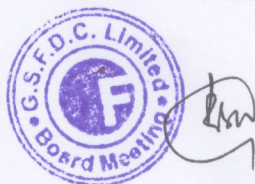


GUJARAT STATE FOREST DEVELOPMENT CORPORATION LIMITED,
VADODARA

**List of powers delegated to Managing Director by the Board from time to time
(amended on 25.03.2025)**

| Sr. No | Nature of Power | Extent of power delegated | BOD meeting Ref. No./Date |
|--------------|---|--|--|
| (1) | (2) | (3) | (4) |
| | <u>ESTABLISHMENT</u> | | |
| E-1 (1) | To create posts on approved scales of pay of the Govt. of Gujarat or of the Corporation. | Subject to Board of Directors and Government Approval. | 1.10 63.8 155.11 193.16 (29.06.17) |
| E-2 (2) | To abolish posts created under his own powers. | Subject to Board of Directors and Government Approval. | 1.10 193.16 (29.6.17) |
| E-3 (3) | To appoint, promote and revert employees of the Corporation. | Full powers for posts in scale of pay the maximum of which does not exceed Rs.10,500/- | 1.10 63.8 155.11 (16.3.09) |
| E-4 (4) | To take disciplinary action, accept resignation and terminate services. | Full powers in respect of employees for whom he is the appointing authority. | 1.10 (6.9.1976) |
| E-5 (5) | To shift headquarters and transfer employees of the Corporation. | Full powers in respect of employees for whom he is the appointing authority. | |
| E-6 (6) | To appoint casual staff paid from contingencies. | Full powers | |
| E-7 (7) | To depute employees for training anywhere in India and to attend seminars on subject of interest of the Corporation. | Full powers | |
| E-8 (8) | To permit employees of the Corporation to proceed on duty to any part of India. | Full powers | |
| E-9 (9) | To sanction permanent advance | Full power | |
| E-10 (10) | To grant honorarium/fees and rewards. | Full powers subject to guidelines prescribed by the Board. | |
| E-11 (11) | To allow acceptance of honoraria/fees and rewards by the employees of the Corporation from other Institutions in India. | Full powers | |



| | | | |
|--------------|--|--|--|
| E-12 (12) | To hold or participate in seminars, training courses, conferences or meetings in India and meet all expenditure including allowances of the staff. | Full powers | |
| E-13 (13) | To prescribe forms of surety bonds to be executed by employees of the Corporation handling cash, stores etc. | Full powers | 1.10 (6.9.76) |
| E-14 (14) | To provide for the welfare of the employees. | Up to a limit of Rs.1,00,000/- per annum. | 1.10 (6.9.76) 211.4 (25-3-25) |
| E-15 | To amend service rules of the Corporation on the lines of amendment made by the Government where the Corporation and Government Rules are more or less same in respect of such service matter. | Full powers | 68.26 (28.12.88) |
| E-16 | <i>(As per approval given to Personnel Committee Minutes)</i> To relax the requirement of Recruitment Rules (in respect of experience) for promotion to higher posts, for a reason to be recorded in writing, provided the persons have experience for a period not less than 2/3 rd of the period specified as minimum service for promotion. | Full powers | [Personnel Committee Item: 21.3 (29.4.86)] BoD Item: 57.22 (29.4.86) |
| E-17 | Having read conditions/provisions of the Circular/GR relating to Allowances/ Benefits/ Privileges as and when declared by the Government for its employees, to implement the same on the lines of Government employees in GSFDC Ltd. also, only if admissible to it. | Full powers | 60.24 208.9 210.10 (20.01.25) |



| (1) | (2) | (3) | (4) |
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| | <u>PURCHASES</u> | | |
| P-1 (15) | Procurement of all types of goods and services for the Corporation | <u>Per Item/Service</u> Normal Purchase- Upto Rs.2 Crores Emergency Purchase- Upto 20 Lakh Branded Purchase – Not allowed | 1.10 126.7 139.8 160.9 210.12 (20.1.25) |
| P-2 (16) | Solitary offer for goods/ Service | Upto 20 Lakh | 1.10 126.7 210.12 (20.1.25) |
| P-3 (17) | To purchase materials at controlled rates without calling for tenders. | Full powers | 1.10 (6.9.76) |
| P-4 (18) | Purchase of items manufactured by only one manufacturer. | Up to a limit of Rs.2,00,000/-. | 1.10 126.7 (12.10.01) |
| P-5 (19) | Purchase without quotations or by verbal enquiry. | Full powers for purchases, the value of which does not exceed Rs.5,000/- per item. | 1.10 193.16 (29.6.17) |
| P-6 (20) | Repeat order for goods/ Service | 25% of Original order, placed for only once within 6 months from date of original order, provided prevalent price of the item has not decreased. | 1.10 126.7 160.9 210.12 (20.1.25) |
| P-7 (21) | To make advance payment required in connection with purchase. | Full power in case purchase from Govt./Govt. undertaking or Govt. approved agency (DGS & D, CSPO etc.) | 1.10 193.16 (29.6.17) |
| P-8 (22) | To sanction claims for demurrage, wharfage etc. | Up to a limit of Rs.1,000/- in each case. | 1.10 (6.9.76) |
| P-9 (23) | To accord administrative approval and to incur expenditure on works and purchase of materials in respect of schemes/projects already sanctioned. | Up to a limit of Rs.50,000/- in each case. | 1.10 (6.9.76) |
| P-10 (24) | To accord technical sanction to detailed estimates for works pertaining to schemes approved by the Board. | Full powers | 1.10 (6.9.76) |

