



बैंक ऑफ़ बड़ौदा
Bank of Baroda
विजय बैंक
VIJAYA BANK



Booklet

Discretionary Administrative Powers For Domestic Operations

Approved by the Board vide Agenda Item No. O-3

Operations & Services Dept., Head Office, Baroda.
Date : 25.07.2019



CHAPTER - I

CHART SHOWING DISCRETIONARY ADMINISTRATIVE POWERS

1.0 CUSTOMER SERVICES

(Amt. in Rupees)

Sr. No.	NATURE OF ISSUE	MCB/Board MD& CEO ED	Proposed powers /GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
1.1	In the event of death of the customer:									
	(a) Payment of Balances in the account of the deceased customer to their legal heirs on the basis of :	Full powers	----- Full Powers -----				10 lacs	7.50 lacs	6.00 lacs	3.00 lacs
	(i) Indemnity Bond - With Sureties (Limit per party)	Full powers	----- Full Powers -----				10 lacs	3.50 lacs	2 lacs	1 lac
	- Without Sureties (Limit per party)	Full powers	----- Full Powers -----				10 lacs	3.50 lacs	2 lacs	1 lac
	(ii) Legal representation such as <u>succession certificate</u> (Limit per party)	Full powers	----- Full Powers -----				10.00 lacs	7.50 lacs	5.75 lacs	3.50 lacs
	(iii) Nomination	Full powers	----- Full Powers -----				10 lacs	7.50 lacs	6.00 lacs	3.00 lacs
	(b) Delivery of Safe Custody Articles									
	(i) Indemnity Bond (With or Without sureties)	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers (with sureties)	No Powers
	(ii) nomination	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
	(c) Release of securities pledged in advance accounts (provided the relative advances are adjusted).	Full powers								



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								MM-III	MM-II	JM-I
	Value of the securities not to exceed									
	(i) Indemnity Bond - With Sureties (Limit per party)	Full powers	----- Full Powers -----				10lacs	7.50 lacs	6.00 lacs	3.00lacs
	- Without Sureties (Limit per party)	Full powers	----- Full Powers -----				6 lacs	4.50 lacs	3.00 lacs	1.25 lac
	(ii) Legal Representation (Limit per party)	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
1.1.1	Payment of Balances Payment of Balances in the account of the missing persons to their legal heirs on the basis of :	Full powers	----- Full Powers -----				9 lacs	7.50 lacs	5.00 lacs	No Power
	a) Against court order									
	b) Without Court Order	Full powers	----- Up to 2 lacs ----- (It is the threshold limit as per Policy)					No Power	No Power	No Power
1.2	In case of lost instruments / receipts	Full powers								
	a) Renewal / repayment of Term deposits / issuance of duplicate Term Deposit Receipts *	Full powers	----- Full Powers -----				12 lacs	9 lacs	7.00 lacs	2.00 lac
	b) Delivery of safe custody articles (with or without sureties)	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	No Powers
	c) Refund of amount / Issuance of duplicate Bankers' cheques *	Full powers	----- Full Powers -----				10 lacs	7.50 lacs	5 lacs	2 lacs
	d) Refund of amount of demand drafts / issue of new DD in lieu of reported lost *	Full powers	----- Full Powers -----				10 lacs	7.50 lacs	5.75 lacs	3.50 lacs
	* Against Indemnity Bond Subject to verifying and establishing that FDR / DD is not paid and is outstanding in books of the branch.									
1.3	Guarantees in favor of companies for issuance of duplicate shares/ debentures in lieu of original one reported lost. (On behalf of our	Full powers	----- Full Powers -----				5 lacs	2.25 lacs	1.25 lacs	0.60 lacs



Sr. No.	NATURE OF ISSUE	MCB/Board MD& CEO ED	Proposed powers /GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	constituents) Guarantee amount not to exceed (Unsecured portion not to exceed 50% of the amount mentioned in this chart)									
1.4	Prepayment of Term Deposits As per guidelines given from time to time	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
1.4.1	(i) Waiver of penal interest on prepayment of FDR before placing the deposit with Bank (as a precondition for placing deposit with Bank).	Full Powers	3.00 lakh	2.00 lakh (GM/ZH)	No powers	No powers	No powers	No powers	No powers	No powers
	(ii) Waiver of penal interest on prepayment of FDR before allowing pre mature payment. (After deposit placed with the bank and before making prepayment of FDR)	Full Powers	3.00 lakh	2.00 lakh (GM/ZH)	No powers	No powers	No powers	No powers	No powers	No powers
	(iii) Refund of penal interest charged on pre payment of FDR in exceptional cases. (* Amount of penal Interest)	MCB Full Powers CMD/MD &CEO 100 lacs ED- 50 lacs	3.00 lakh	2.00 lakh (GM/ZH)	No powers	No powers	No powers	No powers	No powers	No powers
1.5	Payment of interest for overdue period on time deposits by effecting as of renewal as per rules.	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
1.6	Opening of safe deposit locker by legal heirs of deceased renter.	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
	In case of Nomination	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	No Power
1.7	Breaking open of safe deposit lockers in the event of specific request by	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers



Sr. No.	NATURE OF ISSUE	MCB/Board MD& CEO ED	Proposed powers /GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	renter who has lost/misplaced the key or non-payment of rent by renter.									
1.8	Refund of rent on lockers for unexpired portion of lease period.	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
1.9	Confidential opinion on constituents to other financial institutions / branches.	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
1.10	Solvency certificates to constituents who are contractors, suppliers etc. (Documents to be verified by Chartered Accountant, Property papers by empanelled Advocate and valuation by approved valuer). (Subject to Compliance of the Banks External Communication Policy)	Full powers	----- Full Powers -----				Equivalent to their discretionary aggregate lending powers per party from time to time.			
1.11	Overprinting of customer's names on a. Cheque forms including continuing stationary.	Full powers	Full powers to DGM and above at Head Office only.				No Powers	No Powers	No Powers	No Powers
	b. Paying-in-slips.	Full powers	----- Full Powers -----				No powers	No powers	No powers	No powers
1.12	Payment of specific approved instruments viz., Dividend warrants / refund orders etc., (as per instructions issued from time to time).	Full powers	----- Full Powers -----				Full Powers	Full Powers	Full Powers	Full Powers
1.13	Storage of pledged stocks in godowns without direct access.	Full powers	----- Full Powers -----				No Powers	No Powers	No Powers	No powers
1.14	Storage of pledged stocks in premises/godowns belonging to parties other than borrowers.	Full powers	----- Full Powers -----				No Powers	No Powers	No Powers	No powers
1.15	Storage of pledged stocks belonging to different borrowers of Bank in one	Full powers	----- Full Powers -----				No Powers	No Powers	No Powers	No powers



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								MM-III	MM-II	JM-I
	godown rented or owned by one of the borrowers.									
1.16	Storage of pledged stocks (heavy items) in open compound.	Full powers	----- Full Powers -----				No Powers	No Powers	No Powers	No powers
1.17	Storage of un-pledged stocks in godowns along with pledged stocks.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No powers	No Powers	No Powers	No Powers
1.18	Waiving display of Bank's sign boards outside godowns containing pledged stocks and allowing putting up the same inside the godowns.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No Powers	No Powers	No Powers	No Powers
1.19	Approval of drawees (for DA bills as per norms)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
1.20	Return of paid cheques on demand to specified constituents / other constituents against an undertaking	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
1.21	Discretion to quote special rates for remittances and collection facilities (as per bank's guidelines issued from time to time)	Full Powers	Full Powers	Full Powers (Zonal Heads only)		No powers	No powers	No powers	No powers	No powers
1.22	Open accounts in the names of trusts, executors, administrators liquidator and HUF concerns	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No powers
1.23	Consent to become bankers to share / debenture issues and select branches for the same.	Full Powers	Full Powers	Full Powers (ZH)	Full Powers (RH) / (Vertical Head) Resources Mobilization	No powers	No powers	No powers	No powers	No powers
1.24	To authorize acceptance of trusteeship business including Debenture Trust and to give consent to act as such trustees.	Full Powers	Full Powers	Full Powers	Full Powers	No powers	No powers	No powers	No powers	No powers



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Sr. No.	NATURE OF ISSUE	MCB/Board MD& CEO ED	Proposed powers /GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
1.25	To modify approved lists of the Bank in respect of shares / debentures, clearing agents, motor transport companies etc.	Full Powers	Full Powers	Full Powers (only FH at HO/BCC)	No powers	No powers	No powers	No powers	No powers	No powers
1.26	Renewal of Fixed Deposit Receipt from back date	Full powers	Full powers	Full powers	Full powers (RH/DRM)– (Vertical Head) Resources Mobilization	Full powers – (RH/DRM) (At least Scale V) / (Vertical Head) Resources Mob.)	No powers	No powers	No powers	No powers



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CHAPTER – II

2.0 OPERATIONAL ISSUES

(Amt. in Rupees)

Sr.No	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Propose d powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
2.1	Authorizing staff members to hold the keys of cash safe, securities safe, safe deposit vault / locker cabinets etc., in joint control.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full powers
2.2	Deposit of duplicate keys of cash safe, securities safe, safe deposit vault/locker cabinet etc. for safe custody with other branches/ Banks.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full powers
2.3	Deletion / approval of names in the approved list of Suppliers / printers / architects / contractors / valuers / empanelment of Advocates / workshops etc.	Full Powers	Full Powers	Full Powers	Full Powers	No Powers	No Powers	No powers	No powers	No powers
				(Zonal Heads only) For respective Zones						
2.4	Fixation of drawing limits for branches.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No Powers	No powers	No powers	No powers
				Only ZH / Vertical head Operations						
2.5	External cash verification arrangements for branches.	Full Powers	Full Powers	Full Powers	Full Powers/ (Vertical Head Operations	Full Power (RH / DRM only)/ (Vertical Head Operations	No Powers	No powers	No powers	No powers
2.6	(a) Authorizing grant of power of attorney to officers within the powers given to an executive by the board.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No powers	No powers	No powers	No powers



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Sr.No	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Propose d powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
					(RH only)/ (Vertical Head Operations)					
	(b) Authorizing grant of additional signing powers to staff members within the powers given to an executive by the board.	Full Powers	Full Powers	Full Powers	Full Powers (Vertical Head Operat ions)	Full Powers (except cluster heads)	Full Powers (Only DRMs)/ except cluster heads	No Powers	No powers	No powers
2.7	To approve changes in operational / accounting procedures from time to time.	Full Powers	Full powers (only FH at HO/BCC)	Full Powers (only FH at HO/BCC)	No powers	No powers	No powers	No powers	No powers	No powers
2.8	To determine : (a) Rates of interest on advances, deposits (excluding interest on staff deposits) etc.	Full Powers (Powers vested with ALM Committee)	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers
	(b) Service charges on other types of business subject to stipulations of RBI from time to time.	Full Powers	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers
2.9	To authorize branches to deal in foreign exchange business and also to approve arrangements with foreign correspondents, domestic Banks, agency arrangements with Banks etc.	Full Powers	Full Powers	Full Powers (only Function al Head at HO/BCC)	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers
2.10	(a) To determine / alter working / business hours , weekly holiday at branches / offices subject to	Full Powers	Full Powers	Full Powers	Full Powers (Zonal Heads)	No Powers	No Powers	No Powers	No Powers	No Powers



