

### Integrated Delegation of Power

#### A. Delegation of Power for Schemes of Government of India /State Governments

Sl. No.	Particulars	Approved Delegation
<b>1.</b>	<b>Appraisal / Modification</b>	
(i)	Activation of Login ID.	DGM
(ii)	Acknowledgment of Application after brief assessment for completeness.	DGM with report to GM
(iii)	Acceptance of Site Visit Report.	DGM
(iv)	Submission of Appraisal Report/Memo for companies eligible under the scheme and determining ceilings to concerned Ministry/ Department/ State Industrial Corporation for approval.	GM/DGM (In-Charge) with report to CGM / Vertical Head
(v)	Submission of Appraisal Report along with documents and Undertakings from the PLI or Capex Scheme Division to the Compliance Department	DGM
(vi)	Approval & Comments of Compliance Department on Appraisal Reports	In-Charge Compliance (Advisory)
(vii)	Issuance of Approval / Rejection / Modification letter to Applicant on the basis of recommendation/ approval of concerned Ministry / Department/State Industrial Corporation.	GM/DGM (In-Charge) with copy to Concerned Ministry.
(viii)	Submission of Baseline Report to Compliance Department alongwith documents and undertakings from the PLI or Capex Scheme Division to the Compliance Department	DGM
(ix)	Approval & Comments of Compliance Department on Baseline Reports	In-Charge Compliance (Advisory)
(x)	Approval of Baseline report to concerned Ministry/ Department /State Industrial Corporation for approval.	GM/DGM (In-Charge) with report to CGM/ Vertical Head
(xi)	Issuance of baseline determination letter to Applicant on the basis of	GM/DGM (In-Charge) with copy to Concerned Ministry.

<b>Sl. No.</b>	<b>Particulars</b>	<b>Approved Delegation</b>
	recommendation/approval of Concerned Ministry / Department /State Industrial Corporation.	
(xii)	Approval for submitting comments on Loan Applications forwarded by SDF, GoI.	GM/DGM (In-Charge)
(xiii)	Closure of application pre/post issuance of acknowledgement letter under SPECS	CGM / Vertical head on recommendation of GM/DGM (In-Charge)
<b>2.</b>	<b>Sanctions</b>	
(i)	Approval for submitting draft TPA to SDF, GoI for vetting after approval of Legal Department.	GM/DGM (In-Charge)
(ii)	Approval for submitting FACR/DSCR/ other data of Sugar Companies.	AGM with report to reporting officer.
(iii)	Approval for recommendation of extension of Administrative Approval to SDF, GoI based on Company's request.	Manager with report to reporting officer.
<b>3.</b>	<b>Security Matters</b>	
(i)	Approval and vetting of Legal Documentation / execution of financing & Security documents in terms of Sanction letter post consultation with dealing officer.	Law officer posted at SDF / Advisory with approval of DGM(L), Advisory. In the absence of DGM(L), Advisory, DGM(L), Compliance.
(ii)	Approval for confirming security creation after confirmation from Legal Department and other terms and conditions of the Sanction Letter.	GM/DGM (In-Charge)
(iii)	Approval for release of security documents/ Bank guarantees, after receipt of "No Dues Certificate"/permission from GoI.	GM/DGM (In-Charge)/ Head of RO
(iv)	Renewal/ Replacement of Bank Guarantee (BG).	DGM with report to GM.
(v)	Issuance of NOC for creation / extension of charge of SDF's assisted concerns in favor of other lenders after receipt of approval from GoI.	GM/DGM (In-Charge)
(vi)	Approval for issuance of No Dues Certificate based on Company's request	Manager with report to reporting officers.