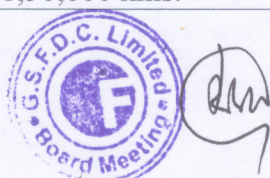


| (1) | (2) | (3) | (4) |
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| P-11 (25) | To permit excess expenditure on works | Up to an extent of 10% over the sanctioned cost. | 1.10 (6.9.76) |
| P-12 (25-A) | To purchase vehicles like Motor-cycles like Rajdoot Motor-cycles/Bullet etc. | Full powers | 60.25 (31.12.86) |
| P-13 | To purchase Timber or Firewood for Vanil Udyog and to give authorization to delegate these powers to any of the Officers of the Corporation as deemed necessary. | Up to Rs.100 lacs annually. | 34.8 (7.5.81) |
| P-14 (27) | To sanction purchase of stationery and stores including office equipments and furniture. | Full powers | 1.10 (6.9.76) |
| P-15 (29) | To sanction purchase of books, journals, periodicals. | Full powers | 1.10 (6.9.76) |
| P-16 | To purchase land from Govt., Semi-Govt. Organizations, Govt. Corporations, Nagar Panchayat & Gram Panchayat or like Independent Govt. Bodies, provided such purchase is at the Rate decided by the Govt. as per the Rules & Regulations. | Full powers | 99.3 (30.9.95) |
| P-17 | To take works contracts like civil work, renovation, repairs work and Job work. | Up to a limit of Rs. 5 Crore | 160.9 (28.6.10) 211.4 (25-3-25) |

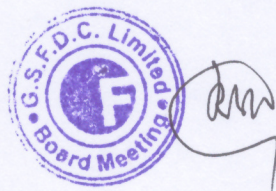


| (1) | (2) | (3) | (4) |
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| | <u>CONTINGENCIES AND GENERAL</u> | | |
| G-1 (26) | To sanction expenditure on printing, publicity, public relations and advertisements. | A. For Printing Expenses : Full Powers B. For Publicity/PR/ Advt.: 5% of Net Profit of immediately preceding Financial Year OR Upto Rs. 10,00,000/- per annum whichever higher | 1.10 193.16 (29.6.17) |
| G-2 (28) | To pay Municipal rates and taxes, posts and telegraph charges and telephone bills, electric, gas and water charges, commission on money orders and other such expenses. | Full powers | 1.10 (6.9.76) |
| G-3 (30) | To sanction installation of telephones. | Full powers | 1.10 (6.9.76) |
| G-4 | To sanction expenditure on additions and alteration and repairs of godowns, buildings and other structures and installations of the Corporation including furniture, equipments etc. | Full powers | 67.16 (29.9.88) |
| G-5 (32) | To incur expenditure on the maintenance and repair of the vehicles of the Corporation. | Full powers | 1.10 (6.9.76) |
| G-6 (33) | To sanction expenditure on ceremonial occasions. | Full powers | 1.10 (6.9.76) |
| G-7 (34) | To sanction all contingent charges. | Full powers | 1.10 (6.9.76) |
| G-8 (36) | To incur expenditure on immediate safety of employees, plant, machinery etc. | Upto Rs.500,000/- per year | 1.10 193.16 (29.6.17) 211.4 (25-3-25) |
| G-9 (37) | To sanction re-appropriation between the heads of expenditure in the sanctioned budget. | Full powers | 1.10 (6.9.76) |
| G-10 (38) | Sanction of advance payment to Govt. or Semi Govt. Institutions and other public bodies for specific work entrusted to them in the implementation of the programme of the Corporation. | Full powers | 1.10 (6.9.76) |

