

मध्यप्रदेश राज्य वन विकास निगम लि.

कार्यालय मेन्युअल  
सूचना का अधिकार अधिनियम – 2005

अध्याय – 2  
अधिकारियों और कर्मचारियों के अधिकार और कर्तव्य

पंजीकृत कार्यालय  
पंचानन, पंचम तल, मालवीय नगर, भोपाल





CIN : U02001MP1975SGC001

**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITE**

REGISTERED OFFICE : Panchanan, 5th Floor, Malviya Nagar, Bhopal - 462003 (M.P.)

Phone : 0755-2674204, 2551821, Fax : 0755-2551757  
Website : www.mpsfdc.com, E-mail: mdrvvvn@mp.gov.in

No. VVN/MD/CS/2021/ 37

Dt. 22/06/2021

**OFFICE ORDER**


Certain financial powers were Delegated to the Managing Director by the Board which were further Sub-delegated to Addl.Managing Director, Regional Chief General Managers and Divisional Managers vide office Order Nos. 87 dt. 02.07.08, 288 dt. 26.03.13, 194 dt. 14.10.14, 107 dt. 07.08.15, 163 dt. 08.11.2017 & 21 dt. 27.04.18.

With reference to the above mentioned orders, amendment has been made in Order No. 21 dt. 27.04.2018 vide S.No. 40 "Acceptance of tender or purchase of stores (perishable/non-perishable) and raw materials" & 163 dt. 08.11.2017 vide S.No. 46 "Purchase of perishable items required for works e.g. building maintenance material, paints, geru, coal, tar etc. by the Board of Directors at their 195<sup>th</sup> Meeting held on 24.03.2021 vide Agenda Item No. 7 :-

DELEGATION AND SUB DELEGATION OF POWERS					
S. No.	Nature of power	Powers Delegated to Managing Director	Powers Sub - Delegated to		
			Additional Managing Director	Regional Chief General Manager(s)	Divisional Manager(s)
40.	Acceptance of tender or purchase of stores (perishable/non-perishable) and raw materials.	Full Powers	Rs. 50 lakhs in each case.	Rs. 25 lakhs in each case.	Rs. 5 Lakh in each case
Note: 1. All powers are subject to provisions in the approved budget. 2. All purchase shall be as per the provisions of M.P.Store Purchase Rules & Services Procurement Rules, 2015 as amended from time to time. 3. All powers are subject to Tenders having been examined by the Tender Committee.					
46.	Purchase of perishable items required for works e.g. building maintenance material, paints, geru, coal, tar etc.	Rs. 5,00,000/- per item for each work site.	Rs. 3,00,000/- per item for each work site.	Rs. 2,00,000/- per item for each work site.	Rs. 1,00,000/- per item for each work site.
Note: 1. All powers are subject to provision in the approved budget. 2. All purchase shall be as per the provisions of M.P.Store Purchase Rules & Services Procurement Rules, 2015 as amended from time to time.					

The aforesaid amendment in the powers so delegated & sub-delegated shall take effect from the date of the issue of this order.


By Order of the Board of Directors

  
(Dr. Abhay Kumar Patil)  
Managing Director

Dt. 22/06/2021

No. VVN/MD/CS/2021/ 852

- cc: 1. Addl. Managing Directors H.O. for information.  
2. Regional Chief General Managers for information.  
3. All Divisional Managers for information.  
4. All Officers of Head Office for information.

  
Managing Director



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**

REGISTERED OFFICE : Panchanan, 5th Floor, Malviya Nagar, Bhopal - 462003 (M.P.)

Phone : 0755-2674204, 2551821, Fax : 0755-2551757  
Website : www.mpsfdc.com, E-mail: mdrvvn@mp.gov.in

No. VVN/MD/CS/2021/ 36

Dt. 21/6/2021

**OFFICE ORDER**

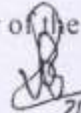
Certain administrative and financial powers were delegated to Managing Director and sub-delegated to Addl. Managing Director, Regional Chief General Managers and Divisional Managers vide various office orders.

