transactions have been completed satisfactorily.
- There is no decline in the DNB rating.

All such transactions to be reported to the concerned Director on a monthly basis.

7. (a) **Purchase of Imported cars**  
BM/CMM Full powers

As per guidelines laid down by the Ministry of External Affairs.

(b) **Sale of Imported cars not involving loss**  
BM/CMM Full powers

(c) **Sale of Imported cars involving loss**  
NIL

8. **Exports involving loss**  
NIL

9. **Disposal of damaged/deteriorated/surplus stock**

RM Full Powers ) Subject to :

BM Upto Rs. 3 crore (sale value) in case of open tenders ) - Stocks being approved as surplus by Dir. or certified as damaged/deteriorated by surveyors

Upto Rs. 10 lakh (sale value) in case of limited tenders )

- There being no loss over purchase price in sale of surplus stock

- Sale being made to the highest tenderer

- As per Govt. guidelines for stocks held on Govt. account

\*Inserted vide circular No. 205 dated 7-6-2013

10. **Fixation of trading margins**  
 RM Full powers As per approved guidelines ✓
11. **Expenditure on export samples**  
 RM Upto Rs. 20,000 ✓  
 BM Upto Rs. 10,000 ✓
12. **Enrolment/termination of suppliers in India** ✓  
 BM Full powers As per approved guidelines. ✓
13. **Enrolment/termination of foreign suppliers** ✓  
 RM Full powers As per guidelines ✓
14. **Appointment/termination of selling agents in India or abroad and payment of commission** ✓
- (a) **On deal-to-deal basis** )  
 BM Full powers ) Overseas commission to be as per RBI guidelines ✓
- (b) **On a fixed term basis** )  
 (other than sole selling agents )  
 RM Upto 3 years at a )  
 time in India ) Commission to be paid after realisation of full payment without any claim ✓

15. (a) Appointment of Agents/Contractors for shipping, handling transport, storage, Packing, Bagging, Forwarding Clearing, survey, Stevedoring, Ocean Freight Booking, Claim Recovery, Processing, Tinning, Testing, Labour, etc. and termination of such arrangements

RM Upto 3 years at a time to India

BM Upto 2 years at a time in India

- (b) Payments to Agents/Contractors etc. under (a) above as per terms of contract

BM Full powers

MM Upto Rs. 1 lakh

DMM Upto Rs. 50,000

16. (a) Signing of contracts as per offers made

- (b) Establishment of BID Bond/performance Bond/Indemnities etc. as per offers made or contracts signed

- (c) Acceptance of Buyer's LC, assigning of LC, etc, as per the contract

- (d) signing of other contracts/agreements as per terms approved by the competent authority

\*BM/CMM/ Full powers  
CMM (at Branches)

MM Upto Rs. 3 crore

DMM Upto Rs. 1 crore

\*Amended vide circular no. 183 dt. 18.12.02

17. a) **Amendment of contracts**  
 Same authority as  
 is competent to  
 conclude the contract  
 Full powers ✓
- b) **All matters including extension in shipment period and  
 condonation of delay in submission of BG not involving any  
 financial liability to the Corporation. (6)**  
 Director (Marketing) Full powers ✓
18. **Payment as per contract (including payment by LC)**
- |     |                  |   |
|-----|------------------|---|
| BM  | Full powers      |   |
| MM  | Upto Rs. 3 crore |   |
| DMM | Upto Rs. 1 crore | ✓ |
19. **Opening of LC after deal has been conclude but before actual  
 signing of the formal contract**
- |    |             |  |
|----|-------------|--|
| RM | Full powers | Terms and conditions of the<br>contract to have the approval<br>of the competent authority ✓ |
|----|-------------|--|
20. **Payment of Insurance premia, custom duty, port charges, octroi,  
 transportation charges, storage and handling charges, fees and  
 any other charges payable by the Corporation excluding those  
 items specifically mentioned elsewhere in this schedule**
- |     |                 |   |
|-----|-----------------|---|
| BM  | Full powers     | Insurance cover to be arran-<br>ged by Insurance Division<br>at CO as per requirement ✓ |
| MM  | Upto Rs. 1 lakh | of divisions at CO/Branches.  |
| DMM | Upto RS. 50,000 | In respect of Insurance ✓   |

THE STATE TRADING CORPORATION OF INDIA LIMITED  
Board Secretariat & Parliament Division

STC/SECY/45/2013

24<sup>th</sup> February, 2014

✓ CIRCULAR No.207

**Subject: Amendment of Clause 20 of Schedules A (1) & A (2) of the Delegation of Powers.**

Competent Authority has approved amendment of Clause 20 in Schedules A (1) and A (2) of the Delegation of Powers relating to Trade and Business matters as given below:

**Schedule A-1: Trade and Business Matters (Corporate office):**

20. Payment of insurance premia, customs duty, port charges, octroi, transportation charges, storage and handling charges, fees and other charges payable by the Corporation excluding those items specifically mentioned elsewhere in this schedule.

CMM	Full Powers	Insurance cover to be arranged by HOD/GM of the Insurance Division at C.O. as per Insurance guidelines and concerned Division's requirements.
MM	Upto Rs. 1 lakh	
DMM	Upto Rs.50,000/-	

**Schedule A-2: Trade and Business Matters (Regions/Branches):**

20. Payment of insurance premia, customs duty, port charges, octroi, transportation charges, storage and handling charges, fees and other charges payable by the Corporation excluding those items specifically mentioned elsewhere in this schedule.

BM	Full Powers	Insurance Cover to be arranged by Branch Head as per their requirements and Insurance Guidelines issued by CO.
MM	Upto Rs. 1 lakh	
DMM	Upto Rs.50,000/-	

This comes into force with immediate effect.

Circulated to all concerned.

CERTIFIED TRUE COPY

  
(R.K. Gogia)  
Company Secretary

To: All concerned.

  
ऋतु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस.टी.एच. नं. 5270 / FCS No. 5270

premia, powers to be exercised by the respective managers in the Branch. (vide cir. no.187 dt 9.12.05)

- 21. Expenditure incidental to trade including purchase of containers for storage of edible oils**
- |    |                  |  |
|----|------------------|--|
| RM | Full powers      |  |
| BM | Upto Rs. 10 lakh |  |
- 22. Routine Indemnities/Guarantees/BID-Bonds (Incidental to trade)**
- |        |             |  |
|--------|-------------|--|
| BM/CMM | Full powers | Bid-bonds to be executed only in respect of contracts/offers approved by competent authority |
|--------|-------------|--|
- 23. Settlement of self Insurance**  
NIL
- 24. Compounding/Settlement of claims (other than liquidated damages) not involving negligence of any employee**
- |    |  |  |
|----|--|--|
| RM | Full powers (where recoverable from third party) |  |
|----|--|--|
- 25. Demurrage/loss/avoidable expenditure not due to theft/fraud/negligence**
- |    |                 |  |
|----|-----------------|--|
| RM | Upto Rs. 5 lakh |  |
| BM | Upto Rs. 1 lakh |  |

**26. Waiver of liquidated damages provided for in the contract**

RM Upto 10% subject to ceiling of Rs. 50,000 ) In consultation with Law  
BM Upto 10% subject to ceiling of Rs. 20,000 )

**\* 27. Write-off of bad debts/losses.**

RM Upto Rs. 5000

**28. Loans/advances to Business Associates for exports (against security)**

RM Upto Rs. 25 lakh ) Loans and advances to be  
 ) granted within the approved  
 ) norms for directly or indirectly  
 ) maintaining/augmenting  
 ) exports of the Corporation  
 ) Since maximum amount of  
 ) such loans and advance  
 ) outstanding at any point of  
 ) time is not to exceed  
 ) Rs. 25 crore for the entire  
 ) Corporation, these powers  
 ) to be exercised in consul-  
 ) tation with CGM (Fin.) at C.O.

**29. Bill Marketing Scheme**

NIL

\* Amended vide circular No. 201. dt. 2-9-2011.

- 30. (a) Opening of Bank account  
NIL
- (b) Operating of Bank account  
NIL
- 31. Capital Expenditure - original work  
NIL
- 32. Technical and marketing collaboration not requiring Govt approval  
NIL
- 33. Appointment of Consultants, Experts, Designers, etc.  
NIL
- 34. Investment of surplus funds  
NIL
- 35. Legal proceedings pertaining to trade, business, establishment, personnel, sales tax, custom duties, income tax and other general matters
  - (a) To institute/defend/compound/abandon
 

BM with Legal Div. or Consultant	Full powers for matters other than Income tax, personnel and establishment
CFM with Legal Div. or Consultant	Full powers for income tax matters



Dir (Personnel) Full powers for  
with Legal personnel and  
Div. or establishment matters  
consultant

**(b) Appointment and change of advocates/attorneys/solicitors and fixation/payment of professional charges and other legal expenses**

BM with Full powers  
Legal Div.

Appointment to be in accordance with the norms laid down by Dir (Fin) Legal fees/charges etc. to empanelled advocates to be paid as per scales laid down by the C.O. and to senior counsels as per their normal rates of fees/charges

(6) Payment of legal fees/charges etc. to advocates at rates exceeding the rates applicable to empanelled advocates shall be approved by Director (Legal) and Dir (Finance).

**(c) Payment of stamp duty, Court fees, etc.**

BM with Legal Division Full Powers

THE STATE TRADING CORPORATION OF INDIA LIMITED

(Board Secretariat & Parliament Division)

STC/Secy/2016

11<sup>th</sup> March, 2016

CIRCULAR NO. 217

**Sub: Amendment of Clause 35 of Schedules-A(1) and Schedule A(2) of the Delegation of Powers.**

Competent Authority has approved the following amendments in the Delegation of Powers.

**Schedule A (1): Trade and Business Matters (Corporate Office)**

**(i) Heading of the Clause 35 shall be replaced as follows:**

Legal proceedings pertaining to trade, business, establishment, personnel, sales tax, custom duties, income tax and other general matters excluding criminal complaints but including complaints under Section 138 of the Negotiable Instruments Act and also including filing of FIRs.

**(ii) Clause 35 (d) will be replaced as follows:**

Signing and verification of pleadings, legal documents and matters connected thereto including criminal complaints.

Any manager of the rank of AM & above  
duly authorized by GM of the concerned  
Division.

Full Powers \*\*

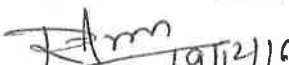
Foot note to Clause 35(d) will remain unchanged.

**Schedule A (2): Trade and Business Matters (Branches)**

**(iii) Heading of the Clause 35 shall be replaced as follows:**

Legal proceedings pertaining to trade, business, establishment, personnel, sales tax, custom duties, income tax and other general matters excluding criminal complaints but including complaints under Section 138 of the Negotiable Instruments Act and also including filing of FIRs.

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रितु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एन. टी. सी. नं. 5270 / FCS No. 5270



10

15

(iv) Clause 35 (d) will be replaced as follows:

Signing and verification of pleadings, legal documents and matters connected thereto including criminal complaints.

Any manager of the rank of AM & above  
duly authorized by the concerned BM.

Full Powers \*\*

Foot note to Clause 35(d) will remain unchanged.

Accordingly, the authorization letter whenever required for signing of legal documents and other allied matters will be issued by the concerned General Manager/ Branch Manager. However, in case signing or verification of documents is done by the General Manager or Branch Manager, necessary authorization letter will be issued by the next higher authority.

