

AIR INDIA LIMITED

INSTRUMENT OF DELEGATION OF ADMINISTRATIVE POWERS

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INSTRUMENT OF DELEGATION OF ADMINISTRATIVE POWERS AND FUNCTIONS TO OFFICERS OF AIR-INDIA LTD.

Whereas in terms of powers conferred under Clauses (25) and (29) of Article 132 of Articles of Association, the Air India Ltd., hereinafter called the Company, is empowered to delegate its functions and powers to any of its Executives, Officers and other employees.

And whereas the Company deems it necessary for the efficient conduct of its business and the day-to-day administration of its affairs to delegate certain functions, powers and authorities to its Executives and Officers, in respect of the departments within their charge as specified by the Chairman and Managing Director / Managing Director from time to time;

The Company hereby directs upon approval by the Board of Directors in its 77th meeting held on 8 February 2017, that Executives and Officers mentioned in this Order shall exercise functions and the powers hereby delegated.

1. GENERAL:

- 1.1 This Instrument of Delegation shall come into force with effect from 1 March 2017.
- 1.2 All previous orders or Instruments of Delegation of Powers which have been in force hereto shall stand repealed from this date. However, the powers exercised by the Officers under the Regulations/Standing Orders that existed shall not become void.

2 NOMINATION OF OFFICERS TO EXERCISE POWERS:

The Administrative Powers delegated under this Instrument shall be exercised by the designated Executives/Officers indicated hereunder to exercise the functions and powers delegated hereby to each of the said Executives and Officers :

A. CHAIRMAN AND MANAGING DIRECTOR / MANAGING DIRECTOR

B. DY.MANAGING DIRECTOR /JT. MANAGING DIRECTOR

C. HEADS OF CORPORATE FUNCTIONS

- (I) DIRECTOR (COMMERCIAL)
- (II) DIRECTOR (FINANCE)
- (III) DIRECTOR (PERSONNEL)
- (IV) DIRECTOR (OPERATIONS)
- (V) CHIEF VIGILANCE OFFICER
- (VI) EXECUTIVE DIRECTOR (SECURITY)
- (VII) EXECUTIVE DIRECTOR (IT)
- (VIII) EXECUTIVE DIRECTOR/GENERAL MANAGER
(INTERNAL AUDIT)
- (IX) EXECUTIVE DIRECTOR (MATERIALS MANAGEMENT)
- (X) EXECUTIVE DIRECTOR (FLIGHT SAFETY)
- (XI) EXECUTIVE DIRECTOR (IOCC & CMS)
- (XII) EXECUTIVE DIRECTOR (CORPORATE AFFAIRS)
- (XIII) EXECUTIVE DIRECTOR (TRAINING)
- (XIV) EXECUTIVE DIRECTOR (ENGINEERING)
- (XV) EXECUTIVE DIRECTOR (PROJECTS)
- (XVI) EXECUTIVE DIRECTOR (HEADQUARTERS)
- (XVII) EXECUTIVE DIRECTOR(REVENUE MANAGMENT)
- (XVIII) COMPANY SECRETARY

D. UNIT HEADS OF CORPORATE FUNCTIONS

- (I) EXECUTIVE DIRECTOR (FINANCE)
- (II) EXECUTIVE DIRECTOR (PERSONNEL & INDUSTRIAL RELATIONS)
- (III) EXECUTIVE DIRECTOR (STRATEGY & NETWORK PLANNING)
- (IV) EXECUTIVE DIRECTOR (OPERATIONS)
- (V) EXECUTIVE DIRECTOR-SALES & MARKETING
- (VI) EXECUTIVE DIRECTOR – CARGO
- (VII) EXECUTIVE DIRECTOR – CUSTOMER SERVICES
- (VIII) EXECUTIVE DIRECTOR – GROUND HANDLING
- (IX) GENERAL MANAGER (QUALITY MANAGEMENT SERVICES)
- (X) EXECUTIVE DIRECTOR/GENERAL MANAGER
(PROPERTIES & FACILITIES)
- (XI) GENERAL MANAGER (MEDICAL SERVICES)

E. DIVISIONAL HEADS OF CORPORATE FUNCTIONS

DIVISIONAL HEADS OF CORPORATE FUNCTIONS LIKE GENERAL MANAGER - PERSONNEL/INDUSTRIAL RELATIONS/ FINANCE/ MATERIALS MANAGEMENT /LEGAL /COMMERCIAL/SECURITY, ETC.