In Compliance of the decision of the Board of Directors in their 195<sup>th</sup> Meeting held on 24.03.2021 vide Item No. 10, Labour Welfare Policy was approved. The financial powers under this Policy are delegated and sub-delegated as below:-

DELEGATION AND SUB DELEGATION OF POWERS					
S.No.	Nature of power	Powers Delegated to Managing Director	Powers Sub - Delegated to		
			Additional Managing Director	Regional Chief General Manager(s)	Divisional Manager(s)
62.	Labour Welfare	Rs. 50,000/- in each case	Rs. 30,000/- in each case	Rs. 20,000/- in each case	Rs. 5,000/- in each case
Note: All powers are subject to provisions made under Labour Welfare in the approved budget.					

The aforesaid powers shall take effect from the date of the issue of this order.


By Order of the Board

  
21/06/21  
(Dr. Abhay Kumar Patil)  
Managing Director

No. VVN/MD/CS/2021/ 828

Dt. 21/6/2021

- CC To: 1. Addl. Managing Directors, H.O. for information.  
2. Regional Chief General Managers for information.  
3. All Divisional Managers for information.  
4. All Officers of Head Office for information.

  
21/06/21  
Managing Director





CIN: U02001MP1975SGC001341

Gram : FORDEV  
Office : 0755-2674204, 2551821  
Fax : 0755-2551757  
Website : www.mpsfdc.com  
E-mail : mprvvn@sancharnet.in  
: mprvvn@rediffmail.com

## MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED

REGISTERED OFFICE : Panchanan 5th Floor, Malviya Nagar, Bhopal - 462 003 (M.P.)

No. VVN/MD/CS/2015/107

Dt. 07-08-15

### OFFICE ORDER

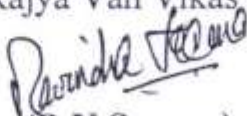
Certain financial powers were delegated to Managing Director which were further Sub-delegated to Addl. Managing Director, Regional Chief General Managers and Divisional Managers vide office Order Nos. 87 dt. 02.07.08, 288 dt. 26.03.13 & 194 dt. 14.10.14.

With reference to the above mentioned orders, amendments/ enhancements have been made in Powers in S.No. 44, 52, 53 and new powers have been Delegated to the Managing Director by including S.No.56, 57, 58, 59, 60, 61 (as per Annexure-1) by the Board of Directors at their 169<sup>th</sup> Meeting held on 07.07.2015.

The aforesaid amendments/ enhancements/ new inclusions in the powers so delegated & sub-delegated shall take effect from the date of the issue of this order.

For M.P.Rajya Van Vikas Nigam Ltd.


(R. N. SAXENA)  
Managing Director  
M.P. Rajya Van Vikas Nigam Ltd.  
BHOPAL

  
(R.N.Saxena)  
Managing Director

No. VVN/MD/CS/2015/3165

Dt. 07-08-15

- cc: 1. Officer on Special Duty;  
2. Addl. Managing Director ;  
3. Addl. Managing Director (Administration/ Project Formulation / Finance & Accounts);  
4. Executive Director (Vigilance, Complaints & Land Management);  
5. Regional Chief General Managers for information;  
6. All Divisional Managers for information.  
7. All Officers of Head Office for information.

  
Managing Director



MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED, BHOPAL DELEGATION & SUB DELEGATION OF POWERS					Annexure-1		
S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers Sub Delegated to			Divisional Manager	
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)			
1	2	3	4	5	6		
44	Transport of timber.	Rs.50 lakhs in each case	Rs.30 lakhs in each case	Rs.20 lakhs in each case	Rs.5 lakhs in each case		
52	To approve estimates for Civil Works and purchase of equipments.	Upto Rs.50 lakhs in each case	Rs.30 lakhs in each case	Rs.20 lakhs in each case	Rs.5 lakhs in each case		
53	Administrative approval for works/construction.	Upto Rs. 50 lakhs in each case	Upto Rs. 10 lakhs in each case	Upto Rs. 5 lakhs in each case	Upto Rs. 1 lakh in each case		
56	To Hire staff on Deputation / Contract Subject to availability of posts	Full powers	Nil	Nil	Nil		
57	To grant sanction for engagement of daily wages/contingency paid/ part time employees (On Collector rate)	Full powers	Nil	Nil	Nil		
58	Appointment of Consultants/Experts	Full powers upto Rs. 10.00 lakhs in each case	Nil	Nil	Nil		
59	Power to sanction consultancy fee for forest certification, monitoring & evaluation	Full powers	Nil	Nil	Nil		
60	Power to sanction travel by Air by regularly flying air transport companies to non entitled officers/employees [in case of exigencies]	Full powers	Nil	Nil	Nil		
61	To authorize an employee to undertake journey by special means of Conveyance and lodging/boarding [in case of exigencies]	Full powers	Nil	Nil	Nil		
Note: All powers are subject to provision in the approved budget							

