



UTTAR HARYANA BIJLI VITRAN NIGAM LIMITED
(A Power Distribution & Retail Supply Utility, Govt. of Haryana)
O/o CE/Admn. (GA Section), UHBVN, Panchkula.
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CIN: U40109HR1999SGC034166

From

The Chairman-cum-Managing Director,
UHBVN, Panchkula.

To

1. The Director/Vigilance, HPUs, Panchkula.
2. All CEOs/CTO in UHBVNL.
3. The Chief Financial Officer, UHBVNL, Panchkula.
4. The LR/HPUs, Panchkula.
5. The Chairman, CGRF, UHBVN, Kurukshetra.
6. All SEs in UHBVNL.
7. The CAO/FA(HQ)/FA& CAO/MM/CA in UHBVNL, Panchkula.
8. The Dy. Secretary (Technical/Project), UHBVNL, Panchkula.
9. All XENs in UHBVNL.
10. All Under Secretaries/ Administrative Officers, UHBVNL, Panchkula.
11. The Public Relation Officer, UHBVNL, Panchkula.
12. All SDOs in UHBVN.

Memo No.Ch- 106 /UH/GA-35/Reg./L-II

Dated: 09.07.2020

Subject: - Revised Delegation of Powers – 2020.

A copy of notification No. 162/UH/GA-35/Reg. dated 09.07.2020 containing Revised Financial Delegations of Powers is sent herewith for information and necessary action. The same may be downloaded from the Nigam's website (www.uhbvn.org.in).

DA/As above


Under Secretary/GA,
for C.M.D., UHBVNL, Panchkula.

Endst. No.Ch- 106 /UH/GA-35/Reg./L-II

Dated:-09.07.2020

A copy of the above is forwarded to the following:-

1. The Company Secretary, UHBVN, Panchkula w.r.t. his office memo No. 2761/WTD/UH/16.06.2020 (225.3) dated 17.06.2020.
2. The XEN/IT, UHBVN, Panchkula for uploading on the website of UHBVN for information and necessary action.

DA/As above


Under Secretary/GA,
for C.M.D., UHBVNL, Panchkula.

CC:-

1. SPS to CMD, UHBVNL, Panchkula.
2. SPS to Director/Finance, UHBVNL, Panchkula.
3. PS to Director (Operation/Projects), UHBVNL, Panchkula.
4. PA to CE/Admn., UHBVNL, Panchkula.



UTTAR HARYANA BIJLI VITRAN NIGAM

NOTIFICATION

09th July, 2020

No. 162/UH/GA-35/Reg. In exercise of the powers conferred under section-56, Sub-Section-3 (vi) of the Haryana Electricity Reforms Act, 1997 read with provisions contained in Section 186(3) of Electricity Act 2003 and all other enabling powers in this behalf, the Uttar Haryana Bijli Vitran Nigam Limited hereby delegates the Revised Financial Powers to its officers as contained in the enclosed statements subject to the following conditions:-

1. That the powers delegated in this booklet supersede all the financial powers previously enjoyed by various officers as given in PFR and DFR etc. In case, where powers have not been incorporated in the Nigam "Delegation of the Powers" these should continue to be referred to the Nigam till these are delegated and consequently included in this booklet.
2. That the officers, who are not designated by their rank but are holding the office in an equivalent rank are competent to exercise the powers as delegated by the Nigam but those officers, who are holding a specific charge of a Circle, Division or a Sub-Division, will be competent to exercise these powers only if there is a specific allocation of funds at their disposal and for the purpose as may be specified. Thus these powers should be exercisable only if:
 - a) The concerned officer is holding a specific charge of a Circle, Division or a Sub-Division irrespective of the nomenclature of the post and
 - b) If funds are placed at the disposal of the said officer.
3. That the Chief Engineers may delegate powers to Superintending Engineers and Executive Engineers working in their offices at their discretion to the extent the Superintending Engineers and Executive Engineers are otherwise competent in respect of contingent expenditure.
4. This "Financial Delegation of Powers" has now been revised and all the amendments issued from time to time by the Nigam have been incorporated in this publication. Yet certain discrepancies/ errors/omissions or printing mistakes may have appeared in the addition, which if come to your notice may kindly be intimated to this office through respective head of department, so that same are removed in next addition for amendments are issued.

The above notification supersedes all orders/notifications issued from time to time by the Nigam with regard to Financial Delegation of Powers.

This issues with the approval of WTDs, UHBVN in its meeting held on 16.06.2020.

DA/As Above


Chief Engineer/Admin.,
for CMD, UHBVN, Panchkula.

INDEX (DELEGATION OF POWERS- 2020)

THIS INDEX HAS BEEN COMPILED SOLELY FOR THE PURPOSE OF FACILITY OF REFERENCE NUMBER AND EXPRESSION USED IN IT SHOULD BE CONSIDERED AS IN ANY WAY INTERPRETING THE RULES AND POWERS ETC.

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Delegation of Powers-2020

Sr. No	Nature of Power				Remarks
		To whom delegated	Delegation in rupees		
(1) WORKS CHARGEABLE TO CAPITAL/REVENUE HEADS OF ACCOUNTS					
1	To convey administrative approval for capital expenditure on new transmission works and augmentation works of 33 KV including residential buildings and allied civil works required to be constructed as per norms for new sub-stations but excluding all other buildings.	WTDS CE/HOD/PD&C	Full Power 5 Crore		Subject to the condition that sanction accorded by CE does not result in excess over the provision of the Project estimate for the relevant sub-head. Copies of all such administrative approval granted by the CEs will be brought to the notice of concerned Director. Works should be technically approved for execution by the Director (Project).
2	To convey administrative approval for capital expenditure on works of a project including residential/non-residential buildings not forming part of a project estimate approved by the Nigam.	WTDS CE/HOD SE XEN	Full Power 25 Lac 5 Lac in each case 2 Lac in each case		Subject to budget provision.
3	To convey administrative approval for capital expenditure on works for the purchase of Land for construction of 33 KV Sub/Stn., office and residences etc.	WTDS	Full Power		Subject to the condition that the rate will be as per collector rate / rate approved by the Development and Panchayat Deptt. Govt. of Haryana.
4	To convey the administrative approval for capital expenditure on minor works of existing residential/non-residential buildings to meet the requirements.	WTDS CE/HOD SE XEN	Full Power 2 Lac 1 Lac 50,000/-		Such powers will not be exercised for providing additional rooms to extend buildings in contravention of the latest approved type design.
5 (a)	To convey administrative approval for capital expenditure on works for laying of new connections/extension of load, augmentation of lines/sub stations for release of connections in respect of industrial, non-domestic, domestic, agriculture, group of connections, any other type of connections and allied works.	CE SE XEN AE/AEE	Full Power 30 Lac 15 Lac 5 Lac		<p>Provided that :-</p> <ul style="list-style-type: none"> i) Expenditure is met from within the budget provision under the major /minor head concerned. ii) The works are of productive nature and financially justified or return on cost of service is received in full or part. iii) In case the works are found to be financially unjustified and the consumers are willing to pay unjustified cost, this will be subject to the condition that the procedure of preparation and sanction of estimates is as per rules/instructions, applicable from time to time. iv) These powers will be applicable to new under taking to be acquired by the Nigam. v) In case where the financial justification is required to be work-out, the fixed variable charges, if applicable are to be taken in advance on the basis of average cost of tubewells worked out for the groups.

