



# DELEGATION OF POWERS

Revised 2024

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made on  
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**North Eastern Electric Power Corporation Ltd.**

[A Mini Ratna, Government of India Enterprise]

## **PREFACE**

Speedy decision-making is the essence of efficient administration. In a big organization, where the number of decisions taken from time to time is numerous and the points at which the decisions are to be implemented in concrete terms are many, it is inevitable that the decision-making powers should be distributed over as wide an area as possible. A system of delegation will work effectively only if it is based on a trust of those working 'on-the-spot'. Trust begets trust.

For speedy decision making, the powers delegated to Chairman & managing Director is delegated to the utmost extent possible to the officers functioning at operating levels.

I am pleased to issue the Revised Delegation of Powers of NEEPCO (July 2023) with a view to further streamline the decision-making process which would result in expeditious execution of works. These powers and responsibilities are to be exercised in a prudent and transparent manner. I am confident that the revised DOP will further strengthen the organizational structure.

My sincere thanks to the Committee Members, Company Secretary and all officials who were involved in revision of the DOP and compiling the revised DOP.

Chairman & Managing Director  
NEEPCO Limited

13<sup>th</sup> March 2024

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### **Abbreviations and their meaning:**

CO	-	Corporate Office
HOP	-	Head of the Project not below the rank of GM
HOD	-	Head of the Department not below the rank of GM
CA	-	Corporate Affairs
RA	-	Regional Affairs
Coordinator	-	Coordinator not below the rank of E-7
TOC	-	Tender Opening Committee
TEC	-	Tender Evaluation Committee
FR	-	Feasibility Report
DPR	-	Detailed Project Report
DOP	-	Delegation of Powers



### GUIDELINES FOR EXERCISING THE DELEGATION OF POWERS

1. The Delegation of Powers is required to be exercised with strict adherence to the provisions of the Companies Act, 1956, Companies Act, 2013, Memorandum and Articles of Association of the Company, relevant directives of the Central Government, Policies, Rules and Regulations of the Company and the Capital and Revenue Budgets as approved by the Corporation from time to time and the principles of financial propriety.
2. The powers delegated to an executive can also be exercised by the executives above his level. In cases where such authority has been exercised due to non-posting of lower Authority, in such situation, TOC/TEC shall be constituted as per level of lower authority and higher authority who has approved the original award/contract shall be deemed to be the next higher Authority also.
3. Tender committees are to be constituted as per Annexure-I in all cases when financial consideration is Rs. 10 Lakh or more. The evaluation through tender committee is not required in case of works/assignments given directly to institutions mentioned in the list at Annexure-II, release of sponsorships, release of advertisements/notices etc. in media, cases of procurement from GeM Portal (except Custom Bid/BOQ Based Bidding/QCBS Bidding), subject to establishment of reasonability of rates by the concerned department. In other cases, prior financial concurrence is to be obtained and in case, approving authority as per DOP is also a committee member, then approval of next higher authority is required.
4. The powers indicated are subject to budget provisions and also provision in the Project Cost Estimate as approved by competent authorities.
5. Wherever financial limit has been prescribed, this shall mean up to and including that amount. All orders should indicate the reference of financial concurrence and approval of the competent authority.
6. **The financial limits specified are exclusive of taxes, duties, transit insurance, transportation etc.**
7. Level of financial concurrence should be as per delegated authority in the DOP. Exception required or difficulty faced, if any is to be relaxed with the approval of CMD.
8. “Full powers” wherever mentioned shall mean and include delegation of powers to the CMD only and shall in no case exceed the powers delegated to the CMD.



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9. In exceptional circumstances, wherein an immediate decision in any matter not delegated is required on account of safety of the assets of the Corporation, or to prevent damages and losses to assets and within the ambit of operational efficiency and necessity, the Officer can exercise powers delegated not exceeding the next level above him, up to the powers delegated to ED and send a report immediately to the concerned officer for ex-post facto approval as early as possible but within 7(seven) days. The power may only be exercised when senior level officer cannot be contacted and their decision cannot be obtained. This will not apply to the powers which can await the decision of the concerned officer.
10. For better control, all proposals of various offices of the project are to first obtain administrative approval from the office of the HOP, after due Finance Concurrence. Powers can then be exercised by respective subordinate officials following codal formalities, with Finance Concurrence, as may be necessary.
11. While exercising powers in the case of Corporate Office (CO), Administrative approval for the execution of work shall be obtained from the Director (Technical), subject to Budget approved by BOD for the year.
12. For works not covered in the approved DPR/FR etc. prior approval from the CMD shall be obtained after the recommendation of Director (Technical).
13. Financial Power given to HOP and other functionary groups at Project as per DOP shall be exercised after due vetting by the Head of Project (Finance) not below the level of Sr. Managers (F&A). In Projects where Head of Finance is below the level of Sr. Manager (F&A), specific relaxation by Director (Finance) shall be given on request of the concerned HOP.
14. After administrative approval for the matters stipulated under Sections- III, the procedure and further approval of award of work will be as per Section-I. However, the powers will be exercised by officers of appropriate ranks of respective disciplines.
15. Clarifications / interpretations required, if any in the DOP provisions may be referred to the Company Secretary.
16. For imported items of spares, specialized expatriate services in O&M Projects/Plants, the approval shall be accorded by the authority having delegated powers for equivalent cost in INR of such purchases/services, subject to prior administrative approval for release of foreign exchange by the Director (Finance) and compliances of extant RBI regulations.



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17. Administrative joint approval of Director (Finance) & Director (Technical) is required for the cases involving payment /liability/remittance in foreign exchange equivalent to US \$ 2500 and above. However, for cases below US \$ 2500 or its equivalent the approval of the Director (Finance) is required.
18. “Projects” includes Power Stations and Projects in stages of construction, R&M, investigation, DPR etc.
19. A committee comprising of HODs of Design & Engineering, C&P Wing and Project (Hydro) Wing, shall finalize the packages/Turn Key mode of contract for the works to be awarded at Corporate Office for approval of Chairman and Managing Director after the recommendation of Director (Technical). HOD, D&E, shall act as Member Convener to the above committee.
20. In exercising the various clauses of the DOP while procuring goods and services, the provisions of Manual for procurement of works, goods and consultancies issued by the Ministry of Finance (MoF), Contracts and Procurement Manuals of NEEPCO shall be complied with. In case of contradictions, the provisions of the Manual issued by MoF shall prevail.
21. Wherever material is issued to the Contractor free of cost, the approved cost of such materials shall be included in the cost of work for arriving at the minimum qualifying requirement for bidders and for determining the competent authority for approval on award of work, deviations/variations, modifications in the tender/contracts and time extension etc.
22. Wherever, procurement is made through price discovery amongst bidders empaneled through open tender process, the approval on award shall be treated in terms of open tender delegations.
23. Corporate Office (CO) shall include establishments at Shillong/Guwahati/New Delhi and Kolkata.



### **Policy Guidelines of Financial Concurrence (Approved on 161<sup>st</sup> Board Meeting dtd. 24.03.2008)**

#### **Preamble**

The objective of these guidelines is to protect financial interests in decision making while ensuring financial propriety as a part of internal control system. The internal control is exercised through the vetting and concurrence by Finance department so that decision making is in accordance to the policies, guidelines, rules, regulations, provision of budgets etc. and to ensure the decision is beneficial to the Company

The financial concurrence facilitates achievement of transparency in the decision making which is subject to the scrutiny of various government agencies like audits etc.

#### **Guidelines**

##### **1. Financial Concurrence - Procedural Aspects.**

- The financial concurrence shall be prior to the approval by final approving authority. It will be done by a delegated officer of the F&A Wing.
- All proposals requiring approval of Chairman /Board shall be first concurred by head of finance of the concerned Project/Corporate Concurrence followed by concurrence by Director (Finance) as recommended by the concerned Director. In the absence of Director (Finance), finance concurrence will be accorded by the Executive Director (Finance).
- In case of disagreement between the views of the concurring authority and approving authority, the approving authority may overrule the advice of the concurring authority and record the reasons in writing. However, such cases shall be brought to the notice of the authority one level higher than the approving authority. The one level higher authority shall not be below the level of Chief General Manager.
- In case where either the required financial concurrence is not taken or the intimation regarding the over ruling of the advice of the concurring authority is not brought to the notice of the authority one level higher than the



approving, such approvals shall not be considered as approval and approving authority shall personally be liable for all consequences.

- The Chairman may add any item to the list which in his opinion requires financial concurrence.
- To provide flexibility and to meet the administrative requirements, the financial concurrence within the competence of Head of Finance may be sub delegated by to the officer's subordinate to him with the approval of Director (Finance).

### **2. Matters Requiring Financial Concurrence.**

All matters bearing financial implications shall require financial concurrence such as:

#### **2.1 Budget**

- Capital & Revenue Budget
- Re-appropriation of Capital & Revenue Budget

#### **2.2 Capital Investment**

- Proposal for Capital Investments in new schemes & Revised Capital Cost of the approved schemes.

#### **2.3 Works, Purchases & Sales**

- Estimates for works of more than Rs.2 lakh and purchases of more than Rs. 1 lakh
- Evaluation and acceptance of tenders including commercial terms & conditions.
- Negotiations with tenderers regarding price and /or the terms & conditions of the contract (subject to CVC guidelines/clarifications).
- Variations in the standard terms & conditions of contracts
- Any change in the quantity, terms and conditions and scope of the concluded contracts.
- Any changes in the rates of concluded contract (excludes impact of statutory changes as per contract) agreed to in the approved contract.





- Advance payment to contractors/suppliers with or without security
- Termination of contracts

### **2.4 Claims, write offs & Waivals.**

- Referring disputes for arbitration or initiating court cases
- Settlement of disputed claims outside the court of law
- Grant of compensation to any party (excludes statutory requirement)
- All write off of losses, book debts, claims, recoverable and advances.

### **2.5 Personnel**

- Proposals involving variations with reference to the existing wages structure, emoluments, perquisites and service rules including negotiations with Unions on such matters.
- Sanction of recoverable advance to employees in excess of budget provisions.
- Payments to employees in respect of matters not covered by specific rules including ex-gratia payment.

### **2.6 General**

- Price fixation of products/materials/services (including discounts, rebates and incentives to customers) for sale
- Expenditure on publicity schemes
- Contribution to External Agencies
- Fixation of rent for quarters, lands, building etc. belonging to the Corporation
- Hiring of office accommodation, plant & machinery etc.
- Advance payment to outsiders with or without security
- Permitting credit arrangements for outside parties
- Disposal of materials – Surplus or otherwise



- Material arrangements
- Sanction of Imprest and arrangements relating to handling of cash
- Matters relating to the change in the accounting systems

### **3. Matters Not Requiring Financial Concurrence.**

Following matters are specifically excluded from financial concurrence.

#### **3.1 Works and Purchases.**

- Orders for work of Rs. 2 lakh and below and purchases of Rs. 1 lakh and below.
- Financially vetted estimates prepared on the basis of Project Schedule of Rates for Work orders would not require financial concurrence for award of work order.

#### **3.2 Personnel**

- Sanction of advances, benefits and payments to employees within the rules & regulations and approved schemes of the Corporation.

#### **3.3 General**

- Legal charges and other professional fees up to Rs.50,000/- in each case.
- Expenses incurred on tender publication, Publication of notices as per the norms of the Corporation and advertisement for recruitment.
- Other advertisement up to Rs.5 lakh.
- Publicity expenses up to Rs.1 lakh.



#### 4. Financial Concurrence – Scope Limitations

- In order to avoid duplication of jobs, the following shall not be within the scope of financial concurrence and the project initiating department/agency shall be wholly responsible for:
- Arithmetic accuracy of all calculations indicated in the proposals.
- Factual accuracy of technical analysis and assumptions thereof as indicated in the proposal.
- Factual accuracy of technical, statutory requirements and their compliance like explosive Rules, Factory act, Environmental Acts, various Safety Rules etc.

#### 5. Changes in Guidelines.

Any changes in above guidelines can be approved by Director (Finance) considering exigencies of work, nature of transaction, need and extent of financial concurrence requirement, adequacy of internal control system etc.