(R. N. SAXENA)

Managing Director

M.P. Rajya Van Vikas Nigam Ltd.

BHOPAL

Managing Director




# MADHYA PRADESH RAJYA VAN VIKAS NIGAM LTD.

## CHANGES IN THE DELEGATION & SUB-DELEGATION OF POWERS

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers sub-delegated to Additional Managing Director
1	2	3	4
17	Hiring of building for showrooms, garages, offices etc. including residential accommodation.	Rent upto Rs.50,000/- per month per case	Rs. 10,000/- per month per case (in case of residential accommodation rent upto Rs. 6,500/- per month per case)
20	<b>Powers regarding staff</b>		
	(c) Appointment & promotions against sanctioned posts.	Category I and Category II (above pay scale Rs.9,300 - 34,800 + Grade Pay 4200 in revised Pay Scale Rule,2009) on recommendation of the selection/departmental promotion committee after approval of DPC proceedings by the Chairman.	For all posts upto category II (upto 9,300-34,800 + Grade Pay 4200 in revised Pay Scale Rule,2009) on recommendation of the selection/ departmental promotion committee (To be brought to M.D's knowledge)
	(e) Sanction of Earned Leave, Leave surrender & leave encashment	Full powers for all categories.	Full powers for all categories (to be brought to M.D's notice in case of Dy. GM and above)
40	Acceptance of tender or purchase of stores (perishable/non-perishable) and raw materials.		
	(b) Single tender or acceptance of contracts by negotiation.	(i).Rs.50 lakhs (ii). in case of purchase from LUN / Agro - Full Powers	(i).Rs.5 lakhs (ii).in case of purchase from LUN /Agro-upto Rs.10 Lakhs
46	Purchase of perishable items required for works e.g. building maintenance material, paints, geru, coal, tar etc.	Rs.1,00,000/- per item for each work site (in case of purchase from LUN / Agro - Full Powers)	Rs. 75,000/- per item for each work site (in case of purchase from LUN / Agro upto Rs. 5,00,000/-)
Note: All powers are subject to provision in the approved budget.			

Amended  
on  
22.06.20212  
vide order  
No. 37

संचालक मंडल द्वारा उपरोक्त संशोधनों में कंडिका क्रमांक-20 (e) Sanction of Earned Leave, Leave Surrender & Leave Encashment में पूर्व में प्रत्यायोजित (प्रबंध संचालक को) एवं उप प्रत्यायोजित (अपर प्रबंध संचालक, क्षेत्रीय मुख्य महाप्रबंधक एवं संभागीय प्रबंधक) अधिकारों को यथावत रखा गया है। केवल कंडिका क्रमांक-20 (e) में शक्तियों के स्वरूप को बदलने का अनुमोदन किया गया।