F. SECTIONAL HEADS OF CORPORATE FUNCTIONS:

SECTIONAL HEADS OF CORPORATE FUNCTIONS LIKE DY GENERAL MANAGER/Sr.AGM/AGM - PERSONNEL/ INDUSTRIAL RELATIONS/FINANCE/MATERIALSMANAGEMENT/LEGAL/ COMMERCIAL/SECURITY, ETC.

G. REGIONAL DIRECTORS :

- (I) EXECUTIVE DIRECTOR (NORTHERN REGION)
- (II) EXECUTIVE DIRECTOR (SOUTHERN REGION)
- (III) EXECUTIVE DIRECTOR (WESTERN REGION)
- (IV) EXECUTIVE DIRECTOR (EASTERN REGION)

H. REGIONAL HEADS AT FOREIGN STATIONS :

- (i) REGIONAL MANAGER (AMERICAS)
- (ii) REGIONAL MANAGER (UK & EUROPE)
- (iii) REGIONAL MANAGER (GULF, MIDDLE EAST & AFRICA)
- (iv) REGIONAL MANAGER (ASIA PACIFIC)

I. REGIONAL HEADS OF CORPORATE FUNCTIONS :

REGIONAL HEADS OF (CORPORATE FUNCTIONS) LIKE GENERAL MANAGER - PERSONNEL/INDUSTRIAL RELATIONS / FINANCE / COMMERCIAL/ MATERIALS MANAGEMENT/OPERATIONS/ SECURITY, ETC.

J. REGIONAL DIVISIONAL HEADS OF CORPORATE FUNCTIONS :

REGIONAL DIVISIONAL HEADS OF CORPORATE FUNCTIONS LIKE DY. GENERAL MANAGER/SR ASST GENERAL MANAGER - PERSONNEL/INDUSTRIAL RELATIONS/FINANCE/COMMERCIAL/ MATERIALS MANAGEMENT/ OPERATIONS, SECURITY, ETC.

K. REGIONAL SECTIONAL HEADS OF CORPORATE FUNCTIONS/STATION MANAGERS :

REGIONAL SECTIONAL HEADS OF CORPORATE FUNCTIONS LIKE ASSTT. GENERAL MANAGER- PERSONNEL /IR / FINANCE / COMMERCIAL/ MATERIALS MANAGEMENT/OPERATIONS, SECURITY, ETC.

Notes:

- I. Regional Heads / Regional Divisional Heads / Regional Sectional Heads will normally be the Executives of the level of General Managers/Dy. General Manager/Sr. Asstt. General Managers/ Assistant General Managers or Officers in equivalent scale of pay.
- II. In case of change in designation or deletion, the CMD / Managing Director is authorised to designate the category appropriately. In case of additions, the CMD / Managing Director is authorised to designate the category to which the new designation belongs.
- III. CMD/ Managing Director is authorized to nominate any senior Executive to designate the Station Managers both in India and overseas appropriately depending upon the operational requirement of the Station as equivalent to Regional Divisional/Sectional Head.

3 GENERAL CONDITIONS OF DELEGATION :

- 3.1 Board of Directors of Air India Ltd. shall have full powers subject to the provisions of Companies Act 2013, Memorandum of Association & Articles of Association and directives received from Government of India from time to time.
- 3.2 Chairman & Managing Director/Managing Director subject to provisions of Companies Act 2013, Memorandum of Association & Articles of Association and directives received from Government of India from time to time and as per policies, rules, regulations and Budgets as approved by the Board of Directors and Principles of Financial Propriety and subject to general supervision and control by the Board of Directors is authorized to exercise all or any of the powers vested in the Board for the management and administration of the Company, except on the matters in respect of which prior approval of Board of Directors is necessary.
- 3.3 Chairman & Managing Director/Managing Director may within the ambit of operational necessity and efficiency or to meet any emergency and when urgent action is called, take decision on behalf of the Board provided, however, that a report be made to the Board for its ex-post-facto approval.

