

Bihar State Power Transmission Co. Ltd.

(A Wholly Owned Subsidiary of Bihar State Power (Holding) Company Ltd.)

Registered Office: Vidyut Bhawan, Bailey Road, Patna-21

Order No. 01
BSPTCL/CS/2012-13/008

Patna, Dated: 12th March, 2013

SUBJECT: - TAKING NOTE OF DELEGATION OF POWER OF THE COMPANY PREPARED BY PFCCL AND APPROVED BY THE BOARD OF DIRECTORS OF BSP(H)CL

The Board of Directors of Bihar State Power Transmission Co. Ltd. in its 4th Meeting held on 07.03.13 vide its Resolution no. 04-04 passed following resolution:-

“RESOLVED THAT THE schedule of delegation of power as prepared by the PFCCL and approved by the Board of Director of Bihar State Power (Holding) Company Limited in its 06th Meeting held on 21st February 2013 vide its agenda item number 06-09 and further amended by the Holding Company in its 07th Meeting held on 07th March 2013 vide its agenda item number 07-18.2 be and is hereby adopted by the company w.e.f. 22nd February 2013.”

Distribution to:

- 1) OSD/TS/US to CMD, US to Director (Admin), BSP(H)CL/ US to Director (Finance), BSP(H)CL /OSD to MD, NBPDCCL/ OSD to MD, SBPDCL/ US to MD, BSPTCL/ US to MD, BSPGCL/Sr. PA to Secretary for information.
- 2) All FCs/ All GM-Cum-CE/ All CEs/ Project Manager/ Sr. L.A.-Cum-Addl. Secretary/ All DGMs/ All ESEs/ All JSs/ All SMs/ LAO-Cum-OSD(Adm.)/ Resident Engineer (New Delhi/ Kolkata) All EEEs for information and necessary action.


(Kriti Kiran) 12/3/13
Company Secretary,
BSP(H)CL

Bihar State Power (Holding) Co. Ltd.

(A Government of Bihar Undertaking)

Registered Office: Vidyut Bhawan, Bailey Road, Patna-21

Order No. 850
BSPHCL/CS/2012-13/050

Patna, Dated: 08th March, 2013


SUBJECT: - AMENDMENT IN THE DELEGATION OF POWER OF ALL THE FOUR SUBSIDIARY COMPANIES

The Board of Directors of Bihar State Power (Holding) Co. Ltd. in its 7th Meeting held on 07.03.13 vide its Resolution no. 07-18.2 passed following resolution:-

“RESOLVED THAT till such time Director (Finance) of the Subsidiary Companies are not in place the power delegated to Director (Finance) in item number 50 of DoP of Discom, item no.44 of DoP of Generation Company and item no. 43 of DoP of Transmission Company i.e. Authority to approve payment to suppliers/contractors bills, is further delegated to GM(Finance)/FC associated with the companies.”

Distribution to:

- 1) OSD/TS/US to CMD, US to Director (Admin), BSP(H)CL/ US to Director (Finance), BSP(H)CL /OSD to MD, NBPDC/ OSD to MD, SBPDCL/ US to MD, BSPTCL/ US to MD, BSPGCL/Sr. PA to Secretary for information.
- 2) All FCs/ All GM-Cum-CE/ All CEs/ Project Manager/ Sr. L.A.-Cum-Addl. Secretary/ All DGMs/ All ESEs/ All JSs/ All SMs/ LAO-Cum-OSD(Adm.)/ Resident Engineer (New Delhi/ Kolkata) All EEs for information and necessary action.


(Kriti Kiran)

Company Secretary,
BSP(H)CL

Bihar State Power (Holding) Co. Ltd.

(A Government of Bihar Undertaking)

Registered Office: Vidyut Bhawan, Bailey Road, Patna-21

Order No. 665

Patna, Dated: 22nd February, 2013

BSPHCL/CS/2012-13/048/

SUBJECT: APPROVAL OF DELEGATION OF POWER OF THE FIVE SUCCESSOR COMPANIES OF ERSTWHILE BSEB

The Board of Directors of Bihar State Power (Holding) Co. Ltd. in its 6th Meeting held on 21.02.13 vide its resolution no. 06-09 passed following resolution:-

"RESOLVED THAT THE draft delegation of power of all the four subsidiary companies placed before the board as discussed and modified be and is hereby approved incorporating all the amendments as decided by the board. An amended and duly approved copy of the DoP be and is hereby attached for reference."

"RESOLVED FURTHER THAT in observance of the provisions of the Companies Act, 1956, the Memorandum and Articles of Association of the Company, Principles of Financial Propriety and subject to general supervision and control of the Board of Directors of the company, different officers of the respective Subsidiary Companies be and is hereby authorized to exercise all or any of the powers as set out in the Delegation of Power of all the four Subsidiary Companies as different annexure."

"FURTHER RESOLVED THAT in special circumstances, where in his opinion an immediate decision on any matter is essential for smooth functioning of the companies the Chairman cum Managing Director of the company be and is hereby authorized to sub delegate any or all the powers conferred upon him as he may deem fit which will be put up in the next Board Meeting for confirmation."

Distribution to:

- 1) OSD/TS/US to CMD, US to Director (Admin), BSP(H)CL/ US to Director (Finance). BSP(H)CL /OSD to MD, NBPDCCL/ OSD to MD, SBPDCL/,US to MD, BSPTCL/ US to MD, BSPGCL/Sr. PA to Secretary for information.
- 2) All PCs/ All GM-Cum-CE/ All CEs/ Project Manager/ Sr. I.A.-Cum-Addl. Secretary/ All DGMS/ All ESEs/ All Jss/ All SMs/ LAO-Cum-OSD(Adm.)/ Resident Engineer (New Delhi/ Kolkata) All EEs for information and necessary action.

Enclosure: As above


(Kriti Kiran)
22/2/13
Company Secretary,
BSP(H)CL

DELEGATION OF POWERS
FOR
BIHAR STATE POWER TRANSMISSION COMPANY LIMITED

Submitted by:
PFC CONSULTING LIMITED
on
21st February, 2013

Schedule of Delegation of Power (DoP):

With the objective to ensure expeditious and timely execution of work with appropriate control in the various spheres of the Company specially keeping in mind the administrative and financial empowerment at all levels, considering the expansion activities including introduction of Profit Centre concept and promoting transparency in all operational aspects across the Organisation ensuring accountability of the Officers at all levels towards decision making process, the Board of Directors in its 6th meeting held on 21st February 2013 have accorded approval to the Schedule of Delegation of Power at various levels across the Organisation subject to observance of general principles as stated in the Schedule of Delegation of Power.

Cases which require payment/liability/remittance of foreign exchange will continue to require prior approval of the Chairman and Managing Director and Financial limits as specified in this Delegation are exclusive of all taxes and duties.

For any clarification regarding Schedule of Delegation of Power the matter may be referred to the Director (HR)/ ED (HR)/ CS by the Head of Department only.

In case any modification/ alteration of any Clause of this Schedule of Delegation of Power is felt necessary, the matter may be referred to the Managing Director of the Company who is competent to take a decision for administrative convenience with information to the Board.

This has approval of the Board of Directors of BSPHCL vide resolution no. 06-07 adopted in its 6th meeting held on 21st February 2013.

This Order is issued in supersession of this Office Order No(s): BSPHCL/CS/2013-13/023/01 dated 02/11/2012 and will remain in force until further Order.

INTRODUCTION:

Background

- 1.1 Post Electricity Act 2003, the Government of Bihar (GoB) undertook reforms programme for the power sector to enhance the operational & commercial efficiency and financial viability of the state-owned power utilities. The GoB has restructured the erstwhile Bihar State Electricity Board (BSEB) into five functionally independent state-owned companies viz. Bihar State Power (Holding) Company Ltd. (BSPHCL), Bihar State Power Generation Company Ltd. (BSPGCL), Bihar State Power Transmission Company Ltd. (BSPTCL), North Bihar Power Distribution Company Ltd. (NBPDC), South Bihar Power Distribution Company Ltd. (SBPDCL), with effect from 01/11/2012. Capacity Building Programme was major component of such Reforms initiative.

