

JINDAL ALUMINIUM LIMITED (D/F)**6th Amendment to General Procedure dated 20.4.2020**

1. Under Part-I "Procedure for preparation of requisition/indent, approval of OFS etc." on page 4, under point No.4 -"Limits for Approval of Indents", sub point No.(a) - 'Revenue items', sub point No. (b) 'Capital items and spares' and sub point No.(c) 'Job work', limit and approving authority shall be substituted as follows:

4 . Limits for Approval of Indents**(a) Revenue items:**

Sl. No	Limit	Approving authority	
		Rolled Products	Extrusion Products
(i)	Up to Rs.25,000/-	SM + Concerned HOD (2 persons)	SM + Concerned HOD (2 persons)
(ii)	Above Rs.25,000/- and up to Rs.1,00,000/-	As in (i) above + RNS/GM(O) + HG/DS (4 persons)	As in (i) above + AB/DS (3 persons)
(iii)	Above Rs.1,00,000 and up to Rs.2,00,000/-	As in (ii) above + DS/DM (5 persons)	As in (ii) above + DS (4 persons)
(iv)	Above Rs.2,00,000/-	As in (iii) above + DM/NM (6 persons)	As in (iii) above + NM (5 persons)

b. Capital items & Spares:

Sl. No.	Limit	Approving Authority	
		Rolled Products	Extrusion Products
(i)	Up to Rs.25,000/-	SM + Concerned HOD (2 persons)	SM + Concerned HOD (2 persons)
(ii)	Above Rs.25,000/- and up to Rs.2,00,000/-	As in (i) above + MSK/KS +HG/DS (4 persons)	As in (i) above + AB/DS (3 persons)
(iii)	Above Rs.2,00,000/- and up to Rs.5,00,000/-	As in (ii) above + DS/DM (5 persons)	As in (ii) above + DS/NM (4 persons)
(iv)	Above Rs.5,00,000/-	As in (iii) above + DM+VCMD (6 persons)	As in (iii) above + VCMD (5 persons)

c. Job Work:

Job work excludes cases where items are sent out for repair/reconditioning. Items sent for repair of vehicles, refrigerators, air-conditioners etc. or for rewinding of motors, testing etc. will not be covered under job work. Job work includes cases where items are sent out for machining, turning, milling, slotting, shaping, boring, drilling, honing, fabrication etc. For the purpose of value, it shall include cost of material, if any used by job work contractors.

Sl. No.	Limit	Approving Authority	
		Rolled Products	Extrusion Products
(i)	Up to Rs.25,000/-	SM + Concerned HOD (2 persons)	SM + Concerned HOD (2 persons)
(ii)	Above Rs.25,000/- and up to Rs.2,00,000/-	As in (i) above + MSK/KS +HG/DS (4 persons)	As in (i) above + AB/DS (3 persons)
(iii)	Above Rs.2,00,000/-	As in (ii) above + DS/DM (5 persons)	As mentioned in (ii) above + DS/NM (4 persons)

2. Under Part II "Guidelines for Procurement of Store Items", on page no.14, under point no "a" "Store Requisition/Indent", sub point no. "vi" relating to 'Specific Brand requirement, limit and approving authority shall be substituted as follows:

Sl. No.	Limit	Approving Authority	
		Rolled Products	Extrusion Products
(i)	Up to Rs.25,000/-	SM + Concerned HOD +MSK/ALG (3 persons)	SM + Concerned HOD + GM Maintenance (3 persons)
(ii)	Above Rs.25,000/- and up to Rs.2,00,000/-	As in (i) above + ALG/KS (4 persons)	As in (i) above + AB (4 persons)
(iii)	Above Rs.2,00,000/-	As in (ii) above + KS/GM(O) (5 persons)	As mentioned in (ii) above + DS/NM (5 persons)

3. Under Part II "Guidelines for Procurement of Store Items", on page no.14, under point no "a" "Store Requisition/Indent", sub point no. "vii" relating to 'Urgent requirement, limit and approving authority shall be substituted as follows:

Sl. No.	Limit	Approving Authority	
		Rolled Products	Extrusion Products
(i)	Up to Rs.25,000/-	SM + Concerned HOD +MSK/RNS (3 persons)	SM + Concerned HOD + HG (3 persons)
(ii)	Above Rs.25,000/-	As in (i) above + GM(O)/DM (4 persons)	As in (i) above + AB/NM (4 persons)

Note: For all items above Rs 2,00,000/- indented urgently, a list should be prepared every month and to be circulated to DS and PJK for Rolled Products and to DS and NM for Extrusion Products.