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Sr.No	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Propose d powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	giving adequate Public Notice to the customers.				only) with consult ation of GM(IT) /CTO					
	(b) To authorize introduction of (i) mechanization / teller System (ii) courier service.	Full Powers	Full Powers	Full Powers	Full powers (Zonal Heads only) with consult ation of GM(IT) /CTO	No powers	No powers	No powers	No powers	No powers
	(c) To authorize discontinuation of Non Banking Working Days at Rural Branches on account of (i) Adverse effect on Govt. Business	Full powers	Full Powers	Full Powers GM (GB)	No powers	No powers	No powers	No powers	No powers	No powers
	(ii) Other reasons (* last approved by EMC vide Resolution No. B-1 dated 10.07.2010)	Full Powers	Full Powers	Full Powers GM (ZH)*	No powers	No powers	No powers	No powers	No powers	No powers
2.11	To revoke and / or restrict the administrative powers delegated to lower levels of management.	Full Powers	Full Powers	Full Powers	Full powers (Vertical Head Operat ions)	Full Powers (RH only)/ V ertical Heads- Operat ions	No powers	No powers	No powers	No powers



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Sr.No	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Propose d powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
2.12	To open overdraft account of Zonal / Regional Office / Other Offices and fixing limit	Full Powers	Full powers	Head (PIng.) For Zonal Office/H O/BCC GM (ZH) for Regional Office / other offices in the Zone	No powers	No powers	No powers	No powers	No powers	No powers
2.13	Authority to Branch for sale of Application Forms, collection of fees etc., of various Institutions / other fee based business		Full powers	GM (Zonal Head) for branches in their Zone. GM (Dep Resources) when branches involved are of more than one Zone.	DGM (ZH) for branches in their Zone. Others- No Powers	No powers	No powers	No powers	No powers	No powers
2.14	Waiver/Concession in service charges in accounts of customer maintained at various branches		Full powers	GM (Zonal Head) for accounts maintained by customers in branches	DGM (ZH)) for accounts maintained by customers in branches	No powers	No powers	No powers	No powers	No powers



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Sr.No	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Propose d powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER			
								MM-III	MM-II	JM-I	
				in their Zone. To be handled by GM (Dep Resource s) when branches involved are of more than one Zone.	s of their Zone. Others -No Powers						
2.15	Waiver/Concession in service charges as authorized in service charges guidelines/circular		As per the powers given in service charges circular for various types of charges from time to time.								
2.16	To put checks /controls/restriction of types of transactions in Finacle such as cash/inter-sol etc.	Full powers	(O&S) Full powers	GM(O&S) Full powers	No powers	No powers	No powers	No powers	No powers	No powers	



CHAPTER – III

3.0 PREMISES MATTERS

(Amt. in Rupees)

Sr.No	NATURE OF ISSUE	ICOE (P) CMD/MD &CEO ED	Proposed Powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
3.1	Premises on lease or tenancy basis in Bank's name including renewal of existing arrangements for office / residential accommodation (subject to RBI guidelines). Annual rent including taxes and service charges not to exceed at :									
	- Metropolitan Centers	-- Zonal Committee (P) to exercise powers as per area wise norms contained in Premises Policy --								
	- Urban Centers	-- Zonal Committee (P) to exercise powers as per area wise norms contained in Premises Policy --								
	- Other Centers (i.e. Semi-urban and Rural)	-- Zonal Committee (P) to exercise powers as per area wise norms contained in Premises Policy --								
3.2	Facilities to landlords of premises rented by or leased to the Bank by way of: (i) Sanction of loan (a) Metropolitan Centers (b) Urban Centers (c) Other centers (Semi-urban / Rural)	----- Lease sanctioning authorities to exercise powers as per Premises Policy -----								
	(ii) Deposit of Rent (In special cases up to -6- months rent (Net of TDS) may be allowed)	ICOE(P) Full powers MD & CEO & ED- Up to 6 months rent	Up to 3 months rent	----- Zonal Committee (P) to exercise powers as per premises policy -----						
	(iii) Powers for review of loan	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full powers For regular accounts only



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Sr.No	NATURE OF ISSUE	ICOE (P) CMD/MD &CEO ED	Proposed Powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
3.3	Shifting of existing branches/offices to new premises or taking up space (within limits specified in I item 3.1 above) except sole rural branch outside village	Full Powers	No powers ----- Only Zonal committee (Premises) subject to PSR by GM(CC)/GM (Planning) -----							
3.4	Termination of subsisting lease / rental agreements by mutual consent with landlords.	Full Powers	----- Zonal Committee (P) to exercise power as per 3.1 above -----							
3.5	Surrender of branch / office / other premises at various centers	-- ICOE (P) / Zonal Committee (P) to exercise powers as per centre wise norms contained in Premises Policy --								
3.6	Residential accommodation for eligible executives/officers.	Authority for allowing residential accommodation to Officers/ Executives (up to Scale IV) rests with RM/ DRM. Next higher authority in all the remaining cases.(Scale V and above)								
3.7	To let out on rental / lease basis surplus space available in the premises owned or leased by / to the Bank.	Full Powers	Full Powers	Full Powers	No Powers	No Powers	No Powers	No Powers	No Powers	No Powers
3.8	To authorize disposal of land / building owned by the Bank.	Full Powers (Subject to reporting to MCB)	No Powers	No Powers	No Powers	No powers	No powers	No powers	No Powers	No powers
3.9	Refund of Security Deposit to Land Lord	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No powers	No powers	No powers	No powers



CHAPTER-IV

4.0 DISPOSAL OF OLD AND UNSERVICEABLE ASSETS AND OBSOLETE STATIONERY

(Amt. in Rupees)