Purpose & Scope of this Document

- 1.2 As a part of the BSPTCL's Capacity Building exercise, this document has been prepared keeping in view the revised corporate and field organization structures, approved Procurement Policy, other relevant documents and existing Schedule of Delegation of Power (DoP).
- 1.3 This document lays down the DoP for BSPTCL in relation to Procurement & related activities, HR & Administration, Legal and Finance functions for the following authorities of BSPTCL:
- The Board of Directors (BoD);
 - Special Purchase Committee (SPC);
 - Chairman;
 - Managing Director (MD);
 - Directors of the Company;
 - Tender Committees; and
 - Executives/ Officers of the Company
- 1.4 The document has been prepared keeping in view the revised corporate and field organization structures and other relevant documents.

Principles of Delegation of Powers (DoP)

Concept, Intent and purpose of Delegation

- 1.5 The Delegation of Power has been prepared on the following principles:
- a) The delegation shall effectively contribute to the smooth, expeditious and efficient realization of Company's laid down goals and targets, within the policy frame work set for itself;
 - b) The delegation shall be commensurate with the responsibilities and status of the Executives to whom the delegation has been made;
 - c) The delegates shall be accountable for their decisions taken as per the Delegation of Powers; and
 - d) The delegation shall be subject to such control/ instructions as are conveyed from time to time to the delegates in general or in particular.
- 1.6 As the delegation is meant for smooth execution of the work, and expeditious realization of corporate goals, any constraint or impediment in this direction shall promptly be brought to the notice of the Competent Authority by the concerned officers for remedial measures.
- 1.7 Any interpretation placed on the delegation shall take into account the intent, purpose and concept behind the delegation, viz. to execute the work in a manner which is smooth (i.e. not causing any disturbance or dislocation in the course of execution), effective (i.e. cost effective, being the best possible alternative at least possible cost) and expeditious (i.e. ensure timely and quickest possible realization of objective without any hindrance or impediment).
- 1.8 The delegation is also based on the concept of centralized policy making and decentralized execution.
- 1.9 In respect of powers delegated at the level of Director and in matters of extreme urgency, i.e. when in the absence of decision/sanction/approval, the Company is likely to be put in a loss of revenue, disadvantage, embarrassment, increase in expenditure directly or indirectly and the concerned authority is not available to accord approval, the next lower level authority may exercise the power (in their respective areas of work) after recording the fact of urgency and of the non-availability of the higher authority. Where possible, the approving authority shall be kept duly informed of the decision being taken and the prevailing circumstances. The decision/sanction/approval shall however, be submitted within 7 (seven) days to the concerned higher official for post-facto approval. This shall not however apply to modification in terms of payment and payment to contractors.
- 1.10 The authority higher than the authority competent to exercise power under this delegation shall have power to exercise these powers even if there is no specific delegation to that effect.
- 1.11 The delegation of power provided hereunder shall supersede the delegation on the subject in force at present from the date the revised delegation of power come into effect through a formal office order.
- 1.12 In case the nomenclature of the post to which specific power is delegated, is changed, the power delegated to the previous authority may be assigned to the incumbents of the renamed posts.

- 1.13 The power delegated to (Present Designations), shall also be applicable for equivalent positions (i.e. Proposed Designations) where the power are to be exercised by the concerned departments in their respective areas/ jurisdictions as per the Delegation of Power.
- 1.14 The exercise of the Delegation of Power shall be subject to the concurrence of the Head of Finance & Accounts attached to the respective office and subject to the provision in the approved Budget. As the Station Managers (Zonal Office, Area Office, Circle Office, Division, Sub-Division, Section, Project Office) are to exercise the power delegated to them on the scheduled Rate contract, no prior approval of Finance wing is necessary. In the event of any difference between the Executive authority and Head of the Finance & Accounts Unit, the Executive Authority can over-rule the advice of Head of the Finance & Accounts Unit after recording reasons in writing and with the communication to him (Head of Finance & Accounts) and next higher authority.
- 1.15 In case of local Purchase for de-centralised items, normal Tender Policy is to be followed by the respective offices. It is to be ensured that purchase order/ contracts are not split only for the purpose of bringing the same within the power of respective Executives
- 1.16 MD shall be fully authorized to finalise and approve the rate contract for various types of O&M jobs generally done by contractors for a period not exceeding 2 years.
- 1.17 The term "Works" used in this document refers to any activity involving construction, fabrication, repair, testing, overhauling, renovation, installation, erection, excavation, dismantling, dredging, etc. which make use of combination of labor, machinery, equipment, material and technology.
- 1.18 The term "Controlling Officer" shall mean the officer not below the level of CE/GM and In-charge as Head of Units/ Offices/ Cells/ Departments for the purpose of administrative control.
- 1.19 The term "HoD/ Head of Department" used in this document refers to the offices who directly report to the MD/ Functional Directors, as applicable.
- 1.20 The term "Prevailing Norms" used in this document refers to the approved norms, provisions, terms & conditions as stipulated in BSPTCL (as adopted by BSPTCL /circulars/ orders issued by the management from time to time and subsequent amendments thereof.
- 1.21 Prior to consideration of the approval towards commitment to expenditure, adequacy in the budget to meet the expenditure shall be a prerequisite. The concerned HoD/ Controlling Officer, as the case may be shall be responsible to provide the expenditure incurred on commitment basis and the left out balance in the budget.
- 1.22 In case, a subordinate officer is In-charge of an office/ department (one level lower in designation than the sanctioned post for that office/ department), he/ she will be deemed to have been authorized to exercise full financial power delegated to the sanctioned post of In-charge for that office/ department.

- 1.23 Unless otherwise mentioned explicitly in this document or elsewhere under the direction of the BoDs, the authorities mentioned below will exercise the financial power for all kinds of activities, in their respective areas of control, provided these are not in contravention with the existing policies, norms, orders etc. as set out by the BoDs:

1.	Board of Directors	Above Rs.30 crores
2.	Special Purchase Committee	Up to Rs.30 crores
3.	Directors	Rs.10 crores
4.	Executive Directors	Rs.5 crores
5.	General Manager	Rs.3 crores
6.	DGM/ ESE (Circle)	Rs.15 lakhs
7.	SM/ EEE (Division)	Rs.10 lakhs

Chairman, MD, Directors, EDs, GMs, DGM/ESEs (Circle) and SM/EEEs (Division) will exercise the above powers with concurrence of Finance Unit.

- 1.24 Till the time successor companies notify their own DoPs, the present Central Purchase Committee (CPC) of the Holding Company will keep on functioning in the same manner for all the Tenders issued by the Holding Company till that date. The Managing Director(s) of all the subsidiary companies would also be a member of the CPC.