  
Managing Director



947-25

**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
1	(a) Receipts & disbursements on behalf of the Corporation.	Full powers	Full powers in the absence of MD	Nil	Full powers of his office staff
	(b) Delegation of drawing and disbursing powers to persons other than persons already authorised under this delegation and authorising them to open account in the name of MPRVVN and operate it.	Full powers	Nil	Nil	Nil
2	Draw and negotiate cheques/letters of credit etc.	Full powers to operate Bank accounts	Full powers to operate Bank accounts in the absence of MD	Nil	Full powers to operate on the disbursement account of division.
3	To sign various documents				
	(a) Bills of lading orders of delivery of goods etc.	Full powers in respect of orders for delivery of goods	Full powers in respect of orders for delivery of goods.	Nil	Full powers to place orders as per powers delegated for different items
	(b) To sign vouchers	Full powers	Full powers in the absence of MD	Nil	Full powers in respect of his Office
	(c) To check and attest entries in cash book	Full powers	Full powers in the absence of MD	Nil	Full powers in respect of his Office
4	Sign and execute contracts	Full powers	In respect of haulage, contracts, departmental sales and similar subjects having value upto Rs.50,00,000/- in each case.	In respect of haulage, contracts, departmental sales and similar subjects having value upto Rs.25,00,000/- in each case.	In respect of haulage contracts departmental sales and similar subjects having value upto Rs 15,00,000/- in each case.
5	Institute legal proceedings.	Up to Rs. 75,000/- in each case.	Upto Rs.25,000/- in each case.	Upto Rs.5,000/- in each case	Upto Rs.2,000/ in each case
6	To fix fees of Legal experts etc.	Full powers	Upto Rs. 10,000/- in each case.	Upto Rs.5,000/- in each case	Upto Rs.3,000/- in each case
7	To represent the Corporation before Govt. of India Offices, Tribunals, Courts etc.	Full powers	Full powers in the absence of MD	Nil	Nil



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
8	To sanction contingent expenditure.	Upto Rs.20,000/- for single items of non recurring nature and Rs.5,000/- per item for items of recurring nature	Upto Rs.10,000/- for single items of non recurring nature and Rs.3,000/- per item for items of recurring nature	Upto Rs.5,000/- for single items of non recurring nature and Rs.1,500/- per item for items of recurring nature	Upto Rs.2,000/- for single items of non recurring nature and Rs.1,000/- per item for items of recurring nature
9	To sanction telephone installation.	Full powers	Full powers	Nil	Nil
10	To sanction contingency expenditure for telephone bills.*	Full powers	Full powers for his staff	Full powers upto DM and his office staff	Full powers of his office staff
* As per Circular No.VVN/MD/M(E&C)/2006/490 dt. 28.1.06 read with GOMP Finance Deptt. (General) Memo No.F.11/20/2004/N1-4 dt. 24.12.2004 the limits for maximum expenditure on Telephones are fixed as follows:-					
		MD/AMD/ED /CGM	Office phone	Residence phones	
			Rs.5000 p.m, Rs.50000 pa & mobile Rs.750/- p.m.	Rs.1,750/- p.m. & Rs.14,000/- p.a.	
		Regional Chief General Manager	Rs.2000 p.m. & Rs.20000p.a.	Rs.1,000/- p.m. & Rs.10,000/- p.a.	
		General Manager	Rs.1500p.m. & Rs.15000p.a.	Rs. 650/- p.m.	
		Divisional Manager, Dy.GM & other Office phones (including Fax Facilities)	Rs.1300 p.m.	Rs.650/- p.m.	
		Office phones during Vidhan Sabha session	Rs.1560 p.m.		
1	Expenditure on postage	Full powers	Full powers	Full powers	Full powers
2	Expenditure on Carriage of Office record / equipment etc.	Full powers	Full powers	Full powers	Full powers
3	To sanction reappropriation between heads of expenditure in the sanctioned budget.	Upto 25% in each head	Upto 10% in each head	Nil	Nil
	Purchase of furniture.	Full powers	Rs. 25,000/- p.a.	Nil	Nil
	Purchase of books & periodicals.	Full powers	Rs.10,000/- p.a.	Rs.5,000/- p.a.	Rs.3,000/- p.a.
	To purchase stationery articles etc.*	Rs.1 lakh per annum	Rs.50,000/- p.a.	Rs.10,000/- p.a.*	Rs.10,000/- p.a.*
Note: Purchase of Stationery Articles from Sahakari Bazar upto the amount of Budget provision shall not be covered by these limits. *excluding Money Receipt Books, Muster Roll Books, felling and Depot Register, T.P. Carting Challans and other scheduled license books.					