- 3.4 Board of Directors of Air India Ltd shall have powers to form any Sub-Committee of members of the Board / Senior Executives of the Company, which shall be authorized to exercise the powers as delegated by the Board of Directors to such Sub-Committee.
- 3.5 All Powers delegated hereunder shall be exercised by Executives and Officers within their administrative jurisdiction and in accordance with rules, regulations and instructions in force from time to time.
- 3.6 The Chairman and Managing Director / Managing Director shall exercise any or all the powers vested in any Executive/Officer of the Company subordinate to him. The Chairman and Managing Director / Managing Director shall also have the administrative jurisdiction over all Executives/Officers of the Company subordinate to him as well as the Corporate Functions/Stations and establishments of the Company.
- 3.7 In the absence of the Chairman and Managing Director / Managing Director, the authority authorised in this behalf may exercise the powers of the Chairman and Managing Director / Managing Director provided, however, such action shall be reported to the Chairman and Managing Director / Managing Director as soon as practicable.
- 3.8 Within their respective functions the Dy. Managing Director/Jt. Managing Director, the Heads of Corporate Functions / may exercise all or any of the powers given to the Unit Heads of Corporate Functions.
- 3.9 The Heads of Corporate Functions/Jt. Managing Director/Dy Managing Director/ shall have administrative jurisdiction over all employees within their respective functional areas.
- 3.10 The Units Heads of Corporate Functions may exercise all or any of the powers given to the Divisional Heads of Corporate Functions under their administrative jurisdiction.
- 3.11 Divisional Heads of Corporate Functions may exercise all or any of the powers given to the Sectional Heads of Corporate Functions under their administrative jurisdiction.
- 3.12 Executive Directors at the Regions shall have administrative jurisdiction over all the employees working in the region and may exercise any or all of the powers vested in any of the Executives/Officers subordinate to him.
- 3.13 Regional Heads of Corporate Functions may exercise all or any of the powers given to Regional Divisional Heads of Corporate Functions/Units under their administrative jurisdiction in the Region.

- 3.14 Regional Divisional Heads of Corporate Functions / Units of may exercise all or any of the powers given to Regional Sectional Heads of Corporate Functions Station Managers under their administrative jurisdiction in the Region.
- 3.15 If in any Corporate Function, any of the Executives/Officers to whom powers are delegated is absent for any period, one of his immediate Deputies nominated by him, may exercise the powers delegated hereunder during such absence provided such action shall be reported to the immediate superior as soon as practicable. If for any reason, he is unable to do so, his immediate superior may nominate such subordinate officer who should exercise the powers.
- 3.16 In the exigencies of administration, the Chairman and Managing Director / Managing Director is authorized to reduce or enhance by written order the powers hereby delegated to any class of persons or any individual.
- 3.17 Whenever there is revision of pay scales or modification/change of designations specified herein, such revised pay scales or modified/changed designations will be deemed to be substituted automatically.
- 3.18 Chairman and Managing Director/Managing Director, Dy.Managing Director, Jt. Managing Director, Heads of Corporate functions, Unit Heads of Corporate functions, Executive Directors of the Regions and Regional Heads of Corporate functions, may issue administrative instructions/guidelines in pursuance of Company's policies and objectives.

4. **CREATION OF POSTS:**

Subject to procedures, rules and regulations laid down in this behalf, Chairman and Managing Director / Managing Director may create new or additional posts to the extent indicated below:

- 4.1 In any approved scale of pay not higher than that applicable to Executive Director (Grade E-9) or its equivalent.
- 4.2 On a fixed pay per month not exceeding the maximum of the pay scale applicable to Unit Heads of Corporate Functions in any approved Indian scale of pay/foreign scale of pay, for a period upto six months, provided that if such a post is required to be filled up for more than six months, it shall be reported to the Board for ratification.