Further, the Special Purchase Committee (SPC) of the respective company shall be constituted consisting of the following members:

1. Managing Director: Chairman
2. All Director(s): Member
3. GM (Finance)/ FC
4. GM/ CE from other technical Group (Other than convener): Member
5. GM/ CE (S&P) or Concerned GM/ CE: *Convener (If the tender is related with S&P then GM/ CE (S&P) will be the Convener otherwise the concerned GM/ CE would be the Convener)*

Note: *In case, there is any Director or Director (Finance) not holding the post, the person holding the next below level post i.e. ED/ GM in the respective area, with the approval of Chairman of the Company, may be nominated as the Member of the SPC.*

1.25 **Tender Evaluation Committee (TEC)**

Tender Evaluation Committee in respect of various departments/ areas shall take decision/ recommend on the matter related to works, contracts for services, purchase etc. In addition to that the committee shall also resolve/ recommend on the following issues:

- Acceptance of rates higher than that in the schedule.
 - Approval of abnormal nature of tender etc.
- a) Tender Evaluation Committee shall consist of the following officials where approving Authority is ED and above:
1. Concerned CE/GM/ FC
 2. CE (S&P); where order relates to CE(S&P), another CE of the Company.
 3. DGM (Fin.)
 4. ESE concerned

- b) Tender Evaluation Committee shall consist of the following officials where approving Authority is GM/ CE/FC:
 1. ESE as nominated by the GM/ CE/ FC of Deptt. concerned
 2. ESE (Purchase); where order relates to purchase department, another ESE of the Company
 3. SM (Fin.)
- c) Tender Evaluation Committee for engagement of agency for consultancy services, etc. shall consist of the following officials:
 1. Concerned CE
 2. CE (S&P)
 3. DGM (Finance)
 4. ESE (Purchase)
- d) Tender Evaluation Committee shall consist of the following officials where approving Authority is GM cum CE (Zonal Office) and shall be headed by GM cum CE (Zonal Office)::
 1. GM cum CE
 2. DGM cum ESE; in case, there is no DGM cum ESE, ESE of the Circle/ Corporate office
 3. SM (Finance); in case, there is no SM (Finance), AO
- e) Tender Evaluation Committee shall consist of the following officials where approving Authority ESE (Circle) and shall be headed by ESE (Circle):
 1. ESE
 2. EEE (Stores), in case, there is no EEE (Stores), EEE of the Circle/ Corporate office
 3. AO
- f) Tender Evaluation Committee shall consist of the following officials where approving Authority is EEE (Division) and shall be headed by EEE (Div.):
 1. AEE as nominated by the EEE
 2. AEE (Stores) in case, there is no AEE (Stores), AEE of the Division/ Corporate office
 3. Senior Most Accountant

1.26 Scrap Disposal Committee

- a) At Corporate level - Central Disposal Committee:
 1. Concerned Director - Chairman
 2. Respective ED - Member
 3. GM (Fin.)/ FC - Member
 4. GM/ CE (S&P) - Member Secretary
- b) Sub-Central Disposal Committee:
 1. GM/ CE (S&P) - Chairman
 2. DGM/ ESE (Stores) - Member Secretary
 3. DGM/ ESE(O&M) - Member
 4. SM (Finance) - Member
- c) At Zone Level/ Technical Services - By Zonal Disposal Committee
 1. GM-cum-CE - Chairman
 2. DGM/ TS to GM-cum-CE - Member
 3. Respective ESE of the circle - Secretary
 4. SM (Fin.)/ Accounts Officer - Member
 5. ESE (Store) - Member
- d) At Circle Level - By Local Disposal Committee:
 1. ESE/ Project Manager - Chairman
 2. EEE (Comml.) - Member

3. Respective EEE of the concerned division/ workshops - Secretary
 4. Accounts Officer - Member
 5. EEE (Stores) - Member
- e) At Division Level - By Sub-Local Disposal Committee:
1. EEE - Chairman
 2. AEE - Member
 3. Respective AEE of the concerned division/ workshops - Member Secretary
 4. Accounts Officer/ Senior most Accountant - Member

Part I - Administrative and Technical Approval for Works and Invitation of Tender

Sl. No.	Nature of Power	Delegation		Remarks
1.				
(a)	Administrative approval of all capital works except residential and official building	BoD	Full Power	i. Within the limit of approved capital budget by the BoD. ii. With financial concurrence
		MD	Rs.25 crores	
		Director	Rs.10 crores	
		ED	Rs.8 crores	
		CE/ FC - HQs	Rs.5 crores	
		GM/ GM-cum-CE/	Rs.50 lakhs	
		ESE (Circle)	Rs.25 lakhs	
(b)	Administrative Approval for excess over capital works estimates sanctioned not involving material alteration in design/ scope of the project	MD	Up to 30%	i. Subject to the revised estimates not exceeding the amount for which the authorities are competent to give administrative approval for, as at Sl. No. 1(a) above. ii. With Finance concurrence
		Director	Up to 20%	
		ED	Up to 15%	
		GM/ FC/ CE/ GM-cum-CE	Up to 10%	
		ESE (Circle)	Up to 5%	
(c)	Administrative approval for extension and improvement of existing work other than works relating to construction of residential and official buildings	MD	Full Power	i. Within the limit of approved capital budget by the BoD. ii. With financial concurrence
		Director	Rs.50 lakhs	
		ED	Rs.25 lakhs	
		GM/ CE/ GM-cum-CE/ FC	Rs.10 lakhs	
		ESE	Rs.5 lakhs	
		EEE	Rs.1 lakhs	
(d)	Administrative approval for capital expenditure on residential and official buildings relating to (in a FY)			
d (i)	Construction	MD	Full Power	i. In each case, subject to a limit of 4 times the specified amount in a financial year. ii. Within the limit of approved capital budget of the BoD. iii. With financial concurrence
		Director	Rs.2 Crore	
		ED	Rs.50 lakhs	
		GM/ CE/ GM-cum-CE / FC	Rs.10 lakhs	
d (ii)	Extension/ Improvement	MD	Full power	i. In each case, subject to a maximum limit of 4 times of the specified amount in a financial year ii. Within the limit of approved capital budget by the BoD. iii. With financial concurrence
		Dir.	Rs.5 lakhs	
		ED	Rs.3 lakhs	
		GM/ GM-cum-CE	Rs.2 lakh	
		ESE (Circle)/ SE (Circle)	Rs.50,000/-	
e	Administrative Approval for Consultancy Services	MD	Full Power	i. Within the limit of approved budget by the BoD. ii. With financial concurrence
2.				
(a)	Technical sanction for detailed estimates of works administratively	ED	Full Power	i. Against sanctioned provision under each head after administrative approval is obtained. Provided that whenever any modification is
		GM/ CE/ GM-cum-CE	Upto estimates of Rs.10 Crore	
		ESE (Circle)	Rs.1.50 crores	

Sl. No.	Nature of Power	Delegation		Remarks
	approved	AEE (Sub-division)	Rs.20 lakhs	<p>proposed in the details of the scheme involving any departure from the approved design or alteration of the other parts of the scheme effecting its basic structure, approval of the authority competent to accord administrative approval for such revised capital outlay, but not below the authority which has accorded administrative approval to the scheme may be obtained.</p> <p>ii. Subject to the condition that administrative approval has been accorded by the competent authority.</p> <p>iii. For any deviation from approved development programme, prior approval of CE should be obtained.</p>
(b)	Technical sanction for excess over capital work's estimates administratively approved	Director	Above 20%	<p>i. With financial concurrence</p> <p>ii. Within the limit of approved capital budget by the BoD.</p>
		ED	Up to 20%	
		GM/ CE/ GM-cum-CE	Up to 15%	
		ESE (Circle)	Up to 10%	
		EEE (Division)	Up to 5%	
3.	Administrative and technical approval of estimates for repair and routine maintenance works	GM/ CE/ GM-cum-CE	Full Power	<p>Estimates should be framed and approved on the basis of schedule of rate/ approved rate.</p>
		ESE (Circle)	Rs.10 lakhs each time subject to Rs.2 crore p.a.	
		EEE (Division)	Rs.5 lakhs each time subject to Rs. 1 Crore p.a.	
4.	Excess over estimates: For repair & routine maintenance	CE/ GM-cum-CE	Up to 20%	<p>Against amount of original sanctioned amount</p>
		ESE (Circle)	Up to 10%	
		EEE (Division)	Up to 5%	
5.	To sanction extra/supplementary items and/ or minor deviation in contracts for capital works as well as repair and maintenance	Concerned Director	15% of the value of the sanctioned estimate	<p>i. In consultation with Director (Fin.) in case of above 10% of the value of the sanctioned estimate</p> <p>ii. With financial concurrence</p> <p>iii. Where cost of extra item exceed to Rs.1crore, BoD approval shall be obtained</p> <p>iv. In case, it exceeds the sanctioned estimate, revised estimate shall be sanctioned before allowing extra items of work</p>
		ED	10% of the value of the sanctioned estimate	
		GM/ GM-cum-CE/ CE	5% of the value of the sanctioned estimate	
6.	Alteration in Design: Construction details of works during their	ED	Upto 15%	<p>Officers competent to give technical sanction shall make alterations in construction details of works during their</p>