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
17	Hiring of building for showrooms, garages, offices etc. including residential accommodation.	Rent upto Rs.20,000/- per month per case	Rs. 10,000/- per month per case (in case of residential accommodation rent upto Rs. 6,500/- per month per case)	Rent upto Rs.2,000/- per month per case (In case of residential accommodation rent upto Rs.5,000/- p.m. per case).*	Rent upto Rs.1,000/- per month per case. (In case of residential accommodation rent upto Rs.2,500/- p.m. per case).*
			*The maximum rent for residential accommodation for different category of Officers shall be done in accordance with the directions issued vide No.VVN/ED/96/7398 dt. 17.12.96 as per the decisions of 95th Board Meeting.		
18	To sanction advertisement charges	Display advertisement upto Rs. 2000/- at a time and full powers for others.	Display advertisement nil and full powers for others.	Nil	Nil
19	Sanction of demurrage/wharfage.	Upto Rs.5000/- at a time.	Upto Rs. 2,000/- at a time	Upto Rs.500/- at a time.	Upto Rs.250/- at a time.
20	Powers regarding staff				
	(a) Creation of posts	Upto Category IV	Nil	Nil	Nil
	(b) Fixation of qualifications and pay scales.	Nil	Nil	Nil	Nil
	(c) Appointment & promotions against sanctioned posts.	Category I and Category II (above pay scale Rs.6,500-10,500) on recommendation of the selection/departmental promotion committee after approval of DPC proceedings by the Chairman.	For all posts upto category II (upto 6,500-10,500 in M.P. revised pay scale Rule 1998) on recommendation of the selection/departmental promotion committee (To be brought to M.D's knowledge)	As per Employees Service Regulations 1984*	Nil
				* Powers held in abeyance at present	
	(d) Relaxation of age & qualifications	Nil	Nil	Nil	Nil



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
	(e) Sanction of Earned Leave	Full powers for all categories.	Full powers for all categories (to be brought to M.D's notice in case of Dy. GM and above)	Full powers for RCGMs office staff and upto the rank of Jt.Dy.D.M./ Dy.DM/ Dy.Manager	Full powers for his staff except Jt.Dy.DM/Dy.D.M/ Dy.Manager
	(f) Sanction of Casual leave.	Full powers.	Full powers for his staff	Full powers for RCGM's office staff and DMs within their region.	Full powers for his staff.
21	Attestation of entries in Service books.	Full powers.	Full powers.	Full powers	Full powers
22	To sanction Officiating allowance.	Full powers	Full powers upto Category II	Full powers for Category III upto 6 months *	Full powers for Category III upto 3 months. *
		* These powers shall be exercised subject to the condition specified in Regulation 73 of the Service Regulation 1984.			
23	Payment of remuneration fees to Directors/Experts.	Full powers	Full powers in the absence of MD	Nil	Nil
24	Controlling Officers for TA bills/tour advance	Full powers for himself and staff	Full powers for his staff	Full powers for his staff	Full powers for his staff
25	To countersign TA bills.	Full powers	Full powers for H.O., staff, RCGM's, CGM's	Full powers upto DM and his office staff	Full powers of his office staff
26	Approval of tour programme of subordinate employees.				
	(a) Grant of TA on tour & transfer.	Full powers	Full powers	Full powers	Full powers
	(b) Pay & TA advance on transfer.	Full powers	Full powers	Full powers	Full powers
27	To sanction journey outside the State.	Full powers for self and staff	Full powers for his staff	Nil	Nil
28	To grant exemption from the rule limiting payment of daily allowance to halts on tour to 10 days in each case.	Full powers for self and staff	Full powers for staff upto 30 days	Nil	Nil