### POWERS DELEGATED TO THE CHAIRMAN & MANAGING DIRECTOR

The following powers delegated by the Board of Directors to the Chairman and Managing Director, NEEPCO Ltd., in their **191<sup>st</sup>** Meeting held on **20.11.2012**:

1. “RESOLVED THAT subject to the observance of the provisions of the Companies Act, 1956 the Memorandum and Articles of Association of Company, relevant directives of the Central Government applicable to the Company, policies, rules, regulations and budgets as may be approved by the Board of Directors from time to time and principles of financial propriety and subject to the general supervision and ultimate control by the Board of Directors, the Chairman & Managing Director be and is hereby authorized to exercise all or any of the powers vested in the Board for the management and administration of the company, except on matters as set out in Annex ‘A’ in respect of which prior approval of the Board of Directors/Government will be necessary.
2. “RESOLVED FURTHER THAT in special circumstances, where, in his opinion and immediate decision on any matter on items included in Annex ‘A’ is essential, the Chairman and Managing Director may within the ambit of operational necessity and efficiency or to meet an emergency, take decision on behalf of the Board provided, however, that report would be made to the board and its ex-post facto approval obtained, wherever necessary.
3. “ALSO RESOLVED THAT the Chairman & Managing Director be and is hereby delegated full powers to institute, conduct, intervene, defend, compromise, abandon or compound any suit, appeal review, revision, writ petition or other proceedings by or against the company or its employees or otherwise concerning the affairs or the company in any court and /or quasi-judicial authorities, to refer any claims and /or demands by or against the company, to arbitration/and observe and perform the awards, to sign the verify complaints, written statements, affidavits, objections, memorandum of appeal or other pleadings to be filed before any judicial or quasi-judicial authorities of arbitrator to enforce judgment, execute any decree or order of any judicial or quasi-judicial authorities to satisfy the same and /or to realize or withdraw money from any court, persons or authorities in execution of such decree or order and to sign vakalatnamas etc.
4. “FURTHER RESOLVED THAT the Chairman & Managing Director be and is hereby authorized to sub delegate all or any of the powers conferred upon him to full time Directors, executive Directors, Chief General Managers and other officers under him subject to general supervision and ultimate control/due control being retained by him and further subject to such conditions as he may deem fit, consistent with the need for prompt, effective and efficient discharge of responsibilities entrusted to such a Director/officer.



### ANNEXURE 'A'

#### **POWER EXCLUDED /EXCEPTED FROM THE DELEGATION OF POWER TO THE CHAIRMAN AND MANAGING DIRECTOR NORTH EASTERN ELECTRIC POWER CORPORATION LIMITED**

In addition to the matters requiring the approval of the President as set forth in the Articles of Association of the Company, the following will require the sanction/approval of the Board of Directors, Government or General body of shareholders: -

##### **1. BUDGET**

- a. Annual budget estimates and revised budget estimates for capital expenditure.
- b. Annual budget estimates and revised budget estimates for revenue account for operational expenditure.
- c. Budget requirement for five-year plans.

##### **2. PLANS**

- a. Annual Plans.
- b. Five-year Plans.
- c. Long term Plans.
- d. Corporate Plans.
- e. Resource mobilization Plans.

##### **3. ACQUISITIONS**

Acquiring shares, stock, securities etc. of other Companies or Undertakings other than in Government guaranteed securities for short term and in duly registered Employees consumer co-operative societies.

##### **4. CAPITAL ESTIMATES**

- a. Feasibility reports, project reports, detailed project reports and estimates as a whole for the plant/project township or for expansion of existing facilities, of plant and township or for establishment of new units and facilities exceeding Rs.100 crore.
- b. Any capital expenditure above Rs.50 crore including additions, alternations, modifications, to or replacement of an existing asset and other items which have not been specifically included in the approved capital budget for the year within overall budget limit.



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- c. Deviation of more than 10% from the estimates for any component part of a project for which component wise sanction has been accorded by the Board/Government.

### 5. PROCUREMENT OF WORKS, PROCUREMENT OF GOODS AND APPOINTMENT OF CONSULTANTS

- a-i Issue of letter on intent, or award of contract for works of value exceeding Rs.100 crore, forming a component of Project already sanctioned or where investment decision has been taken by Government. However, all proposals for pre-qualification of contractors for works estimated to cost more than Rs.100 Crore shall be approved by CMD, after the same have been processed by the Contracts Department in association with Finance and Engineering and routed through concerned Director and Director (Finance).
- a-ii Issue of letter on intent or award of supply order or contract for procurement of goods of value exceeding Rs.100 crore forming an item of a project already sanctioned or where investment decision has been taken by the Government.
- a-iii Making a commitment in respect of (i) and (ii) above.
- a-iv Award of consultancy contracts exceeding Rs.2 Crore for approved items.
- b) Agreement involving foreign collaboration/foreign consultancy proposed to be entered into by the Company irrespective of the consideration involved. CMD can award Foreign Consultancy Contracts also up to Rs.2 Crore subject to the condition that the Technical Expertise for which the Consultancy is sought from foreign consultant is superior than that is available in India.
- c) Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s) substitution of one item in the BOQ by another in the BOQ and deviations from the terms of the contract resulting cumulatively in an increase in the contract value of the Contracts approved by the Board by more than 25% or whichever is less of the limits given below:

Sl. No.	Value of Contract	Limits
1	Up to Rs. 600 Crore	Rs.100 Crore
2	Up to Rs. 1000 Crore	Rs.150 Crore
3	Above Rs. 1000 Crore	Rs.200 Crore

This is excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.

- d) Payments of idle charges, hire charges and interest to contractor for delay not attributable to contractor and not covered by force majeure of value more than Rs.5 crore.
- e) Acceptance of disputed claims over the value of Rs. 5 Crore.



- f) The following items are subject to approval of a Committee of Directors as constituted by the Board of Directors.
- (i) Award of LOI/contracts or making commitments referred to at a 5(a) (i), (ii) and (iii) for contract amounts exceeding Rs. 100 crore but not exceeding Rs.200 crore.
  - (ii) *Variations in quantities with respect to quantities indicated in the BOQ of the contract agreement, introduction of new item(s) substitution of one item in the BOQ by another in the BOQ, and deviations from the terms of the contract resulting cumulatively in an increase in the contract value of the Contracts approved by the Board by more than 25% but within Rs.200 Crore (Rs.300 Crore w.r.t. Kameng Hydro Electric Power Project subject to approval of the Sub-Committee of the Board of Directors), excluding increases already built in the contract agreement due to price variation, provision for contingencies etc. and also due to new statutory requirement or changes in existing statutory requirements.*
  - (iii) Payments of idle charges hire charges and interest to contractor for delay not attributable to contractor and not covered by force majeure of value more than Rs. 2 crore but not exceeding Rs.10 Crore.
  - (iv) Acceptance of disputed claims over the value of Rs.2 Crore but not exceeding Rs. 10 Crore.

### 6. PERSONNEL

- i) Framing of recruitment policies, promotion policies, voluntary retirement schemes including liberalized voluntary retirement schemes, disciplinary rules and procedures, excluding those which are routine and procedural in nature or involving expenditure or concessions to the extent of Rs.1 Crore in a year.
- ii) Creation of posts of Deputy General Manager (E-7) or equivalent and above.
- iii) Formulation of any changes in wage structure and scales of pay of employees of the company.
- iv) Policy matters relating to HRA, CCA, DA, Traveling, other allowances, Bonus/Ex-gratia in lieu of Bonus amenities and fringe benefits.
- v) Changes in policies.
- vi) Manpower Budget.

### 7. ACCOUNTS

- i) Acceptance of annual/semiannual profit and loss accounts.
- ii) Declaration of dividend.



### 8. POWER TO INVEST

To invest the surplus funds of the Corporation aggregating to more than Rs.25 crore other than in accordance with the guidelines issued by the Deptt. of Public Enterprises from time to time.

### 9. POWER TO BORROW

To borrow money for purposes other than the working capital requirements on the hypothecation of company's current assets (Borrowing for working capital requirements will be within the competence of CMD subject to adherence to guidelines and policies laid down by the Board).

### 10. WRITE OFF

- i) To write off any items of stores, equipment tools, plant and materials resulting in a net loss of more than Rs.25 lakh in each case.
- ii) To write off any shortages of cash exceeding Rs.50, 000 in each case.
- iii) To write off any demurrage/ wharfages /port charges etc. exceeding Rs.50 lakh in a year for each project.
- iv) Demolition and write off of Temporary buildings not required by the Projects/Power Stations beyond Rs.2.5 crore in original cost for each Power Station/Project.

### 11. GENERAL

- i) Grant of compensation to other than Company employees, arising from any cause, above Rs.25 lakh in each case.
- ii) Sale or alienation including mortgage in any form of any immovable property vested in the Company.
- iii) Any grant or donation or ex-gratia payment, not arising from recognized rules relating to amenities and welfare, over Rs.50,000/- in each case.
- iv) Settlement of claims against the Company from any cause not provided for in any other items mentioned above exceeding Rs.10 lakh in each case.
- v) Policy for allotment of land to outside parties.
- vi) Any expenditure beyond the scope of objective of the Corporation.
- vii) The power to sell, lease or otherwise dispose off the whole of the undertaking, any of its undertaking or substantial part thereof.





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### SECTION – I WORKS AND PROCUREMENT POWERS

(All Amounts in Rs.)

Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
1	(a) Technical sanction to detailed estimates for works/ Services/ Supplies (for approved projects)	Full power	Full power	₹ 15 crore	₹ 10 crore	₹ 5 crore	NIL	a) The delegation is for the components of a project or for sub-packages constituting a component as provided in the approved project report (DPR)/ approved cost estimate/Budget/Annual Plan and as approved by the Board/Govt. of India. b) The tender specifications and Bill of Quantities shall be drawn by the Design Wing or any other group/groups considered essential by the Competent Authority. c) Quarterly report shall be submitted to D(T) indicating the package/sub-package where the variance between FR/DPR and the actual cost estimate of the package/sub-package is over 10% or Rs.5 cr. d) Technical Sanction with Finance Concurrence to detailed estimates shall be treated as an approval of the estimates. e) For Administrative approval, refer Clause 9: Guidelines for exercising the delegation of powers f) The period of contract for service contracts shall not exceed 3 (Three) years. Extension in
	(b) Technical sanction to detailed estimates for works/ Services/ Supplies (other than approved projects)	Full power	Full power	₹ 15 crore	₹ 10 crore	₹ 5 crore	NIL	
	(c) Technical sanction to detailed estimates for works/ services/ Supplies within approved budget in O&M plants and other offices excluding construction projects.	Full power	Full power	₹ 15 crore	₹ 10 crore	₹ 5 crore	NIL	



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								exceptional cases may be considered by the approving authority for a period of 6 (six) months or 50% of the contract period, whichever is less at the same rates, terms & conditions.
2.	(a) Approval/ acceptance of lowest tender in respect of works including erection and composite works involving supply and erection/ installation/ commissioning and Non-consultancy services, etc. through open tender	₹ 75 crore	₹ 25 crore	₹ 12 crore	₹ 9 crore	₹ 6 crore	NIL	<p>a)Tenders will be invited after approval of the work and technical sanction to detailed cost estimate is accorded.</p> <p>b) Enquiries are required to be issued for open &amp; Limited tenders and published through various Government portals/ NEEPCO website only. In case of any special cases which may require release of short notices/ classifieds in Newspaper, the issuing authority may send the demand with justifications for obtaining approval of Competent authority.</p> <p>c)Acceptance of tender for award of work which is more than 20 % of the estimate shall be approved by the next higher authority.</p> <p>d) The Techno Commercial (TC) evaluation irrespective of nature of tendering shall be approved by the authority competent of approving the award. However, TC evaluation concerning tenders, award of which is within the power of BOD shall be approved by the</p>



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								<p>CMD.</p> <p>e) In case the tender/ offer received is less than three, irrespective of nature of tendering, the tendering authority is to record the fact prior to opening of the tender/ offer. However, in case of e-tenders where the number of participants cannot be ascertained before opening the bids, the matter of number of bids received, if less than 3(three), shall be recorded immediately after opening of bids. Under such circumstances, approval of next higher authority is to be obtained for award of works. However, for TC evaluation, approval of next higher authority will not be necessary. Director (Tech) is the self-approving authority.</p> <p>f) EMD need not to be taken from IIMs/ IITs/ NITs/ IISc. / CBRI/ CPRI/ GSI/ CWPRS/ CWC and other Govt. Institutes/ agencies (excluding PSUs) irrespective of nature of tendering.</p> <p>g) In case of new projects where TEC is accorded, advance action for tendering wherever considered necessary shall be taken pending Investment Approval with the objective of coinciding the date of award with the zero date of the project. Such proposals including</p>



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								splitting of works into major packages for procurement shall require approval of the BOD with recommendation of CMD. However, letter of award (LoA) for tendered works shall be issued after obtaining Investment approval.
2	(b) Limited tender for works ( to be invited in case of urgency having limited source, in unavoidable circumstances with the approval of next higher authority. {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 25 crore	₹ 5 crore	₹ 2.5 crore	₹ 1 crore	₹60 Lakh	NIL	a) Limited tender enquiries are those issued for requirements which do not fall under open tender category or which are required due to urgency or for specialized jobs and issued preferably to not less than five vendors based on past experience, or current offers from parties having credential for carrying out such nature of works and from the vendor lists maintained in the State Govt./ Central Govt./ PSUs. b) The number and names of parties selected for issue of limited tender enquiry shall be approved by the next higher authority. D(T) will be self-approving authority.
2c	Award of work on single tender/ Nomination basis.	₹ 10 crore	₹ 2 crore	₹ 1.50 Crore	₹ 50 Lakh	₹ 25 Lakh	NIL	Urgency is required to be established and recorded and Finance Concurrence to be obtained. Quarterly reporting shall be made to the Audit Committee and the BOD.
2d	Spot Work orders	₹ 50 Lakh	₹ 30 Lakh	₹ 10 Lakh per annum	₹ 40000 subject to a maximum	₹ 15000 subject to a maximum	NIL	The spot work orders are to be resorted to under extreme circumstances based on field



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
					ceiling of 3 lakh per annum	ceiling of 2 lakh per annum		requirement, essentially for works/services of short duration in nature. Deviations in spot work orders shall normally be avoided. However, in case of quantity deviations in a work order, the authority competent to award the work order inclusive of the above deviations (i.e. original value plus deviations) shall approve these deviations.
3	Purchase of Materials/ equipment/ instruments/ T&P and accompanying spares etc. through							
	i) Open tender {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 25 Crore	₹ 10 Crore	₹ 1 Crore	₹ 60 Lakh	₹ 20 Lakh	₹ 10 Lakh	Tenders will be invited only after approval of the cost estimate.
	ii) Limited tender {Remarks under Clause 2(b) of Section-I shall be complied.}	₹ 15 crore	₹ 1.5 crore	₹ 75 Lakh	₹ 40 Lakh	₹ 15 Lakh	NIL	Tenders will be invited only after approval of the cost estimate.
	iii) Single tender / Nomination basis {Remarks under Clause 2(c) of Section-I shall be complied.}	₹ 5crore	₹ 75 Lakh	₹ 40 Lakh	₹ 30 Lakh	₹ 10 Lakh	NIL	a) Procurement to be made against Proprietary Article Certificate (PAC), for source standardization or in case of urgency. Proprietary Article Certificate or such other documents establishing proprietary nature of the article being supplied shall be approved by HOP.