Sl. No.	Nature of Power	Delegation		Remarks
	execution	CE	Upto 10%	execution subject to the limit of own delegation specified in para 2(b) and 3 beyond which approval of next higher authority to be taken indicating full justification for the alternation to be made
		GM-cum-CE	Upto 5%	
7.				
(a)	Tenders and Contracts: To call tender for purchase of materials/ works/ consulting services for obtaining administrative approval	GM/ GM-cum-CE / CE/ FC	Full Power	<ul style="list-style-type: none"> i. Subject to the limit of own delegation specified in para 2 ii. Subject to overall <ul style="list-style-type: none"> a. ceiling of the outlay provided in the approved budget for the year b. provision for availability of fund iii. Value limits are inclusive of the cost of materials, labour and transportation charges payable to the agency but exclusive of value of materials to be supplied by the Company against the sanctioned scheme; iv. Tenders may be invited in two parts, i.e. <ul style="list-style-type: none"> a. Technical & Commercial part b. Price part;
		ESE (Circle)	Full Power	
		EEE (Division)	Full Power	
(b)	To alter the time limit and to remit or reduce the penalty provided in all agreements or contracts for work technically sanctioned.	SPC	Full Power	<ul style="list-style-type: none"> i. With financial concurrence ii. Within the limit of approved capital budget by the BoD. iii. The time extension has to be allowed only when there is justifiable reason attributable to company or any genuine ground
		Any other contracting approving authority other than SPC & BoD	<ul style="list-style-type: none"> 1. Time extension up to twice the original time schedule provided that extension is sought within original time limit 2. If beyond (1), then with approval of next higher authority 	
(c)	Acceptance for processing of single tender for works technically sanctioned, where rebidding is not considered feasible for reasons recorded	Accepting Authority	Full Power	<ul style="list-style-type: none"> i. With financial concurrence and within the limit of approved budget by the BoD. ii. Tenders are widely published including Newspaper. iii. At least one extension of time given for opening of the tender and is widely published
(d)	Award for works technically sanctioned without calling tenders:			
	Approval of scheduled rate	MD	Full Power	<ul style="list-style-type: none"> i. With financial concurrence.

Sl. No.	Nature of Power	Delegation		Remarks
d(i)	On approved scheduled rate at (d) above	GM/ GM-cum-CE/ CE/ ESE (Circle)	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD.
		EEE (Division)	Rs.1 lakh for each case subject to maximum of Rs. 12 lakhs p.a.	
		AEE (Sub-division)	Rs.30,000/- for each case subject to maximum of Rs. 4 lakhs p.a.	
d(ii)	For which the schedule rate does not exist (only in case of emergency)	MD	Rs. 50 lakhs	i. With financial concurrence and within the limit of approved budget by the BoD. ii. After ascertaining the reasonability of rate. iii. Full justification of emergency shall be ensured and recorded.
		Director	Rs. 10 lakhs	
		ED	Rs 5 lakhs	
		GM/GM-cum-CE/CE	Rs.2 lakhs limited to Rs.15lakhs p.a.	
		ESE(Circle)	Rs.0.50 lakhs limited to Rs.11lakh p.a.	
(e)	Execution of Agreements: All instruments relating to purchase, supply, erection and transportation or carriage of materials, stores, machinery etc.	GM/ GM-cum-CE/ CE/ FC/ ESE (Circle)/ EEE (Division)/ AEE (Sub-division)	Full Power to authority competent for placing the order	Provided: i. The tenders have been accepted according to rules and the delegation made. ii. They are competent to accept tenders for such work. They may also execute the deeds for tender accepted by their higher authority. iii. Contracts should be executed on one or other of the standard forms, but they may be modified to suit the requirement of any particular case of work of greater magnitude after consultation with Finance and legal wing of the Company. In case, it is considered that none of the standard forms can be used with suitable modification, the contract deed should be prepared by the legal wing of the Company and with financial concurrence.

Part II – Stocks & Stores for Works and O&M

Sl. No.	Nature of Power	Delegation		Remarks
8.				
(a)	Approval of material budget for the year	Concerned Director in consultation with MD	Full Power	Subject to the overall ceiling of the outlay provided in the approved budget for the year for capital and O&M works and approval of the schemes by the Company.
(b)	Acceptance of Tender for purchase of material, execution of works, consultancy services	SPC	Rs. 30 Crore in each case	1. Provided the work is covered by administrative approval and technical sanction. 2. Open invitation to tender should be made provided that: a. For certain classified goods, invitation of tenders may be confined to approved dealers and suppliers. b. No tender will be necessary for issue of purchase order through DG&SD 3. Constituted Tender Evaluation Committee as mentioned in the Schedule of DoP shall open, evaluate & examine the tender. 4. The above Tender Evaluation Committee will examine technical and commercial part including technical feasibility as well as price part and will record its recommendation
		Concerned Director	Rs.10 crores in each case	
		ED	Rs.5 crores in each case	
		CE/ GM	Rs.3 crores in each case	
		GM-cum-CE (Zone Office)	Rs.2 crores in each case	
		ESE (Circle)	Rs.15 lakhs in each case limited to Rs.50 lakhs in a year for all items	
		EEE (Division)	Rs.10 lakhs in each case limited to Rs.25 lakhs in a year for all items	
(c)	Power for local purchase	Director	Rs.10 lakhs	i. In such cases limited quotation may be invited from not less than three reputed firms/ suppliers. ii. With financial concurrence and within the limit of approved budget by the BoD and through duly constituted local purchase committee. iii. Subject to over all annual limit - Rs.1 crore for Director/ Rs.50 lakhs for ED/ Rs. 30 lakhs for GM/ CE/ GM-cum-CE / FC. iv. Subject to over all annual limit - Rs.20 lakhs for ESE/ Rs.10lakhs for EEE/ Rs.5lakhs for AEE
		ED	Rs.5 lakhs	
		GM/ CE/ FC/ GM-cum-CE	Rs.3 lakhs	
		ESE (Circle)	Rs.2 lakhs	
		EEE (Division)	Rs.1 lakh	
		AEE (Sub-division)	Rs.50,000/-	
(d)	Engagement of agency for consultancy services etc. on nomination basis	MD	Up to Rs.2 crores	i. Work is of emergent nature as certified by the HoD ii. With financial concurrence and within the limit of approved capital budget by the BoD iii. Proposal will be examined by the Tender Evaluation Committee consisting of following officers: a. Concerned GM/ CE b. GM/ CE (S&P) c. DGM (Finance)