This comes into force with immediate effect.

Circulated to all concerned.

  
(Kanchan Tripathi)  
Company Secretary

To: All concerned

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ऋतु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ न. 5270 / FCS No. 5270



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

STC/BS&P/BS/10023/2017/CIR

20<sup>th</sup> November, 2017

CIRCULAR NO. 227

**Subject: Amendment of Clause 35(b) of Scheduled –A (1) & A (2) and Clause 34 of Schedule-B of the Delegation of Powers.**

Competent Authority has approved amendment of Clause 35(b) of Schedule – A (1) & A (2) relating to Trade and Business matters and Clause 34 of Schedule-B relating to Establishment and General matters of Delegation of Powers as given below:

**Schedule A-(1): Trade and Business Matters (C. O.):**

35(b) Engagement of Advocates including professional charges and other legal expenses:-

- |                         |                |      |   |
|-------------------------|----------------|------|---|
| Director<br>(Marketing) | Full<br>Powers | (i)  | Appointment of Advocates as per STC's schedule of fee.  |
|                         |                | (ii) | Appointment of Attorney General / Solicitor General / Additional Solicitor general / designated Senior Advocates at their rates of legal fee and other charges. |

For appointment of Advocates not covered in (i) and (ii), the engagement will be done with the approval of CMD.

The procedure for processing of bills etc., will be as per instructions issued separately from time to time.

**Schedule-A (2): Trade and Business Matters (Branches):**

35(b) Engagement of advocates including professional charges and other legal expenses:-

- |                      |                |      |  |
|----------------------|----------------|------|--|
| Director<br>(Branch) | Full<br>Powers | (i)  | Appointment of Advocates as per STC's schedule of fee.   |
|                      |                | (ii) | Appointment of Attorney General/Solicitor General/ Additional Solicitor General/Designated Senior Advocates at their rates of legal fee and other charges. |

For appointment of Advocates not covered in (i) and (ii), the engagement will be done with the approval of CMD

The procedure for processing of bills etc., will be as per instructions issued separately from time to time.



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THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

**Schedule-B: Establishment and General matters (C.O. and Branches):**

34. Engagement of advocates including professional charges and other legal expenses:-

- |                         |                |      |   |
|-------------------------|----------------|------|---|
| Director<br>(Personnel) | Full<br>Powers | (i)  | Appointment of Advocates as per<br>STC's schedule of fee.   |
|                         |                | (ii) | Appointment of Attorney General/<br>Solicitor General/ Additional Solicitor<br>General/Designated Senior Advocates<br>at their rates of legal fee and other<br>charges. |

For appointment of Advocates not covered in (i) and (ii), the engagement will be done with the approval of CMD

The procedure for processing of bills etc., will be as per instructions issued separately from time to time.

This issues with the approval of the Competent Authority.

  
20-11-12

(Ritu Arora)

Company Secretary

To: All Concerned

(d) **Signing and verification of pleadings, legal documents and matters connected thereto**

BM/CMM/CFM Full powers\*\*

MM/DLA Full powers\*\* except signing & executing bonds and guarantees

The powers may be exercised by ALA in places where DLA is not posted

\*\*includes power to :

- Sign, verify, declare and/or affirm plaints, written statements, memorandum of appeals and other pleadings, vakalatnamas, affidavits, miscellaneous applications and other similar documents including signing and issue of notices prior to institution and during the pendency of suits, appeals, revisions, reviews, arbitrations and/or other legal proceedings authorised by competent authority to be instituted/defended.
- Sign and execute agreement including lease deeds, licence agreements, hypothecation deeds, mortgage deeds, letters of lien, indemnity bonds, undertakings, pledges and other similar documents authorised by the competent authority and any further document or documents and applications, the signing/execution of which is incidental and/or necessary thereto.
- sign and verify all returns which are by law required to be made by the State Trading Corporation of India Limited.
- sign and discharge all securities including Govt. securities and documents of title to goods standing in the name of or held by the State Trading Corporation of India Ltd., authorised by the competent authority-
- invoke/enforce Bank Guarantees or any other claims of the Corporation on behalf of the Corporation
- do all acts and things connected with incidental to the above.

**36. (a) Travel within the country**

RM Full powers

BM For employees reporting to him, travel and stay being as per entitlement Includes powers to sanction charges levied on cancellation of journey tickets.

**(b) Relaxation in mode/class of travel**

RM Full powers

**(c) Relaxation for stay in hotels beyond entitlement where STC has empanelled hotels**

BM at branches & Protocol Manager at C.O. Full powers in respect of employees visiting the territory When accommodation as per entitlement is not available

**(d) Relaxation for stay in hotels beyond entitlement where there are no empanelled hotels**

RM Full powers When accommodation as per entitlement is not available

**(e) Sanction of full DA beyond 30 days**

Dir (Branches) Full powers

**37. ISO 9000 series certification for STC Mumbai (3)**

RM, STC Mumbai Full powers Proposal to be put up to RM through BAC.

**Notes : Notes forming part of this Schedule attached.**

## Notes Applicable to Schedule - A(2)

1. The powers delegated as per this Schedule shall be exercised *subject to the relevant rules and regulations* and the policies and procedures laid down by the competent authority, provisions of the Companies Act and the Memorandum and Articles of Association of the Corporation.
2. As regards non-canalised imports, the regions will be free to import items specifically required by industries located in their areas subject to a limit of Rs. 1 crore in each case, except the following items which will continue to be handled by C.O. only :-
  - Canalised items, including items on Govt. account, such as edible oils, sugar, etc.
  - Pulses
  - Kerosene Oil
  - Ferrous & non-ferrous metal
  - Fertilisers
  - State Government requirements (general imports)
3. The extent of powers indicated in this schedule apply to each case unless otherwise specified.
- \*4. These powers shall be exercised by the competent authorities with due concurrence of Associate Finance.

Whenever there is a difference of opinion between the Branch Manager and Finance, the matter may be referred to the Director concerned who may sort it out with Dir(Fin). In all such cases a verbatim copy of the views of Finance should also be furnished. In emergent cases, however, BM may take a decision himself with

\*Amended vide circular No. 159 dt. 5.1.99.



reasons fully recorded subject to immediate report to Corporate Office and ex-post-facto approval of concerned Director and Dir(Fin).

Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below.

<b>Competent Authority</b>	<b>Associate Finance</b>
Chairman/COM	Dir (Fin)
Director	CGM (Fin)
CGM/GM	CFM
Branches where finance function is headed by a manager of rank lower than FM	Head of Finance
Others	FM

In the absence on tour or leave of prescribed rank of managers in Finance Division, finance concurrence may be obtained in urgent cases from the officiating manager (Fin), if any, or the manager of the next lower rank subject to all such matters being specifically brought to the notice of the concerned finance manager of the appropriate rank on his return.

6. CGM/GM/CMM/MM will include all managers of equivalent ranks.
7. Powers delegated to a lower authority can be exercised by higher authority.
8. An operating manager may seek advice of Finance even in areas where Finance concurrence is not required. However, in such cases, the final decision and responsibility will rest with the operating division.



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ़ इंडिया लिमिटेड / १५

(भारत सरकार का उद्यम)

THE STATE TRADING CORPORATION OF INDIA LTD.

(A Govt. of India Enterprise)

(BOARD SECRETARIAT & PARLIAMENT DIVISION)

STC/BS&P/BS/10032/2017-CIR

April 05, 2017

CIRCULAR NO 221

**Sub: Revised Delegation of Powers pertaining to Trade & Business Matters.**

Competent Authority has approved the amendment of Note No.4 of Schedule A (1) and Schedule A (2) of the Delegation of Powers relating to Trade and Business Matters as given below:

**Schedule A (1): Trade and Business Matters (Corporate Office)**

**Notes Applicable to Schedule – A (1)**

4. Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

Competent Authority	Associate Finance
.....	.....
Director	GM (Fin)
.....	.....
.....	.....

**Schedule A (2): Trade and Business Matters (Regions/ Branches)**

**Notes Applicable to Schedule – A (2)**

4. These powers shall be exercised by the competent authorities with due concurrence of Associate Finance.


.....  
.....

Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

Competent Authority	Associate Finance
.....	.....
Director	GM (Fin)
.....	.....
.....	.....

This comes into force with immediate effect.

Circulated to all concerned.

  
(Ritu Arora)

Company Secretary

All concerned



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

STC/BS&P/BS/10032/2017/CIR

26<sup>th</sup> December, 2017

CIRCULAR NO. 229

**Subject: Partial Amendment in Note No. 4 of Schedule – A (1) & A (2) of the Delegation of Powers.**

Competent Authority has approved the partial amendment in Note No. 4 to Schedule – A (1) : Trade and Business Matters (Corporate Office) & Schedule – A (2) : Trade and Business Matters (Regions / Branches) of Delegation of Powers as given below:

**Schedule A (1): Trade and Business Matters (Corporate Office)  
Notes Applicable to Schedule – A(1)**

4. Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

**Competent Authority**

.....  
Director  
.....  
.....  
.....

**Associate Finance**

.....  
DGM (Fin)  
.....  
.....  
.....

**Schedule A (2): Trade and Business Matters (Regions / Branches)  
Notes Applicable to Schedule – A(2)**

4. These powers shall be exercised by the competent authorities with due concurrence of Associate Finance.

.....  
.....

Associate Finance, for the purpose of this Schedule, will mean a finance manager of rank not less than the level shown below:

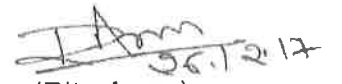
**Competent Authority**

.....  
Director  
.....  
.....  
.....

**Associate Finance**

.....  
DGM (Fin)  
.....  
.....  
.....

This issues with the approval of the Competent Authority.



(Ritu Arora)

Company Secretary

To: All Concerned

9. Where tenders are called and lowest (highest) tender is not accepted, reasons thereof shall be recorded and approval of next higher authority taken unless the purchase (sale) policy provides otherwise.
10. In the absence of Branch Manager on tour or on leave, the next senior most and in his/her absence the next second senior most manager may exercise the powers vested in the Branch Manager in respect of urgent matters subject to report to Branch Manager on his return for ratification.
11. Proposals submitted by Branches for approval by CO will clearly indicate the name and designation of the Manager in Finance who has concurred with the proposal.
12. The powers of the managers posted at the foreign offices are defined separately in the Manual of Foreign Offices.
- 13.(6) These powers shall cover conclusion of contracts both on LC as well as CAD terms. Ordinarily the payment terms will provide for irrevocable LC. In the case of CAD terms, approval of Director will be obtained
- 14.(7) Consequent upon abolition of the concept of Regional Managers, Branch Managers of Mumbai, Calcutta and Chennai branches will exercise the powers of RMs in respect of business transactions of these Branches.