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		D(T)	ED	CGM	GM	DGM	Sr. M	
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								b) Source standardization or urgency should be established/ justified and recorded and Finance Concurrence to be obtained.
4	Award of contract for supplies of maintenance spares, tools & Plants, services, consumables such as chemicals, paints etc. <b>for O&amp;M of Plant</b>  <b>(a) From OEM/OES and/or authorized dealers of OEM/OES)</b>							a) Before taking any procurement action, the O&M estimate is required to be approved by the Project Head (CGM/GM) at the beginning of the financial year and included in the annual procurement plan. b) Items to be procured should be earmarked even if on "broad head" in the O&M estimate.
	(i) Open tender {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 50 crore	₹ 10 crore	₹ 2 Crore	₹ 1.5 Crore	₹ 75 lakh	₹ 50 lakh	c) Quantity justification to be recorded.
	(ii) Through limited tender {Remarks under Clause 2(b) of Section-I shall be complied.}	₹ 25 crore	₹ 7.5 crore	₹ 1 crore	₹ 75 lakh	₹ 50 lakh	₹ 25 lakh	d) Procurement to be made against Proprietary Article Certificate (PAC), for source standardization or in case of urgency. Proprietary Article Certificate or such other documents establishing proprietary nature of the article being supplied shall be approved by HOP.
	(iii) Single Tender/ Nomination basis {Remarks under Clause 2(c) of Section-I shall be complied.}	₹ 20 crore	₹ 5 crore	₹ 75 lakh	₹ 50 lakh	--	--	e) Source standardization or urgency should be established/ justified and recorded and Finance Concurrence to be obtained.
	<b>b) From any other sources</b>							
	i) Open tender {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 40 crore	₹ 6 crore	₹ 1 Crore	₹ 50 lakh	₹ 25 lakh	₹ 10 lakh	a) Before taking any procurement action, the O&M estimate is required to be approved by the Project Head (CGM/GM) at the beginning of the financial year and included in the annual procurement plan.
	ii) Through limited tender {Remarks under Clause 2(b)}	₹ 20 crore	₹ 3 crore	₹ 50 lakh	₹ 30 lakh	₹ 15 lakh	--	b) Items to be procured should be



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	of Section-I shall be complied.}							earmarked even if on “broad head” in the O&M estimate.
	iii) Single Tender /Nomination basis {Remarks under Clause 2(c) of Section-I shall be complied.}	₹ 15 crore	₹ 1 crore	₹ 25 lakh	₹ 15 lakh	--	--	c) Quantity justification to be recorded.
5	Award of contract for <b>purchase of spares</b> for Equipment / Instruments/ T&P etc. including service <b>for locations other than O&amp;M project.</b> <b>a). On open tender</b> i) From manufacturer of original equipment or their authorized dealers. {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 5 Crore	₹ 1 Crore	₹ 50 Lakh	₹ 30 Lakh	₹ 20 Lakh	₹ 10 Lakh	a) Tenders will be invited by the respective Contracts Wing of the Corporation only after approval of the cost estimate.
	<b>b) Limited tender</b> {Remarks under Clause 2(b) of Section-I shall be complied.}	₹ 2 Crore	₹ 50 Lakh	₹ 25 lakh	₹ 20 lakh	₹ 10 Lakh	₹ 5 lakh	b) Proprietary Article Certificate (PAC) shall be approved by HOP not below the rank of GM
	c) <b>Single tender / Nomination basis</b> including against Proprietary Article Certificate (PAC) and Source Standardization. {Remarks under Clause 2(c) of Section-I shall be complied.}	₹ 1 Crore	₹ 50 Lakh	₹ 25 lakh	₹ 10 Lakh	₹ 5 lakh	--	c) Source standardization or urgency should be established/ justified and recorded and Finance Concurrence to be obtained.
	d) <b>Single tender/Nomination basis</b> on purchases from the Manufactures / producers of Govt Deptt. / Undertakings	₹ 1 Crore	₹ 50 Lakh	₹ 25 lakh	₹ 10 Lakh	₹ 5 lakh	--	d) In cases other than procurement through open tender, ground of urgency to be recorded.
								Powers are to be exercised after consideration of all factors Like urgency, specialized jobs, availability of budget, reasonableness of rates and after ascertaining that the same rates



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								are being charged by suppliers/manufacturers etc. from other Government Departments
	e) Local / spot purchases of materials on grounds of urgency	₹ 40 Lakh	₹ 30 Lakh	₹ 10 Lakh per annum	₹ 40000 subject to a maximum ceiling of 3 lakh per annum	₹ 15000 subject to a maximum ceiling of 2 lakh per annum	--	a) Where dedicated stores do not exist, proper stock register for receipts and issues against such purchases shall be maintained. b) Spot purchase should not form a part of a regular purchase and the same shall be adopted only for immediate requirement / consumption. c) The list of items to be bought, with estimated price shall be approved by the competent authority, as per delegation alongside. d) Purchase will be made after a market survey and determination of price reasonableness, which shall be recorded accordingly. e) Purchases beyond Rs. 2 Lac shall be made by a committee comprising one member each from the indenting department, Proc. Deptt. and Finance. The Committee officials shall comprise of at least one officer at E-6 level and rest not below level of E-1.
6	Procurement of HSD /Petrol/Lubricants from PSU oil companies/their Authorized fuel pump including rate contracts.	₹ 5 Crore	₹ 2 Crore	₹ 75 Lakh	--	--	--	Delegation shall be limited to procurement per project /plant/ Corporate Office /Other locations during a year.





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1	2	3	4	5	6	7	8	9
7	<b>Purchase of cement/steel</b>							<b><u>CEMENT:</u></b> i) Cement will be procured by MM Wing through open tenders to be invited from reputed manufacturers having BIS registration and fulfilling production and other standard quality, commercial and financial requirements. Accordingly, project wise requirement for 6 (six) months with monthly breakup shall be submitted by respective projects. ii) On finalization of tender, procurement shall be done from the lowest bidder in phased manner depending on project requirement. iii) The qualified bidders may be empaneled by the MM Wing with the approval of Director (Tech) for a maximum period of 2 (two) years for the purpose of procurement. iv) In the event of failure on the part of L1 bidder to fulfill the supply obligation, cement may be procured from empaneled bidders at L1 rate or at lowest rate arrived through fresh price offers invited from empaneled bidders. Approval on award shall be treated in terms of open tender delegations. v) Cement may also be procured at project level in case of emergency or crisis of cement at Project site or when the requirement is small
	<b>a) Open Tender</b> {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 25 crore	₹ 10 crore	₹ 3 crore	₹ 2 crore	₹ 1 crore	Nil	
	<b>b) Limited Tender</b> {Remarks under Clause 2(b) of Section-I shall be complied.}	₹ 15 crore	₹ 5 Crore	₹ 50 Lakh	₹ 35 Lakh	₹ 25 Lakh	Nil	
	<b>c) Single Tender/Nomination Basis</b> {Remarks under Clause 2(c) of Section-I shall be complied.}	₹ 5 crore	₹ 1 Crore	₹ 25 Lakh	₹ 15 Lakh	₹ 10 Lakh	Nil	



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								<p>(maximum 100 MT in each case) from empaneled bidders or their authorized dealers at L1 rate arrived through fresh price offers. In the event that such empaneled bidders or their authorized dealers are not available at the project site, the project authority may procure their emergency requirement from other locally available sources which conformed to BIS and other necessary standards. Such procurement at project level shall be made duly observing all codal formalities and after recording the necessity of resorting to such procurement procedure.</p> <p><b><u>STEEL:</u></b></p> <p>i) Steel will be procured by MM Wing from manufacturers empaneled for maximum period of 2 (two) years through open tenders to be invited from reputed manufacturers having BIS registration and fulfilling production and other standard quality, commercial and financial requirements. The list of empaneled vendors shall be approved by Director (Tech).</p> <p>ii) Project wise requirement for 6(six) months with monthly breakup shall be submitted by respective projects.</p>



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								<p>iii) Procurement shall be made as per project requirements at L1 price arrived at through invitation of price offers from the empaneled vendors. Approval on award shall be treated in terms of open tender delegations.</p> <p>iv) Steel materials not manufactured by empaneled vendors (such as angles, flats etc. of smaller dimensions) may be purchased through separate open/limited tenders conforming requisite standards.</p>
	d) Procurement of Steel in case of MOU with PSU Steel Companies	₹ 50 crore	₹ 25 crore	₹ 10 crore	--	--	--	MOU shall be signed with approval of the CMD, following which material shall be procured as per the delegation in in this clause.
8	<b>Purchase of explosives</b> a) Open tender {Remarks under Clause 2(a) of Section-I shall be complied}.	₹ 2 crore	₹ 50 lakh	₹ 25 lakh	₹ 15 lakh	₹ 10 Lakh	Nil	a)Explosives will be procured by MM Wing through open tenders to be invited from reputed manufacturers/ authorized dealers fulfilling production and other standard quality, commercial and financial requirements. Accordingly, project wise yearly requirement with monthly breakup shall be submitted by respective projects. b) On finalization of tender, procurement shall be done from the lowest bidder in phased manner depending on project requirement. c)For limited tender, reasons are to be recorded before approval of the next
	b) Limited tender. {Remarks under Clause 2(b) of Section-I shall be complied}	₹ 60 Lakh	₹ 40 Lakh	₹ 20 Lakh	₹ 15 lakh	₹ 7 Lakh	Nil	
	c) Single Tender/Nomination basis {Remarks under Clause 2c of Section-I shall be complied}.	₹ 40 Lakh	₹ 25 Lakh	₹ 10 Lakh	₹ 7 Lakh	₹ 5 Lakh	Nil	



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								higher authority. Dir (Tech) shall be the self-approving authority. d) During urgency, explosives may be procured on offer basis for limited quantity from reputed manufacturers / dealers.
9	Handling & transportation of materials including clearances						---	1. Empanelment of transporters may be made through open tenders for a maximum period of 2 (two) years. 2. Price offers shall be invited from the empaneled transporters to fix up the rates of transportation of different materials, for different destinations, 3. Engagement of numbers of transporters may be decided based on the quantity of materials and permissible time for the same. 4. Transportation contracts shall be made as per project requirements at L1 price arrived at through invitation of price offers from the empaneled transporters. Approval on award shall be treated in terms of delegation of this clause.
	a) Open Tender {Remarks under Clause 2(a) of Section-I shall be complied.}	Full Power	₹ 3 Crore	₹ 70 Lakh	₹ 15 Lakh	₹ 3 Lakh	--	
	b) Limited Tender {Remarks under Clause 2(b) of Section-I shall be complied.}	Full Power	₹ 60 Lakh	₹ 20 Lakh	₹ 2 Lakh	₹ 1 Lakh	--	
10	Canalised imports through Public Sector Units	₹ 5 crore	₹ 3 crore	₹ 1 crore	₹ 75 Lakh	₹ 50 Lakh	---	a) Estimate is to be approved. b) Formal requisition from the project authority is required.
11	a) Grant of extension of time for works /supplies /Services/ Consultancies with / without levy of penalty	Full Power	Up to 50% of original time or 18 months whichever is less of	Up to 50% of original time or 18 months whichever is less of	---	---	---	In case of non-applicability of Force Majeure, extension may be granted subject to the following conditions: i) That the works /supplies /Services/ Consultancies are still required by the project within the extended



