

**Name of the Department: Credit Operations – Monitoring & Recovery Department**

Clause No.	Subject	Delegation	Reporting Authority
<b>A</b>	<b>Sanction of Settlement Proposals/ Restructuring/Reschedulement of Financial Assistance/Equity Buyout</b>		
	<b>Cases where IFCI is the sole lender/Lead/Cases of Bilateral Settlement/Restructuring/Reschedulement/Equity Buyout which shall be referred to Settlement Advisory Committee (SAC)</b>		
A.1	Sanction of Settlement/ Restructuring (with or without any proposed additional funding) / Reschedulement /Equity Buyout Proposal / Guarantee Settlement / Recompense settlement (in cases of no wilful default, fraud, malfeasance etc.)	<p><b>In cases, where there is no principal sacrifice (including Memo-II principal / written off principal amount, if any) or in cases with principal sacrifice, however, where the overall recovery including settlement amount gives an IRR of Repo Rate+3% or more on the entire credit facility :</b> Credit &amp; Operations Committee (C&amp;OC) on the recommendations of Settlement Advisory Committee (SAC)</p> <p><b>In all other cases:</b> Executive Committee (EC) on the recommendations of C&amp;OC and SAC</p>	EC  -
A.2	Sanction of Compromise Settlement/Guarantee Settlement/ Recompense Settlement/Equity Buyout Proposal/ Restructuring/ Reschedulement Proposal in cases of wilful default, fraud, malfeasance, etc.	Board of Directors (BoD) on the recommendations of EC	-
	<b>Cases of Joint Lending/Consortium Lending/IFCI is not the lead (Except Cases admitted to NCLT)</b>		
A.3	Sanction of any Joint Settlement/ Restructuring / Reschedulement /Equity Buyout Proposal (in cases of no wilful default, fraud, malfeasance etc.)	<p><b>In Consortium cases, where IFCI's proposal is in line with the consortium decision or better than consortium proposal (on account of exclusive security / other factors):</b> Credit &amp; Operations Committee (C&amp;OC)</p> <p><b>In all other cases:</b> Executive Committee (EC) on the recommendations of C&amp;OC</p>	EC  -
A.4	Sanction of any Joint Compromise/Settlement/Guarantee Settlement/Recompense Settlement/Equity Buyout Proposal/ Restructuring/ Reschedulement in cases of wilful default, fraud, malfeasance, etc. with no additional funding	<p><b>In Consortium cases, where IFCI's proposal is in line with the consortium decision or better than consortium proposal (on account of exclusive security / other factors):</b> Executive Committee (EC) on the recommendations of C&amp;OC</p> <p><b>In all other cases:</b> Board of Directors (BoD) on the recommendations of EC</p>	Board  -

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<b>Revocation of Settlement/Issue of NDC</b>			
A.5	Revocation of Settlement/ Restructuring/ Reschedulement /Equity Buyout Proposal in case of default in payment or not meeting sanctioned terms.	CGM / Vertical Head	C&OC
A.6	Issuance of NDC/NOC on payment of full amount as per terms and conditions of Settlement/ Restructuring/ Reschedulement /Equity Buyout etc.	<b>At HO:</b> GM (M&R)  <b>At Regional Office (RO):</b> Head of RO not below the rank of DGM (In case of ROs headed by an officer below the rank of DGM, GM (M&R) at H.O. would be the approving authority)	Concerned CGM / Vertical Head  Concerned CGM / Vertical Head
A.7	Reinstatement of settlement proposal after revocation, without loss, but within 12 months from the date of sanction of original settlement	Original sanctioning authority	Original Reporting Authority
<b>B Post Sanction &amp; Follow-up</b>			
<b>B.I Terms &amp; Conditions for Sanctioned Settlement/Restructuring/ Reschedulement Proposal/ Assistance</b>			
B.I.1	Issuance of Letter of Approval (LoA)/ Letter of Sanction (LoS)	<b>At HO:</b> GM (M&R)  <b>At RO:</b> Head of RO not below the rank of DGM (In case of ROs headed by an officer below the rank of DGM, GM (M&R) at H.O. would be the approving authority)	-  -
B.I.2	Modification in terms of Sanction of Settlement/ Restructuring/ Reschedulement Proposal (where IFCI is sole lender or lead of consortium)	Sanctioning Authority	-
B.I.3	Extension of time up to 3 months beyond the period mentioned in LOS / LOA for acceptance of Terms & Conditions and for execution of Financing/Legal Documents	C&OC	DMD
B.I.4	Modification in any other condition in line with the Consortium / Lead (where IFCI is not lead)	GM (M&R)	Concerned CGM / Vertical Head
<b>B.II Follow up Matters – Relaxation/deletion of standard/ other conditions in loan/underwriting agreements/other documents</b>			
B.II.1	a) Waiver or reduction in upfront fees / restructuring fee post sanction  b) Waiver of any kind of fee in line with JLM decision  a) Waiver of payment of additional interest/ penal interest/ liquidated damages, other charges/fees etc.	a) C&OC  b) GM (M&R)  c) C&OC	a) MD & CEO  b) Concerned CGM/Vertical Head  c) MD & CEO
<b>C Security Related Matters</b>			