h

Sl. No.	Particulars	Approved Delegation
	to SDF, GoI, after receipt of permission from GoI.	
(vii)	Recommendation for issuance of No Dues Certificate based on Company's request to SDF, GoI.	DGM with a report to reporting officer.
(viii)	Approvals for acceptance of All Title documents – (Mortgage/ Security Creation etc.)	GM(L)
(ix)	Legal Documentation signing – post vetting of legal documentation.	Concerned DGM/ DGM(L) Advisory
<b>4.</b>	<b>Verification of Claim</b>	
(i)	Acceptance of Inspection/ Site visit Report	DGM
(ii)(a)	Approval - for submission of Memo recommending Evaluation of eligibility / Capital subsidy claim for capex schemes (KITS, MSIPS, future capex schemes)	<p>For claims up to ₹10 crore, respective GM/DGM (In-Charge) will have approving power.</p> <p>For claims above ₹10 crore, Committee for Advisory Function.</p> <p>Note:</p> <ul style="list-style-type: none"> <li>— Incentive claim will be processed by the team headed by respective DGM.</li> <li>— All compliances in respect of submission of Memo recommending Evaluation of eligibility / disbursement shall be confirmed by the Head of Compliance Function in Advisory Services Department.</li> <li>— Submission of Memo recommending Evaluation of eligibility / Capital subsidy claim for capex schemes to Concerned Ministry / Department/ State Industrial Corporation shall be done by the concerned DGM / GM / Vertical Head.</li> </ul>
(ii)(b)	Approval of Incentive claim verification report for disbursement of subsidy under SPECS	<p>Committee for Advisory Function</p> <p>Note:</p>

Sl. No.	Particulars	Approved Delegation
		<p>—Incentive claim will be processed by the team headed by respective DGM/GM.</p> <p>All compliances in respect of submission of Memo recommending disbursement shall be confirmed by the Head of Compliance Function in Advisory Services Department.</p>
(iii)	Approval of Memo recommending disbursement of Incentive claims to Concerned Ministry / Department/ State Industrial Corporation for approval:	<p>For claims up to ₹10 crore, respective GM/DGM (In-Charge) will have approving power.</p> <p>For claims above ₹10 crore, Committee for Advisory Function.</p> <p>Note:</p> <p>—Incentive claim will be processed by the team headed by respective DGM.</p> <p>—The claim will be vetted by an Independent External Concurrent Auditor.</p> <p>—All compliances in respect of submission of Memo recommending disbursement shall be confirmed by the Head of Compliance Function in Advisory Services Department.</p> <p>—Submission of Memo recommending disbursement to Concerned Ministry / Department/ State Industrial Corporation shall be done by the concerned DGM / GM / Vertical Head.</p>
(iv)	Submission of Claim verification Report along with documents and undertakings from the PLI or Capex Scheme Division to the Compliance Department	DGM
(v)	Approval & Comments of Compliance Department on PMA Reports and Undertakings	In-Charge Compliance (Advisory)

2

<b>Sl. No.</b>	<b>Particulars</b>	<b>Approved Delegation</b>
(vi)	Issuance of Claim Sanction Letter on the basis of approval by concerned Ministry / Department / State / Industrial Corporation/ PMA	GM/DGM (In-Charge) with report to concerned reporting officer and copy to Concerned Ministry.
<b>5.</b>	<b>Disbursement and Management of Funds</b>	
(i)	Authorization and nomination for operation of Bank accounts of officers.	CGM/Vertical Head
(ii)	Submission of Budgetary Requirements to Concerned Ministry	GM/DGM (In-Charge) with report to concerned reporting officer.
(iii)	Booking / closure of Fixed Deposits /other instruments out of funds received from Concerned Ministry.	DGM with report to GM.
(iv)	Disbursement of Incentive to Applicant.	GM/DGM (In-Charge) with report to concerned reporting officer after vetting by an Independent External Concurrent Auditor and Compliance department. <u>For SPECS:</u> GM/DGM (In-Charge) with report to CGM/ Vertical Head and copy to Concerned Ministry after vetting by Compliance Department
(v)	Raising Invoice to Concerned Ministry / Applicant.	Case Officer as maker with reporting officer as checker.
(vi)	Transfer of application money received from applicants, Refund of interest/ surplus /unused funds to Concerned Ministry/ Department / State Industrial Corporation.	DGM with report to GM
(vii)	Approval for forwarding Disbursement Recommendations / Restructuring proposal to SDF, GoI for different schemes of SDF Loans- other than Cane Development Loan (Disbursement recommendation for Cane Development Loans are forwarded by respective State Governments).	GM//DGM (In-Charge) with report to CGM/Vertical Head.