Sl. No.	Nature of Power	Delegation		Remarks
				d. ESE (Purchase)
(e)	Purchase of proprietary item of spare from public sector undertaking against single quotation	SPC	Above Rs.5 crores	i. With financial concurrence and within the limit of approved budget by the BoD. ii. Concerned HoD must satisfy himself that the item is actually proprietary.
		Concerned Director	Above Rs.3 Crore and upto Rs.5 Crore	
		ED	Above Rs.1 Crore and upto Rs. 3 Crore	
		GM/ CE/ GM-cum-CE	Up to Rs.1 Crore	
(f)	Purchase of proprietary items from manufacturers other than public sector undertaking against single quotation	SPC	Above Rs. 1 Crore	i. With financial concurrence and within the limit of approved capital budget by the BoD. ii. Concerned HoD must satisfy himself that the item is actually proprietary.
		Concerned Director	Above Rs. 50 lakhs and upto Rs. 1crore	
		ED	Above Rs.25 lakhs and upto Rs. 50 lakhs	
		GM/ CE/ GM-cum-CE	Above Rs.20 lakhs and upto Rs.25 lakhs	
(g)	Placement of repeat extension order over accepted tender	Same authority who accepted the original tender	Up to 30% in each case	i. With financial concurrence and within the limit of approved budget by the BoD. ii. Reason for repeat/ extension order should be indicated as it should be resorted to only under emergent circumstances. iii. Within a period of 12 months from the date of original order. iv. It should be ensured that there has been no significant downward trend in the prices or that the rates are either steady or standardized. v. Satisfactory Supply Performance should be a pre-requisite for considering the repeat order.
9.				
(a)	To Declare Stores as Surplus and Unserviceable and to fix their reserve price and to take decision for their disposal	BoD	Above Rs. 50 crores through tender	i. Fixation of the reserve price and declaration of the non-moving obsolete items as surplus will be done by the respective disposal committee. ii. For disposal of materials for more than Rs.50 crores, the BoD's approval shall be obtained after recommendation of the Central Disposal Committee (CDC). iii. For calculating the amount for tender, estimated value or book value of the items whichever is available, will be considered.
	At Corporate Office - By Central Disposal Committee (CDC): ▪ Concerned Director ▪ Respective ED ▪ GM (Fin.)/ FC ▪ Chief Eng. (S&P)	Chairman Member Member Member	Upto Rs.50 crores through tender	

Sl. No.	Nature of Power	Delegation		Remarks
		Secretary		
	Sub-Central Disposal Committee: <ul style="list-style-type: none"> ▪ GM/ CE (S&P) ▪ DGM/ ESE (Stores) ▪ DGM/ ESE(O&M) ▪ SM (Fin.) 	Chairman Member Secretary Member Member	Above Rs 5 Crore and upto Rs.10 crore through tender	
	At Zone Level/ Technical Services - By Zonal Disposal Committee <ul style="list-style-type: none"> ▪ GM-cum-CE ▪ DGM/ TS to GM-cum-CE ▪ Respective ESE of the circle ▪ SM (Fin)/ AO ▪ ESE (Store) 	Chairman Member Secretary Member Member	Upto Rs.5 Crores through tender	
	At Circle Level - By Local Disposal Committee: <ul style="list-style-type: none"> ▪ ESE/ Project Manager ▪ EEE (Comml.) ▪ Respective EEE of the concerned division/ workshops ▪ Accounts Officer ▪ EEE (Stores) 	Chairman Member Secretary Member Member	Upto Rs. 50 lakhs	
	At Division Level - By Sub-Local Disposal Committee: <ul style="list-style-type: none"> ▪ ESE ▪ AEE ▪ Respective AEE of the concerned division/ workshops ▪ Accounts Officer/ Senior most Accountant 	Chairman Member Member Secretary Member	Upto Rs. 30 lakhs	
(b)	To write off irrecoverable value of all classes of stores which are stolen or destroyed by negligence or fraud or for any other reasons	BoD MD Concerned Director ED GM/GM-cum-CE ESE	Full Power Rs. 1 Crore Rs. 50 lakhs Rs. 25 lakhs Rs. 10 lakhs Rs. 5 lakhs	Subject to the conditions: i. If the losses are due to defect in the system, the amendment thereof shall be taken up immediately. ii. If there has been any serious negligence on the part of any employee of the Company which calls for disciplinary action, such actions have been taken. iii. The amount of write off shall be

Sl. No.	Nature of Power	Delegation		Remarks
				determined after adjustment of the amount recovered, if, from the persons at fault and finance shall be consulted. iv. Such losses should be reported to GM/ DGM(Audit).
(c)	To sanction the issue or sale of any material from the stores to private persons or other departments at notified issue price plus storage charge of 20% when this can be done without effecting the interest of the Company	MD	Full Power	With financial concurrence and within the limit of approved budget by the BoD.
		Concerned Director	Rs.1 crore p.a.	
		ED	Rs.50 lakhs p.a.	
		GM/ GM-cum-CE	Rs.25 lakhs p.a.	
(d)	To sanction the write off of losses due to demurrage and wharfage	MD	Full Power	i. With financial concurrence and within the limit of approved budget by the BoDs, provided: a. That the loss does not disclose a defect in system the amendment of which requires order of the Company. b. That there has not been any negligence on the part of any individual officer or officers which call for disciplinary action. c. This limit is per consignment.
		Concerned Director	Rs.10 lakhs	
		ED	Rs.5 lakhs	
		GM/ GM-cum-CE	Rs.2 lakhs	
(e)	Acceptance /borrowing of materials / equipments on returnable /rental basis from other Govt. departments /public sector undertakings vice-versa.	GM/ GM-cum-CE	Rs. 2 lakhs per item per transaction	i. With financial concurrence and within the limit of approved budget by the BoD. ii. As per approved rate of the Govt. Department/ public undertaking in case of borrowing and in case of pending Company's approved rate/ PWD Schedule of rate.
		ESE	Rs.50,000/- per item per transaction.	

Part III – HR & Administrative

Sl. No.	Nature of Power	Delegation		Remarks
10.				
(a)	Purchase of Stationery including Computer consumables	Managing Director	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD. ii. After inviting tenders. iii. Through constituted Purchase Committee, as approved by MD.
		ED (HR / Admin)	Upto Rs 50 Lakhs in a year	
		CE (S&P)	Upto Rs 20 Lakhs in a year	
		GM-cum-CE	Upto Rs.2 lakhs	
		ESE (Circle)	Upto Rs.1 lakhs	
		EEE (Division)	Upto Rs.0.50 lakhs	
(b)	Local purchase of stationary including materials for electrical maintenance of Company's building, soft furnishing, crockery and other petty items for office use through cash	ED (HR/ Admin.)	Rs.1.50 lakhs subject to maximum of Rs.15 lakhs per annum	i. With financial concurrence and within the limit of approved budget by the BoD. ii. After inviting tenders. iii. Through constituted Purchase Committee, as approved by MD. iv. In case of purchase amount exceeding Rs.5,000/- for one item, quotation from at least three firms should be obtained and financial concurrence should be obtained.
		CE/ GM/ GM-cum-CE/ FC	Rs. 50,000/- subject to maximum of Rs.5 lakhs per annum	
		SE/ DGM/ ESE	Rs. 2,500/- subject to maximum of Rs.25,000/- per annum	
		SM/ EEE (Division)	Rs. 2,000/- subject to maximum of Rs.25,000/- per annum	
		AO/ AEE (Sub-division)/ JEE (Field)	Rs. 1,000/- subject to maximum of Rs.10,000/- per annum	
11.	Printing	MD	Full Power	i. May arrange printing of books, periodicals and other materials from the approved printers at the approved rate of the Company. ii. In case of printing of materials at field level, quotation from at least three firms should be obtained. However, the rates may be considered subject to maximum of approved rate of the Company. iii. No standard forms, which are supplied by the Corporate office shall be printed locally without specific approval of the ED (HR/Admin.), i.e. getting the non-availability of the stock in the corporate office.
		ED (HR/Admin.)	Upto Rs.50 lakhs in a year	
		GM (S&P)	Upto Rs.20 lakhs in a year	
		GM-cum-CE	Rs.25,000/- max. of Rs.1 lakh p.a.	
		ESE (Circle)	Rs.12,500/- subject to Rs.25,000/- p.a.	

