

Format for proposals for amending Delegation of Powers**Name of the Department: RUPEE RESOURCES****Date of Board approval of Delegation of Powers:****Appendix****Rupee Resource Raising (excluding Public Issue):**

<u>Sl. No.</u>	<u>Particulars</u>	<u>Delegation of Powers</u>
A.1	Acceptance of Terms & Conditions in r/o fresh Term Loans to be availed from Banks	RALMCE
A.2	Approval of broad terms and conditions of debt instrument to be raised through private placement including listing of debt instruments if any	RALMCE
A.3	Appointment of Merchant Bankers/ Arrangers/ Brokers/ Agents/ Bankers/ Registrars & Transfer Agents, Debenture Trustees and other intermediaries in connection with issuance of Bonds/other borrowings	RALMCE
A.4	Approval for giving mandate to rating agencies for rating of borrowings including fee	CGM (Resources) / Vertical Head
A.5	Signing of Offer document/Information Memorandum and Listing Application to Stock Exchanges designated by competent authority	DGM (Resources)
A.6	Signing of agreements with RTA/Debenture Trustee/Bankers/Stock Exchange/Arrangers/ IPA /Rating Agency(ies)* and any other intermediary as approved by competent authority	Two officers of Resources Deptt, out of which at least one officer should be DGM or above
A.7	Approval of Printers & Mailing Agencies	GM (Resources) / DGM (Resources-In-Charge) with reporting to next higher level
A.8	Allotment of Bonds	MD & CEO (and in his absence DMD/WTM)
A.9	Correction in option of bonds/ correction of erroneous allotment inter se amongst investors without any change in amount of allotment.	GM (Resources) / DGM (Resources-In-Charge)
A.10	Signing of Bond certificates and ICD Certificates	Jointly by any two Officers in the rank of DGM and above in Resources and Treasury Deptt.
A.11	Signing of documents for issuance of Commercial Paper	DGM (Resources/ Treasury)
A.12	Printing of stationery/ e-intimation as per the requirement of each tranche of borrowing from the approved agency as per the terms approved by the competent authority.	DGM (Resources)
A.13	Payment of Stamp Duty	DGM (Resources)

A.14	Payment of brokerage/ incentives/ discounts/ premium/incentive interest/ payment of fee to Registrar, Debenture Trustee/Rating Agency(ies) and other intermediaries, printing expenses and all other expenses as per the terms approved by the competent authority.	AGM (Resources)
A14 a	Payment to R & TA for maintaining data, processing stale payment, providing investor services and other misc expenses including postage, telephone etc. in respect of matured series	DGM (Resources)
A.15	Approval for payment of interest on application money	AGM (Resources)
A.16	Incidental or other expenses (other than payment towards Statutory compliances)	DGM (Resources) upto Rs.25,000, GM (Resources)/DGM (Resources-In-Charge) upto Rs.50,000/-, CGM (Resources)/ Vertical Head upto Rs.2,00,000/-, ED upto Rs. 3,00,000/-, DMD upto Rs.5,00,000 MD above Rs.5,00,000
A.16 a	Incidental expenses towards Statutory compliances	CGM (Resources)/ Vertical Head
A.17	Opening of current/deposit account with banks for servicing or any other purpose	CGM (Resources) / Vertical Head
A.18	Closing of current/deposit account with banks for servicing or any other purpose	CGM (Resources) / Vertical Head
A.19	Authorisation and nomination for operation of bank accounts by the Officers	CGM (Resources) / Vertical Head
A.19 a	Opening of demat account with depository participants as per statutory requirement.	GM (Resources) / DGM(Resources-In-Charge)
A.20	Acceptance of Credit Rating – in case of downgrade	MD & CEO (in his absence DMD/ WTD)
A.21	Acceptance of Credit Rating – in case of Upgrade & Re affirmation	Committee of CGMs (with reporting to MD & CEO)
A.22	Surrender of Rating limits	CGM (Resources) / Vertical Head
A.23	Buyback of Commercial Paper before maturity	CGM (Resources)/ Vertical Head or as per provisions of applicable law



B: Rupee Resource Servicing:

<u>Sl. No.</u>	<u>Particulars</u>	<u>Delegation of Powers</u>
B.1	Payment of interest and repayment of principal- generated from system, in respect of all rupee borrowings including bonds	AGM (Resources) with report to next higher level
B.1 a	Payment of interest or penalty on account of delay payment of interest or redemption amount or/ and delay / non compliance of any statutory provisions upto Rs.1,00,000	CGM (Resources)/ Vertical
B.2	Pre-payment of Term Loan in part or full up to dues in Current Financial Year	Committee of CGMs (with reporting to MD & CEO)
B.3	Pre-payment of Term Loan in part or full upto the dues beyond current financial year.	RALMCE
B.4	Acceptance of revised interest rate on account of increase in Spread	RALMCE
B.5	Acceptance of revised interest rate reset on account of change in MCLR	GM (Resources) / Vertical Head
B.6	Payment towards reconciliation difference in Term loan accounts due to levy of other misc. charges like inspection fee, ROC search fees, audit fee, site visit charges, prepayment of principal and advance payment of interest or reset of interest etc. as part of regular banking operations	DGM (Resources) upto Rs.25,000, GM (Resources)/DGM (Resources-In-Charge) upto Rs.50,000/-, CGM (Resources)/ Vertical Head upto Rs.1,00,000/-, ED upto Rs. 2,00,000/- DMD above Rs.2,00,000 (with reporting to next higher level of authority)
B.7	Payment against receipt of stale cheques/unpaid amounts	AGM (Resources) with a report to next higher level
B.8	Where the terms of issue do not provide for early redemption, approval of pre-payment with or without reduction in rate of interest at the request of investor	Board of Directors as per provisions of Companies Act and/or SEBI (LODR)
B.9	Approval of exercise/non-exercise of "Call Option"	RALMCE
B.10	Buyback of bonds issued through Private Placement through due process in accordance with Companies Act, 2013, Listing Regulations and SEBI Regulation.	Board of Directors as per provisions of Companies Act and/or SEBI (LODR)
B.11	Approval for exercise of Buyback or "put" option by investors, as per the terms of issuance	DGM (Resources)
B.12	Relaxation in the notice period for exercise of the "Put Option"	CFO

B.13	Approval for transfer / transmission /Sale / splitting / consolidation in respect of bonds / CDs issued as negotiable instruments	DGM (Resources)
B.14	Relaxation for accepting Buyback forms beyond stipulated 'Intimation Period' up to ten days from the closure of intimation period	CGM (Resources) / Vertical Head
B.15	Approval for corporate action in regard to dematerialization / rematerialisation of bonds/securities and for transfer from one DP to another DP for bonds under lock-in period	DGM (Resources)
B.16	Issuance of advertisement in news- papers in regard to issue of duplicate bond certificate.	GM (Resources)/ DGM (Resources-In-Charge)
B.17	Any other advertisement in connection with servicing/redemption of bonds	CGM (Resources) / Vertical Head
B.18	Issue of duplicate bond certificates in case of stolen/misplaced instruments or against mutilated bond certificates, after fulfilling laid down requirements	CGM (Resources) / Vertical Head
B.19	Issue of duplicate interest/incentive/ principal warrants in respect of cases of non-receipt /loss of warrants reported by investor(s), after fulfilling laid down requirements	DGM (Resources)
B.20	Engaging advocates/solicitors in respect of disputes with bondholders and other intermediaries and fixing their fee/ charges.	As per Legal Deptt. DOP
B.21	Seeking legal opinion including fixation of fees/charges	As per Legal Deptt. DOP
B.22	Preferring or not preferring an appeal against the order of any judicial forum/court – Payment of compensation/cost awarded.	As per Legal Deptt. DOP
B.23	Out of court settlement of the disputes with the bondholders pending before CDRF/Court and payment of compensation thereof	CGM (Resources) / Vertical Head (with report to MD & CEO)
B.24	Payment of dividend on preference shares and redemption of preference shares as per approval of the competent authority.	AGM (Resources)
B.25	Payment of listing fees towards listing of bonds	AGM (Resources)
B.26	Write-off/Write back of outstanding entries lying in sundry debtors/creditors/stale cheques or provisions for more than 3 years as per defined policy relating to Resources Department.	CGM (Resources) / Vertical Head
B.27	Payment of advance against postage and processing for dispatch of interest/principal redemption warrants	DGM (Resources)



B.28	Payment of bills of courier or other agencies as RTA, debenture trustee etc. as per the terms approved by the competent authority.	AGM (Resources) with a report of next higher level
B.29	Payment of fees to Stock Exchanges as per agreed terms and custodial fees/corporate action fee etc. to depositories	AGM (Resources)
B.30	Approval of printer and cost for printing of stationery/ e-intimations for interest payment / redemption / buyback etc.	DGM (Resources) with a report to next higher level
B.31	Transfer of:- (a) the application money received by companies for allotment of any securities and due for refund; (b) matured deposits with companies (c) matured debentures with companies; (d) interest accrued on the amounts referred to in clauses (a) to (c). Which remain unclaimed and unpaid for the period of seven years as defined under Section 125 of Companies Act, 2013, pertaining to debentures / Bonds in The Investor Education and Protection Fund.	CGM (Resources) / Vertical head.
B.32	Approval of correspondence / letter send to RBI / Govt. of India / Ministries or any Regulatory bodies	CGM (Resources) / Vertical Head
B.33	Compliance of various statutory provisions related to debt securities as required from time to time	GM (Resources) / DGM (Resources-In -Charge)
B.34	Any other matter not covered above (non monetary in nature)	GM (Resources) / DGM (Resources-In-Charge) with reporting to CGM (Resources)