#### REFERENCE OF AMENDMENT

- (1) Amended vide circular No. 118 dt. 20.6. 1995
- (2) Amended vide circular No. 138 dt. 21.3.1997
- (3) Amended vide circular No. 141 dt. 2.6. 1997
- (4) Amended vide circular No. 145 dt. 26.6.1997
- (5) Amended vide circular No. 146 dt. 22.7.1997
- (6) Amended vide circular No. 134 dt. 6.8. 1996
- (7) Amended vide CMD'S circular No. 01/97 dt. 18.11.1997
- (8) Amended vide circular No.159 dt. 5.1.99
- (9) Amended vide circular No. 164 dt. 23.9.99
- (10) Amended vide circular No. 168, 180 & 184 dt. 7.1.01, 7.11.01 and 24.2.03 respectively

\*Amended vide circular dt. 11.09.08

sd/-  
(A.K. Gupta)  
Company Secretary

**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**SCHEDULE 'B' ESTABLISHMENT AND GENERAL MATTERS**

(Effective from 10.10.1985)

(Approved by Board at its 389th Meeting held on 21.01.1986)

**Authority**

**Extent of Power**

**Remarks**

**Item 1**

**Creation of posts**

Dir (Pers)

For posts upto the level of DMM and equivalent

Provided number of posts approved in the sanctioned budget is not exceeded  
Annual statement of all posts created on regular basis to be submitted to Board at the end of the financial year.

**Item 2(a)**

**Appointment/promotion/Resignation  
Retirement/Termination/Efficiency  
Bar/ Probation (including Powers to extend Probation)**

Dir (Pers)

For posts upto the level of CMM or equivalent

In case of appointment/promotion powers are to be exercised in accordance with the Recruitment rules and on

CGM(P) For posts upto the level of Asstt. Manager the recommendation of Selection/Promotion Committee set-up for the purpose.

CPM For posts upto the level of OM and equivalent Appointment to be made by the appointing authority according to the panel approved by the selection Committee.

CGM/GM/CMM in charge of branches For posts upto the level of Assistants Promotion orders to be issued according to the panel approved by the DPC.

**Item 2 (b)**

**Relaxation of Qualification and prescribed age at the time of first appointment**

Dir (Pers) Full powers for Staff only Subject to recommendation of Selection Committee

**Item 2 (c)**

**Officiating arrangements/ appointments against leave/ training vacancies**

DIR (Pers) For posts upto the level of GM. All officiating arrangements to be made only against vacancies of 30 days or more.  
CGM (P)/GM(P)/ CPM at HO and For posts upto the level of DMM for a

CGM/GM/CMM in charge of branches.

period not exceeding 6 months.

All officiating arrangements to be made subject to vigilance clearance and appraisal reports being in order and subject to his being otherwise eligible for such appointment.

Approval of Dir(P) is required for giving officiating promotions/appointments against vacancies other than leave or training vacancies.

Officiating arrangement/appointments against leave/training vacancies shall be made only from within the Corporation.

**Item 3**

**Fixation of pay on initial appointment/  
Promotion / Absorption as per rules and  
drawal of annual increments**

DPM at HO

Full powers

Fixation of pay should be done in consultation with Associate Finance.

MM in charge  
of Establishment  
at Branches.

Full powers upto the  
level of MM

DPM at  
Branches

Full powers upto the  
level of OM

Item 4(a)

**Leave other than Disability and Study Leave**

DIR

Full powers

These powers will be exer-  
cised subject to entitlement  
and on the recommendation  
of supervisory officers.

CGM (P)/GM(P)  
at HO

For employees upto  
the level of CMM or  
equivalent at HO

CGM/GM/CMM in  
charge of  
branches

For all employees in  
their respective  
administrative  
jurisdiction.

In urgent cases, Divisional  
Heads may provisionally  
permit an employee to  
proceed on leave in  
anticipation of formal sanction  
provided no substitute is  
required and urgent action  
is taken to get the leave,  
formally sanctioned.

CPM at HO &  
CMM at branches  
responsible for  
establishment  
matters.

For employees upto  
the level of MM or  
equivalent.



PM at HO & MM  
at branches  
responsible  
for establish-  
ment matters.

For employees upto  
the level of DMM  
or equivalent

DPM/APM at HO  
& DMM/AM at  
Branches res-  
ponsible for  
establishment  
matters.

For all employees of  
staff cadre

**Item 4(b)**

**Special Disability Leave  
(For periods not exceeding four months)**

DIR (Pers)

Full powers

All disability leave to be  
sanctioned only if supported  
by a medical certificate  
in accordance with the  
medical Rules of the  
Corporation.

CGM(P)/GM(P)/  
CPM at HO and  
CGM/GM/CMM in  
charge of  
branches

For officials upto the  
level of OM

**Item 4(c)**

**Study Leave/Extra-Ordinary  
Leave for further studies  
(for periods not exceeding two years)**

Dir (Pers)

Full powers

**Item 4(d)**

**Special Casual Leave for participation in Seminars, Sports/Union Meetings and also on account of injuries, if any, sustained as a result of participation in sports**

Dir (Pers)

Full powers

Special leave may be permitted to be combined with regular leave other than casual leave.

CGM(P)/GM(P)/  
CPM at HO and  
CGM/GM/CMM in  
charge of branches.

Upto 20 days in a  
year for employees  
in their respective  
administrative  
jurisdiction

**Item 5**

**Transfer within India and matters relating thereto (including sanction of maximum time limit for entitlement of TA for family and transfer of personal effect)**

Dir(Pers)

Full powers in consultation  
with Dir concerned.

Dir/CGM within  
his Group at  
the same station

Full powers

GM/BM/CMM or  
equivalent  
within his  
office/divi-  
sion at the  
same station.

Full powers

CGM/GM in  
charge of  
Branches

Full powers upto DMM within the region including  
sub-branches under his charge.

**Item 6 (a)**

**Nomination for Training/Scholarship in India-  
Training expenditure within the Budget  
sanctioned**

CMD

For CGMs and above [1]

Dir (Pers)

Upto the level of [2]  
GM

**Item 6 (b)**

**Nomination for Foreign Training/Scholarship**

Dir (Pers)

Full Powers on the recommendations of Advisory  
Committee of Directors.

**Item 6 (c)**

**Acceptance of candidates for training in the  
Corporation and sanction of stipend**

Dir (Pers)

Full powers

[1] As amended vide circular No. 121 dt. 21.11.95

[2] -do- No. 147 dt. 25.7.97

**Item 7**

**TA/Pay Advance on Tour/Transfer/LTC/ALTC  
as per Rules**

**DFM (A&E) at  
HO and branches**

**Full powers**

**Subject to sanction of the  
tour/leave**

**Sanctioning authority for  
LTC/ALTC will be DPM at  
HO and branches.**

**Item 8(a)**

**Travel within the country**

**Dir**

**Full powers**

**Powers of Director will  
include powers to authorise  
stay in accommodation  
appropriate to the status of  
the employee in places where  
there are no panel  
hotels.**

**Heads of  
Divisions/  
Branches**

**Full powers in  
respect of  
employees in  
their respective  
jurisdiction.**

**CMM and above will be  
their own controlling  
officers.**

**Powers to grant full DA  
beyond 30 days will be  
exercised by DIR (incharge  
of Personnel).**

\* Journey by higher class of accommodation will require approval of CGM concerned for Managers. For staff as far as train journey is concerned, CGM concerned shall have full powers but in case of air journey by staff, approval of Director concerned will be required.

\*BMs can undertake travel within their own territory without obtaining prior approval, but a copy of tour report should be sent to the Director concerned within a week on completion of tour. However for travel outside their own territory limits, tour approval should be sought from the Director concerned who should in turn keep CMD informed of it before according such approval.

**Item 8 (b)  
Foreign Travel  
(For india based Managers)**

DIR

Full powers upto and including CMM.

Subject to amendment vide circular No. 97 dt. 5/5/93 - copy attached

**Item 8 (c)  
Emergency passage to Overseas  
Managers/Staff as per Rules**

CPM

Full powers

**Item 8(d)  
Travel by overseas Managers/  
Staff (1) Outside their territory  
(including India)**

DIR (Branch operations)

Full powers

(1) (since amended vide circular No. 100 dt. 14.6.93 copy attached.)

\*Amended and added vide circular no. 166 and 167 dt.7.10.99 and 17.12.99 respectively

**Item 9**

**Encashment of EL as per Rules**

PM at HO &  
equivalent  
managers at  
branches in  
charge of Est.

Full powers

**Item 10(a)**

**Contingent Expenditure (Specified items)**

**i. Repairs of motor vehicles including  
spare parts**

CAM at HO &  
Heads of branches

Full powers

Admn. Manager at  
HO & branches

Rs. 500 at a time and  
Rs. 500 p.a. per car

**ii. Repairs to cycles and scooters.**

CAM at HO &  
Heads of branches

Full powers

Admn. Manager at  
HO & branches

Rs. 100 per cycle per annum/  
Rs. 750 per scooter per annum

**iii. Supply of liveries**

CAM at HO &  
Heads of branches

Full powers As per specified scales.

**iv. Petty conveyance charges**

Admn. Manager at  
HO & branches

Full powers

**v. Printing and stationery excluding publicity items.**

CAM at HO &  
Heads of branches

Full powers

Admn. Manager at  
HO & branches

Upto Rs. 5000 in each case.

**vi. Printing of publicity items including Annual Reports, brochures etc.**

CGM (PR)

Full powers

CMM (PR)

Upto Rs. 5000 in each case.

**vii. Repairs of typewriters, photocopiers, duplicators/ calculating machines/data processing machines**

Admn. Manager at  
HO & Branches

Full Powers

CMM in charge  
of MSD

Full powers in respect of computer maintenance.

DAM at HO &  
branches

Upto Rs. 500 in each case.

**viii. Motor oil and petrol for staff cars/scooters**

DAM at HO &  
branches

Full powers

**ix. Electric and water charges of office building/ staff quarters/godowns etc.**

DAM at HO &  
branches

Full powers

x. statutory fee/inspection charges and other contributions payable to Regional Provident Fund Commissioner, LIC (Gratuity Insurance)

DMM in charge of Provident Fund

Full powers ✓

xi. Filing fees/application fees payable to Registrar of Companies/Company Law Board under Company Law requirement ✓

Secretary

Full powers ✓

xii. Freight charges ✓

DAM at HO & branches ✓

Full powers ✓

xiii. Postage/Telegrams, Telephone, Telex, Teleprinter charges ✓

DAM at HO & branches ✓

Full powers ✓

Item 10 (b)

Contingent Expenditure (Items not specified)

CGM (Pers)

Full powers ✓

GM (P)/CAM/CPM at HO

Upto Rs. 10,000 in each case. ✓

CGM/GM in charge of branches.

Upto Rs. 10,000 in each case. ✓

Admn. Manager at HO & branches/MM (Protocol at HO)

Upto Rs. 5000 in each case. ✓

DAM at HO & branches

Upto Rs. 500 in each case. ✓



**Item 11 (a)**

**Purchase of Vehicles**

Dir (Pers)

Full powers

Not exceeding the number of vehicles for which provision has been made in the budget.

**Item 11 (b)**

**Disposal of Old Motor Vehicles**

CGM (P)/GM  
(Admn)/CAM at  
HO & CGM/GM/CMM  
in charge of branches.

Full powers

Subject to the condition that vehicle should have been used for 8 years or has run upto 1 lakh km. whichever is earlier.

**Item 12**

**Grant of overtime allowance/Reimbursement of out of pocket expenses.**

Directors

Upto Rs. 12,000 p.m. [1]

[1] As amended vide Dir (Pers) Cir. dt. 12.09.05

CGM & Co. Secy

Upto Rs. 2000 p.m [2]

[2] As amended by Circular No. 143 dt. 16.6.97.