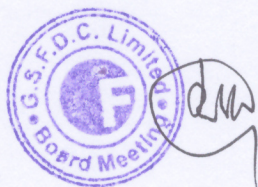
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| G-11 (39) | To incur expenditure in connection with courtesy services. | Up to Rs.60,000/- per year. | 15.12.3 193.16 (29.6.17) |
| G-12 (40) | To determine from time to time who shall be entitled to sign on the Corporation's behalf bills, notes, receipts acceptance, endorsements, schemes, releases, contracts and documents. | Full powers | 1.10 (6.9.76) |
| G-13 (41) | To execute power of attorney instruments, deeds, contracts agreements on behalf of the Corporation. | Full powers subject to periodical review by the Board. | 1.10 (6.9.76) |
| G-14 (42) | To sanction legal charges at proper and reasonable rates. | Full powers | 1.10 96.16 (11.11.94) |
| G-15 (43) | To insure any property of the Corporation with the Gujarat Insurance Fund. | Full powers | 1.10 (6.9.76) |
| G-16 (45) | To supply samples of forest products. | Up to a limit of Rs.50,000/- per annum. | 1.10 (6.9.76) 211.4 (25-3-25) |
| G-17 (44) | To declare stores, equipments, machinery, vehicles etc. which he is competent to purchase as unserviceable or obsolete, to fix their prices and prescribe the mode of their disposal. | Full powers | 1.10 (6.9.76) |
| G-18 (35) | To sanction write-off of losses of all forest produce (including MFP) , stores, tools and plants, livestock, timber and other factory products. | Upto Rs.500,000/- and upto Rs.25,000/- in each case. (Subject to Approval to Audit Committee of Corporation) | 28.6 60.26 128.11 (20.4.02) 211.4 (25-3-25) |
| G-19 (46) | To write off irrecoverable amounts due to the Corporation. | Up to Rs.50,000/- at a time or Rs.500,000/- per annum. (Subject to Approval to Audit Committee of Corporation) | 1.10 (6.9.76) 211.4 (25-3-25) |
| G-20 (46-A) | To sanction write off of unserviceable vehicle like Motor-cycle/Bullet etc. with compliance of following conditions 1. They should be used for at least 10 years and 2. They should complete the journey of not less than 1,50,000 kms. | Full powers | 1.10 60.25 (31.12.86) |



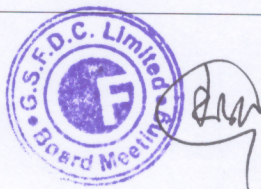
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| G-21 (47) | To waive earnest money, security deposits, bank guarantee etc. in line with procurement policy of the Gujarat government. | Full powers | 1.10 (6.9.76) 211.4 (25-3-25) |
| G-22 (53) | To grant loans and advances for purchase or hire of animals/ equipments/ machinery/ transport for purchases connected with the objectives of the Corporation with reference to the schemes approved by the Board. | Full powers | 1.10 (6.9.76) |
| G-23 (54) | To treat any distinguished person, expert, customers, visitors, consultants, etc. as a guest of the Corporation and to incur expenditure on boarding, lodging, transportation and entertainment of such persons. | Upto Rs.200,000/- per year. | 106.3 (31.5.97) 211.4 (25-3-25) |
| G-24 (55) | To rent space for the offices units, residential accommodation of the Corporation within the area of the Corporation. | Full powers with a report to the Board. | 1.10 (6.9.76) |
| G-25 (58) | To make all such arrangements and do all such acts on behalf of the Corporation as may be necessary and incidental to the attainment of the object of the Corporation in the event of emergency and to take such measures as may be appropriate in his opinion to safeguard the interest of the Corporation. | Full powers provided a report is made to the Board at the earliest opportunity. | 1.10 (6.9.76) |
| G-26 (59) | To institute, conduct, defend any legal proceedings by or against the Corporation and also to allow time for payment or satisfaction of any claims or demands by or against the Corporation. | Provided the amount of consideration involved does not exceed Rs.10,000/-. Provided further that he can abandon or compound a claim only up to Rs.1,000/-. | 15.12.3 (06.04.78) |
| G-27 (60) | To make and give receipts, releases and other discharges for money payable to the claims and demands of the Corporation. | Full powers | 15.12.3 (06.04.78) |
| G-28 (61) | a) To appoint Legal Retainer and Taxation Consultants. b) To appoint professional, Trade and Technical experts. | Full powers subject to report to the Board. Full powers to Project Committee but subject to report to the Board | 22.9 (21.6.79) |