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5 (b)	Merged in DOP 5 (a)			
5 (c)	To convey administrative approval to towards maintenance/ special repairs/ replacement of any damaged part during construction work.	Director	Full Power	I. The total project cost does not exceed the project estimate as per approved scheme to which the particular work belongs. II. The approval accorded by the competent authority does not involve any change/ increase in the scope/quantum of the work specifically provided in the project estimate /work estimate. III. The expenditure is restricted to the budgetary provisions for the year.
		CE	5 Lac	
		SE	2 Lac	
		XEN	1 Lac	
5 (d)	To convey administrative approval for capital/revenue expenditure on T&P including special T&P, Computers, Fax Machine, Photo Copier etc. including motor vehicles and repair thereof.	WTDS	Full Power	I. The total project cost does not exceed the provision in the project estimate for the sub-head to which the particular work belongs. II. The approval accorded by the CE and SE does not result into any change/increase in the scope/quantum of the work specifically provided in the project estimate.
		HOD	5 Lac	
		SE/CA/CAO/FA	1. 50 Lac	
		XEN	25,000	
		AEE/AE	10,000	
5 (e)	To convey administrative approval for expenditure on works connected with the basic and fundamental research schemes, approved by the CBIP/ Nigam.	WTDs	Full Power	
		CE/PD&C	Upto the extent of approval of CBIP/ Board	
5 (f)	To convey administrative/technical approval for the detailed estimates/ preliminary survey to the preparation of the schemes.	Director	Full Power	Only for schemes specifically approved by the Nigam.
		CE	5 Lac	
		SE	2 Lac	
		XEN	1 Lac	
5 (g)	To convey administrative approval for expenditure under capital/revenue Head for the purchase of new motor vehicles, tractor etc. (A) for new vehicles. (B) for replacement against existing vehicles.	WTDs	Full Power	I. Where no yard stick exists. II. As per approved yardstick.
		CE/HOD	Full Power	
5 (h)	To convey administrative approval for hiring of vehicles.	HOD/S E	Full Power	Subject to the condition that the existing vehicles have completed their normal life as per norms fixed by the Nigam.
6.	To convey administrative approval for capital/revenue expenditure on works and T&P other than residential buildings:			
6 (a)	Petty works and special repairs.	Director	Full Power	
		CE/HOD	3 Lac	
		SE/FA/CAO/CA	2 Lac	
		XEN	50,000/-	
		AE/AEE	10,000/-	
6 (b)	Renewal and replacement of existing works including replacement of poles, conductor, transformers, allied material damage due to natural calamity and replacement of stolen transformers/ conductor.	Director	Full Power	Subject to the condition of lodging of FIR, in case of theft of material.
		CE	10 Lac	
		SE	5 Lac	
		XEN	2 Lac	
		AEE/AE	1 Lac	

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6 (c)	Merged with DOP 5 (d)			
7	To convey administrative approval for non-recurring expenditure such as laying of foundation stone/inauguration and any other such works/activities etc. chargeable to capital/revenue works where no specific power is prescribed in the DOP.	CE SE XEN	Full Power 2 Lac 50,000	
2.	ESTIMATES FOR WORKS CHARGEABLE TO CAPITAL HEAD OF ACCOUNTS			
8	To convey technical sanction to the detailed estimates of works chargeable to project/scheme specifically sanctioned by the competent authority.	CE SE XEN	Full Power 20 Lac 5 Lac	<p>Subject to the condition that :-</p> <ol style="list-style-type: none"> In case where the provisions in the projects are adequate, the sanction does not cause excess over and above project provisions in the project works/estimate under the sub-head of which the particular work belongs. In case where the financial provisions made in the project estimates have become inadequate due to price increase, the sanction does not cause excess over and above the amount administratively approved (plus such excess as the authority according to technical sanction is competent to pass).
9	To convey technical sanction to the detailed estimates for augmentation of sub-station including improvement works and transmission/ distribution lines including main & sub mains.	CE SE XEN SDO/AEE	Full Power 15 Lac 5 Lac 1 Lac	<p>Provided that :-</p> <ol style="list-style-type: none"> The works are of productive nature. The expenditure should be as per budget provision.
10.	To convey technical sanction to the detailed estimates of experimental works connected with basic and fundamental research schemes.	CE/HOD	Upto the amount administratively approved and also upto 5% in excess of this amount.	
11.	To convey technical sanction to the detailed estimates for experimental purposes either in our own workshop or at the premises of the supplier for spare parts substitution or development of new products for Operation and Maintenance.	CE	Upto the amount administratively approved and also upto 5% in excess of this amount	
12.	To convey technical sanction to the detailed estimates for Domestic, Non Domestic, Industrial, Agriculture & any other type of connections or a group of connections.	CE SE XEN AE/AEE	Full Power 30 Lac 15 Lac 5 Lac	<p>Provided that</p> <ol style="list-style-type: none"> The works are of productive nature. Expenditure is met from within the budget provision under the major/minor head concerned.

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13.	To convey technical sanction to the capital/revenue estimates for repairs and carriages of T&P including special T&P, repair of computer, photo copier and fax machine including special repair of Nigam vehicles etc.	HOD	Full Power	
		SE/CA/CAO/FA	3 Lac	
		XEN/US/Sr. AO/ADO	50,000	
		AEE/AE	20,000	
14.	To convey the technical sanction to the detailed estimates for maintenance and special repairs of works under construction chargeable to project estimates/schemes already approved by the Nigam including laying of foundation stone, inauguration and commissioning of sub- station/works chargeable to project estimate /scheme.	CE	Full Power	Subject to the restriction by CE.
		SE	2 Lac	
		XEN	50,000/-	
15.	Merged with 5 (f)			
16.	To convey technical sanction to the detailed estimates for purchase of T&P including special T&P including motor vehicles, tractors etc. chargeable to capital estimate already administratively approved.	CE/HOD	Full Power	Subject to administrative approval by the competent authority.
		SE	10 Lac	
		XEN	1 Lac	
17.	Merged in DOP 16			
18.	Deleted			
19.	To divert provision for contingencies of a sanctioned estimate to new works of T&P or repairs etc. not provided for in the estimate.	SE	Full Power	Subject to the restriction by CE.
		XEN	50,000/-	
20.	To convey technical sanction for capital expenditure on construction of residential / non-residential buildings and allied civil works not forming part of project.	CE	Full Power	Subject to budget provision.
		SE	10 Lac	
		XEN	5 Lac	
3. ESTIMATE FOR WORKS CHARGEABLE TO REVENUE HEAD OF ACCOUNTS				
21	To convey technical sanction to detailed estimates			
21 (a)	For Petty original works including extending works.	CE	Full Power	
		SE	1 Lac	
		XEN	50,000/-	
		AE/AEE	10,000/-	




21 (b)	For renewals and replacement of existing works including replacement of poles/transformers etc. damaged due to natural calamities and replacement of stolen conductor/transformers.	CE	Full Power	FIR must be lodged for stolen material.
		SE	5 Lac	
		XEN	3 Lac	
		AEE/AE	50,000/-	
21 (c)	Special repairs of residential/non-residential buildings, vehicles including tractors etc.	HOD/CE	Full Power	Upto 5% in excess of the amount administratively approved by the competent authority and provided that in the case of residential buildings the cost of special repairs does not exceed the following limits relating to the calculation of standard rent:-
		SE	2 Lac	
		XEN	50,000/-	
		AE/AEE	10000/-	
21 (d)	For maintenance and repairs including residential/non-residential building/other civil works.	CE/HOD	Full Power	Provided that : The cost of repair of residential building does not exceed the limit mentioned in the provisions, subject to condition of item No. 21 (c) and subject to such conditions as may be imposed by special order by the CE. Where the Nigam have approved the norms for maintenance and repair under TIE (4) (Technical Instructions), it shall be treated as administrative approval.
		SE	10 Lac	
		XEN	2 Lac	




21 (e)	To convey technical sanction for preparation of detailed estimate for replacement of damaged transformers and renovation and improvement works for distribution system.	CE	Full Power	For improvement works only.	
		SE	10 Lac		
		XEN	5 Lac		
		AEE/AE	50,000/-		
22	To sanction estimates for purchase of T&P including special T&P excluding Motor vehicles, chargeable to Revenue Head of Accounts, office furniture including tents.	CE/HOD	Full Power		
		SE	5 Lac		
		XEN	1 Lac		
		AE/AEE	25000/- p.a.		
23	To sanction deposit works.	CE/HOD	Full Powers		
		SE	10 Lac		
		XEN	5 Lac		
		AEE/AE	50,000/-		
24. (a)	To divert provision for contingency of a sanctioned estimate to new works or repairs not provided for in the estimates.	Covered under DOP- 17 & 19.			
24 (b)	To convey technical sanction to the estimate for purchase of new vehicle, tractor etc.	Covered under DOP- 17 & 19.			
25.	To convey sanction to the payment of demurrage / warfare charges debitible to contingencies of estimate.	WTDs	Full Power	The Nigam will follow the instructions/directions issued by the State Govt. from time to time for purchase of material/allotment of turn key projects etc. through HPPC and SHPPC.	
		CE/HOD	2.50 Lac		
		SE	1 lac		
		XEN	25000/-		
4. POWER TO SANCTION PURCHASES OF EQUIPMENT & STORES					
26.	To purchase material, equipment and T&P through:				
26 (a)	Open Tender	BOD	Full Power	The Nigam will follow the instructions/directions issued by the State Govt. from time to time for purchase of material/allotment of turn key projects etc. through HPPC and SHPPC.	
		WTDS	10 Crore		
		SPC	1 Crore		
		CE/MM	20 Lac		
26 (b) (i)	Deleted				