5. **APPOINTMENTS & PROMOTIONS:**

The following Executives/Officers are authorized to make temporary or permanent appointments subject to availability of vacancies as per approved staff strength:

- (a) **Chairman and Managing Director / Managing Director** is competent to make temporary or permanent appointments/ promotions to posts in any approved scale of pay not higher than that applicable to Grade E-9 i.e. Executive Director.
- (b) **Heads of Corporate Functions/Dy Managing Director/Jt Managing Director** is competent to make temporary or permanent appointments/promotions to posts in any approved scale of pay not higher than that applicable to Grade E-7, i.e. Dy. General Manager
- (c) **Unit Heads of Corporate Functions** are competent to make temporary or permanent appointments/promotions to the posts in any approved scale of pay not higher than that applicable to Grade E-6. i.e. Asst General Manager/Captain under their respective functional areas.
- (d) **Executive Directors in the Regions** is competent to make temporary or permanent appointments/ promotions to posts in any approved scale of pay not higher than that applicable to Grade S-7 i.e. Officer /Chief Cabin Crew, where seniority is maintained at regional level under their administrative jurisdiction.
- (e) **Regional Heads of Corporate Functions** are competent to make temporary or permanent appointments/promotions to the posts in any approved scale of pay not higher than that applicable to Grade S-5, i.e. Sr. Chief Assistant, Sr. Supervisor, Sr. Cabin Crew.
- (f) **Regional Assistant Heads of Corporate Functions, Station Managers** are competent to make appointments as leave replacement in conformity with the administrative instructions issued from time to time for the posts in any approved scale of pay not higher than that applicable to Grade S-1 i.e. Assistant L-II.
- (g) The casual/part-time/contractual appointments shall be made only at the level of Executive Director of the Region/Regional Heads of Corporate functions/Station Managers.

6. **ACCEPTANCE OF RESIGNATION:**

The Appointing Authority shall have the power to accept resignations. Chairman and Managing Director / Managing Director may also accept such resignations in respect of Dy Managing Director and Executive Director and report to the Board subsequently. In respect of Licensed categories of employees, the Competent Authority to accept the resignation shall be the Chairman & Managing Director.

7. **VOLUNTARY RETIREMENT:**

The powers for approving Voluntary Retirement under Air India Employees' Service Regulations and Standing Orders shall be exercised by the Officers in respect of the employees as given hereunder :

(A) **CHAIRMAN AND MANAGING DIRECTOR / MANAGING DIRECTOR:**

All employees upto and including the level of Executive Director/Dy. Managing Director/Jt.Managing Director. However, the matter shall be reported to the Board in the next meeting.

(B) **DY MANAGING DIRECTOR/JT. MANAGING DIRECTOR/ HEADS OF CORPORATE FUNCTIONS :**

All employees below the level of General Manager including the General Manager under their respective functional areas except specific categories as may be notified.

8. **FIXATION OF PAY ON APPOINTMENT :**

The Chairman and Managing Director / Managing Director, may, in special cases, fix the pay of an employee on recruitment at a stage higher than the minimum of the scale by granting him additional increments to the extent of 5 increments.

9. **LEAVE:**

9.1 **CHAIRMAN AND MANAGING DIRECTOR / MANAGING DIRECTOR** may grant all types of leave under the Service Regulations/Standing Orders of the Company including encashment of leave, as applicable in respect of all employees of the Company.

9.2 **DY MANAGING DIRECTOR/JT. MANAGING DIRECTOR/ HEADS OF CORPORATE FUNCTIONS** may grant all types of leave under the Service Regulations/Standing Orders including encashment of leave, as applicable to all employees under their administrative jurisdiction, except Study Leave.

9.3 **UNIT HEADS OF CORPORATE FUNCTIONS** may grant all types of leave Under the Service Regulations/Standing Orders including encashment of leave as applicable to all employees under their administrative jurisdiction, except Study Leave. In case of grant of Privilege Leave to Divisional Head beyond 30 days, he will have prior consultation with related Head of Corporate Functions.