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			contract /order awarded by him and Full Power in respect of contracts approved by his lower authority	contract /order awarded by him and Full Power in respect of contracts approved by his lower authority.				time. ii) That the tender for the works /supplies /Services/ Consultancies has not been accepted for higher value on account of earlier execution vis-a vis other tender. iii) Market economics suggests the benefit in time extension. iv) These powers shall be exercised with concurrence of Finance.
	b) Grant of extension of time for works /supplies /Services/ Consultancies with reduction/ waiver of penalty	Full Power	Full power for order issued by authority below ED	---	---	---	---	
	c) Provisional extension of time	The provisional time extension will be granted by the HOP/HOD with intimation to concerned ED and the contract awarding authority.						The reasons of delay in completion of works/services/supplies under a contract may be diverse and may require time for arriving at the admissible extended period. In such circumstance, provisional extension of time with or without LD shall be granted without prejudice to the rights of the corporation to impose LD while granting final time extension. However, in the event of applicability of LD, the corporation's intent to recover the LD shall be indicated while granting the provisional extension of time.
12	Repeat orders	Up to 50% of the	Up to 50% of the	Up to 50% of the	Up to 50% of the	Up to 50% of the	--	Full justification to be recorded. Repeat orders may be placed on the



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
		original order value approved by him or his lower authority	original order value approved by him or his lower authority	original order value approved by him or his lower authority	original order value approved by him or his lower authority	original order value approved by him or his lower authority		<p>same party on the same rates, terms and conditions as stipulated in the original order with finance concurrence against previous orders placed on open or limited tender basis, or single tender involving proprietary Article certificate or source standardization subject to the following:</p> <p>i) The normal processing of the case is likely to delay the procurement and adversely affect the work.</p> <p>ii) The date of repeat order will not be more than three months after completion of the earlier order.</p> <p>iii) A reasonable assessment and certification by the purchasing authority that there has been no downward trend in prices.</p> <p>iv) The prices against earlier order were not escalated to compensate for earlier deliveries.</p> <p>v) In the event, the repeat order envisages different location for delivery/work, suitable adjustment in price shall be considered to cover this aspect. Suitable enhancement of rate on account of price variation over the base price of the original order may also be considered in case the delivery in repeat order is later than the delivery in the original order.</p> <p>vi) The award value of repeat order shall not exceed Rs.1crore.</p>



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1	2	3	4	5	6	7	8	9
								<p>vii) This item of delegation does not apply, to cases where repeat order option has been provided for in the original order. In such cases, the authority empowered to approve the repeat order option shall be the same as competent to approve the original award.</p> <p>viii) If the original order is for single unit (which is indivisible), the repeat order can be for one single unit.</p>
13	Award of work (Deposit work) to Govt. Deptt. / Autonomous bodies of the Govt./Govt. Agencies/ Public Sector Undertakings	₹ 20 Crore	₹ 10 Crore	₹ 2 Crore	₹ 1.5 Crore	---	---	<p>Reasons for resorting to Deposit Work should be recorded.</p> <p>Powers are to be exercised by the ED/HOP/HOD not below the rank of E-8 after considering all factors like urgency, specialized jobs, availability of budget, reasonableness of rates and after ascertaining that the same rates are being charged from other Government departments</p>
14	<p>Variance during post-award execution of work / supply, over award price <b>in respect of Contracts awarded by Corporate C&amp;P</b> due to scope / quantity variations / new or extra items etc.</p> <p>a. Until such time the value of works executed remains within the limit of the approved contract sum, then variation</p>							<p>a) These powers will be exercised in consultation with Design &amp; Engineering Deptt. If however, the extra / substituted items are executed at site based on construction drawings issued by D&amp;E Deptt, technical clearance will be deemed to have been accorded by D&amp;E Deptt, for which proposal for technical approval need not be routed through D&amp;E Deptt. The proposing authority</p>



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		D(T)	ED	CGM	GM	DGM	Sr. M	
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	<p>shall be computed as a percentage of the aggregate value of BOQ items executed in excess of BOQ quantities and extra / substituted items executed w.r.t the original contract sum.</p> <p>b. When the value of works executed exceeds the contract sum, the variation shall be computed as a percentage of the aggregate value of works executed (BOQ, extra/ substituted items) in excess of contract sum w.r.t the original contract sum.</p>							<p>shall specifically mention this in their proposals.</p> <p>b) Proposal for technical approval shall be accompanied by the following:</p> <ul style="list-style-type: none"> <li>- Quantity as per construction drawing</li> <li>- Quantity as per BOQ</li> <li>- Variation in quantity (if any)</li> <li>- The particulars of extra/substituted items indicating the cost.</li> <li>- Financial implication on account of variation.</li> </ul> <p>c) Monthly statement of all such variations including Financial implication is to be submitted by executing authority to D(T).</p>
14.1	Technical approval for the above.	Full Power	Full Power subject to remarks at Column 9 [including powers at col. (4)]	25% of Contract value or ₹ 30 crore whichever is lower	15% of Contract value or ₹ 15 crore whichever is lower	--	--	<p>d) Pending technical approval, HOP is authorized to release provisional payment for the extra works @75% (in case of extra items executed at BOQ rates or analogous rates) and 50% (In case of extra works executed as per analyzed rates) of the rates as determined by the Corporation. In any case the Corporation shall decide the rates within 90 days from the date of submission of the analysis of rates by the contractor. However, the provisional payment should not exceed the power delegated to CMD (refer Annexure A Sr No 5 (C) of DOP)</p>





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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
14.2	Approval for issue of change order, based on technical approval at 14.1 above, in respect of LOA/ Contracts.	Variation of 20% of Contract value limited to ₹ 80 Cr.	Variation of 15% of Contract value limited to ₹ 60 Cr.	Variation of 10% of Contract value limited to ₹ 40 Cr.	Variation of 5 % of Contract value limited to ₹ 20 Cr.	--	--	<p>a) These powers will be exercised in consultation with associated finance.</p> <p>b) In respect of civil, structural and erection / supply cum erection packages awarded by Corporate C&amp;P, and executed by site these powers will be exercised by the site authorities as per delegation alongside. Excess beyond the delegated powers of D(T) shall be approved by CMD.</p> <p>c) These powers will be exercised subject the condition that deviation shall not exceed 10% of the estimate for any component part of a Project for which component wise sanction has been accorded by the Board / Government.</p> <p>d) Variance beyond quantity/value variation limits provided in the contracts/LOA shall be reported quarterly by the HOP to CMD through ED/ D (T)/D (F), with a copy to C&amp;P Deptt. and Head of Corporate Finance and CPM. If there is no variance to be reported, a nil report shall be submitted.</p> <p>e) A changed order based on approval of competent authority in terms of 14.2, shall be issued by executing authority to the contractor, copy of which shall be sent to the Corporate C&amp;P, ED, Corporate Monitoring</p>



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								Cell and Corporate F&A. f) The HOP shall submit to CMD, through ED/ D(T)/ D(F), a quarterly report of project cost variations with brief reasons for the same, with a copy to Corporate C&P for initiating action of seeking approval of the Board/GOI, for all deviations in estimates / more than 10% for any component wise sanction has been accorded.
15.	<p>Variation during post award execution of work/supply order or award price <b>in respect of contract / LOA awarded by site (all offices other than Corporate C&amp;P)</b> due to scope/quantity variation/ new or extra items etc.</p> <p>a) Until such time the value of works executed remains within the limit of the approved contract sum, then variation shall be computed as a percentage of the aggregate value of BOQ items executed in excess of BOQ quantities and extra / substituted items executed w.r.t the original contract sum.</p> <p>b) When the value of works</p>	<p>a) These powers will be exercised in consultation with Design &amp; Engineering Deptt. If, however, the extra / substituted items are executed at site based on construction drawings issued by D&amp;E Deptt, technical clearance will be deemed to have been accorded by D&amp;E Deptt, for which proposal for technical approval need not be routed through D&amp;E Deptt. The proposing authority shall specifically mention this in their proposals.</p> <p>b) Proposal for technical approval shall be accompanied by the following:</p> <ul style="list-style-type: none"> <li>- Quantity as per construction drawing</li> <li>- Quantity as per BOQ</li> <li>- Variation in quantity (if any)</li> <li>- The particulars of extra/substituted items indicating the cost.</li> <li>- Financial implication on account of variation.</li> </ul> <p>c) Monthly statement of all such variations including Financial implication is to be submitted by executing authority to concerned ED.</p> <p>d) Pending technical approval, HOP is authorized to release provisional payment for the extra works @75% (in case of extra items executed at BOQ rates or analogous rates) and 50% (In case of extra works executed as per analyzed rates) of the rates as determined by the Corporation. In any case the Corporation shall decide the rates within 90 days from the date of submission of the analysis of rates by the contractor. However, the provisional payment should not exceed the power delegated to ED as in</p>						



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
	executed exceeds the contract sum, the variation shall be computed as a percentage of the aggregate value of works executed (BOQ, extra/ substituted items) in excess of contract sum w.r.t the original contract sum.	15.1.						
15.1	Technical approval for the above.	Full Power	Full Power	25% of Contract value	15% of Contract value	--	---	
15.2	Approval for issue of change order, based on technical approval at 15.1 above, in respect of LOA/ Contracts.	Full Power	20% of Contract value	15% of Contract value subject to a limit of ₹ 1.5 Cr.	10% of Contract value subject to a limit of ₹ 60 Lakh.	5% of Contract value subject to a limit of ₹ 30 Lakh.	---	<p>a) These powers will be exercised in consultation with associated finance.</p> <p>b) These powers will be exercised subject the condition that deviation shall not exceed 10% of the estimate for any component part of a Project for which component wise sanction has been accorded by the Board / Government.</p> <p>c) A changed order based on approval of competent authority in terms of 15.2, shall be issued by executing authority to the contractor, copy of which shall be sent to the project F&amp;A.</p> <p>d) The HOP shall submit to CMD, through ED/ D(T)/ D(F), a quarterly report of project cost variations with brief reasons for the same, with a copy to Corporate C&amp;P for initiating action of seeking approval of the Board/GOI,</p>



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								for all deviations in estimates / more than 10% for any component wise sanction has been accorded.
16	(a) Cancellation of Tenders	Powers shall be exercised by the authority competent to approve the award (limited to DT).						a) Justification to be recorded.
	(b) Modification of the terms of Tenders including Specifications etc. <b>after call but before opening</b> of TC bids.	<ol style="list-style-type: none"> <li>Bid submission date can be extended for a maximum time period of three months from date of publishing of NIB by the tendering authority. In exceptional circumstances, the bid can be further extended with the approval of next higher Authority (limited to DT).</li> <li>Powers for modification of other terms shall be exercised by the authority competent to approve the award (limited to DT).</li> </ol>						b) Finance concurrence shall be obtained.
	(C) Modification of the terms of Tenders including Specifications etc. <b>after opening TC Bids but before opening of Price bids.</b>	<ol style="list-style-type: none"> <li>After opening of tenders, in case of proprietary items/ OEMs modifications shall be approved by authority competent for approving the award.</li> <li>For tenders other than proprietary items/OEMs, the modifications shall be approved by next higher authority to the one that has the power to approve the award (limited to CMD).</li> </ol>						c) The notice of cancellation/ termination shall be vetted by Legal Deptt., wherever necessary.
	(d) Cancellation of Award/ Foreclosure and Termination of contract either in part or in full, as the case may be.	Full power for Awards approved by lower authorities.						In terms of contract provision proper justification shall be recorded and finance concurrence to be obtained.
17	<b>Modification in terms of Contract</b>		Powers of approving modification up to 5% of the value of original contract or Rs.50 lakh whichever is less in	Powers of approving modification up to 5% of the value of original contract or Rs.25 lakh whichever is less in				
17.1	<b>Having Financial implications,</b> including payment terms, security deposit and modification in terms of issue of materials from project Stores etc.	Full Powers for original contract approved by him or lower authority						



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		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
			respect of contract approved by him or lower authority	respect of contract approved by him or lower authority				
17.2	Having no financial implications.	Full Power	Full power	Full Power in respect of orders placed himself or lower authority	---	---	---	
18	Acceptance of stores under deviation with equivalent or superior specification.	Full Power	Full Power	Full Power in respect of orders placed by lower authorities	---	---	---	This shall be done by the contract awarding authority in consultation with Indenting Deptt. to ensure equality and suitability, and thereafter committee consisting of Finance, Indenting Deptt. and contract awarding authority to be constituted by the CGM/GM /Head of the Project to negotiate for suitable compensation for the deviation if claimed by the vendor. D&E department shall be consulted wherever necessary.
19	Sanction to pay demurrage/wharfage, to Railways/Sea Port/ Air authorities or Road Carriers.	Full power	Up to ₹ 1.0 Lakh in each case subject to a ceiling of ₹ 10.0 Lakh per year	₹ 50,000 in each case subject to a ceiling of ₹ 5 Lakh per year	₹ 20,000 in each case subject to a ceiling of ₹ 2.0 Lakh per year	₹ 10,000 in each case subject to a ceiling of ₹ 1.0 Lakh per year	--	Every effort should be made to get the demurrage / wharfage waived from the railways/Carriers.