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26 (b) (ii)	Against new /maintenance works.	SE through CPC	<p>Upto Rs. 5 Lac per month for his circle (by spot/ hand quotations) Subject to the further ceiling of Rs. 1.00 Crore per year. for expenditure above Rs. 1.00 Crore, the prior approval of WTDs be taken.</p> <p>The limit of Rs. 5.00 Lacs per month can be extended upto 10.00 lacs in a particular month with the approval of concerned CE/OP by explaining proper justification and reasons for such increase.</p> <p>Rs. 50,000/- in each case.</p> <p>For amount exceeding Rs. 50,000/- by issuing short tender of ten days duration.</p>	<p>Subject to the condition that :-</p> <ul style="list-style-type: none"> a) After obtaining NAC from SE/Store and Workshop, Dhulkote. b) Purchase cases in the circle office should be processed by the Circle Purchase Committee comprising of SE, XEN Central Store and a Sr. AO/AO to be nominated by CAO through spot purchase. c) Necessary budget provision to be ensured by SE/CE (OP). d) These powers shall be exercised for all material including matching material except Transformers, ACSR, PCC poles, HT/LT cables, 11 KV panels, 33 KV VCB, heavy steel items etc for completion of new petty works and ongoing works pending due to matching material. e) The material will be routed through stores and only those can draw the material for whom the material has been purchased for which these/OP will make the allocation of material to each division office quarterly and checked by the concerned SE (OP) Circle through his Circle Suptd. f) The register of emergency purchases maintained at S/Divn. level through Sub-Division Clerk will be submitted to the divisional office quarterly for checking by the XEN through his Divisional Accountant. g) A copy of the PO will be submitted by the concerned XEN (OP), SE (OP) to Chief Auditor and all counterparts within the circle for comparison purpose as well as to obtain similarity in the rates.
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Note:- The concerned DDO shall be responsible to adhere to the above limits failing which he shall be responsible for the consequence.

26 (c)	Emergency purchases including T&P items.	i) Committee of XEN, AEE/AE & Divisional Accountant.	Upto Rs. 25,000/- for each item (by spot purchase) subject to this ceiling of Rs. 3 Lac per month for the division as whole.	The purchases will be made in case of emergency, relating to power supply in the field and will be recorded in the purchase approval. If unit purchase cost is more than Rs. 25000/- and not more than Rs. 50000/-, approval of concerned SE/OP is required. The purchase will be made by obtaining spot quotations. The limit shall not cross.
		XEN	Rs. 10000/- in each case.	Subject to the ceiling of Rs. 3 Lac per month as given in 26 c (i) above.
		AEE/AE	Rs 2500/- on cash payment at a time.	Subject to maximum purchases of Rs. 100000/- per month for maintaining LD system and Rs. 50000/- per month for maintaining sub-station as per the rates approved by the circle office.
26 (d)	To purchase item of steel against specific works of Const. Organisation.	SE	Upto Rs. 15 Lac per month.	To be purchased from the main producers i.e. M/s RASTRIYALISPAT, TISCO, IISCO and SAIL etc. at lowest rates. In case, these firms are unable to supply the required steel sections then the same will be procured from the open market as per purchase regulations.

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26 (e)	Merged with 26 (e) (i)			
26 (e) (i)	Purchase of matching material to complete the works.	Committee of XEN & AEE/AE with prior approval of SE	50,000/- for each item (by hand quotations).	After obtaining NAC from SE/Store & Workshops, Dhulkote.
26 (f)	To purchase fuel, spares, tyres and tubes, flaps, batteries etc. for vehicles including repair.	CE/HOD	Full Power	i) The tyre, tubes, flaps will be purchased on DG&SD rates only. ii) Batteries will be purchased after collecting quotations.
		SE	5 Lac	
		XEN	1 Lac	
		AEE/AE	20,000/-	
26 (g)	Casual Requirements.	XEN I/C Central Stores and other Divisions.	Upto 5000/- in each case.	To purchase of material without calling formal quotations but a certificate is to be recorded that the material has been purchased at competitive rates after ascertaining the rates orally. The purchase upto Rs. 2500/- at a time against cash payment.
		AEE/AE I/C Stores and AEE/AE I/C Sub Divn	Upto. 1000/- in each case (cash payment)	
27	Procurement of IT Equipments like computers, printers, UPS, multi-function printers, attendance devices etc.	WTD	Full Power	Inventory of equipments must be recorded in IT wing.
		Directors	10 Lac	
		CE/HOD	5 Lac	
		SE/OP	3 Lac	
27 (a)	To purchase material for civil works other than cement and steel against specific works.	CE	5 Lac in each case	These powers will be exercised by field officers subject to the condition that: i) Prior approval of higher authority is obtained if a tender other than the lowest is accepted on ground of the technically suitability. ii) Purchase is not in excess of the provision made in the sanctioned estimate. iii) In case of emergency, material may be purchased from open market without formal quotations subject to financial restrictions of Rs. 5000/- in case of XEN and Rs. 1000/- in case of AEE/AE in each case. In such cases, a certificate will be given that the material has been purchased at competitive rates after ascertaining the rates orally.
		SE	2 Lac in each case	
		XEN	50,000/- in each case	
		AEE/AE	5,000/- in each case	
27 (b)	To purchase bricks at control rate against specific works.	XEN	Full Power	

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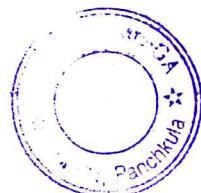
27 (c)	To purchase material and spare parts of equipment and machinery for running and maintenance of workshop and manufacturing process.			
	(i) All items.	SPC CE Incharge SE Incharge	50 Lac each item 5 Lac each item 2 Lac	<ul style="list-style-type: none"> a) The financial power will be exercised taking cognizance of the annual consumption. b) For all items upto Rs. 50000/- limited enquiry will be issued and for items above Rs. 50000/- open/ press enquiry will be issued. In exceptional case, detailed reasons to be specified by Chief Engineer. c) All POs will be issued after pre-audit by Sr. AO/AO attached to Workshop Circle. d) Purchases beyond the competency of SPC will be got approved from WTDs of the Nigam.
	(ii) Controlled items whose rates are fixed by statutory/Govt. Agencies including items borne on DGS&D rate contract.	SPC CE Incharge SE Incharge	Full Power 5 Lac each item 1 Lac	<ol style="list-style-type: none"> 1. For items of proprietary nature, the quotations may not be called for. 2. Orders will only be placed, after assessing the actual requirement.
	(iii) Emergency requirement of any item.	SPC workshop SE workshop	2 Lac each item 50,000/- in each item	<ol style="list-style-type: none"> 1. These powers are to be exercised in case of emergency/urgent requirement for all items of workshop and can also be used for making one or two proto-type of any type of equipment / material. 2. For purchases above Rs. 50,000/- spot quotations will be collected by the SPC members. 3. For purchases upto Rs. 50,000/- spot quotations may be collected by committee of three officers (SE, XEN and Sr. AO). <p>For such purchases spot quotations may be collected by a committee of the officers (XEN, AEE & Sr. AO) or his representative.</p>
	(iv) Emergency requirement of any item.	SE workshop XEN workshop AEE/AE workshop	10000/- each item 5000/- each item 2000/- each item	<ul style="list-style-type: none"> a) These powers are to be exercised in case of emergency/urgent requirement without calling formal quotations but certificate should be given that the material has been purchased at competitive rates after ascertaining the rates orally and emergency is to be defined in detail for all workshops items. b) The total purchase under these powers will be exercised upto a ceiling of Rs. 3 Lac per annum for each Workshop/Division which can be increased to Rs. 5 Lac per annum with the approval of CE Incharge workshop.
27 (d)	To purchase scientific equipment and investment connected with the basic and fundamental research scheme.	CE/SE Incharge workshop	Upto the cost approved by CBI&P	
28.	To sanction the payments of insurance charges for equipment and material purchased for store and works and sent for repair.	CE/HOD SE XEN/Sr. AO	Full Power 50,000/- 20,000/-	