Sl. No.	Nature of Power	Delegation		Remarks
				iv. Annual indents for the supply of standard forms should be placed with the Company HQs by SEs for circle offices and attached offices and by EEEs for divisional and sub-divisional offices latest by 1 st August every year for the requirement of the next year.
12.	Post, Courier and Telegraph etc.	Head of Office/ SM (Fin)/ AO	Full Power	No charge should be incurred on any postage stamp other than service postage stamp except in the case of postage required for letter or other articles to be sent to foreign countries.
13.	Duties, Taxes, vehicle registration taxes, etc. as levied by appropriate authority	GM/ CE/ GM-cum-CE	Full Power	With financial concurrence and within the limit of approved budget by the BoD.
		ESE/ EEE	Full Power	
		Concerned DGM (HR)	Full Power	
14.	Rent (Office building)	ED(HR/Admin.)	Full Power	i. Subject to non-availability of suitable vacant premises of the Company with the Administrative approval of ED (HR/Admin.) ii. Subject to rent fixation by Govt. Rent Controller
		CE/ GM/ GM-cum-CE	Rs. 20,000/- per month per building	
		ESE (Circle)	Rs. 15,000 per month per building	
		EEE (Circle)	Rs. 5,000 per month per building	
15.				
(a)	Purchase of books and periodicals for official use	MD/ Director/ ED (HR/Admin)	Full Power	i. Stock register shall be maintained by each office for the periodicals of value.
		Other EDs	Rs.20,000 in a year	
		CE/ GM/ GM-cum-CE/ FC/ HoD	Rs.5,000/- per annum	
		DGM/ ESE/ CS/ Legal Deptt.	Rs. 3,000 per annum	
(b)	Entitlement of Newspapers & Magazines (Number)	MD/ Director	Full Power	
		ED	Three	
		GM/ GM-cum-CE/ HoD (Legal)/ FC/ DGM	Two	
		EEE/ SM/ CS	One	
16.	Telephone/ Mobile/ Internet Charges			
(a)	New connections	ED(HR)/ GM/ GM-cum-CE	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD.
(b)	Payment of call/ usage charges as per Policy	Disbursing Officer	Full Power	ii. For official calls only and also in consonance to the order of corporate office as regards entitlement of phone and call limits

Sl. No.	Nature of Power	Delegation		Remarks
17.	Transport Expenses			
(a)	Petty transportation charges & Freight	MD	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD ii. May sanction petty transportation expenses for movement of materials in special cases subject to a maximum of ten times of the amount of single transaction in a year. iii. Wherever it is not possible to engage the transport on the rates decided by the Corporate Office, this will be applicable only for local transport not for long distance (local up to 25 Km)
		ED(HR/Admin)/ GM/ GM-cum-CE	Rs.25,000/- in single transaction	
		ESE (Circle)/ DGM (HR)	Rs.10,000/- in a single transaction	
		EEE (Division)	Rs.5,000/- in a single transaction	
18.	Conveyance reimbursement (Contingent Bills)	ED(HR/Admin)/ GM/ GM-cum-CE/ FC/ DGM/ ESE (Circle)	Rs.50,000/- per year	Subject to any general or special orders of the Company, when a Company's employee, who is not provided with any conveyance by the Company, is dispatched on duty at some distance from his office, the conveyance charge for the distance from office to the place of duty and back or for distance actually traveled whichever is less, may be reimbursed to him and charge to contingency provided: i. That the officer certifies the expenditure actually incurred was unavoidable and is within the scheduled scale of charges for conveyance used and ii. That the Company's servant concerned is not entitled to draw traveling allowance under the ordinary rules for the journey and does not and will not otherwise receive any special remuneration for the performance of the duty which necessitated the journey. iii. No conveyance hire is admissible to peons and orderlies for carrying files except in exceptional cases when no cycle is available. iv. No conveyance hire should ordinarily be allowed unless the conveyance is engaged with the previous permission of the officer authorized to sanction payment. v. Cheapest conveyance should be availed in the light of exigency of the work. vi. The particular means of conveyance used should always be stated in all claims for conveyance.
		SM/ EEE (Division)	Rs.25,000/- per year	
		AO/ AEE (Sub-division)	Rs. 5,000/- per year	
19.	Furniture and fixture			

Sl. No.	Nature of Power	Delegation		Remarks
	including computer/mobile/ photocopiers/ fax & other office equipment			
(a)	Purchase of furniture and fixture (Tables, Chairs, Racks, Shelves, Fans, AC, Cooler, Room Heater, Blower, Computer, Printer, and other elec. equipment like wires, lights, switches, etc.)	MD	Full Power	i. Subject to observance of the prescribed rules and in consultation with finance. ii. As per the Entitlement Policy decided by the Company.
		ED (HR/Admin)	As per Entitlement	
		GM/ GM-cum-CE/ FC	As per Entitlement	
		ESE (Circle)	As per Entitlement	
		EEE (Division)	As per Entitlement	
(b)	Repair of office furniture/ equipment like Computers/ fax/ photocopier etc. and other petty items	ED (HR/Admin.)	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD
		GM/ GM-cum-CE / DGM (HR)	Rs.1.50 lakhs per annum	
		ESE (Circle)	Rs.50,000 per annum	
		EEE (Division)/ SM(Fin)	Rs.25,000 per annum	
		AEE (Sub-division)/ AO	Rs.10,000 per annum	
(c)	Hiring office furniture, and fixture/ office equipments, tents and other equipments etc.	ED(HR/Admin)/ GM/ GM-cum-CE	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD
		ESE (Circle)	Rs.25,000 p.a.	
		EEE	Rs.10,000 p.a.	
(d)	Purchase of Bicycles/ Repair of bicycles	ED (HR/Admin)	Full Power	With financial concurrence and within the limit of approved capital budget by the BoD
		GM/ GM-cum-CE	Full Power	
		ESE (Circle)	Full Power	
(e)	Repair of vehicles	ED (HR/Admin)	Full Power	i. On recommendation of the Committee in case of expenses beyond Rs.25,000/- per annum per vehicle ii. Repair of vehicle involving expenses more than Rs.10,000/- has to be done form authorized service centre. iii. With financial concurrence and within the limit of approved budget by the BoD
		GM/ GM-cum-CE	Full Power	
		DGM (HR/Admin)	Rs.10,000 p.a./ vehicle	
		ESE (Circle)	Rs.10,000 p.a./ vehicle	
		EEE (Division)	Rs. 7,500 p.a./ vehicle	
(f)	Purchase of Vehicle	MD	Full Power	i. With financial concurrence and within the limit of approved budget by the BoD ii. Purchase on the basis of DGS&D Rates or Govt. approved rates and approved vehicles
(g)	Hiring of vehicle	Concerned Director/ ED(HR)/ GM/ GM-cum-CE/ ESE (Circle)/ SE/ EEE (Division)	Full Power subject to specific approval by the MD	At the approved rate and as per policy decided by the Company.

Sl. No.	Nature of Power	Delegation		Remarks
20.				
(a)	Re-imbursment of hospitality expenses	MD/ Director ED	Full Power Rs.25,000 p.a.	Subject to the certificate that expenditure incurred is in the interest of the company.
		GM/ GM-cum-CE/ FC	Rs.15,000 p.a.	
		ESE (Circle)/ DGM/ CS/ OSD	Rs.12,000 p.a.	
		EEE (Division)/ SM	Rs.6,000 p.a.	
(b)	To sanction expenses relating to meetings including Board Meetings/ conferences /Company's Guests etc.	MD/ Director/ ED	Full Power	Subject to the certificate that expenditure incurred is in the interest of the company.
		GM/ GM-cum-CE/ CS	Rs.50,000 p.a.	
		ESE (Circle)	Rs.20,000 p.a.	
21.	Workers' compensation	ED(HR/Admin)/ GM/ GM-cum-CE	Full Power	
22.	Advertisement	ED (HR)	Full Power Subject to Policy approved by the Company	Subject to Policy laid down by the Company.
23.	Uniform & Liveries	ED (HR/Admin) GM/ GM cum CE/ ESE (Circle)/ EEE (Div.)	Full Power Full Power	i. Subject to instructions issued by the Company regarding source of supply, rates at which they are to be supplied and other conditions with regard to admissibility and its use by the workmen ii. With financial concurrence and within the limit of approved budget by the BoD
24.	Licenses and Registration fees	Disbursing officer	Full Power	As per instruction issued by the Company from time to time.
25.	Electric and Water charges	Disbursing officer	Full Power	
26.	Purchase of Medicines/ Medical related equipment	ED (HR/Admin)	Full Power	Subject to financial concurrence and instruction issued by the Company from time to time.
27.	Secret Service expenditure	MD	Full Power	i. Subject to total ceiling per annum prescribed by the BoD. ii. At the end of the year, he will give a disbursement certificate for the amount spent.
28.				
(a)	Misc. commission to Bank	Disbursing Officer	Full Power	This relates to the payment of commission to banks for transfer of funds from one office to another of the Company and encashment of outstation cheques received on behalf of the Company in course of routine business or any contractual obligations. In all other cases, approval of GM (Fin.) is necessary.