## NEEPCO DELEGATION OF POWERS

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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
20	Sanction for disposal of surplus / unserviceable/ obsolete items, scrap/ miscellaneous.	Full Power	Reserve price up to ₹ 50 Lakh	Reserve price up to ₹ 25 Lakh	Reserve price up to ₹ 15 Lakh	----	----	<p>(i) Process of disposal shall be regulated by NEEPCO Disposal Manual.</p> <p>(ii) The powers will be exercised as per the approved Disposal Manual.</p> <p>(iii) In case the bid value is less than the Reserve Price, then approval from the next higher Authority shall be required. The Director (Technical) shall be the self-approving authority.</p> <p>(iv) Report to be submitted to Director (Technical) within one week of the award indicating therein the name of the highest bidder, the reserve price vis-à-vis sale value.</p>
21	<b>Write off:</b>							
21.1	Any items of Stores, equipment, tools and plants, materials including adjustments of discrepancies in an item during stock verification.	Up to ₹ 20 Lakh in each case	Up to ₹ 10 Lakh in each case	Up to ₹ 5 lakh in each case	Up to ₹ 3 lakh in each case	---	---	
21.2	<p>a) Any shortage in chemicals, lubricants oils etc. as per the prescribed norms of the manufacturer.</p> <p>(b) Beyond norms</p>	<p>Full Powers as per norms in each case.</p> <p>Full Powers up to 5%</p>	<p>Full Powers as per norms in each case.</p> <p>Full Powers up to 3%</p>	<p>Full Powers as per norms in each case</p> <p>Full Powers up to 2%</p>	<p>Full Powers as per norms in each case</p> <p>Full Powers up to 1%</p>	---	---	<p>Subject to investigation and report by a committee constituted by HOP/HOD not below the rank of E-8. After the item is written off, the information may be sent to concerned finance for adjustment.</p>



## NEEPCO DELEGATION OF POWERS

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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
		above the norms subject to the ceiling of ₹ 5 lakh in each case.	above the norms subject to the ceiling of ₹ 3 lakh in each case.	above the norms subject to the ceiling of ₹ 2 lakh in each case.	above the norms subject to the ceiling of ₹ 1 lakh in each case.			
21.3	Demolition and write off of temporary buildings not required by the projects/power stations	₹ 2 Cr. for each PS/Project	₹ 1 Cr. for each PS/Project	---	---	---	---	
22	Indenting of stock items by Materials Deptt.	---	---	---	---	---	---	All indent should be routed through HOP/HOD not below the rank of E-8.
22.1	Approval of indent for issue of materials from stores.	1. Indents for issue shall be initiated by respective work/Deptt. In-charge and shall be approved by next higher authority. 2. For items not stipulated in contracts or items in excess of estimates, approval of HOP/HOD not below the rank of E-8 will be obtained.						
23	Loan of Materials and tool and plant to and from other Public Sector Undertakings/Govt. departments.	₹ 10 Lakh p.a.	₹ 5 Lakh p.a.	₹ 2 Lakh p.a.	₹ 1 Lakh p.a.	---	---	a) Subject to adequate security being obtained before loaning the materials. b) The indicated value will be the value of material loaned or the hire charge for Tools & Plants.
24	Power to hire equipment /Machinery from contractors/ private agencies.	₹ 1 crore p.a.	70 Lakh p.a.	₹ 50 Lakh p.a.	₹ 30 Lakh p.a.	---	---	
25	Award of contract for consultancy services							
	(a) Open tender {Remarks under Clause 2(a) of Section-I shall be complied.}	₹ 1.75 crore	₹ 1 crore	₹ 30 Lakh	₹ 20 Lakh	Nil	Nil	
	(b) Limited tender (to be invited in case of urgency having limited source, in	₹ 75 Lakh	₹ 40 Lakh	₹ 25 Lakh	₹ 15 Lakh	Nil	Nil	



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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
	unavoidable circumstances with the approval of next higher authority). {Remarks under Clause 2(b) of Section-I shall be complied.}							
	(c) Single tender/Nomination basis {Remarks under Clause 2(c) of Section-I shall be complied.}	₹ 50 Lakh	₹ 30 Lakh	₹ 20 Lakh	₹ 10 Lakh	Nil	Nil	
26	<b>Insurance</b>							
26 (A)	i) Large / Mega Risk Insurance including Industrial All Risk (IAR), Machinery Breakdown (MBD), Business Interruption Loss such as Fire Loss of Profit (FLOP) and Machinery Loss of Profits (MLOP), Public Liability Industrial Risk Coverages etc with Add-ons coverage for Flood, Earthquake, Terrorism, Burglary, Theft etc.	Premium up to ₹ 25 Crore	Premium up to ₹ 20 Crore	--	--	--	--	
	ii) Industrial All Risk (IAR), Machinery Breakdown (MBD), Business Interruption Loss such as Fire Loss of Profit (FLOP) and Machinery Loss of Profits (MLOP), Public Liability Industrial Risk Coverages etc with Add-ons coverage for Flood, Earthquake, Terrorism,	Full Power	Premium up to ₹ 7 Crore	Premium up to ₹ 6 Crore	Premium up to ₹ 3 Crore	Nil	Nil	





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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
	Burglary, Theft etc.							
	iii) Standard Fire and Special Perils Insurance with Add-on coverage for Earthquake, Terrorism, Burglary, Theft etc.	Full power	Full Power	Premium up to ₹ 2 Crore	Premium up to ₹ 1 Crore	Nil	Nil	
	iv) Electronic Equipment Policy with relevant coverages	Full power	Full Power	Full power	Full power	--	--	
	v) Storage-cum-Erection Insurance/Erection All Risk Policy	Full Power	Full Power	Premium up to ₹ 2 Crore	Premium up to ₹ 1 Crore	--	--	Taking CAR/EAR policy for package contracts by the corporation shall require the approval of CMD.
	vi) Contractor All Risk Policy	Full Power	Full Power	Premium up to ₹ 2 Crore	Premium up to ₹ 1 Crore	--	--	
26 (B)	i) All Vehicles	Full Power	Full Power	Full Power	Full Power	Full Power	--	
	ii) Movable Assets including Construction Plant and Machinery other than Storage-cum-Erection Insurance	Full Power	Full Power	Full Power	Full Power	Full Power	--	
26 (C)	<b>Transit Insurance</b>	Full Power	Full Power	Full Power	Full Power	--	--	
26 (D)	Reinstated Value of assets of the Power Station for undertaking Insurance Policies.	Full Power	---	---	---	---	--	Director (T) may seek advice of Director (F)
27	Approval of post award variation in Consultancy service contract.	20% of Contract value or ₹ 3 Crore, whichever is lower, including Power	15% of Contract value or ₹ 2.5 Crore, whichever is lower, including Power	10% of Contract value or ₹ 1.5 Crore whichever is lower, including Power	5 % of Contract value or ₹ 1 Crore whichever is lower, including Power	---	---	



## NEEPCO DELEGATION OF POWERS

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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
		delegated to lower authority.	delegated to lower authority.	delegated to lower authority	delegated to lower authority			
28	<p>Authority to Sign in Contracts/ Purchase Orders on behalf of NEEPCO when Approving Authority is as below:</p> <p>i) Board/ Sub-Committee of the Board/ Committee of Functional Directors for Contracts/ CMD/ Directors/ED</p> <p>ii) CGM/GM</p>	<p>Not below the level of GM</p> <p>DGM/ Sr.M</p>						<p>a) The authority approving the award of contracts will also have the power to sign the contract.</p> <p>b) The documents forming Covenant parts of the contract may be signed by an authority not below the rank of DGM for corporate contracts and Sr. Manager for contracts awarded at project level authorized by the contract signing authority.</p>
29	Empanelment of vendors.	Full Power	Full Power	--	--	--	--	Following empanelment, approval for award shall be regulated by applicable clauses of Section -I. Wherever, procurement is made through price discovery amongst bidders empanelled through open tender process, the approval on award shall be treated in terms of open tender delegations.
30	Release of Advance Payment for purposes like advances to Government Department covered under Annexure- II, Purchases of Vehicles, Purchases of Books, Advocates, Chartered Accountant etc.	₹ 1 Crore	₹ 20 Lakh	₹ 2 Lakh	--	--	--	<p>1) 2 lakh for HOP not below the rank of GM</p> <p>2) Subject to CVC Guidelines, if any.</p> <p>3) The advance is to be released in terms of contractor LOA after recording the proper reasons and time line for adjustment by the approving authority</p>



## NEEPCO DELEGATION OF POWERS

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Sl No.	Nature of Power	Extent of Delegation of Powers to respective Technical Executives						Remarks
		D(T)	ED	CGM	GM	DGM	Sr. M	
1	2	3	4	5	6	7	8	9
								4) Efforts should be made to get the advance secured.
31	Waiver of EMD in case of tenders for supply /Repairs /Services (i.e for replacement and maintenance of original /existing equipment and spares) by Original Equipment Manufacturers (OEMs) and award of single tender on nomination basis to Government agencies Autonomous bodies controlled by Government, Public Sector Undertakings and institutes referred in Annexure-II of DOP	Full Powers	--	--	--	--	--	



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### SECTION – II PERSONNEL POWERS

Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
1	List of Candidates to be called for interview on induction/recruitment	Full Powers All Executives Non- Executives	D (P) HOD (HR) not below the grade of E-8 in consultation with D (P)	
2	Constitution of Medical Board for examining the fitness for service of new appointees	Full Powers	CMO	
3	Sanction of expenditure on Recruitment & Promotion (DPC Expenses) including venue & other expenditure related matters	Full powers ₹ 2,00,000/- per event (i.e. each DPC/per Recruitment interview)	D (P) HOD (HR) not below the grade of E-8	
4	Extension of time for joining the post on initial appointment	Full Powers All Executives Non- Executives	D (P) HOD (HR) not below the grade of E-8	
5	Grant of TA to candidates called for interview	Full Powers in accordance with TA Rules	HOD (HR) not below the grade of E-8	
6	(i) Approval of satisfactory completion of period of probation on Promotion and Recruitment (wherever applicable)	Full Powers in respect of Executives E-8 to E-9	CMD	Orders to be issued by the HR
		Full Powers in respect of Executives E-5 to E-7	Director	
		Full Powers in respect of Executives E-1 to E-4 Non-Executives	Concerned HOP/HOD not below the grade of E-8	
	(ii) Extension of Probation on the basis of the Report	- Do -	-Do-	-Do-



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7	Termination of service on account of unsatisfactory performance during the period of probation on recruitment	Full Powers	D (P) in consultation with FD	Orders to be issued by the HR
8	Forwarding of applications of the employees for outside Employment	i) For Executives (E-1 to E-9)	D (P) in consultation with FD	With recommendation of concerned HOD/HOP.
		ii) For Non-Executive	HOD (HR) not below the grade of E-8 in consultation with D (P)	
9	Acceptance of Resignation of employees including waiver of notice period	Full Powers upto E-8	D(P) on recommendation of FD	Orders to be issued by HR
		Non- Executives	D (P)	
10	Termination of the Services of Employee	Full Powers upto E-8	D(P) on recommendation of FD	
11	Transfer of Bond in case of Trainees	Full Powers	D (P)	
12	Constitution of Departmental Promotion Committee	For Executives	D(P) in consultation with FD	
		For Non-Executives including Supervisors	HOD (HR) not below the grade of -E8 in consultation with D (P)	
13	Approval for change of Home Town (Allowed only once in entire service period)	Full Powers Corporate Office (Shillong)	HOD (HR) not below the grade of E-8	Orders to be issued by the Project HR.
		Other locations	Concerned HOP/HOD not below the grade of E8	
14	To permit employees to undertake courses of studies and to appear in Examinations and to attend classes outside office hours for the period of up to 3 years at a time.	All Employees	D (P)	Permission shall not be construed to confer any right to the employee in any manner.
15	Nomination of employees to attend seminars/ conference/workshops / training etc. in India for short term not exceeding 2 weeks.	Executives from E-7 to E-9	D (P) in consultation with FD	
		Executive from E-1 to E-6 and Non-executives	HOD (HR) not below the grade of E-8 with recommendation of concerned HOP/HOD	
16	To accord permission for delivering lectures/ functioning as Faculty Members/selection committees etc. in outside organizations and acceptance of fees/honoraria thereof.	Executives from E-1 to E-9	Director	
		All Non-Executives & Supervisors	HOD (HR) not below the grade of E-8	



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17	<u>Insurance:</u> a) Insurance of personnel as per approved policy and guidelines. b) Directors and Officers Liability Insurance c) Public Liability Insurance	Full Powers Full Powers Full Powers	D (P) D (P) D (P)	
18	Transfer of Employees	E-8/E-9/HOP/HOD  Full Power in respect of Executives E-1 to E-7  Full powers in respect of all non-executives and supervisors	CMD  D (P) on recommendation of FD  D (P) on recommendation of FD	Quarterly report to be submitted to CMD for his information
19	Panel approving authority for recruitment	E-7 and below	D (P)	



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### SECTION- III ADMINISTRATIVE POWERS

SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
1.	Powers to acquire land, filing requisition with Land Acquiring Authorities.	Full powers	Director (P) for Corporate office (Guwahati / Shillong/ New Delhi / Kolkata) ED in charge of Project / HOP not below the rank of E-8	Subject to provision in the Capital budget. 1. Subject to the same being a) as per requirements of the project. b) within the approved project estimates, and within the award, if any, for payment of compensation. Wherever purchase / acquisition from private entities becomes necessary, the process shall be routed through concerned Government authorities. Land acquisition shall be processed by the HOD/HOP of the respective site/location in association/consultation with the Corporate Land Section.