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
29	To decide shortest and cheapest of two or more routes on journey for TA on tour or transfer.	Full powers	Full powers for his staff	Full powers upto DM and his office staff	Full powers of his office staff
30	Reimbursement of medical bills.	Full powers for self and staff	Full powers for his staff	Full powers for staff upto DM.	Full powers for staff at his office
31	Compensation under Workmen's Compensation Act.	Rs.50,000/- for single case.	Rs. 20,000/- for single case	Rs.10,000/- for single case.	Rs.5,000/- for single case.
32	Imposition of penalty etc.	Full powers	Full powers for categories III & IV	Full powers in respect of staff for which he is appointing authority*	Full powers in respect of staff for which he is appointing authority.*
*Minor punishment may be imposed by the next lower authority.					
33	Sanction of advance for house building.	Rs.1,25,000/- or 60 months pay whichever is less in each case.	Rs.1,25,000/- or 60 months pay whichever is less in each case.	Nil	Nil
34	Sanction of advance for purchase of plot.	Rs.25,000/- or 10 months pay whichever is less in each case.	Rs.25,000/- or 10 months pay whichever is less in each case.	Nil	Nil
35	To sanction of advance for purchase of Car to officers drawing more than Rs.10000/- in M.P.Revised Pay Scale Rule 1998.	Maximum Rs.1,20,000/- or cost of vehicles whichever is lower in each case.	Maximum Rs.1,20,000/- or cost of vehicles whichever is lower in each case.	Nil	Nil
36	To sanction advances for				
	(a) Motor Cycle/Scooter for employees with a basic pay of Rs.5000/- and above in Central Pay Scale 1998.	Rs.25,000/- or 8 months basic pay whichever is lower in each case.	Rs.25,000/- or 8 months basic pay whichever is lower in each case.	Nil	Nil
	(b) Moped for employees with a basic pay of Rs.2750 and above in Central Pay Scale Rule 1998.	Rs. 15,000/- or cost of vehicle whichever is lower in each case.	Rs. 15,000/- or cost of vehicle whichever is lower in each case.	Rs.15,000/- or cost of vehicle whichever is lower in each case.	Nil
	(c) Festival/Grain/ Cycle	Full powers	Full powers for his staff	Full powers upto DM and his office staff	Full powers of his office staff
	(d) Medical Advance	Upto 100% of the amount of estimated expenditure	Upto 50% of the amount of estimated expenditure	Nil	Nil



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
37	To sanction money expended on entertainment in connection with business of Company.*	Full powers	Rs. 5,000/- at a time.	Rs. 2,000/- at a time.	Rs. 1,000/- pm.
	*Expenditure in connection with sales promotions shall not be governed by this provision for which the DM may sanction expenditure upto Rs.2000 for each auction as per office order No.5228 dated 28.9.97.				
38	To fix selling price of major produce/implements etc.	Full powers for auction/ sale by tenders.	Full powers for auction/ sale by tenders.	Full powers for auction sales only.	Nil
	* Nationalized Timber and Bamboo per lot	Full powers for auction/ sale by tenders.	Full powers for auction/ sale by tenders.	Full powers for auction sales only.	Rs. 1,00,000/-
	* Other than Nationalized Timber, all types of fire wood and coal per lot	Full powers for auction/ sale by tenders.	Full powers for auction/ sale by tenders.	Full powers for auction sales only.	Rs. 60,000/-
39	To fix price of by-products.	Negotiated sale upto Rs. 1,00,000/-	Negotiated sale upto Rs. 50,000/-	Nil	Nil
40	Acceptance of tender or purchase of stores (perishable/non-perishable) and raw materials.				
	(a) Open tenders when more than one valid tender is received.*	Rs. 25 lakhs	Rs. 10 Lakhs in each case.	Rs. 2 Lakhs in each case	Rs. 1 Lakh in each case
	*Subject to tenders having been examined by purchase committee				
	(b) Single tender or acceptance of contracts by negotiation.	Rs. 25 lakhs	Rs. 5 lakhs	Rs. 10,000/- in each case (In case of deposit work for purchase of barbed wire, fencing pole etc. through LUN upto Rs. 5 lacs in each case).	Rs. 5000/- in each case (In case of deposit work for purchase of barbed wire, fencing pole etc. through LUN upto Rs. 1 lacs in each case).
41	Acceptance of tenders quotations for purchase of raw material.				
	(a) Acceptance of contracts without calling tenders due to emergency.	Upto Rs. 1,00,000/- in each case	Upto Rs. 50,000/- in each case	Rs. 25,000/- in each case	Rs. 10,000/- in each case