Clause No.	Subject	Delegation	Reporting Authority
C.1	Appropriation of funds in Debt Service Reserve Account (DSRA)/ Fixed Deposit with lien marked in IFCI's favour towards overdues	GM (M&R)	Concerned CGM / Vertical Head
C.2	Change/Substitution in Security (including Interim Security) with or without dilution in security cover	<p><b>Without dilution from current cover, which should be more than the stipulated cover:</b> CGM /Vertical Head</p> <p><b>With dilution from the current cover, which should be more than the stipulated cover:</b> C&amp;OC</p> <p><b>With dilution from stipulated cover:</b> EC on the recommendations of C&amp;OC</p>	DMD  DMD  -
C.3	Release of Securities/ Guarantees/ Return of Title Deeds/ Share Certificates/ Documents after all the money have been repaid as per terms of sanction/approval.	<p><b>At HO:</b> GM (M&amp;R)</p> <p><b>At RO:</b> Head of RO not below the rank of DGM (In case of ROs headed by an officer below the rank of DGM, GM M&amp;R at H.O. would be the approving authority)</p>	Concerned CGM/ Vertical Head  Concerned CGM/ Vertical Head
C.4	a) Permission to sell mortgaged assets above DSV and distribution mechanism thereof Permission to sell mortgaged assets below DSV and distribution mechanism thereof	a) C&OC b) EC on the recommendations of C&OC	- -
C.5	Permission to sell listed and unlisted shares held as security & fixation of reserve price	Share Sale Committee	-
C.6	Issue of letter of authority for creation of joint equitable mortgage	<p><b>At HO:</b> DGM (M&amp;R)</p> <p><b>At RO:</b> Head of RO not below the rank of DGM (In case of Ros headed by an officer below the rank of DGM, DGM (M&amp;R) at H.O. would be the approving authority)</p>	GM (M&R)  GM (M&R)
<b>D</b>	<b>Other relaxations/approvals</b>		
D.1	Acceptance of Valuation Report and Acceptance / taking on record TEV study, forensic audit, concurrent audit, detective agency reports etc. and/or any other report prepared by a third party consultant appointed by IFCI	Credit & Operations Committee (C&OC)	-
D.2	Refund of excess amount of interest/guarantee commission and/or any other amount which is not due to IFCI but received from an assisted concern	GM (M&R)	Concerned CGM /Vertical Head
D.3	Technical Write off (Transfer from books to Memo 2)	C&OC	MD & CEO

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	Writing off irrecoverable balances/loans outstanding other than settlement/ restructured/ rescheduled facilities.		
D.4	Aligning due dates of repayment of IFCI's loan with consortium lenders	GM (M&R)	-
D.5	Change in the manner of appropriation of prepayment	Concerned CGM /Vertical Head	DMD
D.6	a. Issue of NOC for sale of flats/ shops/ units in mortgaged property subject to stipulated cover being maintained, as also RERA guidelines being followed  b. Issue of NOC for sale of flats/ shops/ units in mortgaged property and distribution mechanism thereof, in all other cases , including dilution in security cover from the stipulated cover, subject to RERA guidelines being followed	<b>a. At HO:</b> GM (M&R)  <b>At RO:</b> RO Head at the rank of GM (In case of ROs headed by an officer below the rank of GM, GM (M&R) at H.O. would be the approving authority)  <b>b. C&amp;OC</b>	<b>a.</b> Concerned CGM/ Vertical Head  <b>b.</b> EC
D.7	Deputation of representative / observer to attend the meetings of the Board of Directors and shareholders and other meetings of assisted concerns and approval for voting on agenda items, if required	<b>At HO:</b> GM (M&R)  <b>At RO:</b> Head of RO (In case of ROs headed by an officer below the rank of GM, GM (M&R) at H.O. would be the approving authority)	Concerned CGM /Vertical Head
D.8	a. Approval for appointment & fixation of fee of – concurrent auditors/ consultants / lenders engineers/ special auditors / forensic auditor/ empaneled valuer/ TEV Consultant/ Rating agency / valuer empaneled with PSBs/IBBI / detective agencies, third party consultants/vendors for outsourcing of IT related/ FinTech assignments (including scope of work, acceptance of deliverables etc.)/any consultant in line with consortium or other lenders <b>(Empanelled and non-empanelled with IFCI)</b>  ➤ Approval for engaging fintech company/ consultant and fee thereof  <b>b.</b> Payment of fee, as approved above.	<b>a.</b> i. <u>Up to Rs.1 lakh in a single case</u> - DGM (M&R)/ DGM (Law) ii. <u>Above Rs.1 lakh (but less than Rs.5 lakh in a single case)</u> – GM (M&R)/ GM(Law) iii. <u>Above Rs.5 lakh (but less than Rs.10 lakh in a single case)-</u> CGM iv. <u>Above Rs.10 lakh in a single case-</u> C&OC  ➤ Credit & Operations Committee  <b>b.</b> DGM (M&R) / DGM (Law)	<b>a.</b> i. GM (M&R) ii. Concerned CGM  iii. C&OC iv. DMD  <b>b.</b> GM(M&R)/ GM(Law)