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SECTION- III		ADMINISTRATIVE POWERS			
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER		REMARKS
2a	Hiring of Accommodation (Office/ Field Hostel/ Transit Camp/ Guest House/ Storage Space) <sup>1</sup>	Full powers in respect of Corporate Office (Guwahati / Shillong / Kolkata / New Delhi/ Tezpur)	D(P) in consultation with D(F)		
		Power Stations / Projects / S&I	Full Power :	D(P) in consultation with D(F)	
			Upto a cost of monthly hiring of ₹1.00 (one) Lakh for each case :	Concerned ED	
2b	To allow the use of Company building etc. on rent	Full Power	HOP not below the grade of E-8 for projects/plants  Respective HOD i/c (Estate Service) not below the rank of E-8 in case of CO (Guwahati / Shillong/ New Delhi / Kolkata)		All legal formalities required to lease etc. must be strictly adhered to.
3	Repair and Maintenance of Buildings / Hired Accommodation (Office/ Field Hostel/ Transit Camp/ Guest House/ Storage Space)	a) Corporate Office (Guwahati/Shillong/Kolkata/New Delhi)			
		Full powers	ED		
		₹ 20 Lakh p.a.	HOD i/c (Estate Service) not below the grade of E-8 for respective locations.		

<sup>1</sup> Modified on 08-04-2024





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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
		b) Projects/Power Stations/ S&I		
		Full powers	ED	
		₹ 50 Lakh p.a.	HOP not below the grade of E-8	
4	Purchase of furniture, equipment, furnishing, fixtures, Appliances, Crockeries, DTH Entertainment facility including recharges for Offices and other establishments including Guest House/ Transit Camp /Canteen.	Full Powers ₹ 25 Lakhs per annum ₹ 20 Lakhs per annum	D (P) / D (T)  ED  CGM/HOP/HOD not below the grade of E-8	Purchases should conform to the scales of furniture etc. laid down from time to time.
5	Purchase and upgradation, expansion of IT and Communication Infrastructure including Hardware, Software, peripherals, consumables etc.	Full Powers ₹ 50 Lakh ₹ 25 Lakh p.a.	D (T) ED (IT) HOD in the grade of E-8 for Guwahati, Shillong, Kolkata, New Delhi / HOP in the grade of E-8 for projects/stations.	This power shall be exercised in consultation with ED (IT). Procurement of Computer hardware and software shall be reported to the HOD (IT) at C.O. periodically for record purpose.
6	a) Repair, Maintenance and upkeep of furniture and fixtures etc. at Projects/ Stations/ Offices/ Site	Full Powers  ₹ 5 lakh p.a.	HOP / HOD not below the grade of E-8  Coordinator not below the grade of E-7/DGM (HR) Admn at Shillong	
	b) Repair, Maintenance and upkeep of Office equipment etc.	Full Powers	(HOP / HOD) -not below the rank of E-8	
	c) Repair, Maintenance and upkeep of I.T./ other peripheral devices/ Communication / Network systems etc.	Full Powers	HOD (ITS) (not below the rank of E-8) in C.O (Guwahati/Shillong)  HOP for Projects/Plants (not below the rank of E-8)	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
			HOD (CA) for New Delhi & Kolkata (not below the rank of E-8)	
7	Hiring of Office equipment, furniture & fixtures, appliances including fans, water coolers etc.	Full powers  ₹ 70,000/- p.a.	{HOP/ HOD (CA/RA)}-not below E-8 for projects and offices/ CGM(HR) for CO  Coordinator not below the rank of E-7	
8	Hiring of car/ jeep/ bus/ ambulance/escort vehicles for security/ other passenger vehicles on annual/monthly/daily or periodical basis.	Full Powers  Up to ₹ 30.00 Lakh p.a.  Up to ₹ 20.00 Lakh p.a.	Director  ED  HOD (CA) / HOD (RA) / HOD (HR)/HOD (HR) not below the grade of E-8	
9	Long Term Spares Agreement for supply of spares from OEM/Authorized service provider for O&M Plant	Full Power	Director (T)	Up to 5 years.
10	i) Purchase of Newspaper / Magazines/ Journals etc. for Office, Guesthouse/ field Hostels	Full Power	HOP/ HOD/ HOD (CC) not below the grade of E-8	
	ii) Purchase of books, technical journals, periodicals, standards etc, including in electronic form:  (a) Corporate Central Library	₹ 15000/- p.a	HOD (CC) /HOD (HR) not below the grade of E-8	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	(b) Project Libraries	Full powers	HOP /Head of Project HR not below the grade of E-7	
	(c) Departmental Libraries in C.O. (Guwahati / Shillong /Kolkata /New Delhi) and other Offices	Full powers	HOD not below the grade of E-7/ DGM (HR) Admn at Shillong	
12	Sanction for prepayment for Franking Machine units.	Full powers	(HOP / HOD) - not below the rank of E-8	
13	a) Sanction for installation of Official and Residential Telephones as per approved policy and norms of the Corporation. b) Powers to approve waiver of charges from residential telephones in excess of eligibility limit	Full powers  Full powers	(HOP / HOD) - not below the rank of E-8  Director	Installation of Telephones is to be arranged by In-charge Admn. Corporate Office for the Officers of Corporate Office.  The power may be exercised after necessary justification is furnished for such waiver.
14	Repairs and Maintenance of Departmental vehicle	Full powers  ₹ 100,000/- p.a.	HOD In-charge - Transport Services (not below the grade of E-8) in CO (Guwahati /Shillong /Kolkata /New Delhi)/ HOP not below the grade of E-8 in other locations.  Coordinator not below the grade of E-7/DGM (HR) Admn at Shillong	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
15	a) Service / AMC / Maintenance Contract for appliances, Office equipment, outsourced services such as data entry, photocopying, scanning /digitalization etc	Full powers  ₹ 10 lakhs p.a	HOP / HOD not below the grade of E-8  Head of HR in Power Station not below the grade of E-7	1) Period of Contract: Up to 3 (Three) year. Extension in exceptional cases may be considered but not exceeding 50% of the period by the approving authority. 2) Service contracts concerning O&M of Plants shall be regulated by provisions of Section-I including technical sanction and award. The period of these contracts shall be determined by the necessity and nature of service.
	b) Operation & Management of Guest House/ Transit Camps/Field Hostel, etc including Housekeeping, hospitality and allied services.	Full powers  Up to ₹ 25,00,000 per Contract per Annum  Up to ₹ 15,00,000 per Contract per Annum	D (P)  ED (HR/Plants/Projects)  HOP /HOD (CA) / HOD (RA) / HOD (HR) not below the grade of E-8	
16	Expenditure on ceremonial occasions, local festivals, dignitaries visit etc., except Independence Day, Republic Day and NEEPCO Raising Day, for which separate order shall be issued.	Full powers  ₹ 3 lakh per occasion subject to annual Ceiling of ₹ 15 lakh  ₹ 2 lakh per occasion subject to annual Ceiling of ₹ 12 lakh	Director  ED  HOP / HOD(CA)/HOD (HR) not below the grade of E-8	
17	Printing, photocopy, binding and purchase of Office Stationery.	Full Powers  ₹ 50,000/ per annum	HOP / HOD not below the grade of E-8/ CS  DGM (HR) Admn at Shillong	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
		₹ 20,000/ per annum	Coordinator/Head of S&I Unit/Head of HR in Power Station not below the grade of E-7	
18	Purchase of cleaning materials/ toiletries/ washroom items & equipment/ disinfectants, etc.	Full Powers ₹ 2,00,000/- per annum	HOD/HOP not below the grade of E-8  Coordinator not below the grade of E-7/ Head of S&I units / Head of HR in Power Stations not below the grade of E-7/DGM (HR) Admn at Shillong	
19	Purchase of petty/contingent / misc. items at Corporate Office (Shillong/Guwahati/Delhi/Kolkata)	Full Powers ₹ 50,000/- per purchase subject to a ceiling of ₹ 30 lakhs p.a.  ₹ 20,000/- per purchase subject to a ceiling of ₹ 10 lakhs per annum	Director  HOD not below the grade of E-8  DGM (HR) Admn at Shillong	
20	Purchase of petty/contingent / misc. items at Projects/Units	Full Powers  ₹ 20,000/- per purchase subject to a ceiling of ₹ 20 lakhs per annum	ED  HOP not below the grade of E-8	
21	Powers to write-off office equipment, furniture, books etc.	Full Powers  ₹ 25,000/- in each proposal subject to an annual ceiling of ₹ 10 lakh.	Director  ED	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
		₹ 20,000/- in each proposal subject to an annual ceiling of ₹ 5 lakh.	HOP - not below the rank of E-8	
22	(i) To empanel Attorneys, Solicitors, Counsels Arbitrators, Advocates in all the Court cases and Arbitration Matters.  (ii) To fix the schedule of fee/remuneration for the empaneled Attorneys, Solicitors, Counsels, Arbitrators, Advocates in all the Court cases and Arbitration Matters	Full powers	CMD	
23	(a) To Contest, Institute, Conduct, Intervene, defend any Suit, Appeal, Review, Revision, Writ Petition or any other legal proceedings by or against the Company or its employees or otherwise concerning the affairs of the Company in any Court and / or Quasi-Judicial Authorities / Arbitration matters or before any other authorities. (b) To refer any claims and/or demand by or against the Company for Arbitration. (c) To sign and verify plaint, Written Statement, Affidavit, Objections, Memorandum of Appeal or any other Pleadings to be filed before any Judicial or Quasi-Judicial Authorities Arbitrator, Tribunal or any other	Full powers	Concerned Director	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	Authorities.			
	(d) To enforce judgment, execute any decree or order of any Court Judicial or Quasi-Judicial Authorities, Award of the Arbitrator Tribunal or any other Authority and to take all the steps in furtherance of the same.	Full powers	Concerned Director	
24	(i) To appoint Attorneys, Solicitors, Counsels, Arbitrators, Advocates Consultants other than from approved panels. (ii) To appoint/ engage Attorneys, Solicitors, Counsels, Arbitrators, Advocates Consultants from the approved panel at approved rates of remuneration / schedule of fee	Full powers	CMD	
25	(i) To sign Vakalatnama, verify Plaints, Written Statements, Affidavits, Rejoinder, Objections, Memorandum of Appeal or any other Pleadings, Replies, Claims, Counter Claims etc. in any legal proceedings before any Courts of Law/Quasi- Judicial Authorities, Tribunal or any other Authorities on behalf of the Corporation.	Full Powers	HOD of the concerned Wing (not below the rank of E8) / Officer of Law Wing not below the rank of E-5.	On advice of Law Wing.
	(ii) To sign Vakalatnama, verify Plaints, Written Statements, Affidavits, Rejoinder, Objections, Memorandum of Appeal or any other Pleadings, Replies, Claims,	Full Powers	HOD (not below the rank of E8) / Officer of Arbitration Wing not below the rank of E-5.	On advice of Law Wing.