**Item 13**

**Reimbursement of Medical Expenses**

**a) In Relaxation of Rules**

Dir (Pers)

Full powers

**(b) Settlement of Medical claims, Bills of Doctors/Chemists as per Rules.**

DPM/DFM at HO & branches

Full powers ✓

**Item 14**

**Lease and rental of residential/office Buildings/ Godowns/plots and other storage spaces** ✓

Dir ✓

Full powers ✓

Residential accommodation will be taken on lease as per rules ✓

CGM (P)/GM(A)/CAM at HO & CGM/GM/CMM in charge of branches. Branch Manager not below the level of GM. ✓

Full powers for godowns/plots/other storage space. ✓

Admn. manager at HO & branches will have full powers to authorise payment of rent/lease charges as per lease/rental agreement. ✓

Full powers for residential accommodation. ✓

**Item 15 (a)**

**Advertisement Relating To Trade/Admn/ Personnel Matters** ✓

DIR

Full powers including advertisement in Foreign newspaper/magazines (1) ✓

CGM in charge of imported car cell

Full powers relating to advertisement expenses of Imported car cell (2) ✓

CGM/GM at HO

Upto Rs. 25,000 in each case

(1) As amended vide circular no. 135 dated 01.10.96 ✓

(2) As amended vide circular no. 137 dated 07.11.96 ✓

CGM/GM/CMM in charge of branches.

Upto Rs. 10,000 in each case in respect of trade/ admn. matters (appointment of handling agents and invitation of tenders for purchase and disposal etc.)

**Items 15 (b)**

**Advertisement/Publicity/adhoc advertisements in souvenirs and other Publications**

Dir in consultation with Dir. (Fin)

Full powers [1]

**Item 16**

**Books and Periodicals**

CMM (MSD) at HO & CGM/GM/CMM in charge of branches

Full powers [1]

Divisional Heads at HO & branches

Full power upto a maximum of 5 business Newspapers/business magazines of Indian edition as per list circulated by MSD. [2]

**Item 17**

**Grant of Honorarium**

Dir (Pers)

Full powers

As per guideline on the subject and cases where no guidelines exist, on the recommendation of Advisory Committee of Directors.

- 
- (1) As amended vide circular no 35 dated 24.11.86.
  - (2) As per guidelines contained in circular no. 37 dt. 29. 12.1986



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

(Board Secretariat & Parliament Division)

STC/BS&P/BS/10032/2017/CIR

June 22, 2017

CIRCULAR NO. 226

**Sub: Amendment of Item No. 16 of Schedule 'B' Establishment and  
General Matter of Delegation of Powers.**

**Item 16: Books and Periodicals**

Existing Provision		Amended Provision	
CMM (MSD) at HO & CGM/ GM/CMM in charge of branches	Full power	Director	Full Power.
Divisional Heads at HO & branches	Full power upto a maximum of 5 business Newspaper/business magazines of Indian edition as per list circulated by MSD		

This issues with the approval of the Competent Authority.

  
(Ritu Arora)

Company Secretary

To: All concerned

**CERTIFIED TRUE COPY**

  
04/08/17

क्र. 3/2017/RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ नं. 5270 / FCS No. 5270



दि स्टेट ट्रेडिंग कॉरपोरेशन ऑफ़ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

(Board Secretariat & Parliament Division)

STC/BS&P/BS/10032/2017/CIR

June 22, 2017

परिपत्र संख्या 226

विषय : शक्तियों के प्रतिनिधिमंडल की अनुसूची 'बी' - स्थापना और  
सामान्य मामले की मद सं. 16 का संशोधन

मद संख्या 16: पुस्तक और पत्रिकाएँ

मौजूदा प्रावधान		संशोधित प्रावधान	
मुख्यालय में सीएमएम (एमएसडी) शाखाओं के प्रभारी सीजीएम / जीएम / सीएमएम	पूर्ण शक्तियाँ	निदेशक	पूर्ण शक्तियाँ
मुख्यालय और शाखाओं में प्रभागाध्यक्ष	एमएसडी द्वारा परिचालित सूची के अनुसार, भारतीय संस्करण की अधिकतम रूप से 5 व्यवसाय पत्रिकाओं / अखबारों तक पूर्ण शक्ति		

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया गया है

रितु अरोड़ा  
22/6/17  
रितु अरोड़ा  
(कंपनी सचिव)

**Item 18**

**Grant of Gratuity as per Rules**

**GM (P)/CPM**

**Full powers**

**Item 19**

**Advance for purchase of conveyance as per rules/sanctioned budget.**

**GM (P)/CPM  
& Head of  
branches**

**Full powers**

**PM in Head  
Office &  
equivalent ranks  
in Branches.**

**Full powers for scooter/Motor cycle and cycle  
advance**

**Item 20**

**Grant of Advance under House Building &  
Employees Welfare Rules as per policy &  
guidelines/Budget sanctioned by Board**

**CPM/Head of  
branches**

**Full powers**

**Item 21**

**To fix permanent Advance/Imprest**

**CAM at HO &  
GM/CMM in  
branches**

**Full powers**

Item 22

Gifts

Dir

Full powers

Powers will be exercise subject to Rules if any from time to time in this behalf.

CGM/GM/at HO & CGM/GM/CMM in charge of branches

Upto Rs. 250/-per person for foreign delegates/associates.

Item 23

Power to Sanction disposal of obsolete, surplus or unserviceable stores originally charged to Revenue Expenditure

CGM(P)/GM(P)/GM (A)/CAM at HO & CGM/GM/CMM in charge of branches

Full powers

The material should be surveyed and declared obsolete/surplus etc. by a committee constituted by authority indicated herein consisting of representatives from Admn., F&A and Internal Audit.

Item 24

Power to sanction disposal of obsolete , surplus unserviceable stores originally charged to Capital Expenditure

Dir (Pers)

Full powers

The material should be surveyed and declared obsolete/surplus

CIRCULAR NO. 231

Subject: Amendment of 'Delegation of Powers (DOP)' in respect of Item nos. 23 & 24 of Schedule 'B': 'Establishment and General Matters'

FMCOD in its 159<sup>th</sup> (Adjourned) meeting held on March 26, 2019 has approved the amendment in Item nos. 23 & 24 of Schedule B: "Delegation of Power - Establishment and General Matters" as given below:


The existing entries at Item Nos. 23 and 24 shall be substituted with the following entries, respectively:

**ITEM NO. 23**

<b>Power to sanction disposal of obsolete, surplus or unserviceable items originally charged to Revenue Expenditure</b>		
Branch Manager/ Divisional Head at C.O. not below the rank of DGM to be notified with the approval of Director (P)	Full Powers	The material should be declared obsolete/surplus etc. by a committee constituted by the Branch Manager/ the Divisional Head at C.O. by adhering to due process and with concurrence of the local Associate Finance.

**ITEM NO. 24**

<b>Power to sanction disposal of obsolete, surplus or unserviceable furniture &amp; fixture, other office equipment, plants &amp; machinery, etc. originally charged to Capital Expenditure.</b>		
Branch Manager/ Divisional Head at C.O. not below the rank of DGM to be notified with the approval of Director (P)	Full Powers	The material should be declared obsolete/surplus etc. by a committee constituted by the Branch Manager/the Divisional Head at C.O. by adhering to due process and with concurrence of the local Associate Finance.

  
23/4/19  
(Deepak C S)  
Company Secretary

To: All Concerned



CGM(P) GM(P)/  
GM(A)/CAM at  
HO and CGM/  
GM/CMM in  
charge of  
branches

Full powers for  
disposal of stores  
the original value  
of which does not  
exceed  
Rs. 10,000

etc. by a committee consti-  
tuted by the authority  
indicated herein consisting  
of representatives from Admn.  
F & A and Internal Audit.

**Item 25**

**(1) Power to write off losses (Not due to fraud,  
theft or negligence) [1]**

**i) Shortage in respect of consumable stores etc.**

**Dir (Pers)**

**Upto Rs. 10,000 on  
each occasion  
(original value)**

**ii) Permanent Assets**

**Dir (Pers)  
in consultation  
with Finance**

**Upto Rs. 1 lakh in  
each case.**

**Cases in excess of Rs.  
50,000 to be reported to  
Board.**

**Item 26 (a) [1]**

**(1) Write off of Bad Debts/Claims (not involving  
default/negligence on the part of STC  
Employees)**

**Dir**

**Upto Rs. 10,000 in case**

**[1] (Note : with effect from 27.2.89 powers for write off  
are being exercised only at the level of Director- Ref  
circular No.53 dt.27.2.89),**

**Item 26 (b)**

**Waiving of Recoveries from Employees**

Dir (Pers)

Full powers

Provided : the amount was drawn by an employee under reasonable belief that he was entitled to it and in the opinion of the sanctioning authority recovery will cause undue hardship; or that the recovery is impossible. (Cases exceeding Rs. 5,000/- will be reported to Board

**Items 27 (a)**

**Capital Expenditure - Original work**

Dir (Pers)

Upto Rs. 2 lakh in each case

These powers include sanction of original work like construction of office or residential accomodation including leased accomm-odation or addition/alteration to change scope of such accommodation and also to purchase furniture, fittings, fans, electrical fittings etc.

**Item 27 (b)**

**Acceptance of Tenders/Award of Contracts**

Dir	Rs. 1 crore in each case	In respect of schemes/ projects duly sanctioned by the competent authority and subject to any purchase policy
CGM (P)/GM (P) GM (A)/CAM at HO and CGM/GM/ CMM in charge of branches.	Upto Rs. 20 lakhs in each case.	

MM in charge of Admn. in HO and branches	Upto Rs. 1 lakh in each case.	
--	-------------------------------	--

**Item 27 (c)**

**Purchase of Office Machines/Equipment  
Furnitures/Fittings/Fixtures etc.**

Dir (Admn)	Full powers	Dir (MSD)/CGM (MSD)/ CMM(MSD) to exercise corresponding powers for purchase of computers and related items only (Cir no. 186 dt 23.06.05)
------------	-------------	---

CGM (Admn)at HO and CGM at branches	Upto Rs. 1 lakh in each case.	
--	-------------------------------	--

CAM/CPM/(Admn) at HO and GM/CMM in charge of branches.	Upto Rs. 20,000 in each case.	
--	-------------------------------	--

**Item 28**

**Maintenance and repairs of Capital items  
(including purchase of spare parts) other than  
Motor vehicles**

Director(Admn.)	Full power	
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CGM (P)/ GM (P)/ GM (A)/ CAM at HO & CGM/GM/CMM in charge of branches	Upto Rs. 50,000 in each case	
--	---------------------------------	--

\* Amended vide circular no 185 dt. 29.04.05

MM in charge of Admn. at HO and branches.

Upto Rs. 5000 in each case subject to a limit of Rs. 50,000 in a year.

**Item 29**

**Expenditure on repairs, maintenance and other contingencies in respect of buildings including leased/purchased/rental buildings**

Dir (Pers)

Full Powers

CGM (P)/GM (P)/CAM at HO & CGM/GM/CMM in charge of branches.

Upto Rs. 50,000 in each case

The overall expenditure should not exceed the norms laid down for repairs and maintenance etc. where applicable.

\*MM in charge of Admn. at HO and branches.

Rs. 10,000 in each case.