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29.	To draw the material from stores or manufactured articles for which due provision has been made in a sanctioned estimate.	AEE/AE	Full Power	Subject to the condition that the limit of provision for respective items in the sanctioned estimate is not being exceeded in the case of manufacture for stock and for works respectively.
30.	Manufacture of material from Nigam's workshop for stock and works.	CE	Full Power	Subject to the condition that the reserve stock limit and provision in the sanctioned estimate is not being exceeded in the case of manufacture for stock and for works respectively.
		SE	2 Lac in each case	
		XEN	50,000/- in each case	
5. ACCEPTANCE OF TENDERS OTHER THAN CIVIL WORKS				
31 (a)	To accept tender for the execution of work by contract.	WTDs	Full Power	
		CE/HOD	1 Crore	Subject to the condition that tendered rates are not more than 20% above the prevalent Nigam H.S.R. including admissible premium in each case.
		SE	Upto 10 Lac	Rs. 20 Lac when tender rates are not more than 10% of the tendered rates over sanctioned estimated cost. HSR plus sanctioned premium and non- scheduled items do not exceed 10% of the estimated cost. In the case of works other than civil works, the tendered amount will not exceed 5% of the estimated cost/ Nigam's current of scheduled rates including admissible premium.
		XEN	Upto 5 Lac	Subject to the condition : a) That the approval of next higher authority is to be obtained if a tender other than the lowest is to be accepted or single tender is to be accepted. b) Tender rates shall not be more than 10% above those contained in the HSR including admissible premium or in the sanctioned item. In the case of works other than civil works the tendered amount shall not exceed 5% of the estimated cost/Nigam's schedule rate including admissible premium.

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31 (b)	To call tender and issue work order for the execution of work on turnkey basis.	HSPPC	Above 50 Crore	<p>Subject to the condition that : Where the quoted rates are not reasonable, the negotiations shall be held only with the lowest.</p> <ol style="list-style-type: none"> 1) The quoted rates are not more than 5% of the estimated cost. 2) There is no need for the approval of estimated cost from CE/PD&C, however, the estimate should be basis of rates circulated by CE/PD&C. 3) In case the lowest quoted rates are higher than 5% of the estimated cost other than tubewell connection, the case shall be put up to the HPPC for decision. 4) The approval of next higher authority should be obtained if a tender other than the lowest is to be accepted and in such cases, the reasons would be recorded in details. 5) Work order is to be placed by the competent authority only after sanction of scheme by funding agency. However, in case of emergency, prior approval of Director/MD is to be obtained.
		HPPC	50 Crore	<p>Note :-</p> <ol style="list-style-type: none"> 1. The funding of work order issued under DOP No. 31 B should be financed by REC/PFC under National Electricity Fund or any other scheme to the extent possible. 2. The procedure to be followed while exercising the powers and all other terms and conditions issued from time to time.
		CE/HOD	5 Crore	
		SE	2 Crore	
		XEN	50 Lac	
32 (a)	To issue work orders for capital works/ maintenance /repairs etc.	WTDS	Full Power	<ol style="list-style-type: none"> 1. For BHEL and other Govt. / Semi Govt. Undertakings. SPC / CE / SE may exercise powers on single quotation basis. 2. For others press tenders need to be invited for work orders exceeding Rs. 2. 5 Lac (subject to approval of competent authority).
		CE/HOD	10 Lac	
		SE	5 Lac	
		XEN	2 Lac	
		AE/AEE	1 Lac	
32 (b)	To issue work order to approved contractor/ approved rate for supply of man-days to carryout capital/revenue works.	CE/HOD	Full Power	<p>Subject to exhausting of existing regular manpower and within the limit of sanctioned estimate.</p>
		SE	1 Lac	
		XEN	50000/-	
32 (c)	Merged with 32 (a)			
32 (d)	To issue work order for service/repair from original manufacturer /authorised agency including annual overhauling/capital overhauling.	WTDS	Full Power	<p>For overhauling (including any repair) of equipment from original manufacturers/suppliers or their authorized agency on single quotation basis.</p>
		CE/HOD	10 Lac	
		SE	2 Lac	
		XEN	1 Lac	
32 (e)	Merged with 32 (a)			

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33.	To sanction testing charges for testing oil, water samples, pollution control levels, soil testing etc.	CE/HOD	Full Power	1. Subject to the condition that testing is got done from Govt. /Semi Govt. Test Houses. 2. Cash payment will be permissible for testing charges upto Rs. 5,000/- in each case.
		SE	1 Lac	
		XEN	50000/-	
6. EXCESS OVER ESTIMATES				
34.	To pass finally all excesses on the amount of original estimates sanctioned by himself or by higher authorities and on the amount of revised estimates sanctioned by himself (both administratively and technically).	CE/HOD	i) Full Powers for estimates sanctioned by SE/XEN ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		SE	i) Up to 20% excess of the original sanctioned estimate sanctioned by XEN. ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		XEN	i) Up to 20% excess of the original sanctioned estimate sanctioned by AE/AEE. ii) Up to 10% excess of the original sanctioned estimate sanctioned by self.	
		AE/AEE	Up to 10% excess of the original sanctioned estimate sanctioned by self.	
35.	To sanction repairs and carriage of T&P (both Technical & other items).	SE	Full Power	
		XEN	50,000/-	
		AEE/AE	10,000/-	



36.	To sanction cartage/carriage/transportation and handling of stock material chargeable to stock /work.	XEN	Full Power	As per truck Union rates, otherwise rates may be ascertained / decided by a Committee approved by SE.
37.	To sanction estimate for manufacture of material for stock.	CE/HOD	Full Power	Subject to the condition that reserve limit of stock is not exceeded.
		SE	2 Lac	
		XEN	50,000/-	
38.	To sanction estimate for manufacture of material to be used on works.	CE/HOD	Full Power	Provided that the provision for material should not exceed in the sanctioned estimates for works.
		SE	1 Lac	
		XEN	50,000/-	
39.	To sanction purely temporary increases or decreases of the reserve stock limit of a Store / Division.	CE/HOD	Full Power	Provided that the increases are to be absorbed within 6 months from the date of increase and in the case of decreases copies of order sanctioning the revised limits shall be endorsed to CE/MM and SE/S&W office and they will not raise again except if such increases are absorbed within six months from the date of increase.
		SE	Upto 50%	
40.	To adjust balances of manufacture operation in all cases in which the rates of out turn would not be increased by more than 10% over the estimate of current stock rates.	SE	1 Lac	
		XEN	50,000/-	
41.	To adjust the balance of manufacture operation for the vehicles, tractors etc. in all cases by revising rates.	SE	Full Power	
42 (a)	To sanction sale of articles on the stock accounts for full value plus usual charges of 10%.	CE/HOD	5 Lac	i) These powers only be exercised only for sale of material to Govt. and semi Govt Institutions and to such consumers who might need it in connection with the completion of their installation for the purpose of getting supply of power from the Nigam except imported items, which are to be disposed off with the approval of WTDs. ii) 10% plus charges can be waived off by the competent authority empowered to sanction the sale in the case of stock which has been declared surplus unserviceable.
		SE	50000/-	
		XEN	20,000/-	
42 (b)	Sale of equipment to private consumers.	WTDS	Full Power	Subject to instructions issued by the Nigam from time to time.
		CE/HOD	5 Lac	
		SE	50000/-	
		XEN	20,000/-	
43 (a)	Disposal of material borne on book without value by auction or by calling bids.	CE/HOD	Full Power	
		SE	25000/-	
		XEN	5,000/-	
43 (b)	Disposal of surplus /unserviceable or obsolete material/T&P articles borne on books with a value.			