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	Counter Claims etc. in any arbitration proceedings before Arbitral Tribunal and any courts of law on behalf of the Corporation			
26	i) Engagement of Firm of Chartered Accountants/ Cost Accountants/ Company Secretaries/ Advocates for certification purpose under the Companies Act, Income Tax Act, RBI, SEBI requirements etc. and for Banks and other lenders	Full Powers  ₹ 25,000 in each case subject to an annual ceiling of ₹ 7.5 lakh  ₹ 20,000/- in each case subject to an annual ceiling of ₹ 5 lakhs	D (F)  HOP / HOD(Fin.) not below the grade of E-8  CS	
	ii) Engagement of Chartered Accountants/Cost Accountants /Consultants for accounting work, Preparation of Manuals, rendering opinion etc.	Full Powers  ₹ 50,000 in each case subject to an annual ceiling of ₹ 7.5 lakh	D (F)  HOP / HOD(F) not below the grade of E-8	
	iii) a) Engagement of firm of Chartered Accountants as Auditors for tax audit under the Income Tax Act and sanction of their remuneration.	Full Powers	D (F)	
	b) Engagement of firm of Chartered Accountants/ Cost Accountants for GST Audit under the GST Act	Full Powers	D (F)	
	iv) Sanction of Audit Expenses including holding of Auditors Meetings and other Meetings in connection with audit etc.	Full Powers  ₹ 10,000 per case subject to annual ceiling of ₹ 1.00 Lakh	ED (F)/ CGM(F)  GM(F)	
	v) Engagement of firms of Chartered Accountants/ Cost Accountants /Company Secretaries /Advocates	Full Powers	D (F)	





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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	for Tax Matters including litigation/ Company Law matters/ physical verification of Stock /fixed assets etc. and sanction of their remuneration.	₹ 50,000/-in each case subject to a ceiling of ₹ 10 lakh per annum.  ₹ 10000 per case subject to annual ceiling of ₹ 2.5 Lakh	ED(F) /CGM (F)  GM(F)/ CS	
	vi) Engagement of firms of Chartered Accountants/ Cost Accountants etc. for Certification work Relating to Tariff Purpose.	Full Powers  ₹ 50000 per case subject to annual ceiling of ₹ 10 Lakh  ₹ 10,000 per case subject to annual ceiling of ₹ 2.5 Lakh	D (F)  ED(F)/CGM(F)/ ED(Commercial)/ CGM(Commercial)  GM(F)	
	vii) Miscellaneous legal/ arbitration expenses such as expenditure on obtaining legal opinion from outside legal experts. Attestation of affidavits. Power of attorney etc.	Full Powers  Up to ₹ 20,000/- in each case subject to ₹ 2 lakh per annum.  Up to ₹ 10,000/- in each case subject to ₹ 50,000/- per annum.	Director  ED  HOP / HOD (Law / Arbitration/ HR) not below the grade of E-8	On advice from Law Wing wherever available.
	viii) Summoning of witnesses	Full Powers	HOP / HOD not below the grade of E-8	
	ix) Engagement of firms of Chartered Accountants / Company Secretaries / Advocates for Certification work, filing of forms and documents with the Ministry of Corporate Affairs / Securities Exchange Board of India (SEBI) and other Regulatory Authorities dealing with Corporate Law matters including payment of	Full power  ₹ 20,000/- in each case subject to a ceiling of ₹ 5 Lakh per annum	D (F)  CS/ HOD (Finance) not below the grade of E8	



## NEEPCO DELEGATION OF POWERS

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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	fees and obtaining of Digital Signature Certificate as per requirements of the Companies Act and sanction of their remuneration.			
	x) Engagement of Rating Agencies	Full Power for appointing a single rating agency for any single borrowing mandate and fees up to ₹ 2 lakh per case.	D (F)	For multiple rating, approval of the CMD would be required.
	xi) Engagement of intermediaries like RTA, NCD Trustee, Legal Consultant etc, Advocate, Forex Consultant, Stock Exchange, Depositories etc (including for issue of bonds, shares, securities, creation of security etc.)	Full Powers ₹ 50,000 per case subject to annual ceiling of ₹ 10 Lakh  ₹ 25,000 per case subject to annual ceiling of ₹ 2.5 Lakh	D (F)  ED(F)/CGM (F) / ED (Commercial)/ CGM(Commercial)  GM(F)/CS	
	xii) Payment of CERC Fee	Full Powers	D (F) / HOD (Commercial) not below the grade E-8	
27	To sign import license applications on behalf of the Corporation.	Full Powers	Executive not below the rank of Sr. Manager (E-6) as may be nominated by Director.	Subject to letter of awards/ acceptance and to the verification of Bill of Quantities to be imported.
28	Authorizing payment of cancellation charges for tickets	Full powers	(HOP / HOD) - not below the rank of E-8	Subject to tickets / bookings were made against approved tour programme
29	Approval for issue of Advertisements relating to Tender/ Financial Results/Recruitment.	Full powers	ED/ HOP (not below the rank of E-8)/ CGM (HR) / GM in charge of CC/CA	Subject to guidelines and policy that may be issued from time to time.



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
30	Sanction of expenditure for Official hospitality and declaration of Official guests.	Full Powers  ₹ 2,00,000/- Per annum  ₹ 1,00,000/- Per annum  ₹ 50,000/- Per annum ₹ 30,000/- Per annum	Director / CVO  ED  CGM/ {HOP / HOD (CA/RA)}- not below the rank of E-8  GM Company Secretary/ In-Charge of CMD/Director's Secretariat not below the rank of E7.	
31	Sanction of advances for contingent Expenditure.	Full Powers  Up to ₹ 1,00,000/- to an Executive subject to a ceiling of Rs 10 Lakh p.a.  Up to ₹ 25000/- to an executive subject to a ceiling of Rs. 2 Lakhs p.a.	Director  CGM/ HOP /HOD not below the grade of E-8  GM and HOP/HOD not below E-7	
32	Sanction of permanent recoupable Imprest in each case.	Full Powers  Up to ₹ 20,000/-	Director  (HOP / HOD) - not below the rank of E-8	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
33	Sanction of expenditure on publicity, advertisement, sponsoring of events other than tender and recruitment through Corporate Communications.	Full Powers  Up to ₹ 3,00,000/- per insertion subject to annual ceiling of ₹ 20 lakh.  Up to ₹ 1,00,000/- per insertion subject to annual ceiling of ₹ 10 lakh.	D (P)  HOD(CA/CC) - not below the grade of E-8  HOP not below the grade of E-8	Text of the advertisement as per standard format and if not available in consultation with CC wing
34	a) Sanction for supply of uniform, badge and liveries for entitled employees b) Sanction for supply of uniform, badge and liveries for contract employees	Full Powers  Full Powers	HOD (Security/CA) / HOP not below the grade of E-8  Director	
35	a) Sanction of expenditure on production, design related to PR on approved rate contract. Empanelment of advertisement agency /printers/ Digital printers (for blow ups, Film/ Documentary makers/ photographers including production, design, with or without rate contract b) Sanction of expenditure on production, design related to CC on approved rate contract. c) Sanction of expenditure on participation in exhibition	Full Powers  Up to ₹ 5,00,000/ per occasion subject a ceiling of ₹ 25 Lakh per annum  Up to ₹ 50,000/ per occasion subject a ceiling of ₹ 5 Lakh per annum  Full powers  Up to ₹ 5,00,000/ per occasion subject a ceiling of ₹ 25 Lakh per annum  Full powers  Up to ₹ 5,00,000/- per occasion subject to annual	D (P)  HOD (CC) not below the grade of E-8  HOP not below the grade of E-8  D (P)  HOD (CC) not below the grade of E-8  D (P)  HOD (CC) not below the grade of E-8	



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SECTION- III ADMINSTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
		ceiling of ₹ 25 lakh		
	d) Sanction of expenditure on project model making, photography / drone photography etc./ videography /documentary film making of projects/functions including developing and printing of photographs, tracking of TV/Radio coverage and CD/DVD making with or without framing	Full Powers ₹ 20 Lakh ₹ 10 Lakh	Director  ED/ HOD(CC) not below the grade of E-8  HOP / HOD (HR) not below the grade of E-8	
36	i) Approval of tours to projects and others areas of operation /location including sanction of expenditure.	Full Powers	Controlling Officers (HOP / HOD) - not below the rank of E-8	For tours outside the NE Region, Director is the approving authority.
	ii) Sanction of expenditure on approved press conference/ meet	Full Powers  Up to ₹ 50,000/- per occasion subject to maximum of ₹ 2,00,000/- per annum	ED  {(HOP / HOD(CC/RA))}- not below the rank of E-8	
37	a) Constitution of TAC/POE / Techno-legal Consultants	Full Powers	D (T)	
	b) Engagement of Individual as Technical Consultant/ Expert	Full Powers for engagement upto 3 months	D (T)	
	c) Engagement of Individual as HR Consultant/ Expert	Full Powers for engagement upto 3 months	D (P)	
	d) Engagement of Individual as Finance Consultant/ Expert	Full Powers for engagement upto 3 months	D (F)	
38	a) Conducting TAC/POE visits to the project and approval of associated expenses once the administrative approval for the formation of the	Full Powers	HOP / HOD - not below the grade of E-8	The expenditure shall be chargeable to the respective project.



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	Committee is accorded by the concerned Authority			
	b) Approval for conducting Model Studies/ Consultancies / tests/ all technical studies /all R&D studies/survey /investigation /evaluation/ valuation etc. through external institutions including Government Agencies, Autonomous Bodies, Public Sector Undertakings	Full Powers Up to ₹ 1 Crore- in each case Up to ₹ 20 Lakh in each case	D (T) ED HOP / HOD(D&E) / HOD (RE) not below the grade of E-8	
39	1) Preparation of AutoCAD drawings, scanning, digitization of drawings/ documents and other documentation works carried out through outsourcing / external agencies at approved / reasonable rates.	Full Powers ₹ 10,000/- in each case with an annual ceiling of ₹ 1 Lakh.	HOP / HOD (D&E/RE /CA /CP/HR) not below the grade of E-8 DGM (Tech.) (E-7)	
	2) Approval for purchase of consumable items related to production of design/drawings/ CAD drawings	Full Powers ₹ 5000/- in each case with an annual ceiling of ₹ 20,000/-	HOP / HOD not below the grade of E-8 DGM (Tech.) (E-7)	
	3) Purchase of stationary/ computer stationary on grounds of urgency but not available with stores/IT&C/ Design division. (for the purpose of drawing, etc.)	Full Powers	HOP / HOD not below the grade of E-8	Non-availability certificate from Stores/SD/IT&C etc. shall be obtained.
	4) Expenditure on printing of DPR/PFR/Due diligence studies etc.	Full Powers	HOP / HOD not below the grade of E-8	
40	To undertake social welfare activities in and around Project areas / Offices under CSR as per guidelines / schemes / Govt. sponsored schemes			These powers shall be exercised following the corporate CSR guidelines/policy (Revised CSR Policy: February 2023)



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
41	a) Signing of <b>residential</b> lease agreement, for and on behalf of Corporation in respect of executives as per standard lease terms vetted by law Department	Full Powers	Head of HR not below the rank of Sr. Manager (E-6)	Finance Concurrence shall be obtained.
	b) Signing of lease deeds, for and on behalf of Corporation, for hiring accommodation <b>other than residential</b> (in consultation with Law Department.	Full Powers	Head of HR not below the rank of Sr. Manager (E-6)	Finance Concurrence shall be obtained.
42	a) Sanction of expenditure towards organizing for seminar, workshop, training programme, presentation, discussions including expenditure towards kits, stationery, course material, lunch/dinner, tea, snacks etc. during the programme.	Full Powers  Up to ₹ 1,00,000/- on each occasion subject to ₹ 10 Lakh per annum  Up to ₹ 75, 000/- on each occasion subject to ₹ 5 lakh per annum	D (P)  ED (HR) / HOD (HR) / HOD (CC)/ In-charge of HRD not below the grade of E-8  DGM (HRD/CC)	
	b) Sanction of expenditure towards nominating employees for seminar, workshop, training programme, presentation, discussions.	Full Powers  Up to ₹ 1,00,000/- on each occasion subject to ₹ 10 Lakh per annum  Up to ₹ 75, 000/- on each occasion subject to ₹ 5 lakh per annum	D (P)  ED (HR) / HOD (HR) / HOD (CC)/ In-charge of HRD not below the grade of E-8  DGM (HRD/CC)	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
	c) Sanction for sponsoring including co-sponsoring of events including seminar, workshop, training programme, presentation, discussions.	Full Powers Up to ₹ 50,000/- on each occasion subject to ₹ 5 lakh per annum	Director HOP / HOD (HRD) not below the grade of E-8	
43	Sanction of expenditure on organizing/ participate sports cultural meets, functions, excursions, quizzes, tournaments etc. including expenditure on purchase/hiring of infrastructural facilities including purchase of sports gear/ equipment's.	Full powers ₹ 10 lakh per annum ₹ 5 lakh per annum	D (P) HOP / HOD (CA)/ HOD (HR) HOD (Sports) not below the grade E-7	
44	Approval for expenditure on Public hearing in connection with EIA/EMP studies/Land acquisition.	Full power Up to ₹ 2.50 Lakh on each occasion subject to ₹ 10 lakh per annum	Director (Technical) HOD (CP) not below the rank of E-8	
45	Approval for entering into MOU including for deposit works such as widening /improvement of roads /bridges, Catchment Area Treatment works, bulk power supply lines, associated maintenance works etc. including signing of deed/agreement & related documents on behalf of Corporation.	Full Powers	Director (T)	1. These powers shall be subject to requirement of the project/corporation, provision in cost estimates and availability of budget; format of agreement to be vetted by Law Division. 2. Deposit works will be executed through departments/ board /corporation /agencies of Central/State Govt./ Statutory/ Autonomous bodies





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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
46	Sanction for payment of Statutory Central & State duties/taxes/levies payable under relevant Act.	Full Powers	(HOP / HOD) - not below the rank of E-8	Subject to prior financial consultation at appropriate level & contractual provisions.
47	Sanction of expenditure for various employee welfare (including NRC, Cooperative Society, etc) activities	Full Powers  ₹ 2,00,000/- in each case subject to maximum of ₹ 10 lakh per annum  ₹ 1,00,000/- in each case subject to maximum of ₹ 5 lakh per annum	D (P)  ED  HOP/HOD (CA) / HOD (HR) not below the grade E-8	
48	Sanction of expenditure in connection with Board Meeting and Board Committee Meetings including Travel and Accommodation of part-time Directors and other Official Hospitality	Full Power	Company Secretary / GM (CA/RA)	
49	To Permit travel by a higher class to non-entitled employees on official tour, subject to exigencies of work  In train/bus/ Air travel for non-entitled employees	Full Powers in respect of employees working under them	(HOP / HOD) - not below the rank of E-8	