\*DAM at HO and branches.

Rs. 5000 in each case

**Item 30**

**Membership of Associations**

Dir (MSD) in consultation with all Directors

Full powers

**Item 31**

**Reimbursement to employees of membership fees etc. of professional bodies as per approved list**

PM at HO and branches

Full powers within approved ceiling

\*Amended vide circular no. 169 dt. 3.3.00.

**Item 32**

**Cash award under Incentive Scheme, Merit Scholarship, Children Education Allowance etc. as per Rules**

PM at HO and branches

Full powers

**Item 33**

**Legal Proceedings in consultation with legal Department Institute/Defend/Compound Abandon**

Dir (Pers)

Full powers.

**Item 34**

**Appointment of Attorneys/Solicitors etc. and incurring of Legal Expenses including Stamp duty, court fee, professional charges etc.**

Dir (Pers)

Full powers

Appointment of Attorneys/Solicitors will be made in accordance with the norms laid down in this regard by Dir (Fin).

CGM (P)/GM (P)/  
CPM at HO  
and CGM/GM/  
CMM in charge of  
branches

Full powers

Powers relating to personnel and purely establishment matters come under this item to be exercised only in respect of cases for which approval to contest the case has been obtained from Director (Pers).

Legal fees/charges etc. will be paid to empanelled advocates as per scales laid down by the CO and to senior counsels as per their normal rates of fees/ charges.

Items 35

Appointment/Nomination to the Board of Trustees of Employees, Provident Fund and Gratuity Fund

Dir (Pers),

Full powers

Item 36

Attestation of entries in Service Records  
Full powers

DPM in HO and branches

\*Item 37

Entertainment and Hospitality (1)

(a) C.O.

Full powers

Dir  
CGM

GM/CMM

Secretary

They shall in future incur such expenditure with prior approval of the Director concerned, indicating names of the persons/party to be entertained as well as the purpose of such entertainment. In the case of ex-post facto approval also, such details shall be invariably furnished while seeking approval of concerned Director. A monthly statement of such expenses incurred by various managers shall be put up by Protocol Divn. to Dir (Fin) /CMD for information.

It has also been decided by the competent authority that henceforth lunches/snacks shall not be served in internal meetings of the corporation attended by STC employees only.

\*As amended by circular no. 138 dt. 21.3.97

\*As amended by circular no. 175 dt. 27.3.01

**\*(b) Branches**

**Authority**  
RM (BMs at  
Mumbai, Chennai  
and Calcutta)

**Extent of Powers**  
Upto Rs. 5000  
on each occasion

**Remarks**

- For expenditure on entertainment & Hospitality, the instructions/guidelines issued by C.O. will be followed

BM not below  
MM rank

Upto Rs. 2000 on  
each occasion

- BMs will invariably indicate the names of persons party to be entertained as well as the purpose of such entertainment on the bills.

- A monthly statement of such expenses incurred by the BMs will be submitted to Protocol division at CO, who will in turn, put up a consolidated statement of entertainment expenditure incurred by Branches to CMD/Dir (F) for information.

For BMs

Expenses on entertainment must result in business increase/Trading profit accrual. BMs must develop a system to check entertainment expenses with reference to Turnover/Trading profit criterion as control measure and indicate it in their statements.

\*As amended by circular no. 177 dt. 19.4.01

**Item 38**

**Telephones**

Dir (Pers)

Full powers

CAM/Head of

Full powers for entitled

branches

persons

**Item 39**

**Consultancy Services**

Dir with

Upto Rs. 1 lakh in each case.

Dir (Fin)

**Item 40**

**Expenditure of Data processing**

Dir

Full powers

CMM (MSD)  
with CFM

Upto Rs. 10,000 pm

**Item 41**

**Issue of receipts, rebates and other discharge for money payable to the company and for the claims and demands of the company**

As authorised by Director

**Item 42**

**Signing on the company's behalf bills, notes, receipts, acceptances, endorsements, cheques, documents releases, contracts, letters of subrogation and documents generally to negotiate**

As authorised by Director



**Item 43**

**Fixation of Depreciation Rates for all assets of the corporation**

Dir (Fin)

Full powers

**Item 44**

**Fixation of norms for assessing shortages/excess**

Dir (Fin)

Full powers

**Item 45**

**Other matters not covered by this schedule All powers of the head of the Deptt. under the FR & SR, GF Rules so long as they are followed in STC without prejudice to the powers specified in this schedule**

Dir (P) in  
consultation  
with Finance

Full powers

**Notes :**

(Notes forming part of this Schedule attached)

Sd/-  
(A.K. Gupta)  
Company Secretary

## Notes applicable to schedule 'B'

1. Powers in this Schedule shall be exercised subject to budgetary provisions approved scale of expenditure and policies and procedures laid down by competent authority and also subject to such orders and instructions as may be issued by Govt. from time to time. Concurrence of Finance is required in all cases having financial implications.
  - i. All contingent expenses upto Rs. 5,000 at a time subject to such purchases being made from established dealers at competitive rates in respect of quality products.
  - ii. For orders placed irrespective of the value
    - a. against DGS&D rate contracts
    - b. on State/Central Govt. Undertakings, Co-operative Societies; and
    - \*c. for repeat orders from lowest tenderers subject to the quantity being approved by the next higher authority
  - iii. In cases where there is only one manufacturer and no equivalents or near equivalents are available from any other source and or all the tenderers quote only the product of one manufacturer.
  - iv. Where the lowest tenders are accepted and the cost is comparable with the cost of purchase of similar articles on previous occasion and does not exceed 5% or Rs. 25,000/- in a single tender and 10% without limit in others.

Note : In case of unusual nature of covered herein, advice and concurrence of Finance will be obtained

\*Amended vide circular no. 160 dt. 15.5.99

2. If there is a serious difference of opinion between Finance and concerned authorities, it must be sorted out with Dir (Fin). In the event of there being a difference of opinion between the Chairman and Director (Fin), the Chairman may refer the issue to Board for decision and ex-post-facto ratification in emergent cases. In such cases a verbatim copy of the observations of Dir (Fin), will also be placed before the Board. In such cases arising at the Branch Offices, the matter will be referred in a similar manner by the BM to the Chairman/Director with a copy to Director (Fin) for further action in consultation with the latter.
3. CGM/GM/CMM will include all officers of equivalent ranks in charge of their respective Divisions.
4. Powers delegated to a lower authority can be exercised by higher authority.
5. BMs of MM level officers in charge of independent Branches will exercise powers equal to those delegated to BMs of CMM level officers
6. In the absence of Branch Manager on tour or leave the Branch Advisory Committee may exercise the powers vested in the Branch Manager in respect of urgent matters subject to report to Branch Manager on his return for ratification.
7. Powers of Heads of foreign offices are defined separately in the Manual of Foreign office.
8. GMs holding independent charge of Groups will in respect of those groups exercise same powers as those delegated to CGMs.
9. Proposals submitted by Branches for approval by HO will clearly indicate the name and designation of the Manager in Finance who concurred with the proposal.
- \*10. In case where the charge of Personnel and Administration is held by separate Directors, the powers in respect of administrative matters, mentioned against Director (P) will be exercised by Director (Admn.) Similarly, the powers of CGM (P) in such matters will be exercised by CGM (Admn.)

\*Added by circular no. 158 dt. 24.12.98

# THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat & Parliament Division

STC/Secy/45/93

Dated : 5th May 1993

Circular No. 97

Sub : Foreign Travel

As per the instructions issued on the subject, all proposals for foreign tour by Managers/Staff at Corporate Office/Branches in India require prior approval of CMD. In case of foreign Branches approval of respective Director is required for tour originating from foreign office.

It has been decided with immediate effect that in future all proposals for foreign tour arising from India or abroad would be routed through Director (Fin) before submitting to Chairman.

While submitting the proposals for foreign tour, the Division should invariably furnish interalia the following details :-

- i) The itinerary of the tour should indicate total number of days/period to stay abroad including holidays indicating the night halts involved in each country and the timings of the flights.
- ii) In case of participation in exhibitions and Fairs, the tour should be so planned that the total number of days should not exceed the number of days recommended by the ITPO. However, such tour proposals will be first sent to PR&A division as required vide Dir (MA) circular dated 2.4.1993.
- iii) The purpose of foreign tour should be clearly spelt out together with the estimated expenditure in terms of foreign exchange and Indian Rupees ( including expenses on TA&DA), and business expected to be generated and profit/service charges likely to be earned thereon.

- iv) In case of the persons concerned having gone on foreign tours earlier, the out-come of such tours should be briefly given in the note also indicating the quantum of foreign exchange/ business generated directly due to such tours.

After return from the foreign tour, a report should be submitted within a week to the Chairman through Director in-charge and Director (Fin) covering the objectives achieved, foreign exchange utilised/business secured in comparison to the estimates given in the tour proposal approved by Chairman in respect of such tour.

The above instructions are circulated for information and necessary action.

This issues with the approval of CMD.

Sd/-  
(N. M. Samuel)  
GM & Co Secretary

To : All concerned  
CGMs/GMs/ CMMs/BMs in India and foreign offices  
c.c P.S. to Chairman/Directors

# THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat & Parliament Division

STC/Secy/45/93

Dated : 14th June, 1993

## CIRCULAR No. 100

**Sub. : Tours of Managers / Staff posted at foreign offices**

Ref. : Circular No. 97 dated 5th May, 1993.

In the circular No. 97 dated 5th May, 93 it was stipulated that foreign tours arising from India or abroad would require the approval of the Chairman.

It is hereby clarified that the procedure laid down in the above circular is not applicable in the case of tours of managers / staff posted at the foreign offices of the Corporation.

It has been decided by the competent authority that with immediate effect, the following delegation of powers would apply in the case of tours of managers / staff posted abroad.

- i. where the tours do not involve night stay, BM of the branch may approve the tours of self and subordinates provided such tours do not exceed 5 in number during a month for the Branch and a report on the tours will be sent to the Director in charge of the branch at C.O.
- ii. All tours beyond the above period and those involving night stay will require prior approval of the Director in charge of the branch so long as such tours are within the territory covered by the Branch.
- iii. Any tours outside the Branch territory will require prior approval of the Chairman through Director (Fin).

The above revised delegation of powers have been approved subject to the condition that the BMs of the foreign branches will ensure that the total expenditure incurred on tours during the current year does not exceed the actual expenditure incurred during 1992-93.

This supersedes earlier instructions on the subject

Sd/-  
(N. M. Samuel)  
GM & Company Secretary

To : BMs of all foreign offices  
c.c. : Chairman/Directors/CGMs/BMs

S.T.C. - D.O.P

# THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat & Parliament Division

Circular No. 102

STC/Secy/45/93 (valid upto 6.11.94)

3.8.1993

## Sub. : Amendment to Delegation of Powers Pertaining to purchase & sale.

The competent authority has approved the following delegation of powers in respect of purchase and sales in slight modification of the existing DOP on the subject with immediate effect :-

1. Individual purchase/sale contracts not exceeding Rs. 3 crores will be approved at the level of Director concerned in consultation with associate Finance.
2. Purchase/sales in excess of Rs. 3 crores but not exceeding Rs 10 crores in each case will be approved by the Chairman on the recommendation of the Director incharge of commodity with the concurrence of Dir. (Finance) or CGM (Finance) in the absence of Dir. (Finance).
3. Purchase/sale in excess of Rs. 10 crores in each case will be approved by a \* Committee consisting of :-
  - Director Incharge of the Commodity.
  - Director (Finance), and
  - Chairman

(in the absence of Dir. (Fin), CGM (Fin) will act as a member of the Committee).