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
	(b) Limited tenders on the basis of report to next Board with reasons for calling the limited tenders.	Upto Rs. 1,00,000/-	Upto Rs. 50,000/-	Nil	Nil
42	(a) Sale of Forest produce when payment is made in full.	Full powers	Rs. 50 lakhs.	Rs.25 lakhs	Rs.15 lakhs
	(b) Sale of forest produce when payment is not received in full at the time of delivery	Upto Rs.15 lakhs	Rs. 10 lakhs.	Rs.5 lakhs.	Rs.2 lakhs.
43	Accept instruments in matters connected with business of the Nigam as Security bond.	Upto Rs.25 lakhs	Rs. 10 lakhs.	Upto Rs.3 lakhs	Upto Rs.1 lakh
44	Transport of timber.	Rs.25 lakhs	Rs. 15 lakhs.	Rs. 10 lakhs.	Rs. 5 lakhs.
45	(a) Purchase of plant, machinery & tools.*	Full powers	Rs. 5 lakhs.	Rs. 3 lakhs	Rs.1 lakh
	(b) Purchase of Plant, machinery & tools to replace unserviceable stores.	Rs.50,000/-	Rs.30,000/-	* Subject to new item of expenditure	
				Rs.20,000/-	Rs.10,000/-
46	Purchase of perishable items required for works e.g. building maintenance material, paints, geru, coal, tar etc.	Rs.1,00,000/- per item for each work site.	Rs. 75,000/- per item for each work site	Rs.50,000/- per item for each work site & (for purchase of cowdung, Manure, change of soil & soil conditioners Root trainers, Fertilizer, Bio-Fertilizer, Micro-Nutrients upto Rs.1,00,000/- in each case in case of M.P.LUN/Agro)	Rs.25,000/- per item for each work site & (for purchase of cowdung, Manure, change of soil & soil conditioners Root trainers, Fertilizer, Bio-Fertilizer, Micro-Nutrients upto Rs.1,00,000/- in each case in case of M.P.LUN/Agro)
47	Purchase of Scheduled licence, books e.g. money receipts, Muster Rolls, carting challans marking and felling registers etc.*	Full powers	Full powers	Rs.50,000/- for each division.	Rs.25,000/- per item.
Note: The purchase will be subject to restriction on specific suppliers as may be decided by MD/Addl.M.D. for verification and control on possible misuse of licence books.					



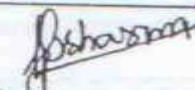
**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
48	Purchase of tyres				
	(i) Jeeps	Full powers	Full powers	Full powers	Full powers on completion of 30,000 km
	(ii) Cars	Full powers	Full powers	Full powers	Full powers on completion of 30,000 km
	(iii) Tractor	Full powers	Full powers	Full powers after completion of 4000 hrs. or 2 yrs. From the date of purchase, whichever is later.	Nil
	(iv) Truck Ordinary tyres tubes.	Full powers	Full powers	Full powers	Full powers on completion of 30,000 km.
	(v) Nylon	Full powers	Full powers	Full powers	Full powers on completion of 40,000 km.
49	(a) Purchase of battery	Full powers	Full powers	Full powers	Full powers on completion of 18 months from the date of purchase.
	(b) Repairs to vehicles (Trucks, tractor & saw mill plants, other machinery).	Full powers	Full powers	Full powers	Upto Rs.20,000/- per vehicle per annum.
	(c) Repairs to vehicles (Jeep, Cars, Station wagons etc. (Light vehicles))*	Full powers	Less than 18 H.P. upto Rs. 20,000/- per vehicle per annum and 18 HP & more Rs. 30,000/- per vehicle per annum.	Upto Rs.20,000/- per vehicle per annum.	Upto Rs.20,000/- per vehicle per annum.
<b>*According to General Orders of Transport Department</b>					
50	To write-off				
	(a) Plants, machinery and tools which have become unserviceable	Rs.20,000/- per item*	Rs.15,000/- per item*	Rs.10,000/- per item*	Rs.5,000/- per item*
	(b) Losses in revenue items like timber and other forest produce.	Rs.20,000/- in each case	Rs.10,000/- per item.	Rs.5,000/- per item*	Rs.2,000/- per item*
	(c) Loss in perishable items	Rs.10,000/- *	Rs.8,000/- *	Rs.4,000/- *	Rs.2,000/- *
	(d) Losses on account of bad debts.	Rs.5000/- in each case*.	Rs.3,000/- in each case*.	Rs.2,000/- per item*	Rs.1,000/- per item*
<b>*Subject to proper investigation and justification for writing off.</b>					
51	Sanction for refund of revenue	Rs.5 lakhs in each case	Rs.2 lakhs in each case	Rs.1 lakh in each case	Rs.25,000/- per item