4. Under Part I "PROCEDURE FOR PREPARATION OF REQUISITION/INDENT, APPROVAL OF OFS etc." on page 8, under point no. "5", 'Preparation And Approval of OFS', sub point no. "b" 'Revenue items', limit and approving authority shall be substituted as follows:

"b. Limits for approval of OFS (revenue, capital items, spares and canteen, vehicle repairs, job work, maintenance contracts etc.)

Sl.No.	Limit	Approving authority
(i)	Up to Rs.25,000/-	Concerned HOD + Pankaj Champanera (for outstation purchase) and Concerned HOD + S K Mittal (for local purchase) (2 person)
(ii)	Over Rs.25,000/- & Up to Rs.1,00,000/-	As per (i) above + Lokesh Jindal + IAD Person Deputed on rotation basis- for outstation purchase only) (3 persons)
(iii)	Over Rs.1,00,000/- & Up to Rs.2,00,000/-	As per (ii) above + DS/VP(C) (4 persons)
(iv)	Over Rs.2,00,000/- & Up to Rs.5,00,000/-	As per (iii) above + DM/NM (5 persons)
(v)	Above Rs.5,00,000/-	As per (iv) above + VCMD (6 persons)

5. Under Part I "PROCEDURE FOR PREPARATION OF REQUISITION/INDENT, APPROVAL OF OFS etc." on page 11, under point no. "7", "PHYSICAL CHECKING & PASSING OF BILLS (all bills including canteen and vehicles)", shall be substituted as follows:

“7. PHYSICAL CHECKING & PASSING OF BILLS (all bills including canteen and vehicles)”

i. **Physical verification:**

Sl. No.	Limit	Checked & Passed by
(a)	Up to Rs.50,000/-	SM + Asst. Manager/Deputy Manager(Accounts) (2 persons)
(b)	Above Rs.50,000/- up to 5,00,000/-	As in (a) above + SKJ / SKP (3 persons)
(c)	Above Rs.5,00,000/-	As in (b) above + S.K. Purohit/HG (4 persons)

Note: “Physical checking in respect of material transferred from JAL – BF and received at JAL- DF will be done by AM/DM/ Manager (A/C) (any one person), irrespective of value”.

ii. **Bill passing (cash/credit bills/JVs/bank vouchers/debit/credit notes involving revenue expenditure):**

Sl. No	Amount	Passed by
(a)	Up to Rs.25,000/-	Ashutosh Mishra/Satpal Sharma + HNC/ Vishnu Pandey(2 persons)
(b)	Above Rs.25,000/- to 50,000/-	As in (a) above + DGM(C) (3 persons)
(c)	Above Rs.50,000/- to 1,00,000/-	As in (b) above + SKJ/HG (4 persons)
(d)	Above Rs.1,00,000/- and up to 2,00,000/-	As in (c)above + Mgr.Taxation/DCS (5 persons)
(e)	Above Rs.2,00,000/-	As in (d) above + CS/CFO (6 persons)

Note: Bill passing of Sl. No. (a) & (b) shall be done online and Sl. No. (c) to (e) shall be done on hard copy. And also cash/ JVs/ debit/ credit notes shall be passed manually by hard copy.

iii. **Cash vouchers:**

Sl. No.	Amount	Approved by
(a)	Up to Rs.2,500/-	HNC + Vishnu Pandey/SKP (2 persons)
(b)	Above Rs.2,500/-and up to Rs. 10,000/-	As in (a) above + SKP+ HG/SKJ (4 persons)
(c)	Passing of vouchers of all Executives & for person of Accounts Dept.	As per above limit
(d)	Passing of vouchers of Sr. Executives + passing of vouchers of all SMEs	As per above limit + CFO + VCMD


Ashok Kumar Agarwal
DGM - Finance & Taxation