Sr. No.	NATURE OF ISSUE	ICOE (P) CMD/ MD & CEO, ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
4.1	Disposal by sale or auction of old and unserviceable furniture, office equipment, vehicles etc. (a) Written down value of each asset to be disposed of at any one time not to exceed.	Full powers	Full powers	Full powers	7.50 lacs	4.50 lacs	1.75 lacs	75,000/-	40,000/-	15,000/-
	(b) Write off on account of loss on sale at any one time not to exceed.	ICOE (P) & MD & CEO Full powers ED 12 lacs	9.00 lacs	7.00 lacs	2.75 lacs	1.50 lacs	30,000/- (Annual Limits)	15,000/- (Annual Limits)	7500/- (Annual Limits)	3000/- (Annual Limits)
4.2	(a) Authorizing adjustment entries in respect of obsolete items of Stationery	Full Powers	Full Powers	Full Powers	Full Powers	2,00,000 /-(Annual limits)	1,00,000/- (Annual limits)	20,000/- (Annual Limits)	10,000/- (Annual Limits)	5,000/- (Annual Limits)
	(b) Authorizing adjustment entries in respect of obsolete items of Security Forms	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	1,00,000/- (Annual limits)	No Powers	No Powers	No Powers
4.3	Authorizing adjustment entries in respect of written down value of Bank's own articles destroyed by fire, stolen, un-saleable / un-disposable assets. Amount of write off in any case not to exceed.	ICOE (P) & MD & CEO Full powers ED 20.00 lacs	15.00 lacs	8.00 lacs (ZH only) 10.00 lacs GM (FM)	5.00 lacs	2.00 lacs	40,000/- (Annual Limits)	15,000/- (Annual Limits)	No powers	No powers
			----- Subject to reporting to next higher authority -----							
4.4	Disposal by sale or auction or donation of IT Hardware	Full Powers	FH (IT) Full Powers	GM (IT) /CTO/ ZH Full Powers	ZH / RH only Full Powers	RH only Full Powers	No Powers	No Powers	No Powers	No Powers



CHAPTER-V

5.0 CAPITAL EXPENDITURE (as per norms and within approved budget) 5.1 to 5.8 Revised / approved by the Board vide agenda no. E-1 dated 18.10.2016 –Circular No. BCC:BR:109:06 dated 04.01.2017

(Amt. in Rupees)

Sr. No.	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Proposed powers GM(C C)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
5.1										
	To acquire on ownership basis land / premises and authorize construction of building (both office and residential premises)- (Inclusive of stamp duty, other legal and incidental expenses). (a) Cost of each property not to exceed. (i) For metropolitan and urban centers	MCB-full powers MD & CEO-5 crores ED- 4 crores	2.50 crore s FM	GM(FM) Rs.2 crores	No powers	No powers	No powers	No powers	No powers	No powers
	ii) For other centers	MCB-full powers MD & CEO-5 crores ED- 3 crores	2.00 crore s FM	GM(FM) Rs.1.5 crores	No powers	No powers	No powers	No powers	No powers	No powers
	b) Aggregate value of all properties acquired in each financial year.	Full Powers (within the sanctioned budget)	Full Powers (within the sanctioned budget)		No Powers	No powers	No powers	No powers	No powers	No powers
5.2	Structural additions and alterations of capital nature (including construction of safe deposit vault etc.) to the premises owned by / leased to the Bank –	MCB Full Powers MD & CEO	2.75 crore FM	1.00 crore	50 lacs	10 lacs	No powers	No powers	No powers	No powers



Sr. No.	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Proposed powers GM(C C)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	- Limit per year per premises (exclusive of taxes)	4.00 Crores ED 3.00 Crores		2.5 crore GM (FM) only						
5.3	Additions and replacements of furniture and fixtures, office equipments refurbishment / furnishing of existing premises / branch, vehicles / UPS & Multimedia projector etc., at existing branches (including currency chests) and offices - Cost at any one time not to exceed (exclusive of taxes). (Purchase of Note Sorting Machine is centralized at Head Office level and Note counting machine at RO/ZO level- No powers are vested with branches)	Full powers	1.50 crore only (FM)	90 lacs GM (FM) 1.25 crore only	60 lacs	30 lacs	6 lacs (Annual Limits)	1.25 lac (Annual Limits)	60000/- (Annual Limits)	30000/- (Annual Limits)
							Subject to reporting to next higher authority			
5.3.1	For purchase of new motor cycle for branches. While sanctioning the proposal for new motor cycle, the Zonal Managers may consider the factors such as number of villages served by the branch, number of accounts and amount of agricultural advances, prospect of agricultural lending in the operational area of the branch etc. (Approved by higher authority and circulated vide BCC/R&AB/101/823 dated 13.05.2009) For purchase of additional car or jeep, approval of GM(CC)/ GM (Estate Management) should be obtained.	Full powers	Full Powers (within approved annual capital budget)	GM (ZH) within approved annual capital budget	DGM only within approved annual capital budget	RH only within approved annual capital budget	No Powers	No Powers	No Powers	No Powers



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Sr. No.	NATURE OF ISSUE	MCB/Board CMD/MD & CEO ED	Proposed powers GM(C C)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
5.4	Purchase of furniture and fixtures, office equipment, interior furnishing etc., for new branches / offices or for shifting existing branches / offices to new premises. Cost at any time not to exceed (exclusive of taxes). for Metropolitan and Urban branches	Full Powers	1.75 crore	75 lacs (ZH) 1.5 crore for GM (FM) Only	50 lacs (DZH/RH) others Rs.20.00 Lacs	30 lacs (RH) others Rs.10.00 Lacs	No powers	No powers	No powers	No powers
	- for Semi-urban and Rural branches	Full Powers	50 lacs	40 lacs (ZH) 1 crore GM(FM) Only	25 lacs (DZH/RH) others Rs.10.00 Lacs	15 lacs (RH) others Rs.5.00 Lacs others Rs. 5.00 Lacs	No powers	No powers	No powers	No powers
5.5	Furnishing / replacement of furniture of residential accommodation provided to eligible staff members (as per norms)	Full Powers	Full Powers	Full Powers	Full Powers (DZH/RH) others Rs.10.00 Lacs	Full Powers (RH) others Rs.5.00 Lacs	No Powers	No powers	No powers	No powers
5.6	Deposits with local authorities such as Post Office, Municipality, Electricity Boards etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
5.7	Purchase of security gadgets, fire extinguishers/UV Ray Machine with magnifying Glass etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
5.8	(a) HW Procurement	MD & CEO /ED Full Powers	1.25 crore (IT)	CTO-1.25 crore	10 lacs (DGM (IT))	4 lacs (AGM (IT))	No Powers	No Powers	No Powers	No Powers