Sl. No.	Nature of Power	Delegation		Remarks
(b)	Reward/ Honorarium/ Incentive	MD	Rs.50,000 p.a.	i. Not exceeding twice in a year and Rs.2,000/- in a particular FY in respect of one individual ii. Apart from this, Directors/ED (HR/Admin) are also delegated with the power to recommend name(s) for sanction of honorarium to other workmen also posted in the Corporate Head Office to MD explaining reasons for sanction of honorarium but honorarium to other workmen may be sanctioned by MD only subject to a limit of Rs.5,000/- per individual. iii. No honorarium shall be admissible/ paid to person(s) who are not the employees of the Company.
		Director in respect of staff of his cell	Rs.20,000 p.a.	
		ED (HR/Admin) in respect of staff of his cell	Rs.15,000 p.a.	
		GM/ GM cum CE/ FC/ HoD (in respect of staff under them)	Rs.12,000 p.a.	
29.	Advances			
(a)	Approval of journey on official tour	MD	Full Power outside Country	i. In special circumstances, the prescribed norms of the TA Rules may be relaxed. ii. Subject to prescribed norms of TA Rules
		Concerned Director	Full Power outside State	
		ED/ GMs/ HoD (Legal)/ CE/ FC/ DGM	Full Power within the State	Subject to prescribed norms of TA Rules.
		GM cum CE/ ESE (Circle)	Full Power within the State for official use only	
		EEE (Division)	Full Power within the Circle for official use only	
(b)	Sanction of TA Advance as per Company Rules	Controlling Officer	Full Power	Subject to prescribed norms of TA Rules and budget provision
(c)	Sanction of General Advances for local purchase of stationary and petty items for official use as also for repair of vehicle etc.	Controlling Officer	Full Power	i. Subject to the delegated amount of expenses. ii. Adjustment of general advances should be made within one month otherwise the same may be deducted from salary bill in one lump sum amount
(d)	Sanction of House Building Advance	ED (HR/Admin)	Full Power	i. On recommendation of the Committee and financial concurrence ii. Subject to budget provision
(e)	Sanction of transfer TA Advance and Pay Advance	ED(HR/Admin)/ DGM(HR)/ Controlling Officer	Full Power	Subject to prescribed norms of the Company
(f)	Sanction of Car/ Motor Cycle Advance	ED (HR/Admin)	Full Power	i. On the recommendation of controlling officer ii. With financial concurrence and

Sl. No.	Nature of Power	Delegation		Remarks
				within the limit of approved capital budget by the BoD
(g)	Sanction of advance for purchase of bicycles	ED(HR/Admin)/ GM/ GM-cum-CE / ESE (Circle)	Full Power	Subject to the condition laid down by the Company from time to time
(h)	Permanent imprest advance/ Revolving Fund	Director (F)	Full Power	On the recommendation of GM (Fin.) with full justification
30.	Payment of pay and other allowances for a deceased employee/ of the Company, due but not paid	Disbursing Officer	Full Power	After such enquiry into the rights and titles of the claimant, as may be deemed sufficient
31.	Grant of funeral expenses	ED(HR/Admin)/ GM/ GM-cum-CE/ ESE(Circle)/ EEE (Division)	Full Power	Subject to Rs.3,000/- in each case
32.	To sanction payment of claims not preferred by personnel within a year of their becoming dues but within 3 years	GM (Fin.)/ FC	Full Power	
33.	To sanction payment of claims preferred by personnel beyond three years	Director (F)	Full Power	
34.	GPF Advance	DGM (HR/Admin)	Full Power	i. Non-refundable GPF advance of officer and staff of central cadre of entire Company ii. Refundable and non-refundable GPF advance of employees of Corporate Office
		ESE (Circle)	Full Power	i. First refundable GPF of officers posted in field offices up to the level of circle office ii. Refundable GPF advance of Non-executive staff posted in field offices up to the level of Circle Office
		GM/ GM-cum-CE	Full Power	i. Second and subsequent refundable GPF advance of officer posted in the field offices up to the level of Area Office/ Project ii. Refundable GPF advance of Non-executive staff of central cadre and field cadre posted in Zone Office/ Project
35.	Engagement of private security guard and part-time sweepers	ED(HR/Admin)/ GM cum CE	Full Power	i. After inviting tender ii. With financial concurrence and within the limit of approved budget by the BoD iii. As per norms and procedure prescribed by MD.

Sl. No.	Nature of Power	Delegation		Remarks
36.				
i.	Sanction of group saving scheme of officers and workmen posted at Corporate Office	Concerned DGM (HR)	Full Power	
ii.	Sanction of group saving scheme of field cadre staff & officers posted at Zone office / project	GM/ GM-cum-CE	Full Power	
iii.	Sanction of group saving scheme of officers & staff of circle unit including divisions and sub-divisions	ESE (Circle)	Full Power	
iv.	Sanction of group saving scheme of staff posted up to division level	EEE (Division)	Full Power	
v.	Sanction of leave encashment of unutilized leave of officers and workmen of the Company	ED (HR/ Admin)	Full Power	
vi.	Sanction of leave encashment of unutilized leave of field cadre staff posted at Zone office/ project	GM/ GM-cum-CE	Full Power	
vii.	Sanction of leave encashment of unutilized leave of staff (field cadre) of circle unit	ESE (Circle)	Full Power	
viii.	Sanction of leave encashment of unutilized leave of staff of field cadre posted up to division level	EEE (Division)	Full Power	
ix.	Sanction of pension, gratuity and commutation of pension of all officers of the Company	ED (HR/Admin)	Full Power	
x.	Sanction of pension and gratuity to the workmen of Central cadre either posted in Company HQs or in the field offices	Concerned DGM (HR)	Full Power	

Sl. No.	Nature of Power	Delegation		Remarks
xi.	Sanction of pension and gratuity to the workmen of all field cadres/ project cadre	GM/ GM-cum-CE	Full Power	
xii.	Regularization of period either spent as waiting for posting or final posting after reinstatement either posted in Company HQs or in the field offices with regard to Central cadre	Concerned DGM (HR)	Full Power	
xiii.	Sanction of commutation of pension of workmen of Central cadre posted in the Company HQs or in the field	ED (HR/Admin)	Full Power	
xiv.	Sanction of commutation to the workmen of all field cadre.	GM/ GM-cum-CE	Full Power	
xv.	Suspension of all categories of workmen except workmen of central cadre posted in supply divisions, awarding minor punishment and preparing charge sheet to transmit the same to the disciplinary authority, i.e. ESE (Circle)	EEE (Division)	Full Power	As per Rules & Regulations of the Company
xvi.	Calling for explanation from all categories of officers and workmen	Controlling Officer not below the rank of EEE or equivalent	Full Power	As per Rules & Regulations of the Company
xvii.	Inflicting minor punishment to all categories of workmen except workmen of Central Cadre	EEE (Division)	Full Power	As per Rules & Regulations of the Company
		In case of workmen posted at Circle office, EEE (Tech.) of the Circle concerned	Full Power	As per Rules & Regulations of the Company
		In case of workmen posted at Zone office/ Project,	Full Power	As per Rules & Regulations of the Company