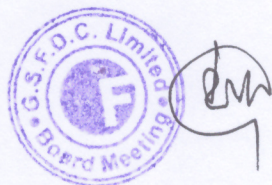
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| G-29 (63) | To incur expenditure on Research Work, Research Studies and Market Survey etc. | Up to Rs.500,000/- on any one study in one year subject to report to the Board. | 22.9 (21.6.79) 211.4 (25-3-25) |
| G-30 | To sanction rental charges of Godown, Ware-house or such other places for storage of all forest produce (including MFP) . | As per the prevalent rental charges prescribed by the government or govt. authority /entities. | 96.16.2 128.11 (20.4.02) 211.4 (25-3-25) |
| G-31 | For undertaking activity of Tree Plantations received from Public Sector OR Private Individuals | 2,50,000 trees each year | 96.11 (11.11.94) |



| (1) | (2) | (3) | (4) |
|-------------|--|---|--|
| | <u>SALES</u> | | |
| S-1 (48) | To fix the purchase prices and selling prices of forest products and other factory products with Chairman's consultation, the Board being kept informed at the earliest opportunity. | Full powers | 1.10 106.3 (31.5.97) |
| S-2 (49) | To do business on credit or on consignment basis. | Full powers | 1.10 (6.9.76) |
| S-3 (50) | To open and organize collection and sale depots, procuring plants, show-rooms etc. to promote the sale of all products dealt in by the Corporation. | Full powers | 1.10 137.15 (11.9.04) |
| S-4 (51) | To arrange to appoint/hire agents for the sale of all products dealt in by the Corporation in accordance with the schemes approved by the Board. | Full powers | 1.10 137.15 (11.9.04) |
| S-5 (52) | To offer quotations against enquiries. | Full powers | 1.10 (6.9.76) |
| S-6 | To fix up the up-set price of all products dealt in by the Corporation in consultation with the Chairman and in his absence with the representative of Forest & Environment Dept. acting as a Director in the Board. | Full powers | 122.7 128.11 137.15 (11.9.04) |
| S-7 | To sell all products dealt in by the Corporation above the up-set price and to authorize delegation of this power to any Officer. | Full powers | 34.7 128.11 137.15 (11.9.04) |
| S-8 | To sell all products dealt in by the Corporation even below the upset price. | Provided, however, that the amount of sale realization in the case of each product should not exceed Rs.10 lacs in one lot. If it exceeds Rs.10 lacs, it be brought to the notice of the Board of directors at its next meeting. (Note: Directors Sales Committee has got powers to sell Timru Leaves Units upto 20% Below Upset Price.) (Note: Directors Sales Committee has got powers to sell Coupe/Lot of Panam Eucalyptus Trees upto 10% | 63.12 128.11 137.15 167.6 (30.12.11) 208.4 (11.6.24) 208.5 (11.6.24) |



| | | Below Upset Price, with justification in writing.) | |
|------|---|---|------------------------------|
| S-9 | For sale of old stock of all forest produce (including MFP) which is lying unsold for more than one year. | To sell it to the purchaser of current season stock at the selling rate of current season stock, without auction, within the limit of 10 qtls. of such old stock. | 104.5 128.11 (20.4.02) |
| S-10 | Allotment of 44 (40% of 111) Timru units to Co-operative Societies on rotation basis. | Full powers in accordance with the guidelines. | 99.7 (30.9.95) |
| S-11 | To sell Corporation's vehicles which have been written off by the Board at a price below the upset price. | Full powers subject to sale by public auction. | 99.8 (30.9.95) |



| (1) | (2) | (3) | (4) |
|-------------|---|---|------------------------------|
| | <u>FINANCIAL</u> | | |
| F-1 (56) | To invest the funds of the Corporation in a Fixed Deposit Account with any nationalized bank. | Full powers with report to the Board. | |
| F-2 (57) | To authorize borrowing from banks subject to monetary limits and terms and conditions approved by the Board. | Full powers | 1.10 (6.9.76) |
| F-3 (62) | To open current account on behalf of the Corporation with any Scheduled or Nationalised bank and/or Co-operative bank anywhere in the country. | Full powers subject to report to the Board. | 22.9 (21.6.79) |
| F-4 | To borrow money from any Nationalised banks on the security of Fixed Deposit Receipt and to sign and execute on behalf of the Corporation all documents and forms as may be required by the banks. | To the extent of Rs.50 lacs. | 17.13 72.16 (20.12.89) |
| F-5 | <i>To delegate and/or withdraw authority to operate bank account individually or jointly on behalf of the Corporation to any employee not below the rank of Project Manager with any nationalised banks at the Project divisions- Himatnagar, Godhra, Baria, Chhotaudepur, Rajpipla and Bansda or at any other place(s) where the Corporation is required to have banking facility.</i> | Full powers | 17.14 (24.8.78) |
| F-6 | <i>To delegate and/or withdraw authority to operate bank account individually or jointly on behalf of the Corporation to any employee not below the rank of Asstt. Project Manager of the Corporation with any Scheduled, nationalised or cooperative bank anywhere in the State of Gujarat where the Corporation is required to have banking facility, by way of authorizing to issue crossed/bearer and/or order cheques subject to such limits that may be fixed by the Managing Director at his discretion with effect from 1.4.87.</i> | Full powers | 62.9 (26.6.87) |
| F-7 | To open Saving Bank Account in the name of GSFDC Ltd for utilizing amount received under government scheme | Full powers | 200.6 (4.9.20) |