Clause No.	Subject	Delegation	Reporting Authority
<b>E</b>	<b>Loan/Investments: Assignment /Sale /Transfer</b>		
E.1	Identification of loan accounts for Assignment	Board of Directors on the recommendations of C&OC  In cases of wilful default, fraud, malfeasance, etc.: Board of Directors (BoD) on the recommendations of EC	-
E.2	Fixation of Reserve price for sale of NPAs and consequential waiver/ write-off outstanding dues	Credit & Operations Committee  In cases of wilful default, fraud, malfeasance, etc.: Board of Directors (BoD) on the recommendations of EC	MD & CEO
E.3	Acceptance of Bids received	Credit & Operations Committee	MD & CEO
E.4	All other miscellaneous matters, including the method for sale of assets, matter of advertisements, declaration of successful bidder, issuance of letter of sale, modifications/relaxations on receipt of payments, release of documents and any other miscellaneous approvals	Credit & Operations Committee	DMD
<b>F</b>	<b>SARFA&amp;ESI Proceedings/ cases</b>		
F.1	Fixation of Reserve Price for sale of Asset under SARFA&ESI Act, publication of notices in the newspapers, e-auction platforms etc.	Authorized officer post recommendation/ approval of Credit & Operations Committee (C&OC).	-
F.2	Issuance of sale certificate and release of previous title deeds to the Auction purchaser.	Authorized officer	-
F.3	Consent under SARFA&ESI Act and related matters in case of consortium/Multiple Banking Arrangement (MBA) to lead/other lenders, where IFCI doesn't have Authorised Officer	Credit & Operations Committee	-
F.4	Any other matter not covered in this DOP w.r.t SRFA & ESI cases	The extant DOP of legal department shall be applicable	-
F.5	Participation in SARFAESI proceedings (undertaken by IFCI) for acquisition of asset by IFCI	Credit & Operations Committee	-
<b>G</b>	<b>Miscellaneous</b>		
G.1	Distribution of Sale proceeds/ Settlement amount/sharing of expenses as per Joint Lenders Meeting or terms of sanction or direction of Judiciary Body	GM (M&R)	Concerned CGM/ Vertical Head
G.2	Holding/ Renewal of proceeds received from DRT/Court/ Tribunal/ Quasi-judicial body/ others, as per the directions	GM (Law) / GM (M&R)	Concerned CGM/ Vertical Head
G.3	Removal/deletion of promoter/ director/ borrower/ guarantor name from the CIBIL list	Concerned CGM/ Vertical Head	Credit & Operations Committee
G.4	Approval/Reporting of Fraud to RBI / CBI or any other Regulatory or Statutory Authority	MD & CEO, subsequent to the approval/ recommendation by Fraud Risk Management Committee (FRMC).	-
G.5	Approval for payment/perks of MD/ED/WTD/Senior Officials of Assisted Concerns where IFCI maintains TRA	Concerned CGM/ Vertical Head	C&OC

Clause No.	Subject	Delegation	Reporting Authority
G.6	Recall of loan and invocation of guarantees	Credit & Operations Committee	MD &CEO
G.7	Selection of members and Chairman of SAC	MD & CEO	-
G.8	Approval of payments/withdrawals from TRA	<b>At HO:</b> GM (M&R)  <b>At RO:</b> RO Head (In case of Ros headed by an officer below the rank of DGM, GM (M&R) at H.O. would be the approving authority)	Concerned CGM/ Vertical Head
G.9	Approvals for taking stand in JLM	Concerned CGM/ Vertical Head	-
G.10	Issuance/Publication of advertisements/ notices in newspapers in any Recovery related matters		
G.11	Approval for recovering charges/fees higher than prescribed rates	<b>At HO:</b> GM (M&R)  <b>At RO:</b> RO Head (In case of ROs headed by an officer below the rank of DGM, GM (M&R) at H.O. would be the approving authority)	-
<b>H</b>	<b>Competent Authority to approve any other operational matters</b>	Committee consisting of all CGMs  For items with reference to Insolvency Proceedings, including approval by IFCI to any proposed Resolution plan, extant DOP of Legal Department shall be applicable.	-
<b>Note</b>	For clauses not specifically covered in DoP of M&R Dept., but covered in DoPs of Credit/ Legal Dept., the respective Dept.'s DOP shall be used before referring to the DoP for residual powers.		

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