Sl. No.	Nature of Power	Delegation		Remarks
		EEE (Estt.) posted at Zone office/ Project		
xviii.	Inflicting minor punishment to all categories of workmen of Central Cadre and JEE and equivalent	ESE of the concerned circle for employees for all employees posted under the circle	Full Power	As per Rules & Regulations of the Company
		DGM of the Zone/ Project concerned for those employees posted in the concerned establishment	Full Power	As per Rules & Regulations of the Company
xix.	Suspension and awarding major punishment to workmen of Field cadre, officers in the rank of JEE or equivalent	Concerned GM-cum-CE of Zone/ Project	Full Power	As per Rules & Regulations of the Company
xx.	Suspension and awarding major punishment to all categories of workmen of Central Cadre posted in field	ED (HR/Admin)	Full Power	As per Rules & Regulations of the Company
xxi.	Suspension of workmen of Central Cadre posted at Corporate Office and to award minor and major punishment to them	ED (HR/Admin)	Full Power	As per Rules & Regulations of the Company
xxii.	Awarding minor punishment to the officers upto the rank of EEE & equivalent	GM-cum-CE of concerned Zone/ Project	Full Power	As per Rules & Regulations of the Company
xxiii.	Suspension and awarding major punishment to AEE, EEE, ESE and equivalent	Concerned Director ED (HR) In supply & distribution/ transmission matters, power will be exercised by Director (Operations)	Full Power For AEE	As per Rules & Regulations of the Company

Sl. No.	Nature of Power	Delegation		Remarks
		<p>In project related matters, power will be exercised by Director (Project)</p> <p>In Revenue & Finance matters, power will be exercised by Director (Fin.)</p> <p>In administrative matters, power will be exercised by ED (HR/Admin)</p>		
xxiv.	Awarding minor punishment to CE, GM or equivalent	<p>Concerned Director</p> <p>In supply & distribution/ transmission matters, power will be exercised by Director (Operations)</p> <p>In project related matters, power will be exercised by Director (Project)</p> <p>In Revenue & Finance matters, power will be exercised by Director (Fin.)</p> <p>In administrative matters, power will be exercised by MD</p>	Full Power	
xxv.	Suspension & awarding major punishment to ED, CE, GM or equivalent	MD	Full Power	As per Rules & Regulations of the Company

Sl. No.	Nature of Power	Delegation		Remarks
xxvi.	Appellate Authority of all workmen, JEE and equivalent, where EEE is disciplinary Authority	ESE of concerned circle. In case of employees posted in Zone/Project, the DGM of the concerned Zone/Project	Full Power	As per Rules & Regulations of the Company
xxvii.	Appellate Authority of all workmen, JEE and equivalent, where ESE/DGM is disciplinary Authority	GM-cum-CE of concerned Zone/Project	Full Power	As per Rules & Regulations of the Company
xxviii.	Appellate Authority of all workmen, JEE and equivalent, where GM-cum-CE of the concerned Area/ Zone/Project, ED (HR/Admin) is the disciplinary Authority	MD	Full Power	As per Rules & Regulations of the Company
xxix.	Appellate Authority of all AEE, ESE, EEE, GM-cum-CE and equivalent, where Director concerned is the disciplinary Authority	MD	Full Power	As per Rules & Regulations of the Company
xxx.	Deputation for training, seminar, workshop, etc. of workmen within the State /outside State	ED (HR)	Full Power	
xxxi.	Deputation for training, seminar, workshop, etc. of officers within the State /outside the State	Concerned Directors	Full Power	
xxxii.	Deputation for training/ seminar/ workshop, etc. of officers outside the country	MD	Full Power	
xxxiii.	Permission for higher studies to workmen within the State	ED (HR)	Full Power	
xxxiv.	Permission for higher studies to officers outside the State	MD	Full Power	
xxxv.	Permission for higher studies to officers outside the Country	MD	Full Power	

Sl. No.	Nature of Power	Delegation		Remarks
xxxvi.	Permission for personal/ private visit abroad	MD	Full Power	
xxxvii.	Permission to grant no objection certificate for employment etc. to the workmen	Concerned DGM (HR)	Full Power	
xxxviii.	Permission to grant no objection certificate for employment etc. to the officers	ED (HR/Admin)	Full Power	
xxxix.	Permission to grant no objection certificate for obtaining passport	ED (HR/Admin)	Full Power	
xl.	Forwarding of application for appointment/ deputation of workmen elsewhere	ED (HR/Admin)	Full Power	
xli.	Forwarding of application for appointment/ deputation of officers elsewhere	MD	Full Power	

Part IV – Legal & Secretarial

Sl. No.	Nature of Power	Delegation		Remarks
37.	Legal Expenses			
(a)	Determination of rates and engagement of Standing Counsel/ Addl. Standing Counsel	MD	Full Power	In consultation with HoD (Legal) and Director (Fin.)
(b)	Special engagement of Advocate	MD	Full Power	In consultation with HoD (Legal) and Director (Fin.)
(c)	Rates of Panel Advocates and engagement thereof	MD	Full Power	In consultation with HoD (Legal) and Director (Fin.)
(d)	Misc. Expenses related to court cases	ED(HR/Admin)/ HoD (Legal) / HoD	Full Power	On the basis of guidelines issued by the Legal Department
(e)	Advocate's legal bills	ED(HR/Admin)/ HoD (Legal) / HOD	Full Power	At Company's approved rate/ Company's approved panel/engagement.
38.	Purchase of court fee stamp/ stamp paper/ non judicial paper/ RoC and company affair fees.	HoD (Legal)/ CS	Full Power	
39.	Misc. Expenditure like summoning of witness, attestation, affidavits, power of attorney, obtaining copies of court order, typing, photo state, preparation of case papers or any other legal expenses.	HoD (Legal)/ CS	Full Power	

Part IV - Project Related/ Revenue

Sl. No.	Nature of Power	Delegation		Remarks
40.	Land Acquisition	MD	Full Power Payment as per Land Acquisition Act	With financial concurrence and within the limit of approved capital budget by the BoD
41.	To sanction estimate for compensation for crops of or other property destroyed by laying out distribution lines.	GM-cum-CE	Full Power	With financial concurrence and within the limit of approved capital budget by the BoD
		ESE (Circle)	Rs. 20,000/- in a year	
42.	To write off irrecoverable sums of Company's money lost through fraud or negligence of individuals or by any other cause, except loss of stores	MD	Full Power	Subject to conditions: i. That if the losses disclose a defect of system, rectification thereof shall be taken before hand. ii. That if there has been any serious negligence on part of any employee(s) of the Company, which calls for disciplinary actions; steps for such disciplinary action has been taken. iii. That the amount of write off shall be determined after adjustment of the amount recovered, if any. iv. With financial concurrence and within the limit of approved budget by the BoD v. After occurrence of such losses, it shall be reported to GM (Fin.)/ FC immediately
		Director (Fin.)	Rs.10 lakhs	
		GM cum CE	Rs.25,000/- in each case	
		ESE (Circle)	Rs.5,000/- in each case	
43.	Authority to approve payment to suppliers/ contractors bills	Director (Fin.)	Full Power	i. Before releasing the amount, it would be the duty of the sanctioning authority to satisfy himself that necessary budget provision exists and payment is well within the amount available for the purpose ii. The monetary limits prescribed above are with reference to the total value of an order and not with reference to the amount included in a particular part bill submitted for payment. In other words, if the total ordered amount of a particular supply/ work exceeds Rs.50 lakhs, but submitted a part bill relating to that supply for payment of an amount, not exceeding Rs.50 lakhs, it would not be within the competency of GM to sanction payment of that amount notwithstanding the fact that the amount is less than Rs.50 lakhs and necessary the claim will have to be submitted to next higher authority for sanction.
		GM (Fin.)/ FC	Upto Rs.5 crores	
		GM cum CE	Upto Rs.3 crores	
		ESE (Circle)	Upto Rs.1 crore	
		EEE (Division)	Upto Rs.50 lakhs	

Sl. No.	Nature of Power	Delegation		Remarks
				iii. On receipt of fund from Corporate Office for the purpose (for field offices)