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43 (b) (i)	To declare stores/T&P surplus unserviceable or obsolete.	BODs	Unit price & lot	Full Power	<p>Provided the provision of para 4.40 of PWD code are complied with and it is certified that the material declared surplus will not be required for the execution of any of the Nigam works in the future and the material declared as unserviceable or obsolete or renovation.</p> <p>The authorities to sanction write off shall satisfy themselves that loss has not resulted from excess or injudicious purchases of stores.</p>
		WTDs	Unit price Lot	2 Crore 10 Crore	
		Disposal Committee	Unit Price Lot	10 Lac 1 Crore	
		CE		2 Lac in each case	
		SE		1 Lac in each case	
43 (b) (ii)	To dispose off material, T&P articles declared surplus, unserviceable or obsolete and sanctioning resultant loss therein, if any.	WTDs		Full powers (one item of 10 Lac at one)	
44.	To sanction the sale of grass, trees or other produce on the Nigam's Land.	SE XEN	Full Power 25000/-		Subject to assessment of the cost of trees from Forest Dept./Govt. approved agency.
45.	To sanction dismantlement of service connections installed by the Nigam.				
45 (a)	Where the service line remained idle for six months or more.	CE/HOD	Full Power		<p>Provided that :-</p> <ol style="list-style-type: none"> 1. All dismantled material is returned to store. 2. A monthly report of such dismantlement is sent to the next higher authority.
		SE	5 Lac		
		XEN	2 Lac		
		AEE/AE	50,000/-		
45 (b)	Where connections have remained idle for less than six month but theft of electric energy/equipment is apprehended.	CE/HOD	Full Power		
		SE	50000/- each case.		
		XEN	20,000/- each case		
		AEE/AE	10000/- each case		
46 (a)	To sanction dismantlement of transmission line, main/sub main and other equipment installed by the Nigam.	XEN	Full Power		<p>Subject to the condition that the dismantlement is undertaken for the purpose of augmentation or replacement:-</p> <ol style="list-style-type: none"> 1. There should be properly sanctioned estimate for the augmentation or replacement. 2. Materials from the old work shall not be used on the new work and to be returned to store.
		AEE/AE	50,000/-		
46 (b)	To sanction dismantlement of temporary building and structures when the purpose for which their construction undertaken, had been fulfilled.	CE/HOD	Full Power		

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47 (a)	To sanction writing off finally Their recoverable value of stores, T&P articles or Public money lost by fraud or the negligence of individuals or other causes including theft of material.	Director concerned	Full powers in each case	In consultation with Director/Finance														
		CE	1) 50000/- in each case (for irrecoverable loss due to theft of material only) 2) 1 Lac in each case in consultation with Chief Auditor.	<p>In each case provided :-</p> <ol style="list-style-type: none"> 1. The officer waiving the loss will examine whether Deptt. Instruction were followed to safeguard the interest of the Nigam or not, before waiving off the loss. 2. In case any lapses are observed the delinquent be identified and action be initiated. 3. Report of all such cases would be sent to the WTDs on quarterly basis. 														
		SE	Upto 20000/- in each case															
47 (b)	To write off articles of T&P, office furniture / office equipment rendered unserviceable through wear and tear the original purchase value of the articles to be estimated if not known.	XEN	10000/- in each case															
		HODs/ S E (Admn)	2 Lac in each case															
		SE/DS (T)	1 Lac in each case															
47 (c)	Petty appliances /Medical Lab items such as syringe/needle, B.P. Apparatus, Thermometer, Test Tubes, Pipettes, glass slides, cover slips and red covers/sheets etc.	XEN	20,000/- in each case															
		DMS/CMO/ SMO/MO	50000/- per annum															
		CE/SE/Adm/SEs of the Circles	Full Power															
47 (d)	Condemnation of vehicles.	CE/SE/Adm/SEs of the Circles	Full Power	Provided that each vehicle has served its normal period of life and mileage whichever is later as given below:-														
				<table border="1"> <thead> <tr> <th>Type of vehicle</th> <th>Life</th> <th>KMs.</th> </tr> </thead> <tbody> <tr> <td>1. Jeep/Pickup/car</td> <td>7 years</td> <td>160000</td> </tr> <tr> <td>2. 3 ton truck</td> <td>7 years</td> <td>320000</td> </tr> <tr> <td>3. 5 ton truck</td> <td>7 years</td> <td>480000</td> </tr> <tr> <td>4. 7 ton truck</td> <td>7 years</td> <td>480000</td> </tr> <tr> <td>5. Tractor Trailer</td> <td>15years</td> <td>160000</td> </tr> </tbody> </table>	Type of vehicle	Life	KMs.	1. Jeep/Pickup/car	7 years	160000	2. 3 ton truck	7 years	320000	3. 5 ton truck	7 years	480000	4. 7 ton truck	7 years
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4. 7 ton truck	7 years	480000																
5. Tractor Trailer	15years	160000																
<ol style="list-style-type: none"> 1. The cost of repairs is not commensurate with the period of vehicles can serve after repairs. 2. The vehicles are inspected jointly by the SE and XEN, Incharge of the Divisions concerned who will form the Condemnation Committee for the purpose for each division. 3. If any vehicle is not covered under (i), (ii) and (iii) above it shall be surveyed off by the CE concerned. 																		
48	Sanction to write off from returns of T&P where only part values have been recovered (issued to the parties other than the Nigam employees).	CE/HOD	Full Power	After conducting detailed enquiries and recording reasons thereto.														
		SE	30,000/-															
		XEN	10,000/-															
		AEE/AE	1000/-															

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49	To write-off factual losses of stock and T&P articles, shortage, breakages in distribution T/F.	CE	Full Power	The competent authority may write off cost of breakages /shortages of parts and shortage of T/F oil, in case of bursting of the T/F body total quantity of oil found short, be surveyed off as per competency. The detailed enquiry by the concerned AEE/AE in-charge, duly concurred by the XEN is required.
		SE	50000/-	
		Xen	10000/-	
50	To sanction write-off books lost or rendered unserviceable in their own and in subordinate offices, if any.	CGM/CE/SE(Admn.) /HOD/SE	Full Power	
		XEN/Sr. AO/Under Secy.	1000/- in each case	
51	To waive-off recovery of charges on account of forfeited discount/ surcharge levied on bills or electrical energy.	CE	5000/- in each individual case	Provided that the levy of the surcharge is not due to the fault of consumer.
		SE	2000/- in individual case.	
		XEN	1000/- in individual case	
52	To remit and write-off irrecoverable arrears of the cost of electrical energy, meter rent and general charges due from consumers.	BOD	Full Power	Amount will be written off after exhausting all channels including recovery under Land Recovery Act.
		WTDs	5.00 Lac	
		CE	5,000/- in individual case	
		SE	2,000/- in individual case	
		XEN	500/- in individual case	
53	To write-off irrecoverable items outstanding in the misc. advances.	WTDS	Full Power	Provided that the amount has been outstanding for more than five years and is declared as irrecoverable after all due precaution as required for recovery of the amount have been exhausted which will be certified.
		CE/CFO/CTO	10000/- in each case	
		SE/CAO/ CA/FA	5000/- in each case	
		XEN/Sr. AO	2000/- in each case	
54	To sanction refund not otherwise provided for.	HOD	Above 5000/-	Provided that there fund is required to be made necessary as a result of some mistake or other flaw in an order passed by the DDO.
		All disbursing officer	Upto 5000/- in each case	