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Sr. No.	NATURE OF ISSUE	MCB/Board CMD/MD &CEO ED	Proposed powers GM(C C)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
				1 crore (GM(IT) /CISO) 20 lacs ZH only*	10 lacs ZH /RH only*	4 lacs RH only*				
	(b) Purchase, Customisation, Implementation of software applications/licences /Licenses Subscription as per business requirement.	MD & CEO /ED Full Powers	1.25 crore (IT)	CTO 1.25 crore. 1 crore (GM(I T)/CIS O	10 lacs (DGM (IT))	2 lacs (AGM (IT)	No Powers	No Powers	No Powers	No Powers
5.9	Purchase of lockers for existing branches within approved budget (Circular No. BCC/EM/105:2480 dated 06.08.2013)	Full Powers	Full Power s	Full Powers (ZH)	Full Powers (ZH)	No Powers	No Powers	No Powers	No Powers	No Powers



CHAPTER-VI

6.0 REVENUE EXPENDITURE

(Amt. in Rupees)

Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
6.1	Payment of salaries and allowances to staff including leave encashment and advance salary (as per HRNEs). NOTE : Personnel posted as security police, guards at currency chest as well as at administrative offices and training centres / college are included.	---	Full Powers	---	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full powers
6.2	Payment of conveyance charges, traveling expenses, godown inspection charges, leave fare concession and medical expenses claim (as per rules)	---	Full Powers	---	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full powers
	Payment of canteen expenses at training centre / college	---	Full Powers	---	Full Powers	Full Powers	Full Powers	No Powers	No Powers	No Powers
					In-charge of Staff College / Training Centre					
6.3	Payment of rent, taxes, electricity and water bills, postage and courier charges / telephones, maintenance and running expenses for vehicles owned by the Bank.	---	Full Powers	---	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full powers
6.4	(a) Enter into annual contracts for : (subject to observance of CVC guidelines)									
	i. Overhauling and servicing of A.C. units, water coolers, water filters etc.	---	Full Powers	---	Full Powers	Full Powers	40000/-	16000/-	8000/-	4000/-



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	ii. Pest Control Services for branch / office premises		--- Full Powers ---		Full Powers	Full Powers	30000/-	16000/-	8000/-	4000/-
	iii Servicing of office equipment such as Branch/Office IT hardware, UPS, security gadgets, fire extinguishers and other equipments		--- Full Powers ---		Full Powers	Full Powers	30000/-	15000/-	10000/-	5000/-
	iv. AMC/ATS for IT hardware, software application (Terms & conditions should preferably approved at the time of purchase of hardware/ software)	MCB, MD& CEO, ED Full Powers	75 lacs (IT)	CTO- 75 lacs GM (I.T.) /CISO only 50 lacs	10 lacs DGM (IT) only	4 lacs AGM (IT) only	No Powers	No Powers	No Powers	No Powers
	v. AMC for housekeeping of Bank's own Premises / Residential / Leased Premises in name of Bank e.g. Electrical Maintenance, Plumbing, Cleaning etc., subject to compliance of observance of CVC guidelines and outsourcing policy <u>Revised: Revision approved by the Board vide agenda no. E-1 dated 18.10.2016 – Circular No. BCC:BR:109:06 dated 04.01.2017</u>	MCB, MD & CEO, ED Full Powers	Full Powers		Full powers	RH Full powers	No Powers	No Powers	No Powers	No Powers
6.4 (b)	(b) Enter into renewal of annual contracts as per 6.4 (a)	Full Powers	Full Powers except for (iv)	Full Powers except for (iv)	Full Powers except for (iv)	Full Powers except for (iv)	Full Powers except for (iv)	Full Powers except for (iv)	Full Powers except for (iv)	Full Powers except for (iv)



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
		Full powers	for (iv) 75 lacs IT	CTO- 75 lacs for (iv) GM (I.T.) /CISO for (iv) 50 lacs	DGM (IT) for (iv) 25 lacs	AGM (IT) for (iv) 10 lacs				
6.5	Painting / white washing or coloring of premises owned by or leased to the Bank (as per lease agreement)	Full Powers	----Full Powers ---		Full Powers - --	Full Powers (RH)- Others- 75000/-	50,000 /-	35000/-	25000/-	15000/-
6.6	(a) Reimbursement of entrance fees / annual subscriptions paid by the executives / officers to clubs and associations (as per rules)	Full Powers	--- Full Powers ---		Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
	(b) Reimbursement of entertainment expenses to officers / executives (as per rules)	Full Powers	Full powers		Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
6.7	Subscription for newspapers / periodicals (as per rules)	Full Powers	--- Full Powers ---		Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
6.8	(a) Comprehensive policies to cover various risks of Bank's properties, equipment etc.	Full Powers	Premium Amt. not to exceed Rs. 1 crore per policy	Premium Amt. not to exceed Rs.50 lacs per policy	Premium Amt. not to exceed Rs. 25 lacs per policy	No powers	No powers	No powers	No powers	No powers
			FH-FM/ O&S at BCC/ Head Office)	(GM-FM/ O&S at BCC/ Head Office)	(DGM-FM / O&S at BCC/ Head Office)					