Item No. 1 of "Schedule-A - Trade & Business Matters" of the DOP would stand amended accordingly.

Consequent on the above modifications in the DOP, it has also been decided by the competent authority that the following Committees viz. Board Committee for Purchase/Sale, Purchase/Sale Committee for Sugar,

Newsprint Purchase/Sale Committee (which has already become defunct) and Executive Committee shall cease to function.

Sd/-

(N. M. Samuel)

GM & Company Secretary

To all concerned

\*This committee was abolished vide circular No. 114 dated 7.11.94 with the formation of COM.



**THE STATE TRADING CORPORATION OF INDIA LIMITED  
BOARD SECRETARIAT & PARLIAMENT DIVISION**

STC/SECY/45/93

07.11.94

**Circular No. 114**

**Sub : Constitution of Committee of Management**

CMD has approved constitution of a Committee of Management with the following composition/powers with immediate effect :

**Composition :**

CMD	—	Chairman
All functional Directors	—	Members
ED (Vig.)	—	Special Invitee

**Quorum :**

Three including Director (Commodity) or his nominee in his absence and Director (Fin.) or his nominee in his absence.

**Powers :**

The Committee of Management shall exercise powers for purchase/sales as follows:

Item	Extent of Powers
1. Canalised Imports/Exports Including trade on Govt. account.	Above Rs. 3 crores in each case.
2. Non-Canalised exports	
— Making offer & to conclude business on the basis of back up offers from associates.	Above Rs. 10 crores in each case.
— Making offers to buyers without back up stocks or domestic purchase orders or back up offer from associates.	Above Rs. 1 crore in each case.

3. Offshore trade - as per approved guidelines Above Rs. 10 crores in each case.
4. Purchase of items domestically for subsequent exports/domestic trade Above Rs. 1.5 crores in each case.
5. Exports involving loss. Above Rs. 10 lakhs in each case.
6. Non-canalised imports. Above Rs. 5 crores in each case.

With the constitution of the above Committee, the Purchase/Sale Committee which was constituted vide Circular No. 102 dated 3.8.93 stands abolished.

Sd/-  
(N. M. Samuel)  
GM & Company Secretary

To:  
CMD/Directors  
CGMs/GMs/CMMs  
BMs.

Note : Powers of COM effective from 1.3.95 are defined in Schedule A (1)

# THE STATE TRADING CORPORATION OF INDIA LTD.

No. STC/SECY/78/95

18.12.1995

## CIRCULAR NO. 123

### Sub : Payment of DA for foreign tours

1. The Department of Public Enterprises vide OM No.2(41)/93-DPE(WC) dated 20th September, 1995 has communicated the decision mentioned in para 2 of this circular in regard to payment of DA to officials of PSUs on foreign tours.
2. In respect of PSUs the consolidated amount allowed by RBI guidelines would cover room rent, taxi charges, entertainment (if any), official telephone calls and other contingent expenditure, and daily allowance PSU employees should render accounts on return from tour for all items, other than daily allowance which normally covers food etc. as per MEA rates for each country. Any surplus after calculation of the expenditure incurred (after including daily allowance) for the tour as a whole shall be refunded to the PSUs.
3. It has been decided by the competent authority that in the case of foreign tours of all officials of STC, payment of DA shall be governed by the above decision with immediate effect. It has also been decided that while furnishing accounts, the concerned officials will certify that the statement correctly reflects the expenditure incurred by him on the foreign tour.

Sd/-

(N. M. Samuel)

GM & Company Secretary

CGM (Fin)

CC: CMD/Directors/ED(VIG)

CGMs/BMs in India/Abroad

GM (IA)

CPM (LNK)

**THE STATE TRADING CORPORATION OF INDIA LIMITED**

STC/SECY/45/98

3rd February, 1998

**Circular No. 155**

The Chairman has constituted a Sub-Committee consisting of Director Incharge of Edible Oils, Dir (I/C) Finance, CGM (Fin) and GM In Charge of Edible Oils with full powers to approve purchases of Edible Oils under OGL against specific indents received from private parties, on back to back basis. The Committee will make purchases in accordance with approved purchase procedures of the Corporation. The minutes of this Committee will be put up to COM for information

Circulated to all concerned for information and guidance.

Sd/-  
**(N. M. Samuel)**  
CGM & Co. Secy.

Dir. (AP)

CGM (F) (GRA)

GM I/C of Edible Oils Divn. (HMJ)

# THE STATE TRADING CORPORATION OF INDIA LIMITED

STC/SECY/45-16/2000

14.11.2000

## Circular No. 174

The Board has delegated to CMD full power to take decisions in all matters concerning the running of the company's business. CMD, in turn, created a Committee of Management (COM) comprising of all functional Director headed by CMD himself for taking decisions.

With the passage of time, there have been drastic changes in the economic scenario of the country leading to decanalization of Govt. business. STC is presently left to itself to compete in open market along with private entities and also public sector companies for its survival. The changed business environment demands faster decision making and quicker implementation. Therefor, the existing process of bringing up all matters to COM for decision making is found to be time consuming with most undesirable consequences of losing out good business propositions. The declining turnover of the company is a direct fall out of this present system of bringing every matter to the COM for decision-making. In order to give a renewed thrust to the business and step into the immense possibilities of new areas of trading, it is, hereby, decided that :

- i) henceforth the business proposals originating from respective Commodity Director would be deliberated and decided by the concerned Commodity Director, Director-Finance and CMD,
- ii) Proposals referred by a Branch will be examined by the Director concerned and will be decided along with Director-Finance and CMD;
- iii) All Govt. business proposals will be put up to the full COM as hitherto.

All such decisions taken by the 3-member committee referred to above will be put up to the Board for information in the same line as presently is being done in respect of decisions taken by COM.

Sd/-

(N. M. Samuel)

CGM & Company Secretary

To : All concerned

THE STATE TRADING CORPORATION OF INDIA LIMITED  
BOARD SECRETARIAT & PARLIAMENT DIVISION

STC/ SECY/45/2013

28<sup>th</sup> January, 2013

CIRCULAR NO. 204

**Subject: Guidelines for Preparation and Submission of Agenda Items for Board Meetings.**

To improve the presentability of the Board agenda notes it has been decided to uniformly follow the following guidelines while preparing and submitting the Board agenda notes:

1. Board agenda notes should be typed only on A-4 size paper with a margin of 1.5" (or 38 mm) on left and 1" (or 25 mm) on top, bottom and right.
2. The notes should be typed in one and a half space in 'Arial' font with a font size of 12.
3. Agenda Note should be submitted in a laser print out in original.
4. Board agenda notes must be self contained in all respects and bulky annexure(s) should be avoided unless absolutely essential.
5. All agenda notes submitted to the Board for consideration/approval should include specific recommendation for consideration and approval by the Board and a proposed resolution must invariably be included in the agenda note.
6. All agenda notes should normally be signed by the concerned Director and should have been seen by Director (Finance) and CMD. The note should end with a confirmation that "Director (Finance) and CMD have seen".
7. Board notes, duly approved by CMD should reach the Company Secretary at least 15 days before the date of the Board Meeting.

All concerned may please note for compliance.



To:

All Directors/ CVO  
All CGMs/ GMs  
All Branches

  
(R.K. Gogia)  
Company Secretary

THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat and Parliament Division

No. STC/SECY/45/2014

23<sup>rd</sup> May, 2014

Circular No. 210

It has been observed that meetings of COM, sometimes, get delayed due to non-availability of functional Directors and CMD. To ensure timely decision making in such circumstances, the following procedure shall be followed :

1. Trade proposals upto Rs. 100 crore and other urgent administrative issues proposed to be put up to COM, when holding of COM meeting is not immediately possible, may be approved by (i) Director in-charge of the Commodity, (ii) Director (Finance) and (iii) CMD. In the absence of CMD, he would be consulted over phone and his views recorded. In the absence of Director (Finance), approval of CGM (F) would be obtained and Director (Finance) would be consulted over phone and his views recorded. Approval of Director (Finance)/CMD would be required to be obtained on file immediately after their return from leave/tour. Such proposals shall be put up to COM for post facto approval.
2. Prior approval of COM shall be essential for trade proposals exceeding Rs. 100 crores, whether or not involving STC funds.
3. Prior approval of COM shall not be required for trade transactions on Govt. Account for which prior approval has been obtained from the relevant Department of the Government.

The above shall come into force with immediate effect.

for THE STATE TRADING CORPORATION OF INDIA LIMITED

  
(R.K. GOGIA)

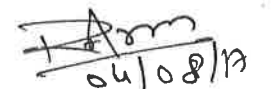
COMPANY SECRETARY

To :

All concerned

CERTIFIED TRUE COPY

  
रितु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ न. 5270 / FCS No. 5270

  
रितु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ न. 5270 / FCS No. 5270

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THE STATE TRADING CORPORATION OF INDIA LIMITED  
BOARD SECRETARIAT AND PARLIAMENT DIVISION

STC/SECY/45/2015

30<sup>th</sup> November 2015

**CIRCULAR No. 214**

**Sub: Constitution of Functional Management Committee of Directors  
(FMCOD)**

The Board of Directors, in its 603<sup>rd</sup> meeting held on 09.11.2015 approved constitution of Functional Management Committee of Directors (FMCOD) in terms of Article 91 of the Articles of Association of the Company as per the following details:

**Composition:** CMD as Chairman of the Committee and all Functional Directors as Members.

**Quorum:** Three, including (i) Director (Finance), and (ii) Director (Commodity concerned); or their representatives in case of their absence. In the absence of CMD, the meeting shall be chaired by the senior most member present.

**Secy. to the Committee:** Company Secretary

- Powers**
- (i) Trade transactions not involving use of STC's funds, bank limits, guarantees, acceptances, etc. in excess of Rs. 50 crore at a time.
  - (ii) Trade transactions involving use of STC's funds, bank limits, guarantees, acceptances, etc., in excess of Rs. 50 crore at a time, in case of transactions handled on Government behalf.
  - (iii) Trade transactions involving use of STC's funds, bank limits, guarantees, acceptances, etc., in excess of Rs. 50 crore at a time but not in excess of Rs. 100 crore, in case of transactions other than those on Government behalf.

CERTIFIED TRUE COPY

  
19/11/15

रिता अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एफ नं. 5270 / FCS No. 5270

Contd..Page 2/-



- (iv) Any other matter falling under the CMD's powers if such matters are referred to FMCOD by CMD.

2. Accordingly, Committee of Management constituted vide Circular No. 114 dated 07.11.1994 issued by Board Secretariat & Parliament Division stands abolished.

3. Any matters other than those mentioned above and presently requiring approval of Committee of Management (COM) shall also be considered by FMCOD henceforth.