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55	To sanction refund to prospective consumer of amount deposited by himself in the first instance in excess of the justified amount.	SE XEN	Full Power 5000/- in each case	Subject to the condition that :- i) Refund is due to the revision of justification slip and refunding officer certifies that the refund is quite justified and the amount so deposited by the prospective consumer in the first instance, is in excess of the justified amount. ii) No benefit will however be allowed where the decrease, because of works, is on account of rates of dismantlement of other materials.
7	POWER TO SANCTION EXPENDITURE ON RECURRING CONTINGENCIES			
56	To sanction contingent expenditure of a recurring nature not otherwise provided in these delegations.	CGM/CE/SE(Admn)/ HOD	3 Lac p. a.	The powers of XEN/US/General, Dy. Secretary/Tech. /Sr. AO will be exercised in respect of the following items :-
		SE	1. 5 Lac p. a.	1. Insurance charges of staff car, trucks and jeeps. 2. Quarterly token tax of cars and vehicles. 3. Registration of abbreviated telegraphic addresses. 4. Local delivery charges for the distribution of dak of by the P&T authorities. 5. Hiring of office furniture continuously for more than six months or beyond the close of financial year. 6. Getting Photostat copies done from the open market. 7. Any other small item not specified. 8. Addition and alteration to existing telephones provided by the P&T authorities such as provision of extra wire to telephone additional point etc.
		XEN 'Op' / DSP / Dy. Secy Tech.	50000/- p.a.	
		US Gen. /Sr. AO/ADO	25000/- p.a. for each item at Sr. No. 3 to 8 and full power for item No. 1 & 2.	
		AEE/AE	20000/- p.a.	For photostat only.
57	To sanction installation of new telephones.	HOD /SEs/ CE/SE (Admn)/XEN/ Sr.AO (Admn.)	Full powers (as per scale approved by the Nigam).	
58	Deleted			
59	To sanction contingent expenditure of recurring nature on the entertainment /refreshment.			
59 (a)	For Managing Director, Meetings of Directors/ WTDs/ Share holders. etc.	CE/SE/Admn/ Comp. Secy	Actual – full power	As per administrative approval from the concerned Director.
59 (b)	For Directors.	SE/Admn	5000/- Per month	
59 (c)	For own office.	HOD/CE/SE/Admn/CFO	3000/- Per month	
		SE /GMS/DIG (Vigilance)	2500- Per month	
		XEN (Field)/ SP (Vigilance)	1500/- Per month	
		Xen other than field/ Sr. AO/ Under Secy.	Rs. 1200/- Per month	
		SDO/Field	Rs. 800/- per month	
		SDO other than Field/AO	Rs. 600/- per month	

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59 (d)	To sanction contingent expenditure on Nigam's Guest and on other meetings/seminars/ workshop.	Chairman / MD	Full Powers	As per administrative approval from the concerned Director.
		CGM/SE (Admn.) / CE/CFO/CTO	3 Lac p. a.	
		CAO/CA/FA/SE	2.00 Lac p.a.	
60	To sanction contingent expenditure of recurring nature on payment of subscription/ contributions to the societies.	CMD/MD	Full Powers	
		Director	Upto 2 Lac p. a. in each case	
		Dy. Secy./ Tech	5000/- p. a. in each case	
60 (a)	Cash /Secret Reward.	Dir/ Vigilance, HVPN.	15000 (maximum) in a single case	Subject to the condition that cash /secret reward should not exceed Rs. 2.00 Lac in a month.
60 (b)	Reward Scheme	CFO	Upto 25000/- in each case	Rs. 4 Lac per annum.
		FA/HQrs/CAO/ Chief Auditor	Upto. 10000/- in each case	Rs. 2 Lac per annum.
60 (c)	To sanction the training/ seminar/conference to the officers/staff organized by various organizations.	Director	Full Power	Provided seminar / conference organized for the Nigam's benefit.
		CEs/CFO/SE Admn.	5000/- per person / per training	
		CAO/FA/CA/SE	2500/- per person / per training	
8.	NON-RECURRING EXPENDITURE			
61	To sanction non recurring expenditure chargeable to contingencies where no special power is prescribed in the rules/ regulations.	HODs	1 Lac for each item.	<p><u>Note (1):-</u> The following may be purchased including items.</p> <ol style="list-style-type: none"> 1. Purchase of locks, fluorescent tubes table lamps and all other articles except office furniture which are being used as office equipment. 2. Purchase of clocks, electric fans and heaters. 3. Purchase of articles relating to hot and cold weather arrangement (purchase of Charcoal glass tumblers, wood, Surahis, Gharas, Water / Desert cooler, RO & AC etc.) 4. Purchase of umbrellas & other health related safety items. 5. Packing materials for packing parcels sent out of Nigam's Sectt. (Wood, Cloth, Nails etc.). 6. Preparation of name plates and office Board. <p>7. Purchase of electric goods, call bells, lamps locks, holders, wires etc.</p> <p>8. Other Petty purchase of articles required from time to time.</p> <p><u>Note (2):-</u> The powers will be exercised only if order is to be placed at the lowest rate and in case the quotation other than the lowest is to be accepted for one reason or the other, approval of these /Admn. will be obtained.</p> <p><u>Note (3):-</u> The above items will be procured as per norms / entitlement</p>
		SE	35000/- for each item	
		XEN / Dy. Secy. / Sr. AO/Under Secy.	10000/- for each item	
		AEE/AE	2500/- for each item	



62	To sanction cancellation charges of tickets booked in advance for journey by air, bus or rail.	HOD/CE/SE/Admn.	Full Power in respect of CMD/ Directors.	
		Controlling officer who has authority to approve the journey.	10000/- p. a. in respect of other offices	
63	To sanction local purchase of medicines in cases of exceptional illness (Serious patient and to meet extra ordinary demand).	Director Med. Serv. /CMO/SMO/ MO	Upto 2000/- in each case.	<ul style="list-style-type: none"> i) Provided that medicines are not available in the stock at the time of local purchase. ii) Annual purchase of medicine should not exceed Rs. 1 Lac. <ul style="list-style-type: none"> i) Provided that medicines are not available in the stock. ii) Annual purchase of medicines should not exceed Rs. 50,000/- .
		SE	Upto 2000/- on the recommendations of MO/ Sr. MO in each case where Nigam's Dispensary exist.	
63 (a)	Sanctioning of medical reimbursement charges for employees/ pensioners/family pensioner.	MD	Full Powers	<p>Subject to verification of medical claims by the respective civil surgeon / authorities of the concerned Hospital/CMO of the Nigam.</p> <ul style="list-style-type: none"> i) The officers shall exercise these powers in respect of staff and officers presently working under their administrative control. ii) Field officers shall also exercise these powers in respect of the employees retired from any offices (H. O/Field). <ul style="list-style-type: none"> i) For the employees retired from H. O the power shall be exercised by the CE/SE/Admn/, CGM/Admn beyond the amount of Rs. 1 Lac. ii) The retiree are allowed to avail medical reimbursement office of his choice after submitting affidavit.
		Director concerned	Full power in case of relaxation of Medical Attendance Rules with the concurrence of Director (Finance)	
		Director concerned	Full Power in normal cases.	
		HOD as controlling officer /CE/ SE (Admn.) /CGM (Admn.) (for HO Staff)	7 Lac in each individual case	
		SE of respective circle	3 Lac in each individual case	
		XEN/ Under Secretary / ADO/ Sr. AO dealing with Estt. matters.	1 Lac in each individual case.	
<p>Note:- Medical advance be allowed only for Govt. /approved hospital by State Govt. as per power of sanction of medical claim.</p>				
64	Deleted incorporated in DOP 25			
65	To sanction and make purchase of office furniture from Govt. agencies and any other agencies through quotations.	CE/SE/Adm. / HOD/SEs	2 Lac at one time for each office	<p>Provided that the articles are purchased at competitive and lowest rates and subject to the condition that :</p> <ul style="list-style-type: none"> i) The scale prescribed by the Nigam from time to time is observed. ii) The total expenditure on the purchase is restricted to the actual provision in the Budget estimate on that account including any increase by re-appropriation.
		XEN/Dy. Secy (Tech.)	50000/- at one time for each office	

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66	To sanction expenditure on service postage stamps/Public postage stamps/Courier.	CE/SE/Admn	Full powers	For offices housed in Headquarter.
		HODs	Full powers	
		SE	40000/- at one time	
		XEN / US(GA), Sr. AO	20000/- at one time	
		AEE/AE	4000/- at one time	
67	To sanction rent of Building and Land hired for office and store accommodation.	Concerned Director	Full Power	
		CE/SE (Admn)	50,000/- p. m. for HQ offices	
		CE/CFO/HOD	50,000/- p. m. for own office and offices subordinate to them when located outside Nigam Hqrs.	
		SE	20,000/- p. m.	
		XEN	10,000/- p. m.	
68	To sanction expenditure in connection with all sorts of legal cases instituted by the defendant on behalf and affecting the Nigam including counsel fee, writ fee, to execute of decrees, awards, arbitrators fee and departmental enquiries cases etc.	CMD/MD	Full Power	
		LR	Upto 50,000/- in each case	
		SE/XEN	Upto 15,000/- in each case.	Full Powers in case the advocate engaged through AG/Haryana.
69	To sanction local purchase of Stationery including tracing paper/ tracing cloth, Ammonia paper etc.	CE/MM	Full Power	
		HODs	50000/- for each case and upto 3 Lac p. a.	
		SEs.	25000/- in each case upto 1 Lac p. a.	
		XEN (Field)/Dy. Secy. Tech.	5000/- in each case & upto 1 Lac p.a.	Upper limit for Xen Op will be Rs 2 Lac where Police Station is attached with Xen.
		AEE/AE /SDO	5000/- P.M. in each case and upto 50000/- p. a.	
		SDO/R-ADRP areas Sub-Division	30,000/- over and above the existing limit.	