h

<b>Sl. No.</b>	<b>Particulars</b>	<b>Approved Delegation</b>
(viii)	Approval for remittance of Funds received from SDF assisted concerns to SDF, GoI.	Manager with report to reporting officer
<b>6.</b>	<b>Repayment Schedule</b>	
(i)	Approval for sending Repayment Schedule to sugar factories / companies where SDF Loan has been disbursed.	AGM
<b>7.</b>	<b>Custody of Documents</b>	
(i)	Custody of any documents obtained in physical form	DGM
(ii)	Custody of legal, security and other relevant documents to be handed over by SDF department / Advisory Department to Legal department.	DGM (L), Advisory through GM(Legal), HO.
<b>8.</b>	<b>Operational Circulars (OCs) and Standard Operating Procedures (SOPs)</b>	
(i)	Approval and modification of OCs / SOPs	GM/DGM (In-Charge) with report to CGM/Vertical Head
<b>9.</b>	<b>Engagement of Consultants</b>	
(i)	Empanelment / Appointment of Chartered Accountant, Independent External Concurrent Auditor, Cost Accountant, Company Secretary, Lawyer, Valuers of any other professional or consultant (charges to be borne by IFCI / reimbursed by Applicant) and yearly performance review.	<b>(a) For empanelment,</b> Committee for Advisory Function. <b>(b) For</b> appointment shall be done by GM/DGM (In-Charge) with report to CGM/Vertical Head. Yearly review to be carried out by Committee for Advisory Function.
(ii)	MOU with / Contract with / availing services of background / credentials' verification agencies such as Dun and Bradstreet / Experian or other Information Providers / Databases such as MCA, Save Risk or Probe 42 (charges to be borne by IFCI/ reimbursed by Applicant)	DGM with report to GM through a Panel
(iii)	Authorising team members to access Information Providers / Databases	DGM with report to GM

2

<b>Sl. No.</b>	<b>Particulars</b>	<b>Approved Delegation</b>
(iv)	Recruitment of Manpower, on contract, either directly or through consultants	CGM(HR) on recommendation of CGM (Advisory)/ Vertical Head
(v)	Acceptance of resignation / termination of Manpower, on contract, either directly or through consultants.	CGM(Advisory) / Vertical Head
(vi)	Membership of any associations including subscription to any journals / magazines / purchase of industry reports.	Up to Rs.50,000/- per transaction – GM/DGM (In-Charge)  Above Rs.50,000/- per transaction – CGM
(vii)	Approval pertaining to payment of consultants & related works (reimbursable by the applicants)	GM/DGM (In-Charge) with report to CGM/ Vertical Head, on quarterly basis.
(viii)	Refund of any excess amount received from Applicant towards reimbursement of expenses, application fee, etc.	DGM
<b>10.</b>	<b>Contractual matters with Concerned Ministry/ Department/ State Industrial Corporations</b>	
(i)	Submission of Periodic and other Reports to Concerned Ministry /Department/ State Industrial Corporations	DGM with report to GM
(ii)	Approval for Terms of Agency Agreement <b>including BG.</b>	CGM / Vertical Head with report to the next higher Authority.
(iii)	Amendments / Modifications to Memorandum of Understanding (MOU) / Non-Disclosure Agreement (NDA) / Scope of Work / Agency Agreement/ other contractual documents with Concerned Ministry	CGM/Vertical Head with report to reporting officer.
<b>11.</b>	<b>IT System / Portal for PLI &amp; other schemes</b>	
(i)	Providing specifications to IT Dept. for designing, updating or maintaining the PLI portal	DGM