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM		DGM		AGM		CM	BRANCH MANAGER		
											MM-III	MM-II	JM-I
	(b) Insurance cover for risks on Bank's property not covered by comprehensive policies taken by Head Office.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
6.9	Provision of amenities to staff and supply of liveries, umbrellas, raincoats etc., to award staff /security staff (as per rules)	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
6.10	Purchase of reference books limit per annum.	Full Powers	100000/-	75000/-	37500/-	15000/-	7500/-	4000/-	3500/-	2000/-			
6.11	Membership / entrance / subscription fees of the Bank in												
	- Clearing House	Full Powers			Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers
	- Management Associations etc.	Full Powers			Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	No powers	No powers	No powers	No powers
	- Corporate Membership	Full Powers Board – for MD & CEO &ED MD & CEO– for FH /ZH / RH	No powers	No powers	No powers	No powers	No powers	No powers	No powers	No powers	No powers	No powers	No powers
6.12	To authorize expenditure on publicity and advertisements within the approved annual budget. Campaign to be approved by MD&CEO/ED but with campaign individual decision by GM (CC) /GM Marketing.(Subject to overall budget & Government guidelines)		GM-CC Marketing	GM (m ktg)	ZH	DGM (m ktg)	DZ H /R H	AGM (m ktg)	RH /D RM	CM	Branch Manager		
											MM-III	MM-II	MM-I
A	Print Media	Full Powers	75 lacs	50 lacs	10 lacs	25 lacs	4 lacs	12 lacs	2 lacs	No Powers	No Powers	No Powers	No Powers
B	Electronic	Full Powers	2.5 crs	2 Cr	10 lacs	1 Cr	4 lacs	50 lacs	2 lacs	No Powers	No Powers	No Powers	No Powers



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM		DGM		AGM		CM	BRANCH MANAGER		
											MM-III	MM-II	JM-I
C	Outdoor	Full Powers	1.25 crs	1 Cr	10 lacs	50 lacs	4 lacs	25 lacs	2 lacs	No Powers	No Powers	No Powers	No Powers
D	Online/Social Media Advertising	Full Powers	75 lacs	50 lacs	0.5 lac	25 lacs	-	12 lacs	-	No Powers	No Powers	No Powers	No Powers
E	Exhibition, Stalls and Lead generation activities	Full Powers	35 lacs	25 lacs	10 lacs	10 lacs	3 lacs	5 lacs	2 lacs	No Powers	No Powers	No Powers	No Powers
F	Other BTL Activities- souvenir, journals, banner, printing of products/event promotional material etc.	Full Powers	25 lacs	20 lacs	3 lacs	10 lacs	2 lacs	5 lacs	1 lac	20,000	No Powers	No Powers	No Powers
G	Advertising/Creative Development/Production of TV, Radio/AVs etc.	Full Powers	75 lacs	50 lacs	1 lac	25 lacs	50,000/-	10 lacs	25,000	No Powers	No Powers	No Powers	No Powers
H	Sponsorships	Full Powers	50 lacs	25 lacs	3 lacs	10 lacs	2 lacs	5 lacs	1 lac	No Powers	No Powers	No Powers	No Powers
Subject to overall approved Marketing Budget													
6.13	(a) Printing of stationery forms ,registers and purchase of papers for printing of security forms	Full Powers	50 lacs	30 lacs		15 lacs (ZH/RH Only)		4.50 lacs (RH Only)		No Powers	No Powers	No Powers	No Powers
	(a.1) Printing of security forms, other stationery and registers at Head office for supplying to branches	Full Powers	50 lacs	30 lacs		15 lacs		5 lacs	3 lacs	No Powers	No Powers	No Powers	No Powers
	(b) Photostat / Xerox copying etc.	Full Powers	Full Powers	Full Powers		Full Powers		Full Powers (RH)	4000/-	DRM 12,500 /	2500/-	1500/-	900/-
								Others-20000/-					



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	(c) Table stationery etc.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers (RH) Others-20000/-	8000/- DRM 15000/-	3500/-	1500/-	1500/-
	(d) Purchase of computer stationery viz., tapes including LTO, DVD, KVM Switch, VGA/HDMI/ DVI/ Display Cable, pen drive, CD, cartridge etc) Applicable limit per day for a, b, c and d. Cost at any one time not to exceed the limit (exclusive of taxes)	Full Powers	20 lacs	15 lacs	10lacs	RH – 2.50 lacs DRM – 1.25 lacs BH (AGM) – 65000/-	30000/-	15,000/-	8,000/-	3000/-
6.14	Entertainment expenses on special occasions – Limit per occasion.	MD & CEO Full Powers ED 15.00 lacs	5.00 lacs	2.00 lac	40000/-	25000/-	20000/-	9000/-	4000/-	2000/-
								Subject to reporting to next higher authority)		
6.15	Repairs to premises, furniture / electrical wiring, office equipment, computer hardware and vehicles. Cost at any one time not to exceed (exclusive of taxes). (Annual cap not to exceed 3 times of the limit however, No Cap for BCC/HO. ZO/RO subject to reporting to Planning Department, BCC, Mumbai and within approved budget. Revised - Revision approved by the Board vide agenda no. E-1 dated 18.10.2016 –Circular No. BCC:BR:109:06 dated 04.01.2017	Full Powers	1 crores FM only	20 lacs 50 lacs for GM (FM) only	15.00 lacs	10.00 lacs	1.25 lacs	50,000 /-	30,000/-	15,000 /