4. This issues with the approval of CMD and shall come into force with immediate effect.

(R. K. Gogia)  
Company Secretary

To : All Concerned

CERTIFIED TRUE COPY

*Ritu Arora*  
19/11/2016

ऋतु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary  
एस सी एफ नं. 5270 / FCS No. 5270

**THE STATE TRADING CORPORATION OF INDIA LIMITED**  
**BOARD SECRETARIAT AND PARLIAMENT DIVISION**

**CIRCULAR NO.215**

**No. STC/SECY/15/2015**

**30.11.2015**

**DELEGATION OF POWERS TO CHAIRMAN**

STC Board, at its 603<sup>rd</sup> meeting held on 09.11.2015, has approved the following Delegation of Powers to Chairman STC in modification of the existing Delegation of Powers:

1. Subject to the provisions of the Companies Act and other statutory requirements, Memorandum and Articles of Association of the Corporation, Govt. policies/directives, policies laid down by the Board from time to time and general canons of propriety, the Chairman shall, for conducting the day to day affairs of the Corporation, exercise all the powers vested in the Board of Directors except the following:
  - i) Formulation of Personnel Policies pertaining to Pay & Wage Revision, Promotions & Transfers, Performance Management System, Training & Development, Recruitment Rules, Service Regulations, Leave Rules, Employees Conduct, Discipline & Appeal Rules and Memorandum of Settlement agreed with the employee union(s).
  - ii) Creation of posts of the level of General Manager (E7) and above;
  - iii) Any other HR/Personnel Policies which specifically require approval of the Board as per instructions or guidelines of the Government.
  - iv) Financial assistance to associates/handling agents/transport agents etc. in excess of Rs.50 lakh at a time without security and in excess of Rs. 15 crore at a time with security, or where the total amount of such financial assistance outstanding at any time exceeds Rs.75 crore;
  - v) Sanction of capital expenditure in excess of Rs.5 crore at a time for construction/alteration/addition to office/residential buildings/ colony;
  - vi) Write off of losses in excess of Rs.1 crore at a time in the case of trading losses and in excess of Rs.5 lakh at a time in the case of other losses;
  - vii) Investment of surplus funds in other than Govt. securities/banks/financial institutions/Unit Trust of India/public sector companies/ Corporation/ statutory Corporations, or where such investments at any time exceed Rs.700 crore.

Contd. on page 2/-



CERTIFIED TRUE COPY

*Ritu Arora*  
रितु अरोड़ा / RITU ARORA  
कंपनी सचिव / Company Secretary

- viii) Borrowing of money from Govt./Banks/Financial Institutions/Unit Trust/Public Sector Companies etc.
- ix) Trade transactions involving use of STC's funds, bank limits, guarantees, acceptances, etc., in excess of Rs.100 crore at a time if such transactions are not on behalf of the Government of India.
- x) Trade transactions, whether or not involving use of STC's funds, bank limits, guarantees, acceptances, etc., in excess of Rs.50 crore at a time and not covered under (ix) above if such transactions are not made through Functional Management Committee of Directors duly constituted by the Board.
2. Notwithstanding the above, the Chairman is authorized to exercise any of the powers listed at serial number (i) to (x) above in case of operational necessity/emergency subject to reporting to the Board at the following meeting for ratification.
3. The above powers would include powers to sub-delegate any of his powers to officers working in the Corporation including Committees constituted by him from time to time.


Circulated to all concerned for information and guidance.



  
(R.K. Gogia)  
Company Secretary  
30.11.2015

To: All concerned.

CERTIFIED TRUE COPY



ऋतु अरोड़ा/RITU ARORA  
कंपनी सचिव/Company Secretary  
एस सी एफ न. 5270/FCS No. 5270



दि स्टेट ट्रेडिंग कॉर्पोरेशन ऑफ इंडिया लिमिटेड  
(भारत सरकार का उद्यम)  
THE STATE TRADING CORPORATION OF INDIA LTD.  
(A Govt. of India Enterprise)

STC/BSP/BS/10032/2017/CIR

May 08, 2017

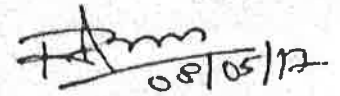
**CIRCULAR NO. 225**

**AMENDMENTS / ADDITION / DELETION / INTERPRETATION OF THE DELEGATION OF POWERS (DOP)**

With respect of amendment, addition, deletion and Interpretation of the Delegation of Powers (DoP) it has been decided as follows:

1. Proposals for changes by way of amendments / modifications in the existing clauses of DoP, addition of any new clause or deletion of any existing clause will be initiated by the Management Services Division (MSD). After approval of the proposal for changes in DoP by the Competent Authority, the final circular will be issued by the Company Secretary, Board Secretariat & Parliament Division (BS&P).
2. Interpretation of DoP, if required or asked by any Division / Branch / Director will be done by the MSD.

This issues with the approval of the Competent Authority.



(Ritu Arora)

Company Secretary

To:

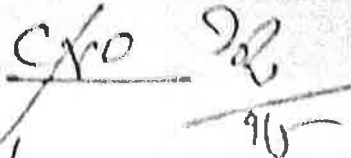
CGMs/ GMs/ Divisional Heads / Branch Heads

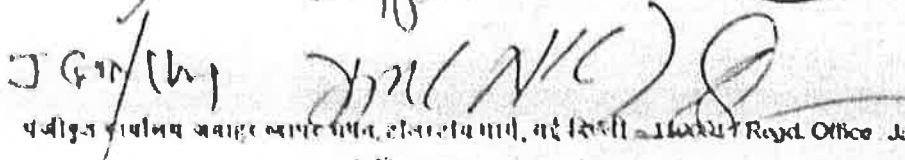
Copy to:

All Directors / CVO

ES to CMD







पञ्जीवज प्रबलनय जवाहर व्यापार मण्डल, राजधानी मार्ग, नई दिल्ली - 110001 / Royal Office, Jawahar Vyapar Bhawan, Tobacco Marg, New Delhi - 110001

कॉर्पोरेट पहचान संख्या / Corporate Identity No.: LT4899DL1956GO1002674

दूरभाष / Telephone 011-23313177, ई-मेल / E-mail [cs@stclimited.co.in](mailto:cs@stclimited.co.in) वेबसाइट / website [www.stclimited.co.in](http://www.stclimited.co.in)

THE STATE TRADING CORPORATION OF INDIA LTD.:NEW DELHI

VIGILANCE DIVISION

STC/COMIG/01022/2017 /225

May 19, 2017

Circular No.07 /2017

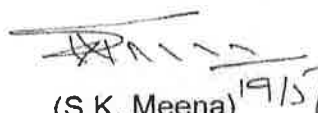
Sub: Amendments / Addition /Deletion / Interpretation of the Delegation of Powers (DOP)

Board Secretariat & Parliament Division vide Circular No.225 dated 8.5.2017 with respect of amendment, addition, deletion and interpretation of the Delegation of Powers (DoP), has decided as follows:

*"Proposals for change by way of amendments / modifications in the existing clauses of DoP, addition of any new clause or deletion of any existing clause will be initiated by the Management Service Division (MSD). After approval of the proposal for changes in DoP by the Competent Authority, the final circular will be issued by the Company Secretary Board Secretariat & Parliament Division (BS&P).*

*Interpretation of DoP, if required or asked by any Division / Branch / Director will be done by the MSD."*

2. A copy of BS&P Division's above Circular is enclosed herewith for information and guidance.

  
(S.K. Meena)  
JGM(Vig.)

Encl: As Above

To

- ES to CMD
- ES to All Directors
- All CGMs/All Divisional Heads
- BMs/VOs

THE STATE TRADING CORPORATION OF INDIA LIMITED: NEW DELHI  
(MANAGEMENT SERVICES DIVISION)

November 21, 2017

CIRCULAR

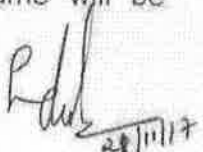
**Sub: Payment of Professional fee payable to the Advocates hired –  
Process to be followed.**

All the bills of the advocates at Corporate office and Branch Offices will be processed in the following manner. This process would be applicable to all payments to advocates irrespective of scheduled rates or non-scheduled rates:-

- (i) The concerned Trading Division/Service Division will engage the advocate as per Delegation of Powers and will maintain a case-wise file to process the bills received by its Authorised Representative in the matter.
- (ii) Legal Division will not receive any bill from the advocates nor it will be accountable for non-payment of the pending bills.
- (iii) Liability, if any, to be created will be done by the concerned Division who has engaged the advocate in a specific matter.
- (iv) The bill once received by the Division, will not be kept pending for more than seven working days. If there is any delay, reasons have to be recorded by the Division.
- (v) The bills will be supported by the following documents:-
  - (a) Order-sheet of the Court proceedings or certification by the advocate and the Divisional Head at Corporate Office/Branch Manager. If the Order-sheet is not available, the reasons for not obtaining the Order-sheet must be indicated in the note.
  - (b) Photocopy of the prior approval of the Competent Authority obtained for engaging the advocate.
- (vi) Any certification pertaining to processing of bills, if required, will be obtained by the concerned Division which have engaged advocate. No reference will be made to Legal Division.
- (vii) The Division which has engaged the advocate will maintain upto date information regarding the number of bills processed in the matter and payment has been released to the advocate.

contd...2

- (viii) The Finance Division shall compulsorily inform the concerned Division regarding payment released against specific bill to the advocate without any failure. This is required to maintain a clarity as to which bill has been paid and which bill is still pending with the Finance Division.
- (ix) The original bill to be forwarded by the concerned Division duly acknowledged by the officer of the Finance Division himself and acknowledgement will be maintained by the concerned Division in a respective case-file from which the bill has been processed.
- (x) The Bill(s) pending with Legal Division for the current Financial year will be returned to the respective Division for processing for payment. As regards bills pertaining to previous Financial years same will be processed by the Legal Division.

  
(S.P. LAKPA)  
CGM

All Concerned

THE STATE TRADING CORPORATION OF INDIA LTD. : NEW DELHI

(BOARD SECRETARIAT & PARLIAMENT DIVISION)

STC/BS&P/BS/10032/2020-CIR

28.07.2020

**CIRCULAR NO.233**

Sub. : Delegation of Powers to Smt. Rooma Nagrath, GM (Finance)

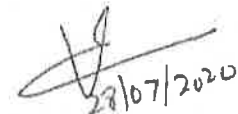
In order to smoothen the process of decision-making, it has been decided that, in supersession of the earlier circulars/orders on the subject, if any, Smt. Rooma Nagrath, GM (Fin.) is entrusted the role and responsibility of CGM (Fin.) under the Delegation of Powers (DOP) of the Company.

2. Accordingly, Smt. Rooma Nagrath, GM (Fin.) is hereby delegated the powers of CGM (Fin.) under the DOP of the Company. Further, she will continue to discharge the responsibilities of CFO as assigned to her for certain purposes.

3. Smt. Rooma Nagrath, GM (Fin.) will act as the Associate Finance of all the Functional Directors and CMD.

4. The above comes into force with immediate effect. Thus, the DOP of the Company stands amended to the extent stated above.

This issues with the approval of the competent authority.