9.4 **DIVISIONAL HEADS OF CORPORATE FUNCTIONS** may grant all types of leave under the Service Regulations/Standing Orders including encashment of leave as applicable to all employees under their administrative jurisdiction, except Study Leave in case of Privilege Leave beyond 30 days, prior approval of Unit Head of Corporate Functions has to be obtained.

- 9.5 **SECTIONAL HEADS OF CORPORATE FUNCTIONS** may grant Casual Leave, Sick Leave and Privilege Leave upto a maximum of 30 days as applicable. including encashment of leave during service as applicable to all employees under their administrative jurisdiction.
- 9.6 **REGIONAL DIRECTORS** may grant all types of leave under the Service Regulations/Standing Orders including encashment of leave as applicable to all employees under their administrative jurisdiction, except study leave. In case of grant of Privilege Leave beyond 30 days to Regional Heads of Corporate Functions, he will have prior consultation with related Head of Corporate Functions.
- 9.7 **REGIONAL HEADS CORPORATE FUNCTIONS** may grant all types of leave under the Service Regulations/Standing Orders including encashment of leave as applicable to all employees under their administrative jurisdiction, except study leave. In case of grant of Privilege Leave beyond 30 days to Regional Divisional Head of Corporate Functions, he will have prior consultation with Regional Director.
- 9.8 **REGIONAL DIVISIONAL HEADS OF CORPORATE FUNCTIONS** may grant Casual Leave, Sick Leave and Privilege Leave under the Service Regulations/Standing Orders, including encashment of leave during service as applicable to all employees under their administrative jurisdiction. In case of grant of Privilege Leave beyond 30 days to Regional Sectional Head of Corporate Function/Station Manager he will take prior approval of Regional Head of Corporate Functions.
- 9.9 **REGIONAL SECTIONAL HEADS OF CORPORATE FUNCTIONS/ STATION MANAGERS** may grant Casual Leave, Sick Leave and Privilege Leave under the Service Regulations/Standing Orders upto 30 days as applicable to all employees under their administrative jurisdiction.
10. **ADVANCE LEAVE :**
- 10.1 Privilege leave is admissible to an employee only after completion of one year of service.
- 10.2 However, on compassionate grounds to be recorded in writing, the Chairman and Managing Director / Managing Director, /Dy Managing Director/Jt. Managing Director/ Heads of Corporate Functions and Regional Directors may grant Privilege Leave in advance of its admissibility/accrual to the extent of 30 days to be adjusted against future entitlement. Should the employee ceases to be in service of the Company for any reason, before he becomes entitled to the Privilege Leave granted to him in advance, the amount of leave salary so granted will be refunded to the Company.

11. **TRANSFERS:**

The following authorities may effect transfer as indicated below:

- (a) **CHAIRMAN AND MANAGING DIRECTOR / MANAGING DIRECTOR** –may transfer any employee in any scale of pay from one Region/ Corporate function to another or within the same Region/Corporate function.
- (b) **DY MANAGING DIRECTOR/JT.MANAGING DIRECTOR/ HEADS OF CORPORATE FUNCTIONS** – In respect of all employees upto the level of General Manager under their respective functional areas. However, for effecting transfer from one Corporate Function to another in respect of employees at the level of General Manager holding the position of Head of the Functions, they may do so with the prior approval of Chairman and Managing Director / Managing Director.
- (c) **REGIONAL DIRECTORS** – In respect of all employees except Regional Heads of Corporate Functions within the Region. He is also competent to effect inter regional mutual transfers of any employee upto Grade S-4 where seniority is maintained regionally.
- (d) **REGIONAL HEADS OF CORPORATE FUNCTIONS** – In respect of all employees under their administrative jurisdiction within the Region.

12. **EMPLOYEES' PASSAGES:**

12.1 **EMPLOYEES' PASSAGES:**

(SOL: Staff on Leave)

- (a) Director (Personnel) / Dy. Managing Director/Jt.Managing Director/ Executive Director (Personnel) / Executive Director (Corporate Affairs) / Regional Directors / Regional Heads of Personnel Function and also any official so designated by Director (Personnel) at Corporate Level and Regional Executive Directors in the Regions are competent to issue/sanction employees' passages, as the case may be.
- (b) Station Managers at outstations are competent to issue employees' passages due to employees posted at the station and maintain records thereof. Regional Executive Director/ Regional Heads of Personnel Function or the Officer nominated by him is competent to issue employees' passages to all employees below the level of Executive Director in the respective Region.