2

Sl. No.	Particulars	Approved Delegation
(ii)	Engagement of any service provider/ consultant/ auditor or certification agency for any development, maintenance, consultancy, audit/ certification services or any other matter related to IT services for the purpose of PLI Schemes and other Advisory Schemes.	CGM/Vertical Head upon recommendation of GM(IT), Advisory.
(iii)	Procurement w.r.t. IT needs to Advisory Department	DoP of IT Dept. shall be applicable
<b>12.</b>	<b>Legal Matters</b>	
(i)	Recommendation to concerned Ministry/ Department/ State Industrial Corporation for obtaining permission for initiating Legal action / invocation of BG against defaulting companies/ non-compliant PLI applicants / any other related matters with Advisory function	GM/DGM (In-Charge) with report to CGM / Vertical Head
(ii)	Approval for invocation of BG after getting approval from concerned Ministry.	Dealing officer with report to reporting officer.
(iii)	Issuing instructions to Banks for invocation of BG on approval from concerned Ministry/ Department/ State Industrial Corporation	DGM
(iv)	Issuance of Recall Notice, post legal vetting.	DGM
(v)	Approval for claiming reimbursement of all legal expenses viz. Appointment of lawyer, filing of court fee, publication expense, Corporate Insolvency resolution process(CIRP) , liquidation expense, Valuation expenses ,Appointment of valuers, Appointment of auditors / CA and other related to recovery matters from SDF, GoI (if agreed by SDF, GoI)	DGM
(vi)	Recommending to SDF-GOI for: i) approvals to initiate insolvency proceedings against defaulting	CGM/Vertical Head

6



Sl. No.	Particulars	Approved Delegation
	<p>companies (under IBC) in line with the notification dated 24 March ,2021;</p> <p>ii) approval / rejection of resolution plans/ Compromise or Scheme of Arrangement under IBC/ Companies Act.</p>	
(vii)	Appointment of Interim Resolution Professional/ Resolution Professional & fixation of fee.	CGM/Vertical Head
(viii)	Apart from above specific delegations pertaining to Legal matters of SDF, for all other Legal related matters, DOP of Legal Dept. will be followed.	Wherever there is delegated authority mentioned in RO Head in Legal DOP of September, 2022 or as amended from time to time, the same power will be exercised by SDF functional head. Further wherever delegated authority is Legal officer, the same power will be assumed by Legal officer in SDF/ Advisory Department.
(ix)	Approval for filing/ defending fresh matters before Civil Court/ District Court/ High Court/ Supreme Court as per instruction/approval of concerned Ministry.	CGM/Vertical Head
(x)	Approval of draft pleadings, petitions, writs, etc. to be filed before Civil Courts/ High Court / Supreme Court /any quasi / legal forum.	DGM (L) jointly with dealing officer not below the rank of DGM of the concerned Department, with a report to CGM.
(xi)	Approval of draft applications, reply, affidavit, etc. to be filed in DRT/DRAT/NCLT/NCLAT/other courts.	Manger (L) in consultation with dealing officer.
(xii)	<p>Appointment of advocates/ law firms:</p> <p>i) as per the extant fee structure of IFCI (whether the advocate/law firm is empaneled with IFCI or not);</p> <p>ii) outside the extant fee structure of IFCI (whether the</p>	i)DGM(L) with report to CGM/Vertical Head;

*R*

Sl. No.	Particulars	Approved Delegation
	advocate/law firm is empaneled with IFCI or not).	ii) CGM/Vertical Head.
(xiii)	Submission of opinion on legal issues w.r.t PLI schemes/SDF matters/ other Govt. Advisory, etc. referred by concerned Ministry/ Department, where external legal opinion is not sought.	CGM.
(xiv)	References from Scheme Divisions for opinion of Compliance department	Head of Compliance Function (Advisory Services)
(xv)	References from Scheme Divisions for opinion on Legal Implications of actions proposed/ or Legal related Advisory	CGM (Advisory) on recommendation of DGM (L) Advisory
(xvi)	Seeking external legal opinion in Advisory Matters	GM/DGM (In-Charge) on recommendation of DGM(L) Advisory
(xvii)	Submission of recommendation on external legal opinion	CGM on recommendation of DGM(L), Advisory.
<b>13.</b>	<b>Other Items</b>	
(i)	Approval for Agency Commission to be claimed from GoI and collection thereof.	GM/DGM (In-Charge)
(ii)	Approval for waiver of Agency Commission or any other fees claimed by IFCI but recognised by GoI as "Inadmissible".	CGM/Vertical Head up to Rs.10.00 lakh; DMD Above Rs.10 Lakh to 15 Lakh; CEO & MD >Rs.15.00 lakh
(iii)	Approval for waiver of any charges disputed by any applicant in any of the schemes or on account of applicant discontinuing its operations or non-cooperation by any applicant	CGM/Vertical Head up to Rs.10.00 lakh; DMD Above Rs.10 Lakh to 15 Lakh; CEO & MD >Rs.15.00 lakh
(iv)	Forwarding of requests received from co-opted PLIs to Ministry of Textile, for interest subsidy and capital subsidy under Technical Up gradation Fund Scheme (TUFS).	Manager
(v)	Forwarding of interest subsidy and capital subsidy received from Ministry of Textile, under TUF Scheme.	Manager
(vi)	Approval to deal with different affairs of JDFS and JMFS schemes of GOI.	DGM