(Vipin Tripathi)  
Company Secretary

To : Smt. Rooma Nagrath  
General Manager (Finance)  
STC of India Ltd.  
New Delhi

CC : All Directors

CMD (AC)



**THE STATE TRADING CORPORATION OF INDIA LIMITED**

**Board Secretariat & Parliament Division**

STC/BS&P/BS/10032/2017/CIR

Date: 25.11.2020

CIRCULAR No.235

**Sub: Constitution of Empowered Committee of Management (ECoM)**

The Board of Directors, in its 636<sup>th</sup> meeting held on 10.11.2020 approved constitution of Empowered Committee of Management (ECoM) in terms of Article 91 of the Articles of Association of the Company as per the following details:

**Composition:** CMD as Chairman, Director (Marketing) as Member, CGM (Fin.)/GM (Fin.) as Member, All CGMs at Corporate Office as Member

**Quorum:** Any three members including (i) Director (Marketing) (ii) CGM (Fin.)/GM (Fin.). In the absence of CMD, the meeting shall be chaired by the Director (Marketing).

**Secretary to the Committee:** GM (MSD)/JGM (MSD), supported by Company Secretary.

**Powers:**

- (i) Proposals involving financial implication of an estimated expenditure of more than ₹1 lakh in each case; notwithstanding the powers conferred under the Delegation of Powers (DOP) of the Company. Thus, the DOP will automatically stand amended to this extent.
- (ii) Proposals relating to initiation of legal case/arbitration proceedings against a party as well as filing of appeals/execution of orders of judicial forums in relation to major recovery cases.
- (iii) Proposals relating to OTS with Lender Banks involving decisions pertaining to movable or immovable properties of the Company.
- (iv) Proposals of Asset Utilization Division involving rental inflow and outflow, keeping in view the long-term implications thereof. The

existing system of allotment of residential accommodation to employees will continue, as hitherto.

- (v) All matters relating to de-listing of STC.
- (vi) Proposals relating to appointment of all part-time / full-time consultants, excluding legal professionals/advocates.
- (vii) Proposals for engagement of solicitor firms relating to (i) voluntary winding-up matters of the Corporation being of critical nature, and (ii) settlement with the lender Banks.
- (viii) Proposals relating to closure of Branch(es).
- (ix) Proposals relating to Voluntary Retirement Scheme (VRS).
- (x) Proposals relating to reduction in any kind of expenditure of the Company, keeping in view the precarious financial position of the Company.
- (xi) Any other matter referred to ECoM by CMD.

2. Accordingly, the Functional Management Committee of Directors (FMCOD) constituted as per the directions issued by the Board in its 603<sup>rd</sup> Meeting held on 09.11.2015 and vide circular no. 214 dated 30.11.2015 issued by Board Secretariat & Parliament Division stands abolished.

3. This issues with the approval of CMD (AC) and shall come into force with immediate effect.

  
(Brijesh Prasad)  
JGM

To: All Divisional Heads at C.O./CGMs

All Branch Managers

Company Secretary

CC: All Directors/CVO

CMD (AC)

THE STATE TRADING CORPORATION OF INDIA LIMITED : NEW DELHI

Board Secretariat & Parliament Division

STC/BS&P/BS/10032/2017/CIR

12.01.2021

CIRCULAR No. 236

Further to this division's circular No.235 dated 25.11.2020 regarding constitution of Empowered Committee of Management (ECoM), it is clarified that 'major recovery cases' for the purpose of initiation of legal case / arbitration proceeding as referred at Sl. No. (ii) under the Powers of Empowered Committee of Management (ECoM) would mean trade recovery cases in which the total recoverable, including principal and interest, and contingent amount, if any, is equal to or more than ₹1 crore in each case.

This issues with the approval of competent authority.

  
(Brijesh Prasad)  
JGM

To: All Divisional Heads at C.O./CGMs  
BM-Agra/Heads of all Representative Offices  
Company Secretary

CC: All Directors/CVO  
CMD (AC)

THE STATE TRADING CORPORATION OF INDIA LTD. : NEW DELHI

MANAGEMENT SERVICES DIVISION

File No.STC/MSD/CP/01076/2021

11.06.2021

CIRCULAR NO. : STC/MSD/CIR/2021/01

Sub. : Revised 'Declaration' Para to be included in ECoM Notes

It has been decided that, henceforth, all proposals/notes put up to ECoM for approval shall invariably include the following Revised Declaration at the end of the note:

Quote


DECLARATION

- (i) The note has been seen and concurred by the Associate Finance of the concerned Divisional Head and has been approved by Director (*Name of concerned Director*) for submitting to ECoM.
- (ii) The Empowered Committee of Management is the Competent Authority for approving the proposal. Also, the relevant guidelines/rules/procedures as applicable to the proposal, if any, have been/shall be followed by the concerned Division.
- (iii) That all material information likely to influence the decision of the committee has been truly and fairly brought out in the agenda note and that no material information has been withheld.

Unquote

The above will come into force with immediate effect.

This issues with the approval of the competent authority.

  
(Brijesh Prasad)  
JGM

All Heads of Divisions at C.O.

CC : All Directors

CMD (AC)

THE STATE TRADING CORPORATION OF INDIA LIMITED

Board Secretariat & Parliament Division

STC/BS&P/BS/10032/2017/CIR

22.10.2021

CIRCULAR No. 237

Sub: Re-constitution of Empowered Committee of Management.

The Board of Directors have, through resolution by circulation, approved re-constitution of Empowered Committee of Management (ECoM) on 21.10.2021, as per the following details:

Composition : CMD as Chairman, Director (Marketing) as Member, CGM as Member, DGM(Fin.) & CFO as member.

Quorum : Any three Members including (i) Director (Marketing) (ii) DGM (Fin) & CFO.  
In the absence of CMD, the meeting shall be chaired by the Director(Marketing)

Secy. To the Committee : JGM(MSD)/DGM(MSD), supported by Company Secretary

Further, it is to mention that there is no change in the powers delegated to ECoM.

This issues with the approval of CMD (AC) and shall come into force with immediate effect.

*hail p*  
22.10.2021  
(Brijesh Prasad)  
JGM

To:

All Divisional Heads at CO

Branch Manager/ ROs In-charge

Company Secretary

Copy to:

All Directors/CVO

CMD (AC)

**THE STATE TRADING CORPORATION OF INDIA LIMITED**

**Board Secretariat & Parliament Division**

STC/BS&P/BS/10032/2017/CIR

Date: 11.10.2022

CIRCULAR NO.240

**Sub: Constitution of Committee of Senior Officials (COSO)**

The Board of Directors have, through resolution by circulation dated 03.10.2022 approved the constitution of Committee of Senior Officials (COSO) comprising of below Board Level Officials holding important positions in the Company as per the following:

**Composition:**

**Member:**

1. Shri Suresh Kumar Meena,  
Joint General Manager
2. Shri Akhil Mathur,  
Deputy General Manager
3. Shri Jyoti Kumar Patel,  
Deputy General Manager
4. Shri Raj Kumar Awasthi,  
Deputy General Manager
5. Smt. Sonal Taneja,  
Deputy General Manager
6. Shri Bura Srinivasa Rao,  
Chief Financial Officer

**Quorum:**

Any four members including Chief Financial Officer

**Power:**

1. Any proposal, having financial implication of an estimated amount not less than ₹5000 {except sl no. 2 (viii)} and not greater than ₹5 lakh in each case; notwithstanding the powers conferred under the Delegation of Powers (DOP) of the Company can only be placed before COSO. Thus, the DOP will automatically stand amended to this extent.



2. Proposals pertaining to the following domains/areas can only be placed before COSO:


- i) Refund of EMD/Security Deposit etc.
- ii) Insurance Premium
- iii) Routine Indemnities / Guarantee / Bid – Bonds.
- iv) Appointment/change of legal professionals/advocates, Senior Advocates or ASG having financial implication not greater than ₹ 5 lakh in each occasion/event/activity.
- v) Initiation of legal cases / arbitration proceedings against a party as well as filing of appeals/ execution of orders of Judicial Forums in relation to all recovery cases and all activities related thereto such as payment of stamp duty, court fee, appointment of authorised representative etc.
- vi) Travel within the country.
- vii) Empanelment of agencies.
- viii) Any payment related to contingent expenditure of more than ₹ 10,000.
- ix) Printing of annual report, brochures etc.
- x) Disposal of old motor vehicles/movable assets having WDV of ₹ 5,00,000 and below per assets.
- xi) Advertisement
- xii) Fixing of permanent advance/Imprest.
- xiii) Entertainment and Hospitality.
- xiv) Rental inflow and outflow, keeping in view the long-term implications thereof.
- xv) Proposal relating to acceptance of tender/award of work
- xvi) Demurrage / loss / unavoidable expenditure not due to theft/fraud/negligence.



- xvii) Expenditure on repairs / maintenance and other contingencies in respect of building including lease/purchased/rental buildings.
- xviii) Proposal relating to reduction in any kind of expenditure of the Company, keeping in view of the precarious financial position of the Company.
- xix) Any other matter referred to COSO by Functional Director/CMD.

Accordingly, the Empowered Committee Management (ECoM) constituted vide BS&P Division's circular no. 235 dated 25.11.2020 and 237 dated 22.10.2021 shall stand abolished.

Since the position of Chairman & Managing Director is vacant, this issues with the approval of Director – Finance (Additional Charge) and comes into force with immediate effect.

  
11.10.2022  
(Sonal Taneja)  
DGM

To: All Divisional Heads at C.O.  
All Branch / Representative Offices Managers  
Company Secretary

CC: All Directors/CVO  
CMD Section



**THE STATE TRADING CORPORATION OF INDIA LIMITED**

**Board Secretariat & Parliament Division**

STC/BS&P/BS/10032/2017/CIR

Date: 09.12.2022

CIRCULAR NO.242

**Sub: Constitution and Powers of Committee of Management and Senior Officials (COMSO)**

The Board of Directors have, in its 649<sup>th</sup> meeting held on 09.11.2022, approved the constitution of Committee of Management and Senior Officials (COMSO) comprising of Board Level Officials and below Board Level Officials holding important positions in the Company as per the following:

<b>Composition:</b>	1. Chairman & Managing Director (Presently Post Vacant)	Chairperson
	2. Shri Kapil Kumar Gupta Director (Finance) – Additional Charge	Member
	3. Shri Suresh Kumar Meena, Joint General Manager	Member
	4. Shri Akhil Mathur, Deputy General Manager	Member
	5. Shri Jyoti Kumar Patel, Deputy General Manager	Member
	6. Shri Raj Kumar Awasthi, Deputy General Manager	Member
	7. Smt. Sonal Taneja, Deputy General Manager	Member
	8. Shri Bura Srinivasa Rao, Chief Financial Officer	Member

**Quorum:** Any six members including Director (Finance) – Additional Charge. In the absence or vacant position of Chairman & Managing Director, the meeting shall be chaired by the Director (Finance) – Additional Charge.

**Secretary** Company Secretary

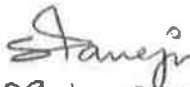


**Power:** Notwithstanding the powers conferred under the Delegation of Powers (DOP) of the Company, any proposal not covered in the purview/powers of the Committee of Senior Officials (COSO) can be placed before Committee of Management and Senior Officials (COMSO).

Thus, the DOP will automatically stand amended to this extent.

The minutes of COMSO meetings will be placed before the Board for information.

Since the position of Chairman & Managing Director is vacant, this issues with the approval of Director – Finance (Additional Charge) and comes into force with immediate effect.

  
09.12.2022  
(Sonal Taneja)  
DGM

To: All Divisional Heads at C.O.  
All Branch / Representative Offices Managers  
Company Secretary

CC: All Directors/CVO  
CMD Section