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER			
								MM-III	MM-II	JM-I	
6.16	(a) To authorize hiring of Unit Recording Machine, Micro filming equipment and such other electronic, data processing equipment and entering into contracts for the purpose.	Full Powers	Same Powers are to be exercised by Zonal Committee / ERMC as per Outsourcing Policy								
	(b) Payment of hire charges in respect of electronic data processing equipment and micro filming equipment.	Full Powers	Full Powers	Full Powers	----- Full Powers ----- (Provided the hiring of the equipment is approved as per rules)						
	(c) Entering into / renewal of contract for computer job work such as data entry / data processing.	Full Powers	4 lacs p.a per job	3 lacs p.a per job	1,00,000/- p.a per job	No Powers	No Powers	No Powers	No Powers	No Powers	
			Powers are to be exercised by Zonal Committee / ERMC as per Outsourcing Policy								
6.17	Payment of legal charges	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	
	(a) In respect of suit filed against the borrowers.		----- (Provided filing of suit was authorized by appropriate authority) -----								
	(b) In other cases.	Full Powers	Full Powers	Full Powers	Full Powers	Full Powers	(Powers restricted to obtaining legal opinion on various operational matters and issuance of legal notices)				
6.18	Revenue expenditure of any other nature (not specified in item 6.1 to 6.17) limit for any one item at any one time. (subject to reporting to next higher authorities) Revised: Revision approved by the Board vide agenda no. E-1 dated 18.10.2016 - Circular No. BCC:BR:109:06 dated 04.01.2017.	Full Powers	50.00 lacs for (FM) only	5.00 lacs 25.00 lacs for GM (FM) only	2.50 lac	1.25 lac	25,000 /- (DRM) 50,000 /-	12,000/-	5000/-	3000/-	



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Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
6.19	Powers to purchase standard software	MD & CEO/ED ICOE (P) Full Powers	15.00 lacs (IT)	CTO 15.00 lacs 10 lacs GM (IT) / CISO 4 lacs ZH*	2 lacs ZH only* No Powers	No Powers	No Powers	No Powers	No Powers	No Powers
6.20	(a) Procurement of network link	MD& CEO/ED ICOE (P) Full Powers	75 lac per occasion (IT)	CTO 75 lacs (per occasion) GM (IT) / CISO Max 50 lac per occasion 2 lacs to ZHs (per occasion)	1.5 lacs (ZH / RH) Only DGM (IT) Max. 5 lac per occasion	1 lac (RH) only AGM (IT) Max. 1 lac per occasion	No Powers	No Powers	No Powers	No Powers



Sr. No.	NATURE OF ISSUE	MCB/BOARD/MD&CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	(b)Recurring charges / rentals for network link	MD & CEO/ED ICOE (P) Full Powers	75 lac per occasion (IT)	CTO 75 lacs (per occasion) GM (IT) / CISO Max 50 lac per occasion 2 lacs to ZHs (per occasion)	1.5 lacs (ZH / RH) Only DGM (IT) Max. 5 lac per occasion	1 lac (RH) only AGM (IT) Max. 1 lac per occasion	No Powers	No Powers	No Powers	No Powers
6.21	Payment in respect of outsourced activities sanctioned as per outsourcing policy i.e. Zone specific by Zonal Committee and All India level activity by ERMIC.	Full powers for sanction-ERMIC for All India level activity. Zonal Committee for Zone specific activity	Full Powers as per outsourcing policy	Full Powers for payment after sanction as per outsourcing policy GM FH/ZH	No powers	No powers	No powers	No powers	No powers	No powers



CHAPTER-VII

7.0 RESTORATION/WRITE-OFF/WAIVER/REFUND/PAYMENT OF INTEREST ETC.

(Amt. in Rupees)

Sr. No.	NATURE OF ISSUE	MCB/BOARD / MD & CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
7.1	a) Losses arising out of cash shortages, mutilated / forged / fake notes not accepted by RBI, robberies / dacoities etc. (to the extent not covered / paid by insurance company). Subject to reporting to next higher authority for PSR <i>as per RBI's guidelines</i> . *Full powers in respect of fake/forged currencies being accepted as per RBI's guidelines	MCB- Full powers MD & CEO 50.00 lacs ED 25.00 lacs	15.00 lacs	7.00 lacs GM (ZH)* GM (O&S) 10.00 lacs	2.00 lakh	1.00 lakh (RH only)	No powers	No powers	No powers	No powers
	b) Authorizing write-off/adjustment entries in respect of long outstanding items in inter branch / inter bank a/cs., reconciliation, sensitive a/cs., in balancing of books, excess / double / wrong payment / credits (<i>including TOD created in CA/SB due to mistake</i>) and accounts after examining staff accountability – per entry subject to reporting to next higher authority for PSR.	MCB- Full powers MD & CEO 25.00 lacs ED 20.00 lacs	7.00 lacs OPS	1.75 lac 5.00 lacs for GM (OPS)	80,000 /-	40,000 /- (RH only)	No powers	No powers	No powers	No powers



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Sr. No.	NATURE OF ISSUE	MCB/BOARD / MD & CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	c) Waiver/ write-off in respect of losses arising on account of wrong payment/excess payment (such as interest, TDS and Pension etc.) due to non-adherence of stipulated guidelines by the staff after examining staff accountability subject to reporting to next higher authority for PSR.	MCB- Full Powers MD & CEO- 35.00 lacs ED - 25.00 lacs	10.00 lakhs	2.50 lakh	40000/- ZH / RH only	6000/- RH only	No powers	No powers	No powers	No powers
	d) Write-off relating to Ex-employees - loans outstanding- after examining staff accountability subject to reporting to next higher authority for PSR.	Full Powers	3.00 lacs (Recovery)	1.50 lacs GM (Recovery) only	No powers	No powers	No powers	No powers	No powers	No powers
	e) Write-off relating to Ex-employees – Excess payment made on account of Salary, allowances and terminal benefits- after examining staff accountability- subject to reporting to next higher authority for PSR	Full Powers	3 lacs (HRM)	1.75 lacs GM (HRM) only	No powers	No powers	No powers	No powers	No powers	No powers
7.2	(a) Powers of Restoration for various Levels have been approved by Board under Restoration Policy which was approved by Board vide agenda no. O-2 in its meeting dated 21.12.2017	MCB Full Powers MD & CEO 35 lacs	15 lacs	7.50 lacs for Zonal Heads	3 lacs for Zonal/ Regional	1.00 lacs for Regional Heads only	No powers	No powers	No powers	No powers