*h*

<b>Sl. No.</b>	<b>Particulars</b>	<b>Approved Delegation</b>
(vii)	Signing of Tri Partite Agreement (TPA).	DGM
(viii)	Filing of claim with the Interim Resolution Professional/ Resolution Professional/Liquidator under IBC/ Companies Act.	DGM
(viii)	Payments under approved tenders.	GM/DGM (In-Charge) with report to reporting officer
(ix)	Payment of incidental and other expenses not covered above	Up to Rs.1,00,000/- per transaction – GM/DGM (In-Charge) Above Rs.1,00,000/- and up to Rs.5 lakh per transaction – CGM / Vertical Head
(x)	Any other matter not specifically mentioned above Non Financial	CGM / Vertical Head
14.	Syndication and Advisory Fee	GM (Corporate Planning) and both CGMs

#### **B. Delegation of Power for Non-Government Schemes**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Approved Delegation</b>
1.	Approval for engagement of consultants and other agencies (within approved budget). (Any engagement above threshold value as per Centralised Procurement Policy, shall be done in line with Policy)	GM /DGM (In-Charge) with report to CGM/ Vertical Head
2.	Approval for engagement of consultants and other agencies (over and above approved budget) (Any engagement above threshold value, as per Centralised Procurement Policy, shall be done as per Policy)	CGM/ Vertical Head with report to Reporting Officer.
3.	Execution of Memorandum of Understanding with any other Bank/ FI/ Institution/ Company/ Body/ etc.	CGM/ Vertical Head with report to Reporting Officer.
4.	Syndication and Advisory Fee	GM (Corporate Planning) and both CGMs.

*h*

Note:

1. For claims upto ₹10 crore, respective GM will have approving power.
2. For claims above ₹10 crore, the **Committee for Advisory Function** will comprise of following members:
  - i. Concerned GM/DGM of the Scheme Division (for matter related to overall advisory dept. like empanelment of Concurrent Auditors, senior most GM of the Advisory Function shall be the member)
  - ii. 3 GMs/DGMs (In-Charge) heading Advisory verticals
  - iii. GM/DGM Internal Audit/Risk department and
  - iv. GM/DGM, Compliance Dept.
  - v. Senior most GM out of the above will head the Committee. Senior most officer reporting to the concerned GM/ Dept. Head shall be the Member Secretary. Quorum of the Committee shall be 4 members out of which presence of GM/DGM, Compliance shall be mandatory.
  - vi. In case of an Incentive claim exceeding ₹ 100 crore, CGM (Advisory) will be additional member and will Chair the committee.
  - vii. The MD&CEO will be authorized to change the composition of Committee from time to time as per organization's structure and requirements.
3. Associate Director and Chief Digital Officer (CDO) to exercise power of Deputy General Manager (DGM).
4. Director to exercise power of General Manager (GM).
5. Wherever any officer is given authority to exercise the powers of GM or designated as Team Leader/ Functional Head/DGM (In-Charge), such officer shall exercise the powers vested with GM as per this DoP. In such case, the next senior officer reporting to such officer (not below the rank of AGM) shall be the recommending Authority in place of DGM, as may be required under this DoP.