12.2 **DUTY TRAVEL PASSAGES:**

Chairman and Managing Director / Managing Director/Dy.Managing Director/Jt.Managing Director/ Heads of Corporate Functions/ Unit Heads of Corporate Functions/Regional Directors/Regional Head of Corporate functions viz. GM(Personnel) are competent to sanction Duty Travel Passages to employees (*SOD: Staff on Duty*) under their administrative jurisdiction and such outsiders who may be required to travel on Company's work, such as Advocates, Invigilators/Examiners, Trainers, Consultants etc.

13. **FREE & CONCESSIONAL PASSAGES TO PERSONS OTHER THAN EMPLOYEES:**

Chairman and Managing Director / Managing Director or such other Executives as authorised by him in this regard, may grant free or concessional transportation on Company's air services including Subsidiary Airlines, to any person other than an employee, if he is satisfied that such grant is in the best interest of the Company, and in consonance with the applicable Regulations or conventions of the Company.

14. **CONTRACTS:**

14.1 Subject to availability of financial limits, as stipulated in the Instrument of Delegation of Financial Powers and approval of the Competent Authority, Chairman and Managing Director / Managing Director/ Dy Managing Director/Jt. Managing Director, Heads of Corporate Functions/Unit Heads of Corporate Functions/Regional Directors and Regional Heads of Corporate Functions may:

- (a) enter into contracts on behalf of the Company for supply of goods and services and/or rendering of services and in that behalf execute appropriate contracts and execute any performance and accept all benefits on behalf of the Company and enter into any compromise or other Agreements in supersession of derogation, modification or alteration of any such contracts or undertaking on behalf of the Company.
- (b) Execute special contracts of employment with any person with the approval of the competent authority;
- (c) Take on lease or leave and Licence or any other basis any premises required by the Company and in that behalf execute Deeds of Lease, Agreements of Leave and Licence and such other documents and agreements in that behalf on behalf of the Company.
- (d) Hire out any premises of the company on Lease or Leave and Licence or any other basis and to give any equipment of the Company on hire or lease or any basis as may be deemed to be in the best interest of the Company or

appropriate and execute Deeds of Lease or Agreements of Lease and Licence, Agreements of Hire and other documents and writings in relation thereto on behalf of the Company.

- (e) Undertake to provide technical or other services on behalf of the Company and to execute any contracts, agreements and other documents and writings in relation thereto on behalf of the Company.
- (f) Appoint any consultant on retainer basis in the interest of the Company.

Note: The aforesaid documents shall be executed after legal vetting by the Legal Advisor retained by the Company and these powers shall be exercised in accordance with the guidelines issued from time to time.

14.2 The authorities mentioned in Clause 15.1 may represent the Company before any local authority, State/Central Government or any other authority.

15. **APPOINTMENT OF LEGAL ADVISORS:**

Chairman and Managing Director / Managing Director/Dy Managing Director/Jt.Managing Director and if so authorized by him/ Heads of Corporate Functions / Unit Heads of Corporate Functions/GM-Industrial Relations and GM-Legal at Headquarters, may appoint Legal Advisors / Lawyers on retainer basis / case to case basis, in the interest of the Company. Executive Director of the Region may appoint Legal Advisers/Lawyers on retainer basis/case to case basis in the interest of the Company, within the Region. Regional Heads of Corporate Functions, viz. GM-Personnel and GM-Commercial may also engage Lawyers on case to case basis, in the interest of the Company, with the approval of Regional Director. Such engagement will be subject to guidelines, if any, issued from time to time.