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Sr. No.	NATURE OF ISSUE	MCB/BOARD / MD & CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
		ED 25 lacs		10 lacs for GM (Ops & Ser) & Other functional heads	Heads only					
	(b) Powers of Write-Off for various Levels have been approved by Board under Restoration Policy which was approved by Board vide agenda no. O-2 in its meeting dated 21.12.2017	MCB Full Powers MD & CEO 35 lacs ED 25 lacs	15 lacs	7.50 lacs for Zonal Heads 10 lacs for GM (Ops & Ser) & Other functional heads	3 lacs for Zonal/Regional Heads only	1.00 lacs for Regional Heads only	No powers	No powers	No powers	No powers
7.3	Approval of arrangements for payment of dividend / interest warrants of limited companies (including payment of refund orders on share / debenture application)	Full Powers	Full Powers FH (Dep. Resources)	Full Powers GM (Dep. Resources) only	No powers	No powers	No powers	No powers	No powers	No powers



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Sr. No.	NATURE OF ISSUE	MCB/BOARD / MD & CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
7.4	Authorizing refund of commission, payment of interest, reimbursement of demurrage charges, penal interest etc., consequent upon delay in presentation of bills or any other loss suffered by constituents due to fault of the Bank. (Payment in each case not to exceed).	Full Powers	Full Powers	Full Powers	1.75 lacs	75,000 /-	40,000/-	No powers	No powers	No powers
				SUBJECT TO REPORTING TO NEXT HIGHER AUTHORITIES						
	Payment of interest for delayed collection of cheques as per Bank's guidelines from time to time	Full Powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers	Full powers
				SUBJECT TO REPORTING TO NEXT HIGHER AUTHORITIES						
7.5	Authorizing payment of interest, penalty and other levies payable to Govt., agencies, RBI and other institutions (e.g. Income Tax Department for penalty of late payment of taxes etc) including Banks, consequent upon delay in transfer of funds to them or fault on the part of the Bank. (Includes cases subject to arbitration)	Full Powers	2 lacs FH (GB) (Corp A/cs)	1.25 lacs GM (GB) GM (Corp A/cs) 60000/ GM (ZH)	30000/- RH / ZH only	12000/- RH only	No powers	No powers	No powers	No powers
				(Subject to reporting to higher authority for PSR)						
7.6	Authorizing to pay interest for delay in making payment due to mutilation in transmission of messages sent over cables through CTO, RTGS, NEFT or due to an error or oversight on the part of the correspondent Bank or our overseas	MD & CEO Full Powers ED 25 lacs	15 lacs	12 lacs	2.5 lacs	1.25 lac	30,000 /-	12,000 /-	No powers	No powers
				(Subject to be sent to next higher authority for PSR)						



Sr. No.	NATURE OF ISSUE	MCB/BOARD / MD & CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	branch or due to errors in cipher, omission to provide cover etc.									
7.7	Payment of residual issues e.g. Penalty / Award / decision of court cases against Bank in any matter (Consumer Forum, Banking Ombudsman etc.). (subject to PSR by next higher authority)	MCB Full Powers MD & CEO 35 Lacs ED 25 Lacs	15 Lacs All departments	10.00 Lacs for ZH 12 Lacs for GM (Op & Ser) & Other FH	4.00 lacs for ZH/DZ H/RH only	1 lac RH only	No powers	No powers	No powers	No powers
7.8	Payment as per compensation policy including compensation to Retail individual investor in an IPO as per circular No. HO:BR:110:46 dated 19.03.2018	Full Powers	2 lacs	1.25 lacs GM (FH) Rs.600 00/- GM (ZH)	30000/- RH / ZH only	12000/- RH only	No powers	No powers	No powers	No powers
7.9	(a)Payment of Failed ADC transaction where Transaction is successful but customer is disputing	Full powers	3 lacs (Digital banking)	1 lac ZH 2 lac Head (Digital banking)	50000/- RM/DZ H	30000/- RM/DR M	15000/-	10000/-	8000/-	5000/-



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Sr. No.	NATURE OF ISSUE	MCB/BOARD / MD & CEO ED	Proposed powers GM(CC)	GM	DGM	AGM	CM	BRANCH MANAGER		
								MM-III	MM-II	JM-I
	(b)Payment of Failed ADC transaction which were referred to VISA/Master Card/NPCI/ Aggregator/Insurance agency and where fate of transaction is not known.	Full powers	3 Lacs (Digital banking)	1 Lac ZH 2 Lac Head (Digital banking)	50000/- RM/DZ H	30000/- RM/DR M	75000/-	50000/-	40000/-	25000/-
							Annual Cap (Not to exceed this amount at any time)			
7.10	Customer wise limit of Reversal of Service charges such as Ledger Folio, Transactions, Issuance of Duplicate Statement/Passbook, Issuance of Duplicate TDR, Cheque Book issuance, Minimum Balance, SMS alert, Cheque Return/ECS Return, Issuance of Demand Draft/Banker's Cheque and Cancellation, Balance/Interest Certificate, Incidental charges for inoperative accounts on merit basis at the discretion of Branch Head (Annual Upper Cap).	Full powers	Full powers	Full powers	Full powers	3750/-	3000/-	2500/-	1875/-	1250/-
								Note : Upper Cap customer wise amount should not exceed 25% of Annual Cap.		
	Annual Cap not to be exceed this amount any time	Full powers	Full powers	Full powers	Full powers	15000/-	12000/-	10000/-	7500/-	5000/-

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