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70	To sanction or make local purchase of toner ink/computer printer ink and other consumable item for computer, fax machine photo copier.	Director	Full power		Subject to max Rs 10000/- P.A.	
		CGM/SE/Adm. /CE /HOD	30,000/- in each item			
		SE	15,000/- in each item			
		Dy. Secy. (Tech.)/ Under Secy/ADO SAO/XEN/Field	5000/- in each item			
		AE/AEE/AO	1000/- in each item			
71	To sanction purchase of books and maps for official use.	CGM/CE/SE (Admn.) / HOD/SEs	Full Power		Provided expenditure on anyone book does not exceed Rs. 2500/- per book excluding postage and beyond that case with the approval of concerned Director.	
		Under Secy./ADO/Dy. Secy. (Tech.) / XEN /Sr. AO	10000/-			
72	Requirement of minor items such as caps, belts, whistles, badges, woollen socks, shoes, jersy etc. for security staff as well as other staff and other minor items.	CE/ SE (Admn.) /SEs of Circle/XEN	Full Power			
73	To purchase clothes and other items of uniform for summer and winter liveries entitled to employees.	CE/SE (Admn). CE/SE	Full Power			
74	To sanction purchase of periodical and newspapers required for office use.	CE/ SE (Admn)	Full power for the Nigam office only		Subject to the condition that only five periodical/ newspaper is purchased for the office as a whole.	
		HOD	Full powers for their offices only			
		SEs	Full Power		Two for own office.	
		XEN/Sr. AO/Under Secy.	Full Power		One for own office.	
75	To sanction expenditure on account of printing of forms inclusive or exclusive of cost of papers or purchase of printed stationery items or printed forms etc.	HOD/CE/ SE (Admn.) / Dir. (V&S)	50000/- in each case	Upto 1 Lac p. a.	Provided the work is given to private press after calling quotations.	
		SEs	30000/- in each case	Upto 1 Lac p. a.		
		XEN/LAC/Sr. AO	10000/- in each case	Upto 50000/- p. a.		
76	DELETED MODIFIED IN DOP 75.					



77	To sanction expenditure on book binding through local agencies.	CE/SE Admn./HOD	Full Power	To sanction expenditure on book binding through local agencies.
		SEs	5000/- in each case	
		Head of office/DST/Xen/ Sr. AO/Under Secy.	2000/- in each case	
		AEE/AE	1000/- in each case.	
78	To sanction for hiring the Computers of approved pattern for use in the own offices and offices subordinate to them.	CE/SE/Admn.	Full power (for head office)	Typewriter /Computer to be hired for existing offices and in the case of offices setup for the first time, provided the rates are not higher than prevailing market rates and decided after calling competitive quotations.
		HOD/SE/ XEN	Full power (for their offices and offices subordinate to them)	
79	To sanction expenditure on supply of electrical energy consumed in the offices of the Nigam.	CE/SE/Admn.	Full Power	
		Head of office/SE/ XEN/ AEE/ AE	Full Power	
80	DELETED			
81 (a)	DELETED			
81 (b)	To sanction expenditure for inserting advertisement in newspapers/Local media etc.	PRO/Xen	Full Power	As per rates approved by DPR, Haryana.
82	To sanction purchase of survey instruments, level and logbooks.	XEN	Full Power	Subject to the budget provision.
83	To sanction payment of municipal or Cantt taxes on Nigam's buildings when such taxes have been assessed by the competent authority.	DDOs/ US(GA)	Full Power	Subject to the budget provision.
84	To sanction the payment of the rates of taxes levied by statue or local rules or order (as for instance local tax or octroi on Nigam's Stores).	DDOs/ US(GA)	Full Power	Subject to the budget provision.
85	To sanction the hiring of DG sets to be installed for the VIP functions, Cranes & other misc. expenses.	XEN	Full Power	To sanction the hiring of DG sets to be installed for the VIP functions, Cranes & other misc. expenses.
86	To sanction payment of filing fee and other statutory payments to ROC/Dept. of Company Affairs etc.	CFO/CS/FA/CAO	Full Power	



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87	To sanction the transportation of poles/transformers from store to site and returning of damaged transformers from site to workshop/store.	XEN	Full Power	As per truck union rates, otherwise rates may be ascertained / decided by a Committee approved by SE.
9. COMPENSATION FOR ACCIDENTS UNDER WORK MEN'S COMPENSATION ACT				
88 (a)	To sanction compensation to the Nigam's employee in the course of performance of duty under Workmen Compensation Act 1995 as amended from time to time.	CE	Upto the amount admissible under the Act.	Provided that in such cases where there is a doubt to the applicability of the Act, legal advice to be obtained from the LR.
88 (b)	To sanction expenditure in connection with compensation under fatal accident to private persons (Non-employee of the Nigam).	CE (in consultation with legal section)	Upto the amount as may be admissible to employees under Schedule IV of the Employee Compensation Act, 1995 in similar circumstances /cases	Monthly wages will be got assessed from the State Revenue Authority and Gram Panchayat.
88 (c)	To sanction expenditure on compensation /ex-gratia payment to unauthorized person/non-employee of the Nigam.	WTDs	Full Power	
		CE	50000/- in each case	
89	To sanction compensation for the electrocution of cattle.	SE	Full Power	<p>Subject to the condition that :-</p> <ul style="list-style-type: none"> (i) That sanctioning authority is satisfied beyond doubts that the animal died due to electrocution on Nigam's system and Nigam was severally or jointly responsible for the accident. (ii) Wherever the occurrence of accident is established beyond doubt from the post mortem report, FIR and our own investigation, the compensation case will not be held on account of non-receipt of Chief Electrical Inspector, Mariana's Report. (iii) The delegation for deciding about responsibility for the accident and awarding punishment will continue as heretofore. (iv) All accident claim cases should be settled within two months of the occurrence of accident. The AEE/AE concerned in whose area accident takes place will be personally held responsible for any delay in finalization of such cases.
		XEN	15000/- in each case.	
90	Deleted			
91	Deleted			

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92 (a)	To make advance payment to the injured workmen's to meet the cost of medical assistance which cannot be provided through hospital.	XEN I/C	(i) Upto Two months pay including allowances in respect of regular staff. (ii) Upto Rs. 1000/- in case of work charged/ daily wage staff	These advances are to be granted subject to the condition that surety of the permanent employee of the Nigam is obtained and advance is recovered from the amount of compensation, if due otherwise in 12 monthly installments from the pay of the incumbent. First instalment will be recovered from the next month's salary.
92 (b)	To sanction ex-gratia grant for cremation etc to the dependents of the Nigam's employee including work-charged or daily wage who in the discharge of their official duties in obedience to the orders of their superior officers, die as result of fatal accident.	XEN I/C	10000/- in each case	The concession shall be in addition to any other payment admissible to the dependents under the existing rules/ instructions.
92 (c)	To sanction ex-gratia advance payment to the purpose of cremation etc to the bereaved families of private persons electrocuted due to defects or other causes in the supply of the electricity of the Nigam payable by XEN Incharge of Division concerned at the spot on demand.	XEN I/C of divisional offices	10000/- in each case.	The advance payment shall be deducted from the amount of compensation in the case of those who are found to be eligible for compensation lateron. In those cases where compensation is not found to be admissible lateron, it will not be recovered and shall be treated as final payment.
93	To sanction compensation for damage caused to the crops, trees, fruits etc. during the course of erection of lines and poles or carrying out survey etc.	SE XEN	Full Power Upto 15000/-	In each case in consultation with the local Revenue authorities or LAC of State.
94	To sanction lease of canteen attached to the building of the Nigam.	CE/S E (Admn) /CE /SE	Full Power	Subject to the condition that the lease is granted for maximum period of two years at a time.
95	To sanction lease of houses, Land or other immovable property belonging to the Nigam.	CE/ SE/ XEN	Upto 2 years at a time	Provided that rent of property as fixed by the competent authority does not exceed Rs. 5000/-, Rs. 2500/- and Rs. 1000/- a month respectively.
96	Permission agreement with auctioneers for conducting sales of Nigam's surplus stores by Public auctions.	CE/SE (MM)	Full Power	Subject to the condition that the agreement with the auctioneers shall be drawn in accordance with the conditions set forth in the rules for appointment of auctioneers and conduct of auction for the sale of surplus stores.