16. **GUARANTEES, BONDS ETC:**

Executive Director (Materials Management)/ Unit Heads of Corporate Functions / Divisional Heads of Corporate Functions in charge of Procurement, Regional Head/Divisional Head / Regional Sectional Heads in charge of Procurement may on behalf of the Company, sign and execute any guarantees, bonds, bills of entry, shipping bills and such other documents and take such other steps as may be necessary to meet the requirements of Government Departments and local or Commercial Authorities such as Customs, Excise, Port Trust, Railways etc. in connection with purchases, transportation and clearance of Stores, equipments and materials.

17. **LEGAL MATTERS:**

17.1 Chairman and Managing Director / Managing Director/Dy Managing Director/Jt.Managing Director/ Heads of Corporate Functions/Executive Director (Legal), Executive Director (Corporate Affairs), Executive Director (Personnel) / (Industrial Relations), Company Secretary, General Manager (Legal), Divisional Heads of Corporate Functions/Regional Directors, Regional Heads of Corporate Functions viz. General Manager/Dy. General Manager and such other Officers as may be nominated by Chairman and Managing Director / Managing Director, /Dy Managing Director/Jt.Managing Director/ Heads of Corporate Functions /Regional Directors shall have powers :

- (a) To initiate, prosecute or defend all legal proceedings affecting any matter in which the Company is interested or may be interested;
 - (b) To file suit of any value and if they deem fit to compromise, refer to arbitration, withdraw or contest judgements and decrees in such proceedings as aforesaid and in connection with the said suit or proceedings, they may do or execute all or any of the following acts or things:
 - (i) To sign, verify and file plaint, written statement and affidavit;
 - (ii) To make and present and file an application in connection with any proceedings in the suit;
 - (iii) To introduce summon or receive back documentary evidence to deposit and withdraw any money for the purpose of any proceedings in consultation with Director, Finance at Headquarters and with the General Manager (Finance) in Region. To file an application for execution of a decree or order based on the said suit and sign and verify such application.
 - (iv) To receive any money due to Company under such decree, order and to certify payment to the Court.
 - (v) To apply for instructions, pending settlements and records.
 - (vi) To obtain copies of documents and papers. Generally to do all other lawful acts necessary for the conduct of the said case.
- 17.2 The under-mentioned Executives/Officers are authorized to accord approval for not filing a Suit or to compromise and/or withdraw any Suit filed on behalf of the Company within the limits indicated:

(a) **Chairman and Managing Director / Managing Director**

No limit. All cases where the value exceeds Rs.25 lakhs shall be reported to the Board of Directors.

(b) **Dy Managing Director/Jt. Managing Director/Heads of Corporate Functions :**

All cases where the value does not exceed Rs.10 lakhs with the concurrence of Director (Finance). Cases where the value exceeds Rs.5 lakhs, shall be reported to CMD/MD.

(c) **Unit Heads of Corporate Functions :**

All cases where the value does not exceed Rs.5 lakhs with the concurrence of Executive Director (Finance) and shall be reported to Dy. Managing Director /Jt. Managing Director./Heads of Corporate Functions.

(d) **Regional Directors:**

All cases where the value does not exceed Rs.2 lakhs with the concurrence of Regional Head in charge of Finance in the Region and shall be reported to Dy Managing Director/Jt. Managing Director/Heads of Corporate Functions.

18. **POWER OF ATTORNEY:**

Chairman and Managing Director / Managing Director, and Company Secretary of the Company are authorized to sign and execute on behalf of the Company, where required, under the common seal of the Company, Power of Attorney required to be issued in favour of any Officer of the Company as may be required by the Governmental and Municipal or other Authorities and other documents of similar nature as may be required to be executed in the course of the Company's business.

19. **RELAXATION IN AGE, QUALIFICATION, EXPERIENCE, TEST. ETC. FOR RECRUITMENT AND PROMOTION OF EMPLOYEES:**

Chairman and Managing Director / Managing Director shall have full powers subject to observance of the conditions and procedures and instructions laid down in this behalf.

20. **REVISION OF EMOLUMENTS**

The power for fixation of all emoluments including perquisites for employees both in India and abroad shall vest with the Chairman and Managing Director / Managing Director on recommendations of Director (Finance) and Director (Personnel).