**MADHYA PRADESH RAJYA VAN VIKAS NIGAM LIMITED**  
**SUB DELEGATION OF POWERS**

S.NO.	Nature of power	Powers Delegated to Managing Director by the Board	Powers proposed to be Sub Delegated to		
			Additional Managing Director	Regional Chief General Manager (Earlier RGM)	Divisional Manager
1	2	3	4	5	6
52	To approve estimates for Civil Works and purchase of equipments.	Upto Rs.25 lakhs in each case	Rs.15 lakhs in each case	Rs.10 lakhs in each case	Rs.5 lakhs in each case
53	Administrative approval for works/construction.	Upto Rs. 25 lakhs	Rs. 5 lakhs in each case	Rs.2,50,000/- in each case	Rs.1,00,000/- in each case.
54	(a) Technical sanction for construction of roads, stop dams, culverts, tanks and buildings.	Full power*	Full power*	Full power*	Rs.5 lakh in each case*
* Subject to availability of budget and consultation with the Chief Engineer of the concerned Works Department					
	(b) Technical sanction for forestry works	Full powers	Full powers	Full power	Rs.5 lakhs in each case
55	To execute refund of contracts				
	(i) For supply of material by Nigam	Full powers	Rs. 20 lakhs	Rs. 10 lakhs	Rs. 5 lakhs
	(ii) For supply of material to the Nigam	Upto Rs. 25 lakhs	Upto Rs. 15 lakhs	Upto Rs. 10 lakhs	Upto Rs. 5 lakhs
Note: All powers are subject to provision in the approved budget					

  
Chairman



निगम के मुख्यालय में निम्नलिखित शाखाएं कार्यरत हैं, शाखाओं का नाम एवं कार्य का विवरण निम्नानुसार है:-

1. **प्रशासन शाखा:-** स्थापना संबंधी समस्त कार्य ।
2. **कम्पनी सचिव शाखा:-** विधान सभा, संचालक मण्डल से संबंधित कार्य एवं करों से संबंधित कार्य ।
3. **सम्पत्ति समन्वय शाखा:-** आहरण एवं वितरण अधिकारी तथा मुख्यालय से संबंधित समस्त प्रशासकीय कार्य सूचना के अधिकार अधिनियम 2005 के अंतर्गत समस्त कार्य ।
4. **परियोजना निर्माण शाखा:-** कार्य आयोजना एवं योजनाओं का कार्यान्वयन ।
5. **लेखा शाखा:-** लेखा संबंधित समस्त कार्य एवं तलपट तैयार करना ।
6. **अंकेक्षण शाखा:-** अंकेक्षण संबंधित समस्त कार्य ।
7. **वित्त एवं बजट शाखा:-** वित्त एवं बजट संबंधित समस्त कार्य ।
8. **सतर्कता एवं शिकायत शाखा:-** विभागीय जाच एवं शिकायतों का निवारण ।
9. **विपणन शाखा:-** उत्पादन एवं नीलाम ।
10. **कम्प्यूटर शाखा:-** कम्प्यूटर से संबंधित समस्त कार्य ।

**टिप्पणी:-**

अधिकारियों को आवंटित कार्य एवं कार्यों से संबंधित नस्तियां निम्नलिखित पते पर उपलब्ध हैं:-

म.प्र. राज्य वन विकास निगम लिमिटेड,  
पंचानन, पंचम तल, मालवीय नगर,  
भोपाल दूरभाष-2551821