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SECTION- III ADMINISTRATIVE POWERS				
Sl. No	SUBJECT MATTER	EXTENT OF POWER	OFFICIALS AUTHORISED TO EXERCISE POWER	REMARKS
50	Purchasing of Mementos & Gifts for VIPs, Dignitaries, Retd. CMDs, Directors etc.	Full power ₹ 5.00 Lakh p.a.  ₹ 1.00 Lakh p.a.	Director  HOP /HOD (CA/Fin/ HR/ RA) not below the grade of E-8  CS	
51	Purchase of Medicines / Medical Equipment for hospitals / dispensaries of the Corporation.	Full Powers  ₹ 20 Lakh in each case subject to a ceiling of ₹ 50 Lakh per annum.  ₹ 15 Lakh in each case subject to a ceiling of ₹ 30 Lakh per annum.  ₹ 5 Lakh in each case subject to a ceiling of ₹ 20 Lakh per annum.	D (P)  ED (HR)  HOD (M&HS)/ HOP not below E-8  DGM (M&HS) at Project/ Station	This power shall be exercised after fulfilling all codal formalities.  These powers exercised in consultation with concerned Officer of M&HS Deptt.
52	Availing/ hiring of IT & Communication Services including internet/lease line/VSAT services in area of IT & communication from Govt. Organizations/PSU like DOT, BSNL, MTNL, NIC, NICS, PGCIL, Railtel etc.	Full Powers	ED (IT)  HOP /HOD (CA) not below the grade of E-8	Power to release advance payment shall be exercised by approving authority in case of Govt. Agencies/ companies mentioned alongside. Prior technical approval is required from HOD (IT) in case of locations other than CO.

Abbreviation for exercising DOP powers:

HOP = Head of Project / Power Station

HOD = Head of the Department



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### URGENT LOCAL PURCHASES

For urgent purchases, Local Purchases Committee (LPC) shall be constituted to affect the emergent purchases or purchases do not have specific specifications shall govern as follows:

Name of Local Purchase Committee	Composition of Committee & Amount of total purchase	Appointing Authority/Approving Authority	Remarks
<u>LPC-1</u>	Dy. General Manager-Chairman One member from Finance and one from Indenter not below the rank of Sr. Manager ---- Below ₹ 3 lakh	ED/ CGM/ GM (HR) (HOD & HOP) - not below the rank of E-8	The Committee shall survey the market and assess the stock available in the market and ask in written offers at least from 3 vendors in sealed/pasted covers and after fulfilling codal formalities, preparation of comparative statement and reasonability of rates shall submit the proposal to approving authority. After approval, Chairman of the Committee shall place the order.
<u>LPC-2</u>	Sr. Manager – Chairman One member from Finance and one member from Indenter not below the rank of Deputy Manager ----- Below ₹.50,000/-	ED/ CGM/ GM (HR) (HOD & HOP)- not below the rank of E-8	-Do-



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### SECTION – IV FINANCIAL POWER TO F&A WING

Sl No.	Nature of Power	Delegated to	Extent of Power
1	Operation and closing of Bank account including Cash credit, approving authorization matrix of Operation of bank accounts.  Opening of Letter of Credit	Director (Finance)  ED (Finance)/CGM(Fin)  ED (Finance) / CGM (Fin)	Full Power  Full Power in absence of D(F)  Full power for dropping any officer from authorization matrix on transfer or separation from the services.  Full Power
2	Passing and Payment of Bills	<p><b><u>CORPORATE OFFICE</u></b> ED(F)/ CGM(F)/ GM(F)/ DGM(F)/ Sr. Mgr(F) Mgr (F) Dy. M(F) AO/AM(F) AAO</p> <p><b>*PROJECT/ OTHER OFFICES</b> (In relation to power delegated to HOP for Contracts executed at project / HOD/ Corporate Affairs / Coordinator not below the rank of E-7</p> <p><b>Head of Finance not below the level of Sr. Mgr (F)</b></p> <p>Sr. Manager (F) (Not being Head of Finance) Mgr (F) Dy. Mgr (F) AO/AM (F) AAO</p> <p><b>Head of Finance in the rank of:</b> Mgr (F) Dy. Mgr (F)</p>	<p>Full Power Up to ₹ 50 Lakh Up to ₹ 20 Lakh Up to ₹ 10 Lakh Up to ₹ 2.5 Lakh * No limit for passing establishment bills.</p> <p>Full Power  Up to ₹ 100 Lakh Up to ₹ 50 Lakh. Up to ₹ 20 Lakh Up to ₹ 10 Lakh. Up to ₹ 2.5 Lakh * No limit for passing establishment bills.  Up to ₹ 75 Lakh Up to ₹ 40 Lakh.</p>



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3	Financial Examination & vetting of proposals	<p><b><u>Corporate Office</u></b></p> <p>Proposals under CMD / Board’s Power</p> <p>Proposals under powers of Functional Directors</p> <p>Proposals requiring approval below the level of Functional Directors</p> <p><b><u>Project / Coordination Offices</u></b></p>	<p>Finance concurrence to be accorded by Director (Finance). In the absence of Director (Finance), finance concurrence will be accorded by the HOD, Corporate Finance Wing</p> <p>Finance concurrence will be accorded by the In-charge of Finance Concurrence Cell not below the rank of GM</p> <p>Finance concurrence to be accorded by an Officer not below the rank of Sr. Manager (Finance)</p> <table><tr><th>Rank</th><th>Power of HOF</th><th>Power- Not as HOF</th></tr><tr><td>Sr. Manager (Finance) &amp; above</td><td>Full Power</td><td>Up to Rs. 100.00 lakh</td></tr><tr><td>Manager (finance)</td><td>Up to Rs. 75.00 lakh</td><td>Up to Rs. 50.00 lakh</td></tr><tr><td>Deputy Manager (Finance)</td><td>Up to Rs. 35.00 lakh</td><td>Up to Rs. 20.00 lakh</td></tr><tr><td>AO/Asst. Manager (Finance)</td><td>Up to Rs. 20.00 lakh</td><td>Up to Rs. 10.00 lakh</td></tr></table> <p><b>Note:</b></p> <ol style="list-style-type: none"><li>1. All the proposals for Finance vetting will be routed through the HOF, irrespective of delegated powers to the subordinate officers.</li><li>2. Full power is in relation to the power delegated to the concerned HOP/HOD/ Coordinator not below the rank of E-7, as the case may be.</li></ol>	Rank	Power of HOF	Power- Not as HOF	Sr. Manager (Finance) & above	Full Power	Up to Rs. 100.00 lakh	Manager (finance)	Up to Rs. 75.00 lakh	Up to Rs. 50.00 lakh	Deputy Manager (Finance)	Up to Rs. 35.00 lakh	Up to Rs. 20.00 lakh	AO/Asst. Manager (Finance)	Up to Rs. 20.00 lakh	Up to Rs. 10.00 lakh
Rank	Power of HOF	Power- Not as HOF																
Sr. Manager (Finance) & above	Full Power	Up to Rs. 100.00 lakh																
Manager (finance)	Up to Rs. 75.00 lakh	Up to Rs. 50.00 lakh																
Deputy Manager (Finance)	Up to Rs. 35.00 lakh	Up to Rs. 20.00 lakh																
AO/Asst. Manager (Finance)	Up to Rs. 20.00 lakh	Up to Rs. 10.00 lakh																



Note: (1) All proposals emanating from the Project/Offices will require the prior vetting of the concerned Head of Finance attached to the Project/Office.

(2) Power are to be exercised subject to Policy Guideline of Financial Concurrence.

(3) Specific relaxation/ special powers shall be accorded by Director (Fin.)



### Annexure-I

#### Constitution of Tender Committees:

Tender Committees for opening (TOC) and evaluation (TEC) of bids shall be constituted as indicated below:

The committee shall comprise of at least three members drawn from the following:

- c) At least one member from Corporate C&P/ Site C&P/Concerned Deptt. as the case may be.
- d) At least one member from D&E/Indenting Authority/Concerned Deptt. as the case may be.
- e) One member compulsorily from the Finance Wing.

Note:

- i) For tenders floated in the Corporate Office (that includes establishments at Guwahati/Shillong/New Delhi/Kolkata), at least one of the members of the Committee should **NOT** be below of the level of DGM (E-7), other than the member from the Finance Wing.
- ii) For tenders floated at Projects / Plants /Site, at least one of the members of the Committee should **NOT** be below of the level of Assistant Manager (E-3), other than the member from the Finance Wing.



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### Annexure-II

Sl. No.	Name of Institutes
<b>a) In case of consultancy assignments/special studies to be carried out by institutions like</b>	
1	Indian Institute of Technologies
2	Universities established under the Act of Parliament/State Legislature
3	Central Water and Power Research Station (CWPRS)
4	Indian Meteorological Department (IMD)
5	Survey of India (SOI)
6	National Institute of Rock Mechanics (NIRM)
7	Indian Institute of Tropical Meteorology (IITM)
8	National Institute of Hydrology (NIH)
9	National Remote Sensing Centre (NRSC), Indian Institute of Remote Sensing (IIRS) and all Regional Remote Sensing Centers (RRSCs) functioning under ISRO
10	Central Soil and Material Research Station (CSMRS)
11	National Council for Cement and Building Material (NCCBM)
12	Indian Institute of Science (IISc)
13	Indian School of Mines (ISM)
14	Geological Survey of India (GSI)
15	Indian Council of Forestry Research and Education (ICFRE)
16	National Environmental Engineering Research Institute (NEERI)
17	Wildlife Institute of India (WII)
18	G B Pant Institute of Himalayan Environment & Development
19	Archaeological Survey of India (ASI)
20	Central Inland Fisheries Research Institute (CIFRI)
21	Wadia Institute of Himalayan Geology
22	Forest Research Institute
23	National Botanical Research Institute
24	Botanical Survey of India (BSI)
25	Zoological Survey of India (ZSI)
26	Central Power Research Institute (CPRI)
27	Centre for Wind Energy Technology (CWET)





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Sl. No.	Name of Institutes
28	North Eastern Hydraulic and Allied Research Institute (NEHARI)
29	Indian Institute of Geomagnetism (IIG)
30	National Geological Research Institute (NGRI)
31	Central Road Research Institute (CRRI)
32	Institute of Seismological Research (ISR), Gandhinagar
33	Any other University/Institution/Laboratory etc. under Government of India
<b>b) In case of providing IT &amp; Communication Services including communication infrastructure, Leased Line, V-SAT, Data Centre etc. required by IT Wing to be carried out by institution like</b>	
1	Bharat Sanchar Nigam Limited (BSNL)
2	Mahanagar Telephone Nigam Limited (MTNL)
3	Power Grid Corporation of India Ltd. (PGCIL)
4	Railtel
5	National Informatics Centre (NIC)
6	National Informatics Centre Services Inc. (NICSI)
7	C-DAC



## NEEPCO DELEGATION OF POWERS

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### REFERENCE OF AMENDMENTS / MODIFICATIONS

DOP	Section	Clause No	Subject/Amendments made	Office Order No./ Circular No. (Date)
2023	III	4,5,6,7,13,14,17,32,35,36,38,39 & 42	On Purchases, Upgradation, Repairs, Maintenance, Hiring, Telephones Installation, Printing, Sanctions, Approvals etc.	240 Dated 30-05-2022
	III	50	On Purchases	304 Dated 14-06-2022
	-	-	The Chairman & Managing Director has approved and allowed CGM(Tech), O/o CMD to exercise the Powers of the HOD/HOP of the Revised Delegation of Power, 2022	306 Dated 14-06-2022
	-	-	The Chairman & Managing Director has approved and allowed CGM(C), HOD-IT to exercise the Administrative Powers of the DoP.	173 Dated 05-08-2022
	II	6	Approval on completion of probation on Promotion/Recruitment etc	497 Dated 14-11-2022
			Extension of Probation on basis of the Report	
	Guidelines for exercising the delegation of powers / Section-I / Section-III / Urgent Local Purchases	-	The Chairman & Managing Director has approved the modification / amendment of Section I, Section III, Urgent Local Purchases and Guidelines for exercising the Delegation of Powers, of DOP.	153 Dated 28-07-2023
2024	I	2(a), 17.1	The Chairman & Managing Director has approved the modification / amendment of DOP	474 Dated 14-03-2024
	II	All		
	III	2a, 4, 5, 6, 8, 10, 14, 15, 16, 17, 18, 19, 22, 23, 24, 26, 31, 33, 34, 35, 37, 38, 39, 42, 43, 47, 50, 51, 52		
	III	2a	Chairman & Managing Director has approved the modification / amendment of Clause No.2(a) of Section – III of the Delegation of Powers (DOP) of NEEPCO.	507 Dated 08-04-2024