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97	To execute securities bonds for the due performance of duties by Nigam's employees.	CE/ SE/ CAO/XEN /Under Secy./ AEE/AE	Full Power.	In the case of Nigam employees.
98	To sanction re-conveyance of property given as security.	CE/ SE/ FA/Hqs	Full Power	
99	To sanction advances for house building and purchase of conveyance / marriage advance / bicycle advance / computer advance.	Concerned Director	Full power (for gazetted officers)	Subject to the condition prescribed by the Nigam and the availability of funds ear-marked by the Nigam.
		CE/SE (Admn)	Full powers (for Head office staff- non-gazetted)	
		HOD / SE	Full Power (in respect of officials working in their own offices & subordinate offices)	
100	Hiring of tent and shouldaries for storage of T&P and works material and accommodation of the staff, employed on the construction of project.	CE	Full Power	Subject to the condition that :- i) Tent/equipment is hired only for the duration of the work concerned. ii) The expenditure involved is met from specific provision provided for hiring of tents, shouldaries, estimate for the work concerned or from within the provision existing in the relevant estimates under the sub-head "Contingencies". iii) Tents & shouldaries are hired after calling for competitive quotations. iv) It should be certified that the hire charges to be paid, compared with the cost of purchase of new tent and shouldaries. v) Accommodation intents to the staff is allowed in accordance with the scale laid down below.
		SE	Upto 20,000/- in each case	
		XEN	Upto 10,000/- in each case	
				SUB DIVISIONAL OFFICER i Swiss cottage tent 14'x14' double fly of 3 fold of cloth in each fly, with a single fly open veranda in front, complete with chick purdahs bamboo poles fixing pegs and ropes (one unit). ii Both tents (gabbled roof) 6'x6' single fly of 2 fold of cloth, complete with bamboo poles, fixing pegs and ropes (one unit). iii Kitchen tent8'x8'singlefly3fold s of cloth complete with chick purdahs bamboo poles, fixing pegs and ropes (one unit).

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				SUPERVISORY STAFF (JE etc.) i Kabul Tent 10'x10' and double fly of 2 folds of clothing each fly and walls 3; high with bath and bad weather protection complete chicks purdahs, bamboo poles, fixing begs and ropes (one for party of four or less). ii Kitchen tent 8'x8' single ply 3 folds of cloth complete with chick purdahs bamboo poles, fixing begs and ropes one for party of four or less). iii Shoudaries 14'x14'x7' high single fly 3 folds of cloth, walls of high one and having overlapping purdahs in other and enclosed, complete with bamboo poles, fixing pegs and ropes (one for two persons).
10. POWER FOR CIVIL WORKS OTHER THAN PROJECTS				
101 (a)	To accept tender for the execution of works by contract.	WTDS	Full Power	i Vetting of all financial proposals falling under the competency of the WTDs to be forwarded by the CE. ii Financial Advisor will give opinion on financial matter as and when the cases are referred to him by the CE concerned.
		CE	Upto 1 Crore	Subject to the condition that tendered rates are not more than 20% above the prevalent Nigam's, Haryana Schedule of Rates including admissible premium in each case.
		SE	Upto 20 Lac	Rs. 20 Lac when the tendered rates are not more than 10% over sanctioned estimates cost/HSR plus sanctioned premium and non-scheduled items do not exceed 10% of the estimated cost. In the case of works other than civil works, the tendered amount will not exceed 5% of the estimated cost/ Nigam's current of scheduled rates including admissible premium.
		XEN	Upto 5 Lac	Subject to the condition :- i That the approval of next higher authority is obtained if a tender other than the lowest is to be accepted and also if single tender is to be accepted. ii Tender rates are not more than 10% above those contained in the Haryana Schedule of Rates including admissible premium or in the sanctioned estimate. In the case of work other than civil works the tendered amount shall not exceed 5% of the estimated cost/Nigam's Haryana Schedule Rate including admissible premium.
101 (b)	To issue work order for capital work/ repair & maintenance.	CE/HOD	Full Power	Subject to the condition :- i For specific works subject to the condition that rates in excess of the schedule of rates or rates similar work on contract under progress are not allowed and works are awarded to parties actually executing a similar work on competitive tender rates. ii It should be done against the sanctioned estimates. iii Funds are available. iv For smooth functioning of substation and continuity of power supply and maintenance of building etc. subject to the condition that it should be done against the sanctioned estimate and availability of funds
		SE	2 Lac	
		XEN	1 Lac	
		AEE/AE	50000/-	

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101 (c)	To accord sanction for extra items under contract for civil works.	CE	Full Power	<ul style="list-style-type: none"> i) These powers should be exercised for technical reasons only. ii) Scale of accommodation and furniture sanctioned by authorities should not exceed. iii) These powers are in respect of each contract. iv) Value of item not to exceed 20% of contract value.
		SE	Item upto 20% of the contract value subject to a ceiling of Rs. 5 Lac for all items whether provided or not in the agreement or schedule of rates	
101 (d)	Acceptance of single tender after invitation of open tenders with the approval of the next higher authority.	XEN	In respect of contract accepted by the authority 20% of the contract value subject to a ceiling of Rs. 50000/- for schedule & agreement item and Rs. 25000/- for other items. Beyond this sanction of SE would be necessary.	
101 (e)	Award of work by negotiations with the lowest tenderer.	WTDS	Full Power	
		CE/HOD	10 Lac	Reasons for accepting a single tender and for not re-inviting fresh tenders should invariably be recorded while accepting a single tender.
		SPC	Full Power	
		CEs/HOD	1 Crore	
		SE	10 Lac	
		XEN	5 Lac	Reasons for carrying out negotiations shall be invariably recorded and approval of the next higher authority shall be obtained for carrying out negotiation except in the case of CEs who need only record the reason for awarding work on negotiation basis. In case where the lowest tender is not accepted, the reason should be recorded confidentially and prior approval of the next authority higher than one competent to accept the tender, should be obtained.
101 (f)	To write off in fructuous expenditure of constructions.	CE	2% of contract value	Subject to ceiling of Rs. 50000/- and by recording full justification in each case.
		SE	2% of contract value	Subject to ceiling of Rs. 20000/- and by recording full justification in each case.
102	To make emergency purchase of laboratory chemicals, glass wares, spare for the Lab.	XEN/Chief Chemist	5000/-	
		AE/Chemist	2000/-	



103 (a)	To make purchase of equipments for testing required by M&T Lab/ Transformer repair workshops and calibration of instruments from approved labs.	SE	Full Power	Subject to calling of limited enquiry
		XEN	10000/- in each case	
103 (b)	To sanction the expenditure on outsourcing of facility/work relating to maintenance of residential / non residential building such as routine maintenance, sanitation, harboricultural, roads and path etc.	CE	Full Power	Subject to the condition that the expenditure to be incurred is within the annual sanctioned estimate as per TIE-4 (Technical Instructions) & after exhausting the regular manpower available.
		SE	5 Lac in each case	
		XEN	2 Lac in each case	
103 (c)	To sanction the expenditure on outsourcing of facility for architect consultancy, design, drawing for the works.	CE	Full Power	Subject to budget provision.
		SE	50,000/- in each case	
		XEN	10000/- in each case	
104	To get emergency work done like dewatering of flooded water from colony/Sub-station/ offices.	XEN	Up to 15000/- in each case	Full power with the approval of next higher authority.

Note: Chief Engineer/Superintending Engineer/Administration and Deputy Secretary/Technical at headquarters, Panchkula shall exercise the financial powers delegated to their counterparts in field, in addition to the financial powers already available to them as provided in the Financial Delegation of Powers.

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